

## Overview of the FCPA Camp/Class Accommodation Process

***Important:*** *Leisure coaching IS A LIMITED RESOURCE.* Transitional support into FCPA camps/classes is based on availability and need. The maximum level of support generally targets 3 days of camp during a given week. Based on the progress of the customer, the Leisure Coach (LC) may support additional days. Support should not be construed to automatically serve as 1:1 assistance. The LC may be needed to support multiple customers at a given site/camp/class. *Classes generally are generally flexible operating on the basis that the customer's is making progress in the inclusive environment. If additional support is needed in a camp/ class to help meet the code of conduct, parents, under the ADA, may provide their own support (self, therapist, aide, babysitter, etc.), both in lieu of an LC or in addition to the LC.*

### **\*\*\*Effective Mid-August through Labor Day\*\*\***

*Access to a Leisure Coach is difficult at best regarding camp support. LC's (teachers, instructional assistants, and college students) generally return to school beginning mid-August. ADA accommodations and an accommodation plan will be provided for the camp staff/customer when the services of a LC are unavailable. **Always check first before registering!!!***

#### *Process:*

- ✓ Request for accommodations from parent/guardian
- ✓ Customer Profile Form (CPI) sent to customer (must be updated annually)
- ✓ Inclusion Specialist assesses CPI form/general needs and determines if a LC will support the customer's transition into camp/class or provide information only (in the form of a written accommodation plan) to the camp/class staff
- ✓ Parent is notified if a LC is assigned to the customer and provided contact information by Thursday or Friday of the week prior to the start date.
- ✓ The assigned LC contacts the parent prior to the start date
- ✓ Regardless as to whether or not a LC is assigned to support the transition into camp, a written Accommodation Plan will be completed by the Inclusion Specialist or LC detailing needs and strategies (information gleaned from parent feedback, profile form, and generally the first day camp/class experience). This plan will be effective by the second day of camp/class
- ✓ Accommodation plan verified by parent and shared with site staff
- ✓ Inclusion Specialist monitors implementation of accommodation plan
- ✓ Inclusion Specialist/LC/camp staff/parent collaborate as to customer's progress/evaluation of services
- ✓ The office maintains the customer's file and supporting documentation of the experience