

# Special Recreation Services, Inc.

570-972-7949

dsmith@specialrecreationservices.org

A non-profit recreation, socialization and habilitation program for higher functioning, independent adults with Intellectual Disabilities, Autism and/or Mental Illness.

## Policies and Procedures

A) Participant must be 18 years of age or older and have a diagnosis of an Intellectual Disability, Autism and/or a Mental Illness. (other diagnosis will be considered).

B) **Trial Activity:** It is highly recommended that you attend a trial activity before registering for the program, filling out forms and paying the registration fee. This is to ensure that you are comfortable with the staff and the other participants and that you are sure that you wish to join the program. The recommended trial activity is bowling since it is a very social activity and you will be able to socialize with the other participants and staff. The fee for the trial activity is \$15. You must attend the trial activity with a parent, guardian, family member, staff, etc. Due to liability insurance reasons, you cannot attend the trial activity alone as you will not be officially registered as a group participant. (If you do not enjoy bowling, another trial activity will be recommended to you)

C) Participant must have completed a Registration Form before actually attending activities. (except if they are attending a trial activity with their guardian). There will be a one time registration fee of \$20.00. If participant has not attended activities for more than a year, there will be a \$10 re-instatement fee.

D) Participant should have “alone time”, be ambulatory without needing assistance, continent and able to go to the bathroom by themselves. Otherwise, their staff or family member needs to also attend the activities and pay any admission fees, if there are any, for certain activities (like the movies, zoo, amusement parks, etc.).

E) Fees (per month):

1. If you sign up for 1-6 activities, the fee is \$15 **per** activity.
2. If you sign up for 7 activities a month, the fee is \$95.00.
3. If you sign up for 8-11 activities a month, the fee is \$138.00.
4. If you sign up for 12-15 activities a month, the fee is \$165.00.
5. If you sign up for 16 or more activities a month, the fee is \$200.00.

Full payment is expected by the due date listed on the invoice sent/mailed to you each month. If economic hardship keeps you from paying in full, payment plans can be arranged. We currently only accept check or money orders as payment. Cash is no longer accepted. If your monthly payment is not paid or postmarked by the due date, then a \$5.00 late fee will be added to your next month's bill.

There will be a returned check fee of \$35.00.

There will be no refunds or credits if you are unable to attend the activities that you are registered for. You may substitute a different activity **within the same month** instead. If

an activity is canceled due to weather or natural disaster and can't be re-scheduled, there will be no refunds. If you choose not to attend the re-scheduled activity there are no refunds. If the re-scheduled activity is replaced with a different activity and you choose not to attend, there will not be any refunds.

F) Transportation: There is a limited availability of transportation to activities. It is recommended that you obtain your own transportation to and from activities. Available transportation is determined by the participant's need and location:

- A participant that lives alone gets first priority, followed by a participant who lives with family but family members work and are not able to transport. Participant's living in group homes get last priority.
- Currently we pick up in Stroudsburg, Stroud Township, East Stroudsburg Borough, Bartonsville, Tannersville, Brodheads ville, Effort, Saylorsburg, Bangor, Pen Argyl and Wind Gap.

If you need Special Recreation Services to transport you to and from activities and seats are available on the van then there will be an additional charge of \$8.00 per day. If you are billed for transportation and don't go to that activity, you will receive a \$8 transportation credit. If we drive to your house to pick you up and you decide not to attend the activity, you will not receive that credit on your next bill.

When being picked up or meeting the van, it is the responsibility of the participants to call, text or email at least 1 day in advance to find out what time they will be meeting for the next day's activity. Although, very often as a courtesy, the staff person driving will call/text you or give you a paper in advance with pick up times.

Eating, drinking (except water) and smoking are **prohibited** while in Special Recreation Services vehicles and all riders must wear seat belts. Please do not bring any unnecessary baggage or oversized bags with you. Please do not leave your trash in the van. Please ask the staff person for the trash bag or take your trash with you.

G) Upon receiving the newsletter, Participant must be able to identify which activities he/she would like to attend and be able to participate in such activities. It is the responsibility of the Participant (or their guardian) to email, text or call (although email and text are highly preferred) and sign themselves up for the activities they wish to attend as soon as possible after receiving the newsletter.

H) Please make sure to read all the details of each activity so you know what to wear/bring to the activities (Examples: swim suit, towels, boots, sweatpants, etc.) and if you need to bring a bag lunch or not. **Please only bring a lunch when it specifies to do so in the newsletter. Some places we visit do not allow outside food to be brought into their establishments and you will need to bring money for food.**

I) An emergency contact phone # **MUST BE** accessible and in working condition while the participant is participating in an activity. This means that the contact must be able to answer their home phone and/or cell phone while an activity is taking place in case there is an emergency.

