



# SUMMER YOUTH PROGRAM

## ADA PROCEDURES

### I. PURPOSE

The procedures set forth below are in support of the Town of New Lebanon’s (hereinafter referred to as the “Town”) ongoing commitment to provide children participating in the Summer Youth Program (“Program”) with learning, mental health, and/or physical disabilities with equal opportunity to benefit from all services and reasonable accommodations.

### II. INTAKE

During the intake process, interested participants must submit:

- ❖ Signed registration form,
- ❖ Vaccination/Immunization records,
- ❖ Full payment, and
- ❖ Signed acknowledgement of required policies (e.g., ADA Policy and Procedure).

As provided in the Town’s ADA Policy, it is the responsibility of the parent and/or guardian of the child participating in the Program to notify the Town in writing of disabilities requiring reasonable accommodations. Upon receipt of notice, the Town shall conduct an individualized review and assessment in an effort to ascertain whether (1) the Town can meet the needs of the disabled person using reasonable accommodations, and if so (2) whether such accommodations would fundamentally alter the nature of the program or otherwise cause undue burden.

In order to determine whether the Town is able to provide accommodations, the Town must first perform an individualized assessment to ascertain the severity of the disability. The Town may speak with the parent, guardian, educator, aide, and/or healthcare professionals (“Behavioral Support Team”) to determine reasonable accommodations.

PLEASE NOTE, the Town shall not admit to the Program (1) applicants who pose a direct threat to themselves and/or others, nor (2) applicants whose presence or necessary care fundamentally alter the nature of the Program or would otherwise cause undue burden.

### III. DISCIPLINARY ACTION

The Town is committed to cultivating a safe and rich experience for all Program participants. As part of that commitment, the Town shall enforce applicable state and federal laws to ensure the disciplinary practices administered are equitable, appropriate, and non-discriminatory.

All camp participants are expected to adhere to the required Expected Behaviors listed in the Program registration packet. It is the responsibility of the parent and/or guardian to provide a description on intake of any specific disability-based behavior from the list for which the participant will not be subject to discipline. Failure to do so shall subject the participant to disciplinary action by the Program which will be duly documented, signed, and presented to the parent and/or guardian upon pick up.

The “Disciplinary Procedures” established in the Program registration packet applies to all camp participants, including persons with disabilities.

Parent(s) and/or guardian(s) of participating children with behavioral disorders are encouraged to work with the Town in preparing an individualized behavioral plan in the instance the child’s conduct requires disciplinary action. In the absence of an agreed upon individualized behavioral plan, a child with identified behavioral disabilities shall be subject to the standardized disciplinary procedures below (“ADA Behavioral Plan”). The ADA Behavioral Plan is intended to allow a distressed child to self-regulate in a safe and quiet environment so that they may rejoin Program activities, while ensuring the safety of all and not fundamentally altering the nature of the program.

#### ADA Behavioral Plan Disciplinary Procedures

First Offense: The Program Director shall document the warning (including the nature of the unacceptable behavior), and review with the child the expected behaviors and importance of adherence to ensure the safety of themselves and all Program participants.

Second Offense: The Program Director shall document the warning and the Program participant shall be subject to a twenty (20) to thirty (30) minute “time out” in a quiet setting, based on the age and severity of the offense. The Program Director may, at their discretion, shorten the time out if the child has remained calm and is responding to direction.

Third Offense: The Program Director shall document the warning, remove the child from Program activities, and placed the child under their immediate supervision until the parent and/or guardian can be notified for immediate pick up. In addition, a three (3) day removal from the program shall be imposed by the Program Director. The Program Director shall within one (1) week reconvene with the child's Behavioral Support Team to discuss and establish a support plan to reduce or otherwise eliminate the reoccurrence of such unacceptable behavior. If there is no meaningful effort to establish a support plan, the Program Director may, at their discretion, remove the child from the Program for the remainder of the summer.

Fourth Offense: The child shall be removed and placed under the Program Director's supervision until the parent/or guardian can be notified for immediate pick up. The Program Director reserves the discretion to remove the participant from the Program for the remainder of the summer upon the occurrence of the fourth (4) offense.