

Inclusion Services Policies & Procedures

Questions: please contact inclusion@cityofevanston.org; 847-424-5496 (voice) or 800-526-0857 (IL Relay Center voice transmission.)

Goals of Evanston Inclusion Services

- To provide opportunities for individuals with disabilities to participate safely and successfully alongside peers in the City of Evanston's Parks & Recreation programming.
- To provide access to the goals, benefits, and overall experience that all participants in the program receive through reasonable, least restrictive accommodations which do not fundamentally change the recreation program.
- To facilitate understanding, collaboration, and connections within all Parks & Recreation programming and within the community.

Receiving Inclusion Services

Requests for Inclusion Services can be initiated by Parks and Recreation staff or participant and/or guardian(s).

Parks and Recreation staff must request Inclusion Services by completing the following steps:

- Staff communicates with the participant/guardian to inform them of any concerns related to safety and successful participation in the program. Staff informs participant/guardian that they will be contacting the Inclusion Coordinator for support.
- Staff contacts the Inclusion Coordinator to communicate concerns.
- Inclusion Coordinator schedules an observation of participant at program.
- After observation, Inclusion Coordinator provides an observation summary to the staff requesting assistance, which will include a determination about any support/accommodations needed.
- The staff provides this summary to other applicable staff in the program and to participant/guardian.
- If it is determined that accommodations are needed, the Inclusion Coordinator contacts the participant/guardian to complete an Inclusion Assessment.
- Inclusion Coordinator provides tools to program staff for accommodations as needed.
- If it is determined that an Inclusion staff is needed, the Inclusion Coordinator begins the process of assigning/hiring and training an Inclusion Aide.
- In the case that an Inclusion Aide is not available, the participant will be placed on the Inclusion waitlist.
- Program fees paid will be prorated as needed based on any missed days after the initial observation.
- If an Inclusion Aide is not found by the end of the program season, all fees will be credited back to the participant/guardian.

Participant and/or guardian must request Inclusion Services by completing the following steps:

- Participant/guardian are encouraged to contact the Inclusion Coordinator as soon as possible once determining what program(s) the participant would like to attend.
- Once registered, the participant/guardian completes an Inclusion Assessment with the Inclusion Coordinator to determine any accommodations needed for safe and successful participation in the program.
- Inclusion Coordinator communicates with program staff and prepares tools as needed for any accommodations for the program.
- If it is determined that an Inclusion Aide is needed, the Inclusion Coordinator begins the process of assigning/hiring and training an Inclusion Aide.
- In the case that an Inclusion Aide is not available, the participant will be placed on the Inclusion waitlist.
- Program fees paid will be prorated as needed based on any missed days of the program due to an Inclusion Aide not being available.
- If an Inclusion Aide is not found by the end of the program season, all fees will be credited back to the participant/guardian.

Accommodations Provided Through Inclusion Services

Following guidance from the ADA (Americans with Disabilities Act), any accommodations provided for safe and successful participation in a Parks & Recreation program will be reasonable, least restrictive, and will not fundamentally change the program.

Accommodations and levels of support needed will be determined on a case-by-case basis and may include:

Inclusion Services will be re-evaluated as necessary with consistent communication between the Inclusion Coordinator, participant/guardian, Parks & Recreation program staff,

Training and education for program staff	Adapted equipment and/or tools for program staff	Check-ins and visits from Inclusion Coordinator throughout the program
Modifications to program structure or routine	Inclusion Aide added to the program	

Maximum support

and Inclusion Aide, if applicable. An increase in support will be adjusted based on the needs of the participant as determined by the Inclusion Coordinator.

Inclusion Aide Assignments

Inclusion Aides are trained to provide support as needed to help Parks & Recreation staff include the participant in programs. This training includes adapting activities, behavior management, disability awareness, incorporating visual and sensory tools, and other participant-specific tasks as needed, such as assistance with personal care (i.e. changing clothes, eating, toileting, etc.) mobility, or communication.

While every effort will be made, the determination of maximum support and the need for an Inclusion Aide does not guarantee that an Inclusion Aide will be available. Needs will be considered on a first-come, first-served basis and Aides will be assigned based on availability as well as skill level required. Due to the high volume of Inclusion Aides needed citywide, the same Inclusion Aide cannot be guaranteed from program to program. Inclusion Aides will not be provided for programs which do not require pre-registration (e.g., drop-in camp, open gym, and family programs.)

Attendance

- If an assigned Inclusion Aide is unable to work due to an emergency or illness, every effort will be made to place an appropriate and available substitute with the participant. If a substitute is unavailable, the participant will be unable to attend the program until an Inclusion Aide is available. Applicable program fees will be prorated until an Inclusion Aide is available.
- If a participant is going to be absent, the participant/guardian must contact the Inclusion Coordinator and Parks & Recreation program staff/designee as soon as possible.
- If the participant is absent three times during a single program, the Inclusion Aide will be removed and re-assigned to a participant on the Inclusion waitlist. This results in immediate discontinuation of participation for this participant for the remainder of the program.

Code of Conduct Policies

- Every effort will be made to provide opportunities for a participant with a disability to safely and successfully participate in Parks & Recreation programming. Receiving Inclusion Services does not exempt a participant from the City of Evanston's Parks & Recreation Code of Conduct as well as program rules and consequences. The modifications/accommodations are provided to assist the participant in following the rules. They do not, however, exempt the participant from following the rules.
- If a participant is unable to comply with these rules, even with accommodations in place, they may be subject to disciplinary procedures including discussions with guardians, suspension, or removal from the program if behaviors are deemed unsafe for the participant, peers, staff, and/or program environment.
- Please note an acknowledgment form must be submitted to the Inclusion Coordinator before Inclusion Services are initiated.