

**Initial Participant Intake**

What to do after the ADA box is checked

**Please ensure that you are not guaranteeing the Park District/NWSRA will be providing an additional staff at the program.** *The first step you should take is contact parents/participant. Inform them of the purpose for your call (“I am calling because I noticed that you had checked the Americans with Disabilities (ADA) box on the registration form when signing up for \_\_\_\_\_\_\_\_\_\_ program.”)*

*Then, proceed with the following questions:*

**1. “What are the participant’s goals for this program?”**

**2. “What part of the program will the individual need additional support?”**

**3. “Have the individual registered ever received support in a park district setting before?” (**If yes, continue with these questions)

**3a. “What type of support has the individual received?”**

**3b. “What type of program was the support received in?”** (swimming, day camp, etc.)

*If they respond that that have NOT received support, explain the park district’s relationship with NWSRA and the Inclusion Process.\*Use the* Inclusion Handbook *if you need assistance with your explanation*.

**4. “Tell me about you/your child.”**

**5. State what the park district staff can do to provide support for them/their child. (support other than NWSRA aide support)**

**6. “Our participant to staff ratio for this program is \_\_\_\_\_\_\_\_. Do you believe you/your child can be successful within that ratio?”**

**7. “Keeping all of this information in mind, I will talk it over with my team and NWSRA to figure out the best way to support you/your child in our programs.”**

*After this conversation takes place, contact the NWSRA Inclusion Coordinator for your area with the information discussed.*