



# THE BRCYARD NEWS

## Getting Your Foot (and the rest of you) in the Front Door

For security reasons (yours & ours), the front entrance door is kept locked at all times. We understand that there can be some difficulties with getting into the office. If you follow the few simple steps listed below, it will make entering the building much easier:

- Locate the buzzer on the left hand side wall of the entry way. It is clearly marked.
- Press the button to activate the buzzer. Hold down the button for 1 second.
- Wait for 3 seconds and then pull the handle of the marked door. It is the door on your right hand side. It is clearly marked "open this door". The door will open with ease.
- If you are unable to open the door after the first try, please repeat the process.

Do not press the buzzer button for more than a second or 2. It will not make the door open any faster, it will not get anyone's attention any faster and it is annoying to the folks with ARC Solano.

Por razones de seguridad (para usted y el nuestro), la puerta principal de la oficina se mantiene cerrada todo el tiempo. Entendemos que puede haber algunas dificultades con entrar en la oficina. Si sigue los siguientes pasos sencillos, hará su experiencia más fácil al entrar la oficina:

- Localicé el timbre en la pared del lado izquierdo de la entrada principal. Está claramente marcada.
- Pulse el botón para activar el timbre. Mantenga pulsado el botón durante 1 segundo.
- Espere por lo menos 3 segundos y luego trate de abrir la puerta de su lado de la mano derecha con un jalón. La puerta está claramente marcada "abrir esta puerta". La puerta se abrirá con facilidad.
- Si no puede abrir la puerta tras el primer intento, por favor, repita el proceso.

Por favor no presione el timbre por más de un segundo. Presionando el timbre por más tiempo no causará la puerta que se habrá más rápido, y tampoco no hará a conseguir la atención de una persona con más rapidez. Bay Respite Care comparte la oficina con ARC Solano y queremos tratar de no molestar al personal de esa organización.

## Bay Respite Care

Volume 2, Issue 8 2010



### Clients that need you

- ☺ 10 year old boy in Santa Rosa with Down Syndrome. In little league, independent, social and affectionate.
- ☺ 5 year old young boy in Walnut Creek. Autistic. Needs Spanish speaking RCP. Likes to go to movies and the park.
- ☺ 5 year old girl in Novato with autism. Very cute. She has a 4 year old sibling. They like to do things with you.



### August is National Immunization Awareness Month

- Aug. 3rd—Friendship Day
- Aug. 6th—Peace Day
- Aug. 11th—1st day of Ramadan
- Aug. 26th—Women's Equality Day

*Thank You! ¡Gracias!*

## 3 Part Series: Supporting folks with Autism Spectrum Disorder

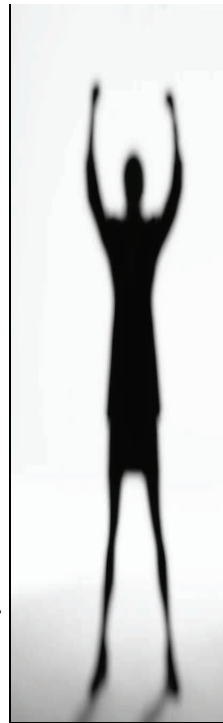
Pt. 1: Sensory Motor, Diet & Integration for People with Autism Spectrum Disorder (ASD); Aug. 31, 2pm-4pm at Becoming Independent in Santa Rosa, OR, Sept. 1, 10am-12n at North Bay Regional Center in Napa.

Pt. 2: Communication and Behavior for People with ASD: Oct. 5, 2pm-4pm @ Becoming Independent in Santa Rosa, OR, Oct. 6, 10am-12n @ North Bay Regional Center in Napa.

Pt. 3: Building Social Skills and Networking for People with ASD; Nov. 2, 2pm-4pm at Becoming Independent in Santa Rosa, OR, Nov. 3, at 10am-12n at North Bay Regional Center in Napa.

For more information, please contact: Best Practices Training Consortium-925 Petaluma Ave., Sonoma, Ca. 95476 or by phone at (707) 996-5784


(Qualifies for Title 17 CEUs)




Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome.

Booker T. Washington

## TIME SHEETS

 We are required to have your full legal name on your employment file and on all paperwork-including your time sheets. Remember to **USE YOUR FULL LEGAL NAME ON YOUR TIME SHEETS** when you turn them in. Time sheets are held up in the payroll process if we have difficulty finding the name on a time sheet in our database.

 If you must cancel a booking for one of the 5 compelling reasons, you must call the family 1st AND call BRC to notify the office. Remember, we are your employer and you must always notify your employer if you are not able to go to work that day.

### NOTICE TO ALL RCPs

If you were unable to attend the inservice at Respite from the Heart, the inservice will be available on line at our web site. Please be sure to check The BRCYard News for dates and instructions.

### RESPITE CARE PROVIDER OF THE MONTH

The Respite Care Provider of the month for the month of August is **Adrienne Johnson**. She has taken on one of the most difficult families that we have to provide respite for. She keeps in constant contact with this office in order to provide respite for this family. In addition to that, Adrienne does several other clients and continually does emergency bookings.



Way to go Adrienne!  
Job Well Done!

### Policies & Procedures

#### The Five Compelling Reasons for Canceling a Booking:

1. A death in your family.
2. Jury duty.
3. You are too sick to go to work.
4. You are unable to make an acceptable private work agreement for the care of additional siblings.
5. Your car breaks down **ON THE WAY** to your booking.



You may not drive clients in your own vehicle unless you have 1st received a driving permit from this office. To obtain a driving permit, please call a Program Coordinator!

When you renew your drivers license, please send us a copy or stop by the office so that we can make a copy of your new license. This is especially important for those of you with a driving permit.