



W.A.V.E.S.

Wilmington's Academic Venue for Exception Students

2023-2024 Student Handbook

Founder: Erin Long

Hi! My name is Erin Long. I have lived in Wilmington for 27 years. I have been married to my wonderful husband Jonathan for 15 years and we have two beautiful children, Brighton (8) & Grady (5). And let's not forget our fur baby Maddie (14), Border Collie/Lab Mix of perfection! My hobbies consist of traveling with my family, working out, long walks on the beach, reading, and drinking yummy coffee!!

I am a UNCW graduate with my degree in Special Education. My heart led me to this career because my brother Brian (42) has Down Syndrome. After graduation, I pursued my career as a special education teacher at Codington Elementary in the SDA-FA classroom for 8 years. I then had my first child and chose to take some time to be at home. As the kids grew older, I worked with other adults and children with disabilities within my home and private school setting. Now that my children are both school age, I am ready to pursue my passion and dream for Wilmington's IDD community by starting a day program!

As a special educator and sister to a brother with Down Syndrome, I have had a front row seat into the life of children and adults with IDD and how it affects their families in both positive and difficult ways. I am ready to open the doors to a program that will strive to meet the needs of so many of my friends in this community whose needs go unmet. I cannot wait to see so many familiar faces and meet new ones along this journey.

Our Vision:

For so many adults with intellectual and developmental disabilities, it is very difficult for them to maintain a job or a social schedule without a family member or aide with them at all times. This becomes exhausting and defeating for families. While there are many groups in our community that offer occasional activities, I have not found anything that provides what I am looking to offer our friends. My adult day program will offer consistency, continued education, friendship, exercise, job training, life skills, and a place of belonging. It will meet the needs of those who are ages 18 and older, who have an intellectual or developmental disability, and can participate in a group setting with minimal to mild support.

How it Works:

W.A.V.E.S. will offer a 5 day a week program from 9AM-1:45PM. What makes us different from other programs is our adults can sign up for however many days a week they need. For some it may be 1-2 days and for others it may be all 5. Possible activities during our day:

- Gathering & Social Meeting
- Volunteer in community
- Cooking
- Daily Life Skills
- Shopping trips to the Mall & Grocery Store
- Healthy living education
- Exercise Classes
- Eat Out & work on social and money skills
- Movie Field Trips - Work on social and money skills
- Field trip Days
- Visitors & volunteers from our community to present
- Game Days
- Book Club
- Personal Goals & Education

Program Costs \$50/Day - Some field trip days will require extra cost but they will be posted on the calendar. Students will bring lunch every day except Tuesdays, lunch will be provided at the Activity Center for \$5 if they choose & Fridays we will go out to lunch!

Special Thanks:

All of this is possible thanks to the love and support from First Baptist Church of Wilmington. W.A.V.E.S. Day Program is a ministry of First Baptist and we look forward to continuing to reach our friends in our community and provide a service that is like no other!

Basic Program Facts:

W.A.V.E.S. Day Program is a privately run program. We strive to meet the needs of adults ages 18 and older with intellectual and developmental disabilities.

DAYS: Monday - Friday

HOURS: 9AM - 1:45PM Daily

- We will closely follow the New Hanover County School calendar in regards to holidays, teacher workdays, and inclement weather (only if the schools are closed)
- When the New Hanover County Schools operate on a 2 hour delay, W.A.V.E.S will open at the regular time 9AM.
- When New Hanover County Schools conduct an “early release day,” W.A.V.E.S. will open for its regular schedule (Unless inclement weather.)
- Due to policy & liability issues, W.A.V.E.S cannot be available for use during times the program itself is not open.

