



Visiting Provider Handbook

The Inspired Community Project – Bronx Center
3681 Bruckner Blvd, Bronx, NY 10461
☎ 212-904-0773 | www.TICP.org

Welcome to TICP

We are thrilled to welcome you to The Inspired Community Project (TICP). This handbook aims to equip you with the essential information needed for a successful visit. Whether you are here for a brief observation or an extended period, we appreciate your commitment to enhancing the well-being of our community.

Mission and Values

At The Inspired Community Project (TICP), our mission is to advance **economic and racial equity** by providing **neurodiversity-affirming, trauma-informed, and community-rooted** behavioral health services for young children and their families. We believe that **every child deserves access to high-quality, inclusive care**, and that meaningful support must center the voices and strengths of the communities we serve.

Our work is grounded in the following values:

- **Equity** – We work to dismantle systemic barriers that disproportionately affect historically excluded populations.
- **Inclusion** – We celebrate neurodiversity, cultural identity, and linguistic diversity in every interaction.
- **Empowerment** – We build programs that uplift families, educators, and future professionals.
- **Collaboration** – We value partnership, transparency, and shared responsibility across all roles.
- **Joy & Play** – We believe in the healing power of joy, curiosity, and play in early childhood learning.

By working together with providers like you, we aim to build a future where **all children thrive—just as they are.**

Welcome to Our Bronx Center

The Inspired Community Project's Bronx facility is a warm, community-centered space designed to support young learners, their families, and the professionals who work alongside them. We've transformed a former CVS into a vibrant behavioral health and early education center that reflects our values of **access, dignity, and care**.

As a visiting provider, here's what you need to know to make the most of your time here:

✔ Check-In Requirement

All visiting providers must complete our **Visitor Log & Daily Health Screening Form** upon entry each day. 🙌



This helps us maintain safety, security, and compliance for our children and staff.

☕ Staff Café

Feel free to use the facilities in our **Staff Café**, located on the second floor, across from the **Wellness Room**. The café is stocked with coffee, tea, light snacks, and a refrigerator and microwave for your use. Please be sure to clean up after yourself.

- Feel free to stay after your session to write notes, or come early to prepare for your session(s).

🚻 Restrooms & Wellness Room

- **Restrooms** are all unisex and located on the first floor directly across from the door to reception, and on the second floor next to the **Staff Café**.
- Our **Wellness Room** is available if you need a quiet space for prayer, breastfeeding, or a private phone call. Please check in with reception to reserve the room.

Provider Responsibilities and Expectations

As a visiting provider, you are a valued member of our **collaborative, child-centered community**. To ensure a **safe, respectful, and inclusive environment** for all children, families, and staff, we ask that you uphold the following expectations:

“All visiting providers at The Inspired Community Project (TICP) are required to comply with Article 47 of the New York City Health Code, including but not limited to Articles 47.01(a) and (f) and 47.67(a), which define abuse, corporal punishment, and prohibited disciplinary practices. Visiting providers must engage with children in a safe, respectful, and developmentally appropriate manner at all times. Corporal punishment, physical force or restraint (unless explicitly authorized in a child’s approved plan and by TICP administration), verbal abuse, coercion, intimidation, humiliation, or any other conduct that may cause physical or emotional harm is strictly prohibited. Visiting providers may not have unsupervised contact with children and must follow all supervisory directives from TICP staff. Any violation of this policy may result in immediate removal from the program and reporting to the appropriate authorities.”

Outside Visiting Provider Observation-Only Policy

- All outside visiting providers must complete an observation-only period of up to five (5) program days prior to any hands-on interaction with a child
- Observation is limited to staff-led routines and interventions
- No physical prompting, restraint, toileting, or direct intervention permitted
- Observation must occur under direct line-of-sight supervision at all times

Confidentiality & HIPAA/FERPA Compliance

- Always follow **HIPAA and FERPA regulations**.
- Never discuss children in **hallways, break rooms, or other shared spaces**.
- Use only **initials or anonymized references** in public areas.
- **Do not take photos or videos** without written consent from both the child’s caregiver and TICP administration.

