

# Northern Will County *Special Recreation Association*

## Adult Day Program 2025

10 MONTROSE DRIVE, ROMEOVILLE, IL 60446 • 815-407-1819 • [WWW.NWCSRA.ORG](http://WWW.NWCSRA.ORG)



### SERVING INDIVIDUALS WITH SPECIAL NEEDS:

- Bolingbrook Park District
- Lockport Township Park District
- Plainfield Park District
- Village of Romeoville



# Program Information

## Adult Day Program Description

NWCSRA's Adult Day Program is designed to meet the needs of adults with disabilities 21 years and older that are no longer serviced through the school district. This program provides year-round social and recreational activities to enhance the quality of life for our participants. The program focuses on positive peer interactions, community integration, leisure independence, and basic life skills. Weekly activities include field trips in the community, cooking, shopping, arts & crafts, games, service projects, and more!

NWCSRA offers several opportunities within our Day Programs to meet the needs of our communities and families. Each option has specific participation requirements that must be met to be considered for the program. The Program Coordinator will assess and determine which program best meets the needs of each individual interested in the day program. For current families, placement in the program is based on previous program participation, staff feedback, and observations.

NWCSRA welcomes new participants! Please visit the Adult Day Program page on the NWCSRA website to complete an Adult Day Program Interest form and return the completed form to the Program Coordinator for review.

**Contact Carrie Gascoigne for more information or to schedule a tour at 815-552-9776 or [cgascoigne@nwcsra.org](mailto:cgascoigne@nwcsra.org).**

## Registration Windows

### Current Participants:

**Wednesday, December 4 - Friday, December 13**

### Waitlist Participants:

**Wednesday, December 18 - Friday January 3**

## Site Addresses

### NWCSRA

10 Montrose Drive, Romeoville

### Plainfield Township Community Center (PTCC)

15014 Des Plaines Street, Plainfield

### Annerino Community Center (ACC)

201 Recreation Drive, Bolingbrook

**Start:** January 20, 2025

**End:** December 19, 2025

### 2025 No Program Dates

**Spring Breaks:** Monday, March 31 – Friday, April 4

**Memorial Day:** Monday, May 26 – Friday, May 30

**Summer Break:** Monday, June 30 – Friday, July 11

**Labor Day:** Monday, September 1 – Friday, September 5

**Thanksgiving:** Monday, November 24 – Friday, November 28

**In-Service Staff Training:** 2/19, 4/23 and 10/22

## How To Register

1. Call Carrie Gascoigne at 815-552-9776 to schedule a time to drop off your paperwork and complete the registration process.
2. Be prepared with all completed paperwork and payment to finalize registration and create payment plan.
3. Confirmation email will be sent. Check spam/junk folder if email doesn't appear in your inbox.

## Cancellation Procedure

NWCSRA requires any cancellations from day program to be in writing and sent to the day program coordinator by the second Friday of the month, in order to receive a full refund for any upcoming months. If cancellation is not in writing or is made after the second Friday of the month, a refund is not guaranteed and the family will be responsible for payment for the upcoming month.

## Annual Information Form

The form provides staff with valuable information which allows NWCSRA to conduct its activities in the safest possible manner and to meet the needs of the participants. You can update your AIF at any time (changes in medication, behavior, contact information, etc.) All information is kept strictly confidential and enhances successful participation.

## Scholarships

The commitment of NWCSRA and the member agencies is to provide all residents the opportunity for participation in NWCSRA programs. A scholarship fund has been developed to assist individuals who may be experiencing financial difficulty. Individuals seeking financial assistance should contact Brenda Cresap at 815-552-9767 or at [bcresap@nwcsra.org](mailto:bcresap@nwcsra.org) for more information regarding the scholarship process. All personal information required for scholarship procedures is kept strictly confidential. Scholarships must be requested online by completing the Scholarship Request Form each program season. Scholarships must be requested and approved before registering.

# Adult Day Program Offerings

## Adults Living Large

The Adults Living Large (ALL) programs are for individuals meeting 1:4 eligibility requirements. **Fees listed are per month.**

### Romeoville

This half-day program offers a later start and focuses on in-house activities like cooking, sensory room sessions, technology, and arts and crafts, with community outings a few times each month.

Location	Days	Times	Res/NR Fee
NWCSRA	Tu/Th	10:00am-2:00pm	\$326/\$486

**Site Phone:** (815) 552-9781 (Calls Only)

**Site Email:** ALLRomeoville@nwcsra.org

### Plainfield

This full-day program combines in-house activities such as cooking, sensory room sessions, fitness, and arts and craft with multiple community outings each month.

