



# Parent Handbook

## **General Information:**

**OUR MISSION:** Rays of Light, a Texas 501(c)(3) corporation, is dedicated to providing free, quality respite care to families with children with special needs, across the spectrum, in the Dallas metropolitan area. Together with our volunteers, we strive to lend support and relief to these families through our respite care program called Night Lights.

We provide respite care from 6:00 to 10:00 p.m. on the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Fridays of each month, excluding January and July, on the campus of Lovers Lane United Methodist Church; on the 3<sup>rd</sup> Friday of each month (excluding January and July) at our satellite location at Christ Foundry United Methodist Mission; and the 1<sup>st</sup> Friday of each month (excluding January and July) at our satellite location at White Rock United Methodist Church.

We require all children to be immunized. The only exception is with a doctor's letter submitted to us.

Families are required to fill out applications for each child enrolled in our program. The only criterion is age. The child with special needs must be between the ages of 6 months through 21 years old. Siblings enrolled in our program must be between the ages of 6 months to 13 years old. We welcome children that have aged out of our program to continue on as volunteers!

Each family is assigned a designated week each month for their children. Emails are sent out one week before the upcoming event as a reminder to our families asking for them to RSVP. The RSVP is due the Monday of the week of respite.

We hire certified nurses and off-duty police officers to work at each Night Lights event at both of our locations.

Please keep in mind that we provide a volunteer for each of your children and these volunteers travel to the church, sometimes immediately after work, to volunteer their services. Please be respectful of this and when your children are unable to attend, call us immediately so that we can make the necessary adjustments to our schedule.

Drop off is at 6:00 p.m. and **pick up is no later than 10:00 p.m.** If for some reason you will be late for either drop off or pick up, please let us know. If your respite is provided at Lovers Lane, please contact Debbie Solomon's cell number 214-673-3356 and if your respite is provided at Christ Foundry or White Rock, please contact Adriana Campos's cell number 972-815-3217. If Debbie or Adriana are unavailable, kindly leave a message. If your children are on the schedule for respite and you do

not show up and we have not received a call, your family will not be invited to attend the next month's respite night. If you are late picking up your child(ren) (late meaning after 10:00 p.m.) and we do not hear from you, you will not be invited to the next month's respite night. We understand that circumstances beyond our control do happen, but please be aware that the volunteers are required to wait with your child(ren) until you arrive!

Please notify us if your child(ren) will be dropped off or picked up by someone other than you. We will require that person to show identification when picking up your child(ren).

In case of bad weather, we will notify you through email as to whether or not we will cancel the event by 12:00 p.m. on that day.

## **Child Information**

Please remember to pack a change of clothing, diapers and baby wipes for your young child(ren).

Please provide snacks and drinks for your child(ren), if they are unable to have ours.

Any medical conditions or medications that need to be given should be communicated to our nurses at drop off. Any medications to be given by ROL nurses need to be in the correct prescription bottle with the amount to be given.

Please communicate any special instructions to our staff at drop off. We strive to provide the best quality care for your children in a safe, happy environment.

Please keep us updated on any changes to pertinent information (ex: home address, email, phone numbers, changes in emergency contact(s) or changes in your child's diagnosis).

## **Behavior:**

We understand that it can be difficult for children to adapt to new situations and we will work with you and your child with patience and encouragement through adjustment periods. If your child is having a behavior issue, please make us aware of it. We will work with you and your child to provide the same positive behavior reinforcements at our program as you provide at home. If we are unable to provide safety to your child, the other children in the program, our staff or volunteers because of a behavior issue that we cannot get under control, we will not be able to continue respite for your family.

## **Nursery:**

We have nursery workers with us to care for your children who are under 3 years old. Children that are over 2 years old, but not walking, will be in the nursery (this does not pertain to children in wheelchairs). Please communicate to the nursery staff if you want your child(ren) to be changed into their pj's before you arrive to pick them up and any snacks or drinks from home.

## **Our Volunteers:**

Our volunteers are high school students, medical professionals, moms, dads, boy scouts, girl scouts, passionate people that serve you and your children.

All volunteers are required to submit a volunteer application.

Volunteers 18 and older are background checked.

Volunteers under 18 have provided a letter of recommendation.

Volunteers under 14 will be accompanied by an adult that has completed all the necessary paperwork.

## **Activities Offered at Each Event:**

Playground

Gym with basketballs (at Lovers Lane and White Rock), scooters, and hula hoops (at all 3 locations)

Live Entertainment (ex: petting zoo, magician, juggler, etc.)

Computer Lab (at Lovers Lane)

Recreation Room

Puppet Theater

Arts and Crafts Room with a special craft each month

Movie viewing

Areas for reading, bubble blowing, and music

Visits from therapy dogs (at Lovers Lane)

**Rays of Light, Inc.**  
9200 Inwood Road  
*(On the campus of Lovers Lane United Methodist Church)*  
Dallas, Texas 75220  
[www.raysoflightdallas.org](http://www.raysoflightdallas.org)

**Satellite location: Christ Foundry United Methodist Mission**  
3363 Park Lane  
Dallas, Texas 75220  
[www.raysoflightdallas.org](http://www.raysoflightdallas.org)

**Satellite location: White Rock United Methodist Church**  
1450 Old Gate Lane  
Dallas, Texas 75218  
[www.raysoflightdallas.org](http://www.raysoflightdallas.org)

## **Contact Information:**

*(On the campus of Lovers Lane United Methodist Church)*  
Robin Wilson – Executive Director  
214-706-9535  
[robin@raysoflightdallas.org](mailto:robin@raysoflightdallas.org)

\*Debbie Solomon – Program Director  
214-706-9579 (office)  
214-673-3356 (cell)  
[debbie@raysoflightdallas.org](mailto:debbie@raysoflightdallas.org)

*(On the campuses of Christ Foundry United Methodist Mission and White Rock United Methodist Church)*

\*Adriana Campos – Outreach Coordinator  
214-706-9601 (office)  
972-815-3217 (cell)  
[adriana@raysoflightdallas.org](mailto:adriana@raysoflightdallas.org)

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**\*Please contact these people on the day of respite at the location that your child(ren) attend(s) with any changes.**

**HANDBOOK ACKNOWLEDGEMENT**

**I, \_\_\_\_\_, have reviewed the policies and procedures for Rays of Light and agree to comply with the information outlined in the Parent Handbook.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**