

How do we use the Choiceworks™ system?



To purchase our products, please
visit us online at www.beevisual.com

For product support, please email
service@beevisual.com

BeeVisual.com

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The Parent Manual

The male gender reference is used throughout the parent manual rather than “he/she” or “him/her”, but please note that the ideas presented apply to males and females. For additional information about the use of this product please contact our website. (www.beevisual.com)

Package Includes:

- (1) Universal Storage Easel
- (3) Choiceworks™ Boards
- (3) Choiceworks™ Companion Books
- (40) Visual Magnets
- (1) Dry-Erase Marker
- (1) Digital Timer
- (1) Parent Manual
- (2) Steel Screws for Wall Mount - template located in back of manual

Product Features

Choiceworks™ Boards

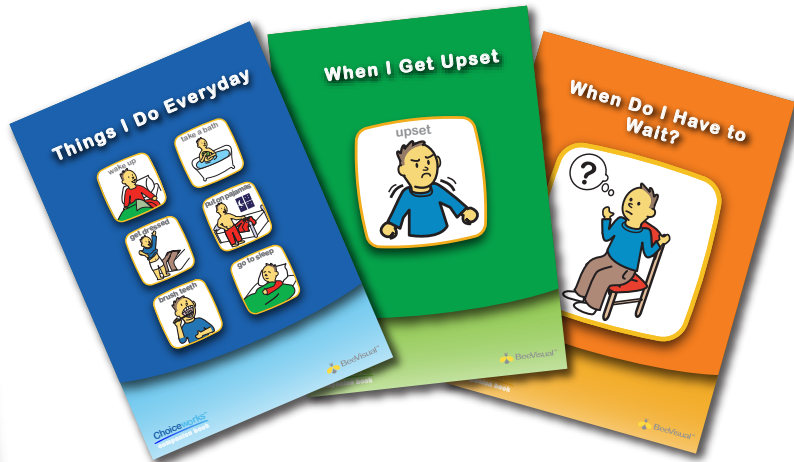
The Choiceworks™ boards provide the basis for interacting with your child. Each board can be used with or without the Universal Storage Easel. All boards provide a dry erase surface for making personalized modifications. The boards provide either 2 or 3 choice wheels with changeable graphic discs. A magnetic surface is provided on the schedule board for attaching magnets and in the middle of the waiting board for attaching the timer.



Product Features

Companion Books

The Choiceworks™ companion books explain the individual Choiceworks™ Boards from a child's point of view. We suggest that you read each book to your child before introducing the boards. The books will help your child to understand many of the reasons why he needs to do what adults ask. In the beginning you may want to read the companion books several times throughout the day in addition to every time you use a Choiceworks™ board.



Product Features

Timer

Using a timer is extremely beneficial when teaching your child waiting skills. By using a timer and adhering to the time limit, trust is established and waiting has a true end. You can use a timer to motivate your child to complete tasks by turning ordinary tasks into a game, making them more enjoyable.



Using the timer

- To add individual minutes press the [M] button.
- To scroll through the minutes hold down the [M] button.
- To add individual seconds press the [S] button.
- To scroll through the seconds hold down the [S] button.
- Press start to begin the count down, press stop to pause.
- Press the [M] and [S] buttons simultaneously to reset the timer
- When alarm is sounding pressing any button will stop the alarm.
- The battery in the timer [LR 44] is replaceable.

Product Features

Magnets

The magnets provide your child with a clear understanding of the tasks he needs to do or places he needs to go. When your child is able to see what he is expected to do, he will be better able to complete the required tasks and prepare for transitions. The Universal Storage Easel is designed to store 42 magnets.



Product Features

Magnetic Dry-Erase Pen

The dry-erase pen can be used for checking off tasks as they are completed. It can also be used for drawing your own picture on a blank magnet or on the choice wheels. The pen can be stored inside the Universal Storage Easel or simply attached to the schedule board with the magnet.



Product Features

Universal Storage Easel - (U.S.E.)