Child-Centered, Neurodiversity-Affirming Practices

- Approach every interaction through a **neurodiversity-affirming, trauma-informed, and culturally responsive** lens.
- Let interactions be **child-led** and **strengths-based**, attuned to each child's **sensory and communication needs**.
- Do not use **physical prompting** unless it is clearly documented in the child’s plan and fully understood by all providers.
- **Respect sensory tools, AAC devices, and behavior supports**—they are essential parts of each child’s autonomy.
- **Never discuss a child in front of them**—even if they appear not to be listening. All conversations should happen **privately, with dignity and discretion**.

Language Matters

- Use language that reflects **dignity, inclusion, and empowerment**.
- Avoid **deficit-based** or **ableist** terms such as "non-compliant," "low-functioning," or "attention-seeking."

- Prioritize **person-first** or **identity-affirming** language. When unsure, **ask**.
- Respect each child's **name, pronouns, and preferred communication style**.
- **Language shapes perception**—use yours to uplift.

Respect for Interdisciplinary Collaboration

- Collaborate across roles with **openness and mutual respect**.
- If you observe unfamiliar strategies or practices, ask **curious—not critical—questions**, like: “Can you share more about that approach?”
- **Assume good intent** and recognize that all professionals bring valuable expertise with the child's best interest in mind.
- Offer feedback **thoughtfully, with humility**, and in appropriate settings.

Classroom Etiquette

- **Introduce yourself** to classroom staff **quietly and respectfully**.
- Avoid **interrupting routines or transitions** unless pre-approved.
- **Follow the lead** of TICP staff who know the unique needs and rhythms of each classroom.
- **Ask before offering suggestions or feedback**, and wait for a suitable time.

Cultural & Community Sensitivity

The Inspired Community Project serves a vibrant and diverse community—primarily **BIPOC, Latinx, immigrant, multilingual, and low-income families**—each contributing rich cultural strengths, knowledge, and lived experiences.

To ensure that all families feel **seen, heard, and respected**:

- **Honor each family's language, communication style, and cultural background.** Do not make assumptions about parenting roles, values, or abilities.
- Use **inclusive and non-assumptive language**:
 - Refer to **"caregiver"** rather than assuming "mom" or "dad."
 - Use **"they/them"** pronouns when unsure.
 - Ask: **"What language would you prefer we use?"** or **"What name would your child like to be called?"**
- Avoid **deficit-based language** such as “nonverbal” or “low-functioning.” Instead, focus on **strengths and support needs**.
- Understand that **systemic barriers** like transportation, housing, or language access may impact participation. These challenges should never be confused with disinterest.
- If you're unsure about a cultural practice or response, **ask with curiosity and humility**.

By practicing **cultural humility** and prioritizing **respectful relationships**, you help create a space of **belonging and dignity** for every family we serve.

Technology Use with Children

At The Inspired Community Project, we prioritize developmentally appropriate, relationship-based, and play-centered interventions.

iPads, iPhones, and similar personal devices are not permitted for use during sessions with children, including for engagement, instruction, or behavior reinforcement. These devices are not aligned with our early childhood approach and should not be used as primary reinforcers.

If a child's current support plan relies heavily on a phone or tablet for engagement or reinforcement, we will partner with you to:

- Conduct a **preference assessment** to identify other motivating and appropriate alternatives
- Develop a plan to **transition or fade technology-based reinforcement** to more functional, socially engaging items and activities.

This is a collaborative and supportive process—our goal is to build each child's capacity for meaningful learning and connection through play, peer interaction, and shared experience.

If you have questions or would like support transitioning away from screen-based tools, please reach out to the **Education Director** or **Program Coordinator**.

Inclusive In-Classroom Support

We believe inclusion is not a place—it's a **practice**.

Whenever possible, providers are expected to **work alongside children within the classroom environment**. This approach supports generalization of skills, peer modeling, and social inclusion, while honoring the rhythms and routines of each class.

