

All Aboard of America 1
Participant Attendance Packet
 Intake and Emergency Form

- Incomplete information will result in participant being unable to attend All Aboard until it is completed -

Today's Date: _____

Our participants' health and safety are of primary importance to us.

This new form is required to be filled out before participants can return to All Aboard.
IT IS IMPORTANT TO THE SAFETY OF THE PARTICIPANT THAT YOU PRINT CLEARLY.

First Name: _____ Last: _____ Nickname: _____ Birthday: _____

Residence Address: _____ City: _____ Zip: _____

Residence Phone: _____ Cell: _____

IMPORTANT:

Email for correspondence _____

Opt in to receive important monthly newsletter

Lives with: _____

Caregiver's Name: _____ Phone: _____ Email: _____

Who has permission to pick-up participant (circle): PARA DART OTHER
 (name): _____

EMERGENCY CONTACTS (THREE CONTACTS ARE REQUIRED)

In the event of a life-threatening medical emergency, 911 will be called.

Relationship

1. **Primary Contact Person (name):** _____ : _____

Day phone: _____ **Work:** _____ **Cell:** _____

2. Name: _____ Relationship: _____ Phone: _____

3. Name: _____ Relationship: _____ Phone: _____

PLEASE COMPLETE ALL INFO BELOW AND PRINT CLEARLY

Payment will be provided by (circle): Parent/Guardian Participant Respite Other: _____

Payment address: _____ City: _____ Zip: _____

FOR RESPITE HOURS AND BILLING ONLY

Name of respite caseworker: _____ Phone: _____

Caseworker's email: _____ How many hours are allocated to All Aboard? _____

We have to contact the case worker for approval of respite hours before the participant starts.
If respite doesn't cover all hours billed, you agree to cover all hours not covered by respite.

YES NO Participant uses the following (please circle): wheelchair walker cane electronic wheelchair

I, _____, the parent or legal guardian of _____ grant All Aboard of America 1 my permission to use the photographs taken during activities at the center or All Aboard of America 1 events for any legal use including but not limited to advertising, Facebook, or other web content.

Intake/Health Information

Participant: _____

Today's date: _____

While none of the All Aboard staff are medical providers, we strive to protect our participants' health as best we can.
We are not responsible for diet restrictions. Please send appropriate lunch and snacks if needed.
We will do our best to accommodate when possible.

Please give details in case it is needed for emergency responders:

ALLERGIES AND SERIOUS REACTIONS
(e.g. food, insects, environmental, medication)

MEDICAL CONDITIONS (e.g. seizures, Down Syndrome, Asperger Syndrome)

If participant has an allergy, what is the reaction and is medication needed? _____

Will participant require medication during program hours? YES NO

If so, who will administer? (All Aboard staff cannot administer medications) _____

Behaviors of which staff should be aware: _____

What are the triggers for that behavior? _____

What interventions or strategies do you recommend? _____

Describe participant's social skills: _____

Please give any additional information staff need to know about participant's behavior that would be helpful to the quality of their experience while at All Aboard: _____

Signed by person responsible for care of participant.

Please print name: _____

Signature: _____ Date: _____

Participant's Name: _____

Today's Date: _____

Please initial to verify that you have read and understand each portion of All Aboard's Participant Attendance Packet.

WHO IS ALL ABOARD OF AMERICA 1 ("ALL ABOARD")?

Initial

All aboard is an activities program for adults (18 and over) with special needs. Our mission is to provide recreational, social, and educational activities for adults with special needs and help them develop an active, positive, and inclusive lifestyle.

Because All Aboard is an activities center only, we do not provide medical care. If a participant requires assistance with eating, using the restroom, or taking medication then a caregiver must attend All Aboard with the participant. All Aboard staff will not administer medication and will only assist in the restrooms in case of emergency.

