



# C.A.R.E Program

*Coordinator Assisted Recreation Experience*





**Recreation and leisure activities are a big part of the quality of life for all people. They encourage fun, meeting new friends and the development of different skills and abilities.**

## About the Program

The Town of Essex is dedicated to creating a safe, enjoyable, and inclusive environment for all participants. If you or your child need extra assistance to take part in a Town of Essex program, you can apply for our C.A.R.E Program. This initiative provides a dedicated staff member to assist you or your child throughout the program.

If you already have an external support person or facilitator and wish for them to join a program at any of our facilities, you are encouraged to do so. There will be no additional fees for the support person or facilitator.

You or your child may benefit from a facilitator if:

- You have a physical, visual, hearing, developmental, or intellectual disability.
- You face attention or behavioral challenges.
- You receive support or special education services at school or from a community agency.

## Types of Support

### Option # 1: External Support

Individuals may attend any of our programs or facilities with their own external support person or personal mediator that is arranged by the participant. The Town of Essex does not arrange external support workers.

### Cost: FREE + cost of camp/program

An external support person can include:

- A parent
- Family member
- Personal support worker
- Other

External support persons must provide recent Police Record Check with Vulnerable Sector Screening (within 12 months of the program start date).



We are proud to be a HIGH FIVE® accredited organization which demonstrates our commitment to ensuring the highest levels of quality in all of our recreational programs.

## Option # 2: Town of Essex Inclusion Support

The Town of Essex may be able to provide a one-to-one C.A.R.E staff if required for the day camp setting and some registered programming at an additional cost.

We cannot guarantee that we will have support available, but we will do our best to find the right fit for you or your child!

### Day Camps

Participation options will be offered based on the availability of staff.

**Cost: \$350/week for support + cost of camp**

Spaces are limited, and the Recreation and Culture Division aims to ensure equal access to these spots.

To secure a spot in our C.A.R.E Program, please reach out to the Assistant Manager, Programs for registration requests.

While we strive to maintain the same facilitator for your child throughout the program, unforeseen circumstances like illness may lead to changes. If such situations arise, we will make every effort to inform you promptly.

Facilitators may need breaks during the day. In their absence, another staff member such as a Coordinator, Supervisor, or Camp Counsellor from your child's day camp will take over and be familiar with your child's requirements during this period.

### Registered Programming

Participants can request a Facilitator for any of our seasonal registered programs, subject to staff availability. If you require extra support for a registered program, kindly complete our "Participant Accommodation Form."

**Cost: \$80 + cost of eight week program**

## Participant Accommodation Form (Confidential)

Participants needing extra support, adaptations, or are joining a program with a Town of Essex 1:1 C.A.R.E Facilitator must complete the Participant Accommodation Form. This information helps us prepare our staff, programs, and environment to cater to each participant's specific needs.

The form is confidential and shared only with C.A.R.E staff or volunteers directly involved with the participant. Upon receiving the form, our staff assess it to ensure our facilitators have the necessary training and skills for your child's successful experience.

If additional assistance beyond our scope is needed, we collaborate with the family to find a suitable solution.

**Please fill out the Participant Accommodation Form prior to registering for the program.**

We require some time to secure a Facilitator for you or your child. After you complete the form, a supervisor will contact you to discuss the next steps. Rest assured, your spot in the program is guaranteed.





## C.A.R.E Facilitator Training

All C.A.R.E facilitators have the following training:

- Current Standard First Aid with CPR-C.
- Acceptable Criminal Record Check with Vulnerable Sectors screening.
- HIGH FIVE® Certification – Based on extensive research on the characteristics of quality programs, HIGH FIVE® establishes the five principles that ensure positive experiences in a recreation and leisure setting.
- Behavior Management Systems – This training covers the latest information on child development and behavior, as well as how to provide effective management of challenging behavior to provide a safe and secure camp/program environment.
- All facilitators complete training which includes sessions on facilitating friendships, encouraging participation in activities, and managing emergency situations.
- Facilitators learn basic behaviour management, including a review of our hands-off policy and redirection techniques.

C.A.R.E Facilitators do not/cannot:

- Have training on physical restraints.
- Have training on lifts or transfers.
- Have training to administer medication.
- Provide toileting or personal care. Facilitators can provide verbal prompts for going to the washroom and changing.
- Have certifications such as Child and Youth Workers, Education Assistants, Personal Support Workers, or Early Childhood Educators.

C.A.R.E facilitators are usually students with limited behaviour management training. It is important that families and caregivers are aware that staff are not able to provide the same level of support as educational assistants, behavioural therapists or other specialized support workers.

Please be aware that an individual who may require restraint holds or physical interventions requires an external support worker.

## Program Expectations

The Town of Essex aims to create a safe, enjoyable, and inclusive environment for all participants in its programs. Ensuring that everyone shares the same understanding of our expectations is crucial to providing a positive program experience for all.

**We expect that everyone participating in our programs will:**

- Be an active participant in the program experience, within program boundaries.
- Use acceptable language – use of abusive language, profanity, bullying, or intimidation is not tolerated. The Town of Essex does not tolerate discrimination or harassment on any protected characteristic.
- Follow all policies and rules of the facility and program
- Understand that touching or taking personal property without permission will not be tolerated.
- Be independent in toileting and personal care or provide an external support worker to assist with personal care. Town of Essex Inclusion Facilitators can provide verbal prompts and direction in toileting and personal care.
- To be eligible for support, the participant must be "program ready," and willing and able to take part (with accommodation, if required).

## Program Readiness

All participants must be program ready. To be program ready, a participant must be able to:

- Take direction and instruction from a staff person.
- Interact and participate within the program environment (based on the participants' abilities).
- Interact and participate in a way that is safe for themselves and others.
- Attend school and/or extracurricular programs successfully (if school-aged), with or without additional support.

If a participant is not showing that they are program ready, they may be removed from the program or will be required to provide an external support worker.

### Financial Assistance Available



PATHWAY TO  
POTENTIAL  
Windsor Essex County's  
Poverty Reduction Strategy

The Town of Essex is committed to ensuring everyone can play by making financial assistance available. If you are in need of assistance, please contact us so we can guide you through the process.