Please:

- Embed your supports into ongoing **classroom activities, transitions, and routines**
- Collaborate with the classroom team to **co-regulate, co-facilitate**, and integrate interventions organically
- Avoid removing children from class unless absolutely necessary for safety, privacy, or a clearly documented need

Pull-out services must be pre-discussed and approved by the Lead Teacher or Education Director. Our team is happy to work with you to design strategies that balance therapeutic goals with classroom inclusion.

Nap Time Guidelines

Our children's physical, emotional, and developmental well-being comes first. To that end:

Services are not permitted during nap time (1:00 PM – 3:00 PM) unless explicitly discussed and approved by the child's caregiver *and* Lead Teacher.

- Children who nap must be allowed to rest.
- Children who do not nap may be approved for services during this time on a case-by-case basis.

We appreciate your flexibility in respecting each child's needs and classroom routines.

Please speak with the **Education Director** if you have any questions or special requests regarding nap time schedules.

Safety and Emergency Procedures

The safety of our children, staff, and providers is a top priority. All visiting providers must be familiar with and follow TICP's protocols.

- **Providers are to never be alone with a child in a bathroom. If toileting needs to take place a TICP staff member needs to be present.**
- **Emergency exits** are clearly marked throughout the center. Please take note of the nearest exit from your assigned area.
- **Fire drills and evacuation practices** are conducted monthly. When participating in a drill, follow staff directions calmly and promptly.
- In the event of an **actual emergency** (fire, shelter-in-place, medical), always follow the lead of TICP staff.
- **Do not attempt to remove a child** from the building or classroom without direct instruction from the classroom team.
- For any **injuries, hazards, or concerning behavior**, report immediately to the **Site Director** or designated safety lead.
- A **first aid kit** is available in each classroom and at the front desk.
- In the event of a lockdown or shelter-in-place, you will be expected to remain with TICP staff in your assigned space until an all-clear is given.

Your awareness and calm presence during emergencies are vital. Thank you for helping maintain a safe and secure environment for everyone.

Contact Information		
Main Number: 212-904-0773 Website: www.TICP.org Wifi Network: TICP Password: greatsound66	Program Coordinator: Vielka Ramirez-Espinal vielka@ticip.org (212) 904-0773 x 120	Education Director: Jill Moses jill@ticip.org (212) 904-0773 x 101



**THE
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PROJECT**

Acknowledgement of Handbook Review

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At The Inspired Community Project (TICP), we are committed to creating a space of **safety, dignity, and inclusion** for every child, family, and professional who enters our doors. As a visiting provider, you are an essential part of that mission.

By signing below, you acknowledge that you have received, read, and understood the contents of the **TICP Visiting Provider Handbook**. This includes, but is not limited to:

- Expectations around **confidentiality, child-centered practices, and professional conduct**
- Guidelines for **cultural humility, collaborative engagement, and respectful communication**
- Health, **safety, and emergency protocols**
- Use of shared spaces including the **Staff Café, Wellness Room, and classroom environments**
- Prohibition of **iPads, iPhones, or screen-based devices** during sessions; technology may not be used as primary reinforcers
- Agreement to work **within the classroom environment** to support inclusive, community-embedded services; any pull-out sessions must be pre-approved
- Services are **not permitted during nap time (1:00–3:00 PM)** unless previously discussed and approved by the child's caregiver and lead teacher

You agree to comply with Article 47 of the New York City Health Code, including but not limited to Articles 47.01(a) and (f) and 47.67(a), which define abuse, corporal punishment, and prohibited disciplinary practices. Visiting providers must engage with children in a safe, respectful, and developmentally appropriate manner at all times. Corporal punishment, physical force or restraint (unless explicitly authorized in a child's approved plan and by TICP administration), verbal abuse, coercion, intimidation, humiliation, or any other conduct that may cause physical or emotional harm is strictly prohibited. Any violation of this policy may result in immediate removal from the program and reporting to the appropriate authorities.

Printed Name: _____

Affiliated Agency/Organization: _____

Signature: _____ **Date:** _____

Please return this signed form to the front desk or your point of contact before beginning services. Thank you for your partnership and commitment to equity, care, and community.