PARTICIPANT CODE OF CONDUCT

Be respectful to peers, staff, volunteers and public.

Listen and follow all directions from staff and volunteers.

Stay with your assigned group and leader.

Keep hands and feet to self.

Use friendly language and tones of voice.

Use equipment and supplies appropriately.

NOTICE
It is the goal of the Adaptive Recreation program for all participants to have an opportunity for a safe and enjoyable experience. Failure to follow the code of conduct may result in verbal/written warnings, suspension or removal from future activities and programs. At any time, should Adaptive Recreation staff be concerned that a program or activity is not in the participant’s best interest or well-being, staff will contact the participant and/or caregiver to discuss available options.
PROGRAM LEVELS

LEVEL 1
Participants with mild disabilities
No assistance managing any terrain. Can maintain their own personal hygiene without assistance. Can follow multiple step instructions. Able to convey feelings, desires and emotions.

LEVEL 2
Participants with moderate disabilities
No assistance with level surfaces. Can maintain their own personal hygiene with verbal cues. Can follow single step instructions. Able to convey feelings, desires and needs with picture cues or ASL.

LEVEL 3
Participants with severe disabilities
Assistance or self propelled device. Personal hygiene with some assistance. Can follow instructions with assistance. Able to convey feelings, desires and needs with picture cues or ASL.

LEVEL 4
Participants who are medically fragile
Full assistance and/or self propelled device. Personal hygiene with full assistance. Limited comprehension. Able to convey feelings, desires and needs with full assistance.

WHY PROGRAM LEVELS?
The safety and well being of our participants is paramount and we want them to get the most out of every activity offered. A participant may start our programs at a certain level but over time their life skills, mobility, and cognitive abilities may change. We assign levels to our activities based on research and experience. Please contact us if you have any questions about your participant.
ADVISORY BOARDS

FRIENDS OF ADAPTIVE RECREATION, INC. (FAR)
Volunteer board members meet to discuss events, community awareness, fundraising, advocacy and sponsorships. FAR welcomes community involvement. For more information please contact our Program Coordinator,
Maria Auger:
703.771.5013; maria.auger@loudoun.gov

SPECIAL OLYMPICS VIRGINIA LOUDOUN COUNCIL
Area 14 Special Olympics Council meets to provide support in areas of public relations, outreach, volunteer coordination and more. The council is open to and welcomes community involvement. For more information please contact:
christopher.caesar@loudoun.gov

ARTS FOR ALL LOUDOUN
BOARD OF DIRECTORS
This volunteer board meets to plan future visual and performing events, workshops, community awareness and fundraising. Arts for All Loudoun strives to promote the creative power of the people. For more information please contact:
Kellie Goossens:
540.338.7973; kellie.goossens@loudoun.gov
www.artsforallloudoun.org

FINANCIAL SUPPORT FOR PROGRAM PARTICIPANTS
For qualifying families financial support may be available in order to help with program participation. Limited scholarships are available from the Friends of Adaptive Recreation (FAR) Advisory Board as well as other County entities.
PROGRAM OUTLINE

PROGRAM VISION
To provide individuals of all abilities with opportunities to choose participation in leisure programs, which may enhance their quality of life and foster respect for and acceptance of diversity within the community.

PROGRAM MISSION
Our mission is to provide a safe, nurturing and fun environment for individuals of all abilities. We strive to create opportunities that foster individual growth and success; building partnerships with participants, families and the community for new, innovative, successful and inclusive opportunities.

PROGRAM IMPLEMENTATION
Adaptive Recreation staff categorize all activities by skill level in an effort to provide safe and successful activities for all participants, staff and volunteers. In order to maintain safety and success, we ask you to carefully consider your participants’ needs.