PARTICIPANT REQUIREMENTS

Initial

1. All Aboard reserves the right to remove a participant if he/she poses a safety threat to staff members or other participants.
2. All participants must be at least 18 years of age and able to feed themselves and care for themselves while in the restroom. All Aboard DOES NOT provide individual assistance with feeding or in the restroom with the exception of emergencies. Repeated need for assistance will require the participant to bring a parent/guardian/caregiver with them while attending All Aboard.
3. All participants must annually update registration and emergency contact information in January of each year.
4. Participants must abide by all All Aboard rules and follow the direction of instructors.

ATTENDANCE

Initial

Participants will only be charged for days attended. We offer a morning session from 9am to noon and an afternoon session from 12:30pm to 3:30pm.

1. Please arrange drop off and pickup as follows: morning session drop off between 8:30am and 9am and pick up between noon and 12:30pm.
2. Please arrange afternoon session drop off between noon and 12:30pm and pick up between 3:30pm and 4pm.
3. All participants will be signed in/out and times noted by staff when they are dropped off/picked up.
4. A participant will not be released to someone who is not his/her parent/guardian, or who is not listed on the Release Form, unless it is DART or PARA transit and the participant's name is on the official roster.
5. If there is a change in attendance, it is up to the care-provider to contact DART or PARA to cancel the participant's ride.

If a participant is present for 60 minutes or more of a session, they will be charged for the entire session.

PAYMENTS

Initial

Payments of monthly fees are to be made by the 25th of each month for the prior month of attendance (i.e. payments will be made in July for June's attendance).

Acceptable payments:

1. Check made out to All Aboard. Checks can be mailed to All Aboard (P.O. Box 5281 Everett, WA 98206) or handed to the bookkeeper.
2. An online payment: <https://www.allaboardwa.org/pay-your-bill.html>
3. Credit-card on file for monthly auto billing
4. Cash paid to bookkeeper

Payment of fees are due by the 25th of each month. If payment is not received by that time, a \$30 late fee will be added to the account each month and will be automatically billed with the next payment

We are a small nonprofit that depends on payments being made promptly so that we can pay our staff and our monthly bills.

We reserve the right to refuse service to participants that have unpaid bills older than 30 days.

SNACKS AND LUNCHESES

Initial

All snack and lunch times are monitored by staff members. Lunch time is 12:00 – 12:30. Healthy snacks are passed around by staff at 10:00 and 2:00 daily at no extra charge.

- a. If a participant intends on staying at All Aboard for the entire day, they will be required to bring an appropriate lunch each day (limited in sugar and caffeine). If a participant is staying for the full day *and does not bring a lunch*, a lunch may be provided and charged \$5.00 to the participant's account.
- b. We don't provide refrigeration for packed lunches & snacks, but a microwave is available.
- c. The "Snack Shack" is open daily and offers snacks for purchase. Items vary and are based upon requests of the participants and limited to only two items per participant. There are also a few lunch items like microwavable Mac-n-Cheese or Ravioli.

Snacks are \$.50 Soft drinks are \$1.00 lunch items \$2.00

FOOD ALLERGIES

Initial

All Aboard staff will do their best to prevent participants with allergies from ingesting foods they are allergic too. However, participants often share snacks from home so therefore All Aboard may not be able to prevent such ingestions. If your participant has a severe allergy, it is best that a caregiver attend All Aboard with them.

SUSPENSION AND ITEMS LOST

Initial

1. If a participant is sent to All Aboard when they have been suspended, have been notified that they may not attend due to causing disruption to our activities, or have an unpaid bill older than 30 days, the caregiver will be called to pick them up and the participant must be picked up within ONE hour. *After one hour, if the participant has not been picked up, all aboard will charge a fee of \$75 per hour. A report may be made to DSHS depending on the situation.*

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2. Expensive items should not be brought to All Aboard as staff will not be held responsible for their loss. Items that are lost will be held in our “Lost and Found” for up to 30 days.

PARTICIPANT ILLNESS

Initial

If a participant is ill, All Aboard staff will call the Emergency Contacts listed on page one to come pick up the participant.

- a. If requested, the participant must be picked up within ONE hour.
- b. After one hour, if the participant has not been picked up, All Aboard will charge a fee of \$75 per hour for isolation care.

