



2016 Parent Manual

About Us:

Altamonte Springs Special Needs Recreation and the Advisory Board for the Disabled, Inc. provide social activities throughout the year at minimal cost to the mentally and physically challenged population in Altamonte Springs and surrounding communities. Our programs are designed to:

1. provide a safe and fun environment for all participants
2. promote emotional and physical health through creative participation
3. provide opportunity for success, recognition, and acceptance by others
4. encourage such desirable traits as cooperation, self-discipline, respect for authority

Staff & Facility Personnel:

- Daniel Yarborough, Eastmonte Park Recreation Supervisor
- Ranwa "Nin" Iamaio, Special Needs Activities Coordinator
- Terri Vitale, Special Needs Activities Assistant
- Michael Dugan, Fran Carrozza, Debbie Harger, Recreation Workers
- Elizabeth Reeves & Summer Bernath, LT Recreation Worker
- Volunteer Counselors

Program Contact Information:

- Clubhouse Coordinator: Terri Vitale (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 (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.

Day/Time:

- Summer/Winter Clubhouse are held on Wednesdays from 9 a.m. to 4 p.m.
- Christmas Craft Clubhouse is on two consecutive days in December from 1:30 p.m. to 5:30 p.m.
- S.T.O.P. Clubhouses are on Saturdays, typically from 9 a.m. to 4 p.m., unless otherwise stated.
- There is no early drop off or late pick up available for any Clubhouse days.
- **Traveling with Access Lynx:** We suggest you schedule your ride in a 30 minute window that does not exceed the end time of the program. For example:
 - Drop off: 9-9:30 a.m. (or 30 minutes window from the start of the program)
 - Pick Up: 3:30-4 p.m. (or 30 minute window before the end of program)

Communication:

- Weekly emails will be sent out as a reminder of what will be happening at the clubhouse, along with any updates. Please read these emails through so you know what to expect.
- Emails will also be sent as a follow up on any issues during the day (behavior, medical, or miscellaneous).
- If participant has a schedule conflict, notify the Clubhouse Coordinator or Clubhouse Leaders. Examples include:
 - Will be absent
 - Arriving to program late
 - Picked up from program early
- 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.
- Parents may communicate any needs with their Team Leader, Clubhouse Leaders, and/or Clubhouse Coordinator.

Counselors:

- A majority of our counselors are volunteers who donate their time to our program.
- Clubhouse counselors meet the City of Altamonte Springs screening standards which include a level two (2) national background screening.
- Our counselors have various backgrounds including recreation, education, business, arts, and entertainment.
- Our counselor-to-participant ratio of supervision is 1:5. Participants will be assigned to a colored team which will have anywhere from 2-4 counselors supervising them. They are instructed on the first day to report to their colored teams counselors for any need, concern, or direction.

Sign In & Sign Out:

- Sign In / Out Table will be set up in the lobby of the civic center. We encourage parents to enter through the main doors of building directly to the lobby. If you park in the back, avoid kitchen and big room by entering via hallway to the lobby.
- Participants are required to be signed in/out of program by the person dropping them off/picking them up.
- 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.
- **The individuals authorized for pick up must present a valid photo ID when signing out participants.**
- Participants will receive their nametag during sign in and return it when being signed out.
- In addition to signing participants in/out of the Clubhouse, messages for/from counselors might be left there. If you need to speak to your participant's counselor directly, let the individual staffing the table know and they will get them.
- Late pick-up will result in: 1- Verbal Warning 2- Written Warning 3- Monetary Late Pick-Up Fee (*to cover overtime costs*)
- 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.

Attire/Items to Bring:

- Please send participants with bathing suit on underneath clothes during summer months.
- It is preferred that they wear their 'Special Needs Recreation' t-shirt to Clubhouse weekly.
- T-shirts are required on field trip days. (Lost or replacement shirts can be purchased for \$5)
- Bring: water bottle, lunch (*microwave available, but is shared 100+ people*)
 - During summer months, bring: towel, bag for wet clothes, change of clothes
 - **Sunscreen is treated like medication and will not be applied without a Medication Authorization Form on file.**

Optional:

- Clothing appropriate for pool time, such as gym shorts, bathing suit, flip flops, sandals, hats, etc.
- *Participants are discouraged from bringing in their own items from home, which can be a distraction during group activities. If items are brought to the Clubhouse (including iPods), they will only be permitted for use during free time.*
- Personal items brought to Clubhouse are not the responsibility of the City of Altamonte Springs. We can't be held liable for any lost/stolen items.

