



# Belvidere Park District Special Recreation Participant & Parent Handbook



## New Horizons Adult Day Program 2024

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# WELCOME

Dear New Horizons Participants & Families,

New Horizons has always had a goal of recreational, leisure, and social skill development. The method throughout the years has routinely changed, but the goal and philosophy has remained the same. 2023 saw this play out with the addition of a community garden, exploring world culture through lunch preparation, 4H programming, and variety of new discussion topics, crafts, activities and lunches. 2024 aims to continue this practice through new implementation ideas.

This new year we hope to engage the entire family in the program and hope to have tools so that your participant can engage in new ways. We hope to increase our family days, hope to include family volunteer opportunities, and hope to learn about each participant through shared recipes.

This handbook was created to provide you with the necessary information to help your participant be as successful and independent at our program as possible. We also hope that this handbook will answer many questions that you may have while your participant is enrolled in the program. We strive to encourage participants to take part in our program and encourage learning and growth through recreation. While at New Horizons, the skills that we focus on will promote recreation, leisure awareness, social skills development, and independence.

The current staff members have been working hard at getting to know your participant already and we are all excited to see what the new year will bring. Please feel free to communicate with the staff members and share specific skills that you would like your participant to focus on. We will do our best to work on those skills and encourage further growth.

If you have any ideas, requests, questions, or concerns throughout the time you are participating in the program, please feel free to contact me.

I look forward to working with you all!



Sean Cramer  
Special Recreation Supervisor  
Office: 815-547-5711 x601  
Cell: 815-391-4010  
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# FACILITIES & LOCATIONS

New Horizons Adult Day Program is located at the Belvidere Park District Special Recreation Facility at 6581 Revlon Dr, Belvidere IL. Alternative Belvidere Park District locations and community locations are listed below:

## Park District Facilities:

### **Belvidere Park District Special Recreation Facility**

**Address:** 6581 Revlon Dr, Belvidere, IL  
**Site Phone:** 815-209-6239  
**Hours:** 9am-4pm-Your participant may not arrive earlier than 8:50am  
**Parking:** Parking is available on the North side of the building  
**Registration:** Fall, Winter, Spring: 3:45-6:00M-F; Summer: Also 7am-9am

### **Administration Building**

**Address:** 1006 West Lincoln Avenue, Belvidere, IL  
**Phone:** 815-547-5711  
9am-5pm Mon-Fri

### **Rivers Edge Recreation Center**

**Address:** 1151 West Locust Street, Belvidere, IL  
**Phone:** 815-547-5711 x202  
**Hours:** Registration: 9am-5pm Mon-Fri

### **Riverside Ice Arena**

**Address:** 365 W. Locust Street, Belvidere, IL  
**Phone:** 815-547-5711  
**Hours:** Mon-Thurs 4:00-7:00pm, Fri 5:00-10:00pm, Sat 3:00-5:00pm, Sun 1:00 – 5:00pm (Winter Only)

## Community Facilities:

### **Ida Public Library**

**Address:** 320 North State Street, Belvidere, IL  
**Phone:** 815-544-3838



# MISSION & PHILOSOPHY

## **WHAT IS NEW HORIZONS?**

New Horizons is an adult day program for individuals ages 21 and older with disabilities. The primary goal of the program is to encourage independence through leisure life skill-based activities. New Horizons is a year-round program that meets five days a week from 9am-4pm. Participants register for a two day a week session with an optional third day each week featuring a trip in the community. New Horizons participates in a variety of activities to build up participant skill sets and provide them with community resources to further leisure independence.

## **NEW HORIZONS ADULT DAY PROGRAM MISSION**

It is the mission of the New Horizons Adult Day Program to enrich and empower the lives of our participants by providing activities that focus on leisure life skills, which allows an individual to become independent, confident, members of our community.

## **NEW HORIZONS ADULT DAY PROGRAM VISION**

To provide a caring environment committed to program quality, personal growth, and overall safety through meaningful and fulfilling leisure life skills activities.

## **BELVIDERE PARK DISTRICT SPECIAL RECREATION MISSION & PHILOSOPHY**

It is the mission of the Belvidere Park District Special Recreation to educate our citizens to become responsible, productive, healthy, and contributing members of our society by preparing them through recreation with a dynamic and caring environment, which excites them and invites them to participate. The number one priority for staff is to provide memories that are lasting and enjoyable for your participant.

## **FULL ACCESS FOR ALL-ADA**

Belvidere Park District Special Recreation advocates for full participation under the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of programs, services or activities to individuals with disabilities. Every attempt at reasonable accommodation will be made so individuals may participate in a desired program. Belvidere Park District Special Recreation is committed to meeting your unique, individual leisure needs.

## **BEHAVIOR POLICY CODE OF CONDUCT**

The following is the behavioral code of conduct for Belvidere Park District Special Recreation and is to be used as a guideline for discipline for any program participant.

- Participants will show respect to fellow participants, staff, and volunteers.
- Participants will follow direction from staff and volunteers.
- Participants will show respect to equipment, supplies, and facilities.
- Participants will not use foul and inappropriate language at any time.
- Participants will not show aggressive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless if the behavior is initiated or in retaliation.
- Participants will not show continuous disruptive behavior.
- Participants will stay with the group at all times. No running away from staff at any time or at any place.



