



Van Buren Township
Parks and Recreation Department
Instructor/Contractor Handbook

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Van Buren Township Parks and Recreation Department *Class Instructor Policies and Procedures*

Van Buren Township Parks & Recreation Department's main concentration is providing our community of all ages and abilities quality recreational opportunities in a fun and safe environment. Programs that are offered to the community focus on health and wellness, social interaction, team building skills, as well as personal/professional/cultural enhancement. Hiring qualified instructors enables us to provide the highest standards we strive for when offering these programs.

Points of Interest to Instruct for Van Buren Township:

- 1. Compensation:** You get paid to teach what you enjoy! Van Buren Township pays you a total percentage of the class revenue. Compensation is paid at the end of each class session. Payments will be delivered by the U.S. Postal Service unless other delivery arrangements are made with the Director of Recreation and put in writing. Checks should be delivered between 4-6 weeks after the class has ended. In the event you are unable to teach any portion of your assignment, the proportionate amount of your wages will be deducted.
Compensation is based upon the number of persons being instructed or supervised, only those persons on the official roster provided by the Department shall be counted for this calculation.
It is understood that this agreement and your employment are contingent upon minimum program enrollment in your assigned class(es). Further, this agreement and your employment are contingent upon and subject to approval or ratification by the Township Board. Should this assigned class be cancelled, the Township shall have no obligation to continue your part-time employment. If cancellation or re-assignment occurs, you will be paid for the number of classes you taught prior to the cancellation or re-assignment.
- 2. Tardiness:** Instructors are expected to be on time for their class. If you are running late a phone call to our department is needed (734) 699-8921. This way we can notify the class of the situation.
- 3. Missed Classes:** Since residents are paying for a certain amount of classes, it is recommended that all classes be carried out. If a situation arises and you are unable to make a class, i.e., illness, call the recreation department at (734) 699-8921 and the recreation staff will call your class about the cancellation. If you know in advance that you will have to miss a class, please make certain all are notified: your class, the recreation director and the recreation department.

Make up dates for the class would need to be rescheduled as soon as possible by you and your class. The recreation department would need to be notified of the new make-up class.

On occasions, special events from our department may prevent your class from its regular schedule. In this case a make-up date will need to be scheduled as soon as possible. Forewarning of any special event will be given to you in a timely manner.

4. **Format:** It is the responsibility of the instructor to create and implement a format for the class in which they have been hired to instruct. They shall provide students with appropriate supplies if needed or give advance notice for students to obtain their own supplies.
5. Van Buren Township, and its departments, officers, officials and employees, and the owner of the property on which services are performed, shall not be liable nor responsible for any property damage and/or personal injury and/or other loss of damage suffered by, or caused by or arising out of the actions of, Instructor, and Instructor indemnifies, releases and forever discharges each such entities and persons from any and all actions, causes of actions, claims and damages with respect to any and all such damage, injury and/or loss. This provision shall not, however, release nor discharge any individual from his or her intentionally wrongful and/or grossly negligent acts. Instructor shall have no right to expect coverage under any and all existing comprehensive or personal injury liability insurance policies of Van Buren Township.
6. Van Buren Township Recreation Department will provide advertisement for your class in the semi-annual recreation brochure; as well as develop flyers which are distributed to the local schools. Instructors are permitted to design and implement their own flyer for the program with the Director's approval. All flyers must contain the correct verbiage which has been approved by the Board of Trustees. Other forms of advertisement provided by Van Buren Township are incorporating your program on the local cable channel and Township Website.
7. Permit Holder/Instructor and staff shall be required with Public Acts 342 and 343, the Sports Concussion law. This includes all requirements for coaches, employees, volunteers, umpires, players and other adults involved with the event. The Permit Holder/Instructor and staff needs to be compliant with all trainings, forms, and medical clearance procedures.
8. Department reserves the right to terminate this Contract at any time: (1) with cause without any advance notice; and (2) without cause upon 10 days notice; however, the Department reserves the right to stop Instructor from performing services without any advance notice.

9. Instructor shall have the right to terminate and cancel this Contract: (1) with cause upon 10 days advance notice; and (2) without cause upon 30 days advance notice.
10. Instructor's relationship with Department is and shall continue to be that of an independent contractor. Instructor is not an employee of the Department or of Van Buren Township, and no liability or other liability or other benefits, such as unemployment or workers compensation, retirement, insurance benefits, tenure rights or tax withholdings shall be made by or accrue to Instructor.
11. The following programs/activities may carry an increased risk and will be required to have insurance as identified below (select the type of activity):

Fitness Classes Martial Arts Sports Clinics/Classes
 Gymnastics Other: _____
 _____ Instructor initials if insurance is required

Insurance requirements for any of the above mentioned activities or any activity deemed to have a higher risk shall include:

A. Instructor shall procure and maintain through the duration of the Agreement the minimum insurance coverages set forth in subparagraphs (i) through (iii) below.

