



2016 Caretaker Expectations

Definition of Assisted Participant:

Special needs participants need to meet the following criteria *in order to participate*:

1. Age 13 and over
2. Be able to function in a group structure (1 staff member/volunteer per 5 participants)
3. Capable of participation in group activities
4. Have independent bathroom skills
5. Be able to follow basic instructions

If special needs participant is age 13 and over, but unable to meet the *criteria listed above*, then participant will be registered as an "Assisted Participant". Assisted Participants must provide their own Personal Assistant for supervision (such as a family member, companion, etc.) The participant's Personal Assistant must provide: Supervision and transportation for participant and assistant to select field trips. *Personal Assistant will not be charged registration, field trip fees or any other expenses while at a program.*

Team Assignment:

1. Participants and caretakers report to their colored team Counselors. Each colored team will have a Team Leader who will report to the parents and/or Clubhouse Leaders, who report directly to Clubhouse Coordinator.
2. We do not have enough volunteer counselors to personally supervise the Assisted Participants, which is why we expect the caretakers to take care of the needs of their participants.
3. We need caretakers to be proactive in following the group instruction and facilitating the activities being offered.
4. Instructions on the activities for the day can be obtained from the Team Leader.

General Responsibilities and Roles:

- Responsible for the supervision of your "Assisted Participant" during the day (includes activities, bus rides, lunch, trips, free time, etc.)
- Responsible for participating in activities with participant.
- Maintain order, discipline, safety, and health standards of participant.
- Advise on the need of supplies, materials and equipment and other matters pertaining to the program.
- Follow through with scheduled assignments. A detailed agenda will be provided each morning.
- Ensure participant is signed in/out of all programs. (If participant is independently arriving to/from events, make sure they are signed out)

Program Contact Information:

- Special Needs Activities Coordinator/Clubhouse Coordinator: Terri Vitale
- Office: (407) 571-8814 / Fax: (407) 571-8451 / Tvitale@altamonte.org
- Mailing Address: 225 Newburyport Avenue, Altamonte Springs, FL 32701
- Office Address: Eastmonte Park, 830 Magnolia Drive, Altamonte Springs FL 32701
- Websites: www.ASRecreation.org / www.AdvisoryBoardforDisabled.org
- **Emergency Cell Phone: (321) 303-5255 (This phone is monitored during program hours.)**

Facilities:

- Eastmonte Park, 830 Magnolia Drive, Altamonte Springs, FL 32701
 - Center Includes: drop off and pick up for participants, lunch, activities facility, and Special Community Services Office.
- Westmonte Park, 624 Bills Lane, Altamonte Springs, FL 32714
 - Westmonte Park's pool will be used for swimming during summer.

Specific Responsibilities/Policies:

- Scrapbook/Photos:
 - One counselor per team should bring a camera and take photos of their participants engaging in activities throughout the day.
 - Photos will be printed out the following week for participant scrapbooks. Participants will need assistance assembling their scrapbook weekly.
 - If participant is absent, counselors will set aside photos for them inside their folder.
- Free Time Activities:
 - Allow participants to take part in miscellaneous activities during free time. Activities can include the following and might need participation/facilitation by counselor/caretaker: games, crafts, scrapbooks, movies, music, karaoke, outdoor activities, etc.
 - Participants are discouraged from bringing their own items in from home. These items should only be used during free time, not structured activities.
 - Activity Ideas will be provided in a form of a list or book for counselors to reference.

- Field Trips/Special Guests:
 - Ensure participant is with a group at all times.
 - Encourage participation and learning. Lead by example and be courteous by silently listening to presentation and raising hand for questions.
 - Transport self and participant to field trip location. A map or activity address will be provided.
- Swimming (summer time)
 - Participants can swim in the pool, kiddy pool or hang out on the pool deck. This will be noted on your team listing.
 - Participants can also go into the game room as long as a counselor is in their supervising.
 - Swimmers are to change in the restroom at the end of the pool deck. Only participants with approval can use the indoor bathrooms. (due to physical limitations)
 - Make note of who needs more time changing and make sure they get out of the pool earlier.
 - Please make sure at least 2 counselors are in each bathroom while swimmers change. This protects our participants/volunteers from any claims, and helps us supervise possible falls, needs for assistance, or stop members from the regular camp program "staring" or "watching." Please coordinate this coverage amongst yourselves (the counselors).
- Lunch
 - Participants will place their lunch box in a bin near their clubhouse station in the morning.
 - You can place it in the fridge, only if participant needs to refrigerate their lunch.
 - Assist participant with opening/heating items.
 - There will be a bin available with extra supplies, such as forks, knives, napkins, etc.
 - Sharing meals is not encouraged due to participant's special diets/behavior concerns.
 - If caretaker or participant is missing a lunch, contact staff for a spare meal, or both caretaker and participant can leave to purchase lunch offsite.
- Housekeeping:
 - Ensure participant and caretaker get their nametag at the beginning of the day and return it at the end during sign in/out.
 - Encourage participant to clean up their free time supplies into appropriate bins.
 - Each team will have a colored bin which will hold their craft supplies (scissors, markers, glue, etc.) Each team is responsible for maintaining this bin. Counselors can replace items as needed throughout the day. Extra items are located in the storage room behind the stage.
 - Team bins should not be used to store other clubhouse supplies, like beads, movies, etc.
 - Other bins are available to use throughout the day and are typically stored in front of the stage or in the room behind the stage. Bins include: karaoke, movies, food supplies, games, crafts, fans, coloring books, paper, outdoor activity bag with balls, cones, etc.
- Team Binder:
 - Team binder is to be used by Counselors only.

Safety Procedures:

- First Aid kits will be made available at each program site.
 - A First Aid kit will be at the sign in table and in the Team's backpack.
 - The Clubhouse Coordinator will have a traveling First Aid kit and participant medical forms on hand at all times.
- Sign-In Table
 - Participants are required to be signed in/out of program.
 - Even if participants are adults, the person picking them up must come in and sign them in/out.
 - The only exception is if the participant is independently arriving to program, then we will sign them in/out.
- Restrooms
 - The use of the side single stall restroom is reserved for counselors and caretakers only.
 - This prevents participants from traveling to that side of the building alone and allows volunteers a restroom that they can use privately.
 - For the safety of our participants, volunteers and the program, never be alone with other participants in the restroom (or in any setting if possible). Being alone with your personal client is acceptable as long as that aligns with your agency's policies.
- Attendance
 - After returning from a field trip or traveling, counselors are required to have the entire team return to their station for roll call before anyone gets signed out.



Caretaker Acknowledgement

Name of Participant: _____

Session:

T-shirt Size: _____

- Winter Clubhouse
- Summer Clubhouse
- Christmas Clubhouse
- S.T.O.P Clubhouse

Caretaker Name: _____

Caretaker Phone: _____

Caretaker Email: _____

I have read and understand the Caretaker Expectations.

Initial each item and sign below.

_____ Responsible for the supervision of "Assisted Participant".

_____ Responsible for transportation of "Assisted Participant" and self to trip locations.

_____ Responsible for participating in activities with the participant.

_____ Maintain order, discipline, safety, and health standards of the participant.

_____ Advise on the need of supplies, materials, and equipment.

_____ Follow through with scheduled assignments.

_____ Ensure participant is signed in/out of program.

Signature: _____

Date: _____