



MLC STUDENT

Handbook Guide

2024-25



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Welcome

Message

Welcome to Miriam! We are committed to helping your child reach his or her potential through quality and specialized services. All of our efforts stem from a child-centered and inclusive approach. We want your experience at Miriam to be fantastic. Please let us know if there is anything we can do to make you feel a part of our Miriam family.

Beth Rose, MSW, LCSW

MLC Director

501 Bacon Avenue
Webster Groves, 63119
314.961.1500
brose@miriamstl.org



Learning Center

History

2007

The Learning Center began in 2007 to provide comprehensive services to children who had learning and/or social challenges who wanted to stay at their community school. The Center serves over 1,600 children each year and provides special education support services to 100+ schools in our community.

Mission

Miriam empowers unique learners by building confidence and a foundation for success.

Who MLC Serves

- Children age 2-18
- Students of all abilities when served at their school
- Children who benefit from services within designated ratios when services are provided in group settings at the Center
- Children who are verbal at the sentence level and independent in toileting when attending services at the center

General Information

Hour & Days

Regular School Year:

Monday-Thursday 8:30am to 8:00pm
and Fridays 8:00am to 4:00pm.

Summer Hours:

Monday-Thursday 8:30am-4:30pm
and Fridays 8:00am-4:00pm.
We open at 7:00am for staff during
summer camp.

Holidays

The Center is closed on the following holidays:

- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Labor Day
- Yom Kippur
- Thanksgiving Break (Thanksgiving and the day after)
- Winter break (Christmas Eve through New Years Day)

Inclement Weather

In the event of inclement weather, Miriam Learning Center's closing will be televised on TV channels 2, 4, and 5.

Payments Insurance

Refunds

Summer camp fees will be 100% refunded when withdrawal from camp occurs before the withdrawal without penalty date. No refunds will be given when the withdrawal time has expired. Prorated refunds are given when Miriam determines a child needs more assistance than we can provide and the child leaves camp early.

Payments

A credit card on file (VISA, MC, or DISCOVER) is required for all ongoing services. Credit cards are charged in advanced for any student receiving two or more weekly hours of service. Cards are charged twice monthly, approximately on the 5th and 25th. Accounts 30 days overdue accrue 15% monthly interest on the amount overdue. All returned checks will be assessed a \$25 fee.

Insurance

The Center does not accept insurance. Upon request, we can provide you with an insurance-friendly receipt. We are considered out-of-network for all insurance carriers.

Sessions

Emergencies

Session Changes

We require a minimum of a four-(4) hour notice when you need to cancel your child's appointment. You will not be charged the full session rate if you give this notice. Late notices will result in being charged for the scheduled session.

Emergencies

If your child is receiving counseling services through MLC and requires emergency services after hours, call 911, 988, or Behavioral Health Response at 314.469.6644. You may call the MLC office at 314.961.1500 during regular business hours for assistance.

Child Pick-Up

Please arrive 10 minutes before the end of your child's session to get a progress update. Call 314.961.1500 if you will be late picking up your child. Late summer camp pickups are assessed \$5 per minute when a child is picked up more than 15 minutes after camp dismisses.



Parking

If you arrive around 3:30-3:45pm Monday-Friday during school dismissal, enter on Bismark and park in the back lot. All other times, you may park on the side of the building in available spaces or in MLC customer parking spots. You also may park on the front lot. Only enter and exit the building through the MLC entrance.

Nondiscrimination

Miriam ensures that participants, staff, and others involved with Miriam are not discriminated against on the basis of race, color, religion, sexual orientation, national origin, sex, ancestry, age, disability, military status, or any other status protected by applicable law. If you feel you have been discriminated against, you may file a grievance.

Grievances

If you have a grievance, please talk to your child's treatment staff. If the issue cannot be resolved, contact the MLC office at 314.961.1500 and a supervisor will get involved. You have the right to file a formal grievance through our HR department.

Parking Grievances



Treatment Plans

Every Miriam service is customized for your child. Parents and students work with the teacher/therapist to set treatment goals. The person-centered treatment plan is very important, and it guides treatment for your child.

Confidentiality

Our therapists will always update you on how your child is progressing or what strategies you can use to best help your child. If your child participates in counseling, we may not share details with you in order to keep your child's trust. However, we will always let you know if we have safety concerns about your child.

Treatment Confidentiality

Records

You may request a copy of your child's record by emailing gporter@miriamstl.org. For mental health records, we do not release notes but will provide a summary of progress at an additional cost. We require a signed release-of-information form to send any records to a third party.



What you need to know

Your Rights and Responsibilities

As a program participant, you have the right to:

- Participate in a program without discrimination and harassment.
- Receive reasonable accommodations during programming to help ensure you are successful.
- Have open and transparent communication with all levels of management and treatment staff.
- Be treated with respect and dignity.
- Be included in and considered first in all decisions.
- Have your voice heard.
- Have the right to refuse treatment.
- Have your privacy maintained within the guidelines of the law.
- Be informed of the actual cost of your program.

As a program participant, you have the responsibility to:

- Fully participate in your program.
- Provide constructive feedback about your services so staff can better serve you.
- Communicate absences in a timely manner.
- Provide input into your program goals and objectives.
- Follow through with treatment goals.
- Behave in a respectful manner free of offensive language and actions.
- Demonstrate behaviors that will not interfere or impede the success of other participants.
- Be free of drugs during programming.
- Pay for services in a timely manner.

Healthy Zone

Ethics

Medications

We only administer medication during summer camp with written authorization. Participants must turn in all medications, including over the counter, while participating in treatment.

