



# **PARTNERS IN LEARNING, INC.**

*Where Children Learn & Grow Together Since 1999*

## ***Scheduling for Inclusion Students: Initial Schedules and Schedule Changes***

PIL will make every attempt to work collaboratively for schedule changes to best serve the needs of each child; however changes in your child's schedule involve several factors in order to ensure proper service delivery, therefore PIL has instituted the following policies:

1. Schedule changes should be received by scheduling no later than 12:00pm Wednesday the week prior via email at [messageline@pilnj.org](mailto:messageline@pilnj.org).
2. Any schedule changes coming in after that time will be based on staff availability until the following week where the full-time schedule can be implemented.
3. Any change request done over the weekend and/or holiday breaks may not be reviewed until the following work day in which they have 36-48 hours to make a tentative schedule if staffing is available.
4. Please contact the message line as soon as you become aware of any change in scheduled sessions. This is a dedicated email and can be sent 24 hours a day. Messages emailed after 8:00pm will be answered the following day.
5. Situations that require immediate attention or are time-sensitive, should be made directly to your child's center. All calls between 7:30am and 9:30am that pertain to the morning schedule should be made directly to your child's center as well. Messages left on the center's voicemail after 6:00pm will be answered the following day.
6. Please make sure Partners in Learning has a working email address for you. During Daycare days/weeks your schedule will be emailed to you. We will send a proposed schedule based on staff availability and your child's typical schedule. Sometimes a full schedule may not be possible.

It is imperative that you respond to the email so we can schedule staff accordingly. The scheduling email address is [messageline@pilnj.org](mailto:messageline@pilnj.org).

7. A parent or responsible adult must be in the home when therapy is being provided.
8. The therapist must wait up to fifteen minutes if the child is not there at the therapy time and is then allowed to leave. The child will be considered absent and the session will not be rescheduled.
9. If your child is sick, the session should be cancelled. Sickness includes, but is not limited to the following:
  - Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes
  - Strep Throat
  - Chicken Pox
  - Measles
  - Mumps
  - Communicable Diseases
  - Lice
  - Foot and Mouth Disease
  - Pin Worm
  - COVID
10. If your child has a temperature, she/he must be fever free for 24 hours without medication (e.g. Tylenol, Motrin) for the therapy to resume. For other illnesses, therapy will resume as soon as the doctor clears your child of being contagious or the remedy is completed. If the instructor arrives at the home and the child is sick, the session will be cancelled.
11. Therapy cannot be changed by the parents because most of the instructors in your home will be servicing other children. If there is an occasional issue, such as a doctor's appointment or family occasion, then every effort will be made to try to accommodate this.
12. Instructors cannot change appointment times without agreement from the family and the Director of Behavioral Support.

13. In case of snow or inclement weather:

- Please check online at our Facebook page:  
[facebook.com/partnersinlearningnj](https://facebook.com/partnersinlearningnj)
- Therapists may cancel sessions if the schools in their area are closed.
- Since students receiving home programs are generally year round programs, it is not possible to make up the time that is missed due to inclement weather.