

# **Policy and Procedures**

## **(For Adaptive and Inclusive Programming)**

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- All registrants must have an up-to-date Recreation Intake Assessment on file a minimum of 10 business days prior to the program start date. Recreation Intake Assessments are valid for 1 year.

# 1. Programs General

## a. Reasonable Accommodation.

Reasonable accommodation will be provided as needed, i.e. a calm space, adaptive equipment, (thicker writing instruments, adaptive scissors, etc.) visual schedules, breaks. Changing or modifying activities to increase independence and participation as possible. Adaptations can be made in three areas as deemed appropriate: **Equipment, Rules and Methods, and Instruction Aides.**

“The ADA requires public entities to make “reasonable modifications” in their usual ways of doing things when necessary to accommodate people who have disabilities.”

“Only “reasonable” modifications are required. When only one staff person is on duty, it may or may not be possible to accommodate a person with a disability at that particular time.”

<https://www.ada.gov/resources/title-ii-primer/>

## b. Extra Support (1:1).

The Town of Grafton Recreation Department is not able to provide 1:1 support for participants at this time.

A caregiver or therapist provided by the family will be permitted to accompany the participant, as a volunteer, to provide support during programs. This individual must pass a CORI/SORI check completed by the Town of Grafton Recreation Department prior to attending a program.

## c. Is a caregiver required to stay at the program with their participant?

Some group programs may require a caregiver to stay in the program area with their participant. This could be requested for a variety of reasons. If it is known that a caregiver is required to stay at the program ahead of the program start date, this will be posted under the program description when registering.

Subject to change.

#### d. Minimum Requirements for Recreation Participation.

- Capacity: The participant must register before the program is full.
- Fee: The participant must pay the appropriate registration fee. Individuals will not be charged a higher fee if accommodations are necessary.
- Participant must be able to take and follow directions and instructions from a staff person.
- Participants must interact and participate in a manner that is physically and emotionally safe for themselves and others.
- Participants are comfortable with and able to tolerate being a member of a small or large social group.

## 2. Elopement

Elopement or wandering is when a participant leaves/attempts to leave the designated programming area, safe space, or care of responsible person and is exposed to potential dangers. The Recreation Department does not have the ability to provide a 1:1 staff for those at risk of elopement at this time, if the participant is an elopement or wandering risk, the caregiver must stay in the program area to be the supervising adult for that participant. If the participant were to attempt elopement or begin to wander, their caregiver is responsible for their safety.

## 3. Personal Care & Toileting

The Recreation Department does not assist with personal care or toileting at any programs. All participants must be able to utilize the bathroom independently or have a caregiver assist them. Recreation Department staff do not apply sunscreen, assist with changing clothing, or feeding. Recreation staff can assist in zipping up or buttoning outer garments (coat, sweater, apron) and cutting up food as needed (as long as bite sizes are not related to medical concerns).

## 4. Conduct

Grafton Recreation staff are committed to providing a safe and welcoming environment for all our participants and guests. We do not permit bullying, offensive language or actions that can harm others or damage property. All participants must be able to keep their hands/feet away from other participants.

Recreation staff are not able to perform any physical restraints. Please inform the Recreation Department of any behavioral concerns prior to the start of programs.

## 5. Medicine & Allergies

Please inform the Recreation Department and coaching staff of all participants' allergies or medication scheduled during programming time. The Recreation Department staff cannot administer or supply scheduled or non-scheduled medicine (excluding administering epi-pens in an emergency, although the preference is to have a family member or caregiver to administer an epi pen if needed.). If a scheduled medicine is needed during a program, inform the coach/facilitator ahead of program time so they are prepared for the participant to leave the program briefly.

## 6. Sick or Ill Participant

Participants must be healthy enough to participate in the program. For the safety and comfort of the participant, please keep them/stay home until they feel better and no longer present the danger of passing on their illness. If the participant becomes ill while at a program, they will be asked to refrain from participation to prevent the spread of the illness. If the participant has chronic symptoms due to a noncommunicable health reason, please inform recreation staff in the intake assessment or during registration.

The following are defined as illness or communicable health problems:

- Conjunctivitis (Pink Eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Head lice
- Knowledge that the child has had a fever within the past 24 hours

## 7. Program Participant Guidelines

In an effort to maintain both a safe and fun environment, the Recreation Department has compiled a set of guidelines that participants must follow. Note: Guidelines for participation outlined here are set to ensure the safety of participants and staff members

All participants must:

- Have an up-to-date recreation intake assessment completed and on-file with the Recreation Department. Providing information upfront allows the Recreation Departments to plan proactively for each participant's success.
- Be able to manage their own behavior without staff intervention, keeping their body (hands, feet, arms, head) away from other participants. Staff can only provide verbal prompts to assist with behavior management.
- Be kind to others (no swearing, bullying, physical contact, etc.).
- Be independent in the bathroom or have a caregiver with them to assist in personal care needs.
- Be able to independently change in/out of a bathing suit (only for summer camp or water related programs).
- Be able to follow two-step directions and make simple choices.
- Be aware of dangers in the environment (not climbing on objects meant for other uses, not eating inedible items, etc.) or have a caregiver able to monitor and prevent these behaviors.
- Have the ability to stay with the group and understand/follow safety guidelines or have a caregiver able to monitor and take accountability of wandering risk.
- Be healthy, not ill in group programming.
- Have the desire to participate in the program.

If you have questions about the appropriateness of a program for your family member, or to request the intake assessment form, please contact the Grafton Recreation Department at [recreation@grafton-ma.gov](mailto:recreation@grafton-ma.gov) or 508-839-8507.