MODIFICATIONS
If you require a reasonable modification for any type of disability in order to participate in PRCS Adaptive Recreation activities, please contact Maria Auger: 703.771.5013; maria.auger@loudoun.gov

ADAPTIVE RECREATION CONTACT

MARIA AUGER  
Program Coordinator  
Adaptive Recreation  
703.771.5013  
maria.auger@loudoun.gov

AMY BARKER  
Program Specialist  
Summer Camp, Aquatics  
703.771.5010  
amy.barker@loudoun.gov

CHRISTOPHER CAESAR  
Program Specialist  
Special Olympics  
703.771.0438  
christopher.caesar@loudoun.gov

MEGAN MCCULLOUGH  
Inclusion Specialist  
Adaptive Recreation  
571.258.3488  
megan.mccullough@loudoun.gov

MICHELLE WAUGH  
Program Specialist  
Arts for All Loudoun  
703.737.8837  
michelle.waugh@loudoun.gov
PROGRAM REGISTRATION OPTIONS:

IN PERSON at PRCS Leesburg Office:
742 Miller Drive SE
Leesburg, VA 20175

ONLINE with WebTrac:
www.loudoun.gov/webtrac

WEBTRAC INSTRUCTIONS

1. GO TO: WWW.LOUDOUN.GOV/WEBTRAC
2. LOG IN WITH YOUR USERNAME AND PASSWORD
3. ON THE UPPER LEFT CLICK “SEARCH” AND SELECT “ACTIVITY ENROLLMENT”
4. FIND YOUR ACTIVITY# AND TYPE IN THE SIX-DIGIT# IN ACTIVITY NUMBER BOX WITH SECTION “01”
5. ADD THE ACTIVITY TO YOUR CART AND SELECT PARTICIPATING FAMILY MEMBER
6. PROCEED TO CHECKOUT PAGE AND PAY THE FULL OR THE MINIMUM BALANCE SHOWN
7. SUBMIT PAYMENT AND COLLECT RECEIPT
8. YOU WILL RECEIVE A RECEIPT THROUGH E-MAIL

FILES, CANCELLATIONS LATE FEES

PARTICIPATION FILE RENEWALS
Please continue to be diligent with the renewal process of your participant files. It is imperative for the safety of all that we maintain current information on all participants. When you receive a packet in the mail or email please complete and return all required information.

If you register for a program without updated forms you may not be allowed to participate in Adaptive Recreation activities until your file is updated with current paperwork.

UPDATE HOUSEHOLD & PARTICIPANT INFORMATION
Adaptive Recreation now has completely digital forms for participant use. Use links below to update participant forms and household information:
https://ffportal.loudoun.gov/Forms/adapтивerecadultform
https://webtrac.loudoun.gov/wbwsc/webtrac.wsc/splash.html

CANCELLATION AND REFUND POLICY
If you cancel a class 15 or more days before the start date, a full refund, minus a 15% administrative fee (maximum of $15) will be offered. If you cancel an activity 14 or fewer days before the start date a refund of 50% will be offered. Cancellation requests must be submitted in writing. The request should be dated and sent by email to the Program Coordinator, Maria Auger.

LATE FEES
In an effort to provide quality customer service and efficiency, please note that a $15 per participant late fee will be assessed for every fifteen minute time frame after the designated pick up time. EXAMPLE: If pick up time is at 6:00pm and the participant is picked up between 6:01pm and 6:15pm a fee of $15 will be assessed; between 6:16pm and 6:30pm a fee of $30 will be assessed and so forth.

TRANSPORTATION
Space is limited! Transportation is handled on a “First come-First served” basis.
(Ages 16 & up, All levels) Relax on a Friday afternoon with bowling! If you work at ECHO and need transportation to bowling on Friday, please report request while registering. Bus departs at 2:15PM from ECHO on Fridays. No transportation provided AFTER bowling. Participants must be picked up at The Branch.

**Location: The Branch Bowling Alley**

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(Ages 16 & up, All levels) Buddy Workout is designed to empower each participant to work out. All workouts will be customized to meet your needs and goals. The workout session will focus on fitness and fun! Come work out alongside your friends!

**Location:**
742 Miller Drive Leesburg, VA 20177

**241744-01 $35  12/1-12/22  4:30pm-5:30pm**
(Ages 16 & up, Levels 1, 2, 3) Join us for a movie night! Before the show enjoy dinner with great friends! Movies will be decided closer to the date of the showing. Dinner will be provided. Movies & dinner will be indoor in the program room with social distancing and face coverings. If weather permits, we may move outdoors.

**Location:**
742 Miller Drive Leesburg, VA 20177

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(Ages 16 & up, All levels) Home cooking at its best! This three-session class will have you looking forward to creating hearty, warm, cozy meals on cold winter evenings. Join us for some comfort food heaven!

