



Our Place

Recreation Center

Member Handbook

Updated – January 2011

Registration

- If you want to attend an activity at Our Place Recreation Center, there are several ways to be registered:
 - Complete the activity registration form in your newsletter and mail to Arc. The address is The Arc of Mower County, 401 2nd Ave NE, Austin, MN 55912.
 - Complete and bring your registration form to the Arc office during business hours or to any activity.
 - Checks should be made payable to The Arc of Mower County unless noted otherwise.
- Pre-registration is not required for activities unless it is noted either in the description or calendar that pre-registration is required. If you want to attend an activity but did not sign up, give Arc a call to see if there are any openings.
- Full payment must be received with your registration before it can be processed unless you have set up arrangements with the Program Director.
- Be sure to register early. Many activities have a limited enrollment and registrations are accepted on a first-come, first-served basis
- Multiple participants cannot be registered on the same form. A registration form must be completed for each participant attending.
- The activity that you wanted to attend was cancelled, because we did not know that you were interested in attending. In order for an activity to be held, all activities must meet the minimum enrollment of 5 participants. Please remember to register on time. Do not delay! Avoid disappointment by registering early. Activities will be cancelled when fewer than 5 registrations have been received in the office. If an activity is cancelled, you will be notified by phone and credit will be given to those registered.
- Any outstanding fees owed to The Arc of Mower County must be paid in full before you register for activities. If you are struggling to pay your fees and need to set up a payment plan, please contact the Program Director at 507-433-8994.
- When reviewing information about various activities, if it is stated that advanced registration is required, please make sure you are registered if you are interested in attending. This is for planning purposes, as many programs can and will be cancelled if there are not enough registrations received. Often supplies are purchased based on the number of registrations received. If you are not registered, there will be no guarantee that you will be able to participate if you show up.
- If you register for an activity and are unable to attend, please call the office at 507-433-8994 and notify of this change. If you are unable to attend, appropriate planning can be done and the start of the activity is not delayed due to awaiting your arrival.
- For the safety of all participants, parents and/or staff must personally check in with The Arc of Mower County staff when dropping off participants.

Wellness

In order to maintain a healthful environment for all participants, staff and visitors and to minimize the spread of any contagious illness, we ask The Arc of Mower County participants refrain from attending The Arc of Mower County programs if any of the following conditions exist:

- * Fever of 100 degrees or higher
- * Vomiting within the last 24 hours
- * Persistent diarrhea in conjunction with other symptoms
- * Contagious rash or a rash of unknown origin
- * Persistent cough and/or cold symptoms
- * "Pink Eye" (conjunctivitis) or discharge from the eye
- * Symptoms of mumps, measles, chicken pox, strep throat, flu, impetigo, head lice, mites and ringworm
- * Runny nose with yellow or green discharge, which indicates infection
- * Fatigue, due to illness, that will hinder participation and enjoyment of the program

Please notify The Arc of Mower County office if the participant contracts any contagious illness that will affect his/her attendance at the program. Participants should return to programs at the recommendation of the doctor, or, if not under a doctor's care, when the symptoms have clearly passed.

Medication Administration

All participants are required to have a Medication release form completed and on file at the office. A parent or guardian must sign this. This gives The Arc of Mower County staff authorization to dispense medication. If the participant is going to require medication during a field trip or activity, advance notice is required. The Arc of Mower County is not a primary care giving organization. Our staff are not medication administration certified. All medications that The Arc of Mower County staff must administer during programs must be pre-packaged in individual envelopes or containers and given directly to The Arc of Mower County staff. The Arc of Mower County staff must take physical possession of any medication that they are to assist with. The prepackaged medication containers should be labeled with the following information:

- * Name of Traveler
- * Directions including dates and times to be given
- * Type of medication/description
- * Number of pills/dose in container

Participants are allowed to administer their medications independently if desired. . The Arc of Mower County staff also needs to be aware of any side affects that come with each medication. The Arc of Mower County staff should also be informed of any allergies a participant might have, as food or drink might be provided at activities.

