



Inclusion Services Welcome



Welcome To Inclusion Services!

Thank you for choosing to participate in an inclusive recreation opportunity! We hope that you and your family member will find the experience to be both enjoyable and rewarding. We realize that some may not have prior experiences in the area of inclusion, so we have created this guide to serve as a resource. If you have any questions or concerns during the course of your experience, please do not hesitate to contact a member of the Western Dupage Special Recreation Association (WDSRA) Inclusion Team. Let us introduce you to the members of our team:



Inge Papaeliou, CTRS, Inclusion Supervisor— Inge joined the Inclusion team in July 2009, but she is definitely no stranger to WDSRA or to the area of inclusion. Inge has worked for WDSRA in various capacities for the past 15 years. She has also coordinated inclusion services at the South Suburban Special Recreation Association. Inge has a degree in Therapeutic Recreation from Western Illinois University. Inge coordinates services for Glen Ellyn and Naperville Park District residents.



Ted Adatto, Inclusion Supervisor— Ted is the newest member of the Inclusion team. He joined the WDSRA staff in October 2010. Ted came to the agency having served in the area of inclusion for eight years at the Northern Suburban Special Recreation Association, most recently as a behavior specialist. Ted has a degree in Education, with a minor in Special Education. He coordinates services for residents in Bloomingdale, Carol Stream, Roselle, Warrenville, West Chicago, Wheaton and Winfield.



Tammy Kerrins, CTRS, Manager of Inclusion— Tammy has been involved with the area of Inclusion at WDSRA since September 2000. Tammy's involvement with Special Recreation Associations (SRA's) began 20 years ago during her internship. She has held a variety of positions at other SRA's ever since. Tammy has a degree in Therapeutic Recreation from the University of Wisconsin in LaCrosse. She is responsible for overseeing all aspects of inclusion.

WELCOME

Registration Procedures

WDSRA, in cooperation with our member districts, is committed to providing a variety of recreation and leisure choices for the individuals who have special needs that reside in our member communities. Any individual enrolled in a park district program who has special needs is eligible to receive inclusion services. The request for inclusion services should be made at the time of registration with the park district: when registering, please indicate on the registration form that accommodations are needed. Though not required, families are encouraged to contact a member of the WDSRA Inclusion team to inform them of the need for support so that advance coordination of services can begin.

Early notification is critical to the inclusion process and to facilitating a successful experience. If it is deemed that an accommodation should be provided, it is important that WDSRA have advance notice: ***we request a minimum of two weeks advance notice*** to secure necessary accommodations. Understandably, untimely or incomplete notice to the park district and/or WDSRA may result in temporarily suspending participation pending the ability to assess and address inclusion needs. Families are encouraged to err on the side of caution and to advise the park district of any special needs or requests for reasonable accommodation at the front end of the registration process.

REGISTRATION PROCEDURES

Inclusion Accommodations

WDSRA Inclusion Team members work diligently to ensure that necessary accommodations for success are in place prior to the start of a program. Through open communication with park district staff, participants and family members a plan for accommodating those who have special needs is determined. Accommodations can include the following: providing behavior management support, training for the instructors, sign language interpreters, adaptive materials and equipment, ability awareness training and the provision of a support staff member.

Inclusion Support Staff

In certain circumstances, additional staff, called “support staff” are recruited and trained to assist an individual who has special needs while that person participates in a park district program. The support staff member is hired to support the park district *program* and *staff*. A support staff member is not hired or intended as a private instructor, tutor, caregiver or respite worker. Inclusion support staff members will ordinarily have a background through education and/or experience and training in working with individuals who have special needs. The park district, in cooperation with WDSRA, determine on a case-by-case the need for support staff. The provision of support staff is provided at no cost. Families must, however, register through their park district and pay the appropriate registration fees.

If the provision of a support staff member is deemed a necessary accommodation, you will receive a roster from WDSRA once that staff member is secured to assist. This roster includes the contact information for the support staff member who will be assisting. Please see the “Roster Information” section for an example and more details.

Boardmaker Communication

WDSRA has Boardmaker Communication software. If you/your family member relies on picture schedules or the use of icons to facilitate communication, please inform a member of the WDSRA staff: we would be happy to provide them for use during an inclusive experience.

INCLUSION SUPPORTS

Advance Notice and Preparation

WDSRA strives in each situation to create the most positive, ideal inclusive opportunity for each participant. Pre-planning and preparation are essential elements that create the foundation for a successful inclusive experience. WDSRA requests a minimum of two weeks advance notice so that necessary accommodations can be secured. Please do not jeopardize participation: provide WDSRA with ample time to assess and address individual needs and secure necessary accommodations by registering early.

Absences

Open and ongoing communication is key to the success of inclusion. If you/your family member will be absent, please inform the support staff person directly or contact a member of the WDSRA Inclusion Team. You will receive contact information for the support staff member prior to the start of your experience.

Program Changes/Drops

We understand that at times programs cancel due to low enrollment, families choose to participate on a different day/time and that, in some cases, family circumstances change affecting one's ability to participate in a program as planned. Should you decide to cancel enrollment in a program or find out that initial program details have changed, please contact a member of the WDSRA Inclusion Team so that appropriate action can be taken.

