



USER GUIDE

CAIT ASPADISSE

BRIEF DESCRIPTION

This short guide provides the family with information on the operation of the ASPADISSE Early Childhood Care Centre **CAIT ASPADISSE**



CENTRO DE ATENCIÓN INFANTIL TEMPRANA ASPADISSE

N.I.C.A. 47292

1. OBJECT

Early Attention is understood as the set of interventions, aimed at the child population aged 0-6 years, the family and the environment, whose objective is to respond as soon as possible to the temporary or permanent needs presented by children with disorders in their development or who are at risk of developing them. These interventions, which must consider the whole child, must be planned by a team of professionals with an interdisciplinary or transdisciplinary orientation.

The main objective of Early Care is that children who present disorders in their development or are at risk of suffering from them, receive, following a model that considers biopsychosocial aspects, everything that from the preventive and care perspective can enhance their ability to development and well-being, enabling in the most complete way their integration in the family, school and social environment, as well as their personal autonomy.

Early Attention must reach all children who present any type of disorder or alteration in their development, be it physical, mental or sensory, or who are considered to be in a situation of biological or social risk. All the actions and interventions that are carried out in early attention must consider not only the child, but also the family and their environment.

From this broad framework, the following set of objectives specific to Early Intervention can be deduced:

- a. Reduce the effects of a deficiency or deficit on the overall development of the child.
- b. To optimize, as far as possible, the course of the child's development.
- c. Introduce the necessary mechanisms for compensation, removal of barriers and adaptation to specific needs.
- d. Avoid or reduce the appearance of secondary or associated effects or deficits produced by a high-risk disorder or situation.
- e. Attend and cover the needs and demands of the family and the environment in which the child lives.
- f. Consider the child as an active subject of the intervention.

2. DESCRIPTION OF CAIT ASPADISSE

Cait ASPADISSE is an Early Childhood Care center dependent on the ASPADISSE Association. Its main objective is that children, from the Huéscar region, who present some type of lag in their development or are at risk of suffering from it, receive specialized attention, from the preventive and care perspective, which allows them to enhance their capacity for development and well-being, facilitating their integration into the family, school and social environment, as well as their personal autonomy.

The Cait ASPADISSE is located at Avda. Andalucía 14 in Huéscar, Granada. It serves minors from Huéscar, Puebla de Don Fadrique, Castril, Castillejar, Galera, Orce and its annexes.

The Hon. Ayto. Huéscar granted its Opening License on 06/18/2015 with License No. 08/2015. It has an Operation Authorization since 07/19/2016 and registration in the SICESS NICA 47292. All Personnel are



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also registered in SICES and Alborada, therefore, they are in possession of the qualifications required to perform their functions, they are registered in the Official College of their specialty and are certified by the Central Registry of Sexual Offenders.

Currently, the Cait ASPADISSE is in concert with the Andalusian Regional Government's Department of Health and Families and complies with the Material, Functional and Organizational Requirements required by current regulations.

OUR MISSION

Contribute, from an ethical commitment to support and opportunities, so that each child with a developmental gap or risk of presenting it and their family can develop their quality of life project, as well as promote their inclusion as full-fledged citizens.

OUR VISION

To be a committed, supportive and transparent organization, cohesive and with leadership, oriented from quality and ethical commitment to respond to the needs of its users and their families. Promoting mutual knowledge, cooperation and the union of all parties and taking as a reference the achievement of excellence in the fulfillment of the Mission.

OUR VALUES

- Teamwork, opting for a work methodology with small groups of people, committed to a common project and with shared mutual responsibility.
- Management transparency, with leaders and professionals responsible for its economic management, austere in the use of resources and oblivious to any suspicion of personal profit, ostentation and embezzlement of means. Report our actions and results, not hide information.
- Respect, based on the recognition of the dignity and value of each person.
- Evaluation and continuous improvement, through the collection of information, verification and final analysis to evaluate the quality of the program or service with the purpose of redirecting, if necessary, the actions to be improved.
- Justice, offering the person a treatment, as a full-fledged citizen that he is, on equal terms with any other person so that he can actively participate in the community. This obliges us to be fair to all people, without discrimination based on race, sex, social status or any other difference.
- Efficiency, to fulfill with honesty and responsibility, the mission of the service.
- Commitment, of all the parties that form the association (managers, professionals, people with disabilities, families, volunteers, etc.) with the cause: assuming and sharing benefits and risks, as well as obligations, interests and ideals.
- Flexibility, that encourages learning and a positive attitude that facilitates the opening and management of change to achieve the objectives pursued by the service.
- Enthusiasm, and illusion of all for a shared objective.
- Independence, which leads to the decision-making of the association with the sole purpose of carrying out the mission without being influenced by political, religious or cultural overtones.
- Responsibility: Pay attention to the impact of our decisions and actions on society.
- Implication: Participation of all parties involved.



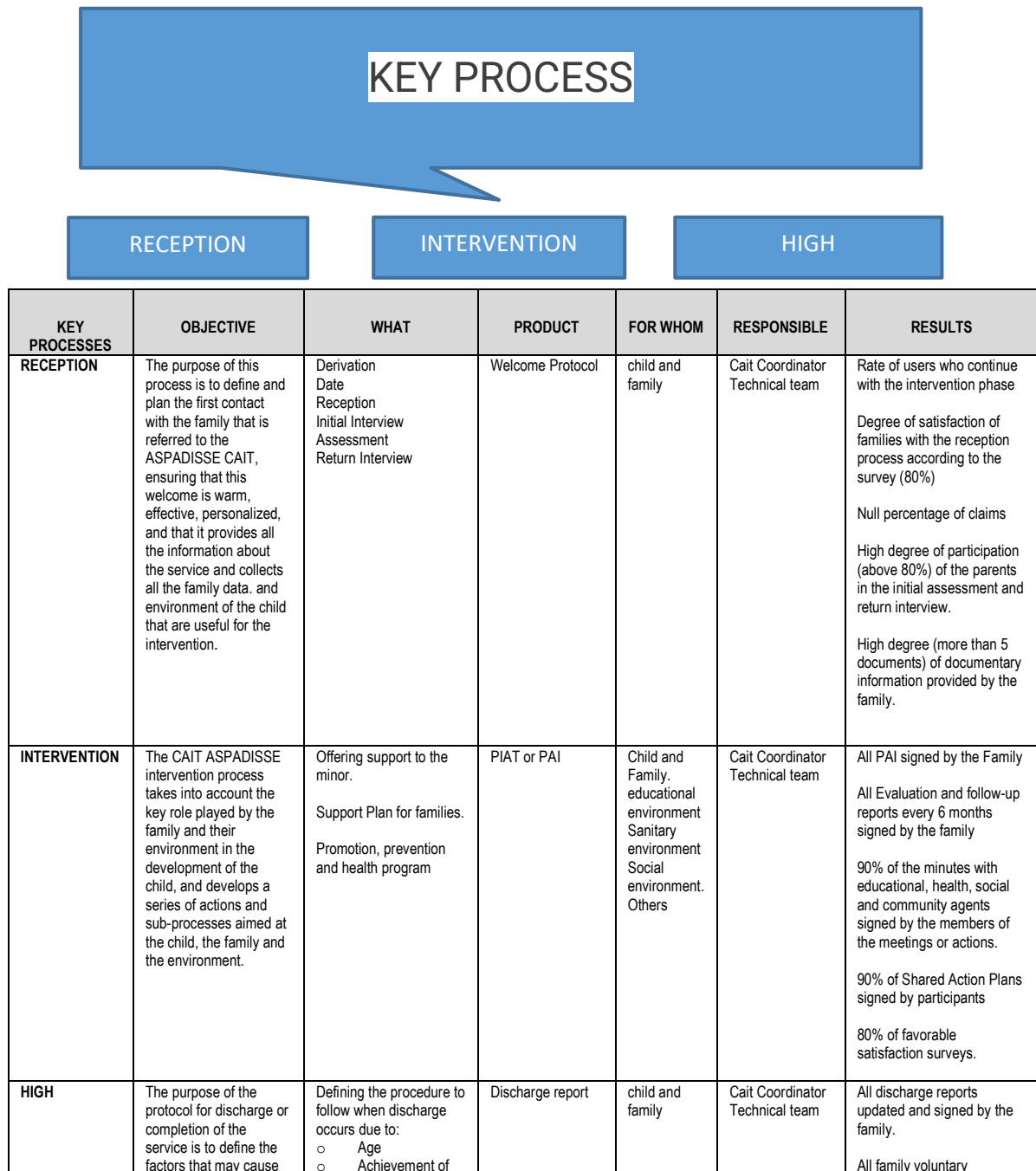
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- **Solidarity:** help without expecting to receive anything in return, in the development of common goals.
- **Coherence:** correspondence between the values we defend and our actions.
- **Innovation:** introduce changes that are novel