Drugs-Tobacco-Weapon-Free Zone

We promote a healthy and safe environment for all of our employees and the individuals and families we serve. All of Miriam's locations are drug, tobacco, and weapon-free zones. No illegal drugs, tobacco and vaping products, alcohol, prescriptions drugs that can be abused, and weapons are not allowed on any campus. Infractions can lead to disciplinary actions including warnings, counseling, and immediate discharge of a participant from services. Students may not keep on their person any medications.

Code of Ethics

All of Miriam's licensed and certified staff uphold the code of ethics associated with their licensure or certifications. Miriam's Code of Ethics ensures that we maintain a professional relationship with our program participants and families. It also makes sure that we provide accurate information regarding our programs, that we do not discriminate against any clients or families, and that we are transparent in our business operations and reporting. Violations may be reported to Human Resources at 314.962.6059.



Support Services

Sharing Information

Sharing Information

The information we collect on your child is confidential and will not be shared with external entities without your written consent. Some information is shared with our billing department and funding sources as required by our contracts. If more than one therapist is providing services to your child, treatment information may be shared when necessary. Evaluation information may be available to different Miriam departments if your child is seeking other Miriam services.

Behavior Supports

We focus on positive behavior supports to help students achieve goals. Our Board Certified Behavior Analysts can help design a Behavior Intervention Plan (BIP) that provides support for children in school and at home. Behavior Aides can help implement the BIP, and they will take data to make sure the interventions work and objectives are achieved.

Transition Services

We will provide you with community referrals when you complete a Miriam program and need help to transition to your next step. If you are discharged from the counseling program, we will contact you one to two months later to check in on your progress.

Readmission

Seclusion & Restraint

Seclusion & Restraints

We will never use seclusion or restraint to address behavior issues. We feel that behaviors are a means of communication, and we strive to help our students learn positive coping skills to handle emotional dysregulation.

Readmission

If your child does not currently meet eligibility criteria for a program, we will let you know the reason that your child is not accepted. We will offer suggestions to help your child prepare for future admission. We will also give you referrals for appropriate programs. If your child is discharged from a Miriam program at Miriam's request, we will provide you with resources. You have the right to understand why your child was not accepted in a Miriam program, however, Miriam reserves the right to deny program entrance if a child does not meet entrance criteria.

Record Retention

Miriam will keep your child's record for a minimum of seven (7) years or as otherwise required by law. Evaluations and other data may not be available upon request after that time.



Program Rules

Scholarships

Program Rules

- Attend treatment sessions and remain in your treatment area.
- Appropriately voice your wants and needs.
- Fully participate in setting goals and objectives.
- Be respectful to other participants and staff.
- Attend treatment without being under the influence of mood altering substances.
- Use self control.
- Respect property.
- Adhere to all safety rules and policies.

Self-Care

Miriam does not have the facilities and staff available to help children who have bladder or bowel accidents. Children must be continent and free of accidents in order to participate in programming that is longer than one hour in length.

Scholarships


Needs-based scholarships for testing and summer camp are available on a first come first served basis for families with Adjusted Gross Income of less than \$80,000. Fill out the financial aid application that is available on our website at miriamstl.org.





MLC Services

PSYCHO-EDUCATIONAL EVALUATIONS
AUTISM EVALUATIONS (ADOS)
ADHD EVALUATIONS
DYSLEXIA EVALUATIONS
PSYCHO-SOCIAL EVALUATIONS
FUNCTIONAL BEHAVIOR ASSESSMENTS
TRANSITIONAL EVALUATIONS
OCCUPATIONAL THERAPY AND EVALUATIONS
SPEECH/LANGUAGE THERAPY AND EVALUATIONS
PHYSICAL THERAPY AND EVALUATIONS
TUTORING WITH SPECIAL EDUCATION TEACHERS
TUTORING WITH READING SPECIALISTS
SUMMER SPECIALTY CAMPS
EDUCATIONAL CONSULTATION
IN-SCHOOL SUPPORT SERVICES
BEHAVIOR SUPPORT- BCBA/ABA
MUSIC THERAPY
COUNSELING
BEHAVIOR AIDES
PROFESSIONAL DEVELOPMENT TRAINING
HOMESCHOOLING
TELESPED COUNSELING, TUTORING, AND LANGUAGE
THERAPY



Important

Contacts



Beth Rose

Director

brose@miriamstl.org

Jami Millman

Therapy Supervisor

jmillman@miriamstl.org

Gail Porter

Administrative Supervisor

gporter@miriamstl.org

Anne Ronzio

Testing Supervisor

aronzio@miriamstl.org

Alicia Rauh

Counseling Supervisor

arauh@miriamstl.org

Becky Young

Special Education Supervisor

ryoung@miriamstl.org

Mary Jane Bishop

Testing Specialist II

mjbishop@miriamstl.org

Kayla Buckley

Human Resources Recruiter

kbuckley@miriamstl.org

Resources

Legal Services of Eastern Missouri.....	800-444-0514
Children's Advocacy Services of Greater St. Louis....	314-516-6798
United Way Information Line for Services.....	211
Missouri Protection and Advocacy Services.....	800-392-8667
MPACT (Educational Advocacy).....	800-695-5957
Behavioral Health Response.....	314-469-6644
Crisis Hotline.....	988
Homeless Services Hotline.....	314-802-5444
National Human Trafficking Hotline.....	800-373-7888
Child Abuse Hotline.....	800-843-5678
St. Louis Area Foodbank (Pantries).....	stlfoodbank.org

Miriam Locations

Miriam School K-8/MLC
501 Bacon Ave.
Webster Groves, MO 63119
314.961.1500
www.miriamstl.org

Business Office/High School
1138 N. Warson Rd.
St. Louis, MO 63132
314-962-6059



St. Louis County
Children's Service Fund
Keeping Kids First

partnering.
investing.
empowering.



miriam
SCHOOL and LEARNING CENTER