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**General Superintendent
& CEO**

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Dear Parent/Guardian,

The Chicago Park District has an Inclusion Policy for participants receiving Inclusion Aide Services.

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This policy is effective as of January 1, 2014. Please remember Inclusion Aides are placed on a first-come, first-serve basis and assigned appropriately; registration is the first step of the request process.

Keeping your family members active and involved with the Chicago Park District is very important to us. Below are a few bullet points that are changes in this new policy and we don't want your family member to miss out on any program opportunities.

- ❖ The Parent/Guardian **MUST** register his/her family member who is in need of this service two weeks (10 business days) prior to the start date of the registered program. If you need to enroll in the payment plan option, this process should start two weeks prior to the start of program as well, so your request can be submitted. Arrangements for payment plan options are made at your local park.
- ❖ If the participant is registered after the two week deadline, the Chicago Park District reserves the right to prorate the fee of the program – charged 50% - for half of the program session (i.e. for a 10 week program, the participant will pay for and attend 5 weeks of program; if an Inclusion Aide is deemed necessary). The balance will be refunded.
- ❖ Once the participant is registered for a program, if registered online, it is the responsibility of the parent/guardian to notify the program's Park Supervisor of the request.

As the growth of the Inclusion Aide Service continues, this policy will allow the Chicago Park District to further provide a reasonable Accommodation for our patrons.

Please feel free to contact us with any questions or concerns you may have.

Sincerely,

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Chicago Park District Inclusion Policy

All patrons are required to create an account prior to registering for any program. The online registration process allows the patron to inform the Chicago Park District if a participant has a disability and if special accommodations are being requested. As the patron creates the account they must specify under the "questions section" exactly what they are requesting (i.e. Inclusion Aide). If a patron is requesting an Inclusion Aide it is imperative that the patron inform the specific park where the program is taking place that a special request has been made. The park staff will contact the Special Recreation Department regarding your request and complete the appropriate paperwork. After a request has been made, the participant may not attend sessions until an individualized assessment has been completed and, if deemed needed, an aide is placed.

Through the assessment and observation, it will be determined if an Inclusion Aide is necessary for the participant to successfully participate in the program. If so determined, the Special Recreation Department will work with the Human Resources Department to hire/place a qualified staff member. In result of the assessment, if it is determined that either an individual Inclusion Aide or a Shared Aide is necessary, the participant may not start the program until an appropriate aide has been assigned. If it is determined that an aide **is not** needed, the participant may start the program immediately.

To assure that a necessary accommodation can be made within a reasonable time period, a participant requesting an inclusion aide **must** register two (2) weeks (10 business days) in advance of a class or program's start date. Staffing and ability levels vary, and it may be limited at certain times/in some situations. To provide the best services possible, we need as much lead time as possible to match up aides with participants and schedule them. If not registered at least two weeks prior, Special Recreation staff will work on accommodating the request to have the participant start the program mid-session (i.e. If it is a 10-week program and they register on week one, they will be prorated - charged 50% - and start in week 6 for the remainder of the session.). If the Chicago Park District is unable to fulfill an approved request for an aide, a refund will be issued.

Inclusion Aides will not be provided for non-structured/non-registered programs (i.e. drop-in camp/open gym/family programs).

Inclusion Program participants must meet the following basic eligibility requirements: the ability and willingness to participate in group activities, the ability to understand and follow program rules and conduct themselves safely and appropriately within a group setting, and the ability to successfully transition from one activity to another. An accommodation will not be provided that fundamentally alters the nature of the program.

Approved 3/14/2012



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