



Chico Area Recreation and Park District “Helping People Play”

Reasonable Accommodations and Inclusion Policy

Purpose

This Policy is designed to ensure compliance by the Chico Area Recreation and Park District (CARD) with the Americans with Disabilities Act (ADA) of 1990 and to facilitate opportunities for program participants with disabilities to engage in recreational pursuits in the most integrated setting possible. This policy establishes consistent procedures and guidelines for the participation of persons with disabilities in programs, activities and services offered by (CARD).

Policies

CARD makes every reasonable effort to ensure that its programs, activities, and services, when viewed in their entirety, are readily accessible and usable by individuals with disabilities. It affirms its commitment to assist individuals in developing and implementing a healthy, balanced leisure lifestyle by decreasing barriers to participation through program adaptations and accommodations with the following goals in mind:

1. To provide quality recreational and support services to persons with disabilities in a non-threatening environment.
2. To increase community awareness and availability of reasonable accommodations and inclusion support services.
3. To provide training and education to District staff on reasonable accommodations and inclusion support services.

Procedures

1. Registration/Accommodations Request
 - a. To ensure appropriate accommodations are met, participants in need of reasonable accommodations must register a minimum of fifteen (15) business days before the start date of an activity or program. At that time, participants in need of reasonable accommodations must indicate that they require accommodations in order to participate in the activity or program. If CARD does not receive notice at least fifteen (15) business days before the start date of the activity or program, it may limit or delay its determinations as to whether accommodations can be provided.
 - b. Participants requiring accommodations are required to complete and submit to CARD an Accommodations Request Form at least fifteen (15) business days before the start date of the activity or program. This form is available on the

District's website at www.chicorec.com, or at the main office located at 545 Vallombrosa Avenue, Chico, CA. Once received, a CARD staff member will contact the parent/guardian/individual to discuss the accommodations that are required for the participant to successfully participate in the program.

- c. CARD will not be responsible for transportation and may not be able to provide specially trained program aides.
- d. CARD shall refund all registration fees paid by any applicant for whom it cannot provide reasonable accommodations within seven (7) business days of such determination.

2. Assessment and Accommodations Plan

- a. Participants in need of reasonable accommodations and/or their family members will be required to participate in an intake/assessment process which includes a review and discussion about the information contained within the Accommodations Request Form. This intake/assessment process is conducted by CARD staff and is intended to enable CARD to understand and identify specific accommodations or support services necessary for participation. Upon completing the intake/assessment process, CARD staff will work with the participant/participant's guardian to develop an accommodations plan specific to each program or activity.
- b. If, through the intake/assessment process, CARD staff determines that reasonable accommodations or support services cannot be provided for the participant as originally requested, alternative options will be discussed with the participant and/or their family members.
- c. If an accommodation or support service is denied, CARD will provide a letter to the participant and/or their legal guardian outlining the type of accommodation requested, what CARD considered or attempted in connection therewith, why CARD denied the request, and any alternative accommodations that were offered.

3. Participant Monitoring and Evaluation

- a. A CARD staff member will coordinate with program staff and modify each individual's specific accommodations plan as needed based upon the participant's experience in the program or activity.
- b. Modifications to the participant's accommodations plan may need to be discussed with their parent/guardian or other family members.

Types of Reasonable Accommodations

Reasonable accommodations specifically mentioned in the ADA include, but are not limited to, the following:

- **Extra staff:** Providing additional employees or trained volunteers to assist the participant

- **Additional staff training:** subject to the below “Social Behavior and Safety” discussion.
- **Auxiliary Aids or Services:** This may include sign language interpreters, note takers, assistive listening services, cassette versions of documents, and Braille documents.
- **Changes to Rules and Policies:** When a rule can be changed without resulting in a fundamental alteration of the service, it must be changed for the person with a disability.
- **Adaptive Equipment:** Many vendors make adaptive sports equipment, adaptive game pieces, adaptive card holders, special eating utensils, and adaptive musical instruments. CARD shall make every effort to acquire adaptive equipment, if requested.
- **Removal of Non-Structural Architectural Barriers.** This will occur only when it is “readily achievable” to do so. When barrier removal is easily accomplishable and able to be carried out without much difficulty or expense. (ADA 36.304)
- **Other Effective Modifications.** Public entities do not necessarily have to make each of their existing facilities accessible. CARD will make every effort to evaluate how to provide program access through any number of methods. This may include alteration of existing facilities, acquisition or construction of additional facilities, relocation of a service or program to an accessible facility, or provision of services at alternate accessible sites.

