

Terms of Service – Occasio

By submitting an intake form for the Occasio Program, you agree to:

Medication Administration

1. You will ensure that our staff are aware of any medical conditions or medications needing administration during activity registration. (This includes an EpiPen, Advil, Tylenol, Pepto-Bismol, Etc.)
2. By notifying us of any medications needing to be administered, you will complete the “Medical Administration” form found in the participant’s profile.
3. Medications requiring administration on activity must follow strict safety guidelines:
 - a. All medication(s) are to be presented and given to the Lead Social Architect at drop off.
 - b. The medication(s) must be in their original and correctly labeled bottle and must only be the exact dosage needing to be administered.
 - i. We will not accept any medication that arrives in a pill box, Ziploc bag, or in a bottle that does not have the correct pharmacy prescription label.
4. Autism Edmonton and the Occasio Program requires all medication to be stored in a safe place by the Lead Social Architect and reserves the right to deny registration or administration to participants carrying their own medication, or medication sent in large dosages or without the accompanying Medication Administration Form.

Communication

1. Please communicate all relevant information regarding the participant to our staff (especially, but not limited to aggressive behaviours, unique methods of communication, toileting support requirements, personal safety concerns, etc.) These can all be answered in the participant’s profile. The more information we have the better, this ensures success for our staff and the participants.

Cancellations

1. Please communication any cancellations by email to occasio@autismedmonton.org or by phone call/text message to 780-446-1979. Our Cancellation Policy states that any cancellations made with less than 24 hours’ notice will result in forfeit of full respite fees and any other unrecoverable fees (pre-purchased tickets, pre-paid activity fees etc.)

For more information about our Cancellation Policy, please click *here*.

Payment of Fees

1. By signing up to join the Occasio Program you acknowledge that for us to provide trained and well-equipped staff, we charge an hourly respite fee. This fee is in addition to the activity fees, transportation fees, or out-of-pocket expenses from us.

2. All the events will be invoiced for the entire time the event is scheduled for. If a participant arrives late or leaves early, they will be billed for the full number of hours scheduled. If a member arranges to arrive early or be picked up late, additional respite time will be invoiced (billed by the quarter-hour). Under rare circumstances, if the activity is ended early by the organization due to weather, major incident etc. the member will be billed only for the time spent at the event.
3. All respite fees not covered by FSCD or PDD need to be paid within 30-days from the invoice date. I understand that participation in programs may be cut off after 91 days until the account is paid up to current.
4. Provide all required activity fees as listed in each activity description (i.e., admission, lunch money, transportation fees, etc.)
5. Fully reimburse us or any community partner programs for any damages to property caused by the member.

*Note that it may take up to 3 business days for account approval.

**Please note our office is set up to direct bill for FSCD respite fees. However, we will require that you upload a copy of your contract to your account. Upon receipt of the FSCD contract with the correct rates attached, we will begin direct billing and you can begin registering for activities.