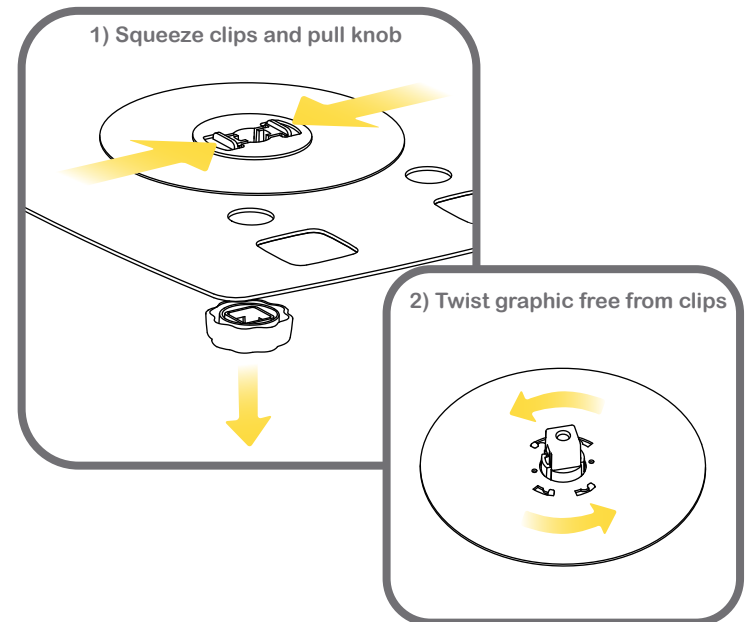
The Universal Storage Easel is portable and provides an easel feature to display the Choiceworks™ boards and store the companion books. At the top of the device are two mounting holes which allow the U.S.E. to be hung on a wall for a more permanent installation.



Product Features

Choice Wheels

The choice wheels are components of the Choiceworks™ boards and are designed to provide changeable graphic options. Please check www.beevisual.com regularly for product updates. Just like the blank magnet, some wheels also provide a blank space for drawing your own picture with the dry erase marker.



What's Check In?

Check In is a visual reminder for you to make sure that your child is O.K. before using the Schedule or Waiting boards and also before using the choice wheels on the Feelings board. We have provided a page of visuals at the back of this manual to assist you and your child in identifying his feelings.



Which Choiceworks™ Board First?

We recommend beginning with the Schedule Board. This is the easiest of the three boards to learn and offers a reward component that sets your child up for success. Before using the Schedule Board, we recommend that you read the companion book "Things I Do Every Day" to your child as it will help him to better understand why he should use the Schedule Board and how it works.



Using the Schedule Board

After checking in with your child, place one or two easy task magnets in the “First I need to” column and then let your child select an option from the choice wheels. For example, place the “eat breakfast” or “brush teeth” magnets on the schedule board. After your child completes the task, he can move the magnet to the all done column or place a check mark on the board with the dry erase marker. This will provide instant reinforcement for completing a task. You can gradually increase the number of task magnets as your child achieves success. The magnet space in the title of the schedule board is for visuals that represent a series of tasks. We have provided you with a "morning", "daytime", and "nighttime" magnet to signify the time of day tasks are to be completed.

The “Then I can” cue directs your child to the choice wheels to get a reward for completing his schedule.

The choice wheels can also be used in the middle of the schedule to keep your child motivated by using the “my choice” star magnet. For example, if your child is scheduled to do tasks that are less preferred or more difficult for him, you can use the “my choice” star magnet as an indicator that your child now gets a choice from the wheels.

Using the Schedule Board



Using the Feelings Board

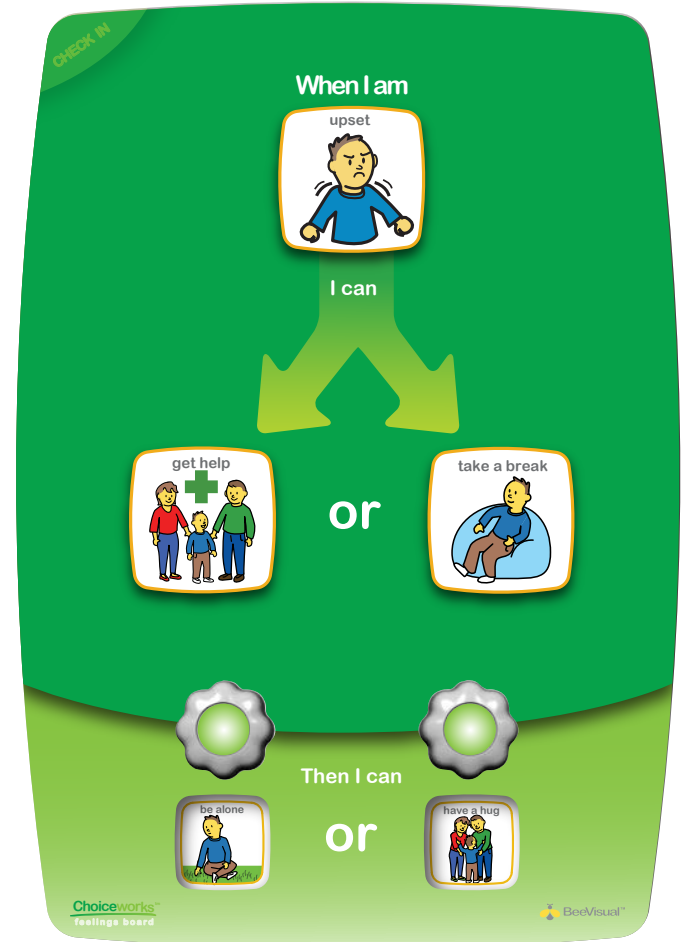
If your child is responding in a physical manner to situations (hitting or kicking), we suggest you use the Feelings Board next.

