



Welcome to **Modev8, On Point Intensives program** Help us gear up for our 2024/25 season by following some simple guidelines.

MOB is here to find success with each family as a team. We want to work with each family to acquire a smooth and regulated structure for their students to thrive in.

As a way to adapt and self soothe, our students have developed “Motor Loops”; believe it or not so have us parents and caregivers. Unknowingly parents and other regulation partners have fed those loops. Oftentimes our students associate a place or person with a particular feeling or experience and then enter into that loop, which may hinder the task they want to achieve.

As a team we hold the key to this process, helping to accommodate the environment and atmosphere according to regulation needs and feeling success with their first steps through the doors. Let’s work together to apply some guidelines, rules and regulations that we have found successful here at the Modev8.

Admission Requirements

- *All families are required to complete the CRP training course before applying to enroll in the Prep Program*
- *All families are required to schedule and attend weekly 1:1 CRP sessions with a Modev8 trained S2C Practitioner (missed or canceled sessions must be rescheduled)*
- *All families are required to secure funds for their child and pay tuition in full or set up a recurring monthly payment prior to enrollment; all payments will be deducted the 1st of every month. A missed payment will result in a LOSS of Services and Admission in the Prep Program. Scholarships available through Angelo's Angels For Communication inquire by emailing info@modev8.com put in subject line “AA4C Scholarship packet”*

RULES, GUIDELINES & REGULATIONS

RULES:

1. No Judgment or discrimination of staff, students or parents
2. Please use Godly language and respect for others at all times, honesty and loyalty included
3. All guests must be approved before coming into the building
4. Only authorized pick up individuals will be allowed to pick up the specified child
5. Keep all hands, feet and other things alike and other body part to self
6. Treat others as you would like to be treated
7. NO baby talk!!
8. Do not disrupt classroom
9. Staff is there to work and has a VERY important task of keeping students their FIRST and ONLY priority. Please do not engage in conversation and be respectful to their very IMPORTANT job.
10. Keep emotions regulated as students can feel and hear your energy
11. Proper dress attire (no indecent exposure)
12. No sexual misconduct amongst students, parents or staff. (Sexual harassment)

GUIDELINES:

- 1) We strive to create ALL individuals as equal here at The Motor Development Co., LLC, d/b/a Modev8 Seeing the strengths in everybody and granting Grace to things we may see as weaknesses. We are creating an environment that all are seen and treated the way God sees us and has created us in every special way.

- *Presume Competence*
- *Always presume the students wants to be learning*
- *Remember the body does not always reflect what the brain wants or how it is feeling*
- *If we feel as though this rule is in Violation or you feel as though you are a part of or have witnessed discrimination or judgment follow the DISCREPANCY procedure process.*

- 2) Please use Godly language at all times

- *Ask yourself... If you are talking to Jesus would you use that language?*
- *Little ears are always listening, and even though our hearing isn't supersonic, we don't know whose is*
☒ *Please keep that in mind.*
- *Keep your tone happy, cheerful and forgiving.*
- *Do not talk down on or about individuals*
- *Focus on always uplifting and edifying others.*
- *Remember body language is also a form of language and keep it Godly.*

3) All guests will need to sign in and out on the visitor sheet provided. Please confirm with the staff if you need to enter the building during school hours at any time.

- *Doors to the building will remain locked at all times. Staff has a key.*
- *This is to ensure the safety of the student and staff at all times.*
- *Guest/s should acknowledge the rules and regulations and stay within the parameters of the guidelines to remain in the facility.*
- *If at any time the staff feels there is a violation of these rules the visitor will be asked to leave*
 - ◊ *Asked directly and politely by the staff to leave if refuses*
 - ◊ *Staff will secure the students in the procedural safe zone and immediately staff will call the Aurora Police Station to help escort the visitor off the property.*
 - ◊ *If at this time staff feels students are unsafe in the building and can safely remove the students from the building they will follow exit procedure they have been provided.*

4) No unauthorized pick up

- *Follow procedures for any special pick up or drop off instruction.*
- *Boundaries for student pick up ensures that the students remain safe and within regulation.*
- *Staff will ask questions if there is any miscommunication.*

5) Keep hands and all other body parts to self

- *Do Not: push, pull, hit, poke, grab, spit on, punch or violate someone in any physical manner.*
- *No wrestling, or tackling*
- *Each individual will be assessed according to the violation and individuals involved. All motor profiles will be taken into consideration.*

6) Treat others the way you would like to be treated.

