

ADAPTIVE RECREATION AND INCLUSION POLICIES (Updated November 2018)

To ensure the safety and enjoyment of all participants, Reach for Resources, Inc. (Reach) has set the following participant guidelines. When registering for a program, you are demonstrating that you have read and understand these program guidelines, agree to agree to abide by these guidelines, and understand that actions may be taken if they are not followed. By registering for an activity, you and your heirs waive claims for damages you may have against Reach and its representatives, for any and all injuries from whatever cause suffered by the registered participant(s).

REGISTRATION

- All participants must be registered for a program in order to attend. Friends, housemates, etc. cannot attend with a registered participant without obtaining special permission from the Reach Recreation Department. If the activities are held at a community center, there are often common spaces where others can wait.
- Registrations are accepted online, in person, or by mail. Registrations are not taken at programs or over the phone.
- In order to maximize efficiency and organization please register at least two weeks prior to the beginning of a program. Some programs do fill up
- If you register for a recurring program after it has started, Reach will welcome you to join and prorate the registration fee as long as there is space in the program.
- Online registration closes three days prior to each program.

REGISTRATION CONFIRMATION

- Registration confirmations will be sent to the email used during registration or the email provided on the email form. If you need a confirmation sent to a different email, please specify that during registration or contact the Assistant Director of Recreation at 952-393-5866.

PRICING

- Where two prices are listed for classes, the first is the resident/member rate, and the second is the non-resident rate. Residents are considered any person living in one of the following cities: Brooklyn Center, Brooklyn Park, Chanhassen, Chaska, Golden Valley, Maple Grove, Plymouth, or St. Louis Park.

PAYMENT METHODS

- For pre-registered activities we accept all major credit cards, cash, checks, and money orders. CDCS waivers can be accepted but require some additional paperwork. Traditional waivers are accepted only for Weekend Ventures programming.
- For pay-at-the-door activities, please bring cash or check.

REACH CLASS CANCELLATIONS

- **Insufficient Registrations**
 - If there are not enough people registered for a program, it will be cancelled a minimum of 3 days prior to the beginning of the program. Participants will be notified by the email used during registration, and a refund will be processed for the full amount of the class.
- **Inclement Weather**
 - If classes or recreation activities are canceled due to inclement weather, Reach will schedule a make-up session whenever possible. If this is not possible, we will offer a full refund for the program. For a

recorded message about activity cancellations, call 952-200-3030 and follow the directions to get to the weather line. You may also check our social media for updates.

CLASS WITHDRAWAL (UPDATED IN 2019)

- Participants that call or email to withdraw from an activity at least two weeks prior to the activity are eligible to receive a refund (except for Weekend Ventures, which abides by a separate cancellation policy). A \$5 cancellation fee will be charged per class. Refunds are not awarded with less than 2 weeks' notice or for ticketed events.
- There are no refunds for missed classes.
- WEEKEND VENTURES CLASS WITHDRAWAL
 - Due to staffing demands, supply costs, and hotel room costs, we require all Weekend Ventures registrations to be confirmed four weeks prior to the first day of the program. Late registrations (within a 4-week window) may be accepted if there is space in the program. Cancellations that are made with less than 4 weeks' notice will incur a fine of 50% of the program costs that cannot be covered by the waiver.

SUPPORT STAFF/CAREGIVERS

- Support staff and caregivers are welcome to attend all Reach Programming with the exception of On the Town. Support staff and family can attend most activities free of charge but are required to pay for ticketed events that they wish to attend.

INTAKES

- Intake meetings are requested prior to joining Social Seekers, On the Town, or Weekend Ventures Programming. No other programs require an intake meeting prior to registration.

ARRIVING EARLY OR DEPARTING LATE

- Reach cannot be responsible for participants who arrive early or depart late from the scheduled program times. All participants who arrive early to a program must wait in the lobby or near the front entrance until staff arrives.
- If a participant is more than 5 minutes late at a community-based event, staff may no longer be waiting for your arrival. Please follow the pre-determined steps set up with Reach staff or call the number on your program schedule to learn how to meet up with your group.

LATE PICKUP FEE

- If a participant is not picked up immediately after the end of a program, a \$10 fee will be billed for every 15 minutes after the scheduled program ending time.

ATTIRE

- Participants in art and cooking classes should dress in old clothing and/or bring a paint shirt or apron. Reach will not be responsible for clothing that is damaged.

ALCOHOL

- Individual participants are allowed to drink alcohol in moderation while at outings in the community provided (1) they are not taking any medications that interact negatively with alcohol, (2) they are not driving themselves home from the program, and (3) they are 21 years of age and can provide proper identification. Individuals are advised to accept the guidance of their legal guardian and physician when deciding whether or not to order an alcoholic beverage. If you choose to order an alcoholic beverage, please do not share it

with anyone else. Please see behavior policy below.

