

Contacting Inclusion Services

Supervisor: Quinn Lake, 541-736-4530 or Quinn.LAKE@willamalane.org

Attendance:

No-Show: Once the participant is receiving additional staffing support and they are unable to attend the activity/program, you must notify the Inclusion Service Supervisor at least **1-business day** in advance. If no contact as been received, the participant's account will be assessed a \$5 no call/no show fee per instance. In case of emergency, Willamalane Park and Recreation District refund policy pertaining to the participant's particular program will be followed. After 3 no call/no shows, separate actions may be taken including suspension from inclusion services.

Late Arrival: If an inclusion participant is late without contacting the Inclusion Services Supervisor the support staff will wait 15 minutes for the participant to show. After 15 minutes, the support staff will call the main contact phone number to see if they are attending that day. If they are unable to reach anyone the **No-Show** procedure will be followed.

Late Pickup: If an inclusion participant has not been picked up by the program end time, the program procedures for late pickup will be followed.

Standard Service Hours: Standard service hours are the standard hours support staff will be available for summer camps once the participant is receiving additional staffing. These hours are M-F, 8:30a.m.-5:00p.m. If the participant requires support outside of the standard service hours please provide the Inclusion Services Supervisor a 30-min arrival and pickup window. Inclusion participants must maintain the schedule they provided to the supervisor; 1-business day notice is required for changes to the arrival/pickup schedule. If you do not notify the inclusion supervisor within the designated time frame, late arrival/late pickup procedure will be followed.

Alternative Contact Information: If unable to reach Inclusion Services we encourage you to contact the facility/program phone if you are going to be late due to unforeseen circumstances.

Drop In Programs: Inclusion Services does not provide modifications for drop in programs and services. For more information about a particular program or service please contact Inclusion Services at 541-736-4530.

Personal Care: All participants must be able to conduct services of a personal nature (feeding, dressing, toileting) independently. Staff are not required to assist participants preform services of a personal nature. If a participant requires personal care a caregiver may attend with the participant. For more information please contact the Inclusion Services Supervisor.

Safety: All participants must refrain from placing themselves and/or others at risk with aggressive or unsafe behaviors. Participants must follow guidelines of ordinance 100.

Essential Eligibility Requirements: A minimal set of factors which determines whether a person will be permitted to use a facility or program. In most cases, with reasonable accommodations, an individual can meet the essential requirements for participation.

Readiness skills: The participant must possess the following readiness skills in order to participate in most Willamalane program settings:

- Able to use a consistent form of communication to indicate basic needs and follow simple directions.
- Voluntarily engage in scheduled activities for the majority of the program time with or without reasonable accommodations.
- Able to tolerate and function, with assistance, as a member of a larger social group (12 or more people).
- Remain with the instructor, follow directions to the best of her or his ability, and refrain from disrupting the class/program with or without reasonable accommodation.
- Be friendly; respectful to fellow participants and staff.

Medications:

Willamalane Park and Recreation District staff can administer medication as long as it is in an original container. We require participants to fill out a separate Medication Administration Form. Staff will log all medication administration.

Care Providers:

Anyone supporting a participant with accommodations and support needs can receive free entrance to any Willamalane program or facility. Individuals must pass the Willamalane Personal Support Worker process including one background check. For more information please contact the Inclusion Services Supervisor.

Non-Discrimination: We do not discriminate on the basis of race, creed, color, national origin, sex, age or disability.

Name of Child(ren)

Signature of Parent/Guardian

Date

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