

Participant hours:
Monday through Friday

9:00 AM-3:00 PM

Closed Saturday and Sundays as well as statutory holidays.

We close a few days a year for staff training days, in these instances notes will go out ahead of time.

We are a non-profit organization funded by CLSD and follow their values.

We run a community/center based activity program aimed at supporting people who have special needs.

We offer many activities including: games, swimming, bowling, shopping program, bookstore, music, painting program, exercise program and scrapbooking just to name a few.

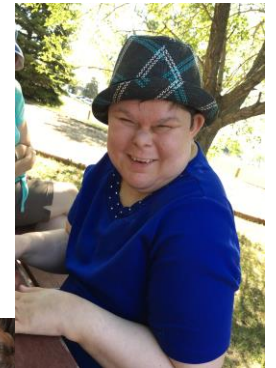
Community Projects Division is a community based work program where participants who qualify will go out in to the community to pick up shredding bring it back. The participants sort and shred in-house and also paint stakes.

We do encourage all of our participants to make healthy life choices.



Contact
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North Battleford
Saskatchewan
1 306 445 6141
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Facebook

**New Participant Information
Package**



BTEC

BTEC Participant Illness Policy

BTEC provides day program and activities to special needs adults. We are not healthcare providers.

In order for us to control the spread of disease and illness throughout our facility, we ask that, participants do not attend when they have persistent cough, fever, diarrhea, vomiting, rashes or excessive nasal discharge.

The following guidelines will be utilized for all participants attending our facilities:

1. Participants who have been in contact with a communicable disease should be kept home at the first sign of illness.
2. Participants who developed fever, diarrhea, vomiting, or rashes after arriving at our facilities will be sent home immediately. These participants should not return to our facilities until the symptoms disappear or until the rash or fever is known to be a symptom of a non-contagious illness.
3. Participants with the following should not attend our facilities until they have been treated: lice, scabies, ringworm, strep throat, scarlet fever, infections, impetigo, and skin infections (staph), or other contagious diseases.
4. Participants with excessive nasal discharge and or persistent cough should be kept at home, or they may be sent home.

Medication Administration Policy

Only unit cards/bubble packs with participants name medication name and dosage clearly marked and filled by a pharmacist can be given. No loose pills or unmarked cards will be dispensed for any reason.

PRN

Any medications on an as needed basis (i.e. pain relievers) such as Tylenol, Motrin, Ibuprofen or Advil maybe given if a participant is in pain, these medications do not necessarily have to be in a bubble pack but they must be in the correct bottle with appropriate labeling.

Essential Medication Communication

- The agency must obtain directions about prescribed medications that are routinely administered.
 - Name and dose of drug
 - Amount and time to be given, frequency of administration
 - Intended benefit of medication.
 - Possible side effects/drug reaction and what to do regarding them.
 - When not to give medication, when to alert the physician.
 - Clear seizure protocols to be given prior to acceptance into the program.
- *If there are any medication changes, please contact us immediately with this information.***

BTEC Transportation Policy

BTEC employees FirstBus to transport our participants with the expectations that they will be treated with dignity and respect. Our bus driver is expected to abide by traffic rules and regulations governing speeds and road conditions to ensure the safety of all passengers. BTEC expects the following:

- The bus driver will pick up participants at designated times.
- The bus driver is not expected to wait to see if the caregivers are at home but should wait until the participants are safely at the front door.
- The bus driver is to drop all participants off at their caregivers unless advised by the caregivers of a change. Caregivers may call BTEC to relay instructions to the bus driver during the day regarding cancel pick-ups and drop -offs, however the bus driver is not expected to go out of the way of the route.
- When participants are being picked up, if they are not waiting for the bus, we ask that the driver wait briefly to make sure they are not left.

- BTEC will advise FirstBus and driver of any closures.
- The bus does not run when the temperature reaches -35° with the wind-chill. The building will still be open but caregivers will be responsible for getting them to and from BTEC in a timely manner

Forget Me Nots

- Outing money is stored in building and a receipt is given, \$20 is the preferred amount to keep on hand but you can choose the amount you want.
- If locks are required for lockers, a non-refundable \$10.00 will be charged.
- An extra set of clothes are to be kept at BTEC including indoor shoes for winter months/Fieldhouse program.
- Please clearly label outerwear and participants extra clothing so that they are easily identifiable.
- Please notify us of any articles that hold any value that are sent and please ensure that the items are clearly labeled, this will help identify any lost or stolen items.
- Please do not forget to change your contact information if you move or change your phone numbers. We must be able to get a hold of caregivers anytime of the day if something happens.
- Please send a ready to eat lunch (lunches are not provided and may not be able to be cooked).
- Please notify us of any changes in diet that the participant may need i.e. lactose or dairy free, gluten-free.
- When sending money or medications please send them in a safe transportable method and notify us so that we know to look for them.