



Special Recreation Services, Inc.

Private Pay Group Activity 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:** We require 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 usual fee for the trial activity is \$16. 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 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 a 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 a family member will need 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):
\$16 per activity unless it states in the newsletter there is an additional co-pay.

Full payment is expected by the due date listed on the invoice sent/mailed to you each month. We currently only accept checks, money orders, or Venmo as payment. 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. If you have 2 months or more of past due invoices, you will not be able to sign up for any activities until your balance is paid.

Once you sign up for activities there will be no refunds or credits if you are unable to attend the activities that you are registered for. 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.

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

F) Transportation: It is recommended that you obtain your own transportation to and from activities.

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 by the due date listed in the newsletter. If you do not sign up for activities by the due date, there will be a \$5 late fee. Once you sign up by the due date, you will be expected to pay the full amount of the invoice whether you attend or not.

H) Please make sure to read all the details of each activity so you know what to wear/bring to the activities (Examples: swimsuit, 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 conditions 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. Participants are expected to shower the morning of or the night before an activity. Participants are expected to brush their teeth before attending an activity. Participants are also expected to wear clean clothes. After using the bathroom, participants are 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 coats in wintertime).

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 participants 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 2nd 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, crossing personal boundaries 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 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.

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/synthetic drugs will not be permitted during Special Recreation Services activities or in company/staff vehicles 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 them 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. Someone who is visibly ill or injured will need to have a doctor's note to be

able to attend the next activity they have 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 will be 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 closing 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.specialrecreationsservices.org Join us on Facebook at: <https://www.facebook.com/groups/553812701339725/> or Twitter: [@specialrec](https://twitter.com/specialrec)

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