# REGISTRATION PROCEDURES & FEE INFORMATION

## REGISTRATION PROCEDURES & FEE INFORMATION

New Horizons has a substantial impact on Belvidere Park District Special Recreation financial position, which means that the revenue and expenses for the program undergo regular review. The financial stability of this program is critical to Belvidere Park District Special Recreation ability to offer this type of comprehensive day program. Furthermore, the uncertainty of the COVID-19 pandemic creates the risk of the program going on hiatus, which would impact when and how payment is received. At this time, the following procedures have been set forth to accommodate the continued success of New Horizons.

YEARLY REGISTRATION FEE		
2-Day, 12-Month Option	Tuesday/Thursday OR Wednesday/Friday	\$3900

### TIME OFF FOR 2024:

Weeks:	Days:
6/3-6/7	3/29, 6/19, 7/4,
8/12-8/16	9/02, 11/28,
12/23-01/06	/11/29

### Program Fee Includes, but is not limited to:

Daily lunch, daily snack, monthly themed snack, craft supplies, leisure magazine subscriptions, specified Special Olympics sports instruction, library visits, Rivers Edge visits, transportation to and from community locations, gardening activities, swimming, special in-house events, 1 short sleeved t-shirt, 1 long sleeved t-shirt, 1:6 staff/participant ratio, program space usage.

## CURRENT PARTICIPANT INTAKE PROCEDURE

In order to register for the New Horizons Adult Day Program, each participant must complete a New Horizons Registration Packet, of which many of these components are available via Epact. The information needed includes the following:

- Annual Information Form (Epact)
- Medical History (Epact)
- Pick Up List (Epact)
- Handbook Acknowledgement Form
- Payment Forms/Selection
- Special Olympics Information Packet
- Special Olympics Reg Form
- Special Olympics Handbook Acknowledgement
- Medication Dispensing Waiver
- Seizure Action Plan
- *Guardianship Paperwork*
- Authorization to Release Information Form
- Rivers Edge Climbing Wall Release
- History Assessment
- Independent Departure Form
- 

## NEW PARTICIPANT INTAKE PROCEDURE:

Follow the same procedure as a current participant, with the exception of the initial contact with Belvidere Park District Special Recreation Staff to complete an intake/eligibility assessment. New participants must meet with the Program Supervisor prior to completing any portion of the registration process. Meeting with the Program Supervisor ensures a smooth transition for everyone involved.

# REGISTRATION PROCEDURES & FEE INFORMATION

## PAYMENT PROCEDURES:

### 1. Payment Plans

- a. Automatic Payment Option: 12-month fee split into 12 monthly payments.
  - Complete a “Belvidere Park District Credit/Debit Authorization Form” yearly.
  - First payment for the year will be taken on Tuesday, January 2<sup>nd</sup>.
  - Additional payments will be collected on the 1<sup>st</sup> of the month, with the exception of Holidays, then it will occur the next business day after.
- a. Payment in full Option: Yearly fee will be discounted 3% if paid in full by Tuesday, January 2<sup>nd</sup>.

### 2. Initial Payment Compliance

- a. In compliance with EMV, initial phone payments will not be taken. If you would like to pay by credit card over the phone, you must present each card, in person, for the card to be manually swiped. After the initial swipe of a credit/debit card, phone payments or request via email will be accepted.

### 3. Prompt Payment

- a. Prompt payments are essential to Belvidere Park District Special Recreation programming, the participant, & their family. Making a late payment or missing a payment instantly puts the individual behind, making it difficult to catch up on an outstanding balance that grows considerably each month. **If payment is not prompt, a late fee will be issued.**

### 4. Late Payments

- a. 1 Day Late: an invoice will be sent via email (please make sure your email address is current).
- b. 5 Days Late and/or Payment is Rejected (Bounces): participant will be suspended from the New Horizons program until the outstanding balance is paid off and a late fee will be issued. Participant's spot will be held during this time.
- c. Late Fee & NSF Fee: a late fee will be assessed once a payment is 5 days late and/or rejected (bounced). **If a payment is late, you will be charged a \$25.00 fee and it will be added to your regularly scheduled payment.** If a payment is rejected and/or bounced, you will also be charged a \$35.00 NSF fee. All fees must be paid before a participant can return to the program.
- d. All payments must be taken during registration hours (hours are subject to change):
  - Rivers Edge (1151 W. Locust St.)
    - Monday-Friday 9am-5pm
  - Special Recreation (6581 Revlon Drive)
    - Year-Round: Monday-Friday 3:45pm-6pm
    - Summer: Monday – Friday 7am-9am

### 5. Removal from & Reinstatement in New Horizons

- a. 10 Days Late and/or Payment is Rejected (Bounces): participant will be removed from the New Horizons program and his/her place will be forfeited to the next individual seeking to register. Removal from the program may be deferred for up to 3 months; pending account review and Supervisor approval.
- b. New Horizons Reinstatement: if a participant requests reinstatement, the following must occur:
  - All outstanding balances must be paid in full.
  - 3 bi-monthly payments must be submitted & clear the bank, up front. The 1st payment will be applied to current participation and the others will be applied toward the last 2 payments for the year.
  - Bi-monthly payments begin immediately; in line with the current payment schedule & **MUST** be through the ACH option.
  - Consideration for reinstatement will be given on a case by case basis **ONLY** if space available.