- i.** Commercial General Liability insurance against claims for bodily injury or death and property damage occurring in under this Agreement, such as insurance to afford immediate protection to the limits of not less than \$1,000,000.00 per occurrence, and \$1,000,000.00 aggregate and such insurance shall include (a) advertising injury; (b) personal injury; (c) death, (d) property damage; and
- ii.** If Instructor assigns any employees to work in providing services, workers compensation (statutory amount) for employees of Contractor; Employer's liability- \$1000,000.00 bodily injury for each accident, disease limits of \$1,000,000.00 per policy and \$1,000,000.00 per employee.
- iii.** Van Buren Township shall be named as an additional insured on Instructor's policies, except worker's compensation, without any restrictive modifications. All policies shall contain an endorsement waiving any claim or right of subrogation against the Township. The insurer of any policy shall have a Certificate of Authority to transact insurance business in the State of Michigan.

The certificate MUST indicate that the Charter Township of Van Buren, its elected officials, employees and volunteers, and others working on behalf of the Charter Township of Van Buren are named as "Additional Insured" and shall hold them harmless from any and all loss, damages, liability, claims, actions, suits, proceedings of every kind or character arising out of injury, including death, to persons or damage to property due in whole or in part as it relates to the sponsored event. The specific name and date of the event must be detailed on the certificate, as well as the name of the Park where the event will be held. It is understood and agreed by naming the Member as additional insured, coverage afforded is considered to be primary and any other insurance the Member may have in effect shall be considered secondary and/or excess.

Instructor shall maintain with respect to each such policy an agreement evidencing such insurance with such endorsement as may be reasonably required by the Van Buren Township Parks and Recreation Director and shall deliver to the Van Buren Township Parks and Recreation Department a certificate with respect to such insurance in a form reasonably satisfactory to the Van Buren Township Parks and Recreation Department at least (5) days before the start of any service provided. Instructor shall obtain the written agreement on the part of each insurance company to notify the Van Buren Township Parks and Recreation Department prior to cancellation, material alteration or non-renewal of any such insurance.

12. Instructor agrees to:

- (1) No need to worry about registering participants for your class. The Recreation Department will do the work for you. Prior to each pick up at the recreation front desk a list of registered participants, keep an activity attendance record and return to the recreation front desk after each class.
- (2) Report any accidents which occur in and during a course, report to the Department within 24 hours.
- (3) Contact the Department concerning all cancellations a (minimum 24 hour notice if possible) Recreation staff will contact enrollees of cancellations.
- (4) Take responsibility for the supervision of enrollees and for the reasonable care of the facility or facilities used in conducting the course, including the exercise of due diligence in the handling of Township equipment and securing equipment and buildings during and following use.
- (5) Complete the program evaluation form upon completion of the course.
- (6) Comply with all department policies and procedures.
- (7) Successfully complete a criminal background investigation.

Department Representative Signature Date

Instructor Signature Date

For Office Use Only



Instructor Name: _____

Insurance Required Yes _____ No _____ Staff Initials _____

W-9 Completed Yes _____ No _____

Background Check Completed _____
Date Staff Initials

Director Signature _____

Date _____



Van Buren Township Parks and Recreation Department *Requirements for Class Proposal*

Individuals interested in teaching a class for Van Buren Township Parks and Recreation Department must submit a Class Proposal and Instructor Information Form (forms attached).

The information listed below explains the content of the proposal form. Your class proposal will be evaluated by the Director of Recreation and the Recreation Committee based on interest of the community. Following the evaluation process and class approval, you will be contacted for an interview. Submitting a proposal does not guarantee automatic agreement of the class. Classes similar in content to current programs and classes will most likely not be considered.

Class Title

Please list an appropriate title for your class that concisely and accurately represents your class. If your course is a beginning or advanced level please indicate that in the title. Class titles can be cut and dry or creative just as long as it's clear to participants what the class is about at first glance.