MAP OF KEY PROCESSES

There are three Key Processes that direct our action:





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	the discharge of a minor in the Early Childhood Care Center, as well as the discharge procedure and the actions and responsibilities of the Early Childhood Care team.	<ul style="list-style-type: none"> ○ goals. ○ absence ○ Voluntary registration ○ Death ○ Transfer. ○ Others. 				<p>registration requests, signed by them.</p> <p>All the acknowledgments of receipt of the communications to the family of advance notice of discharge.</p> <p>Minutes of meetings with the family.</p> <p>All condolence writings kept in the HAT and its acknowledgment of receipt of.</p> <p>Favorable satisfaction surveys in 80% of cases</p>
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3. TELEPHONE CONTACTS

The contact telephone number for CAIT ASPADISSE is 958 742220.

The email addresses you can contact are:

SECTION	EMAIL
MANAGEMENT	association@aspadisse.es
DIRECTION OR COORDINATION	gerencia@aspadisse.es
PSYCHOLOGY DEPARTMENT	at.psicologo@aspadisse.es
SPEECH PEDIA DEPARTMENT	at.logopeda@aspadisse.es
PHYSIOTHERAPY DEPARTMENT	at.fisioterapeuta@aspadisse.es

4. SCHEDULE

The schedule of Cait ASPADISSE will be on demand, trying to maintain a percentage higher than 51% in the afternoon. Therefore, always keeping this premise in mind, morning hours are from 9:30 a.m. to 2 p.m. and afternoon hours from 4 p.m. to 8 p.m. Monday through Friday.

	Monday	Tuesday	Wednesday	Thursday	Friday
Address	Request	Request	Request	Request	Request
Speech therapist	Request	Request	Request	Request	Request
Psychology	Request	Request	Request	Request	Request
Physiotherapist	Request	Request	Request	Request	Request

Summer hours will be from 9 a.m. to 2 p.m. from July 1 to September 15. The center will remain closed in August.

5. SCHEDULES OF BUSES OR ADAPTED VEHICLES



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TAXIS	
HUESCAR	Francisco Javier Ucles Ortega Denmark Street, 15 · 661 64 23 04
	Jose Javier Gomez Calle Jubrena, 16 · 608 95 95 37
	Miguel Alcaina Canovas Calle Jacinto Benavente, 31
	Jose Javier Gomez Angulo Calle Alcaide Segura 15- 958 742 313
	Miguel Garcia Fernandez Plaza Santa Adela 1- 958 742 624
	Angel Torregrosa Carayol Virgin of the head, 13- 958 741 051
PUEBLA D. FADRIQUE	Taxi service: Telephone: 958 72 11 16 Mobile: 606 52 00 88
ORCE	Ramon Bautista Alcazar Sidewalk Del Darro 6- 958 746 196
	Joaquin Valera Romero Cruces neighborhood 0- 958 746 086
CASTRIL	Taxi Pascual Castril Hernando de Zafra Square- 661 97 17 52
CASTILLEJAR	Matias Rodriguez Jimenez Rosario Street 7- 958 737 072

Line bus service:

Alsa telephone: 902 42 22 42

Alsa website: www.alsa.es

SCHEDULE OF BUSES FROM IDA TO HUESCAR:					
<u>CASTILLEJAR - HUESCAR</u>					
Departure	Arrival	Service	Since	Until	Days
09:00	09:30	Normal	05/01/2017	12/31/2099	J
12:50 p.m.	1:15 p.m.	Normal	05/01/2017	12/31/2099	LMXJVS

<u>GALLEY - HUESCAR</u>					
Departure	Arrival	Service	Since	Until	Days



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9:40	10:00	Normal	05/01/2017	12/31/2099	J
2:35 p.m.	2:45 p.m.	Normal	06/06/2019	12/31/2099	LMXJV
18:00	18:10	Normal	05/01/2017	12/31/2099	LMXJVS
20:10	20:15	Normal	02/05/2017	12/31/2099	LMXJV D

ORCE - HUESCAR

Departure	Arrival	Service	Since	Until	Days
2:15 p.m.	2:45 p.m.	Normal	06/06/2019	12/31/2099	LMXJV

PUEBLA DON FADRIQUE - HUESCAR

Departure	Arrival	Service	Since	Until	Days
6:15	06:45	Normal	05/01/2017	12/31/2099	LMXJVS
7:45	08:15	Normal	06/06/2019	12/31/2099	LMXJV
4:00 p.m.	4:30 p.m.	Normal	06/06/2019	12/31/2099	LMXJV
4:00 p.m.	4:30 p.m.	Normal	05/01/2017	12/31/2099	D.

SCHEDULE OF BUSES RETURN TO POPULATIONS OF ORIGIN:

HUESCAR- CASTILLÉJAR

Departure	Arrival	Service	Since	Until	Days
13:00	1:30 p.m.	Normal	05/01/2017	12/31/2099	J
1:30 p.m.	1:50 p.m.	Normal	05/01/2017	12/31/2099	LMXJVS

HUESCAR- GALERA

Departure	Arrival	Service	Since	Until	Days
06:45	06:55	Normal	05/01/2017	12/31/2099	LMXJVS
08:15	08:25	Normal	06/06/2019	12/31/2099	LMXJV
13:00	1:20 p.m.	Normal	05/01/2017	12/31/2099	J
4:30 p.m.	4:35 p.m.	Normal	06/06/2019	12/31/2099	LMXJV
4:30 p.m.	4:35 p.m.	Normal	05/01/2017	12/31/2099	D.