# REGISTRATION PROCEDURES & FEE INFORMATION

## REFUND PROCEDURE

New Horizons does not offer refunds or credits given for missed days; including personal vacation time off and program suspensions due to behavior. If a participant misses or plans to miss a significant amount of time, they are responsible for payment. On a case by case basis, refunds may not be given if discounts were previously applied to tuition.

- Exception 1: will be given with a written doctor's note stating that the participant was ill for an extended amount of time and under the care of a physician.
  - Doctor's note must be presented to the Special Recreation Supervisor in order for any refund to be considered.
- Exception 2: will be given to an individual who decides to remove themselves from the program before the calendar year has concluded.
  - If this occurs, a refund will be issued for the time the Special Recreation Supervisor receives notice through the pre-payment period.

## WEATHER CANCELLATION PROCEDURE

Belvidere Park District Special Recreation makes every attempt to run programs as scheduled. However, weather circumstances beyond our control may prohibit a program from running. Occasionally, inclement weather may make it difficult and unsafe for participants and staff to travel to program locations.

- **New Horizons** will align its weather closing instances with that of the Belvidere Park District. If park district activities are cancelled, New Horizons will be cancelled. Notification of park district closings will be broadcast on local media outlets.
- If the program is cancelled, participants will be notified by Remind and social media. If you require phone calls to be made, please notify the Special Recreation Supervisor. **You will only be notified if the program is cancelled.**
- No refunds/credits will be issued if the program is cancelled due to weather related cancellations.
- If the program is not cancelled and a participant chooses to stay home, a refund/credit will not be issued.



**DOWNLOAD OUR MOBILE APP  
for iPhone and Android!**

**TEXT @nhwf or® @nhthh to 81010**



# COMMUNITY OUTINGS

## WEEKLY COMMUNITY OUTINGS (only open to current New Horizons participants):

Register for Weekly Community Outings as you wish! Both groups will have the ability to participate 3 days per week (if desired) with this new option. Weekly Community Outings will occur typically on Monday, though day may vary. The trip locations will be distributed to New Horizons families quarterly, with the first three months of trips being distributed to families at the parent meeting on December 14<sup>th</sup>. If an outing is offered on a different day than Monday, the New Horizons group that would typically attend on that day would attend on Monday of that week and would need to register to attend the trip. Choose which trips you would like to attend and see some of your Grizzly pals from both groups on the trips. Community Outings may consist of shows/plays, seasonal attractions, museums, and much more! Lunches will vary between full-service restaurants, counter service restaurants, and packed lunches. Changes due to COVID-19 may impact the kind of outings offered, and outings may lean in-house or virtual to meet the current guidelines.

NOTE: Please help your participant prepare with appropriate clothing/gear for community outing days. Example – if it is a swimming outing, please send swimsuit, sunscreen, etc...

## WEEKLY COMMUNITY OUTING REGISTRATION PROCEDURES & FEE INFORMATION:

<b>Fee:</b>	\$45.00 per outing (lunch is included in the fee)
<b>Time:</b>	9:00am-4:00pm
<b>Ages:</b>	21 & Older (only open to current New Horizons participants)
<b>Min/Max:</b>	6/13
<b>Location:</b>	Depart/Return from/to the Special Recreation Facility
<b>Staff Contact:</b>	Sean Cramer

**Wear your Grizzly shirt on Community Outing Days!**

## EARLY DROP OFF/LATE PICK UP

Some community outings may require an early drop off time and/or a late pick up time. This will be indicated on the monthly activity calendars and also in the monthly newsletter. It is the parent and/or guardians responsibility to be conscious of when there are early drop offs and late pick-ups and arrange transportation accordingly. Staff will remind parents and/or guardians days prior to an early drop off and late pick up day.



# ELIGIBILITY REQUIREMENTS

## **NEW HORIZONS PARTICIPANT ELIGIBILITY REQUIREMENTS**

Individuals who wish to attend and participate in the New Horizons Adult Day Program must meet the following guidelines and expectations (with minimal assistance) in order to participate. These guidelines are set forth to ensure a successful experience for everyone involved in the program. Safety for participants and staff is of utmost importance for the duration of the program. All situations will be reviewed on a case-by-case basis with the participant's best interest at the forefront of discussion.

**Participant to Staff Ratio:** Participant must be able to function in a 1:6 ratio at all times of programming. The New Horizons Adult Day Program is not staffed or equipped to accommodate any individual who requires 1:1 assistance on a consistent basis.

\*Functioning must be dependent on all unknown factors that may arise for the duration of the program.

**Independent Living Skills:** Participant must be able to perform independent living skills with minimal assistance which is at the discretion of the Belvidere Park District Special Recreation Supervisor.

### **What are independent living skills?**

Independent living skills are a participant's ability to function independently during most everyday situations; with minimal accommodations. This may consist of personal, physical, car & travel safety, interpersonal & socialization skills, time management, and more.

