

Adult Program

# Participant Handbook



# Independence Place

128 North Chalkville Road • Trussville, AL 35173

205-228-0284 • [www.independenceplaceofalabama.org](http://www.independenceplaceofalabama.org)



Welcome to the Independence Place. We are an adult program designed to provide opportunities for social activities, community outings, recreational activities, and service opportunities. Our goal is to connect you to friends and the community in a meaningful way.

This handbook contains information that you need to know. Please take the time to go through it with your parent, primary caregiver, or advocate. The Independence Place staff will also assist you with any questions or concerns you may have.

**Thank you for choosing Independence Place.**

The Staff of Independence Place

# OUR VISION

Our vision is that through Independence Place, individuals, families, and communities will recognize the value of all citizens with disabilities as social, recreational, and service oriented members, deserving of opportunities to participate in community life.

# OUR MISSION

Independence Place provides innovative opportunities connecting people with disabilities to friends and their communities; empowering individuals to live full and meaningful lives.

# WE VALUE

The Independence Place family: We are people with disabilities and their families, a Board of Directors, Staff, donors and countless compassionate volunteers within the community.

- **Compassion:** We believe in providing an environment that is loving and nurturing.
- **Integrity:** We are driven by honesty and sincerity, the essence of our character.
- **Commitment:** We give constant attention to meeting individual needs and providing quality services, striving to exceed all expectations.
- **Open Communication:** We believe that all individuals have the right to freely exchange ideas in an environment based on mutual respect.
- **Empowerment:** We believe in providing an environment of encouragement, opportunities for meaningful connections, and opportunities to serve in order to empower an individual to advocate on their behalf.

# HOURS OF OPERATION

The Independence Place operates Monday through Thursday from 8:00 a.m. until 5:00 p.m. You may arrive between 7:45 a.m.- 8:00 a.m. and may be picked up at any time throughout the day until 5:00 p.m.

# ARRIVAL & DEPARTURE REQUIREMENTS

Participants will sign in each day upon arrival. Participants may check themselves in upon arrival. The Program Director or staff will initial this.

Participants will sign out each day upon departure. To ensure the safety of all participants, a parent or caregiver must enter the building and be visible to the Program Director or staff before the participant will be allowed to sign out. The individual the participant is leaving with will be asked to show identification to verify they have permission to pick up a participant. Please make sure anyone who will be picking up a participant is listed on the Participant form.

# PARTICIPANT FEES

The monthly program fee per participant is tiered, based on the number of days a week the participant will be attending.

- One (1) day—\$150.00 per month
- Two (2) days—\$300.00 per month
- Three (3) days—\$440.00 per month

Independence Place is a non-profit program and is not funded solely through client fees. The organization is also sustained through:

- A. Independence Place Fundraising Activities
- B. Corporate Sponsors
- C. Private Sponsors

The monthly fee will be due on the first business day of the month and considered late after the seventh business day of the month, at which time a \$25.00 late fee will be required in addition to the monthly fee.

A monthly fee that is delinquent on the last day of the month will result in dismissal from the program unless other arrangements have been approved by the Program Director in writing.

# Absentee, Illness, Weather Closure, Holidays and Vacations

We base our operating costs on annual tuition projections. Because of this, tuition is not adjusted for absences due to illness, holidays, inclement weather conditions or family vacations.

The monthly fee does not include the costs of field trips. Any money needed for a community outing will be the responsibility of the individual participant. The Program Director will try to keep the costs of the trips to a minimum while still providing quality outings each week.

## Vacation Allowance

After a participant has been enrolled for one year with Independence Place, an annual vacation allowance will be available to them. With this, a participant may be absent from Independence Place and not be responsible for fees during this time. The number of days in the allowance is equal to the number of days a participant is enrolled in one week. These days must be taken together and cannot be divided among different weeks. Unused allowances cannot be carried over to the next year, transferred to another participant and have no cash value. Participants will receive annual vacation allowances each calendar year. A written request for a vacation allowance must be made to the Executive Director and approved before receiving the time off.

## CRITERIA FOR ADMISSION

Prospective individuals must meet the following criteria to be considered for admission:

- A. Must have a developmental disability.
- B. Must be 21 years of age or above.
- C. Behavior must be “manageable” and not require individual assistance.  
Physically aggressive behavior is not permitted.
- D. Must demonstrate the motivation, desire, and ability necessary for social and recreational involvement.
- E. Must participate in a pre-admission interview with the Executive Director or Program Director.

# Activities

A monthly calendar of activities will be posted on the web site for participants to use as needed to be prepared for upcoming events. The calendar will include weekly special guests such as art instructors, weekly community outings, and other special events. A copy of the monthly calendar will be available on campus as well.

## LUNCHESES

Lunches are not provided. You must bring your lunch, and any eating utensils needed, on a daily basis. A microwave oven is available to heat up lunches if necessary. A refrigerator is available to keep lunches or drinks cold.

Vending machines are available on campus for a snack or drink but are not to be used for lunch purposes.

Participants will know at least one week in advance if a community outing involves eating lunch in the community rather than bringing their lunch. If this notification is not given, participants should assume they will either eat on campus the day of the outing or they will take their lunch with them on the outing.

## DAILY DRESS CODE

- Participants must wear clothing appropriate for the daily activities.
- Tennis shoes are required due to daily physical activity.
- Ladies—shirts should not be low cut in the neck line and must touch the top of the pants or shorts.
- Tight or restrictive clothing is discouraged due to the nature of activities. Revealing clothing is not permitted.
- Participants are encouraged to keep a change of clothing on campus in the event they get sweaty or dirty during an activity. Participants may also want to keep a hygiene bag consisting of deodorant, comb, brush, toothbrush / paste, etc. for daily needs.
- If special clothing is needed for an activity, participants and their caregiver will be notified at least one week in advance.