Detailed Course Description

This is a brief description (limit to about 35 words) about your class. Describe what your students will learn and make your description as interesting as possible! If you need some ideas look at other class descriptions in our recreation brochure. Since you are the instructor of the program/class it is required for you to present the course description. The recreation department is not required to create the course concept. If students will need to bring or wear certain items to class, make sure to include this in your description, as well if they must have previous experience in the subject to take the class. Van Buren Township reserves the right to edit descriptions. You will have the opportunity to refine your class description prior to submission to the recreation brochure if your class is approved.

Class Fee

Fees for program and classes must be determined by the instructor however, the Director has the right to approve the final cost. Fees can be determined by comparing with other similar recreation departments that offer similar classes. You can also look in the current recreation brochure to view how recreation classes are charged. Figure how much you would like to make an hour, figure your time for implementation and instruction. Keep in mind you will keep _____% of class revenue _____% goes to the Recreation Department to cover administrative, facility, overhead and marketing costs. Additionally, Van Buren Township will add \$15 non-resident fee to class costs. You do not need to add this in your proposal.

Facilities

Instructors should indicate the type of space required or preferred for their class. You may walk through our building to see what classroom would be efficient for your proposed class. This will give us an idea of what size room you will need. We are limited on class space but will try our best to accommodate your request. Also, due to our limited space your class may be asked to switch rooms if a special event or emergency arises. Advanced notification will be given if time is allotted.

Once room assignments are finalized for your class, you will be asked to submit a room diagram so our building staff can set up your room according to your needs.

Van Buren Township provides the following equipment: tables, chairs, white dry boards, and dry markers/erasers. TV/VCR/DVD and projector request must be made in advance due to limited availability of these items. The recreation staff can make copies for your class but must be requested prior to start of class. The copier is not in use after 5:00p.m. Other items such as pencils and paper can be provided by Van Buren Township with prior notification.

Class Scheduling

Complete the class scheduling information based on when you would prefer to teach the class and we will do our best to accommodate your request. Due to limited facilities and high demand, it is helpful for you to include alternate days and times for your class.

Priority is given to on-going and returning instructors. Upon approval of a class proposal, instructors will be asked to submit the exact class dates they will offer their class, including dates that the class will not be meeting due to holidays, instructor absence, etc.

Van Buren Township offices are closed and classes will not be offered on the holidays listed below:

- New Year's Eve Day
- New Year's Day
- Memorial Day
- Good Friday (morning only)
- Easter Sunday
- July 4th
- Labor Day
- Thanksgiving Day and day after
- Christmas Eve
- Christmas Day (recommended to end classes prior to week of Christmas)

Recreation Brochure

The recreation brochure is published twice a year. Listed below are the months for each brochure and when information is due.

Fall/Winter: Covers September- Early April

Spring/Summer: Covers Late April-August

	<u>Fall/Winter Schedule</u>	<u>Spring/Summer Schedule</u>
New Class Proposals Due	Last week in June	Last week in January
Class Information Due	Last week in July	Mid week in February
Registration Begins	Last week in August	Last week in March
Classes Begin	(Fall) Third week of September (Winter) Third week of January	(Spring) Third week of April (Summer) Third week of June

Class Fee: \$_____ per person (\$15 added to Non-Residents)

Material Fee: \$_____ per person, paid to instructor for class supplies not included in class fee.

Facility

Check a room that would best fit your class needs (if not sure leave blank)

- Gymnasium
- Multi-Purpose
- Senior Dining Hall
- Senior Lounge
- Senior Craft Room
- Otisville Meeting Room

ROOM NAME	DIMENSION	HOLDS WITH TABLES/CHAIRS	ONLY CHAIRS
Gymnasium	81.5' X 78.10'	400	600
Multi-Purpose	321/2' X 40.10'	30-40	60
Craft	19.10' X 51.3'	30-40	60
Dining Hall	73' X 40'	120	160
Otisville/Sheldon	58.4' X 27.4'	30 tables 4 per table	130
Sheldon	29.2' X 13.7'	15 tables 4 per table	60
Otisville	29.2' X 13.7'	15 tables 4 per table	60

List any special requirements or equipment you will need in a room, such as a sink, dry erase board, carpet or tile flooring etc. If you have no special needs, write N/A:

Please provide a diagram or description of class set-up once your proposal has been approved.



