

**Administration Office**

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Dear Chicago Park District Families,

Thank you for your interest in Chicago Park District (CPD) recreation programming for the 2021 fall session. Our on-going desire to offer appropriate accommodations for participants requesting Inclusion Services has not changed. However, COVID-19 has forced adjustments to the Inclusion Aide Request process and Services until further notice. We have been working closely with the Chicago Department of Public Health (CDPH) to make changes in accordance with city and state public health guidance. While changes are being made to Inclusion Services, any changes align with the General COVID-19 Guidelines set forth by CPD including instances of face coverings and physical distancing. The process to request Inclusion Services remains the same, please view the Inclusion Request Policy and Procedures [HERE](#)

Assessment Process: The nature of the process remains the same, to discuss and evaluate each participant's needs to determine if placing an Aide is possible or deemed necessary. The process includes two parts: first a phone assessment with a parent/guardian which will determine any needs affected by COVID-19 Guidelines and second an in-person assessment with the participant and the parent/guardian which will occur based on the outcome of the Phone Assessment.

- All new participants, new inclusion requests, and anyone that has not been fully assessed after May 2021 will need to complete the full assessment process.
- Any participants who recently completed an In-Person Assessment will only require a phone assessment to go over the updated Covid-19 guidelines.

Inclusion Services Update (regardless of vaccination status):

- Toileting services continue to be paused for all ages until further notice.
- Feeding and Hygiene services for ages 12 and younger remain paused.
- All participants must be able to stay with their group and refrain from elopement regardless of COVID-19 Guidelines.

Inclusion Services for participants under 12

- Verbal Prompting & Visual Supports
- Program Modifications & Staff Support
- Physical Support (transferring, Hand-over-hand, wheelchair assistance etc.) for a maximum of 15 minutes within a program
- Physical Redirection/Behavior Intervention (hand guidance/elopement support) for a maximum of 15 minutes within a program

Inclusion Services for participants 12 and older

- Verbal Prompting & Visual Supports
- Program Modifications & Staff Support
- Physical Support (transferring, Hand-over-hand, wheelchair assistance etc.) for a maximum of 15 minutes within a program
- Physical Redirection/Behavior Intervention (hand guidance/elopement support) for a maximum of 15 minutes within a program
- Feeding Support with the use of utensils and proper PPE only for a maximum of 15 minutes within a program.
- Hygiene Support (face wiping/hand washing) with proper PPE for a maximum of 15 minutes within a program.

As you know, safety remains paramount in all decisions. We look forward to returning to full-service operations as soon as we can! If you have any questions, please feel free to reach out to the Inclusion Administration Team.

Sincerely,

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