**Self-Care:** Participant must show the basic self-care principles independently or with minimal assistance, which is at the discretion of the Belvidere Park District Special Recreation Supervisor

- What is Self-Care?
  - Individuals taking responsibility for their own health and well-being, with minimal support from staff.
- Self-Care Principles
  - Participants make informed choices to manage their self-care needs.
  - Participants effectively communicate individual self-care needs.
  - Participants have the ability to manage self-care needs.
- Self-Care Examples
  - Personal appearance, hygiene, toileting, relaxation, time management, meal management, etc.

**Following Group Direction and Instruction:** Participant must possess the ability to stay with the group and not wander/stray from staff and other participants at all times.

- Participant must be able to demonstrate willingness to participate in daily program activities within reasonable accommodation.
- Participant must be able to follow simple 1-2 step directions independently.
- Participant must be able to complete tasks that may be undesirable to participant's likes and interests, but are necessary leisure life skills.
- Participant must demonstrate the ability to wait and transition from activity to activity with minor staff assistance.

**COVID-19 Guidelines:** At the beginning of the 2022 year, participants must be able to wear and keep on a mask indoors during program times. As governmental guidelines change, participant requirements may also change, and this will be communicated via email.

*\*Exceptions to the above Eligibility Requirements can be made at the discretion of the Special Recreation Supervisor.\**

# PROGRAM INFORMATION

## DROP OFF/PICK UP TIMES

Monday thru Friday all participants should be dropped off at the Belvidere Park District Special Recreation Facility (6581 Revlon Dr.).

**Drop-Off Time:** 9:00am (Please be prompt. On outing days, vehicles will not wait longer than 10 minutes for late arrivals).  
**Pick-Up Time:** 4:00pm (Due to unforeseen reasons, return may be delayed. If an outing is delayed, we will send a message informing you of the late arrival and alert other staff in the building.)

## PARKING

Please utilize the North lot when dropping off your participant at New Horizons. The South lot is reserved for staff parking. Please **do not** park in the grassy areas or along the sides of the driveway.

## WHAT TO BRING TO NEW HORIZONS

Please clearly label everything that is brought to New Horizons with your participant's name. A lost and found box will be kept at the front desk. Grizzlies can look for lost items here. If you wish to see the lost and found please contact the Special Recreation Supervisor. Items will only be kept for two weeks after the end of the year. After this time all lost and found items will be donated.

KEEP AT NEW HORIZONS	BRING DAILY
Full change of clothes (keep in mind the season)	Swimsuit & towel (summer & swimming outing days)
Sunscreen (SPF 30 or higher)	A sweatshirt or coat
Insect Repellent (containing deet)	"Tennis Shoes" (fitness activities)
Toothbrush and toothpaste	Any necessary forms and information from home
Deodorant	
Feminine hygiene products; if needed	

## WHAT TO WEAR TO NEW HORIZONS

The New Horizons program is constantly moving about and active in the community. It is recommended and highly encouraged that all participants wear comfortable clothes and tennis shoes on days they attend the program. Our program encourages all individuals to participate. Staff will do their best to keep clothing clean, but our program can sometimes get messy.

Rivers Edge Days: On days that New Horizons is scheduled to visit Rivers Edge all participants must wear or bring athletic clothing and "tennis" shoes.

## PERSONAL ITEMS FROM HOME

We ask that you leave all personal items such as toys, books, electronics, cell phones, etc. at home. We cannot be responsible for items brought from home. However, we understand that participants may respond well to one of the above mentioned items of their own. If you feel your participant needs to bring something, please discuss it with the Special Recreation Supervisor first. The Belvidere Park District cannot be held responsible for lost/stolen items.

# PROGRAM INFORMATION

## LUNCH

The New Horizons program fee includes a lunch for all New Horizons participants. Each participant will receive a monthly menu, sharing what will be made for lunch on any given day. The goals of menus are to help prepare participants for what they will eat on any given day. If the participant will not eat what is on the menu, please pack a lunch. Participants will be encouraged to try the meal of the day, but not forced to eat it. If they choose their lunch, they will only eat their lunch. Participants will not receive two meals. All participants are actively involved in the menu planning and prepping process of lunches. This menu information will be sent to the group through email or Remind.

All participants having a birthday that month will get to decide one of the meals that month and will have it as a “birthday meal” close to their birthday. Birthday participants are welcome to bring a special snack to share with the group if they choose if they wish.

Lunch is included in all Weekly Community Outings. Information about lunch will be included in the description of the outing.

## SNACKS

One snack will be distributed daily usually between 2:30-3:00pm. Occasionally on long trip days or when lunch will be eaten late, an additional snack will be provided to participants. Twice per month participants will also take part in preparation of a themed snack to enjoy.