- *Remember that we are all God's children and we must grant others the same grace that we would like when we fall short of righteous behaviors.*
- *Love, Kindness, Gentleness, Forgiveness, Peace, Wisdom, Goodness, Joy, Self Control are what we look at BEFORE we react or respond to the situation.*
- *No yelling*
- *No aggressive behaviors*
- *Follow all other guidelines to remain in code*

7) No Baby talk

- *Presume Competence with ALL individuals*
- *Treat people age appropriate*
- *Treat others the way you would want to be treated*
- *Imagine someone walking up to you and speaking to you as though you were a baby, close to the face, chipper, high pitched, ect. This would make you feel uncomfortable and mistreated. Please consider what you look like to our very intelligent students when you talk to them to avoid the indentation that you are speaking down to them.*
- *Just because someone does not answer does not mean they don't want to.*
- *Your tone and volume reflect respect.*

8) Do Not disrupt the classroom

- *No yelling*
- *No loud voice conversations in the hallways*
- *Please open the classroom door ONLY according to procedures*

- Know that all energy will transfer to our sensory sensitive students
- No arguing
- No gossip
- We assume that some of the students can hear VERY well and the walls are not always blocking out ALL the extra noise, please be respectful of their classes and school day in process.
- Please leave all loud toys or dysregulating sensory toys at home or in the car. We will work together to provide the proper sensory diet for the student that will not lead to dysregulation.

9) Staff needs to focus on student

- Students are ALWAYS priority
- Staff is to stay off of their phones unless needed for school communication or school work.
- If you are in the building at any time during the school day or sessions, please be aware that the staff is on a very tight schedule to have a successful day and does not have time to discuss things not on their schedule unless it is an EMERGENCY.
- Please start by putting a suggestion in email form and following the regulation procedure for SUGGESTION. The staff will reach out to discuss your amazing suggestions and ideas.

11) Keep emotions and energy regulated

- Staff will take regulation breaks if needed in order to remain regulated for our students
- We expect all people in the building to follow the above guidelines, rules and regulations to ensure that the energy is calm and uniform throughout the facility.
- If there are any emotions that may have shifted regulation at home, please follow the procedure policy to ensure the students' needs are met throughout the day according to the situation and added emotional stress on their sensory system.

12) Proper dress attire

- Please make sure that you are covered when bending over, reaching, or assisting students in any way.
- Shirts must be long enough to be tucked in with plenty of room to bend over without untucking
- Shirts must be high enough or an appropriate undershirt must be worn to not expose any of your chest slightly below collar bone .
- Cover all cleavage top and bottom ☒
- All tank tops should be at least two fingers thick and not expose inappropriate undergarments.
- Leggings, joggers, shorts and comfortable pants must not be see through when bending over and must cover all undergarments
- Shorts must be below hands when standing and must cover all undergarments
- Shoes must be comfortable and ready for action
- Clothes must fit students
 - ◊ Too big may sag or fall
 - ◊ Too small will not cover parts needed
 - ◊ Undergarments that are too small will dysregulate the student

12) No sexual misconduct

- Any student to student age appropriate relationships should be strictly platonic while at school.
- No staff to student intimate relationships permitted.
- No staff to parent intimate relationships permitted.
- We encompass Christian morals and strive to make this a safe place for all uncomfortable home and social relational situations.
- All APPROPRIATE intimate behavior MUST take place off of church/school property.
- All materials taught, read to , or exposed to the students will follow Christian moral values.

PROCEDURE BREAKDOWNS:

DROP OFF / PICK UP

Reference: Keys to Success *DROPOFF AND PICKUP INSTRUCTIONS for our routine*

Drop Off: Designated time

1. Complete your students DAILY “good morning” form in their take home folder (this will be our morning conversation to ensure we can have a smooth and quick transition into the building)
2. Pull up to the door in single file order.
3. We ask that you stay in your car and text your designated REMIND thread, “here”. Prepare your child to come into school, socks and shoes, backpack ect.
4. You will receive a response that says “enter” when it is time to escort your child to the door at which time you will escort the student into the building and their CRP will be there to receive them

Pick up: Designated time

PICK UP

- Please pull up to the door in a single file line.
- We ask that you stay in your car and text your designated REMIND thread, “here”.
- You will receive a text that says “ready” and your child will head out to your car. (Please be ready to receive them once the text is sent and the doors open)
- If you are running behind for any reason, please text the REMIND thread with details.

SNACKS / FOOD / DRINKS

- Please keep all drinks in split/splash proof bottles. (We prefer water for a drink of tolerated by your child)
- Please DISCUSS all known allergies with our team prior to your child's first day.
- Make sure to have your students' Information and Allergy card filled out and turned in upon your students' first day.
- Refrigeration is available
- Due to our compact schedule we ask you DO NOT send for items or snacks with your child.
- Please feed your child breakfast or lunch before your child's arrival each day

VISITING GUESTS

(Please refer to “visiting guest” procedure document)

- Doors are locked throughout the school day, all staff have a key.
- All guests are to be approved by authorized building personnel.
- Sign in and sign out sheets available at the front entrance before entering the building's second set of double doors.
- Please follow all rules, guidelines and regulations upon visiting our program.