Accommodation Needs Update

Participant needs are ever-changing. We ask that you inform us of changes in accommodation needs so that we can be better prepared to facilitate a positive experience. Whether there has been a change in medical status, social needs, behavior support or some other area, please inform a member of the Inclusion Team at the WDSRA office so that we can update your/your family member's records. The information you provide is shared with both WDSRA support staff members and the park district program instructors. Communication is truly the key to a successful experience: please help to ensure that staff members are adequately prepared with up-to-date information by contacting us whenever there is a change in accommodation needs.

INCLUSION PROCEDURES

What is WDSRA?

The Western DuPage Special Recreation Association (WDSRA) is a cooperative extension of nine member Park Districts. WDSRA provides a variety of recreation and leisure services for individuals who have special needs. Communities served by WDSRA include: Bloomingdale, Carol Stream, Glen Ellyn, Naperville, Roselle, Warrenville, West Chicago, Wheaton and Winfield.

Who is eligible for inclusion services from WDSRA?

Any individual who registers for a program in one of WDSRA's member park districts and has a special need is eligible to receive inclusion services.

Is there a limit to the number of programs one can register for per season and receive inclusion support?

There is not a limited number of programs per season in which WDSRA will provide inclusion support. WDSRA staff will make needed accommodations in each program every season for individuals who have special needs.

What is the cost for inclusion services from WDSRA?

Inclusion services are provided at no cost through WDSRA and the member park districts. Participants must pay the park district program fees, but there is no additional cost for inclusion support.

Who do I contact if I have questions?

If you have questions or need assistance regarding the program or the program content, please contact the park district. If you need inclusion assistance please contact the WDSRA office, (630)681-0962, and ask to speak to a member of the inclusion team. Additional information about WDSRA and inclusion services can be found on the WDSRA website: www.wdsra.com.

FREQUENTLY ASKED QUESTIONS

WDSRA Inclusion Team Contacts

WDSRA Phone Number: (630)681-0962

WDSRA Website: www.wdsra.com

Ted Adatto, Inclusion Coordinator— teda@wdsra.com

(Coordinates services for residents in Bloomingdale, Carol Stream, Roselle, Warrenville, West Chicago, Wheaton and Winfield)

Inge Papaeliou, Inclusion Coordinator— ingep@wdsra.com

(Coordinates services for residents in Glen Ellyn and Naperville)

Tammy Kerrins, Manager of Inclusion— tammyk@wdsra.com

Park District Contact Information

Park District	Address	Telephone Number	Website Address
Bloomingdale	172 South Circle Bloomingdale IL 60108	630)529-3650	www.bloomingdaleparks.org
Carol Stream	391 Illini Drive Carol Stream IL 60188	(630) 784-6100	www.csparks.org
Glen Ellyn	185 Spring Avenue Glen Ellyn IL 60137	(630) 858-2462	www.gepark.org
Naperville	320 W Jackson Avenue Naperville IL 60540	(630) 848-5000	www.napervilleparks.org
Roselle	555 W Bryn Mawr Roselle IL 60172	(630) 894-4200	www.roselleparkdistrict.com
Warrenville	3S260 Warren Avenue Warrenville IL 60555	(630) 393-7279	www.warrenvilleparks.org
West Chicago	157 W Washington St West Chicago IL 60185	(630) 231-9474	www.we-goparks.org
Wheaton	1777 South Blanchard Wheaton IL 60187	(630) 690-4880	www.wheatonparkdistrict.com
Winfield	0 N 020 County Farm Winfield IL 60190	(630) 653-3811	www.winfieldparkdistrict.com

CONTACT INFORMATION

Roster Information

Below is a sample activity roster. Families receive this roster when a WDSRA support staff member has been secured to assist in a member park district program. The roster contains a number of very important pieces of information: 1) Class details; 2) Name and phone number of the support staff; 3) Important class information and 4) Participant information.

When you receive a roster we ask that you review the Class Details (1) and the Participant Information (4) to verify that it is correct. If those details are not correct, please contact a member of the WDSRA Inclusion Team immediately, (630)681-0962.

Because we feel that increased communication can only enhance the inclusion experience, we encourage families and support staff to communicate prior to the start of a program. If you would like to initiate contact with the support staff member, please look at section (2) for their contact information. We also encourage ongoing communication with staff. If details change (i.e. you/your family member will not be attending, there has been a change in the time, class is cancelled due to instructor illness, etc.) we would greatly appreciate it if you would inform either a member of the WDSRA Inclusion Team or the support staff member.