## MEDICATION

Necessary medications may be administered to participant upon written permission from parent/guardian. To ensure proper dispensing of medications, we have specific rules that everyone must follow:

- All medications **must** be in their original container, with participant’s full name clearly visible on the label.
- A medication administration form and dispensing log **must** be filled out and signed in order to dispense medication to your participant. The medication information on the log **must**
- Belvidere Park District Special Recreation full time staff, New Horizons Lead Staff, or an appointed staff is the only staff allowed to administer medication.
- All medications must be current and not expired

Non-prescription medication may be administered upon written parental/guardian permission. Such medication shall be administered according to medication package instructions and shall be labeled with the date and name of the participant. Any differences in medication procedures from parent instructions and packaged instructions will not be given without a doctor’s note and a new medication dispensing form. **In order to administer non-prescription medication, the medication and dosage information must be listed on the medication release form and dispensing log.**

## ILLNESS

For the protection of all participants, your participant needs to be kept home if he or she shows any of the following symptoms: **Temperature; Diarrhea or Vomiting; Rash; Nasal discharge or discharging of the ears or eyes.**

If your participant is showing any signs of COVID-19, parents should not send their participants to New Horizons until the recommended quarantine period has passed, a negative COVID-19 test is documented, or a doctors note presenting an alternate reason for the symptom is documented. Parents should exercise every precaution and keep their participant home for at least 24 hours upon showing other symptoms of illness. If the case of head lice or other contagious disease, a participant should stay home for at least 24 hours after his or her first treatment, or longer in the case of COVID-19. The condition should be reported to the Special Recreation Supervisor. Participants must be well enough to participate in all regular planned New Horizons activities upon returning to the program from an illness.

If your participant becomes ill while at New Horizons, he or she will be placed in a separate room, under the care of a staff, and the parent will be contacted with the request to take the participant home.

# MEDICAL EMERGENCIES & OPENING PROCEDURES

## **MEDICAL EMERGENCIES**

All Belvidere Park District Special Recreation staff are First Aid/CPR/AED certified. New Horizons carries a fully equipped first aid kit with them at all times. In the case of minor injuries; the injury will be assessed, first aid will be administered, and an agency accident report will be completed.

In the event that a participant is seriously injured at New Horizons parents are notified immediately and staff is required to call emergency medical services who will transport the participant to the hospital of choice, or the nearest hospital (in the event that a parent cannot be reached). Staff are not allowed to transport participants but will accompany the participant to the nearest hospital.

*Your authorization for Belvidere Park District Special Recreation staff to take whatever emergency medical measures deemed necessary is understood to be part of this agreement.*

## **EMERGENCY CONTACTS & PICK UP PROCEDURES**

You are required to provide at least two emergency contacts. These contacts MUST be listed under your participants Emergency Contact/Pick-Up information in Epat. These Emergency Contacts will be contacted when parents/guardians are unavailable and your participant is sick, injured, or still at New Horizons after the program ends. The emergency contact person MUST show a state issued photo ID when picking the participant up for the first time. No one other than emergency contacts listed will be able to pick your participant up from New Horizons. If there are to be any changes to this information must be done via Epat. The Epat system updates 4 times a day. This is required for the safety of your participant. If you need assistance in making changes or additions, please see the New Horizons Staff or the Special Recreation Supervisor.

## **OPENING/CHECK IN PROCEDURE**

The Belvidere Park District Special Recreation Facility main entrance (sliding doors) will be unlocked promptly at 8:50am and will remain unlocked while staff is present in the building. The New Horizons Staff will be available during this time for any questions or concerns from parents.

We ask that parents please refrain from entering the New Horizons program space during program hours to ensure the quality of programming and consistency for participants. If you would like a tour of the Belvidere Park District Special Recreation Facility, please contact the Program Supervisor. Also, if there is an emergency or you need to pick your participant up from the program early, always feel free to contact the program staff via the site cell phone.

We do also ask that parents try to keep their participant in our program during the full program time (9am-4pm) as much as they are able to do so. This allows all participants to benefit from the social and leisure skills happening in the program and minimizes distractions to our staff who are leading the programs.

# CLOSING PROCEDURES & TRANSPORTATION

## CLOSING/PICK UP PROCEDURE

The Belvidere Park District Special Recreation Facility main entrance (sliding doors) will be unlocked prior to the end of the program. Parents will come into the lobby and sign out their participants. Parents are welcome to come in and wait in the reception area for their participant. Please only pick up participants early if there is a true need, as early pick up takes up staff resources, and cuts into planned program time.

In the event that a participant needs to be picked up before the conclusion of the program, please contact the New Horizons site cell phone at 815-209-6239 at least 10 minutes prior to pick up and when you arrive. This will allow for smooth transition and minimal program disruption.

Pick-Up Procedures are as follows:

- Participants will gather all belongings from cubbies and take all necessary information with them as they leave the New Horizons program space for the day.
- Participants will go with a staff to meet parents at 4 pm and a parent/guardian must sign the participant out at this time.
- If a participant departs on their own an independent departure form must be completed.
- If a participant is picked up after 4pm, a late pick up fee will be charged.
- All participants and family members will exit the Belvidere Park District Special Recreation Facility through the main entrance.
- There will be times sporadically throughout the year in which pick-up will be at a different location than the Special Recreation Facility. This change will be notified through email and/or Remind. It is the responsibility of each parent/guardian to communicate this to whomever will be picking up that day.

## TRANSPORTATION

Belvidere Park District Special Recreation provides transportation to all community outings which are not held at the Belvidere Park District Special Recreation Facility. The following policies and procedures have been implemented to ensure the safety of staff and participants during transportation.

