



## **Enrichment Center Code of Conduct**

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Suite A  
West Fargo, ND 58078

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### **Mission**

To help people and families affected by autism spectrum disorders (ASD) or other developmental disabilities through excellence in care, therapy, advocacy and support.

### **Vision**

To be the provider of choice for the ASD community

### **Core Values**

**Compassion** - We demonstrate a sincere attitude of caring for our clients by responding to them in a compassionate and professional manner. "Helping them to achieve their full potential" is our passion, not our job.

**Integrity** - We promote integrity through honesty and candor in conversation and conduct. We also hold to the highest ethical standards of our profession, which is reflected in our care and therapy. We consistently and openly communicate expectations, respect for individuals, and fairness in our actions. This integrity is foundational to who we are and permeates through all we do.

**Teamwork** - We work as a Team at all levels, recognizing, appreciating, and building on each other's skills, creativity, and passion. As a team, we willingly make individual sacrifices for the common good, looking for and finding value in each other.

**Excellence** - We distinguish ourselves through superior care, therapy, and performance, consistently striving to meet and exceed the expectations of ASD clients, families, and community. We continually improve by providing resources, training and growth opportunities for the ASD community and our own team members, while encouraging innovative thinking that promotes beneficial change.

## **Purpose**

The NDAC Enrichment Center provides programming for individuals and their caregiver to participate in a variety of activities to promote socialization and make connections in the community. To best support all NDAC Enrichment Center participants, these general standards and rules of behavior have been established.

## **Program Leads**

Enrichment Center Coordinator

Heidi Schultz

Development Director

Darcy Kasprovicz

## **Hours of Operation and Holidays**

### Office hours:

Monday-Friday 8:00a-5:00p

### Activity hours:

Vary based on activity. There will be a sign-up platform informing of the activity, day, and time it will be held.

There will not be any open-house style activities. All activities will require participants to RSVP prior to attending.

### **The Enrichment Center will be closed the following holidays:**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday Following Thanksgiving Day
- Christmas Eve
- Christmas Day

In the event a holiday falls on a weekend, the office will close Friday and/or Monday. It is the responsibility of the consumer/caregiver to schedule needed hours with DSP's. Please discuss with your DSP's about working holidays. DSP's are not required to work holidays and would appreciate a notice well in advance to make arrangements.

## **Weather/Emergency Closings**

If weather becomes of concern to those who are traveling to/from an activity through the Enrichment Center, an activity may be cancelled. Decisions on cancellations will be made with at least a 2-hour notice and cancellations will be posted on all social media platforms and will also be sent out via email to all participants signed up for activities on that day.

## **Rules of Conduct**

When participating in activities at the NDAC Enrichment Center, participants and caregivers must abide by the following rules of conduct:

1. Treat other participants and caregivers with courtesy and respect.
2. Respect the privacy of others.
3. All participants should be under the direct supervision of a parent/guardian/caregiver during all activities.
4. Parents/guardians/caregivers are responsible for the conduct and safety of the participant(s) in your care.
5. Always keep all personal items stored in a locker or with you. The NDAC Enrichment Center is not responsible for items left unattended.
6. Respect and protect NDAC Enrichment Center materials, equipment, and furniture.
7. Keep entrances, exits, and hallways clear.

## **Photography and Media**

As part of promotion of activities provided by the Enrichment Center, there may be times that pictures will be taken to share on media outlets including both virtual and print. By participating in activities provided by the Enrichment Center, I acknowledge that there may be photographs taken during activities and/or after completion of a project and those may be used on any of the North Dakota Autism Center's media outlets and for promotional material.

There will never be any identifying information included with these photos and they will be solely for promoting the Enrichment Center program and activities.

If I do not wish to be in a photo, I can verbally express that during the time of the activity. If there happens to be a photo or video chosen that I want removed, I understand that the NDAC may not be able to remove an image/video until a later date. Images/videos that can be removed easily will be taken down right away. However, images/videos that cannot be removed easily will remain until NDAC is able to reprint or republish. NDAC may re-use videos or pictures taken on brochures, websites, etc. from year to year. If at some point you would like the video/image removed or if you have further questions regarding this process, please let us know in writing.

## **Release of Liability for Participation in Activities**

The NDAC Enrichment Center provides programming for individuals and their caregiver to participate in a variety of activities to promote socialization and make connections in the community.

I understand that the participation in activities at the NDAC Enrichment Center and during any off-site outings could include actions or tasks which might be hazardous to the participant(s) named below.

I assume any risk of harm or injury which might occur to the participant(s) due to his/her participation in the event or activity. I release the NDAC Enrichment Center and its employees from all liability, costs, and damages which might arise from participation in the activities at the NDAC Enrichment Center to the extent allowed by law.

If the participant is a minor, I agree that the minor has my consent to participate in the activities. I further provide my consent for the NDAC Enrichment Center to seek emergency treatment for the minor if necessary. I agree to accept financial responsibility for the costs related to the emergency treatment.

**Acknowledgement**

I hereby agree to be responsible for the conduct and actions of the participant(s) and to release the NDAC Enrichment Center from any claims and demands that may occur during participation in the NDAC Enrichment center activities held on-site, as well as off-site.

Participant(s) name(s):

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Parent/guardian name(s):

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Names of any additional caregiver's who may be providing supervision/support to the participant(s):

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Signature of Parent/Guardian if a minor is participating in the activity(ies):

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of participant if guardian of self:

\_\_\_\_\_ Date: \_\_\_\_\_

\*Note: Please download and send completed form to Heidi Schultz at [hschultz@ndautismcenter.org](mailto:hschultz@ndautismcenter.org)