



# Adult Recreation Services

## Handbook of Information

## **PROGRAM MISSION**

To enhance the quality of life through recreational opportunities for individuals with disabilities.

## **SERVICES**

Adult Recreation offers 50+ pre-planned supported recreation opportunities every month. Each event is supervised by the Community Living staff and volunteers.

Each month members can choose from an array of activities, including, but not limited to sports, crafts, fine arts, health, wellness, overnight trips, virtual events, and more. Each event is designed to match a variety of interests and skill sets. Adult Recreation events are a great place to meet friends with common interests, learn new skills and hobbies, and to find engaging and entertaining ways to spend free time. Services include:

- Small and large group activities and classes
- Community-based events
- Individualized services offered within group activities.
- Virtual Events

## **HOURS OF OPERATION**

The program offers day and evening activities Monday through Saturday. Event dates and times are listed on the website one month prior for registration.

The Adult Recreation office is open 9:00 am to 4:30 pm, Monday through Friday. We can be reached at 636-614-1325.

## **STAFFING**

The average staffing ratio is one employee or volunteer per six members. Individualized support must be requested for each individual event as needed.

## **ENTRY CRITERIA**

- Resident of St. Charles County
- Documented diagnosis of a developmental disability
- At least 18 years of age
- Must have a Department of Mental Health (DMH) ID number.
- Able to benefit from participation in the program.
- Free from severe maladaptive behaviors that are dangerous to self or others and/or infringe upon the rights of self or others.
- Able to participate in environments with non-medical personnel.

## **PROGRAM ENTRY PROCESS**

The process from start to finish for program entry consists of the following steps:

- Referral from Parents, Guardians, Case Managers

- Completion of Membership Application and Release Forms
- Placement on waitlist (if necessary)
- Intake Meeting
- Start Date

### **INTAKE MEETING**

Before an applicant joins Adult Recreation Services, an intake meeting is required. The \$25.00 membership fee is due at the time of intake. This gives the applicant and family members/staff the opportunity to review the Recreation events, sign-up procedures, policies, and guidelines. This is a great opportunity to share information regarding any support needs about the participant.

### **RENEWALS**

Annually, members are required to complete renewal paperwork to continue receiving Adult Recreation Services. There is an annual renewal fee of \$15.

Renewals will be emailed out in March of each year and will have a deadline of May 15th. If members do not turn in their renewals, future sign-ups will not be processed until the renewal has been received.

### **EVENT REGISTRATION**

Adult Recreation sign-ups will be made available online monthly. Sign-ups must be received by the 15<sup>th</sup> of each month. Late sign-ups will not be accepted. If members do not sign up by the date listed on the email or website, they will not be able to participate in events offered in that month.

Maximum enrollment for each event is determined by the availability of staffing, funding, physical capacity, and safety. Members are placed on a wait list if an activity is full.

### **SUSPENSION/TERMINATION**

Adult Recreation Services reserves the right to send a member home from an activity, suspend a member from attending activities, and/or terminate members from the Adult Recreation Program due to inappropriate behavior or behavior that is disruptive to the event.

### **EXIT CRITERIA**

Members exit the program by:

- Voluntarily leaving the program
- No longer meeting the entry criteria.

### **FINANCE/FEES**

Members will be billed at the end of each month for the activities they participated in that month. Any outstanding balance that is 60 days past due will result in suspension from any future activities until the bill is paid in full.

## **PERSONAL MONEY**

If personal money is needed for an event, it will be stated in the event description as well as on the acceptance letter. We ask that you do not borrow or lend money to others during events.

## **SCHOLARSHIPS**

Adult Recreation has a scholarship program to adjust fees for individuals who request assistance due to financial hardship. If you would like to request a scholarship, please contact the program manager. The scholarship program is offered based on a limited amount of annual funds.

Community Living, Inc. reserves the right to amend or terminate the program in whole or in part, at any time and for any reason.

