



CONEJO RECREATION & PARK DISTRICT

Therapeutic Recreation Unit Behavior Policy

Below you will find the Conejo Recreation and Park District policy and procedures related to participant behavior in Therapeutic Recreation programs. This policy has been developed in consideration of the safety and security of participants, volunteers, staff, and the general public.

The underlying condition of this policy is that it will be applied using the best judgement of the Therapeutic Unit staff and Unit Supervision based on:

- (1) appreciation for the individual participant's needs and learning styles and the desire to remain available and to remain a positive experience for all participants,
- (2) staff ability to safely and adequately control and supervise programs and participants, and
- (3) available resources for each particular program (i.e., the number and experience level of staff and volunteers available, and facility requirements).

Parents are asked to initiate communications regularly with Therapeutic Recreation staff concerning:

- (1) the status of behavioral issues and preferred ways for staff to handle situations which might arise, and
- (2) the resources available to particular programs so that an informed decision can be made concerning the appropriateness of a program for an individual and efforts can be made in advance to prevent situations from occurring.

Parents may be asked to meet with staff to discuss options when necessary.

Minor violations / warning process: The progressive disciplinary action for minor infractions is as follows:

- (1) Initial action(s)- verbal warning and, if warranted communication with parent.
- (2) Secondary action(s)- strong verbal warning and removal from immediate program area for determined period of time, communication with parent concerning the incident, and parent will be asked to be available for possible early pick up from program, if necessitated in the future. Therapeutic Recreation Coordinator to be notified.
- (3) Warning- program removal for remainder of the day, call home to parent to pick up. Therapeutic Recreation Coordinator to be notified.



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Minor Violations / chronic occurrences: This procedure begins with the removal of the patron for the remainder of a day following minor violation process. If further action is required, attendance to the specific program will be denied for one week. Further incidences may result in one or more of the following, pending Therapeutic Recreation Coordinator's review and approval:

- (1) The participant may be denied participation in all Therapeutic Recreation programs for a further period of time (one week to remainder of season), and/or
- (2) may be required to attend the program with a parent, family member, or family provided aide, and/ or
- (3) may be required to provide evidence of work with a behaviorist and feasible behavior plan to be implemented in Therapeutic Recreation programs.

Therapeutic Recreation Coordinator contacts parent in writing concerning chronic occurrences.

Major violation:

Parent will be called to pick up the participant immediately. Further action will be determined by Therapeutic Recreation Coordinator, and communicated to parent verbally and in writing.

A major violation is any action or behavior that could or did result in harm to oneself or others, purposeful destruction of property, or extremely inappropriate behaviors.

Cecilia Laufenberg, RTC
Therapeutic Recreation Supervisor
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