Run Date: 02/10/11
Run Time: 1:11P

Activity Rosters

Activity-Section:	118299-1, Magic Class		
Dates:	02/09/2011 Thru 02/23/2011		
Time:	12:30P Thru 1:30P		
Meeting Days:	W		
Location:	DIST-SARC-SARC		
Waiting List	0		
Tot Enrolled:	1		
Section:	Max Count: 8	Min Count: 1	Status: A
Resident:	Max Count: 8	Enrolled: 0	
Non-Resident:	Max Count: 8	Enrolled: 1	

1. Class Details

2. Staff Name & Phone

Instructors:	Angie Koomla, HM Phone: , Cell Phone: , Inge Papaellou, HM Phone: (630)681-0962, Cell Phone:
Misc Comment:	Angie is unable to assist on 2/23. Inge will cover for her on that day

3. Important Information

Tammy Kerrins	Primary Guardian: Tammy Kerrins
Gender: F	Primary Emerg #:
BirthDay:	
Age: 0 Year	
Home Phone: (630)681-0962	
FM-Cell Phone:	

Class Description: Magic Class

4. Participant Information

ROSTER INFORMATION



Time for some basketball fun at the Winfield Park District!

**“[Staff] is absolutely wonderful with my son! This has been the BEST possible experience ever...Thank you for asking our opinion—your services go beyond what we ever even hoped for!!!!”
(Bloomingdale Park District Resident)**



Just chillin’ at the Carol Stream Park District’s after school program!

**“This was our first experience with WDSRA and I wasn’t sure what to expect. It was a very positive experience, the staff supported [our son] when he needed it and let him participate on his own when he could. They encouraged him to play with other kids.”
(Glen Ellyn Park District Resident)**



Warrenville Park District campers are “best buds”!

**“It was a pleasure having [staff] assistance with our son. [Her] enthusiasm for sports was evident which helped our son’s fear...because it is difficult for him. We have seen his confidence increase with repeated exposure to this class!”
(Naperville Park District Resident)**



The West Chicago Park District is the best! Peace out!

**“ Awesome! My son has thrived due to the efforts of the inclusion staff! [They are] very hard working, dedicated and a high level of expertise!”
(Wheaton Park District Resident)**



“Calling all kids! Come to the Roselle Park District for TONS of F-U-N!”

TESTIMONIALS

Evaluation

Both WDSRA and your park district thank you for choosing an inclusive recreation opportunity. We hope that all of your experiences are positive. We are committed to providing the highest quality service and rely on you to tell us how we are doing.

On the following page is a sample WDSRA Inclusion evaluation form. WDSRA staff distribute these forms at the conclusion of each program season. For those families who prefer to share their comments online, the evaluation can be accessed by going to www.wdsra.com/inclusioninfo.htm. Upon conclusion of each program, we hope that you will take a few moments to share your thoughts with us.

We hope that you will help provide specific examples of what went well during your experience and areas that could be improved. Sharing specific comments and suggestions at the bottom of the evaluation provides invaluable feedback to both WDSRA and your park district. Please help us know what to continue and what could have changed to make for a better experience by taking a moment or two to provide us with written comments. To provide the maximum benefit, please provide specific details and examples.

For instance, while it is helpful to say, *“The support staff member worked well with my child,”* it would be even better to give examples, as in the following: *“The support staff member excelled in the following areas: dependability, communication, and suggesting necessary program accommodations. One area for improvement that I would suggest is to be more enthusiastic with my child. The park district instructor readily accepted suggestions from the WDSRA support staff member which truly aided in making him an active class participant.”*

If, during the course of the program, you feel there is a matter which requires attention, please immediately inform either the WDSRA support staff member who is assisting or a member of the WDSRA Inclusion Team so that your concerns can be addressed in a timely fashion. At times we have not been made aware of potential areas for improvement until after a program concludes: in some instances, waiting to share feedback has delayed and perhaps hindered the ability to make changes. Additionally, it has affected the quality of the experience for the participants. Please do not wait to share your thoughts if you have major concerns during a program.

For program-specific information and concerns please speak to either the program instructor or a member of the park district staff. We greatly value your opinion and input.

EVALUATION



INCLUSION PARENT/PARTICIPANT PROGRAM EVALUATION

WDSRA and our member park districts constantly strive to provide high quality programs and services. In order to do so, we need your input. Please complete this evaluation form and return it in the enclosed envelope. You may also share your feedback with us by completing this online. Simply to go to www.wdsra.com/inclusioninfo.htm. If you have any questions, please feel free to contact Tammy Kerrins, Manager of Inclusion.

Participant's Name _____ Season _____

Program _____ Park District _____

WDSRA Support Staff Name _____

1-Needs Improvement 2-Satisfactory 3-Good 4- Excellent

1. Overall Program Rating

Enjoyment of the Program	1	2	3	4
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2. Program Content

Program Content Met Expectations	1	2	3	4
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Activities Were Appropriate	1	2	3	4
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3. Leadership

WDSRA Staff Worked Effectively with Participant	1	2	3	4
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WDSRA Staff Made Necessary Adaptations	1	2	3	4
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WDSRA Staff Provided Appropriate Level of Communication	1	2	3	4
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WDSRA Staff Were Prompt/Dependable	1	2	3	4
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Park District Staff Worked Effectively with Participant	1	2	3	4
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Park District Staff Were Supportive of Inclusion Process	1	2	3	4
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Comments and Suggestions (Please use the back of the page if needed)

Thank you for taking the time to complete and return this evaluation...your opinion DOES matter.