



## Children/Teen/Autism Recreation General Program Information



### Program Registration

Program registrations and payments can be mailed to Meghan Stansbury or dropped off at LOGAN Center. Phone registrations will not be accepted.

Registrations and payments can be mailed to:

LOGAN Center  
Attn: Meghan Stansbury  
PO Box 1049  
South Bend, IN 46624

No confirmation is sent but you will be notified if the program is cancelled or you are placed on a waiting list. All participants are required to have an Annual Participant Form and a signed General Program Information form on file and will be required to update this yearly. Participants will not be allowed to participate in a program without current forms. New participants and parents are required to meet with the recreation therapist and/or program instructor prior to beginning any programs.

### Program Fee Policy

Full payment is due at the time of registration. A receipt for program fees can be provided upon request. Please be courteous and register by the deadlines stated on the schedule/emails so we can properly plan for the activity. Discounts are given if the participant is registered before the deadline.

### Program Fee Refund Policy

If a participant withdraws from a program, a full refund is issued if requested two (2) business days prior to the program's start. If the refund is requested due to unforeseen circumstances such as hospitalization, relocation, or death in the family, a refund may be approved beyond this timeframe. In these situations, written documentation may be required. All refunds granted after a program has begun, will be prorated based on the number of remaining sessions. If a program involves the purchase of tickets, contracted services, or non-returnable items, the cost of these may be deducted from the refund amount if the vacant spot cannot be filled by another participant. Refunds may be issued as a credit toward future programs or in the form of a check.

### Program Cancellations

LOGAN reserves the right to cancel any program, activity or event which does not meet minimum enrollment goals. Participants are strongly urged to register for programs, activities and events as soon as possible to avoid the disappointment of a cancelled program. Programs are subject to change. Participants will be notified of changes if they are already registered for a program. Should a program be cancelled by LOGAN, a full refund will be issued.

### Illness Policy

LOGAN has the right to refuse any participant who is ill or has a fever. If a participant becomes ill during a program, a parent/guardian or emergency contact will be notified and asked to pick up the participant immediately.

### A Gentle Reminder

We ask that participants arrive no earlier than 10 minutes prior to the start of a program or scheduled pickup time, and that they are picked up promptly at the end of a program. Being early or late for pickups, drop-offs, and starting or ending time of programs, is detrimental to the quality and success of our activities and the safety of our participants. Parents or legal guardians must sign the participant in and out of a program regardless of where the program or event is held. If the parent or legal guardian is unable to do this, prior written consent must be provided to recreation therapist. Please contact the recreation therapist for a 'consent to release' form. Participants over the age of 18 who drive themselves to a program may sign themselves in and out of that program.

### Inclement Weather Policy

On occasion, programs may be cancelled due to severe or prohibitive weather. If a program session or class is cancelled, all participants will be notified. A maximum of one session per program will be rescheduled if possible. If a make-up session is not possible, a prorated refund will be issued to registered participants for the lost session.

## Suggested Ages & Abilities

LOGAN Center offers most programs and special events to targeted age and ability groups so that programs can be designed to meet individual needs. Anyone wishing to participate in a program that does not appear to meet his or her specific age or ability is encouraged to contact the recreation therapist for additional information and to determine whether reasonable accommodations can be made.

## Behavior Code

The following guidelines have been developed to make LOGAN Center's programs safe and enjoyable for everyone. Additional rules may be developed for particular programs as deemed necessary by staff. Staff, participants, volunteers and parents shall:

- Show respect to all participants, staff, volunteers and parents
- Refrain from using foul language
- Refrain from causing bodily harm to other participants, staff, coaches or parents
- Demonstrate respect for equipment, supplies and facilities
- If a participant's behavior becomes unmanageable by program staff, the participant's parents will be contacted and the participant will need to be picked up from program immediately. If a participant is sent home due to behavior, parents and participant will need to meet with recreation therapist prior to returning to a program.

## Safety at LOGAN Center

- Please do not open the outside door for anyone. There is a doorbell that is to be rung and LOGAN Center staff will let the person in, if appropriate.
- Doors will be unlocked 10 minutes prior to the start of an activity. Please do not arrive any earlier to a program, as you will not be able to enter.
- Please wait in the lobby for a program to start. Visitors and participants are to be accompanied by LOGAN staff when in the building.
- Once a program starts, the doors will be locked again. Parents are welcome to wait in the lobby. If you need to leave during a program, you will not be able to regain entry until the conclusion of the program, when doors are unlocked again. If you need to reach your child during a program, please call Meghan Stansbury at 574-340-4549.

## Performance Policy

Attendance is critical to programs which have a performance at the end of the session (ie: theatre and school of rock). These performances are a team effort and the team cannot perform without everyone's help. If you need to miss a practice, please call or email as soon as possible. After 2 no call/no show absences, we cannot guarantee that the participant's part in the show will be held for them. A program refund may be considered.

I have read and understand the above stated guidelines. I understand that failure to comply with these guidelines may delay and/or prevent my child from participating in the LOGAN Center recreation activities.

\_\_\_\_\_ Date

\_\_\_\_\_ Participant's Name

\_\_\_\_\_ Participant's Signature

\_\_\_\_\_ Parent/Legal Guardian Name

\_\_\_\_\_ Parent/Legal Guardian Signature