

# ADAPTIVE RECREATION PROGRAM GUIDELINES & REGULATIONS

Please read the following guidelines and regulations for courses, programs, trips and camps.

## I. Adaptive Recreation Enrollment Form/Registration

Each participant that is enrolled in the Adaptive Recreation (AR) Program must have an enrollment and assessment form on file.

- a. For new participants, this form must be completed before the participant attends their first session along with an intake interview. During this intake appointment the applicant and the family will have the opportunity to ask questions, clarify information and discuss any concerns they may have. The program coordinator will go over the general outline of the program, basic expectations of participant's behavior and discuss the participant's skills, behavior, medical needs, etc.
- b. If a parent/guardian is unsure if the program is a good fit for the participant after they have made it through the intake process, they may attend one class date free of charge provided that:
  - The participant provides their own transportation to and from the program location.
  - The participant pays for any fees needed that day.
  - For returning participants, forms need to be updated when a participant's medical or allergy history changes. A request for updates will be sent out in the beginning of fall.
  - Payment for the program must be made before session begins.
  - To provide safe and meaningful learning experiences, a 1:4 or 1:5 staff to participant ratio is maintained. Due to staff/participant ratio, participants must be independent with personal care.

## II. Enrollment Procedures

- a. Grapevine residents directly contribute to the operations of Grapevine recreation programs and services by payment of their property taxes.
  - Registration will open to only Grapevine residents during the first week of program registration.
  - After the first week, registration will open to all residents and non-residents and the remaining registration spots will be on a first come, first served basis.
  - Even though a participant might not be able to attend every day of the AR program, they must pay for the entire month due the enrollment demands.

- b. Once the maximum enrollment of (20) participants have been reached for the month in the AR Program, participants will be placed on a waitlist. They will be contacted as soon as space becomes available.

### **III. Medical Conditions**

- a. All medical conditions should be made aware to city employees through the Adaptive Recreation Enrollment Form.
  - It is a requirement that the participant must be able to administer their own medication if needed during the program.
  - Staff members need to be notified by the parent/guardian of the time and dosage the individual will take.
  - If a participant has special dietary needs (i.e. Diabetic, Gluten Free), staff members need to be notified by the parent/guardian of what the participant shouldn't eat by listing the information on the AR enrollment form.
  - Activities should be adapted where and when possible so that all AR participants may participate to the full extent of their capability.

### **IV. Behavior Expectations**

- a. To ensure the safety and enjoyment of all individuals involved in the AR program, all participants are expected to demonstrate appropriate behaviors, which include:
  - Be restroom-trained–Have use of restroom without aid
  - Having the ability to listen and follow directions
  - Interact with others in a socially acceptable manner
  - Not leave or run away from staff without permission

### **V. Behavior Policy**

- a. If inappropriate behavior becomes a concern, and affects the safety of the participants and the ability of the staff to conduct the program, the following steps should be taken:
  - Parents/guardians will be notified of the behavior at pick-up that day. If behavior is deemed severe enough by city staff, parents may be notified immediately. Please provide a quick response should staff contact you during the program.
  - Staff will discuss the incident in question with the parent/guardian, any possible ways that the city may prevent or help a similar situation in the future and possible consequences of the behavior.
  - The events of the incident and the conversation with the parent/guardian should be documented by city staff and placed with the participant's enrollment form.
  - The consequences of the behavior will be determined by the severity of the incident and the prior behavior history of the participant. Consequences may vary and may call for temporary or permanent suspension.

### **VI. Bathroom Breaks**

- a. AR participants should notify staff when they need to use the restroom onsite and on field trips. One staff member should accompany participants to the restroom. At no time should a participant go to the restroom unaccompanied.

## VII. Transportation

- a. To ensure maximum safety and supervision of all participants, each AR participant will be checked in as they enter onto the bus and when they enter the classroom.
  - If an AR participant is being dropped off by a parent/guardian and not using the AR program transportation, they must be accompanied to the check-in table/area.
  - An AR participant that is a resident can use the program transportation or be dropped off by guardian or parent. You must be a Grapevine resident to utilize the AR program transportation. IF YOU ARE NOT USING THE AR TRANSPORTATION, YOUR PROMPTNESS IN PICKING UP YOUR CHILD IS REQUESTED. The staff has other commitments after the program and your consideration is greatly appreciated. Late pick-ups of 15 minutes or more are subject to an additional fee.
  - In the case that a participant is being picked up by an unfamiliar guardian, unless staff were notified at drop-off, staff should verify through a phone call to the parent that they are the correct pick-up individual. Staff must request photo identification to verify identity.



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