



"We exist to provide outstanding opportunities through recreation for children and adults with disabilities."

Inclusion Checklist for Park Districts

Creating and maintaining a fully interactive program takes ongoing work and planning. Fill out the questionnaire below to see how your park district is doing.

Written Materials

Y	N	
		Do printed materials (ie: brochure, applications) state your policy on welcoming all residents with disabilities?
		Is written language about residents with disabilities respectful?
		Do you have an inclusion philosophy in your brochure and policy manual?

Staff & Training Support

Y	N	
		Do all staff members have access to training and information about the inclusion process?
		Do all staff members avoid stereotyping?
		Do staff members hold high expectations for all residents in the program?
		Do staff members have the opportunity to reflect on how to better meet all resident's needs?
		Is disability considered when talking about diversity?
		Is communication between all individuals (residents and staff) valued & supported?

Confidentiality

Y	N	
		Is a staff policy in place for maintaining confidentiality?
		Do management and staff maintain the confidentiality of resident's disability and medical information?

Schedules/Activities

Y	N	
		Does your program follow a routine in which staff, residents and families know what activities to expect?
		Do all rooms have a program schedule posted that is accessible to everyone?
		Are program activities designed so that all residents can participate?
		Are all residents included in routines & play experiences?
		Are all residents physically and emotionally safe when participating in activities?

Transitions & Supports

Y	N	
		Do staff members plan for transitions?
		Are the number of transitions per day minimized?
		Are staff and residents informed of transitions ahead of time?
		Is individual support given to residents who have difficulty making transitions?
		Do staff members provide cues (visual, auditory, physical) to signal upcoming transitions?
		Are staff members present and thoughtful during transition times?

Environment

Y	N	
		Is the environment visually pleasing, welcoming and appropriate for the program?
		Is the visual environment calming?
		Is there a dedicated quiet space available?

Physical Accessibility

Y	N	
		Is the program space accessible to all residents?
		Are all activity spaces accessible?
		Are toys, materials & tools (appropriate for a wide range of abilities) available and accessible?

Sensory Input

Y	N	
		Are staff aware of sensory inputs in the environment including lights, sounds, smells and other stimulations?
		Are staff sensitive to individuals' varying tolerance for these inputs?

Communication Support

Y	N	
		Do staff use picture schedules, sign language or other visual communication to increase comprehension?
		Do staff members speak clearly and slowly when a resident does not understand?
		Do staff members model appropriate conversations and interactions?

Expectations & Partial Participation

Y	N	
		Do staff members adjust expectations according to each resident's abilities?
		Do staff allow residents to partially participate in activities if they are not fully able to participate?
		Do staff members break down tasks into manageable parts as needed?
		Do staff members encourage participation with positive reinforcement?

Support with Coping Skills

Y	N	
		Do staff support residents in developing and practicing coping skills?
		Do staff members help residents identify and practice replacement behaviors for negative behaviors?
		Do staff members and residents have access to calming tools? (i.e. play dough, relaxing music, soft toys, etc.)

Modifications for Children and Adults with Disabilities

Y	N	
		Does management utilize NWSRA Inclusion Team for trainings for part time and full time staff
		Does management work to ensure that appropriate modifications are made?

How did you do?

How many questions did you answer with a "Yes"? Great job, you park district is on the right track! How many questions did you answer with a "No"? Use these items as opportunities for growth. Work with your colleagues to prioritize which points to address first and utilize NWSRA as a resource and for training opportunities to help increase the inclusiveness of community recreation programs.