



For All Sessions

1. GLC - OP will provide all clinical supplies necessary for your child's program.
2. GLC-OP will ensure that a small array of snacks is available if necessary for use as part of the treatment plan. If a caregiver has specific requests for snacks, you are responsible for providing those.
3. If a child is eating lunch at the center, caregivers are asked to pack and send a lunch each day.
 - a. GLC-OP will keep a limited array of items on hand in case a lunch is not provided for the child.
 - b. Lunch time is limited to 30 minutes.
 - c. Caregivers are asked to fill out the attached form to indicate how they would like uneaten food from lunch handled for their child.
4. Caregivers are asked to provide the center with a change of clothes for their child in case of emergencies. These may be kept in the child's backpack.
5. For children who are not toilet trained, GLC-OP requires that caregivers provide diapers, wipes, and a change of clothes.
6. Caregivers give GLC-OP staff permission to change their child's soiled clothes and/or diaper when the sign the receipt of parent handbook agreement.
7. GLC-OP requires that each client have a current basic/medical information sheet.
 - a. In case of emergency, a parent or caregiver leaving the center during their child's session must be reachable via cell phone and an authorized person must be available to be able to pick-up the child if necessary.
 - b. In the event of a severe medical emergency, GLC-OP staff will notify parent/guardian. If parent/guardian is not present, GLC-OP staff will call 911, begin emergency CPR/First Aid procedures as required by their training, and provide paramedics with a copy of the basic/medical information sheet.





Lunch Options

I understand that there is a 30 minute time frame for lunch at GLC-OP. I understand that during that time, my child may not eat their entire meal. I understand that some foods I provide must be thrown away if not consumed or if they cannot be re-offered or returned

In the event my child does not eat all of their food during lunch and it is possible to return the food, please complete the following (please check the items you would like completed):

Please throw out any uneaten food after the lunch time and return the lunch box (if applicable) empty.

Please place any uneaten food after the lunch time back in the lunch box and return to me at the end of the day.

Please offer any uneaten food to my child again between 2:00 and 2:30pm. If my child again refuses the food, please throw out uneaten food and return the lunch box (if applicable) empty.

Please offer any uneaten food to my child again between 2:00 and 2:30pm. If my child again refuses the food, please place any uneaten food back in the lunch box and return to me at the end of the day.

