

ACCOMMODATION AND INCLUSION INFORMATION

CARD Inclusion Support Team

- Recreation Manager: Creates policy and supports the Inclusion Team
- Recreation Supervisor: Coordinates CARD camps and classes, and communicates with Contract Instructors
- Inclusion Coordinator: Receives request form and completes intake for participant; hires and schedules Aides; Trains Aides; provides onsite support; supports content implementation; liaison for Site Supervisors and Inclusion Aides

How does CARD support participants who need an accommodation?

CARD is happy to work with those who have special needs to ensure equal access to our recreation programs. In the case that a participant needs a 1-1 aide, CARD partners with Far Northern Regional Center (FNRC) to provide assistance. FNRC provides funding to CARD to hire and train Inclusion Aides to work with participants.

If you are aware of someone seeking assistance, please guide them to the *Reasonable Accommodations & Inclusion Policy* and *Accommodation Request Form* on the CARD website under Inclusive Programs or at chicorec.com/inclusion.

What training do Inclusion Aides receive?

Inclusion Aides receive specific training on disabilities and inclusion practices, as well as training on working and building a relationship with their participant. In addition, they will attend an orientation with the Site Supervisor of the program where they will be working.

During their time working as an Inclusion Aide, they will also have regular check-ins and continued training with the Inclusion Team. The Inclusion Coordinator is regularly available for more frequent check-ins that may take place based on questions the Aide has and/or how things are going with their participant.

What happens when someone requests an accommodation?

1. Family completes an *Accommodation Request Form*
2. Request is reviewed by the CARD Inclusion Team
3. Inclusion Team will meet with the family to determine participant needs
4. Accommodation plan is created
5. If Aide is required, CARD trains and places Aide
6. Inclusion team will schedule a meeting for placement

How might you interact with an Inclusion Aide?

If a participant in your program is approved to receive 1-1 assistance, they will be assigned an Inclusion Aide. The Aide is there to provide direct support, and work in partnership with all staff in the program, to ensure a successful program for all participants. If an Inclusion Aide is placed with a participant in your program, you will be notified about the placement and will receive an *Inclusion Participation Notification* that will include the following information:

- Participant information
- Program name and dates
- Pertinent intake information
- Assigned Aide with contact information
- CARD point of contact
- Plan if participant is absent

What are the expectations for Aides and Program Staff, and how can Staff support Aides?

- They are part of the team! Make them feel welcome as part of your team and treat them like you would any employee at your site!
- They will attend site meetings: add them to your staff distribution lists and methods of communication. Site Supervisors are encouraged to share program information with the Inclusion Aide.
- Give them a walkie talkie and make sure they know you are available to support them (even for personal reasons like using the restroom).
- The Site Supervisor and Inclusion Coordinator may both give the Inclusion Aide instruction on how to work with the participant and within the program. If site staff ever have concerns, please contact the Inclusion Coordinator or Supervisor.
- The Inclusion Aide will communicate all behavior issues with the participant's family, as well as through Participant Behavior Tracking. Depending on severity of behaviors, the Site Supervisor or Inclusion Coordinator and Supervisor may be involved.

Inclusion Participation Notification

Participant Name: Ben

Participant Age: 10

Program and Dates: Program Name
Days and Times

Pertinent Participant information: Participant is a fun-loving kid who is diagnosed with Autism Spectrum Disorder. Participant is verbal and can communicate independently with peers. Participant can sometimes get overstimulated which leads to frustration. This is greatly reduced when accompanied by a 1:1 Aide. Participant sometimes has trouble staying on task but is not a safety risk. Participant enjoys drumming, playing cards, cooking, and playing outside.

Diagnosis: Autism Spectrum Disorder, ADHD

Program Goals: While inclusion is the goal, the level of inclusion will vary from day to day and hour to hour. At times, Participant will be successfully participating with little to no support. One program goal is for them to abstain from having meltdowns during camp activities. The 1:1 aide is able to provide support during times of overstimulation and go to a quiet place if needed.

CARD Inclusion Aide and Contact: Inclusion Aide
Contact Information

CARD Inclusion Coordinator contact: Ben Kaiser
530-924-4263, bkaiser@chicorec.com

CARD Supervisor contact: Anjie Goulding
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