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/adaptivecadultform
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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<th>Code</th>
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<th>Time</th>
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<td>$35</td>
<td>9/30</td>
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<td>141710-05</td>
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<td>11/18</td>
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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
141752-01 $45 10/5 - 10/26 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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<thead>
<tr>
<th>Date</th>
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<td>11/18</td>
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</tbody>
</table>

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

**141736-01** $75 11/3 4:30pm-6:30pm
11/10 4:30pm-6:30pm
11/17 4:30pm-6:30pm
(All Ages, All Levels) Do you like to perform? Join us for a variety show. Variety shows are a fun way for participants to express themselves creatively. Rehearsals will be Saturdays with lunch provided. The final performance will be at our Fall Festival on 10/29.

Location:
742 Miller Drive Leesburg, VA 20177
341712-01 $100
10/8 11:00am – 2:30pm
10/15 11:00am – 2:30pm
10/22 11:00am – 2:30pm

FIELDS OF FEAR

(Ages 16 & up, Levels 1,2) When night falls on the farm, it’s time for our scary nighttime experience... if you dare. Join us at Cox Farms for a night full of fright.

Depart/Return: 742 Miller Drive Leesburg, VA 20177
Depart/Return:
742 Miller Drive Leesburg, VA 20177
141733-01 $65
Sa 10/15 5:00pm – 9:45pm
BINGO NIGHT

(All Ages All Levels) Bingo is a popular game of chance and a game that is easy to learn and encourages social interaction. Join us for a fun night with prizes for winners. Dinner will be provided.

Location:
742 Miller Drive Leesburg, VA 20177
141701-01 $35 Sa 11/19 3:00pm- 7:00pm

GHOST THE MUSICAL

(Ages 16 & up, Levels 1,2) A timeless fantasy about the power of love. When walking back to their apartment at night Sam and Molly are attacked, leaving Sam dying in the street. Unable to leave Molly in need, Sam is trapped, as a ghost, between this world and the next. Based on the hit 1990 romantic film of the same name, starring Demi Moore and Patrick Swayze, and featuring the classic song, Unchained Melody.

Depart/Return:
742 Miller Drive Leesburg, VA 20177
141735-01 $120 Su 11/06 10:45pm- 6:45pm