

## Tavon Policies

We want to thank you all for being so cooperative and having patience with us as we develop the policies at Tavon. A few policies keep arising and we just want to make sure that everyone is informed. We are striving towards having a consistent program and appreciate your for understanding.

- We need 24 hour notice if you will be attending Tavon or if you will not be at Tavon. You may call 425-999-2269 or email Megan at [megan@tavoncenter.org](mailto:megan@tavoncenter.org) to inform us of your attendance. Medical or behavioral emergencies are an exception. Any changes with less that 24 hour notice will result in a charge for that day.
- The daily schedule is either a full day at 9am to 5pm, or half days of 9am to 1pm or 1pm to 5pm. All day outings are an exception. During those days we will have a more flex schedule, which needs to be determined 24 hours in advance.
- We understand that when you are relying on Access for transportation, your times may vary. Please schedule with Access to arrive **slightly after** 9am or **slightly after** 1pm. If for some reason you arrive prior to 9am or prior to 1pm, your client must be able to wait outside on the porch until their scheduled time (always in the AM, and possibly in the PM if we are on an outing). **Tavon will not be held liable for clients arriving prior to their scheduled time.**
- **When scheduling rides for the AM time, you are not to arrive before 9am. In the case of scheduling through Access, you will also have to arrive after 9am not prior. Tavon is not open until 9am.** Hints for accurate scheduling with ACCESS, do NOT tell them to have your client here by 9am, they can drop them off any time before 9am. Instead adjust their pick up time from your house- for example if they are arriving too early, change their window of pick up time to a later time.
- Late pickups will be charged for the entire time the client is at Tavon. The first late pick up will be a warning. Continued late pickups could result in not being able to attend Tavon.
- Please be mindful of the 5pm closing time when arranging your pickups.

I have read, understand and agree with the above polices.

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Client Name	Signature of Client or Parent/Provider	Date
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