HUÉSCAR- PUEBLA DE DON FADRIQUE



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Departure	Arrival	Service	Since	Until	Days
2:45 p.m.	15:15	Normal	06/06/2019	12/31/2099	LMXJV
18:10	18:35	Normal	05/01/2017	12/31/2099	LMXJVS
20:15	20:45	Normal	02/05/2017	12/31/2099	LMXJV D

6. SERVICES PORTFOLIO

	RECEPTION	INTERVENTION								HIGH	
	INFORMATION COLLECTION, EVALUATION AND ASSESSMENT	THERAPEUTIC CARE FOR CHILDREN						FAMILY CARE	ENVIRONMENT		
		DEVELOPING MOTOR	DEVELOPING PSYCHOMOTOR	AUTONOMY STAFF	STIMULATION SENSORY	COMMUNICATION AND LANGUAGE	AFFECTIVE AND SOCIAL	INFORMATION AND ORIENTATION	SUPPORT FOR PSYCHOLOGICAL		
Cognitive Disorders and Developmental	X			X		X	X	X	X	X	X
Psychomotor disorders	X	X	X	X				X	X	X	X
Sensory Disorders	X				X	X	X	X	X	X	X
Communication and language disorders	X					X	X	X	X	X	X
Biological risk factors that require follow-up	X	X	X	X		X	X	X	X	X	X

7. PRICES



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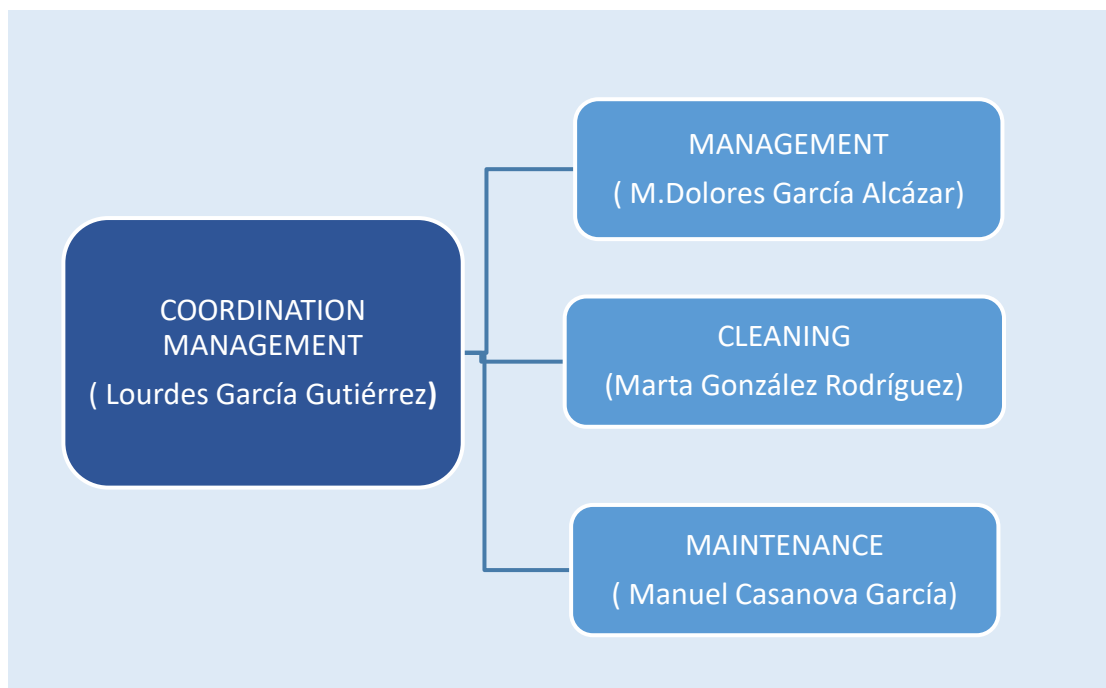
Minors referred by the Early Childhood Care Unit will receive specialized services free of charge, based on the maximum number of sessions established by the administration.

Private places may be offered to those under 6 years of age who, being referred by the UAIT, are on the waiting list and to those who, having reached the age of six, prove that they do not have an alternative service in their environment (up to 7 years). As well as all those cases demanded by the family and that, in the opinion of the Center team, require intervention. The prices will be the same ones established by the administration for concerted places.

8. SCHOLARSHIPS AND GRANTS

The coordinator of the Cait, at the request of the minor's relative, will keep them informed of how many scholarships and aid they can request to cover the different transportation needs, technical aids, etc. In the registration process, the family will receive information, at least, on the call for educational scholarships for the continuity of educational support.

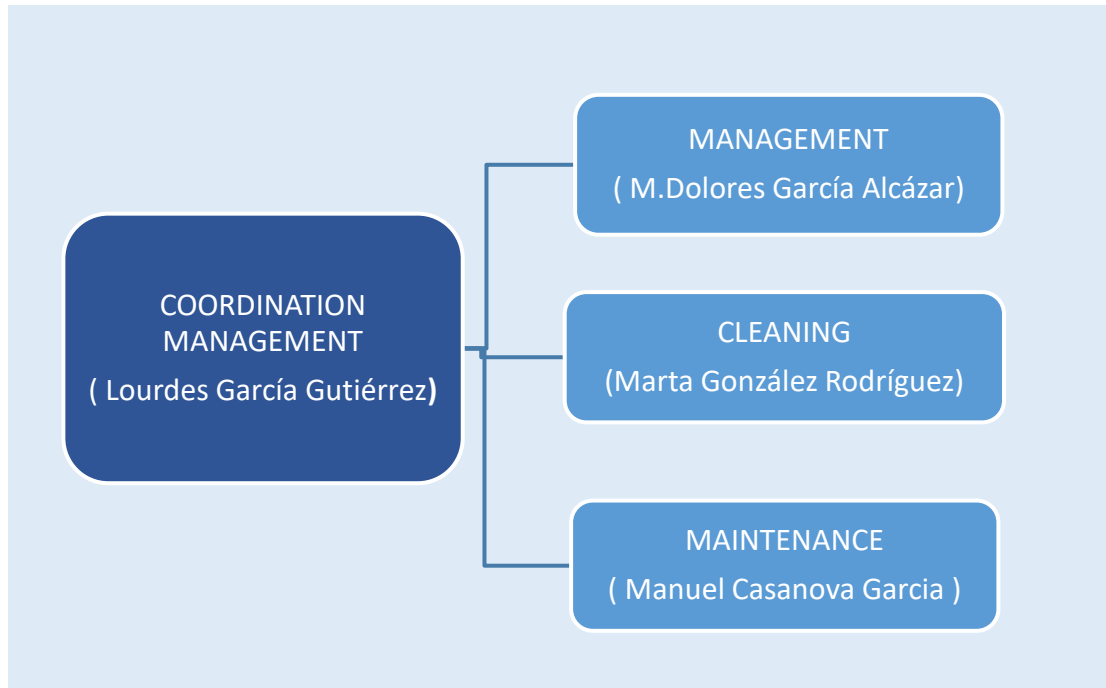
9. ORGANIZATION CHART





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COMPLEMENTARY SERVICES



10.GUARDIAN ASSIGNMENT PROCEDURES

The reception process aims to define and plan the first contact with the family that is referred to the CAIT of ASPADISSE, ensuring that this reception is warm, effective, personalized, and that it facilitates all the information of the service and collects all the data of the family and environment of the child that are useful for the intervention. It is in this process when a schedule and a reference tutor are assigned for all those aspects related to the intervention.

11.ACCESS TO EARLY CHILD CARE HISTORY

The user or legal guardian of the minor has the right of access to the documentation of his medical history and to obtain a copy of the data contained in it. To do this, you must request it in writing in a corporate document that you will request from the child's guardian.

The minor's right of access to the clinical history can also be exercised by duly accredited representation.

The user's right of access to the documentation of the clinical history cannot be exercised to the detriment of the right of third parties to the confidentiality of the data contained therein, nor to the detriment of the right of the professionals participating in its preparation, who may oppose the right of access to the reservation of their subjective annotations.



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The Cait and the individual practice professionals will only provide access to the clinical history of deceased users or legal guardians to persons related to them, for family reasons or, in fact, unless the deceased had expressly prohibited it and this is proven. . In any case, the access of a third party to the medical history motivated by a risk to your health will be limited to the pertinent data. No information will be provided that affects the privacy of the deceased or the subjective notes of professionals, or that harms third parties.

