



A PROJECT FOR PERSONS WITH AUTISM

POLICY MANUAL

A HANDBOOK OF POLICIES, PROTOCOLS & PROCEDURES

A PROJECT OF



The Gateway Trust

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1. Introduction

- a. **Our Vision:** To create awareness about differently abled individuals in order for them to be accepted by the society they are part of.
- b. **Our Mission:** To enable Adults with Autism and other developmental disabilities to live a fulfilling life with dignity and the highest degree of independence possible.
- c. **Purpose & Objectives:**
 - To provide families of people with Autism and other developmental disabilities with a lifelong support system.
 - To identify and support persons with autism and other developmental disabilities who belong to the weaker economic section of society, and subsequently provide them with accommodation within the homes set up by ARUNIMA
 - To establish a program that provides vocational training and job opportunities for those who are able.
 - To establish a program that enables persons with Autism and other developmental disabilities to communicate and interact in the most effective manner possible.
 - To provide varied opportunities for persons with Autism and other developmental disabilities to develop any innate abilities they have.
 - To provide opportunities for people with Autism and other developmental disabilities to interact with the rest of the community.
 - To advocate for job opportunities in the community for those adults with Autism and other developmental disabilities who are able.
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d. Contact Details

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The Gateway Trust Andrew Das , Principal Trustee Mobile: +91 9756604558
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e. Registration of the Gateway Trust:

The Gateway Trust is registered as a 'not-for-profit' Charitable Trust in Bangalore, Karnataka. The Trust is eligible for applicable exemptions under Sections 12A and 80G of the Income Tax Act.

Trust Regn. Nbr: BNG(U)-VRT 146/IV/2009-2010 PAN Nbr: AABTT8375N
 Regn. u/s 12A: DIT(E)BLR/12A/T-399/AABTT8375N/ITO(E)-2/Vol 2013-2014
 Approval u/s 80G: DIT(E)BLR/80G/425/AABTT8375N/ITO(E)-2/Vol 2013-2014 dt. 07/02/2014

2. General Policies, Protocols and Procedures

a. Enrollment Procedure:

The Arunima Project invites applications from parents/guardians/families of persons diagnosed with Autism Spectrum Disorders (ASD) or other developmental disabilities. All such applications will be considered by the Registration Committee on 'first come, first serve' basis, subject to applicable criteria for enrollment.

b. Admission Policy:

Applications approved by the Registration Committee will be shortlisted for Registration. Applicants will be informed in writing of the procedures to be followed and of the time frame for admission of their ward at the Assisted Living Center.

Fees & Deposits:

- i. **Fees:** The Arunima Assisted Living Centers offer an annual residential-cum-day program and fees are, accordingly, charged on an annual basis. For the convenience of client families, the amount is distributed on a monthly basis and billed in advance for each month.

Effective April 1, 2014, the fees applicable to enrolled students and new enrollments will be as follows:

- o Resident : As per current rate
 - o Day Trainee: As per current rate
 - o All payments are due latest by the 7th day of each month.
 - o Fees are subject to upward review by the management in each new Financial Year.
- ii. **Default in payment of fees:** Delayed payments, without advance written information of reason for delay, will attract a late fee of Rupees One hundred per day or part thereof on cumulative basis. Delay extending beyond one month may result in removal of the individual from the program.
 - iii. **Security Deposit:** A one time security deposit equal to six months' fees will be charged of all parents/guardians of residents. This deposit will be calculated against current fees applicable at the time of enrollment
The security deposit may be paid in a maximum of three installments as defined by the Management at the time of billing. The security deposit will be retained on an interest free basis.
 - iv. **Default in payment of security deposit:** Failure to pay the full security deposit, or pending installment beyond thirty days of the stipulated due date may result in immediate revocation of the enrollment.
 - v. **Refund of Security Deposit:** All refunds will be subject to the following terms and conditions:
 - o Refunds will be released not earlier than 90 days from the date of withdrawal of the resident

- o The amount refundable will be net of all outstanding dues as on the date of withdrawal as defined in writing by the management of the Arunima Project
- o **No refund will be applicable in the case of revocation of enrollment for default in fee payments as described above.**
- o **Partial receipt of security deposit will be forfeited in case of default in payment of security amount as described above.**

c. Withdrawal Policy

The Arunima Project will not seek the withdrawal of any enrolled resident except in the following circumstances:

- o applicability of conditions in Clause 2 c.ii and c.iv, above
- o evidence/proof of withheld or erroneous information relating to the medical history of the individual that may compromise her/his well being while in the care of the Assisted Living Center
- o failure to remit the Security Deposit or installment thereof beyond thirty days of the relevant due date
- o failure to remit monthly fees beyond sixty days of the due date
- o chronic delay in remittance of monthly fees on more than three occasions during any calendar year*.
- o any act on the part of parents/guardians/family members of the individual that, in the opinion of the management of the Center, violates the peace, harmony and general well being associated with its daily routines.

Parents/guardians may withdraw their wards under circumstances of personal choice by giving two month's written notice and payment of all fees and dues up to the date of such withdrawal. Failure to provide written notice will entail levy of one additional month's fee.

In all cases of withdrawal at the behest of parents/guardians, relevant conditions of Clause 2, above, shall apply.

3. Service User related Policies

a. Protection Policy

The stated mission of the Arunima Project is "To enable Persons with Autism and other developmental disabilities to live a fulfilling life with dignity and the highest degree of independence possible".

We are committed to the protection of each service user given to our care on a 'twenty-four by seven' basis.

To this end we have drafted a comprehensive policy that will govern the management, the staff and all associated with our operations, irrespective of location.

**In all matters related to fees, dues and charges, Calendar Year shall coincide with Financial Year, i.e., April to March.*

b. Communications/Conferences with Parents

Our Assisted Living Center operates much like a home where the individuals enrolled are helped to function within a regular and predictable routine with the focus on developing life skills that will help them navigate the broader community, and live dignified, independent lives.

Homes are family oriented and we encourage parents to be fully engaged in the ongoing progress of their wards at every level. We encourage frequent visits and the exchange of ideas that are in the best interest of the community.

Regular Communication via email and whatsapp ensures that everyone has access to information as well as opportunity to interact with one another.

Parents and family members are also invited to attend annual meetings which address critical issues related to the longer term concerns of stability and sustainability.

c. Vacations:

The Arunima Assisted Living Center functions on a 24/7/365 basis. However, parents are strongly encouraged to engage their enrolled children in re-integration with the broader family at least twice a year. Suggested below, are schedules which can serve this purpose:

- i. Summer: 3 weeks starting, the first weekend in July
- ii. Winter: 3 weeks, starting the weekend before Christmas

While a skeletal staff roster will be available throughout the year, parents who are unable to exercise this option **may** be charged a nominal fee for retention of Staff on overtime basis during these dates.