



# Inclusion Programming Guide



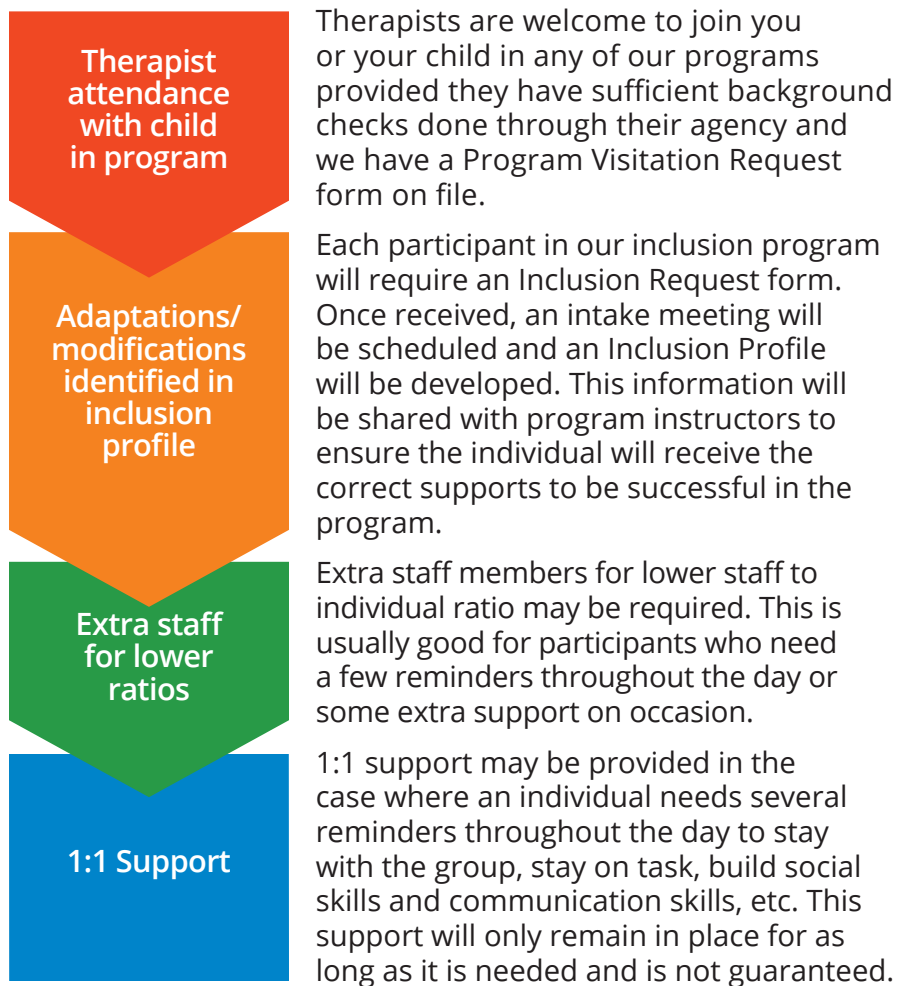
**PRINCE WILLIAM**  
— Parks, Recreation & Tourism



# Inclusion Programming Guide

The Prince William County Department of Parks and Recreation is committed to serving the needs of everyone in the community through inclusive programming, providing an atmosphere in which persons with and without disabilities can interact, play, and socialize with their peers in an all-inclusive, supportive environment.

We offer a variety of options to meet the needs of participants and provide them with the appropriate level of support. We understand that each individual is different and that through continued participation in our programs the level of support needed may change over time. Below is a chart that describes the levels of support that may be offered.



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## How to Request a Modification:

- We ask that an inclusion request be submitted twenty one (21) business days prior to the start of a program to allow for adequate time to assess the request.
- Go to <http://www.pwcgov.org/government/dept/park/pages/inclusion.aspx> to fill out the Inclusion Request Form or Contact Veronica Laughman at 703-792-8066 or [vlaughman@pwcgov.org](mailto:vlaughman@pwcgov.org)
- Once a request is received, the ADA Coordinator will contact you to discuss your needs or the needs of your child and develop an inclusion plan.
- If a request is received less than twenty one (21) business days before the start of the program, all attempts will be made to accommodate the requests, but are not guaranteed.

\* See page 3 for more details

## Safety is our #1 Priority

- Participants must meet our standards of participation with whatever supports are put in place.
- If a participant engages in behavior that causes harm to self or others, the disciplinary protocols set for that program will be followed.
- Our staff are not able to provide medication administration that is invasive, or assist with any personal care aside from verbal cues or reminders and some assistance with clothing.
- All staff in our programs are over 18, background checked, and fingerprinted.

## The ADA and Reasonable Accommodation



The American with Disabilities Act (ADA) prohibits discrimination in public accommodations based on disability and requires most child care programs to provide reasonable accommodations unless the accommodation would fundamentally alter the program, pose a direct threat to the child or others, or otherwise impose an undue burden on the center or school.