12.COMPLAINTS AND CLAIMS SHEET

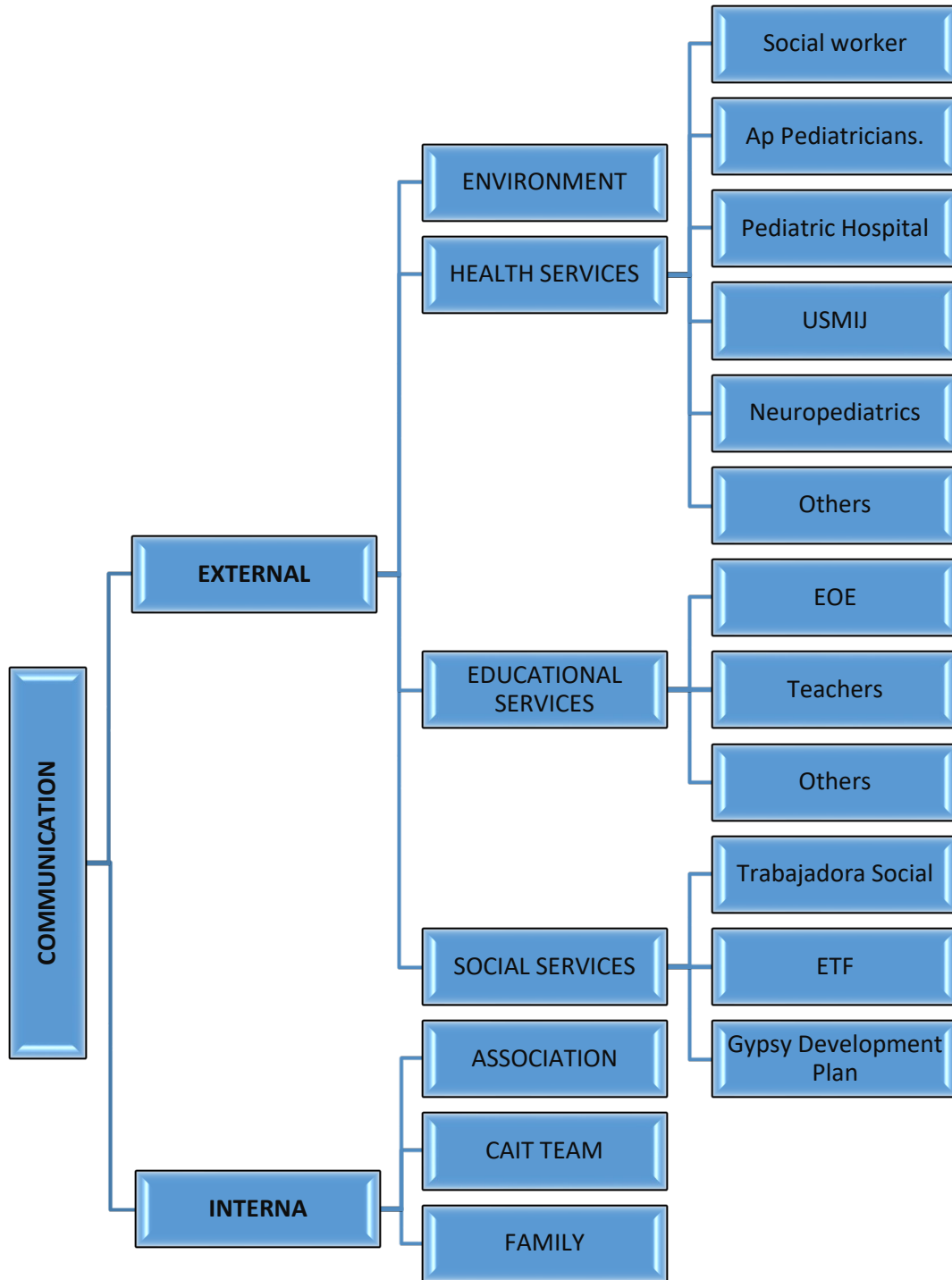
There are Complaints and Claims Sheets available to the user. The use procedure is posted on the Cait bulletin boards. The center is also adhered to the system of electronic complaint forms and registered in the Census of Companies and Professionals Adhered to the Consumer Arbitration System).



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13.COMMUNICATION CHANNELS

Cait Aspadisse has defined the following communication channels:





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14. CONTROL OF DELAYS

CAUSES OF DELAYS	MEASURES	RESPONSIBLE
Detection of cases in the educational, social or other professional field and it is not reported by the family	Call the social worker to communicate the suspicion and she notifies the pediatrician, who in turn will take advantage of the next medical check-up	coordinator
The family once alerted does not go to the pediatrician	Call the social worker to communicate the suspicion and she notifies the pediatrician, who in turn will take advantage of the next medical check-up. Report the case to the ETF if applicable	coordinator
Family referrals by pediatrician	call the social worker call the pediatrician	coordinator
UAIT assessment	Call the Delegation coordinator	coordinator
UAIT referrals to the Center	Call the social worker and ask for contact. call the family	coordinator
Waiting list for reception interview	Agree on a date of less than 10 days with the professionals. Adjust professional schedules.	coordinator Therapists
Lack of clinical, social or educational information on the user that makes it impossible to write the intervention plan	Request reports from the family Arrange coordination meetings with other professionals who care for them. Request for specialized valuation	Therapists
The child is late for the session	According to the internal rules of the Center, the session will end at the established time	Therapists
The professional comes late to the session	Communicate the delay to the family and the session will end at the established time	Therapists

15. DISPROGRAMMING



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TYPE	CAUSES	MEASURES	RESPONSIBLE
EXTERNAL	Environmental factors: snow, rain, accident,...	Professional- Notify the family and recover session	Therapist
		User- The session is aborted	Therapist
	Local, regional or national holidays	suspend session	Therapist
TO THE PROFESSIONAL	Professional sick leave	The family is notified and the possibility of substitution	Therapist
	Professional pregnancy leave	The family is notified and the possibility of substitution	Therapist
	No attendance for days of own affairs	The family is notified and recover	Therapist
	vacation leave	Notify the family in writing and call at least one day before the post-vacation start	Therapist
	If the therapist is unwell, for various reasons (fever, vomiting,...) during the session	After explaining to the child and family that he is not in a position to end the session, he ends it. If the child is found, he will only take him to another therapist present at the CAIT	Therapist
SERVICE	Absence due to coordination with other services that care for or are related to the child	-Notify the family and recover session	Therapist
		-Communicate meeting agreements	
		-Count the environment in Alborada as an extra	
	Absence due to other functions assigned to the professional	Communicate the reason for absence and recover session	Therapist



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16. EMERGENCY SITUATIONS

There are specific protocols for emergency situations, adverse events and incidents that may originate in the environment, the facilities or that may affect professionals, families and users. All of them will be available for consultation upon request to the management. Here is a brief summary of them.

EMERGENCY SITUATIONS			
AMBIT	SITUATION	MEASURES TO IMPLEMENT	RESPONSIBLE
ENVIRONMENT	<ul style="list-style-type: none">○ Robbery○ Bomb Notice○ Avalanche Of People○ Seismic movements○ Storms and Floods○ Natural Hazards○ Lightning And Storms○ snowfall○ frost○ Hail○ Strong winds○ Population fires○ Traffic or Air Accidents	See specific protocols	Address
INSTALLATIONS	<ul style="list-style-type: none">○ Fire○ Explosions.○ Flood○ Power cut. Water cut.○ heating failure○ Air conditioning failure.○ DHW fault.	See Self-protection Plan See Maintenance Plan	Address
PROFESSIONALS	<ul style="list-style-type: none">○ accidents○ Professional illness○ Fatigue○ Dissatisfaction	See Occupational Risk Prevention Plan.	Address



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USERS AND FAMILIES	<ul style="list-style-type: none"> ○ People Falls ○ Falling Objects Due to Collapse ○ Fall of objects by manipulation ○ Falling Detached Objects ○ Object Stepping ○ crashes ○ Hits/Cuts ○ Projection of fragments or particles ○ entrapments ○ Overexertion ○ Exposure To Extreme Ambient Temperatures ○ Thermal Contacts ○ Kidnapping ○ electrical contacts ○ Exposure To Toxic Substances ○ Contact With Toxic Substances 	See specific protocols	Address
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17.OTHER RESOURCES OF INTEREST OR EXTERNAL SUPPORT RESOURCES

We have available to families a document of other complementary or alternative resources to CAIT ASPADISSE that may be of interest and that will be given to them at reception or during the intervention process.