- All passengers must be seated and buckled at all times.
- All wheelchairs must have breaks in working order.
- Participants riding in Amigo-type wheelchairs must be able to transfer into appropriate seating and be buckled into a seat.
- It is the responsibility of the driver to determine whether or not it is safe to transport a participant. If the driver feels conditions are not appropriate for transport, they may refuse transportation to any participant at any time.

*Belvidere Park District Special Recreation reserves the right to refuse transportation.*

## BOONE COUNTY COUNCIL ON AGING & PUBLIC TRANSPORTATION

Many New Horizons participants take advantage of the public transportation in Boone County. Public transportation can be unpredictable with pick-up and drop-off times. New Horizons begins at 9:00am and ends at 4:00pm. Any late arrivals due to transportation may interfere with the program times and structures. We do not alter our program to accommodate any type of public transportation. Many times public transportation will arrive early for pick up and leave on their own accord. In the event that public transportation leaves without participants, it becomes the responsibility of the parent/guardian to pick up their participant, and the parent/guardian will incur a late fee.

# ABSENT/LATE & ACTIVITIES

## LATE PICK UP POLICY

If you are late picking your participant up, you will be issued a written warning for your first offense. The second offense will result in a late fee of \$10.00 for every fifteen minutes you are late. For example: New Horizons ends at 4:00pm ; 4:01- 4:15pm is a \$10.00 charge, 4:16-4:30 pm is a \$20.00 charge, etc. Participants that are consistently being picked up late will be asked to leave the program.

## ABSENT & LATE DROP OFF

If your participant will not be attending New Horizons or is arriving late, please call/text the site cell phone to notify a staff member. For community outing days we will typically have to depart to our destination **NO LATER** than 9:15 am, unless otherwise indicated on the activity calendars. Please be as prompt as possible. The program will not wait for late participants. If the parent/guardian wishes for the participant to attend program that day they must bring them to our location for drop off, as to not affect our scheduled activities.

## SOME TYPICAL NEW HORIZONS ACTIVITIES:

**Lunch Prep:** Lunch preparation is a large part of the day to day activities at the New Horizons program. All participants will take part in some aspect of lunch preparation. Participants will gain skills such as reading a recipe, measuring ingredients, operating appliances, cutting, mixing, etc. The goal of lunch preparation is to provide all participants with skills necessary to create easy meals on their own or with limited assistance.

**Grocery Shopping:** New Horizons visits a local grocery store at various times per month to purchase necessary ingredients for monthly themed snack preparation as well as to purchase additional lunch supply skills that are unavailable in bulk. Participants assist with creating a list of supplies needed, shopping for those supplies, comparing prices, and learning how to navigate the store as well. The goal of grocery shopping is to provide all participants with skills necessary to navigate the store independently, as well as to gain a better understanding of what they need to purchase versus what they want to purchase and budgeting.

**Fitness/Meditation:** New Horizons incorporates a 30 minute fitness component into the program daily. We utilize fitness videos, stationary bikes, yoga mats, kettle bells, free weights, the outdoors, etc. during the fitness time. The goal of fitness is to provide all participants with fitness skills for daily use, and encourages healthy life styles. In addition to this, participants will also participate in some form of meditation activity daily.

**Rivers Edge:** All New Horizons participants will have access to Rivers Edge during program time. Rivers Edge is a Belvidere Park District property that features a gym, climbing wall, and meeting spaces. The goal of utilizing Rivers Edge is to encourage healthy life styles, create community awareness of fitness opportunities, and to further expand our fitness interests and abilities. The group will be using the rock climbing wall during the year.

**Library:** New Horizons utilizes the library in town each month. Occasionally the group will go to an alternate library. The group spends time at the facility engaging in leisure reading. The goal of utilizing the library is to provide all participants with a community resource as well as encourage leisure reading time with all participants.

**Daily Responsibilities:** Participants will be given one daily responsibility they are expected to complete on the days they attend New Horizons. Examples of daily responsibilities include washing the dishes, sweeping, putting supplies away, setting the table, etc. Daily responsibilities are distributed via the New Horizons job chart. All participants will rotate through the responsibilities regularly so everyone is exposed to each task. The goal of daily responsibilities is to provide individuals with the skills to complete tasks on their own and to further encourage independence.

# PROGRAM ACTIVITIES

**Office Duties:** Participants will occasionally perform office duties around the Belvidere Park District Special Recreation Facility and other areas of the park district. Office duties can be, but are not limited to paper shredding, paper stocking, organizing, mailings, etc. The goal of Office Duties is to encourage helping others, as well as independently completing tasks assigned.

**Snack Preparation:** New Horizons will have the opportunity to create yummy snacks each month. These snacks are different from the typical snack each participant receives each day. Themed snacks are fun, new recipes that the groups work together to make. The goal of snack preparation is to help participants gain skills in recipe reading, measuring, easy snack prep, and holiday/special event preparation.

**Swimming:** During the summer months New Horizons utilizes the Belvidere YMCA Pool for swimming. The goal of swimming at the pool is to provide another community resource, encourage recreational activities, and remaining physically active. Swimming will alternate Wednesday and Thursday mornings beginning June 7 (Wed) and ending August 10 (Thur). New Horizons participants will arrive at the pool around 10:30 am weather permitting. Please send your participant with shoes and socks (no flip flops) on these days, as we will be walking from the pool to Doty Park after swimming. Flip flops may be brought, however will only be allowed to be worn in the locker rooms, and pool decks.