Location	Days	Times	Res/NR Fee
PTCC	Tu/W/Th	9:00am-3:00pm	\$560/\$840

**Site Phone:** (815) 552-9782 (Calls Only)

**Site Email:** CruisersPlainfield@nwcsra.org

## Community Cruisers 1

The Community Cruisers 1 programs are for individuals meeting 1:5 eligibility requirements. This full-day program will mainly be in the community with in-house days occurring a few times throughout each month. **Fees listed are per month.**

### Romeoville

Location	Days	Times	Res/NR Fee
NWCSRA	M/W/F	9:00am-3:00pm	\$560/\$840
NWCSRA	Tu/Th	9:00am-3:00pm	\$384/\$576

**Site Phone:** (815) 552-9781 (Calls Only)

**Site Email:** ALLromeoville@nwcsra.org

### Bolingbrook

Location	Days	Times	Res/NR Fee
ACC	Tu/W/Th	9:00am-3:00pm	\$560/\$840

**Site Phone:** (815) 552-9783 (Calls Only)

**Site Email:** CruisersBolingbrook@nwcsra.org

## Bulldogs

The Bulldogs program is designed for individuals that meet the 1:3 eligibility requirements and 1:2 for community outings. This full day program will be mostly in-house with cooking days, sensory room sessions, fitness and community outings occurring a few times each month. **Fees listed are per month.**

### Romeoville

Location	Days	Times	Res/NR Fee
NWCSRA	M/W/F	9:00am-3:00pm	\$560/\$840

**Site Phone:** (815) 552-9784 (Calls Only)

**Site Email:** BulldogsBolingbrook@nwcsra.org

## Community Cruisers 2

The Community Cruisers 2 program is for individuals meeting 1:6 eligibility requirements. This full-day program will almost exclusively be in the community with in-house days occurring a couple of times a month. **Fees listed are per month.**

### Plainfield

Location	Days	Times	Res/NR Fee
PTCC	Tu/W/Th	9:00am-3:00pm	\$578/\$867

**Site Phone:** (815) 552-9782 (Calls Only)

**Site Email:** CruisersPlainfield@nwcsra.org

## Before and After Care

Before and after care are unstructured free time. Games and activities will be available to the participants. Participants may bring a snack and drink to have during before and/or after care. Minimum enrollment must be met for program to run. **Pick-a-day option, fees listed are monthly per chosen day.**

### Romeoville - NWCSRA

Type	Days	Times	Res/NR Fee
Before	M/Tu/W/Th/F	8:00-9:00am	\$48/\$72
After	M/Tu/W/Th/F	3:00-4:30pm	\$66/\$99

### Plainfield - PTCC

Type	Days	Times	Res/NR Fee
Before	Tu/W/Th	8:00-9:00am	\$48/\$72
After	Tu/W/Th	3:00-4:30pm	\$66/\$99

# Eligibility Requirements

## **General Eligibility Requirements for all Adult Day Program Offerings**

- Participants must be 21 years or older
- Participants must be able to communicate their needs using various forms of communication
- Participants must be able to follow NWCSRA's Behavior Expectations listed on page 7
- Participant must be able to be redirected or de-escalate in an appropriate time frame

## **1 Team Member to 4 Participant Ratio (Adults Living Large)**

### **Program Expectations**

- Participant must be able to participate in a variety of planned activities with minimal assistance
- Participants must be able to maintain pace and remain with group
- Participants must be able to adapt to changes and show flexibility in the program with minimal resistance
- Participants must be able to follow directions with minimal visual or verbal prompting
- Participants are responsible for carrying and keeping track of personal belongings with minimal assistance
- Participants must be able to follow assigned behavior plans by NWCSRA (if applicable)

### **Communication**

- Participants are expected to demonstrate appropriate interactions with peers, staff, and community members

### **Personal Care**

- Participants should display independence in their daily routine with minimal assistance in daily living skills
- Assistance will be provided for an individual with a physical impairment for transferring in and out of their wheelchair

## **1 Team Member to 5 Participant Ratio (Community Cruisers 1)**

### **Program Expectations**

- Participant must be able to participate in a variety of fast-paced planned activities with minimal assistance.
- Participants must be able to maintain pace and remain with group.
- Participants must be able to adapt to changes and show flexibility in the program with minimal resistance.
- Participants must be able to follow directions with minimal visual or verbal prompting.
- Participants are responsible for carrying and keeping track of personal belongings with minimal assistance.

### **Communication**

- Participants are expected to demonstrate appropriate interactions with peers, staff, and community members.