18.BIBLIOGRAPHY

We have a document available to families in which it is included in a specialized bibliographic list that may be of interest to you. It will be given to them at reception or during the intervention process.

19.INTERNAL REGULATIONS

INTERNAL REGULATIONS



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“CAIT - ASPADISSE”

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FINAL PROVISIONS

CHAPTER I: GENERAL PROVISIONS



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Art. 1.- SCOPE OF APPLICATION

This Regulation is applicable to the Early Childhood Care Center "CAIT-ASPADISSE", a Center managed and dependent on the ASPADISSE Association. Its purpose is to regulate the relationships between professionals, users, family members and legal representatives, who participate in the operation of the Center.

It is mandatory for all of them and has been approved by agreement of the Association's Board of Directors.

Art. 2.- MISSION OF THE CENTER

Early Childhood Care Center "CAIT-ASPADISSE" is a service for the care of boys and girls (0-6 years) in the Huéscar Region with difficulties in their development, or at risk of suffering from them, as well as support and advice to the families of these children.

From the "CAIT-ASPADISSE" a set of interventions are carried out with the purpose of developing the potential, autonomy and social inclusion of children (0-6 years) with a developmental disorder at risk of suffering from it.

Art. 3.- VALUES OF THE CENTER

The values on which the Center is based are:

1. Offer Quality Services to achieve the Center's mission.
2. Pursue the well-being and satisfaction of users in the use of the Center's services.
3. Integrate boys and girls with a disorder in their development or risk of suffering from it in all areas of community life in the most normalized way possible.
4. Respect the self-determination of users, always taking into account their aspirations, desires and needs and encouraging decision-making.
5. Involve Families in the user's personal development, seeking their opinion, respecting their expectations and providing support. Taking as reference the objectives and purpose of the Center.
6. Promote the Participation of users, families and professionals in the operation of the Center, facilitating the means and instruments that guarantee it.
7. Continuous training of professionals.

Art. 4.- PRINCIPLES OF PROFESSIONAL ACTION

The principles of professional action of the Center are:

1. A sensitive attitude towards the needs of the people served, prioritizing the well-being of the user over performance or productivity and always promoting their personal autonomy and



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their integration into the life of the community.

2. The Teamwork Methodology and the involvement of professionals in the development of the Center's programs and actions.
3. Professional secrecy in the use of user information that guarantees total confidentiality.
4. The commitment to the updating of models, concepts and work techniques that arise in the field of disability, as well as to the Continuous Training of professionals.

Art. 5.- ADDRESS

The Early Childhood Care Center "CAIT-ASPADISSE" is located at Avenida Andalucía, 14, Huéscar (Granada).

CHAPTER II: ORGANIZATION

Art. 6.- MANAGEMENT

The Early Childhood Care Center "CAIT-ASPADISSE" will be managed by the Association itself, which is a private non-profit entity, and has the organizational, material and personal means necessary to carry out the therapeutic interventions and social work described. .

Art. 7.- STAFF

The Center's Personnel will be conditioned at all times by what is established in the current regulations of the XV Collective Agreement for Care Centers and Services for People with Disabilities, as well as the requirements of the agreements or contracts that the Association signs for its operation.

Art. 8.- SERVICES PROVIDED

The Services of the Early Childhood Care Center will be provided through the different areas programmed in the Center Project, which is prepared by the CAIT Technical Team.

1.- EARLY CARE AND FAMILY ADVICE AREA:

Its objectives are: to contribute as much as possible to the child's progress to achieve independence in the different areas of development, to make the family aware of the essential role they play in the child's development process, to provide support and

necessary advice to generate adequate levels of exchange between parents and child,



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provide the family with the necessary resources and strategies to promote progress in the child, and provide positive contexts that favor appropriate interactions between parents and child .

2.- PHYSIOTHERAPY AREA:

Its objectives are: the development of the child's motor, expressive and creative possibilities, favoring and developing teamwork and overcoming differences and conflicts, and contributing to the mastery of body movement to facilitate relationships and communication with others, objects and the surrounding environment.

3.- SPEECH PEDICS AREA:

Its objectives are: to maximize both verbal and non-verbal communication, depending on the abilities and needs of each child. On the other hand, special importance is also given to food, trying to favor the mechanisms involved in it.

4.- AREA OF PSYCHOLOGY:

Its objectives are: the cognitive development of the child, promoting communication and social development, promoting personal autonomy, redirecting the child's behavior problems towards socially acceptable behaviors, advising families.

CHAPTER III: OPERATION

Art. 9.- ADMISSION TO THE CENTER

It will be carried out by the procedure established at any time by the local or regional Administration, taking into account the Scale for awarding places and the waiting list.

Once the estimative resolution of the formulated place request has been notified, the person with disabilities and their family and/or legal representative will be summoned to a previous meeting at the Center, which will have the objective of providing all the necessary information for the incorporation, as well as as to fix the date of the same.

The requirements that the user must meet to access our Center will be:

- Have an age between 0 and 6 years or until the beginning of their schooling in the compulsory primary stage.
- Exceed the criteria established by the UAIT to be attended at the CAIT ASPADISSE.
- Present temporary or permanent special needs caused by delays, deficiencies or alterations in development.
- Have the pertinent evaluation and accreditation issued by the public health, educational or social services, authorized and recognized for this purpose, which determine the need to receive treatment at the Early Care Center.



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Art. 10.- INDIVIDUALIZED CARE PROJECT.

Every user will have an Individualized Care Project carried out by the Center's Technical Team. It will be based on the pertinent evaluations, programming by areas, and will collect the opinions and suggestions of the user and those of her family. This Project will detail the areas and objectives to be developed, the necessary supports, the environments in which they are to be carried out, as well as a Timing. The Project will be subject to periodic monitoring and review by the Technical Team.

Art.11.- CALENDAR AND OPERATING HOURS. CALENDAR FOR USERS

The Child Development and Early Care Center will remain open all year, except for the relevant holiday periods. These will be for a month in summer, preferably in August. Likewise, the Center will close during the corresponding national, regional and local holidays. Attendance is mandatory for all users referred to the service and absences must be duly justified.

TREATMENT SCHEDULE

Treatment hours will be preferably in the afternoon and exceptionally in the morning. Each child will have the specific sessions required by their ODAT diagnosis.

DEPARTURES FROM THE CENTER

In general, users may not leave the Center during treatment hours, except:

- That it is necessary for the development of the Individualized User Care Project, for which prior consent and written authorization from the family will be required.
- That there is justified cause outside the Center, due to particular situations of the users. In this case, the relatives and/or legal representatives must request in writing and in a reasoned manner to the Center Management the variation they want. The Center Management will deny or approve the requested variations.

Art. 12.- MATERIAL AND DOCUMENTATION TO PROVIDE

TEACHING MATERIALS: The Center will determine the support material based on the activity they carry out. The material to be provided will be communicated in writing.

EXPENSES, ATTENTION, OR UNANTICIPATED CONSUMPTION: The compensation of all exceptional expenses caused by the user in the development of the service will be borne by the users.

DOCUMENTATION AND REPORTS: It is mandatory to provide all new technical reports (medical, psychological, social, etc.) obtained by the user and that may have a direct impact on their normal development at the Center.



