

North Metro Community Services Recreation Program Policies

Eligibility and Enrollment

Anyone who is eligible for Developmental Disabilities services through North Metro Community Services or another Community Centered Board (CCB) is eligible for the Recreation Program. Individuals wishing to enroll in the program must complete the program enrollment form and pay the annual, non-refundable enrollment fee.

Participation in Activities

Participation is limited to enrolled members, except for certain large-group activities such as dances. Participants receive monthly calendars regarding scheduled program activities and must contact the Recreation office to sign up for an activity. Sign-up is based on a first-come, first-served basis. A waiting list will be started for an activity once the maximum number of participants has been reached. If there are enough persons on the waiting list for an activity, a second date for the activity will be scheduled if possible. Recreation staff will contact people on the waiting list for an activity as openings occur.

Monthly calendars contain information about dates, times, activity fees, maximum number of participants, and the staff person(s) in charge of the activity with his/her cell phone number.

Activity Fees and Payment

All activities must be pre-paid to the Recreation Program by the date indicated on the calendar unless other arrangements are made. If fees are not paid by the due date, a 10% surcharge, rounded to the next dollar, will be added to the activity fee. A participant who does not pay for an activity by the due date may lose his or her position if there is a waiting list. For activities where supplies are pre-paid based on the number of participants signed up for the activity (e.g. a craft activity), a person who has not paid for the activity by the day prior to the activity will be considered a cancellation.

There is a \$20.00 fee for all returned checks.

Costs for activities are based on the actual costs of the activity plus additional fees for administrative/staff costs and, if applicable, transportation costs.

Cancellation of Participation in an Activity

Cancellation of an activity must be done two full days prior to the activity in order for the participant to receive a full refund. If a person is ill or has an emergency, the program will make every attempt to refund the fees for the activity; this may not be possible for all activities. There are no refunds if a participant does not show for an activity without notice.

Cancellation of an Activity by the Program

Program staff will make every attempt possible to notify activity participants if an activity must be canceled for any reason. In the event of a cancellation, participants will receive a full refund.

Transportation

Transportation is limited to specific pick-up and drop-off sites as we are unable to provide door-to-door transportation. Transportation may not be available to all persons for all activities. Pick-up and drop-off sites are listed below. The specific site(s) and pick-up/drop-off times for each activity will be determined after participants are signed up for the activity. Additional pick-up/drop-off sites may be added/changed if there are special circumstances, van access is reasonable, and/or it would benefit a large number of participants.

If the van is early to a site, it will not leave before the designated pick-up time unless all participants are present. The van will wait no longer than 10 minutes past the pick-up time. The person(s) picking up the participant at a drop-off site will have a 10-minute grace period. Notification will be sent to the responsible party when a participant is consistently picked up late or if a participant has to wait for a significant time to be picked up (30 minutes or more). Notification will include a future charge of respite fees at a rate of \$15.00 per every 15 minutes or fraction thereof if the participant is picked up more than 15 minutes late. If a person misses the van for pick up, he or she may meet the group at the activity site. If the group is going to a

ticketed event, such as a baseball game, the person will need to call the Recreation Program staff person so that he or she may meet the participant at a designated location with the ticket.

If an activity is running later than expected, program staff will contact parents/providers/residential program staff to inform them of the delay, as possible.

Transportation times are not included in activity times unless so specified. Staff will call participants regarding pick-up times prior to the activity and will notify caregivers regarding more precise drop-off times when an activity has ended.

Access-A-Ride Users

Participants that use Access-A-Ride to get to/from activities, need to schedule arrival **no more than 30 minutes prior** to the scheduled activity time (if at NMCS) or leave time from NMCS (if the activity is in the community). There is no guarantee that staff will be available to provide supervision if a participant arrives early. If Access-A-Ride is picking a participant up after an activity at NMCS, arrival needs to be scheduled **no later than 30 minutes after the end time of the activity**. If a participant is to be picked up at a community facility, such as a bowling alley or restaurant, the pick-up time needs to be scheduled **no later** than the end time of the activity as program staff may not be available to provide supervision. The only exception is if the participant has designated unsupervised time in the community, carries a cell phone with him/herself which he/she is able to use independently, and the activity has a specific, not approximate, end time.

Pick-up/Drop-off Sites

Federal Heights

84th & Pecos – meet near the NW end of the King Soopers shopping center – on the Pecos side.

84th & I-25 – meet in parking lot west of the Village Inn

Westminster

NMCS – meet in front of the building

120th & Huron – north of the main pavilion of the Wagon Road Park-n-Ride

Supervision

Staff-to-participant ratios are generally 1:4 but may be as high as 1:15 during regular activities, more at large-group activities such as dances and barbecues. If a participant requires more direct supervision and support for behavioral, medical, physical, toileting or other reasons, he/she must bring a personal assistant, as it is not possible for the program to provide such support at this time. Whenever possible, no fee will be charged for the assistant.

All participants must have an emergency contact person on file with the program. Program staff may contact this person if there is a medical or behavioral concern during an activity and the participant needs to be picked up early from the activity.

If a participant does not behave appropriately during an activity, program staff may require that the individual be picked up immediately. Depending upon the seriousness of the misbehavior, the participant's enrollment may be suspended or terminated at the discretion of the Recreation Coordinator.

Volunteers

Non-family volunteers or any volunteers who are to assist participants in an unsupervised setting will receive CBI background checks prior to assisting with activities.