TOBACCO

- During Reach sponsored events, use of tobacco products will be allowed only at designated times and in designated areas to be determined by Reach staff so as not to interfere with other participants' health.

DRUGS

- Illegal activity, including but not limited to the possession or use of illegal substances, will not be allowed at any and all programs sponsored by Reach.

MEDICATIONS

- Prescription and non-prescription drugs are the sole responsibility of the participant. At no time can a Reach staff assume responsibility for or administer medications in any form (with the exception of our Weekend Ventures program). If emergency medications may be required, participants should have a caregiver with them at all times.

ILLNESS/INJURY

- In the event that a participant becomes ill or sustains an injury, Reach staff will contact the family or caregivers immediately unless otherwise instructed.

SAFETY AND BEHAVIOR POLICY

- To create a physically and emotionally safe environment, participants while at Reach programs may not:
 - Physically attempt to cause injury to themselves or others.
 - Physically attempt to cause destruction of property.
 - Verbally threaten other participants, staff, or others.
 - Engage in inappropriate physical contact with other participants, staff, or others.
 - Use consistent unsafe behavior to themselves or others.

If the above policies are not followed, Reach reserves the right to immediately remove the participant from the program(s). At a later time, the following steps may be taken:

1. The supervisor will talk with the participant and caregiver to discuss a plan for success so that the participant can continue to come to program(s).
2. If behavior continues or the plan is unsuccessful and all reasonable possibilities have been exhausted, Reach reserves the right to implement one or more of the following consequences:
 - a. Discuss program adaptations that can be made to increase success and minimize behavior concerns.
 - b. Suspend participation for a time period as determined by a Reach supervisor and parent/guardian.
 - c. Establish a probationary period upon the participant's return from suspension. Agreed improvement must consistently be demonstrated within the probationary period. A second suspension could be implemented if participant does not follow set guidelines.
 - d. Adjust the types of program activity the participant is eligible to participate in.

- e. Reach reserves the right to implement an immediate, indefinite, suspension from programs if the behavior is severe enough to put the participant themselves, other participants, staff, or community members in danger of harm.

ADDITIONAL POLICIES FOR INCLUSION PARTICIPANTS

- Please notify staff if the person receiving services is not able to attend programming for any reason. You may contact the Director of Adaptive Recreation & Inclusion at eorr@reachforresources.org or 952-393-5880. If notifying us of an attendance change the day of a program, please call rather than email.
- If the person in the program misses programs without notifying the director more than two times in one program, Reach inclusion services may be terminated.
- Each family is requested to complete an inclusion questionnaire before the start of the program so staff can be as prepared as possible to provide necessary supports for each child's unique needs. Reach staff will attempt to create the best possible environment for the person receiving services in order to ensure a successful experience for all.

REGISTRATION LIABILITY CLAUSE

I understand that participation in this activity is completely voluntary and the activity is being offered for the benefit of the participant. Reach for Resources, Inc. along with its agents and employees shall not be liable for any claims, injuries, or damages of whatever nature incurred by the participant arising out of, or connected with, recreational activities. All participants must be registered for a program in order to attend. Please register at least 2 weeks prior to the beginning of a program. If there are not enough people registered for a program it will be cancelled a minimum of 3 days prior to the beginning of the program. Participants will be notified by email and a refund will be processed. If classes or recreation activities are canceled due to inclement weather, Reach will schedule a make-up session or offer a refund when possible. For a recorded message about activity cancellations, call 952-200-3030. Participants can be refunded for registration fees when cancellations are made 14+ days prior to a program, but these refunds are subject to a \$5 processing fee. Weekend Ventures cancellations must be made 4 weeks in advance or are subject to a fee up to 50% of the cost of the program. Refunds are not awarded for ticketed events. Caregivers are welcome to attend all Reach Programming with the exception of On the Town. Support staff and family can attend most activities free of charge but are required to pay for ticketed events that they wish to attend. Caregivers are asked to provide any 1:1 support that the individual they are supporting may need. Reach cannot be responsible for participants who arrive early or depart late from the scheduled program times. If a participant is more than 5 minutes late at a community-based event, staff may no longer be waiting for your arrival. If a participant is not picked up immediately after the end of a program, a \$10 fee will be billed for every 15 minutes after the scheduled program ending time. Participants in art and cooking classes should dress in old clothing and/or bring a paint shirt or apron. Reach will not be responsible for clothing that is damaged. Prescription and non-prescription drugs are the sole responsibility of the participant. Please visit the Reach website for further information on these policies as well as a full description of our drug, alcohol, tobacco, and behavior policies. *By registering for activities, you acknowledge that you have read and understood these Terms and Conditions and you agree to be bound by them.*