**Location:** 742 Miller Drive Leesburg, VA 20177
**241712-01 $75**  2/10 – 2/24  4:30pm-6:30pm

(Ages 11–16, All Levels) Kids cooking is fun so let’s get some done! Who says it’s rude to play with your food? You’ll see it’s alright and I bet you’ll love every bite!

**Location:** 742 Miller Drive Leesburg, VA 20177
**241712-01 $75**  1/12 – 1/26  4:50pm-7:00pm

(Ages 13 and up, All levels) Want to learn a new skill and make something new? Join us for Creative Things! Classes: Hot Mess Canvas, Candle Making, & Chocolate Decorating.

**Location:** 742 Miller Drive Leesburg, VA 20177
**241715-01 $60**  11/30  6:00pm-8:00pm
**241715-02 $40**  12/7  6:00pm-8:00pm
**241715-03 $40**  12/14  6:00pm-8:00pm
HOLIDAY COOKIE EXCHANGE

(All Ages, All Levels) The holiday season is a favorite time to have a cookie exchange. We will have double the fun baking our cookies, exchanging them, and we may eat a few of them before we go home.

Location:
742 Miller Drive Leesburg, VA 20177
241726-01 $20 Th 12/9 4:30pm – 6:30pm

JINGLE ALL THE WAY

All Ages, Levels 1,2) We will start the day with a holiday movie and dinner to get us in the spirit and then make our way to a holiday stroll a .5-mile outdoor path lined with over 500,000 lights and displays. We will take our time enjoying the lights, holiday music, & hot coco.

Location:
742 Miller Drive Leesburg, VA 20177
241724-01 $60 Sa 12/11 2:00pm – 9:00pm
MEDIEVAL TIMES

(Ages 16 & up, Levels 1, 2) Your experience will begin when you enter our 11th-Century, European style Castle. Prior to the show, you can admire authentic weaponry and armor, enter our Museum of Torture and visit our gift shops. Then enter the arena and you’ll enjoy a four-course feast, be treated to a spectacular display of equestrian skills, and witness our knights jousting and competing in games of skill on horseback.

Depart/Return:
742 Miller Drive Leesburg, VA 20177
241731-01 $105 Sa 1/15 12:30pm-7:30pm

FALCONARY

(Ages 18 & up, Level 1, 2) First, delve into the rich ancient history between humans and raptors in our Tudor style classroom. Look into the eyes of an owl, witness the aerial acrobatics of one of the fastest animals on our planet. See an exciting flight demonstration. Lunch will be provided prior to our Falcon Encounter. Bring money for souvenirs if you wish! Contact Michelle Waugh for more information.

Depart/Return:
742 Miller Drive Leesburg, VA 20177
241714-01 $75 Su 1/23 11:30am-6:30pm
Ages 18 & up, All Levels) Release your inner Picasso! Join us for a night of painting, mocktails, appetizers, and fun all while creating your very own masterpiece. All supplies included.

Depart/Return:
742 Miller Drive Leesburg, VA 20177
241708-01   $50   Sa   2/26   4:00pm- 8:00pm

(Ages 13 & up, Levels 1,2) Join your friends for three fun-filled activities! Create your clay pot on the pottery wheel, take your turn in the splatter paint room and decorate your canvas, and paint pre-made pottery with your choice of colors and design!

Depart/Return:
742 Miller Drive Leesburg, VA 20177
241707-01   $100   Sa   12/4   9:45am-4:15pm
(Ages 13-18, Levels 1 & 2) Join us for a fun filled Friday night! We will be "locked in" at Douglass Community Center. We will enjoy food, games, friends, & fun.

Location: Douglass Community Center
241720-01 $50 12/10 8:00pm-8:00am

(All Ages, All Levels) After registration families will be sent a sign up genius link to sign up for a time slot for photos. Hot Chocolate, to go snacks, and a gift from FAR included in the registration!

Location: Douglass Community Center
241724-01 $75 12/18 1:00pm-5:00pm

(Ages 18 & up, Levels 1 & 2) Join us for a New Years celebration. We will be "locked in" at Douglass Community Center. We will enjoy food, games, friends, & fun.

Location: Douglass Community Center
241725-01 $60 12/31 9:00pm- 9:00pm