General Activities:

- Scrapbook/Photos:
 - Participants will prepare photos/words in their scrapbook at the start of each day.
 - Scrapbooks go home with everyone on the last day of the Clubhouse. These photos will also be posted on our Facebook page at www.Facebook.com/AltamonteSpringsSpecialPopulation
- Free Time Activities:
 - Participants can take part in miscellaneous activities during free time. Activities can include the following: games, crafts, scrapbooks, movies, music, karaoke, outdoor activities, etc.
- Field Trips/Special Guests:
 - Participants will have the opportunity to travel to exciting locations or have guests visit us.
 - These activities are available for free, but spending money for souvenirs is welcome, if applicable.
- Swimming (Summer time):
 - Male and female participants will be transported to swimming on alternating weeks.
 - Participants can swim in the pool, kiddy pool or hang out on the pool deck.
 - Participants can also go into the game room as long as a counselor is in there supervising them.
 - Participants are to change in the pool changing area/restroom at the end of the pool deck. Send a bag for the wet items. Please make sure participant's items are labeled (ex. Towels, shirts, etc.)

- Only participants with approval can use restrooms in the main building. (*Due to physical limitations only*).
- Activity Rotations:
 - Rotations can include: exercise or dance class, cooking, craft, games, etc.
 - Each activity in the rotation is designed to be roughly 20 minutes in length
- Lunch:
 - Participants will place their lunch box in a bin near their team's table station in the morning.
 - You can place it in the fridge only if participant needs to refrigerate their lunch. (*this is not encouraged*)
 - Counselors will be available to assist participants with opening/heating items. (*microwave is shared by 100+ people*)
- Snack Time:
 - Snacks are handed out weekly at sometime between 2-3:30pm.
 - Here is a list of examples of snacks we will give out at the Clubhouse:
 - Bottled water (Participant may bring in flavoring packs/drops)
 - Raisins, pudding cups, apple sauce, etc.
 - Granola bars, nuts, chips, and cracker snacks
 - Baked goods (that we prepare ourselves at the Clubhouse)
- Themed Dress Up Days
 - Participants are welcome to dress up for the theme assigned to certain days.
 - With certain themes, participant will have the option of creating an accessory that day.

Transportation:

- Participants and volunteers are transported for field trips via chartered bus or a city vehicle (bus/van/car).
- During summer months, participants and volunteers are transported from Eastmonte to Westmonte for swimming bi-weekly.
- "Assisted Participants" and their caretakers are responsible for providing their *own* transportation.

Health & Special Conditions:

- If your participant becomes ill while at any program, you will be contacted and asked to make arrangements to pick your participant up as soon as possible. We do not have the facilities or supplies to care for your participant if he/she becomes ill.
- If your participant is ill, they will need to stay home. Please do not bring your participant to the Clubhouse until they have fully recovered or are cleared by their doctor.
- If your participant has any special conditions that we need to be aware of (medical, behavioral, nutritional), please make sure those are noted on the Annual Membership Form. Feel free to elaborate these needs with your participant's direct counselor, but we need to have them in writing to make sure all counselors working with the team are aware.

Medications While at the Clubhouse:

- If your participant requires medication while at the program, please complete the Medication Authorization Form.
- Please note if your participant needs any assistance with their medication. If so please make arrangements to speak with the Clubhouse Leaders and Team Leader so appropriate arrangements can be made.
- Medication can be stored on site if necessary.
- Sunscreen is treated like medication and will not be applied without a Medication Authorization Form on file.

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.

We hope that we do not have to contact you about disciplinary behavior. Remember, you, the parent, play the biggest role in supporting your participant's behavior. This helps keep our program safe for all that are involved.

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.
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.

Definition of Assisted Participant:

Special needs participants need to meet the following criteria in order to participate independently of a 1:1 caretaker:

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 "Assisted". 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.

General Responsibilities and Roles of Personal Assistant(s):

1. Responsible for the supervision of your "Assisted Participant" during the Clubhouse day (includes activities, bus rides, lunch, trips, free time, etc.)
2. Responsible for participating in fun and safe activities with the Assisted Participant.
3. Maintain order, discipline, safety, and health standards with the Assisted Participant.
4. Communicate the need for additional supplies, materials and equipment to the activities being conducted.
5. Follow through with scheduled assignments. A detailed agenda will be provided each morning.
6. Ensure participant is signed in/out of program by their ride. (If participant is independently arriving to/from events, make sure they are signed out).

Additional Expectations:

1. It is important for Personal Assistant(s) to understand that we do *not* have enough volunteer counselors to supervise the Assisted Participant, which is why we expect the Personal Assistant to take care of the needs of their Assisted Participant.
2. We need Personal Assistant(s) to be *proactive* in following the group instruction and facilitating the activities being offered for their participant.
3. Assisted Participants will be invited and are *encouraged* to sit/interact with other teams as often as they want as long as the caretaker is there assisting them.
4. Assisted Participants most likely will *not* have a counselor assigned to them full time (unless we have extra volunteer counselors) Instructions on the activities for the day can be found in the team binder at your station and are expected to be executed by the Personal Assistant.