## **PICK UP/DROP OFF**

Designated pick-up and drop-off sites are established throughout the county. Individuals providing transportation to members need to arrive at least ten minutes prior to departure and arrival times listed on the acceptance letter. Parents/guardians/staff are required to park, get out of their vehicle, and check in or out with Adult Recreation Services staff when dropping off and picking up members.

If an event is running over 15 minutes late or early, a phone call will be made to the contact number given at drop off.

If an event runs over its scheduled time, (extra innings in a baseball game, overtime at a sporting event, concert encore etc.) the group will stay until the event is over. It must be a unanimous decision from the members on each van to leave the event before it has ended. Phone calls will be made as soon as possible to the contact number given at drop off to inform the responsible party of the delayed return time.

If a participant is not picked up by the end time designated by the Adult Recreation program, whether it be at the venue itself or the transportation site, the participant will be charged \$1.00 per minute you are late (e.g. if the Adult Recreation event is scheduled to end at 9:00 pm and a responsible party does not pick up the member until 9:15 pm, the member will be charged \$15). If late pick-up becomes a consistent issue, the member may be suspended or terminated from the program.

\* Please check your event acceptance for specifics regarding the event signed up for. \*

## **ATTENDANCE**

Cancellations received by 2:00 pm the day before the scheduled event will not incur a charge. If a cancellation is made after 2:00 pm the day before the scheduled event, the member will be

charged. Cancellations for ticketed events or events paid for in advance require two weeks' notice. These events are marked with an \* in the event title. If you are unable to give the appropriate two weeks' notice and we can take someone off the wait list to replace you, you will not be charged.

If members are accepted for an event and do not call to cancel and/or do not show up for that event they will be charged.

### **DRESS CODE/HYGIENE**

Members are expected to wear clothing appropriate to the occasion, as well as present a clean, neat appearance. Adult Recreation Services reserve the right to send people home if not dressed appropriately.

\*Please see the description of events at the time of registration for additional information \*

### **LEAVING THE PREMISES**

Members must inform staff/volunteers whenever there is a need to leave the group during an event and must receive permission before doing so.

### **GUARDIANSHIP**

Recreation members under 21 may not gamble or drink alcohol at events. Members that are 21 and over and their own guardian, may attend events involving monetary gambling and may consume up to two alcoholic beverages at events.

### **ILLNESS**

In order to maintain your own health and prevent the spread of illness, we ask that you stay home if you present any signs of illness including, but not limited to a fever of 100°F or more, diarrhea, vomiting, conjunctivitis (pink eye), impetigo, lice, or an undiagnosed rash. If you have a fever, you should stay home until you have been fever-free for *at least 24 hours without the need for a fever reducing medication*. If you have had a communicable disease or serious medical condition, including hospitalization, you will need a note from your doctor clearing you to return. If you present with any signs of illness while at an event, you will be sent home. The agency nurse may be consulted with regarding some medical situations.

### **MEDICATION**

Staff persons who are Medication Administration Certified are available to give medications at events, when necessary; however, members are encouraged to take their medications prior to events, if possible. A physician's order must accompany the prescribed medication.

Prescription medication must be labeled with the original pharmacy label including the member's name, physician's name, prescription number, date, medication name, dosage, and frequency of administration. If used, a medication administration record must be provided for proper charting.

**ACCIDENTS AND INJURIES**

For minor incidents, such as scratches, scrapes, bruises, bug bites or stings, the appropriate first aid will be applied. The emergency contact(s) will be notified in person or by phone of such incidents.

**MEDICAL EMERGENCIES**

For more serious injuries, Community Living staff will call 911 and notify the emergency contact(s) immediately.

**INCLEMENT WEATHER**

Recreation staff will notify members if an event is cancelled due to inclement weather.

**HOLIDAYS**

Adult Recreation Services observes and does not offer activities on the following holidays: New Year's Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day.

### CONTACT INFORMATION

Website: [www.communitylivingmo.org](http://www.communitylivingmo.org)

#### **Director of Recreation Services**

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#### **Recreation Managers**

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#### **Family Center Office**

Liz Smith

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