When using the Feelings Board, it is important to read the companion book, “When I Get Upset” to your child prior to showing him the board. The companion book goes through the emotions in a clear and direct manner for your child.

The goal of the Feelings Board is to enable your child to respond to being upset by either getting help or taking a break. It is important to note that breaks are not a punishment and should not be treated as such. The break is to help your child gain control and process his feelings. You can help your child once you see him beginning to get upset, by asking him if he would like some help or if he needs a break and point to the Feelings Board as a visual reinforcement.

After your child has taken a break or has come to you for help and the problem seems to be resolved, you can help him choose what he would like to do next.

Using the Feelings Board



Using the Waiting Board

Learning how to wait is difficult for children because time is such an abstract concept.

Begin by reading the companion book, “When Do I Have to Wait?” in order to explain to your child that everyone has to wait. Once you determine your child is O.K., set the top picture to indicate the reason why your child will be waiting. For example, if you need to make a phone call and want your child ‘not to interrupt’ you while you are on the phone set the wheel to not interrupting (phone). Show your child that you are going to be on the phone and tell him for how long. Next, both you and your child select an activity from the choice wheels for your child to do while you are on the phone. Finally, prepare for the chosen activity, and set the timer. This will give your child clear expectations and set you both up for success.

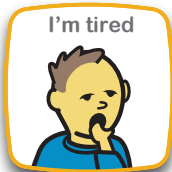
Note: There will be times when your child may need to interrupt for emergency situations. You may want to review these exceptions with your child.

Using the Waiting Board



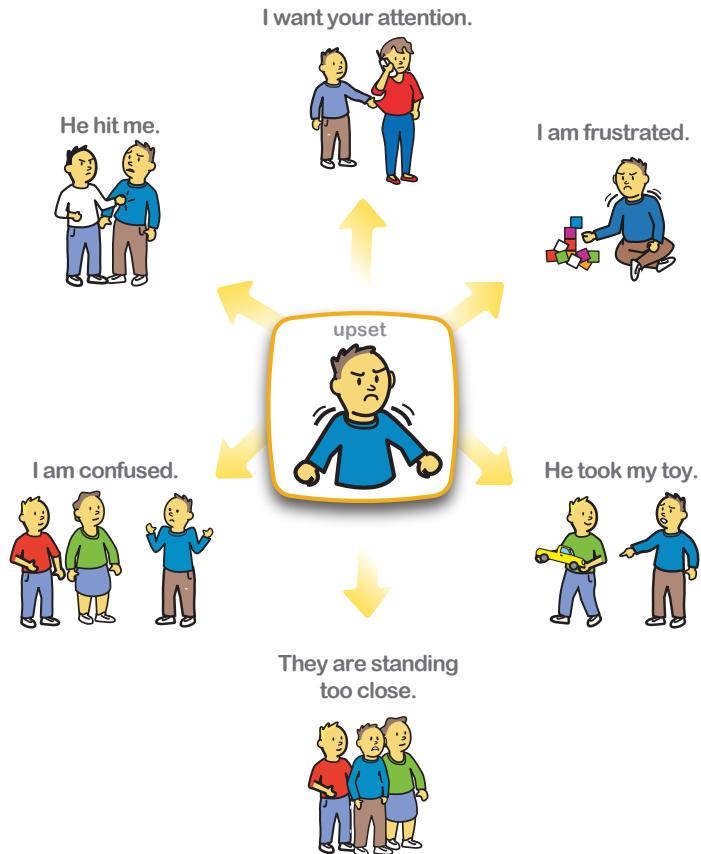
CHECK IN

Use these images to help identify how your child is feeling.



Reasons I am Upset

Use these images to help identify why your child may be upset.





WARNING

CHOKING HAZARD - Small Parts
Not for children under 3 yrs.

The Choiceworks™ System is not meant to replace adult supervision. Children should be supervised at all times while using this product.

To avoid danger of suffocation, keep plastic bags away from babies and children

The easel feature on this device is designed to support the product only and should not be leaned on or used as a support

Do not wash the graphic surfaces, damage to the graphics can occur. Instead dampen a soft cloth with water and wipe down periodically.

IMPORTANT! Please keep these instructions for future reference.

Hanging Template