In the event of a serious illness or injury, if the Emergency Contacts cannot be reached in time, the participant may be transported to nearest hospital for immediate care and treatment.

Please report contagious conditions to the All Aboard office when they occur. We reserve the right to require a note from a health care provider prior to the participant’s return.

A participant should stay at home at the first sign of a communicable disease. In doing so, you are also protecting other participants and staff from exposure to the illness. Keeping a sick participant home prevents the spread of illness in the All Aboard community.

When the participant should stay home:

- **Fever** - A participant should remain at home if they have a fever greater than 100.4°. **CDC** considers a person to have a **fever** when he or she has a measured temperature of at least 100.4 °F He/She may return to All Aboard after they have been fever-free for **24 hours (without fever-reducing medicine such as Tylenol or Motrin)**.
- **Vomiting** - If a participant has vomited during the night, they should not be sent to All Aboard and only return after being symptom-free for 24hours.
- **Diarrhea** - If a participant has had three or more watery stools in a 24-hour period, they should be kept home and return only after being symptom-free for 24 hours.
- **Colds** – It is a good for the participant to stay home at the beginning of a cold, the most infectious time and when he/she feels the worst. Please keep the participant at home if he/she is experiencing discomfort that would interfere with his/her ability to participate in activities (i.e. uncontrollable coughing, severe lack of energy). If the participant experiences green or yellow nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your physician. Only return to All Aboard when they no longer have a persistent cough and feels well.
- **Cough or congestion:** The participant should remain home if the cough or congestion interferes with breathing and/or if wheezing.
- **Conjunctivitis (pink-eye):** Following a diagnosis of bacterial conjunctivitis, the participant may return to All Aboard 24-hours after antibiotic treatment is started. Participants with viral infection may return when eyes are clear.
- **Coxsackievirus** (Hand, Foot and Mouth Disease): A participant must stay home during the acute phase/stage of illness while fever or lesions exist.
- **Head lice:** A participant may return to All Aboard only after treatment and when hair is free of nits. The participant’s head will be checked by staff.

The participant will be sent home if they arrive at All Aboard before the required 24-hour healing period. The participant must be picked up within ONE hour. After one hour, if the participant has not been picked up, all aboard will charge a fee of \$75 per hour for isolation care.

EMERGENCY AND SAFETY

Initial

1. Once a quarter, a mock fire drill will be performed so all participants are familiar with procedure and exit strategies.
2. In the event of an emergency, All Aboard staff will blow a whistle signaling to staff and volunteers to evacuate their participants from the building.
3. Staff will bring all participants to designated safe areas outside the building while the problem is resolved.
4. Staff will call caregivers of each participant for pickup when it is safe to do so.

DISRUPTIVE BEHAVIOR

Initial

Some of our participants may have issues with behaviors that disrupt activities and scare other participants. Staff will do their best to remove the disruptive participant to a calm area and help them with calming exercises.

Intentional disruptive behavior will be address by staff adhering to All Aboard’s “Discipline Policy”. Corporal Punishment is never used. Rather, timeouts will be given if a participant becomes increasingly irritated, loud, or nonresponsive to staff direction. Caregivers may be called if there is an ongoing issue, and the participant may be removed from All Aboard if necessary and/or may receive suspension if behavior continues.

If the Caregiver is called, the participant must be picked up within ONE hour. *After one hour, if the participant has not been picked up, all aboard will charge a fee of \$75 per hour.*

We reserve the right to refuse service to participants that cause a disruption to our activities.

All of the information held within this document covers all activities both on-site and off-site of All Aboard.

Please sign that you *have read, agree to, and understand* all the information in the Participant Attendance Packet.

Parent/Legal Guardian

Date:

Signature: _____

Print Name: _____

Phone: _____

Address: _____

City: _____

Email: _____

The information within this packet is very important to All Aboard and to the participants that attend. Please share this information with the caregiver if the participant doesn’t live with you.