

## REGISTRATION INFORMATION AND PROCEDURES

### Registration –

Contact Erin Heinold, Program Director of IRVSRA, to discuss the eligibility of a new participant into the event or program. This will help assist the individual with program selection, placement, and any other questions on the programs. Participants must be approved by Erin Heinold, prior to attending an IRVSRA activities. Anyone who is not previously approved and shows up to attend the event will not be allowed to attend. When approved, please register by sending the completed Annual Participation Information and Program Registration Form to her attention at:

Erin Heinold, Therapeutic Recreation Specialist  
IRV – SRA Program Director  
Fon du Lac Park District  
201 Veterans Drive  
East Peoria, IL 61611

1. Registration for the events may be done either in person at the Fon du Lac Park District Administrative Center or by mail. The in office registration may be done in person between 9 AM and 5 PM, Monday through Friday. Telephone registration is not accepted. Staff **MAY NOT** receive payment or forms at the events.
2. Pay program fees in full by the deadline of the event. Payments will be accepted in the form of cash, money order, personal check, Master Card, or Visa. The participant will not be allowed to participate in the program unless the fee is paid in full by the deadline of the event.
3. Registration is done on a first-come, first-served basis. If a program is full, you may request to be placed on a waiting list. You will not be called unless space becomes available. If a program has no or only one participant at the program deadline time, then the program will be cancelled due to lack of interest.
4. All group home and nursing home residents need to be registered together any may only be registered through a scheduled appointment with IRV-SRA staff. This applies if more than one person is being registered.
5. Participation in registered programs begins once the above procedures have been met by the participant and has been approved by Julie Cagle.
6. Out-of-District residents (N/R) may participate in all programs; however, a slightly higher fee will be charged.

### **Registration Deadline -**

Walk-in and mail-in registration will be accepted until one week prior to the event that is scheduled. After that date, the registration for the event will not be accepted. The participant will not be allowed to participate in the program unless the fee is paid in full by the deadline of the event.

### **Program Cancellation -**

1. A program will be cancelled if the minimum number of participants needed is not met. The IRV-SRA staff will notify participants by mail if the situation arises.
2. In cases of inclement weather, the staff will attempt to reach all participants by phone to let them know. The participants are welcome to call the Fon du lac Park District Administrative Center at 309.699.3923, 8:30 AM – 5 PM, Monday through Friday, to check about the status of the program. Some alternative programs may be scheduled to take place of the other programs that would have to be cancelled (i.e. – an inside program versus an outdoors program). The conditions that would have to exist to have the program cancelled due to inclement weather are as follows:

Cold Weather:

- A. Temperature is below –5 degrees F.
- B. The Wind Chill factor is below 20 degrees.
- C. A Winter Weather Advisory is in effect.

Hot Weather/Heat Conditions:

- A. Temperature is above 95 degrees F.
- B. The Heat Index is above 100 degrees F.
- C. Heat Advisory Warning is in effect.

### **Credits**

Credits will be given only if the cancellation is made a week prior to event, or earlier. We understand if you have an unexpected issue arise, and we will work with you as much as we can. We will also do our part to respect the new policy by letting you know if a program is cancelled a week prior or asap. If this was to happen and participant has already registered, that participant will be reissued the credit.

### **Refund Eligibility -**

You are entitled to a refund or a partial refund:

1. If IRV – SRA cancels the program.
2. If a participant is deemed inappropriate by the IRV – SRA staff to continue in an activity.
3. If we receive a notice of cancellation from you three working days prior to the event scheduled. However, if IRV – SRA was required to purchase tickets or pay entry fees, etc. in advance, only a partial refund will be made.
4. A refund will be given if the participant has a legitimate medical reason or condition, upon a doctor's request, that would prohibit him or her from attending the scheduled event.

Transportation is always a big issue with participants. Transportation to and from the programs will be provided by IRV-SRA from the Administrative Center. Transportation to and from the Administrative Center will be the responsibility of the participant. If a special circumstance arises, please contact Julie Cagle to discuss the need of alternative transportation. If a participant is able to walk or ride a bike home, the parent/guardian must submit written permission to the IRV-SRA office prior to the start of the program. If someone other than the parent/guardian will be picking him/her up after the program, a note must be sent for the staff. **Staff will not allow a participant to leave with another person without written notice. When arriving to, or departing from a program, please check in with the staff before you leave or take the participant.**

#### **Late Pick Up/Early Arrival**

1. Participants should arrive no more than 10 minutes before the program start time unless you have been instructed otherwise.
2. At the time of departure, the IRV-SRA van will wait only 5 minutes for late participants.
3. To eliminate additional staff costs, please pick up your participant at the designated time. If parents/guardians do not pick up their participant in a timely manner, a verbal warning will be issued. After this first warning, each time a participant is not picked up within 10 minutes of the designated pick up time, a \$5.00 fee will be charged for every 15 minutes or portion thereof. Payment is due to IRV-SRA within one week of notification. Registration for other programs will not be accepted until all outstanding fees are paid.

