



## City of Carson Therapeutic Recreation

### **Participation Guidelines, Rules, and Discipline**

Program rules have been established to ensure the safety, well-being, and enjoyment of each participant. We expect appropriate behavior at all times from program participants in order to prevent danger to themselves or others. It is our general policy to work with parents/guardians/caregivers in handling all disciplinary concerns. Parents, caregivers, and participants are asked to familiarize themselves with all information below.

#### GUIDELINES:

1. All participants must meet the age requirements by the start date of the program for which they are being registered.
2. Must be able to perform daily life skills (i.e. eating, dressing, toileting, etc.) without assistance.
3. Must be able to administer own medication.
4. Must be able to participate in a group setting with a staff-to-participant ratio of 1:8 unless otherwise stated.
5. Must be able to communicate basic needs.
6. Must be responsible for their own property.
7. Must complete registration, medical, and City of Carson release forms in their entirety.
8. Group home facilities are required to send a staff member to activities if more than four (4) of their clients participate in a program.

### **Late Fee Policy**

A late fee of \$5 per participant will be assessed for every 15 minutes (or portion thereof) participants are not picked up by the program's scheduled ending/closing time (Example: If the program ends at 4:30 p.m. and the participant is picked up at 5:12 p.m., the assessed late fee is \$15). In such cases, parents/guardians/caregivers will be asked to sign a Late Fee Notice. Payment is due to the Human Services Office within five (5) working days of the incident. Continued lateness will result in termination of the participant from the program. Thank you for your cooperation.

## **PROGRESSIVE DISCIPLINE SYSTEM**

The following consequences serve as a guide. Depending on the severity of the behavior, other actions may be taken.

### **Verbal/Written Warning**

- Participant will receive a verbal warning from staff. Staff will have a discussion with participant about the behavior, reasons for the warning, consequences, etc. Depending on the situation, the participant may be asked to take a short break away from the group.
- The second verbal warning will be documented in writing and shared with parents/guardians/caregivers.
- Depending on the severity of the behavior, parents may be notified in writing on the first occurrence of the behavior. Multiple written warnings may result in suspension.

### **Suspension**

- Automatic one-day suspension if the participant is disrupting the program.
- After the first written warning and if the participant continues to not follow the program rules, they will be suspended for one event (the next day the program is held).
- Depending on the severity of the behavior, a participant may be suspended immediately and from multiple programs. Before returning to the program, the participant and a parent/guardian/caregiver must meet with the Therapeutic Recreation staff and/or Coordinator.
- If this is a once a year program, the participant will not be allowed to return the following year.
- If the suspension is on the last day of the program, the suspension will carry on to the beginning of the new session.
- If the program rules are not followed upon returning from the one day suspension, the participant may be suspended for additional days up to termination from programs.

### **Zero Tolerance Policy:**

The following actions will result in an immediate consequence which may include suspension or expulsion from programs:

- Possession of illegal drugs, alcohol, and tobacco
- Possession of fireworks or explosives of flammable material to include, but not limited to firecrackers, rockets, sparklers, etc.
- Behaviors or comments suggesting discrimination
- Possession of firearms or any generally recognized weapon
- Leaving site without permission
- Fighting, making threats, or stealing
- Inappropriate language
- Inappropriate behavior or comments of a sexual nature

I have read and understand the program rules and disciplinary guidelines. I understand that this form will be used for any program I participate in.

Print Name of Participant: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_