

Salina Parks & Recreation

Therapeutic Recreation Policies & Procedures

These policies and procedures apply to all participants attending Therapeutic Recreation activities and who are in the care of the Therapeutic Recreation Program staff.

Therapeutic Recreation Program

The Salina Parks & Recreation's Therapeutic Recreation Program is designed for adults 18 years and older who have physical, developmental, and/or emotional disabilities. The activities offered are adapted and/or modified to accommodate the special needs of these consumers.

Registration

- Advance registration is required for all activities.
- Payment must be made at time of registration.
- Participants may only register over the phone if they have credit on their account sufficient to cover the activity they wish to attend, or if there is a valid credit card on file for their use.
- A monthly registration form must be completed by each participant.
- A **current** Participant Information form must be on file in our office for each participant before attending an activity. These forms are to be updated annually (or sooner if any of the participant's information changes).
- Registrations may be made in person at the Parks & Recreation office, or mailed in.
- **It is the participant/parent/staff's responsibility to check the receipt for accuracy.**

Deadlines, cancellations, and refunds

- Deadlines for activity registrations are noted on the registration form.
- Non-refundable deposits are clearly stated on the registration form.
- A full refund will be issued for cancellation of a trips or activities prior to the purchase of any tickets, supplies, etc.
- Cancellations after ticket, supplies, etc. are purchased will only be given if another consumer is on the wait list to take the place of the person cancelling.
- If there is nobody on the wait list, the refund will be limited to the actual amount of fees recovered by Parks & Recreation.
- A full refund will be issued for MOST activities if cancelled 24 hours prior to the activity.
- If Parks & Recreation cancels a program we will make every effort to contact all participants.
- Transportation costs will not be refunded if a City vehicle arrives at a participant's home for pickup and the participant does not attend the activity. If participant is not going to attend, a call must be made to the Parks & Recreation office (785) 309-5765, or the T.R. cell phone (785) 819-2321 ninety minutes prior to that activity.

Transportation

- Transportation is provided for participants of Therapeutic Recreation programs who live within the city limits.
- The driver is permitted to wait 3 minutes at each stop before proceeding to the next stop in order to stay on schedule.
- Participant must **board** the vehicle within 3 minutes of the vehicle's arrival.
- The driver is not permitted to leave the vehicle unattended at any time.

- Participant will not be picked up at a different location other than what is listed on their registration form unless they have called and spoken to a Parks & Recreation staff member regarding the change prior to transportation beginning (generally ninety minutes prior to the activity).
- Parks & Recreation is not responsible for any participants who are not using Therapeutic Recreation transportation and are dropped off and left unattended at any location.

Inappropriate Behavior

The following will not be tolerated at any time:

- Inappropriate physical contact, obscene or inappropriate language, violence, insubordination to staff.

General Program Guidelines

- Proper hygiene will be observed by all participants.
- Appropriate attire for the activity attended is required by all participants.
- All participants must stay with the group unless a staff member is informed and permission has been granted.
- If a participant is ill or physically unfit to participate in a program, they will not be allowed to attend. This will be at the discretion of the program supervisor, and/or parent/guardian.
- If a participant has had any type of illness or accident where any type of bodily fluid contamination (blood, fecal matter, urine, vomit, etc.) is detected on their bodies or clothing they will not be allowed to attend.
- The Therapeutic Recreation supervisor/leader, and/or the Parks & Recreation Department reserve the right to determine participation of any individual.
- Bed bug policy: Any participant with an active bed bug infestation will not be allowed to attend any Therapeutic Recreation programs/activities until they provide a note from a qualified exterminator stating that the infestation has been cleared. This note must be turned in to the Therapeutic Recreation Supervisor, or into the Parks & Recreation Office. It will be kept on file there with the date. If a new infestation occurs, a new note must be turned in.

Personal Assistants

- The Therapeutic Recreation Program does not provide one-on-one assistance or personal care to individuals. Any participant needing this type of assistance must have a personal assistant (P.A.) accompany them to activities.
- Prices for any P.A. attending will be limited to actual costs incurred by Parks & Recreation plus a 15% administrative fee.
- The P.A. must pre-register if they will be attending an activity with a participant.
- Applicable fees for P.A.s apply.
- If a P.A. wishes to ride the Therapeutic Recreation vehicle they must pre-register for transportation. There is no transportation cost if the P.A. is picked up/dropped off at the same address as the participant.

Frequently asked questions

Q. Why doesn't Therapeutic Recreation provide one-on-one or personal care?

A. We are a recreation organization, not a care-giving organization. We are not staffed for this type of care. Our responsibility is to provide recreation with special arrangements made to accommodate people with disabilities, such as seating at venues with few or no steps, seating near concessions and

bathrooms, a higher staff to client ratio than other Parks & Recreation programs, staff that has experience working with clients with disabilities, door to door transportation, etc.

Q. What would determine if a participant needs a P.A.?

A. If a participant could not do the following, he/she would need a P.A.

- Toilet himself/herself in a sanitary and safe manner
- Eat/drink without assistance
- Comprehend and follow directions
- Stay with the group without wandering off
- Walk without (personal) assistance and without endangering himself/herself
- Additional criteria will be viewed on a case by case basis

Q. How do I determine if a participant is too sick to participate, or should not participate in a program?

A. A general rule of thumb is that if they did not attend work that day, they should not attend any Therapeutic Recreation activities. If a participant is contagious (coughing, running a fever) they should not attend any activity.

Q. If the participant can't make purchases on his/her own; can you help him/her?

A. Absolutely! Therapeutic Recreation staff *will* assist participants with making purchases and getting receipts.

Q. If Therapeutic Recreation staff won't hold or administer medications on day trips, how will I make sure that the participant takes it?

A. Therapeutic Recreation staff members *will* remind the client when it is time to take their medication and will watch them take it. **NOTE If an RN or CMA is attending any activity, she may hold and administer medications on day trips.*

Q. What if I live outside the city limits?

A. For in-town activities you should have your transportation meet us at the location stated in the monthly information. Please don't arrive earlier than 10 minutes before the activity. Staff may be out picking up participants, or busy setting up for the activity.

For out-of-town activities you will need to contact our office to coordinate a meeting time and location, if it not listed in the monthly information.

Q. What if I want to be picked up or dropped off at an alternate address?

A. This is usually not a problem. Just contact our office or call the Therapeutic Recreation cell phone at least ninety minutes prior to the activity and let us know the details.

Q. What do you consider appropriate dress?

A. Common sense dictates that if we are attending a football game, sweats are acceptable. However, if we are attending a more formal event, we would expect participants to wear something nicer (church clothes). Torn, dirty, or soiled clothing is unacceptable at any event. Any biological matter on clothing is not acceptable at any event (blood, urine, feces).