#### **Participant Expectations -**

The IRV-SRA provides program opportunities for individuals with disabilities in the community in health ways. While participating in our programs, the IRV-SRA staff stress socialization skills, appropriate behavior, and personal appearance. For the dignity and the acceptance of individuals with disabilities, and their overall self-esteem and enjoyment at the community outings, the staff has developed a list of expectations. We ask that you help in fulfilling these basic guidelines.

- Clean, dry clothing
- No bowel/bladder problems upon arrival at the program. (If this is a concern, extra clean clothing, clean up supplies, Depends garments, must be sent with the participant).
- Attention to body odor. (With special reference to bathing and use of deodorant).
- Overall appearance should be clean

### **Behavior/Discipline**

A caring, positive approach will be used in regarding discipline. Although IRV-SRA realizes that inappropriate behavior may occur in programs, the IRV-SRA Program Coordinator holds the right to suspend participation if hazardous, disruptive or destructive behavior persists. The IRV-SRA reserves the right to dismiss a participant whose behavior endangers the safety of himself or others. Participants may be held liable for deliberate destruction of equipment or facilities. Each situation will be evaluated on its own merit. The following guidelines have been developed to make the IRV-SRA Programs safe and enjoyable for all participants. Additional rules may be developed for particular programs as deemed necessary by staff. Participants shall:

- Show respect to all participants and staff.
- Refrain from using foul language.
- Refrain from causing bodily harm to other participants or staff.
- Show respect for equipment, supplies, and facilities.

### **Medication Dispensing**

If you request the IRV-SRS staff to dispense medications to your son/daughter/ward during a IRV-SRA sponsored program, these procedures must be followed:

- Each form of medication must be in the original container from the pharmacy.
- The container must have the original prescription liable, which includes the doctor's name, patient's name, pharmacy, medication, strength, dosage, and date.
- The proper dosage should be in each container for the length of the time the medication will be given.
- A medication dispensing permission form must be completed and signed prior to the distribution of any medication, and if any medication information changes, please notify the IRV-SRA.

### **Photo Policy –**

On occasion, the IRV-SRA may photograph or videotape the participants in programs, special events, and facilities. These photos are for IRV-SRA use only and may be used in publications, brochures, pamphlets, flyers or video productions. Photos are only used with participant/parent/guardian consent. This consent is given on the registration forms.

### **Staff Ratio –**

IRV-SRA depends mainly on their wonderful volunteers to assist with the programs and have a limited number of full time staff. Most programs are currently staffed with one staff to four participants. If a participant will need more assistance or won't be able to participate within this structure, please let staff know on the Program Registration Form so that appropriate staffing may be secured, if possible. If the extra staffing is not available, then for the safety of the others and the program, that participant will not be allowed to participate in that particular event.

Paperwork?! Why all the paperwork?

This information is requested so that IRV – SRA is able to assist the participant in having the best recreation experience possible. We ask that the forms be completed correctly and are submitted on time because:

- We take our responsibility for the participants seriously.
- We care about each person's health and safety.
- We care that each person's physical, emotional, developmental and social needs are met.
- We want to make sure that each person leaves at the end of the program satisfied with his or her program involvement.

#### **Annual Information Form -**

The IRV – SRA requires all participants to complete an Annual Information Form. This form expires every year. The participant will not be allowed to attend the events without a valid form. This form is designed to give our staff medical and behavioral information on each participant so that this guarantees the participant will have a great time.

#### **Atlanto-Axial Instability**

Individuals with Down Syndrome are at risk of having a condition known as Atlanto-Axial Instability (AAI). This condition allows for the increased laxity of ligaments involving the top bones of the neck. This results in abnormally increased movement between the first and the second vertebrae and may lead to pressure on the spinal chord. IRV-SRA required you to have a doctor's written release and an x-ray done stating that the person is not at risk for undue stress on the neck from the respective activity.

#### **Program Registration Form -**

The Program Registration Form is required of all participants. The form is to be filled out legibly and returned with the payment of the program fees. If the program reaches its maximum enrollment, a waiting list is formed. Every effort is made to accommodate participants on the waiting list. No program confirmations will be sent; each participant is notified if he or she is placed on a waiting list. IRV-SRA reserves the right to open and close programs at its discretion. IRV – SRA reserves the right to cancel any program that does not meet the minimum. The staff will notify the participants of any canceling programs and the reason why it was cancelled.

#### **Liability Waiver**

The IRV-SRA's liability insurance carrier required that prior to participation in any of the IRV-SRA's program, the legal authority must sign the waiver named "Waiver, Release of All Claims, and Hold Harmless Agreement for Illinois River Valley Special Recreation Association". If a participant 18 years or older is able to sign contracts to legally enter into agreements, then he/she should sign the waiver. If not, the parent or legal guardian must do so. **PARTICIPATION WILL BE DENIED** if the signature of adult participant or parent/guardian, and date are not on the liability waiver.

**Emergency Contacts**

Emergency phone numbers may be used for reasons other than an actual emergency situation. If staff needs to communicate any unforeseen change(s) of plans, transportation schedule adjustments, etc., and neither parent/guardian can be reached, the emergency contact is our only source to call. Please help us reduce any anxiety created with these calls by letting your designated "emergency contact" know that they may be called for other situations. Your assistance with this is appreciated.