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MEDICATION: In those cases in which the user must regularly take some medication during their stay at the Center, the management must be aware of this circumstance. In this case, the user is responsible for going to the Center with the daily medication required, as well as the medical prescription that justifies it. The Center will oversee its administration.

In cases where necessary, the Center will have basic, non-specific, emergency medication for users who, due to particular circumstances, may require it.

CHAPTER IV: INTERNAL REGULATIONS OF THE CENTER OF EARLY CHILD CARE

Article 13. –CONDITIONS OF ATTENDANCE TO THE CENTER

All users must comply, for their correct attendance at the Child Development and Early Care Center, to the following conditions:

1. Hygiene. –It is essential that users become aware of the importance of personal hygiene (hair, face, mouth, teeth, hands, body...). In the event that they are affected by an infection, the measures indicated above will be taken and the parents/guardians of the infected user are obliged to notify the Center, so that it can take the appropriate measures and prevent the spread of contagion. In the event that cases of this nature are detected, the rest of the users are obliged to take the appropriate measures to avoid being infected.

2. Appropriate clothing.–Users can come dressed according to their tastes and preferences, as long as basic social norms are respected.

They will not be allowed to wear sunglasses and caps in class, unless it is by medical prescription or for an activity carried out in the Center.

3. School supplies. –Users will have the necessary material to work in the Center on a daily basis, except in cases in which the material is specific to each user.

4. Health. –It is important that the following rules are met:

a)All users must attend the Center in good health to avoid the possibility of contagion to other users.

b)In cases of absences due to illness or for any other reason, the father, mother or legal guardian, will formally justify, with the corresponding document and as soon as possible, the non-attendance of their child, or lastly, on the first day of the reincorporation of the student to the Center.

c)If users have illnesses or allergies (diabetes, epilepsy, etc...) or due to special circumstances they cannot carry out certain treatment activities, the coordination and professionals of the Center must be promptly informed, orally or by means of a signed writing. by parents or legal guardians.

Art. 14. – SCHEDULE, ENTRANCES, EXITS AND PUNCTUALITY



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1. Schedule.

a) The schedule for the entire course will be given to the father, mother or legal guardian, specifying the days that they must come to the center, the time of entry and exit and the treatments that will be received each day.

b) Both the users and the professionals of the center are obliged to comply with the corresponding schedule.

In the case of non-compliance, the causes of the breach must be promptly justified before the relevant person in charge.

2. Rules of entry to the Center.

a) Users will enter the center through the front door.

b) Users who arrive late must justify said delay.

c) Users have different entry times, so they must enter without running through the hall and corridors, making as little noise as possible, so as not to disturb users who are intervening.

d) The coordination of the center will control the lack of attendance and punctuality. These absences will be taken into account in the elaboration of the schedules.

and) It is totally forbidden for underage users to open the door of the Center. They can only do so accompanied by one of the professionals and with their authorization.

F) The parents or guardians of the users must inform who will accompany the student in the sessions.

g) Parents and users must wait in the waiting room until the professional comes out to notify them of their turn.

h) Parents will accompany the student from the session if they wish.

3. Standards for the exit of the Center.

a) Families will be punctual to pick up their children and wait for them in the hall, trying to reduce the volume of their voices and make as little noise as possible. In the event that they are delayed beyond a reasonable time, after the end of the day, they must notify them in advance and justify the reason. Children will remain in the waiting room until then and the center does not assume responsibility for their care outside of the session.

b) Users have different departure times; For this reason, they must leave without running through the corridors and the hall, making as little noise as possible, so as not to disturb the users who are in session.

c) Users will not be able to leave the Center during the session alone, except for a justified reason, in which case the written authorization of the father, mother or guardian will be required.

and) Users waiting for their fathers, mothers or guardians must remain quietly sitting in the waiting room, trying not to obstruct the exit.

4. punctuality rules.

a) All professionals must arrive at the Center on time.



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- b)** The user will go punctually to the treatments with the necessary material.
- c)** The professionals will end each of their sessions as punctually as possible, so as not to cause alterations in the organization of the center.
- d)** The professional will go to the waiting room at the end of each session and to pick up the child for the next session.

Art. 15. – COMPLEMENTARY ACTIONS BY PROFESSIONALS

1. The professionals of the Early Childhood Care Center will hold a monthly coordination meeting. As far as possible, efforts will be made to reserve a free space in the schedules of all professionals for this purpose.

two. The professionals will take special care in preventing actions contrary to the rules of coexistence, banishing unsupportive, aggressive and antisocial behaviors.

3. The professionals will supervise the users who attend the Early Childhood Care Center in all situations that take place outside the classroom (changing classrooms, going to the bathroom...), with the intention of always promoting their personal autonomy.

CHAPTER V: USERS

Art. 16.- STANDARDS RELATING TO THE HEALTH OF CHILDREN.

Given that children of these ages, due to their immunological conditions, are very receptive to all types of germs that can cause illnesses, it is necessary to provide them with the healthiest possible environment at the Center. Likewise, when they are sick, we must prevent them from possible complications of their illness by providing them with rest and peace of mind at home until they are fully recovered.

Must respect the following rules:

- It is forbidden to bring children with a body temperature higher than 37.5°C or with infectious-contagious diseases in a period of contagion. Likewise, the attendance of children affected by pests (pediculosis, etc.) is prohibited.
- At the beginning of the course, the technicians will collect information on the vaccination status of the user, taking into account, however, that it is a voluntary process.
- Whenever there are absences due to health reasons, you must notify the Center.
- Children who suffer from any of the diseases indicated below will not be able to attend the Center for the period of time indicated below, it is also interesting that the prevention measures indicated for each of the cases are observed:

MOST FREQUENT INFECTIONS:



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- **CONJUNCTIVITIS:** Until at least 2 days after the start of treatment. Very frequent infectious disease in Children's Centers due to its easy contagion. Extreme hygiene of hands and utensils in contact with the affected person.
- **RESPIRATORY INFECTIONS:** Whenever there is an affectionation of the general state, due to fever, cough, avoid direct contact, due to its transmission due to intense, significant congestion of upper airways.... saliva droplets (coughing, sneezing).
- **SKIN AND MUCOSAL INFECTIONS:** Impetigo (Skin Infection): Until the infection is treated. Extreme the usual hygienic measures. Thrush (Mycosis of the oral mucosa): While the infection lasts. Monitor the possible appearance of new cases.
- **WHOOPING COUGH:** 7 days from the start of treatment.
- **HEPATITIS A:** 7 days.
- **ACUTE MEDIUM OTITIS:** If the child has earaches and fever, they cannot go until after 24 hours. of the disappearance of symptoms.
- **CHICKENPOX:** Up to 6-7 days from the start of the eruption, and when the lesions are in the healing phase (scab). Isolation of the affected person from the rest of the children.
- **RUBELLA:** Up to 6 days after the onset of the rash. Triple viral vaccination.
- **SUDDEN EXANTEMA:** During the fever phase. No special measures.
- **SCARLET FATHER:** Until the exanthema disappears. Monitor the appearance of new cases. Extreme usual hygiene care.
- **MEASLES:** From 7 to 10 days. Isolation of the affected person from the rest of the children.
- **MUMPS:** 9 days. Isolation of the affected person from the rest of the children.
- **VIRIC GASTROENTERITIS:** As long as the diarrhea is liquid (vomiting and/or diarrhea) or the general condition is affected. As long as there is vomiting, fever. Correct hygiene in the handling of faeces (diaper changing and disposal, hand washing).
- **SALMONELLOSIS (bacterial infection):** Until obtaining 2 consecutive stool cultures (stool analysis). Perform stool cultures on contacts who present negative results. symptoms (diarrhea, vomiting, fever...).
- **LICE (PEDICULOSIS):** Until the day after treatment. Observation of the hair Treatment if there are lice or nits.
- **INTESTINAL PARASITES:** Does not require exclusion from the Center if you take the treatment indicated by your pediatrician and notify your child's educator. Health education on hygiene habits and, in particular, hand washing.
- **OTHER DISEASES:** poliomyelitis, pneumonia, infectious hepatitis, tuberculosis, meningitis, etc.: According to the pediatrician's criteria and with a signed discharge paper.