FIELD TRIPS

(Please refer to “Field trip” procedure document)

- All rules, regulations and guidelines will be followed as if we are enduring a normal school day.
- Each field trip will have a permission slip that includes permission to transport your child.
- Each field trip will be assisted with a customized itinerary that will be followed by all field trip participants.

ABSENCE FORMS

- Absence forms have been sent home in your child's take hold folder. If misplaced check Google Drive "Absence Form"
- Please fill out the Absence form and send it to school with your child in his or her folder.
- Your child will be dismissed from school and you can update the Google Calendar in Google Classroom updating that your child will not be in school.

ADDITIONAL REQUIREMENTS FOR FAMILIES

- All families will be required to attend a bi-monthly zoom progress report meetings where all questions or concerns can be addressed. If you would like to discuss anything sooner please arrange a time with your team. Please request meetings via email or phone as suggested in rules, regulations and guidelines; as some discussions or topics may be dysregulating to your student, other students or CRP's.
- Please leave all loud toys or dysregulating sensory toys at home or in the car. We will work together to provide the proper sensory diet for the student that will not lead to dysregulation.
- All mandatory forms must be turned in before the first day of school for the safety and well-being of your child.

There is a daily requirement for all school days to fill out the "Good Morning" form found in your child's take home folder.

REGULATIONS:

1) If judgment or discrimination occurs:

- Based on Christian Biblical values
- If you feel as though you have been judged, discriminated against or mistreated, immediately email info@mobstrong.com in the SUBJECT line type: "Attention OWNER discrepancy." Please leave a small description of the incident, when it took place, with whom and a contact name and phone number to reach you. Your discrepancy will be addressed with a phone call within 24 hrs.
- If this is an immediate issue and ONLY an EMERGENCY, call 216-377-3210.

2) If unGodly talk, vulgar language or angry expressions are shown:

- please refer the individuals to the rules and ask the individual to politely stop from using these behaviors while at Mind Over Body Gym.
- If the behavior continues please email info@mobstrong.com in the SUBJECT line type: "DISCREPANCY" Please leave a small description of the incident, when it took place, with whom and a contact name and phone number to reach you. Your discrepancy will be addressed with a phone call within 24 hrs.
- Do not take offense: It is very important that as a community we understand that people may fall short and make mistakes. What they say does not always mean to come out, not just our students but our families as well. Stress is rising and we want to make sure that someone else's stress does not burden you, let us handle things professionally by following the above regulation.

3) All guests must be approved before entering the building.

- Text your child's personal Remind thread if for any reason you would like to visit during school hours.
- All visitors will be asked to sign in upon arrival and sign out when leaving on our visitor login sheet provided at the entry.
- Any unexpected visitors may be asked to return at a later time if the day does not allow for regulated entry or we feel at any time the area is unsafe or will be put in unsafe conditions with entry.
- If you would like a day or time during school hours to enter the building please text your students' individual text REMIND thread. If this is not available to you email info@mobstrong.com and type "VISIT" in the subject line. If you need a faster response to access your child, call 216-377-3210.

4) Only authorized pick up individuals will be allowed to pick up the specified child.

- To see details for daily routine, refer to "PICK UP PROCEDURE DOCUMENT" found in your child's Google classroom folder under the folder labeled SCHOOL DOCUMENTS
- If you need to authorize someone not on your filed document, please text your child's Remind text thread for an authorization form and we will send you a link to fill out consent for that individual to pick up your child for the specific day requested.
- If you need to pick up or drop off your child at any other time other than the regular school day designated times please send an email through your child's Google classroom stating:
 - ◊ The time of pick up or drop off
 - ◊ Who will be picking up or dropping off your child.
- In the event that someone who has not followed the above procedures has arrived to pick up your child, your child will NOT be released to the unauthorized person and will stay in the care of Mind Over Body until proper procedure is followed. If for any reason there is a dispute we will involve local authorities. (Aurora Police Station, 110 S. Aurora Rd. Aurora Oh. 44202. 330-562-7171)

5) Purposefully keep all hands and all other body parts to self

- Due to the nature of our business we will be dealing with a lot of hands on technique and use of tactile prompting. Please see guidelines below to describe the purposeful input all other hands on is OFF limits.
- Our students have a brain to body disconnect which may incur times that students unpurposefully have a hands on moment with another student, parent, or staff. All students are supervised and will have a quick prompting correction and redirection to a safe zone for themselves and others to keep all individuals in the room safe. Please remember that our students are working endlessly on their bodies not responding to sudden impulses and the more we accelerate the action the more permanent it becomes..
- Please email info@mobstrong.com in the SUBJECT line type:" DISCREPANCY" Please leave a small description of the incident, when it took place, with whom and a contact name and phone number to reach you. Your discrepancy will be addressed according to the situation within 24 hrs.

