WDSRA INCLUSION STAFF CHECK LIST

PROGRAM: _____ **STAFF MEMBER:** _____

Pre-Program Check List…

__X__ Park District receives a registration from a participant requesting special accommodations.

__X__ Park District or an individual's family contacts WDSRA to provide details of program and requests assistance.

__X__ If a support staff member is needed, WDSRA contacts part-time staff members to find the right person.

__X__ If a staff member agrees to assist in the program either verbally or via email, the staff member is slotted into the program.

__X__ In most cases, WDSRA will send written confirmation (activity roster and medical roster) to the support staff member.

_____ If you need additional training or information, please contact a member of the Inclusion team to receive the necessary assistance.

_____ Complete the following tasks prior to the first session:

- _____ Mark program dates on your calendar so there are no conflicts.
- _____ Get directions to or ensure that you know the location of the program.
- _____ Request any needed training/assistance from WDSRA.
- _____ Read the roster information sent from WDSRA.
- _____ ***Call the participant's family*** to introduce yourself, to find out specific needs of the individual & to determine an effective way to meet on the 1st day. (Set a specific meeting spot; wear a specific hat or shirt, etc.).
- _____ Form a tentative "game plan" for the big day.

_____ Check to make sure that you have a list of emergency telephone numbers to use in case of emergency or illness

- _____ WDSRA Office – (630)681-0962. **PLEASE DO NOT LEAVE A VOICE MAIL MESSAGE IF YOU WILL BE ABSENT AND NEED A SUBSTITUTE**. (This number should be used Monday-Friday from 9a-5p.)
- _____ Emergency Cell Phone (**For Weekend Emergencies after 5pm on Friday or before 9am on Monday**) Please consult your phone list to get the number.
- _____ Inclusion cell phone; Maddy Kirui, Inclusion Supervisor; Stephanie Reeve, Inclusion Supervisor; or Tammy Kerrins, Manager of Inclusion. Please consult your phone list to get the number.
- _____ WDSRA staff phone list which includes contact information for all other full-time staff members in case a member of the Inclusion team cannot be reached.
- _____ Phone number for the participant's family in case a full-time staff member cannot be reached.

The Big Day Arrives…

____ Dress for success by choosing clothing appropriate for the specific activity and by bringing any necessary supplies (lunch, bathing suit, etc.) Please remember that it is important for the participant to be part of his/her peer group: **do not wear any WDSRA gear while assisting in an inclusion program as it would signify to others that there is an individual who has special needs enrolled.**

_____ Arrive 10-15 minutes prior to the program start time.

_____ Secure the telephone number of the facility or the park district instructor so it is available if needed in the future (To inform the park district instructor that you were in an accident while on the way, to find out if the program is cancelled due to inclement weather, etc.).

_____ Introduce yourself to the park district instructor.

- _____ Inform the park district instructor that there is an individual who has special needs enrolled and that you will be there to assist.
- _____ Briefly explain to the park district instructor what the individual's special needs are and how they can best accommodate that individual in the program.
- _____ If you do not know the individual you will be assisting and you need assistance finding that individual the first day of a program, you may want to ask the park district instructor to take attendance so that you can find the appropriate person.

_____ Introduce yourself to the participant and, if possible the participant's family members.

_____ Using the information received from WDSRA, the individual and the individual's family, assist the participant throughout the program. As much as possible, allow the participant to play with the others enrolled in the program. Provide 1:1 assistance and extra breaks as necessary.

_____ Be sure to maintain an adequate level of supervision and assistance at all times.

_____ Provide the participant and the participant's family members with a re-cap of the day's events at the conclusion of the day. Be certain that your re-cap is accurate, but stated in a positive fashion.

Evaluating The Game Plan…

_____ Once the session is over for the day, discuss with the park district instructor the day's events. Provide constructive input on things that went well and, if necessary suggestions for alterations in the game plan to better accommodate all of the participants.

_____ Evaluate your approach. If things did not go as you had planned, it may be a good idea to speak to the participant's family members or WDSRA staff to get suggestions on how to alter your approach.

_____ Maintain constant/consistent lines of communication with the park district instructor, the participant, the participant's family members and WDSRA.

_____ If you have questions about your job duties or would like extra assistance during the program, please remember to contact WDSRA.

Together, we can cross the finish line to success☺

Inclusion Staff Roles and Guidelines

- Maintain constant communication with park district staff
- Share participant information with park district staff
- Make accommodation recommendations to park district staff
- Assist with training member district staff on how to work effectively with an individual who has special needs
- Refer parent questions regarding the **program** to the park district's supervisor
- Encourage and foster independence
- Be an advocate. Provide opportunities for social acceptance by the participant's peers.
- Incorporate the participant who has special needs into the group and work with the group as a whole

Substitutes

- **If you will be gone, please let us know well in advance**. It is not acceptable to leave a voice mail either the day before or the day of a program that you will be absent and to simply expect us to find a substitute for you. Per WDSRA policy we request a minimum advance notice of two weeks.
- **If you will be gone, it is ultimately your responsibility to make sure there is a substitute to cover.** We may be making calls and may accept responsibility for finding a sub. We may also ask you to make calls.
- **We must approve your substitute**. Not everyone is as skilled with certain groups/ages. Additionally, some individuals on the phone list have not been trained in the inclusion process. We must make sure that a substitute has the skills and experiences needed to meet the needs of your participant. To ensure a safe and positive experience, we must approve all substitutes.

Contact your Substitute

- **If you will be gone and someone will be covering for you, please call that person to let them know what they can do to accommodate the child in the program.** Giving the substitute tips on what you have done will help make their experience much better and the child will continue to progress.
- **Please remember to convey important program details so that your substitute can adequately prepare** (i.e. field trip or swim details, where to meet, name of instructor, what to bring, etc.)