



COMMUNITY DAY PROGRAM PARENT/GUARDIAN HANDBOOK

OPENING JANUARY 2024

PURPOSE

Healing Steps Community Day Program is a private nonprofit organization established to provide a satisfying day of activities for independent living skill development, job skill development, and socialization for individuals with intellectual and developmental disabilities who do not receive state funding or are on a waitlist for day services.

MISSION

Healing Steps Community Day Program provides an opportunity for adults with intellectual and developmental disabilities to be a part of the community in a safe and nurturing environment.

PARTICIPANT REQUIREMENTS

Participants will meet the following criteria

- Have a diagnosis of an intellectual and/or developmental disability
- Be 22 years of age or older
- Be able and willing to engage in activities
- Not present as a danger to self or others

STAFF

We seek to provide quality services and with that we employ only qualified staff to work in our program.

Executive Director:

Dr. Stephanie Shelton received her Bachelor of Social Work in 2005 from Olivet University, her Master of Social Work in 2006 from Governor's State University, and her Doctor of Psychology in 2018 from Walden University. Dr. Stephanie has over 8 years of experience working with adults with intellectual and developmental disabilities. She is the founder and Executive Director of Healing Steps Counseling and the Healing Steps Community Day Program. Dr. Stephanie has a vision and passion to create a safe place for all individuals to find purpose and meaning in their lives.

Director:

Ashley Hastings, a dedicated professional, holds a Bachelor of Science in Biological Sciences with a focus on Exercise Science from Wright State University (2011) and an MBA with an emphasis in Healthcare Administration from Colorado Technical University Online (2017). With over eight years of experience in higher education, she excels in aiding individuals to surmount obstacles and attain their educational aspirations. Her commitment to working with individuals with disabilities sprouted during her undergraduate years, where she engaged with both children and adults with disabilities, igniting her passion for making a difference. Her profound alignment with the Healing Steps Community Day program fuels her leadership, poised to transform it into a beacon of hope and progress within the disability community. Under her guidance, the program aims to create a supportive and empowering environment, fostering growth, learning, and enabling individuals to make meaningful contributions to society.

Staff:

The direct support staff is made up of social work interns in their final year of their bachelor's program or their first year of their master's program.

PROGRAM

Hours of Operation:

Monday thru Friday 9:00am – 3:00pm

Weekends as registered for Craft Fair assignments

Location:

South Suburbs of Chicago

Exact Location TBD: Park Forest, IL is under consideration

Lunch

- Lunch is provided for all participants; each participant will be assigned a day to help prepare the lunch. (See Appendix A for a sample Menu)
- Healing Steps will educate participants with healthy living choices and demonstrate healthy food choices through the lunch experience.
- Each participant will be provided with a water bottle to be used during the day program.
- No outside food or beverages are allowed, unless approved by the director due to food intolerance.

Activities

Participants will be on a rotating schedule to engage in the variety of activities we will have available including but not limited to

- Homemade dog treats (to be sold)
- Baked Goods (to be sold)
- Crafts (to be sold)
- Art (to be sold)
- Pet care
- Outings (ex. shopping, trail walks, yoga)

Craft Fairs

We will be selling our items at local craft fairs during the weekends; each participant will have the opportunity to sign up to attend a weekend fair. With this activity participants will be able to work on their social and communication skills as well as financial skills.

***Note: the plan is to use the proceeds from selling our goods to lower the cost of the program.**

TRANSPORTATION

For the participants who are unable to be transported via family, Healing Steps will assist with registering the participant with PACE transportation.

***Note: the plan is to purchase a van for transportation within a year of the start of the program**

CLINICAL

We offer clinical counseling and therapeutic services through our Healing Steps Counseling program. Each participant will receive at least one hour of counseling services each week to assist with any mental health or behavioral needs. This service will be covered through insurance claim submission.