Supervision of Participants

The Arc of Mower County is not a primary care giving organization. Our staff are not trained in the areas of behavior management, personal cares, physical interventions, or medication administrators. It is the responsibility of the primary care providers/legal guardians to provide these types of services at any The Arc of Mower County function. It is the primary care providers/legal guardian's responsibility to follow each participant's Individual Service Plan/Risk Management Plan set up by their personal service team. Any participant who has a history of physical aggression, inappropriate sexual conduct and/or a "Rule 40" within the past year must be accompanied by a primary care provider/legal guardian to all The Arc of Mower County events. The Arc of Mower County Staff are not responsible for any personal care items and tasks for participants such as toilet visits, feeding, bathing, and/or dressing. Participants are required to bring their own staff to activities as necessary.

The Arc of Mower County is not responsible for supervision of participants before or after designated program times. The primary care providers/legal guardians must check participant in with The Arc of Mower County Staff before leaving the program area. At any time, if The Arc of Mower County Staff feel they can not provide safe, appropriate supervision during a program, The Arc of Mower County reserves the right to contact primary care givers/legal guardians and require them to remove or accompany the participant to the program. Primary care providers/legal guardians must be available to be contacted at any time during program for emergency purposes. The Arc of Mower County Board of Directors and/or the Executive Director reserve the right to review each participant's needs on an individual basis to determine appropriate supervision.

Credit

Our Place participants will be credited the amount paid for the activity if they are unable to attend, only if the participant calls and notifies The Arc of Mower County office 24 hours before the activity. Participants will also receive credit if The Arc of Mower County activity does not meet the minimum enrollment of 5 participants or if The Arc of Mower County needs to close for inclement weather. **ABSOLUTELY NO REFUNDS WILL BE GIVEN!**

Transportation

The Arc of Mower County provides FREE transportation to all current participants. Non-Members will be charged \$3.00 per ride in town and \$5.00 for out of town rides. Participants, who request a ride and either receive a ride from somebody else, ride their bike, walk, etc without cancelling their ride will be charged \$5.00. These fees will automatically be added to your account and you will be billed quarterly. Bus rules are located on the bus for all participants to follow.

Attendance

It is important that all participants be on time for all activities that you are registered to attend. Certain activities taking place at The Arc of Mower County that have already begun before the participant arrives are difficult to start over. It will be up to The Arc of Mower County staff whether or not the late participant will be able to take part in the activity or if the activity can be started over. If a participant cannot attend an activity, he/she cannot send a substitute in his/her place. Attendance is taken, so please be sure to check in with the staff at The Arc of Mower County.

Trips

All participants are required to have a Field Trip release completed out and on file at the office. This must be signed by a parent or guardian. If a participant that is registered and is unable to go, a substitution will not be allowed. Participants are asked to stay with the group and are required to ask The Arc of Mower County staff if they need to go away from the group. If inappropriate behavior arises, the following procedure will be used:

1. Two verbal warnings will be given.
2. A private talk with the participant
3. Participant will sit in the bus with The Arc of Mower County staff present.
4. Participant will not be allowed to attend field trips for a period of time to be determined by The Arc of Mower County staff.
5. The Arc of Mower County staff will arrange a meeting with the participant's staff and parent/guardian.

Examples of Inappropriate behavior include: Disrupting an activity, swearing, belching, acting out, yelling, inappropriate touching, arguing with staff, stealing, etc.

Annual Information and Release Forms

The Arc of Mower County requires all participants to complete an Annual Information Form before participating in any program activity. This form provides staff with valuable information, which allows The Arc of Mower County to conduct its activities in the safest possible manner and to meet the basic needs of the participant. This form expires every year. All information is kept strictly confidential and enhances successful participation.

Weather Related Closings

In the event of severe weather, cancelling programs may be in the best interest of our participants. The following guidelines will be used to determine cancellations:

1. At any time, if the actual air temperature or wind chill is reported at -15 degrees or if the actual air temperature or heat index is over 95 degrees.
2. Four hours prior to activity/program start and there is a Weather Warning (Example: Winter Storm, Blizzard, Wind Chill, Heat, Thunderstorm, Tornado Etc.) or Advisory (Wind Chill, Heat Etc.).
3. Notices will be publicized via radio (My US Country 99.9FM), Television (KAAL and KTTC) and Facebook (www.facebook.com/arcmc).

