



2016 Rules and Expectations

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.)**

Participant/Parent Code of Conduct:

1. Respect the other participants, volunteers, and staff and their property.
2. Will not use foul language, name calling, cursing, or other disrespectful language to other participants, volunteers, or staff.
3. Will not physically harm anyone by keeping hands to themselves.
4. Will not "tattle", unless it is an emergency.
5. Will not backtalk or have a negative attitude.
6. Stay with the group at all times and ask permission to leave.
7. Follow the rules and directions of the volunteers and staff at all times and ask questions if they do not understand.

Disciplinary Process:

Failure to follow the rules will result in the following disciplinary steps, as appropriate:

1. Verbal Warnings (up to 3)
2. Time out from group activities
3. Program Incident Report Form (with parent signature)
4. One day suspension
5. Removal from program

ZERO-TOLERANCE BEHAVIOR:

Disruptive behavior that is harmful to self or other participants and/or property of self, city employees, and volunteers will not be tolerated. NOTE: In cases where a participant is dismissed from the program there will be no refund of fees.

Other Participant Expectations:

1. Program shirts are required on field trip days, although preferred every day. (Lost or replacement shirts are \$5)
2. Participants should report to their counselors *first* for assistance, not other leaders.
3. Attempt to express themselves to other participants before asking a counselor for help.
4. Participate in group activities and be willing to share with their team. (Personal items from home can be used during free time)
5. Field Trips:
 - a. Wait patiently to enter/exit the vehicle
 - b. Use a seatbelt
 - c. Remain quiet during roll call. When name is called, say "here" and raise your hand.
 - d. After returning from traveling, return to your station for roll call before anyone gets signed out.
6. Swim Time:
 - a. Check schedule before leaving the house to see if it is your week to swim or not.
 - b. Participant is responsible for taking their clothes/supplies with them to swimming.
 - c. Change in the outdoor bathrooms.
 - d. No running on the pool deck or excessive talking to lifeguards.
 - e. Get out of the pool when asked for changing time.
7. Refrain from using the side single stall restroom located near the kitchen and handicap accessible door.

NAME: _____

1	 I should wear my Clubhouse Shirt on Field Trip Days.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
2	 I should ask my team's counselors my question before I ask other leaders.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
3	 I should listen to my counselors.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
4	 If a participant makes me angry, I can yell, scream or hit them!	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
5	 If I have a question, I need to raise my hand and wait to be called on.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
6	 I should share supplies with the other participants.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
7	 If I get angry, I should try to calm down and listen to my counselor.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
8	 When I use the bathroom, I should throw trash or paper on the floor.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
9	 I am allowed to kiss, and cuddle at the Clubhouse.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
10	 Handshakes and high fives are good ways to say hello.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
11	 I can play card games or listen to music during a special guest presentation.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
12	 We come to the clubhouse to have FUN with our friends.	<input type="checkbox"/> Yes 	<input type="checkbox"/> No 