



Heart of Illinois Special Recreation Association

8727 North Pioneer Road, Peoria, IL 61615

309-691-1929

309-691-4383 (fax)

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INTRODUCTION

Welcome to HISRA and the After School Program! This handbook has been developed in order to familiarize you with the policies and procedures that govern this After School Program. Hopefully this handbook will address many of the questions that may arise pertaining to the After School Program. It is important to note that this handbook has been developed as a general reference guide and can be modified at anytime, with or without advance notice.

Please take the time to read the information carefully and fill out all necessary forms. It is important to maximize safety for both participants and staff at all times during the After School Program. Therefore, please understand that the rules and regulations that exist within this handbook will be strictly enforced to maximize both the participant's safety and success at the After School Program.

MISSION STATEMENT

It is the mission of the Heart of Illinois Special Recreation Association to provide a comprehensive system of leisure service delivery in the greater Peoria area which assists people with disabilities in the development of leisure skills, attitudes, and awareness and promotes their personal development and community leisure participation.

STEPS TO ENROLLMENT IN HISRA'S After School Program

Evaluation of prospective participant with Program Supervisor

Registration paperwork

Trial Visit (for new participants)

Follow up with Program Supervisor (if needed)

Remaining paperwork and payment

GENERAL INFORMATION

OBJECTIVE/PURPOSE

- To provide participants with a safe and nurturing environment.
- To introduce participants to a variety of recreation activities.
- To provide participants opportunities to increase socialization, self-discovery, increase independence and building skills through positive interaction.
- To provide opportunities for participants to increase physical fitness and participate in community activities.

GUIDELINES FOR PARTICIPATION IN AFTER SCHOOL PROGRAM

- Participant must be at least 4 years old.
- Participant must have a diagnosed disability.
 - Please understand that this program is not appropriate for all disability levels. All participants must be able to meet After School Program eligibility requirements, with or without special modification. Contact administrative office at 691-1929 for further information on other program options.
- Participant must meet health eligibility requirements (please review the health eligibility guidelines on page 7).
- Participant must meet level of care requirement (please review the Level of Care Guidelines on page 7, 8 and 9).
- Participant must have the ability to actively participate in at least 50% of program activities at a staff to participant ratio of 1:3.
- Demonstrate flexibility and ability to reasonably cope with changing situations.
- Allow others in the program and public to enjoy activity with limited disruption (within reason.)
- Demonstrate behavior that will not affect the safety of any individual including him/herself.
- Demonstrate social skills that promote a healthy environment.

AFTER SCHOOL PROGRAM MEETING DATES AND TIMES

- After School Program follows District 150 school calendar. If District 150 does not have school, the After School Program will not meet.
- The After School Program will NOT meet on the following dates for the 2011-2012 School Year:
 - Monday, September 5, 2011
 - Monday, October 10, 2011
 - Friday, November 4, 2011
 - Friday, November 11, 2011
 - Wednesday, November 23-Friday, November 25, 2011
 - Friday, December 23, 2011 – Monday, January 9, 2012
 - Monday, January 16, 2012
 - Monday, February 13, 2012
 - Friday, March 30, 2012
 - Monday, April 2, 2012 – Monday, April 9, 2012
 - Monday, May 28, 2012
- After School Program will meet from 3:00 p.m. to 6:00 p.m. at HISRA on regular school days. HISRA will provide services on Early Release Days at an additional cost. Please understand that non-registrants in the facility place an unfair burden on staff and the agency and may result in temporary or permanent suspension from the After School Program.

- Please understand that our participant/staff ratio is an important factor in maximizing participant safety. For this reason, and under ordinary and usual circumstances, we do not permit participants in the facility during non-AFTER SCHOOL PROGRAM hours that are not registered for any other appropriate program.
- If your child is in need of care outside of the program hours, please contact the HISRA office, additional fees may apply.

TRANSPORTATION

- Parents/guardians are responsible for arranging transportation to and from program and all related transportation costs.
- Contact CityLift at 497-3340 or Rural Peoria County (Country Care) at 697-3305 for transportation.
- Contact your school district to request transportation.