Dismissal from The Arc of Mower County

If a behavioral problem arises the following procedure will be used to deal with the situation:

1. The participant is given a verbal warning. The incident is discussed with the participant. Staff explains to the participant why they received the verbal warning.
2. The participant is given their first warning and called into the office. The participant is reminded of the verbal warning that was given. The incident is discussed with the participant. Staff writes a description of the incident and explains to the participant why they received the first warning.
3. The participant is given their second warning and called into the office. The participant is reminded of the verbal warning and the first warning that was given. The incident is discussed with the participant. Staff writes a description of the incident and explains to the participant why they received the second warning.
4. The participant is given their third warning and called into the office. The participant is reminded of the verbal warning, the first warning and the second warning that was given. The third warning is suspension. The Arc of Mower County staff will contact the appropriate party to discuss the appropriate time of suspension. The incident is discussed with the participant. Staff writes a description of the incident and explains to the participant why they received the third warning. The Arc of Mower County will take the participant home or the appropriate party will be called to pick them up.

Cell Phone Use

Cell phones may not be used during program activities unless authorized by The Arc of Mower County staff for emergencies or to contact staff or family. Absolutely NO TEXTING will be allowed during program activities. Participants may use their cell phone before and after program activities.

Participants are not allowed to record content or conversations in The Arc of Mower County or take any pictures of people without their consent. Cell phone will not be permitted in any bathrooms. If participants do not follow this policy, the following actions will be taken:

1. 1st Offense: The Arc staff will retain your cell phone until the program activity is over.
2. 2nd Offense: The Arc staff will retain your cell phone and guardian/staff/family member will be required to pick you up or be asked to leave.
3. 3rd Offense: The participant will be suspended for 3 days and meeting will be set up with the guardian/staff/family member to resolve the problem.

Please do not contact staff on their cell phones unless it is an emergency. If you need information on activities, to request a ride to an activity, etc, please call the office at 507-433-8994.

The Arc of Mower County Rules

1. Display appropriate behavior at all times. No crying, yelling, calling names, rough housing, swearing, bossing others, kissing or inappropriate touching.
2. Physical violence or property damage will not be tolerated.
3. Weapons, alcohol or drugs of any kind will not be allowed in Our Place.
4. All property used must be returned to its proper location when you are finished with it.
5. Borrowing or stealing money from others will not be tolerated.
6. Have respect for staff, members of Our Place and other guests.
7. You must display proper manners at all times while you are at Our Place.
8. Please help keep Our Place clean. Throw your trash and recycling away.
9. Please push your chair in to help prevent falls and so people with walkers and wheelchairs can get around easier.
10. Have a FUN time!

Rights and Responsibilities

I have the right to make my own choices.

I have the responsibility to make choices that will not hurt myself, others, or property that does not belong to me.

I have the right to participate in the activities I choose.

I have the responsibility to choose activities that are not already filled and are currently being offered.

I have the right to express my feelings.

I have the responsibility to express myself in a way that does not harm anyone or anything.

I have the right to be angry.

I have the responsibility to express my anger in a calm voice, or to go away from others until I can do so.

I have the right to interact (do things) with other people.

I have the responsibility to treat them with respect, and to make sure they want to do things with me.

I have the right to do things when I want.

I have the responsibility to make sure I am ready to go when the activity starts, or when my ride comes to pick me up.

I have the right to bring things to The Arc of Mower County with me.

I have the responsibility to keep track of these things, and to keep them out of the way of other people.

I have the right to use any **public** rooms in The Arc of Mower County.

I have the responsibility to ask before using any offices, storerooms, or locked places.

I have the right to use anything that belongs to The Arc of Mower County.

I have the responsibility to keep these things in good shape, to put them away when I am finished, and to share them with anyone else who wants to use them.

I have the right to ask Center staff for help and attention.

I have the responsibility to ask in a nice way, and to let them help others as well.