

SRSNLC POLICIES

Program Cancellations

SRSNLC attempts to hold programs whenever possible. However, inclement weather occasionally makes it difficult for staff and participants to travel to program locations. SRSNLC cancellation policies are as follows:

1. Staff look at all circumstances **one hour** prior to the starting time of the program or transportation route to determine if it should be cancelled.
2. If the program is cancelled, program staff attempt to reach all participants by phone to inform them of the cancellation. **You will only be called if the program is cancelled.**
3. SRSNLC attempts to extend programs to make up any missed dates.
4. Registration deadlines must be adhered to. If there are not the required minimum participants by the date listed, the program must be cancelled due to reservation requirements. Full refunds will be given.

Cancellation by Registrants

A 20% cancellation charge and/or programming expenses will be assessed for all refund requests made before the first meeting date of the program. No refund is given once the first class has met unless a doctor's request is presented to SRSNLC, which will then allow a prorated refund.

SRSNLC Resident & Non-Resident Policy

Residents of SRSNLC include those in the Round Lake, Lindenhurst, Waukegan, and Zion Park Districts. Residents from any of the above listed Park Districts qualify for the resident rate in all districts. However, participants **MUST** register with the district offering the program. Non-Residents residing in communities having active park districts or recreation departments will pay an additional 50% fee for all programs. Call the local SRSNLC office to see if this affects you.

Refund Policy: *No refunds are given unless . . .*

1. The trip is cancelled by the park district.
2. The person desiring a refund finds a replacement.
3. The district has a waiting list for the trip.

LATE PICK UP FEE:

Participants are to be picked up promptly at the end of a program. A \$1.00 per minute late fee will be assessed for late pick-ups. Late fees are due prior to attending the next program. Please refer to your **day camp manual for camp specific late fee policies.**

Transportation

SRSNLC has implemented these transportation procedures to ensure participants ride safely in our vehicles:

1. All passengers must be sitting in seats or wheelchairs with belts securely fastened. The driver will not proceed until all seat belts are fastened.
2. All wheelchairs must have brakes that are in good working order and can stop the chair from moving.
3. Drivers will assist participants to and from their homes, but driveways and walks must be clear of debris and obstacles.
4. Staff are responsible for determining whether or not a participant can be transported safely. If it is determined that it would be dangerous to transport a participant, the driver may refuse to transport that participant.
5. Participants riding in Amigo-type wheelchairs must transfer into a van seat and must use a seat belt.
6. Participants unable to be in a house alone should have someone meet the vehicle at the designated time of return. SRSNLC cannot wait more than 10 minutes due to the demanding transportation schedule.
7. SRSNLC reserves the right to refuse to transport participants. Please realize that these policies have been developed to ensure the safety of everyone riding SRSNLC vehicles. Your cooperation is greatly appreciated.
8. SRSNLC transports in-district participants only.
9. Late registrants may not have transportation during the first week of programs due to routing changes. Participants are notified if a problem occurs.
10. Departure times are set and abided by. If changes occur, participants are notified by phone. Return times may vary because of traffic and/or weather conditions. However, all is done to return on time.

Overnight Trip Policies

All participants must submit a complete Overnight Trip Form, Medication Dispensing Release Form, a copy of a valid government issued identification card, and a copy of his/her current medical insurance card one week prior to departure date. Please note that sleeping arrangements will be determined upon our arrival to destination. Participants may or may not share a double/queen/king size bed. Staff may or may not be in the same room as your adult participant. Trips are designed for adults with special needs that can function with minimal assistance. **Overnight trip registrations require preapproval by the SRSNLC Program Manager.**

SRSNLC GENERAL INFORMATION

Wellness Guidelines

Participation Guidelines When Illness Occurs

In consideration of the other participants and staff, to prevent the spread of contagious illnesses, participants must refrain from attending programs when any of the following conditions exist:

1. Fever of 100 degrees or higher.
2. Vomiting within the last 24 hours.
3. Persistent diarrhea in conjunction with other symptoms.
4. Contagious rash or a rash of unknown origin.
5. Persistent cough and/or cold symptoms.
6. "Pink Eye" (conjunctivitis) or discharge from the eye.
7. Symptoms of mumps, measles, chicken pox, strep throat, flu, impetigo, Coxsackie virus, head lice, mites, and ringworm.
8. Runny nose with yellow or green discharge WHICH INDICATES INFECTION.
9. Fatigue, due to illness, that will hinder participation and enjoyment in the program.

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

Spanish Interpreters Available

If you need to contact us about program information, Spanish interpreters are available at:
Waukegan office (847) 360-4789 after 4pm
Round Lake office (847) 546-8558.
Zion office (847) 746-5500 after 12pm

Si necesita ponerse en contacto con nosotros para pedir información sobre nuestros programas en español, tenemos traductores disponibles en la oficina de Waukegan al (847) 360-4789 la oficina de Round Lake al (847) 546-8558, y la oficina de Zion al (847) 746-5500.

LINDENHURST
PARK DISTRICT: Monday - Friday
9:00am - 5:00pm

ROUND LAKE
PARK DISTRICT: Mon.-Fri. - 8:30am - 7:30pm
Saturday - 9:00am - 12:00noon

FIELD HOUSE SPORTS
AND FITNESS CENTER
WAUKEGAN: Mon.-Fri. - 5:00am - 10:00pm
Saturday - 7:00am - 7:00pm
Sunday - 7:00am - 7:00pm

ZION
LEISURE CENTER: Mon.-Fri. - 9:00am - 6:00pm
Saturday - 8:00am - 2:00pm

Please detach the Registration Form and complete in detail. The full registration fee is due before the registration deadline. Call your local office for alternate payment plans. Register in person or mail the registration with check or money order payable to your local Park District. Complete the attached Annual Information Form in the winter season only unless this is a new registration or information has changed.

Medication Distribution

Parents and guardians are asked to dispense medication on their own, outside of program hours, if at all possible. Staff are not able to dispense all types of medications. All requests will be reviewed on a case by case basis. Please contact your local office for approval for any medication requests at least one week prior to the start of the program. If a medication is approved to be dispensed by district staff, a *Permission to Dispense Medication* form must be completed. In all cases, medication dispensing can only be administered, changed, or modified by completing a *Permission to Dispense Medication* form.

All athletes **MUST** sign
Sportsmanship Contract