### **Personal Care**

- Participants should display independence in their daily routine with minimal assistance in daily living skills
- Assistance will be provided for an individual with a physical impairment for transferring in and out of their wheelchair

## **1 Team Member to 6 Participant Ratio (Community Cruisers 2)**

### **Program Expectations**

- Participant must be able to participate in a variety of fast paced, planned activities with minimal assistance
- Participants must be able to maintain pace and remain with group
- Participants must be able to adapt to changes and show flexibility in the program with minimal resistance
- Participants must be able to follow directions with minimal visual or verbal prompting
- Participants are responsible for carrying and keeping track of personal belongings with minimal assistance

### **Communication**

- Participants are expected to demonstrate appropriate interactions with peers, staff, and community members.

### **Personal Care**

- Participants must be able to tend to personal self-care such as bathroom needs, hand washing, eating, dressing, and personal hygiene independently. They must be able to use the washroom and change themselves without assistance.

NWCSRA reserves the right to pause participation and reassess if an individual is meeting the eligibility requirements along with reassessing accommodation requests.

# Eligibility Requirements & Drop Off/Pick Up Procedures

## 1 Team Member to 3 Participant Ratio (Bulldogs)

### **Program Expectations**

- Participant must be able to participate in a variety of planned activities with staff assistance
- Participants should be able to maintain pace and remain with group without continuously eloping
- Participants must demonstrate the ability to successfully attend community outings with group
- Participants are responsible for carrying and keeping track of personal belongings with support from staff
- Participants should be able to follow directions with visual or verbal prompting
- Participants must be able to ride agency vehicle with seatbelt fastened. Harnesses are prohibited
- Participants should be able to transition from activities with support from staff

### **Communication**

- Participants should be able to engage with peers appropriately with support from staff

### **Personal Care**

- Participants should display at least minimal independence in their daily routine with staff assistance in daily living skills

## Accommodations

All requests for accommodation are made on a case-by-case basis taking into consideration all facts, such as the eligibility requirements of the specific program, the staffing available, the structure, safety, location and activities of the specific program, the specifics of the individual patron's needs, and what alternatives may be available.

NWCSRA reserves the right to pause participation and reassess if an individual is meeting the eligibility requirements along with reassessing accommodation requests.

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## **Drop Off/Pick Up Procedures**

NWCSRA drop off and pick up procedures are specific to each site and are subject to change. The drop off and pickup procedure for each site is included below.

### **Romeoville (Adults Living Large, Community Cruisers 1, & Bulldogs)**

- Guardians drop off and pick up in the NWCSRA parking lot.
- Guardians should remain in their vehicles. Staff will walk participants in at the start and out at the end of day.
- Guardians are responsible for communicating with transportation service companies (PACE, Uber, etc.) of the site's procedure and notify staff when transportation times may interfere with program.

**Before & After Care:** Guardians will need to come to the back door (facing the shed) and ring the doorbell for drop off and pick up.

### **Plainfield (Community Cruisers 2 & Adults Living Large)**

- Guardians drop off and pick up at the door to the right of the main entrance.
- Guardians should remain in their vehicles. Staff will walk participants in at the start and out at the end of day.
- Guardians are responsible for communicating with transportation service companies (PACE, Uber, etc.) of the site's procedure and notify staff when transportation times may interfere with program.

**Before & After Care:** Guardians will follow the same procedures listed for the typical day.

### **Bolingbrook (Community Cruisers 1)**

- Guardians drop off and pick up at door #6, which is the gym facing the west side of the building- located across from the park.
- Guardians should remain in their vehicles. Staff will walk participants in at the start and out at the end of day.
- Guardians are responsible for communicating with transportation service companies (PACE, Uber, etc.) of the site's procedure and notify staff when transportation times may interfere with program.

# Program Guidelines

## **Attendance Policy**

Call the assigned phone number or assigned email to notify a Day Program team member of absences by 8:00am or by 7:00am for before-care and leave a message including your name, participant's name, and phone number. Please inform the Program Coordinator of preplanned absences. NWCSRA does not issue credits or refunds for absences.

## **Drop Off and Pickup Policy**

NWCSRA understands unforeseen circumstances occur. Each Day Program site has a phone number guardians can call to inform a team member of their participant's late arrival and/or pick up and should leave a detailed message if a team member is unable to answer. Be advised guardians may be responsible for meeting the group at an alternative location when arriving late or picking up early depending on the scheduled activities.

NWCSRA has a late fee policy. Fees will be assessed if a guardian is continually late for drop off or pickup and must be paid prior to participation in future programs. Continued late drop-off or pickup to the program could result in enrollment in before or after care services or termination in the Day Program.

NWCSRA understands guardians may rely on transportation services (PACE, Uber, Township, etc.). Guardians must inform the Program Coordinator at time of registration of approved transportation services. Guardians are responsible for communicating drop off/pickup procedure and program time to service company. Please note the drop off and pick up policies stated above still apply.

