

City of Federal Way INCLUSION REQUEST FORM

If you believe you require auxiliary aids or services, aides, or adaptive equipment to access a City of Federal Way Parks Department program, you may submit an Inclusion Request Form to notify the Parks Department. The Parks Department will provide the auxiliary aids or services, aides, or adaptive equipment within a reasonable time if it does not fundamentally alter the program or impose an undue burden on the municipality. The Parks Department encourages participants to submit an Inclusion Request Form as soon as possible to allow sufficient time to schedule the auxiliary aids or services, aides, or adaptive equipment.

Date _____ Name of _____ Age: _____

Name of Parent/Guardian (s) _____ Home Phone _____

Cell Phone _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Program wishing to participate in:

Name of Program _____

Location of Program _____

Dates of program _____

Has the participant previously participated in a Federal Way Recreation Program? YES NO

Additional information

Parks Department programs are open to all participants who meet the essential eligibility requirements. You may voluntarily provide the following information, which may enable the Parks Department to provide better service. This information may be used to select appropriate auxiliary aids or services, aides, or adaptive equipment. This information may also assist Parks Department staff to help the participant integrate into the program or to respond to unwanted behaviors during the program.

Description/ Definition of Disability:

- | | | | | |
|---|---|--|--|-----------------------------------|
| <input type="checkbox"/> Autism | <input type="checkbox"/> Asperger's | <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Visual Impairment | |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Learning | <input type="checkbox"/> Behavioral | |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Seizure Disorder | <input type="checkbox"/> ADHD/ADD | <input type="checkbox"/> OCD | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Emotional | <input type="checkbox"/> Oppositional Def. Disorder | <input type="checkbox"/> Other _____ | | |

Severity of Disability Mild Moderate Severe

Describe the barriers to accessibility

What are the program goals for the participant?

- Recreation Participation Skills Enhancement Socialization Physical Fitness
 Improve Group Participation Other _____

Participant's Medical Information & History:

- Seizures Balance Challenges Sensory Challenges,
 Visual Impairment Hearing Impairment Food Restrictions Allergies Uses Wheelchair
 Uses Walker Needs Assistance Toileting Needs Assistance Administering Medications
 ADHD Uses a Communication Device
 Other- Please explain:
-

Additional medical information _____

- Participant has a 1:1 aide at all time's during academic learning lunch
 during vocational/manipulative tasks self-help tasks

- Bathroom Skills Independent Toilet trained but needs prompting for hand washing
 Toilet Trained, occasionally has accidents and needs some prompting
 Currently toilet training at school and at home and needs some prompting
 Is not toilet trained and requires hand-over-hand assistance

Does the participant currently have an IEP or Behavior Management Plan? Yes No

If yes, would you be willing to share this information? _____

Interaction Skills

On a scale of 1 to 5, with 5 being strongly agree and 1 being strongly disagree, please rate the following:

Skill	Rating	Additional Comments
Comprehends and learns through verbal directions		
Speaks and is clearly understood		
Consistently requires visual aids and modeling		

to participate in activities		
Requires adaptive equipment to participate in activities		
Responds to incentive/reward programs		
Is sensitive to the touch of others		
Can manage his/her own anger when upset		
Can communicate personal needs		
Will cooperate with staff and peers; shares		
Stays with assigned group with minimal supervision		
Becomes frustrated during recreation activities		
Learns best with visual cues		
Able to maintain personal space		
Will require redirecting and prompting to attend to tasks		
Needs assistance using & handling money		
Does display aggression toward others		
Does demonstrate self-injurious behaviors		
Will use inappropriate language/gestures		
Will obsess about particular topics		
Will be able to participate in off-site field, using bus for transportation		

What strategies/techniques do you find successful in redirecting or modifying unwanted behaviors?

What types of activities might cause anxiety or unwillingness to participate

- Large spaces Loud noises Touching Confined spaces Water Certain

types of lighting. Please explain _____

Other: _____

Please explain any environmental, situational, or other triggers that may upset the participant: _____

Describe any information that may enhance the positive behavior or safety of the participant: _____

Other Notes:

The Parks Department may impose safety requirements for the safe operation of its programs. The following information is required to allow the Parks Department to operate its program safely.

Is the Participant Currently Taking Medication Yes No

If yes, please list below:

Name of Medication	Dosage	Purpose of Medication	Side Effects

Will medication need to be administered during program hours? Yes No

Who will administer medication to participant? _____

Does the participant have any allergies Yes No

If yes, what type _____

Acknowledgements:

- I understand that this service is not designed for therapeutic or one-on-one care.
- The participant's Inclusion Plan does not exempt him/her from following the Federal Way Parks Code of Conduct
- I understand it is my responsibility to provide the Inclusion Aide/ Children's Program Instructor and Inclusion Coordinator with the most current information on my child/dependent and his/her abilities to assist in making modifications to meet his/her needs.
- I understand it is my responsibility to let the Program Instructor and Inclusion Coordinator know if there are any changes to the information I have provided on my child/dependent as soon as a change occurs.
- I understand it is my responsibility to inform the Inclusion Coordinator for each program my child/dependent signs up for in which I wish to have his/her modifications in place.
- I understand that my child's/dependent's inclusion plan does not exempt him/her from following the City of Federal Way Parks program rules and consequences. The modifications in place may assist him/her in meeting these rules, but does not exempt him/her from following them.
- I understand that if my child/dependent is unable to comply with these rules, even with use of the modifications in place, he/she will be subject to the Federal Way Parks disciplinary procedures. Conferences, probationary periods and suspensions are some of the steps that may be taken to ensure participants and families are aware their placement in the program is in jeopardy. In some cases, participants may be subject to emergency suspension or expulsion if their behaviors are beyond our ability to control.

Signature of Parent/Guardian: _____ Date: _____