In the case of illnesses that manifest themselves in the Center or medical treatments, the Center's staff will follow the following rules:

- a) In the case of observing symptoms of an infectious-contagious process in children at the Center, the center's management will be informed and the professional will notify the parents or legal representatives so that they can be picked up as soon as possible.
- b) In the event that a child suffers some type of accident or illness at the Center, after receiving the first care, the parents or legal representatives will be notified as quickly as possible and if urgent, the Center staff will take the child to the nearest health center. next.
- c) It is forbidden to give medicines of any kind in the Center, with the exception of tonics and vitamins, disinfectant products for the treatment of minor wounds, products for topical use for small bruises or syrups or antibiotics at the end of treatment, for which proof it will be



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necessary to present at the Center to be able to administer the medication and once the period of fever has passed, always under medical prescription. Except for particular cases with duly accredited non-contagious chronic problems.

Art. 17.- RIGHTS AND DUTIES OF CAIT USERS

RIGHTS

Users have the right to:

- That their dignity and privacy as individuals, their freedom and self-determination be respected; criteria to which the rules of the Center are subjected.
- To be protected from any kind of abuse.
- To be cared for in facilities that meet all the quality and comfort requirements.
- Confidentiality and professional secrecy in the use of your personal information.
- Receive personalized and individualized attention.
- To have a tutor assigned from the beginning of the intervention.
- Receive quality care, based on scientific evidence, which will be included in the corresponding Individualized Care Project.
- Receive all the support available at the Center to achieve the objectives set out in the Individualized Care Project, and contribute to their personal development and well-being.
- Enjoy the attention of the Center on equal terms with the rest of the users, having as a clear reference the Individual Program of Attention of each User.
- Participate in the operation of the Center through the bodies that will be created for this purpose.

HOMEWORK

Users have the duty to:

- Know, comply with and assume this Internal Regime Regulation to the best of their abilities.
- Respect and comply with the operating rules of the Center; the calendar and the daily schedule; as well as the indications of the Center's staff in the exercise of their functions.
- Comply with the treatment schedule.
- Develop a behavior based on mutual respect, tolerance, collaboration and reciprocal help according to their capacity; both with colleagues and with professionals.
- Respect and preserve the facilities, premises and equipment of the Center.
Respect and preserve the personal belongings of your colleagues.
- Get involved and make an effort, to the extent of their abilities, in achieving the development objectives set out in their Individualized Care Project.

Art. 18.-RIGHTS AND DUTIES OF FAMILY MEMBERS

RIGHTS

Family members or legal representatives have the right to:

- To be welcomed by the center properly.
- Get to know the team of professionals involved in your children's intervention.
- To accompany their children in the sessions or interventions carried out by different



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professionals.

- To participate in the evaluation of their children
- Know the results of the evaluation.
- To participate in your child's Individualized Care Plan
- At choice of treatment.
- To participate in choosing your child's schedule and to receive the schedule.
- To be informed periodically and when requested about the situation and evolution of the user.
- To be informed of all the actions and decisions that are adopted.
- To receive the necessary support and family advice that contributes to their well-being and that of the user.
- To be asked for consensus and authorization for all those aspects that require it.
- To be informed and to authorize their child's participation in research or training programs of other professionals and/or practitioners.
- To receive equal and dignified treatment by the center's professionals.
- To receive equal and dignified treatment by the relatives of other users of the center.
- To receive equal and dignified treatment by the users of the center.
- to pairparticipate in the operation of the Center through the bodies that will be created for this purpose.
- To be cared for in facilities that meet all the quality and comfort requirements.
- To make CAIT services compatible with any other that they consider benefit their children and to request second diagnoses.
- To communicate through the center's Management any incidents, claims, suggestions or complaints deemed necessary and request the information they require.

HOMEWORK

Family members have a duty to:

- Be familiar with, comply with and assume this Internal Regime Regulation.
- Respect the conditions of operation and organization of the Center, as well as its calendar and working hours, communicating the absence and its reason sufficiently in advance.
- Facilitate and update all the documentation, reports or opinions that the Center requires in relation to the user; without prejudice to the guarantees of confidentiality.
- Participate in the preparation of the Individualized User Care Project, and follow the indications of the Center's professionals to achieve it.
- Provide the precise material that is requested for the development of the activities included in the user's Individualized Program, as well as to replace it.
- Inform about any change or incident in the user's situation that could affect their development in the Center.
- Be responsible for ensuring that users come to the Center in adequate health, hygiene and clothing conditions.
- Accompany the children during the intervention sessions either in the waiting room, or Gessel chamber or within the session.
- Appear at the Center to take responsibility for any exceptional or urgent situation that transcends the scope of the Center.



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- Provide respectful treatment to the relatives of other users, to these and to the professionals of the Center.
- Respect the dependencies, facilities, furniture and materials of the Center.
- Inform the Center Management as soon as possible of the intention to resign a place or change the center and sign these in writing.
- Sign as many documents as are necessary to certify the proper functioning of the service before the administration, the inspection services or the management of the center.

Art. 19.- LOSS OF USER CONDITION

User status will be lost for any of the following reasons:

- Due to a substantial variation in the user's early care needs that determines that the services provided by the Early Childhood Care Center are not adequate for the proper care of the person.
- By voluntary resignation of the legal person responsible for the user, and must be expressly stated and one month in advance. In this case, the Technical Team of the Center will contrast this decision with the opinion and decision of the user.
- By expulsion derived from a sanction accredited in these regulations.
- For any other cause that substantially alters the adaptation of the user to the Center.

Art. 20.- PRECAUTIONARY MEASURES

1.When there is or there are indications of the existence of a serious risk to the health or safety of the users of the Entity of a Center or Service, the corresponding management bodies, through a reasoned resolution, will adopt the measures appropriate to the risk situation, which They will not be sanctioned.

two.Likewise, the head of the Ministry responsible for health matters, when the existence of an imminent risk of serious harm to users is reasonably appreciated, due to supervening circumstances or force majeure or due to a serious breach of current regulations, by means of a reasoned resolution, may agree to the following measures:

- a) The closure or closure of the Entity, Centers or Services, which do not have the prior authorizations or mandatory records.
- b) The suspension of their operation until the defects are corrected or the requirements for reasons of health, hygiene or safety are met. These measures will not be sanctioned.

3.The duration of the measures referred to in section b) of the preceding paragraph will be fixed in each case and will not exceed that required by the situation of imminent and serious risk that justifies them.

4. The adoption of precautionary measures will not prevent the initiation of disciplinary proceedings if the facts that led to their adoption constitute an infringement.

PRINCIPLES OF PRECAUTIONARY MEASURES



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The measures described in the previous article must comply with the following principles:

1st. The limitations must be proportionate to the purposes pursued in each case.

2º The measures that least harm the principle of free movement of people and goods, and any other rights affected, must be used.

FINAL PROVISIONS

FIRST

In what is not provided for in this Regulation, the provisions of the laws and regulations of a general nature issued on the matter will be followed.

