

## Rights and Duties - Early Childhood Intervention Center (CAIT) SECENA

Families and children who use the Early Childhood Intervention Center (CAIT) have the following specific rights and duties. They also have those included in the Charter of Rights and Duties of the Andalusian Health Services.

### Rights

- To receive the Charter of Rights and Duties and the operating rules of the Center. This information must be clear and understandable.
- To receive care under conditions of equality, without discrimination, and with respect for personality, dignity, and privacy.
- To be welcomed individually and to have all questions addressed in order to feel comfortable in the Center.
- To participate in the preparation of the Individual Treatment Action Plan (PAI), collaborating with the therapy goals and carrying out those that are within their competence.
- To be informed about the child's progress and the treatments received at the Center.
- To receive information about the evaluation protocols and data collection that will be carried out to establish the Individual Treatment Action Plan.
- To authorize or deny situations established in the Informed Consent required of parents or guardians.
- To be informed in advance when referrals or communications are made with other professionals from the educational, health, and/or social fields (tutors, counselors, specialists, pediatricians, etc.).
- To receive guidelines for working with the child, both at home and in other settings.
- To be informed and receive guidance before the child finishes their stay at the Center.
- To be informed about extraordinary circumstances, changes in the functioning of the Center, and whenever possible, to be notified in advance about cancellations of therapy sessions or other changes.
- To give their opinion about the general functioning of the Center, to make suggestions or complaints, and to receive a response within the established time frame.
- Families have the right to access the child's individual record at any time. To do so, they must submit a written request through any of the communication channels established in our communication plan. Within a maximum period of 20 days, they will be scheduled at the Center, accompanied by a professional, to access the record.
- To obtain in writing documents such as:
  - A final report when the child finishes at the Center (Discharge Report).
  - A report addressed to other services dealing with the circumstances of the child and/or the family.Families must request this at least 10 days in advance.

### Duties

- To actively collaborate and participate in the preparation and development of the Individual Treatment Action Plan, created for the child, their family, and their environment.

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- To provide the Center with information, documentation, and reports about the child, family situation, and any event or circumstance relevant to the child's care at the Center.
- To justify absences from sessions, ensuring that absences and vacations affect the child's treatment as little as possible.
  - If absences are properly justified, the Center will keep the place and schedule whenever possible.
  - If not justified, the child will lose the established schedule and another solution will be sought.
  - Three consecutive unjustified absences will result in discharge from the service, which will be notified by written certified letter.
- Reasons for discharge from the Early Intervention Service:
  - Achievement of objectives and confirmation of proper development.
  - Change of Center.
  - Written request by parents or guardians for voluntary discharge.
  - Discharge due to age.
- To comply with schedules and attend the Center punctually at the agreed times for entry and exit.
- Not to attend the Center if the child is ill or showing symptoms before or after an illness, in order to avoid any spread.
- To remain in the waiting area or be reachable while sessions last.
- To take care of the facilities and collaborate in their maintenance.
- To respect the rules of the Center, the staff, other users, and their companions.
- To promote proper coexistence based on mutual respect, tolerance, and collaboration.

**Contact Information**

Address: Calle India nº 11 – Sevilla

Phone: 954 475 882

Authorized Health Center Code: NICAA 63676

Email: [scena@caitscena.org](mailto:scena@caitscena.org)

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