ARRIVAL & DEPARTURE PROCEDURES:

- **DROP OFF:** You are welcome to walk your student in or drop them off at the front door depending on you and your students comfort level. I will be waiting for them in the lobby our first week but after that I will wait upstairs in our room. Our classroom is located upstairs in room 205. They may come up the elevator or use the stairs. If you are running late please text me or shoot me an email.
- **PICK UP:** Pick up is at 1:45PM. The students and I will be waiting downstairs in the lobby. Please be there right at 1:45 or a few minutes before.
- **LATE FEE:** We understand life happens and traffic in Wilmington is horrible. However, please plan accordingly. If a student is picked up after 1:50PM more than 2x there will be a \$5 late fee charged. If it continues to be a problem, the student may not be allowed to continue participating in the program.
- You may request a meeting with Erin at any time before or after class to discuss matters relating to your adult. Please understand that our main priority at drop-off and pick-up is the safety of the adults in the program. We will not be able to engage in lengthy conversations at this time.

MAILING ADDRESS: W.A.V.E.S. Day Program
1939 Independence Blvd.
Wilmington, NC 28403

PHONE: (910) 617-1536

EMAIL: waves.ilm.23@gmail.com

WEBSITE: <https://www.wavesilm.org/>

ENROLLMENT: Parents/Guardians may apply for W.A.V.E.S. Day Program through our website application process. <https://www.wavesilm.org/contact> After the application is reviewed, an interview with parent/guardian and student will be scheduled. If all parties feel like they are a good fit for each other and the program, a welcome letter will be sent via email to gain access to sign up for classes with W.A.V.E.S.

SIGN UP: Once you receive your welcome letter you may begin signing up for classes. Sign ups take place on the website under "Book Online." It requires a password that will be given in the welcome letter.

*Click BOOK NOW

*It will take you to a calendar page. The days we are open will have a small dot under the number.

*Click on the DATE you want to choose Click 9:00AM and click NEXT

*Fill in Personal Details then Click ADD TO CART.

*At this point you can click VIEW CART and check out with just one class or you may click ADD MORE SESSIONS and sign up for as many as you like and they will all appear in your cart at check out.

*Please do not hesitate to reach out with questions. I know technology can be frustrating at times!

PAYMENT: Classes are \$50/Day. Payments can be made online using credit or debit cards. You may sign up for as many classes at a time as you like (I will post 2 months worth of classes in advance for people to sign up.). I cannot guarantee there will always be availability. Sign ups are first come first serve. In the beginning there will be 5 slots available each day. I hope to open up to 8 slots as we grow and gain more support and volunteers.

EXTRA EXPENSES: Students should bring money with them on

MONDAYS: These field trips will not always cost extra. I will do my best to let everyone know ahead of time what we will be doing and what the cost will be. It shouldn't be more than \$5-\$10.

TUESDAYS: Buying lunch at the church for \$5 is an option. Can bring own lunch too.

WEDNESDAYS: YWCA costs \$3 to swim unless you have innovations then it is FREE.

THURSDAYS: Bring \$5 for grocery costs to shop and then cook.

FRIDAYS: Bring \$\$ for lunch out. I would assume \$15-20 depending on where we eat.

SNACKS:

Students are welcome to bring snacks to have during the day. We will eat lunch every day around 12. So if they need a midmorning snack, they are welcome to bring one.

RULES & GUIDELINES:

- **KINDNESS:** I will expect nothing less from myself and this wonderful group of students I have the privilege of working with.
- Students are expected to stay with the group at all times. Exceptions are made for students who may need to go for a walk down the hall and have expressed this need with the teacher. Open communication is best.
- Students should use appropriate language while socializing with their peers and staff.
- Students will keep their hands and feet to themselves. No physical aggression towards others will be tolerated at WAVES.
- Students are allowed to have a say in what they want their day to look like. However, refusal to complete a task that affects their safety or the safety of the group will not be tolerated. (Ex: refusing to leave a setting in the church or out in the community when the rest of the group is ready to go.)
- Students will create our own classroom rules together that we will abide by as well.