WHAT TO BRING

- Deliver all medications in the original prescription bottles or in clearly marked containers which include the participant's name, medication, dosage, and time of day the medication is to be given. Provide written directions to staff regarding specific instructions for medication.
- If the participant requires depends or other personal hygiene items, please send them clearly labeled along with any special instructions.
- A change of clothes to be left at HISRA.
- Please leave all personal items such as cell phones, pagers, electronic toys, and cards at home. HISRA and its staff are not responsible for lost or stolen items.

PROGRAM ATTIRE

- Participants are encouraged to wear closed toed shoes for comfort and safety purposes.
- Participants are encouraged to wear comfortable clothes that are appropriate for the activities of the day. No midriff shirts please.
- Please consult schedule for attire needs.

ACTIVITIES

- Participants may be placed into groups according to age and/or ability.
- Scheduled activities are subject to change when necessary.
- Please advise the staff on any special needs that the participant may have regarding hot or cold temperatures, sun and heat exposure. Include this information on the participant information form.

FINANCIAL INFORMATION

PAYMENTS

- The participant must have a \$0 balance prior to new season registration.
- Fees: \$10 Resident/\$15 Non-Resident. This is a daily rate.
- Early Release Days Fees: \$20 Resident/\$25 Non-Resident.
- Registrations are accepted on a seasonal basis only. Choose as many days as you wish for the season.
- Payment is due for the first month at the time of registration. Each month you will be billed on approximately the 15th of the month for the following month. Payment is due prior to services rendered. Failure to do so will result in temporary or permanent discontinuation of services.
- HISRA accepts cash, check (payable to HISRA), money order, or credit card (VISA, Master Card, or Discover).
- Returned checks are subject to all applicable bank fees.

- HISRA program, staff will not accept any form of payments. All payments must be made in person at the front desk during business hours (8:00 a.m.-4:30 p.m.), or placed in the drop box at the front of the building.
- You may also send a payment via mail to:
Heart of Illinois Special Recreation Association
8727 N. Pioneer Road
Peoria, IL 61615
- Fax registrations will be accepted for credit card payment only. Fax registrations to HISRA at (309) 691-4383.

THIRD PARTY PAYMENTS

- HISRA must receive a written statement from the billable party no later than fifteen days prior to the start of the program season.
- If the third party denies the request to fund the program, the participant, parent or legal guardian is responsible for payment.

REFUND & WITHDRAWAL POLICY

- All refund requests must be made in writing at the HISRA office two weeks prior to the start of the month for which the refund is being requested.
- Please allow 2-4 weeks to receive a refund.
- HISRA understands special circumstances may arise; please contact the HISRA office with these needs.

WAITING LIST

- Waiting lists are established once the program is filled. If a vacancy occurs, waiting list participants will be notified in the order in which they were placed on the list.
- Participants will then have 24 hours to contact the HISRA office in order to register for the session.

POLICIES AND PROCEDURES

GENERAL INFORMATION

- By law, all HISRA staff are mandated reporters and are required to report any suspected abuse/neglect.
- HISRA policy states that staff DO NOT transport participants to or from program. HISRA understands that many parents use program staff to provide personal services; however, HISRA is not responsible or liable in any form for these services. These are strictly private arrangements between the family and HISRA staff in their private capacity. HISRA makes no representations whatsoever about the skills, qualifications, and/or capabilities of HISRA staff for such private arrangements. When using program staff for such private services, program staff is not acting in any capacity as a HISRA employee, volunteer or agent. Rather, staff is acting as an employee, volunteer, or agent for the family. Please do not go through HISRA to obtain these services.
- It is the responsibility of the participant and/or parent/guardian to read the schedules, posted notices, and other important information that is distributed.
- The participant and parent/guardian must keep us informed about changes of phone number or address for all emergency contacts.
- During a medical emergency, if we cannot contact the parent/guardian and the participant needs immediate medical attention, we will call 911. HISRA also reserves the discretion to