**Giving back and Community Volunteering:** New Horizons enjoys giving back to a community that gives so much to our program. This is accomplished by volunteering in the community as well as within our own park district programs. The goal of this is to provide opportunities for participants to give back to others, as well as gain skills in a variety of community related tasks.

**New Horizons Garden:** New Horizons has a garden that participants help maintain for program use. The goal of the garden is to help participants gain skills in weeding, watering, planting, harvesting and general healthy eating habits from home grown produce. Unique to 2023, a partnership has been formed with the Boone County Master Gardener program, and participants be working with the gardeners to update and work the gardens at the special recreation building.

**Special Olympics:** New Horizons will take part in individual Special Olympics sports during program hours. Participants will learn new skills, rules, and competitive play. Participation in tournaments will be at parent discretion. For more information see the Special Olympics handbook and information packet.

**Belvidere Park District Preschool Visits:** Once a month, each New Horizons group will visit the preschool located at the administration building for themed activities. Activities may include crafts completion, group reading, or group games.



# "A TYPICAL DAY" & GRIZZLY RULES

## A TYPICAL DAY AT NEW HORIZONS:

<b>9:00 – 9:15am</b>	Check in and Coffee Talk
<b>9:15 – 9:30am</b>	Current events/News
<b>9:30 - 10:00am</b>	Health Matters/Fitness
<b>10:00 – 11:30am</b>	<b>Mondays:</b> Community Outing (Register Online or at Rivers Edge) <b>Tuesdays</b> Group Activities/Crafts/Special Activities/S.O. <b>Wednesdays:</b> Group Activities/Crafts/Special Activities/S.O. <b>Thursdays:</b> Group Activities/Crafts/Monthly Theme Lesson <b>Friday:</b> Group Activities/Crafts/Monthly Theme Lesson
<b>11:30am – 12:15pm</b>	Lunch Prep/Lunchtime
<b>12:15 – 12:45pm</b>	Daily Jobs/Tasks
<b>12:45 – 3:00pm</b>	<b>Mondays:</b> Community Outing (Register Online or at Rivers Edge) <b>Tuesdays:</b> Group Activities/Crafts/Special Activities/Swimming (summer only) <b>Wednesdays:</b> Group Activities/Crafts/Special Activities/Swimming (summer only) <b>Thursdays:</b> Group Activities/Crafts/Special Activities <b>Fridays:</b> Group Activities/Crafts/Special Activities
<b>3:00 – 3:30pm</b>	Snack
<b>3:30 – 4:00pm</b>	Wrap Up/Communication/Reflection of day

## GRIZZLY DEN RULES

1. Be Responsible
  - Participate in all activities
  - Take Turns with others
  - Complete my daily jobs
2. Be Respectful
  - Use good manners
  - Listen when friends and staff are talking
  - Follow directions
3. Be Safe
  - Always be honest
  - Keep hands, feet and objects to ourselves
  - Walk, don't run
  - Ask before leaving the room
  - Use equipment wisely
4. Be Caring
  - Use kind words
  - Help others
  - Share with our friends
5. Be the Best I Can Be
  - Be positive
  - Be Pleasant

# ADDITIONAL FEES & MEMBERSHIPS

## SPENDING MONEY

All fees are included in the cost of attending New Horizons. Occasionally, some trips will allow for participants to bring small amounts of spending money. Staff is not responsible for lost or stolen money. Participants are responsible for handling their own spending money. On a case by case basis, staff will accept money for participants who are unable to be accountable on their own. Please inform staff of how much spending money an individual has in order to facilitate their spending. All receipts and tags of items purchased will be sent home with participants. Many times the group visits locations that have vending and pop machines. If your participant is not able to purchase additional snacks/drinks or has limitations on diet, please notify the Special Recreation Supervisor.

## LIBRARY CARD MEMBERSHIP

Participants that live within the Belvidere Township are able to receive a library card without additional fees associated. Those that do not live within the Belvidere Township may purchase the membership, if desired, for your participant to check out books and take them home. IT IS NOT REQUIRED TO HAVE A LIBRARY CARD TO ATTEND THE LIBRARY TRIPS ON DESIGNATED DATES. The library card is only necessary for those wishing to check out books.



# COMMUNICATION

Communication is very important to the success of New Horizons. All of us, participants, parents/guardians, staff, supervisors, etc. are working together to ensure each individual has a positive experience while they are in our program. This can only be achieved through effective communication.

## **NEW HORIZONS UTILIZES THE FOLLOWING METHODS OF COMMUNICATION:**

**Clipboard:** All participants will be signed in upon entering the New Horizons program space. A staff member will check each individual in in the lobby prior to them entering the program space, and make sure that each individual is signed in prior to the day's activities, and out prior to leaving for the day.

**Parent/Guardian Emails:** All flyers, activity calendars, menus, and additional information in regards to New Horizons will be sent out via email regularly. Please make sure the Special Recreation Supervisor has a current and working email for you to ensure you are receiving all important information for New Horizons. If you prefer to receive paper copies of our calendars and flyers, please notify the Special Recreation Supervisor so they can ensure you receive paper copies.

