



Declaration of Professional Practices and Procedure

Date: _____ Name: _____ (parent/guardian name)

Your child's treatment is important, therefore it is important for you to be aware of some general guidelines for this treatment and to make sure you are aware of the boundaries of the professional relationship you have with members of The Shafer Center team.

The BCBA or BCaBA working with you will be your primary clinical contact. They have expertise in working with children and adults with autism and will be able to work with your child and family on increasing appropriate skills and reducing problem behaviors. Parent training will be held throughout the year and you are strongly encouraged to attend these trainings and all adult family members are welcome.

You will be consulted throughout the process. We will explain our assessments and the results of those assessments to you. We will describe our plan for intervention to treatment and ask you your approval of that plan. If at any point you want to terminate our relationship we will cooperate fully.

Please know it is impossible to guarantee any specific results regarding treatment goals. However, we will work to achieve the best possible results. A large part of making sure we achieve the best possible results involves consistent and timely attendance. Although we are aware that there are sometimes issues outside of your control, if more than 30% of sessions are missed or include more than 10 minutes of late arrival with in a 3 month period a meeting with your BCBA and the Program Director will occur to determine if treatment should continue or if it is non-productive. If we believe our consultation has become non-productive for any reason, we will discuss terminating it and/or providing referral information as need.

We assure that our services will be rendered in a professional and ethical manner consistent with accepted ethical standards. We are required to adhere to the Guideline for Responsible Conduct of the Behavior Analyst Certification Board. Copies of these Guidelines are available upon request.

Although our relationship involves very personal interactions and discussions, please know that we have a professional relationship rather than a social one. According to our code of ethics it is not appropriate for us accept gifts or meals and it is not appropriate for me to be involved with your personal activities such as birthday parties or family outings. If we see you during non-TSC related functions we will not approach you. We will leave it to you to approach us and we will follow your lead in terms the amount of interaction you wish to have in this context. If we anticipate having consistent contact outside of our TSC relationship we will discuss this with you and put a plan together to address this dual relationship.

We will try to answer all calls during business hours within 1 business day and all email within 2 business days. If we are going to be away outside of this time frame we will make sure to have an automatic alert on our email. If we can not be reached, please call The Shafer Center for all urgent matters 410-517-1113 or 911 for safety related emergencies.

Please do not hesitate to contact us with any questions. We are excited to begin working with your child and your family.

Name	Signature	Date
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