## **Weather Policy**

NWCSRA is continually checking the weather to ensure the best decision is being made when deciding to cancel, delay, and/or have program as scheduled due to inclement weather. When inclement weather arises, an NWCSRA team member will call the primary contact listed on the Information Sheet. If you do not receive a phone call, program will occur as normal. There will be no credits and/or refunds given for program cancellations due to weather.

## **Medication Policy**

For prescription medication or over the counter medication that needs to be administered during program, a Medication Distribution Waiver must be completed for staff to dispense medication. All prescription medication must be in its original dosage containers clearly labeled with the participant's name and dosage instructions (time of day, with food, etc.). Over the counter medicine, such as Advil, should remain in original container. A team member will hold onto medication to dispense during program. All Medication Distribution Waivers must be turned in to the Program Coordinator at least 24 hours in advance for approval before medication can be dispensed at program. A new Medication Distribution Waiver will need to be completed before new medication can be dispensed.

## **Program Attire**

Participants are required to wear closed-toe shoes and program-appropriate as well as weather-appropriate clothing to program each day. Check your monthly calendar to ensure your participant is dressing for the activities scheduled for that day. If special clothing is required (Ex: Pajamas), it will be indicated on the monthly calendar.

## **Personal Items**

NWCSRA understands participants enjoy bringing personal items from home for comfort and/or to show their friends. Be advised that NWCSRA is not responsible for lost or stolen items. The Day Program team members are also not responsible for holding participant's personal items. We encourage participants to only bring items needed for that day, such as their lunch and drink. Cell phones are allowed at program; however, cell phones should remain in their bag or pocket during program hours unless permission is given by a team member. When cell phones and/or personal items become an issue during program, an NWCSRA team member will address the situation accordingly.

## **Intergroup Activities**

Participants in our Adult Day Program have the opportunity to engage and connect with members from other ADP groups during monthly intergroup activities. These gatherings foster socialization, collaboration, and new friendships.

# Program Guidelines

## **Program Calendar**

A calendar will be handed out during the last week of each month listing the main activities for the month. The calendar is also located on the Adult Day Program page on the NWCSRA website. The activities may change due to weather or other unforeseen circumstances and efforts will be made to reschedule when possible. NWCSRA team members will do their best to notify guardians of any changes to the calendar ahead of time.

## **Field Trips/Outings**

The Day Programs schedule a variety of field trips each month. If special clothing or instructions are required, it will be noted on the monthly calendar. It is recommended that each participant brings a backpack as they are responsible for carrying their personal items along with their lunches on field trips.

## **Lunch**

A lunch is required each day unless the group is scheduled to cook or have lunch out, which is indicated on the monthly calendar. If your participant does not like the food being cooked or lunch out options due to personal preference or beliefs, please send a lunch. The cost of lunch out is included in the program fee unless noted on the monthly calendar. The agency will pay for the basic lunch items such as a regular size burger, fry, and a drink. Participants can bring money to purchase extra food items. If your son/daughter is unable to communicate their food choice, guardians should write their lunch order on a piece of paper and give it to a team member. Guardians can find the restaurants listed on the monthly calendar.

## **Behavior Expectations**

NWCSRA encourages and promotes the concept of fun for everyone. Certain rules and guidelines have been established to ensure the safety and enjoyment for everyone. Participants, staff, volunteers and parents/guardians are expected to exhibit appropriate behavior at all times. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff. All parties shall:

- Show respect to all participants, staff, volunteers and parents.
- Abstain from using abusive or foul language.
- Refrain from causing bodily harm to others.
- Demonstrate respect to equipment, supplies, uniforms and facilities.
- Represent NWCSRA in a manner that is consistent with the goals, objectives and ethics of the association.

Individual behavior plans may be developed on the advice of parents/guardians, staff members or other professionals. NWCSRA reserves the right to pause participation or dismiss any individual if the above procedures are not adhered to. Each situation will be evaluated individually and on its own merit.

## **Participant Illness Guidelines**

To prevent the spread of contagious illnesses, participants should not attend programs when any of the following symptoms exist:

- Fever of 100° or higher
- Vomiting or diarrhea within the last 24 hours
- Contagious rash or a rash of unknown origin
- Persistent cough and/or cold symptoms
- "Pink eye" (conjunctivitis) or discharge from the eye
- Symptoms of mumps, measles, chicken pox, strep throat, flu, impetigo, coxsackie virus, head lice, mites and ringworm, or coronavirus
- Runny nose with yellow or green discharge

Please notify the NWCSRA office if the participant contracts any contagious illness that will affect his/her attendance at the program. Participants should return to programs at the recommendation of their doctor, or, if not under a doctor's care, when the symptoms have clearly passed. Staff will send participants home if they feel participants are feeling under the weather or they are exhibiting any symptoms of illness.

# Memories from 2024