Medication

CARD will only administer medication to participants if (i) the participant has been prescribed medication that must be administered in a medical emergency, the most common being the administration of an EPI pen due to allergies, and (ii) CARD has determined it reasonably can administer such. Should the participant require emergency life-saving medication administration, please complete the Medication Administration form and return it to CARD no later than 2 business days prior to the first day of any program. The forms are located on CARD’s website at www.chicorec.com, or at the main office. Should you have additional questions, please contact the main office at (530) 895-4711.

Personal Care Assistance and Toileting

Individuals with disabilities are welcomed and encouraged to participate in all CARD programs; however, CARD does not provide direct assistance with toileting, feeding and/or dressing.

Participants needing this higher level of assistance are permitted to bring their own personal assistant to the program or activity (at no additional charge) to provide any necessary personal care. Please be advised that the personal assistant may be subject to fingerprinting and a criminal background check depending on the registered program or activity. Other invasive procedures or assistance, such as tube feeding, catheterization, injections or oxygen tank monitoring also are not provided by CARD.

CARD staff may provide indirect assistance with toileting through the use of verbal cues and reminders, and may provide assistance with dressing (i.e. snapping, buttoning of clothing). CARD, however, does not provide assistance with diapering of participants. In some cases, the District may assist with lifting if it is identified that a two-person lift is necessary, and CARD is simply assisting the family-provided aide in transferring the participant.

Social Behavior and Safety

Under the ADA, an accommodation is not reasonable if it compromises the safety of the staff and/or participants, and/or significantly alters the purpose of the program or activity, and/or imposes upon CARD medical or therapeutic obligations that it cannot be expected to assume or perform as a reasonable accommodation. Safety issues will be formally identified and recorded.

If a participant's behavior is detrimental to another participant or participants in the program or activity or to the participant themselves (i.e. kicking, biting, hitting, spitting, self-abusing, refusal to stay with the group), a parent/guardian will be called to pick up the participant immediately if he or she is a minor, and if he or she is an adult, with his or her personal care attendant or other responsible party. If the behavior continues, a behavior plan will be added to the accommodations plan, and possible removal from the program or activity could result if the behavior cannot be reduced or eliminated.

If a participant/parent/guardian has not requested accommodations/modifications and has registered the participant for a program, and it is thereafter determined and communicated that an accommodation/modification is needed, the following steps will be taken.

- If a participant is deemed to be disruptive or unsafe, the participant will be removed from the program until a participant/parent/guardian meeting, inclusion profile, and discussion of the accommodation/modification necessary have been completed and a determination has been made by CARD that the participant may return to the program.
- If accommodation/modification is needed which includes the need for additional staff, there may be a time delay for participant to re-enter into the program until staffing is acquired.
- If it is determined that no accommodation/modification is needed, the participant may participate in the program, but must continue to meet the basic qualifying skills of the program.

Undue Burden

Reasonable accommodations for qualified participants are determined by individual need, programmatic elements, and staff competencies. Although CARD will give primary consideration to an individual's choice of accommodation, including auxiliary aids/services, CARD may deny an accommodation, if providing the accommodation, including auxiliary aids or services, would result, in addition to the concerns discussed in Social and Behavior and Safety above, in a fundamental alteration in the nature of the program, activity or service or result in an undue financial or administrative burden. In such instances, CARD will reasonably attempt to furnish another auxiliary aid that does not result in a fundamental alteration or undue burden.

CARD shall abide by the three legally identified categories to evaluate the determination of an undue burden:

- Undue Administrative Burden - When all existing and available resources are applied and an accommodation cannot be found, CARD has complied with the ADA requirements.
- Undue Economic Burden - When the cost of an accommodation will result in a substantial financial burden to CARD, a finding of economic burden is justified. In this situation, the overall CARD budget is used to determine the economic burden, and not that of the individual program or division budget.
- Fundamental Alteration – When the accommodation could be made, but would fundamentally change the activity or the policy, the accommodation need not be made.