6) Treat others the way you would like to be treated

- Have Godly behaviors and treat others with the kindness and grace that God gives us.
- If we feel as though this rule is in Violation or you feel as though you are a part of or have witnessed behavior that does not encompass the above MOB guideline in any way please send an info@mobstrong.com email to subject line "GRACE" The incident will be addressed within 24 Hrs.

7) NO baby talk

- Our students want to be approached according to their ages. If a child is not a baby they DO NOT need to be talked to at that level. Our students, staff and parents all are competent and need to be addressed as so.
- If you feel as though this regulation is being crossed according to the guidelines please email info@mobstrong.com in the SUBJECT line type:" CONCERN" Please leave a small description of the concern, when it took place, with whom and a contact name and phone number to reach you. Your concern will be addressed accordingly.

8) Do Not disrupt class

- During our school days we are very scheduled and the children depend on their routine to stay regulated allowing them the opportunity to receive the education with peace. Any disruption may throw this off.
- Please do not enter the classroom while class is in session. UNLESS it is for the safety of students and staff.
- If for any reason you need to address the staff during class time, knock softly on the door and you will be addressed when the staff can safely open the door. The safety of our students is first and their regulation is part of that process here at Mind Over Body.

9) Staff is there to work and has a VERY important task of keeping students their FIRST and ONLY priority. Please do not engage in conversation and be respectful to their very IMPORTANT job.

- *If conversation is necessary, be respectful to an appropriate time according to the other rules, regulations and guidelines provided.*
- *Do NOT take offense if the staff is seemingly ignoring you or your needs at the moment. Again the needs of the students are the first priority and unless it is a safety concern your conversation will take second to that. Our staff works hard to stay focused and regulated for the students' success.*
- *It is not an appropriate time to discuss student needs during school times or in front of students.*
- *It is important that the staff stay regulated and focused, the students will pick up on any energy, whether negative or overly excited and can disrupt their learning.*
- *If you have a suggestion or idea, or would like a time to discuss your students' school days, please email info@mobstrong.com subject "SUGGESTION". Staff will respond and set up a time to discuss your student, suggestion or idea.*

10) Keep emotions regulated as students can feel and hear your energy

- *It is important not only for our staff to remain regulated but all individuals in the building must be aware that any and all emotional regulation can and will affect the students in the building.*
- *We strive to have a peaceful and steady emotional environment*
- *If there are any emotions that may have shifted regulation at home please follow add to their "Good Morning Survey" found in their Google Classroom Folder or email info@mobstrong.com subject "TODAY" with any information that will help to ensure the students' needs are met throughout the day according to the situation and added emotional stress on their sensory system.*

11) Proper dress attire: No indecent exposure

- *Please be mindful of your attire when joining our host church allowing us to create an environment as a place for focus and education.*
- *We are an active program with activity all around, be mindful that if you are involved with the students at all you may be bending, reaching, or running at any given moment ☒*
- *Please keep body parts appropriately covered.*
- *If dress code violation occurs with staff there will be 2 corrections before mandatory uniform will need to be purchased by the staff member for proper dress.*
- *If dress code violation occurs with the students or parents they will be addressed and asked to make adjustments that follow guidelines, rules and regulation*
 - ◊ *This includes student clothes that are too small or too big and presenting a problem*
 - ◊ *Undergarments that are too tight or small*
 - ◊ *Clothes that are not appropriate for the season*

12) No sexual misconduct amongst students, parents or staff. (Sexual harassment)

- *There will be no sexual relations between staff, parents or students. As we deal with adult students this may arise and will result in termination of staff or parents from the program.*
- *No unGodly sexual discussions or comments amongst students, staff or parents.*
- *If you feel this is happening to you or others please email info@mobstrong.com in the SUBJECT line type: "DISCREPANCY" Please leave a small description of the incident, when it took place, with whom and a contact name and phone number to reach you. Your discrepancy will be addressed according to the situation within 24 hrs.*
- *If MOB feels there is inappropriate sexual misconduct we will approach the situation immediately with appropriate measures.*
 - ◊ *Measures will be according to MOB guidelines and if necessary will be turned over to state law.*
 - ◊ *Mind Over Body will be a safe place in all respects. We work hard to encompass a set of morals, righteousness and loyalty and will not compromise in these areas.*