



Recreation & Socialization Policy and Procedures

The DAWN Recreation and Socialization program aims to provide opportunities to engage in community based activities with the appropriate support to ensure equal access. In order to do so, the program participants must adhere to the following procedures.

1. It is the responsibility of program participants to advise DAWN staff of accommodations (personal assistance, interpreters, etc.) they are in need of to ensure access. In order for staff to ensure accommodations are available, the deadline for advisement of needed accommodations must be strictly adhered to.
2. Program participants must adhere to the registration deadline. There will be no exception to this rule. In order for staff to ensure appropriate coverage, it is imperative that the registration deadline is strictly adhered to.
3. For those events which DAWN arranges transportation for, the following guidelines must be adhered to.
 - a. Participants will be notified several days prior to the event of their pick-up time. Participants must be ready at the time of pick-up. Transportation providers will be instructed to wait no longer than 5 minutes. It is imperative to adhere to this policy in order to ensure that other participants are picked up in a timely manner.
 - b. If participants require transportation and they are unable to attend the event, it is their responsibility to notify either DAWN staff or the transportation provider so they do not attempt pick up. If participants do not notify either party in advance, they will not be able to attend the next event. If the participant repeatedly requests transportation and is repeatedly a no show, they will be unable to attend events for a period of 3 months.
 - c. If participants are not feeling well, prior to the event, we encourage those individuals to cancel in order to avoid exposing others to a potentially contagious illness.
 - d. If participants become ill during the event, they will be unable to be transported home via the contracted transportation provider. All participants must ensure an emergency back up for transportation in such an instance. DAWN will require emergency phone numbers from all participants in the event of an illness or other emergency.

4. All program participants are expected to conduct themselves in an appropriate manner. If participants conduct themselves inappropriately, the Executive Director will be notified of the occurrence and a determination will be made as to the participant's ability to attend other events.

As the program grows, it is important to implement a policy to ensure each participant can continue to enjoy activities that adhere to the projected time frame in a comfortable environment with the necessary supports in place. In addition, while the program continues to gain much interest and participation, the funding to continue the program does not increase. As such, it is imperative that we once again charge an annual registration fee to program participants. That fee will remain at \$50 for this year. Program participants can choose to pay the fee in full at the beginning of the calendar of events or they can pay in monthly installments. This fee is in addition to the cost per event which will be listed on the calendar. At the beginning of each calendar year, all program participants will also be asked to fill out an emergency contact form and sign off on the policy and procedure document. No one will be able to attend DAWN hosted recreational events without submitting the appropriate paperwork and paying the registration fee.

I agree to adhere to the policies outlined above.

Signature

Date

Enc: Policy and Procedure Documents (Sign both and retain one for your records)
Medication and Medical Information Form (Complete and return to DAWN)
Medical Treatment Consent Form (Complete and return to DAWN)
Release of Liability Form (Complete and return to DAWN)