

***Special Needs***

***Policies and Procedures***

* **ANNUAL INFORMATION FORM/RELEASE & WAIVER FORM**-In an effort to maintain current personal information about each participant, everyone must complete an annual information form. You are asked to complete it fully and mail, email, or return in person. Once each year we will ask you to update the form, and whenever you have new information (such as a new doctor or a change in medication), we ask that you notify us immediately. Additionally, a current Release, Waiver and Participation Agreement Form must be on file.
* **INCLUSIVE STATEMENT-** Jersey City Recreation Department & Youth Development is committed to providing quality leisure services for people of all abilities. We will comply fully with the spirit and intention of the ADA in making reasonable accommodations for all individuals. We encourage and support people with disabilities to fully participate in all programs offered by the department. Please contact the department for more information.
* **CANCELED PROGRAMS**- A minimum number of participants is required for each program. A program may be canceled if this number is not reached. If a program is canceled because of unforeseen circumstances, you will be contacted as soon as possible.
* **CLOSED PROGRAMS**-If a program closes because we have reached maximum enrollment, your name will be put on a waiting list and you will be contacted if additional space becomes available.
* **AGE POLICY**-Certain programs have age parameters. In order to participate in these programs, an individual must be the minimum age by the first day of the program.
* **BEHAVIOR**-Participants who are physically or verbally abusive to themselves or others will be suspended from the program and participation in future programs will be limited.
* **INCLEMENT WEATHER**- If a recreation program is canceled due to the weather, Department of Recreation & Youth Development staff will call you or email you with the information you provided during registration to alert you to the cancellation.
* **MEDICATION/PERSONAL NEEDS**-Department of Recreation & Youth Development staff cannot administer medication. Participants must be able to meet their own personal needs. Staff does not provide personal care services such as feeding, bathing, toileting or dressing. Participants must be able to independently, or with minimal verbal cues (reminders) or assistance (help with zippers, buttons and snaps), feed, bathe, toilet and dress.
* **REGISTER EARLY-** Do not wait until the last minute to register! Please keep in mind that most classes require a minimum registration and if that requirement is not fulfilled by a certain date, the program may be canceled.
* **PROGRAM CHANGES-** Jersey City Recreation Department & Youth Development makes every effort to ensure the accuracy of the program information. Changes in programming may occur, and we will attempt to keep information updated on our website. All programs, instructors, and locations are subject to change.
* **OTHER POLICIES**-For safety reasons, no smoking will be permitted during any Department of Recreation & Youth Development activities. Alcohol consumption is also forbidden during programs.

For more information contact:

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