**Flyers/Special Activity Notes/Menus:** Flyers, special activity notes, & menus are distributed once per month. These include information about upcoming trips, community outings, special activities, and lunch plans for each month. The goal of these flyers is to help prepare participants and their parents and/or guardians for the month's activities.

**Progress Reports:** These reports are written, as needed, to let parents know more formally the participants progress, both positive and negative. When a progress note is written a staff will explain the days incident, ask the parent and/or guardian to sign the report, and give the parent a copy for their records.

**Phone:** You may call at any time to check on your participant's progress or to leave a message. New Horizons cell phone number is 815-209-6239. If there is no answer, please leave a message and someone will get back to you as soon as possible.

**Drop off and Pick Up:** Face to face communication is the preferred method for New Horizons. Staff will be available at drop off and pick up to answer any questions you may have.

**Website:** Check out [www.belviderepark.org](http://www.belviderepark.org) for pictures, upcoming events, and to register for programs.

**Find us on Facebook:** Search Belvidere Park District Special Recreation and "like" us. This will allow you to get updates on upcoming programs, events, & pictures. Any pictures taken will be posted on this page.

**Parent Meetings/Socials:** Held at least yearly to ensure communication is effectively passed along to everyone.

**Remind App:** Remind is a downloadable app specifically for our program information. Download the app on your Smart Phone to stay up to the minute on New Horizons happenings, along with easy to find reminders. To download the app and add:

**Wednesday/Friday**                      **Text @nhwf to 81010**  
**Tuesday/Thursday**                    **Text @nhth to 81010**

# STAFF

## **BELVIDERE PARK DISTRICT SPECIAL RECREATION STAFF**

This is your most important means of communication. Staff members are busy, but we will always make time for questions, concerns, suggestions, and of course, compliments. Please hold all questions and comments until the conclusion of the program or before the program begins. If you have an emergency, please contact the program Supervisor. These guidelines will ensure and maintain the quality and staff ratios of New Horizons.

## **STAFF RATIO**

New Horizons utilizes a 1 staff to every 6 participant ratio, but will staff at lower ratios on an as needed basis. When swimming, those with known seizure disorders require a 1:1 staff ratio in the water.

## **STAFF RESPONSIBILITIES**

The following is a list of staff positions at New Horizons as well as a brief description of their typical duties.

Belvidere Park District Superintendent of Recreation (Aly Graham): Responsible for year round operations of the special recreation department. Along with the Special Recreation Supervisor, assists participants, staff, and parents/guardians in anyway necessary.

Special Recreation Supervisor (Sean Cramer): Directly supervises staff and organizes New Horizons, Outreach and Fundraising on a daily basis. Belvidere Park District Special Recreation is fortunate to have qualified and experienced staff in this position. The Supervisor is experienced in working with the participants and excited about working with the program staff and patrons.

Program Coordinator: Works closely with the Special Recreation Supervisor to ensure all aspects of New Horizons are running smoothly. The Adult Specialist will bring ideas and create meaningful activities while maintaining the quality and safety of New Horizons program. They will also work closely with other staff and participants to make sure plans are being carried out accordingly.

New Horizons Staff: Works directly with participants. Staff is responsible for the direct safety and well-being of the participants. They will plan and implement various activities to ensure a purposeful and fun experience.

## **STAFF TRAINING**

Training is our most useful tool for ensuring a professional, prepared, and caring staff. Training topics include: safety, dealing with behaviors in a positive manner, program/activity planning, emergency procedures, positive communication, disability awareness, and more. First Aid/CPR/AED and CPI are also required. Staff attends monthly meetings throughout the rest of the year. Any additional training is administered, procedures are reviewed, problems and solutions are discussed, and upcoming weekly/monthly information is given.

# FUNDRAISING

## HUG AN ATHLETE 5K

Join us for the 11<sup>th</sup> annual 5K walk/run/roll where individuals of all abilities will have the opportunity to participate in this great event, for an even greater cause! All proceeds from the "Hug an Athlete" 5K benefit the Belvidere Park District' Special Recreation S.O. Athletes. Proceeds from the 5K are used to assist athletes with registration fees through scholarships, the purchase of uniforms and equipment, and help to offer athletes a variety of S.O. competition opportunities.

**Date:** Sunday, February 25th, 2024  
**Time:** 1:00PM  
**Location:** Doty Park, Belvidere

## RUMMAGE SALE

New Horizons hosts two Rummage Sales a year, one in the summer and one in the fall. All the profits are used to help participants take part in special community outings and to purchase program supplies. You can help make our rummage sales a success by contributing donations that we can sell, or by stopping by to visit the sale and find some treasures of your own. New Horizons graciously accepts donations for our annual rummage sale. All donations will be accepted by appointment only and no earlier than the first of the month in which the rummage sale is held. Please contact the Program Supervisor at 815-547-5711 X601 if you have any other questions in regards to the Rummage Sale. Thank you for your support!

**Mark Your Calendar for these upcoming sales:**

**Summer Rummage Sale:** May 2<sup>nd</sup> – 4<sup>th</sup>  
**Fall Rummage Sale:** September 5<sup>th</sup>-7<sup>th</sup>

*There may also be other various fundraisers throughout the year. Keep an eye out for other opportunities to help out!*