Huéscar, November 2019

20. RIGHTS AND DUTIES

RIGHTS OF MINORS

Users have the right to:

- That their dignity and privacy as individuals, their freedom and self-determination be respected; criteria to which the rules of the Center are subjected.
- To be protected from any kind of abuse.
- To be cared for in facilities that meet all the quality and comfort requirements.
- Confidentiality and professional secrecy in the use of your personal information.
- Receive personalized and individualized attention.
- To have a tutor assigned from the beginning of the intervention.
- Receive quality care, based on scientific evidence, which will be included in the corresponding Individualized Care Project.
- Receive all the support available at the Center to achieve the objectives set out in the Individualized Care Project, and contribute to their personal development and well-being.
- Enjoy the attention of the Center on equal terms with the rest of the users, having as a clear reference the Individual Program of Attention of each User.
- Participate in the operation of the Center through the bodies that will be created for this purpose

DUTIES OF MINORS



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Users have the duty to:

- Know, comply with and assume this Internal Regime Regulation to the best of their abilities.
- Respect and comply with the operating rules of the Center; the calendar and the daily schedule; as well as the indications of the Center's staff in the exercise of their functions.
- Comply with the treatment schedule.
- Develop a behavior based on mutual respect, tolerance, collaboration and reciprocal help according to their capacity; both with colleagues and with professionals.
- Respect and preserve the facilities, premises and equipment of the Center. Respect and preserve the personal belongings of your colleagues.
- Get involved and make an effort, to the extent of their abilities, in achieving the development objectives set out in their Individualized Care Project.

RIGHTS OF FAMILY MEMBERS

Family members or legal representatives have the right to:

- To be welcomed by the center properly.
- Get to know the team of professionals involved in your children's intervention.
- To accompany their children in the sessions or interventions carried out by different professionals.
- To participate in the evaluation of their children
- Know the results of the evaluation.
- To participate in your child's Individualized Care Plan
- At choice of treatment.
- To participate in choosing your child's schedule and to receive the schedule.
- To be informed periodically and when requested about the situation and evolution of the user.
- To be informed of all the actions and decisions that are adopted.
- To receive the necessary support and family advice that contributes to their well-being and that of the user.
- To be asked for consensus and authorization for all those aspects that require it.
- To be informed and to authorize their child's participation in research or training programs of other professionals and/or practitioners.
- To receive equal and dignified treatment by the center's professionals.
- To receive equal and dignified treatment by the relatives of other users of the center.
- To receive equal and dignified treatment by the users of the center.
- to pairparticipate in the operation of the Center through the bodies that will be created for this purpose.
- To be cared for in facilities that meet all the quality and comfort requirements.
- To make CAIT services compatible with any other that they consider benefit their children and to request second diagnoses.



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- To communicate through the center's Management any incidents, claims, suggestions or complaints deemed necessary and request the information they require.

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Family members have a duty to:

- Be familiar with, comply with and assume this Internal Regime Regulation.
- Respect the conditions of operation and organization of the Center, as well as its calendar and working hours, communicating the absence and its reason sufficiently in advance.
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- Inform about any change or incident in the user's situation that could affect their development in the Center.
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- Accompany the children during the intervention sessions either in the waiting room, or Gessel chamber or within the session.
- Appear at the Center to take responsibility for any exceptional or urgent situation that transcends the scope of the Center.
- Provide respectful treatment to the relatives of other users, to these and to the professionals of the Center.
- Respect the dependencies, facilities, furniture and materials of the Center.
- Inform the Center Management as soon as possible of the intention to resign a place or change the center and sign these in writing.
- Sign as many documents as are necessary to certify the proper functioning of the service before the administration, the inspection services or the management of the center.

21. OPERATING STANDARDS

OPERATING STANDARDS



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2. Appropriate clothing.–Users can come dressed according to their tastes and preferences, as long as basic social norms are respected.

They will not be allowed to wear sunglasses and caps in class, unless it is by medical prescription or for an activity carried out in the Center.

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4. Health. –It is important that the following rules are met:

a)All users must attend the Center in good health to avoid the possibility of contagion to other users.

b)In cases of absences due to illness or for any other reason, the father, mother or legal guardian, will formally justify, with the corresponding document and as soon as possible, the non-attendance of their child, or lastly, on the first day of the reincorporation of the student to the Center.

c)If users have illnesses or allergies (diabetes, epilepsy, etc...) or due to special circumstances they cannot carry out certain treatment activities, the coordination and professionals of the Center must be promptly informed, orally or by means of a signed writing. by parents or legal guardians.

Art. 14. – SCHEDULE, ENTRANCES, EXITS AND PUNCTUALITY

Schedule.

a) The schedule for the entire course will be given to the father, mother or legal guardian, specifying the days that they must come to the center, the time of entry and exit and the treatments that will be received each day.

b) Both the users and the professionals of the center are obliged to comply with the corresponding schedule. In the case of non-compliance, the causes of the breach must be promptly justified before the relevant person in charge.

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a)Users will enter the center through the front door.

b) Users who arrive late must justify said delay.



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- c)** Users have different entry times, so they must enter without running through the hall and corridors, making as little noise as possible, so as not to disturb users who are intervening.
- d)** The coordination of the center will control the lack of attendance and punctuality. These absences will be taken into account in the elaboration of the schedules.
- and)** It is totally forbidden for underage users to open the door of the Center. They can only do so accompanied by one of the professionals and with their authorization.
- F)** The parents or guardians of the users must inform who will accompany the student in the sessions.
- g)** Parents and users must wait in the waiting room until the professional comes out to notify them of their turn.
- h)** Parents will accompany the student from the session if they wish.

7. Rules for leaving the Center.

- a)** Families will be punctual to pick up their children and wait for them in the hall, trying to reduce the volume of their voices and make as little noise as possible. In the event that they are delayed beyond a reasonable time, after the end of the day, they must notify them in advance and justify the reason. Children will remain in the waiting room until then and the center does not assume responsibility for their care outside of the session.
- b)** Users have different departure times; For this reason, they must leave without running through the corridors and the hall, making as little noise as possible, so as not to disturb the users who are in session.
- c)** Users will not be able to leave the Center during the session alone, except for a justified reason, in which case the written authorization of the father, mother or guardian will be required.
- and)** Users waiting for their fathers, mothers or guardians must remain quietly sitting in the waiting room, trying not to obstruct the exit.

8. Punctuality rules.

- a)** All professionals must arrive at the Center on time.
- b)** The user will go punctually to the treatments with the necessary material.
- c)** The professionals will end each of their sessions as punctually as possible, so as not to cause alterations in the organization of the center.
- d)** The professional will go to the waiting room at the end of each session and to pick up the child for the next session.

USER'S GUIDE		
DELIVERY		DOCUMENTATION
YES	NO	



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	OBJECT
	DESCRIPTION OF CAIT ASPADISSE
	TELEPHONE CONTACTS
	SCHEDULE
	SCHEDULES OF BUSES OR ADAPTED VEHICLES
	SERVICES PORTFOLIO
	PRICES
	SCHOLARSHIPS AND GRANTS
	ORGANIZATION CHART
	GUARDIAN ASSIGNMENT PROCEDURES
	ACCESS TO EARLY CHILD CARE HISTORY
	COMPLAINTS AND CLAIMS SHEET
	COMMUNICATION CHANNELS
	CONTROL OF DELAYS
	DISPROGRAMMING
	EMERGENCY SITUATIONS
	OTHER RESOURCES OF INTEREST OR EXTERNAL SUPPORT RESOURCES
	BIBLIOGRAPHY
	INTERNAL REGULATIONS
	RIGHTS AND DUTIES
	OPERATING STANDARDS

Huéscar at 20

<p>Signed: reception manager</p>	<p>Signed: Responsible for the Minor</p>
--------------------------------------	----------------------------------------------