### What does “Reasonable Accommodation Mean?”

Reasonable accommodations/modifications are program changes made to assist a person with a

disability to meet essential eligibility requirements (participation skills). An accommodation/modification is “reasonable” when it does not result in a fundamental alteration in the nature of the activity. ([www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm)).

Reasonable accommodations/modifications may include;

- Additional staff or trained volunteers
- Additional staff training.
- Auxiliary Aids or Services
- Modification to program times/activities/or locations
- Adaptive Equipment
- Removal of Architectural Barriers



Sometimes the greatest gift you can give another person is to simply include them.

## Inclusion Process

In order for the Prince William County Department of Parks and Recreation to provide accommodations/modifications, a twenty one (21) business day prior notice is preferred. This advanced notice will allow for the Department of Parks and Recreation to obtain the necessary information, outline the modification needed and, if necessary, to acquire the necessary resources to implement the modification.

Once the Inclusion Request is received:

- Requests will only be considered if there is room in the program for an additional participant. If the class has already reached its maximum number of participants, the Program Manager or ADA Coordinator will contact the parent to communicate that the class is already full and if possible to provide alternative options.



- The ADA coordinator will contact the parent once the request is received to discuss the specific needs of the child.
- All attempts will be made to accommodate the needs of all participants, however due to staffing restraints and/or capacity limits within the requested program/classroom, days, times and locations may be limited or other options may be offered other than what was originally requested.
- If a request is received less than twenty one (21) business days before the start of the program, all attempts will be made to accommodate the request. Due to time or resource restraints, requests are not guaranteed to be filled.

## Basic Participation Skills

Every program participant, regardless of ability is expected to follow the Code of Conduct (pg 7) and meet the Basic Participation Skills (with or without assistance)

- Actively participate in planned activities for the duration of the program
- Be able to function within established program ratios
- Does not require 1:1 supervision
- Able to understand, follow and accept direction
- Take turns and share in a cooperative manner
- Respect others and their property
- Able to stay with his/her assigned group
- Able to maintain self control
- Able to maintain personal care i.e. eat, dress, function independently

If your child has trouble meeting any or all of these Basic Participation Skills the Inclusion Process is designed to help. However, if your child still cannot meet these basic criteria, even with 1:1 support, this may not be the most appropriate setting for your child.

## FAQs:

- Q:** What if my child requires routine invasive medication administration or medical intervention such as tracheotomy suctioning, tube feedings, injections, or oxygen tank monitoring?
- A:** Parks and Recreation staff are not medical professionals. We are unable to provide medical interventions such as tracheotomy suctioning, medical injections, or any other invasive medical procedures. Staff will assist with medications when they can be administered in a non-intrusive manner in accordance with the Recreation Department's Medication Dispensing Policy.
- Q:** What if my child is incontinent or requires assistance with using the bathroom?
- A:** Staff will provide the following toileting assistance to participants (with the consent of the parent if under the age of 18): reminders, verbal cueing, pulling up and down of clothes, and snapping, zipping, or buttoning of clothes. Staff will not provide diapering, post-toilet wiping, or hands-on transferring of persons with disabilities. Staff will not provide any procedures dealing with a catheter.
- Q:** I would like to enroll my child in a program for a younger age group, can you make an exception to the rule?
- A:** All participants must enroll in age appropriate programs with their peers. Age/grade requirements for each program/activity will be enforced for all programs. We believe that children should stay with their chronologic age groups to help them develop the social skills and coping skills along with their peers.
- Q:** What happens if my child has a behavioral outburst while participating in a program?
- A:** In the event that a participant's behavior causes an unsafe situation to arise, staff will follow the same disciplinary protocol that is in place for all participants. Parents will be notified of the unsafe behavior and consulted as to possible solutions.
- Q:** My child uses a wheelchair, will he/she be able to attend your program?
- A:** Yes! Some of our sites are more accessible than others. Each child is different so we would love to sit down with you and discuss your child's needs to find the program location that will be most beneficial for your child.
- Q:** My child is not able to eat independently, can he or she still attend your program?
- A:** Staff are unable to assist participants with eating, but can help open packages or drinks. If your child needs assistance with eating, we may be able to make reasonable accommodations



The body heals with  
play, the mind heals  
with laughter and  
the spirit heals  
with joy.  
Proverb

to meet his or her needs. Please contact the ADA coordinator to set up a meeting.

**Q:** My child will occasionally refuse to attend at the last minute, what is your policy for last minute cancellations?

**A:** All camp registrations require a non-refundable \$40 deposit. The balance is due 7 days prior to the start of the camp week you registered for. If you have to cancel from camp for any reason after that date, a refund, less the deposit will be issued. The \$40 deposit can then be transferred to another week of camp.