DISCIPLINE STATEMENT: WAVES is dedicated to creating a soothing, calm, kind, structured and fun environment for all adults, staff & volunteers. Our expectations are high but we know, “If we aim for the moon, we’ll land among the stars!” We understand that every student/adult is different and we all have our own strengths and weaknesses. Guidelines and rules will be talked about during our day and adaptations will be made to help make everyone's day run as smoothly as possible. With that in mind, there will be steps in place for continued misconduct/behaviors.

STEPS FOR MISCONDUCT:

Step 1 - Communication with the Parent/Guardian will be the first step to work through possible behaviors. Create a plan and solution.

Step 2 - Continued communication and reevaluation of the students day at WAVES & possibly needing more 1:1 support provided by the family.

Step 3 - Dismissal from W.A.V.E.S. Program.

DISMISSALS: We reserve the right to suspend or dismiss a student in our sole discretion for unsatisfactory or inappropriate behavior, or if we determine it to be in the best interests of the W.A.V.E.S. program.

SUPPORT STAFF GUIDELINES:

- Students who need more support during their day at W.A.V.E.S. are allowed to attend with a 1:1 support staff.
- Support Staff must **ONLY** work with and provide guidance for their client. Please do not correct behaviors for other individuals in the program. If assistance is needed by Erin or another support staff, they will communicate that need.

- Please no side conversations while lessons are occurring at W.A.V.E.S. (Reading, Art, Games, Morning Activities, etc.). You are welcome to join in the activity especially if your individual needs support. If your individual doesn't need support during these times in the classroom, a room will be provided where you are welcome to do other work, or have a conversation outside of the classroom.
- Limited phone use while in the classroom. If you need to be on your phone you may go into the designated room outside of the W.A.V.E.S. classroom. I want to encourage my friends at W.A.V.E.S. to enjoy being with their peers and not on devices during our time together. The best way for them to do this is for us to lead by example.

VAN RULES & GUIDELINES:

- Each individual must have a signed waiver before riding on the van. This includes support staff.
- The front seat in the van will be rotated between WAVES Students only, and assigned by Erin on a daily basis.
- Snacks and Drinks are allowed on the van but must be cleaned up when finished for the day.
- As W.A.V.E.S. continues to grow, and seating becomes limited on the Van, please know that if there is no room on the van, some support staff may be required to drive their own vehicle on field trips.

DRESS CODE: Students should wear comfortable clothing and walking shoes to W.A.V.E.S. program every day. We will always be working on some form of exercise and movement so comfort is best. SWIMSUITS & a TOWEL should be brought EVERY WEDNESDAY for our trip to the YWCA. SWIMSUITS & a TOWEL should be brought every TUESDAY from September 12th-October 17th.

GUIDELINES FOR SICK STUDENTS:

When is it necessary for a student to stay home with an illness? All parents experience times when they are not sure if a child is sick enough to stay home or not. These are some helpful guidelines.

1. Never send a student to school that has had nausea, diarrhea, irritated eyes or fever within the past 24 hours.
2. A student who is sick at night is still sick in the morning even if he/she may appear to feel better. Oftentimes fever or diarrhea which is gone in the morning returns in the afternoon.
3. Colds seem to present the biggest dilemma because they last so long. Please use your best judgment. We are all adults but we also do not like to be sick. And if Erin gets sick, the whole program has to close 😞.

4. If a doctor recommends a certain dosage of a prescription before returning to school, please follow doctors orders.
5. If your adult has diarrhea please remain home until they have been without diarrhea for 24 hours.
6. If your adult has a fever of 100 or higher please remain home until they are fever free for 24 hours.
7. If your adult has head lice please remain home until they have had 24 hours of effective treatment
8. If your adult has Green or Yellow Nasal Discharge, please remain home until the discharge is absent or has
9. If your adult has Strep Throat please remain home until they have had 48 hours of the antibiotic.
10. If your adult is vomiting, please remain home until they have been on solid foods for 24 hours.

THANK YOU FOR SHARING YOUR SPECIAL ADULT WITH US!!!