# MEDICATION

Medication will not be administered at the Independence Place by staff or volunteers. Independence Place will not have a nurse on staff. In the event of a medical emergency, Independence Place staff will call the paramedics to assess a situation.

# ILLNESSES

If you have a temperature of 100 degrees or more (orally) or exhibit other physical symptoms or illness, you will not be allowed to remain in the program. Your primary caregiver will be called to pick you up immediately.

If your primary caregiver is unable to come themselves, then they should make other arrangements for you to be picked up by someone on your registration form.

Any time you are absent due to a contagious illness it will be necessary to acquire a statement from your doctor that you are no longer contagious before returning to the program. Maintaining a healthy environment allows us to provide the best possible programming for all participants and staff.

# STAFF QUALIFICATIONS

The Independence Place hires staff who are qualified and know how to do their jobs. All staff receive training in CPR, First Aid, Behavior Management. In addition, other training is provided on topics which will improve our services to you. Prior to employment, all staff are screened for drugs and a background check is completed.

# YOU AND YOUR RECORDS

We have a file about you that is kept under lock and key. It contains information about you that Independence Place needs in order to provide you with the best services possible.

If you are your own guardian, you have the right to review your file at any time. Nothing from your file will be given to anyone outside of Independence Place, unless we have your written permission.

We follow all of the rules and regulations required by the government, when it comes to your file (HIPPA).

# IF YOU HAVE A PROBLEM

From time to time there may be things that you are unhappy about regarding your services from Independence Place. Please know that we want to serve you in the best way possible but there may be times when you are not happy with decisions that are made.

We want to know your concerns and problems. You may go to any staff person and tell them the situation.

If you are not satisfied after you have talked with the staff person you may go to the Program Director or the Executive Director. If, after talking to the Executive Director, the problem is still not resolved you may request that the matter go to the Board of Directors. The decision of the Board of Directors will be final.

# WE WANT TO KNOW HOW YOU FEEL ABOUT OUR SERVICES

We always want to know what we can do to serve you better. Although some things may not be possible for us to accomplish together, we will make every effort to try. Once a year you will be asked to fill out a questionnaire so we can put how you feel about us into a report. We will also have information about the entire program and an evaluation of how we performed over the year. If you or your primary caregiver are interested in reviewing information about the program, please see the Program Director.

# ATTENDANCE POLICY

We are hopeful that you will choose to attend the Program each day so that quality services can be provided. If you know in advance that you will not attend on a certain day or for a certain period of time, please let the Program Director know for planning purposes.

# HOLIDAY SCHEDULE

The Adult Program observes thirteen (13) holidays per calendar year. They are as follows:

New Year's Eve	1 day	Labor Day	1 day
New Year's Day	1 day	Thanksgiving	2 days
Memorial Day	1 day	Christmas	6 days
Independence Day	1 day		

# FIRE / SEVERE WEATHER DRILLS

Fire and inclement weather drills will be conducted on a regular basis to assure that you are familiar with the procedures in the event of an emergency.

# SUSPENSION FROM THE PROGRAM

You may be suspended from the program for physically aggressive behavior or acting out behaviors. Your primary caregiver will be notified of the incident and the length of suspension through a meeting with the Program Director. Should two suspensions occur within one calendar year, you will be dismissed from the program.

# INCLEMENT WEATHER CLOSING

If the weather is bad and you are not sure if Independence Place is open, please check the web site and tune in to the following television station for an announcement.

**Television: FOX 6**

# ADDITIONAL INFORMATION

It is important that the following information changes be communicated to the Program Director as they occur:

- Change of Address
- Change in Medication taken at home
- Contagious Illnesses
- Events which may have upset you
- Reason for injuries to you that occurred at home that may limit physical activity
- Changes in competency status

It is suggested that all participants keep a change of clothing at Independence Place in the event of spills or getting clothing soiled during an activity.

All clothing (jackets, coats, sweaters, etc.) should be marked with your name or initials.

It is suggested that valuables or substantial amounts of money not be brought to the program. Independence Place will not be responsible for any items that are lost or stolen.

# CONFLICT OF INTEREST

Independence Place Staff are not allowed to participate in any activity that would be in conflict with the interests of individuals receiving services. This includes borrowing or lending money, giving or receiving gifts, and buying or selling to individuals in the program.

# TRANSPORTATION

Transportation to and from Independence Place is the responsibility of the participant, parent, caregiver, or advocate.

Transportation for community outings or events occurring during the hours of operation while the participant is in attendance of Independence Place will be provided by Independence Place.

You will be asked to sign a transportation waiver upon acceptance to the program indicating you understand and agree with the transportation procedures of Independence Place.

# Notice of Receipt and Agreement

By signing this form, I agree that I have received and read the information stated in the Participant Handbook.

I acknowledge that I understand the contents of the Participant Handbook.

I agree to comply with all requests and requirements of the Independence Place as indicated in the Participant Handbook.

I understand that changes may be made to procedures and policies of Independence Place by the Board of Directors at any time and I will be notified of said changes by the Program Director in writing.

I acknowledge that I may meet at any time with the Program Director or Executive Director for clarification on the contents of the Participant Handbook.

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Participant Signature

Date

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Parent / Caregiver Signature

Date

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Program Director Signature

Date







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