MEDICATION

Healing Steps recommends that all medication be taken either before or after the day program hours. However, it is understood that on occasion it will be necessary that afternoon medication may need to be administered. In that case the medication will be stored in a locked cabinet and administered by a staff certified to pass medication.

FEES and PAYMENTS

The cost for the program is \$1,000.00 per month for each participant (\$50 per day). This covers 5 full days of services per week. Part-time services are also acceptable.

Payment for the month is due on the 20th of the previous month. (Ex. Payment for June will be due on the 20th of May)

An invoice will be sent out on the 15th of the month with the total amount due after subtracting any fundraising and craft fair proceeds.

For Example	
	\$1,000.00
RaiseRight	\$150.00
Craft Fair	\$200.00
<hr/>	
Total Due	\$650.00

Fundraising opportunities are available.

Healing Steps highly recommends that as the parent/guardian of a participant you assist with fundraising events to enhance the quality of the program.

RaiseRight: A gift card fundraiser, you purchase a gift card, and the store will donate a percentage to Healing Steps with you receiving the card at face value.

Download the RaiseRight App



and use the Healing Steps Counseling, PC Enrollment Code:

BE6FE66863557

This link is a tutorial on how to sign up

<https://www.youtube.com/watch?v=c-v65F0xr2c>

Below are a few other fundraising ideas.

New Year's Eve Dance-a-thon

Memorial Day 5k

9/11 Memorial Climb

More fundraising information to come. Ideas are always welcome.

HOW TO REGISTER

1. Complete the Participant Application (Appendix B) and submit it to yourhealingsteps@gmail.com. You can also submit online at healingsteps counseling.net
2. Schedule an interview. The interview is to see if the program is a good fit for the participant.
3. Submit first month's payment. To begin in January 2024, we are asking that first month's payment be submitted by the 20th of December 2023. You can begin utilizing the RaiseRight fundraiser to go towards that payment once the participant is accepted.

If you have any questions, comments, suggestions, or concerns please contact Dr. Stephanie Shelton at drstephanieshelton@healingsteps counseling.net or 708-855-3563

Monday	Tuesday	Wednesday	Thursday	Friday
1 New Year's Day	2	3	4	5
8 First Day of Program Homemade Pizza Salad Ice Cream	9 Tacos (chx, beef) Rice/Beans Cookies	10 Hamburgers Fries Brownies	11 Chili Cornbread Cake	12 Leftovers
15 Martin Luther King Day	16 Enchiladas Rice/Beans Cookies	17 Deli meat sandwiches Pretzels Brownies	18 Spaghetti Salad Cake	19 Leftovers
22 Homemade Pizza Salad Ice Cream	23 Quesadillas Chips & Guacamole Cookies	24 Chx Sandwich Potatoes Brownies	25 Chx Noodle Soup Rolls Cake	26 Leftovers
29 Homemade Pizza Salad Ice Cream	30 Taco Casserole Rolls Cookies	31 Sloppy Joes Fries Brownies		Fruit and Vegetables will be served at all meals and available as a snack option.

APPENDIX A

Appendix B

HEALING STEPS DAY PROGRAM PARTICIPANT APPLICATION

Participant Information

Name: _____ Date: _____

Address: _____

Cell #: _____ D. O. B.: _____ Gender: _____

Allergies: _____

Medical/Psychiatric Diagnosis: _____

Behavioral Concerns: _____

Special Adaptations (ie. walkers, communication devices) _____

Parent/Guardian Information

Name: _____ Cell #: _____

Address: _____

Email: _____

Please share a little bit about the participant including likes, dislikes, hobbies, interests etc.

Days and Hours of Services

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<input type="checkbox"/> 9am – 3pm	<input type="checkbox"/> 9am – 3pm	<input type="checkbox"/> 9am – 3pm	<input type="checkbox"/> 9am – 3pm	<input type="checkbox"/> 9am – 3pm
OR	OR	OR	OR	OR
_____	_____	_____	_____	_____