**Q:** Do you provide free or reduced pricing for low income families?

**A:** Unfortunately we are not able offer free or reduced pricing at this time.

**Q:** What if I don't want my child to attend Field Trips?

**A:** It is your choice to keep your child from attending field trips, however, we cannot prorate the week for missed field trip days. On field trip days, Children will not be allowed to stay at the Park or Center. All counselors participate on field trip days and there would be no supervision for your child. If your child has an inclusion aid, they are there to supervise your child within the camp setting and are not acting as a sitter service so they would not be able to stay back at the center or park with your child.

**Q:** I am not sure my child can handle a full day of camp, are there any other options?

**A:** We have several half-day camp options to choose from. If you are having trouble choosing a camp, please contact the ADA coordinator with questions.

Fairness is not giving everyone the same thing. Fairness is giving each person what they need to succeed.







## Therapist Visitation within Programs

- If a parent/guardian is requesting that a therapist attend a particular program with their child, a Program visitation request form must be submitted to the program manager 21 days prior to the start of the program.
- Therapists must have documentation that they have passed a criminal background check as well as a Central Registry Check in order to enter the classroom/program.
- Due to capacity reasons within a classroom, visitation may be denied and/or alternates dates and times will be considered and agreed upon.
- If it is anticipated that a therapist will need to remove the child from the program to provide therapy, the therapist must be listed as an authorized adult on the child's registration form. The Therapist will be required to sign the child out of the Department of Parks and Recreation's care and sign them back in.



Try to be a rainbow  
in someone's cloud.

Maya Angelou

## Parent/Guardian Agreement

(A signed copy of this agreement will be kept on file with the ADA Coordinator.)

I understand that this service is not designed for therapeutic care and that an inclusion aide may be responsible for more than one child/adult at a time.

I understand that the Department of Parks and Recreation has a goal that all children/adults participate in the planned activities of the program for at least 70% of the time.

I understand that the Inclusion Aide does not dictate the structure of the program, and should I have concerns about the structure of the program, I should contact the Program Manager or ADA Coordinator.

I understand it is my responsibility to provide the Inclusion Aide/ADA Coordinator with the most current information on my child/dependent and his/her abilities to assist in making modifications to meet his/her needs.

I understand it is my responsibility to let the Inclusion Aide/ADA Coordinator know if there are any changes to the information I have provided on my child/dependent as soon as a change occurs.

I understand it is my responsibility to inform the ADA Coordinator for each program my child/dependent signs up for in which I wish to have his/her modifications in place.

I understand that my child's/dependent's inclusion plan does not exempt him/her from following the Prince William County Department of Parks and Recreation program rules and consequences. The modifications in place may assist him/her in meeting these rules, but does not exempt him/her from following them.

I understand that if my child/dependent is unable to comply with these rules, even with use of the modifications in place, he/she will be subject to the Prince William County Department of Parks and Recreation disciplinary procedures. Parent conferences, probationary periods and suspensions/dismissals are some of the steps that may be taken to ensure children and families are aware their placement in the program is in jeopardy. In some cases, children may be subject to emergency suspension or expulsion if their behaviors are beyond our ability to control.

I understand that it is my responsibility to communicate with the ADA coordinator and/or Inclusion Aide assigned to my child if my child will be absent from the program for any reason so that staffing needs can be addressed in a timely manner.

## Code of Conduct

The Prince William County Department of Parks and Recreation is dedicated to providing an outstanding summer camp program for youth of Prince William County. To accomplish this goal, participants are expected to behave appropriately and promote a safe, fun and healthy environment through productive participation. We ask that all children and parents/guardians read this code together before arriving at any Parks and Recreation programs.

### All Participants are required to:

- Show respect to staff and follow program rules and directions at all times
- Solve problems positively
- Be respectful of all Department of Parks and Recreation property and equipment
- Use appropriate language
- Wear appropriate clothing for program activities
- Not engage in any acts of bullying or physical/sexual/verbal abuse
- Stay with assigned group and leave only with the permission of a staff member
- Not bring any weapons, firearms or objects into programs that threaten or cause harm to others or self
- Must follow the medication policies and not carry any over the counter or prescription medicines

**NOTE:** It is not possible to anticipate every possible situation that may arise. In the event that a particular situation or activity that is not listed above should occur, COMMON SENSE AND COURTESY SHALL PREVAIL.

### CONSEQUENCES:

Our staff will immediately investigate all incidents. Should a child's behavior be deemed inappropriate, program staff will handle the situation with appropriate discipline practices. This includes "timeouts" from the group and notifying the parent(s).

If a child does not or cannot respect his or her fellow participants, our staff, and/or the environment, and does not respond to our intervention, further disciplinary action will be taken, up to and including dismissal from the program.



# PRINCE WILLIAM

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[www.pwcgov.org/government/dept/park/pages/inclusion.aspx](http://www.pwcgov.org/government/dept/park/pages/inclusion.aspx)