**J) Participants will be expected to practice good hygiene and show appropriate social skills while participating in activities. Participant is expected to shower the morning of or the night before an activity. Participant is expected to brush their teeth before attending an activity. Participant is also expected to wear clean clothes. After using the bathroom, participant is expected to wash their hands.**

**If staff believes that the participant's hygiene is not appropriate, then we reserve the right to send the participant home for the day.**

**Participants also need to be appropriately dressed for the weather. (Example: shorts/light clothes in warm weather and pants/heavy clothes and heavy coat in winter time).**

**K) If an activity is taking place at a swimming pool then participants are expected to wear an appropriately sized, modest bathing suit, bring their own towel and change of clothes. Special Recreation Services will at times be able to provide water bottles and sun block. If an activity is taking place outside in snow/winter weather then it is recommended that you wear snow boots, gloves, a scarf and heavy winter coat.**

**L) When attending shopping and/or out of town activities such as the beach, amusement park, etc, if the participant has alone time and is allowed to go off on their own and can tell time, then staff will allow them to do so and the participant will be given a time and place to meet the group later. If this is taken advantage of, then the participant will no longer be allowed to go off on their own during future activities.**

**M) Poor conduct will not be tolerated during activities. Participants will be verbally warned only once. They will receive a written warning the 2<sup>nd</sup> time and will be suspended from Special Recreation Services until a meeting is conducted. (Examples of poor conduct are: fighting/hitting, foul language, tantrums, screaming/yelling, inappropriate sexual language or contact and fabrication of incidents). If a problem arises between participants, please alert staff immediately. Please do not try to take matters into your own hands.**

**N) Participants should be capable of carrying their own money and shopping bags and making small purchases. The Staff person will assist at the register if the participant is unsure of how to make purchases and all receipts will be sent home. If they are not at all capable of handling money, their private staff person will need to accompany them not only to the event but also to the concession/cashier stand to make their purchases. In addition, the participant must be capable of holding any other items that they bring to an activity such as purses, water bottles, purchases, etc. Special Recreation Services is not responsible for items lost/stolen that are brought to an activity or left inside the vehicle.**

**O) Please make sure if you are attending an activity that requires you to bring extra money, that you bring the amount (or more) recommended in the newsletter. Remember, stadiums and amusement parks charge 2 to 3 times more than an average restaurant in town. Please also don't forget about 6% tax and 18% tip.**

**P) Please try to get an adequate amount of sleep the night before an activity so you are not falling asleep during an activity.**

**Q) Smoking will only be permitted in designated areas at an activity, if the building where the activity is taking place allows smoking.**

**R) Use of alcohol/illegal Drugs will not be permitted during Special Recreation Services activities and is cause for immediate termination from the program with no refunds.**

**S) If medication is needed during an activity, participants must be able to administer it on their own, otherwise they must be accompanied by a staff person, guardian or family member.**

**T) When a participant is visibly ill and is at risk of being contagious to others then their family/staff/guardian will be called to pick you up from the activity in a reasonable amount of time (within an hour). If they are unable to be contacted, then an ambulance will be called. When a participant appears to be ill upon pick up, then the staff person driving decides whether the participant is allowed to attend the activity that day. Someone who is visibly ill or injured will need to have a doctor's note to be able to attend the next activity they are signed up for. (this includes visible signs of flu-like symptoms, pink eye, foot, arm and back injuries).**

**If you know you are not feeling well, please do not force yourself to attend an activity. You are at risk of getting all the other participants, staff and the community sick.**

**U) All activities, times, places and rules are subject to change, postponement or cancellation. You will be advised as to when there is a new date and time of a postponed activity.**

**V) Weather: In case of bad weather, the Director of the program will make the decision whether to cancel or delay the activity that day. You will be contacted either the night before or the morning of an activity with any closings or delays. If most of the Monroe County School Districts are closed for bad weather, it is a good chance that our activity will also be cancelled.**

**W) DUE TO ALLERGIES: PLEASE DO NOT WEAR PERFUME OR COLOGNE DURING ACTIVITIES.**

**X) During a pandemic, you will be required to wear a mask according to whatever the CDC/PA Dept. of Health guidelines are or whenever Special Recreation Services requires them.**

PLEASE KEEP THESE POLICIES AND PROCEDURES SO YOU CAN REFER BACK TO THEM IN CASE YOU HAVE ANY QUESTIONS. Visit us at [www.specialrecreationservices.org](http://www.specialrecreationservices.org) Join us on Facebook at: <https://www.facebook.com/groups/553812701339725/> or Twitter: [@specialrec](https://twitter.com/specialrec)