Van Buren Township Parks and Recreation Department
Instructor Contact Information Please Print Clearly

Name: _____ E-Mail: _____

Drivers License #: _____ A background check is required for all VBT employees

Address: _____ City: _____ Zip: _____

Phone# Day: _____ Evening: _____

Subject interested in teaching: _____

Education, training and/or certificates related to subject:

Experience related to subject (paid or volunteer) :

Job Title: _____ Employer: _____
Duties: _____
Dates of position: _____ to _____ Supervisor: _____
Supervisor's Title: _____ Supervisor's Phone#: _____
Job Title: _____ Employer: _____
Duties: _____
Dates of position: _____ to _____ Supervisor: _____
Supervisor's Title: _____ Supervisor's Phone#: _____

References (please do not list relatives)

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

Signature: _____

Date: _____

The above information is true to the best of my ability.



Van Buren Township

Parks and Recreation Department

Instructor Code of Conduct

On behalf of your colleagues, we welcome you to Van Buren Charter Township and wish you every success here!

At Van Buren Charter Township we believe that each employee, volunteer and recreation instructor contributes directly to the growth and success of the municipality, and we hope you will take pride in being a member of our team.

The Recreation Instructor Code of Conduct was developed to describe some of the expectations of instructors. Recreation instructors should become familiar with the contents of this Recreation Instructor Packet as soon as possible, for it will help answer questions about being an instructor at Van Buren Charter Township.

We believe that professional relationships are easier when all employees, volunteers and recreation instructors are aware of the culture and values of the organization.

We hope that your experience here will be enjoyable and rewarding.

Treat others with dignity and respect, and serve them impartially and inclusively. Instructors and volunteers shall not harass or discriminate or tolerate harassment or discrimination on the basis of sex, disability, marital status, age, gender, religion, or national origin.

Maintain the confidentiality of information entrusted to them by Van Buren Township or its customers and residents except when authorized or otherwise legally obligated to disclose.

Practice safety in all work activities.

Respect the property of Van Buren Township, staff and participants.

Respect the difference and opinions of others.

Present a positive image of the Van Buren Township community and the Recreation Department at all times including while using social networking websites, public presentations, etc. which have impact and consequences for work-related functions.

Be aware of and comply with applicable policies, procedures, laws, rules, and regulations.

Be honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest (political, financial, legal, etc.) between personal and professional relationships.

Treat others fairly, promote a team environment, and avoid even the appearance of unethical or compromising practices.

Provide co-workers, constituents, participants, guests, elected officials, and volunteers with information that is accurate, objective, and timely.

By signing, I acknowledge that I have read, understand and agree to the above:

Instructor Signature



Authorization for Criminal Background Investigation

Full Name: _____
Last First Middle

DOB: _____ **E-mail:** _____

Address: _____ **City:** _____ **Zip:** _____

Phone# Day: _____ **Evening:** _____

Gender: Male/Female (Circle) **Race:** _____

Have you lived outside of Michigan in the past twelve months? YES NO
If YES, please indicate previous address on the back of the form.

Have you ever been convicted by plea or trial of any crime including traffic offenses? YES NO

If YES, please indicate your conviction on the back of the form.

Drivers License #: _____ **State:** _____ **Exp. Date** ___/___/_____

Certification Statements

I certify that the above statements are true and that the making of false statements may be considered sufficient cause for immediate dismissal upon discovery thereof. I understand, and agree, that all misleading information or omission of information may be cause for dismissal.

I specifically authorize the Charter Township of Van Buren, its agents, and its employees to make inquiries of courts, law enforcement agencies, and other entities for records of criminal convictions.

I understand that it is the intent of Van Buren Township to deny participation to any person who has been involved in or convicted of a any criminal activity that may be harmful to the Township, the activity or the participants. I understand that any inappropriate and/or unacceptable conversation or conduct with any participant may be grounds for immediate dismissal.

I also understand that Van Buren Township reserves the right to submit random checks on individuals at any time.

I agree to hold Charter Township of Van Buren, its agents, volunteers, officers, elected officials, employees and all parties involved harmless from any actions arising out of any criminal records check that may be done.

Signature: _____ **Date:** _____



Additional Information for Authorization for Criminal Background Investigation

Previous Address(es)- within past twelve months

Address _____ City _____ Zip _____

Dates residing at that address _____ to _____

Address _____ City _____ Zip _____

Dates residing at that address _____ to _____

Convictions (by plea of guilty, no contest or trial):

<u>Court where Conviction occurred</u>	<u>Date of conviction</u>	<u>Name of offense</u>	<u>Police Department or agency</u>
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_____	_____	_____	_____
_____	_____	_____	_____

List all convictions whether they have been expunged, purged, dismissed or otherwise resolved after a conviction.



Van Buren Township
Parks and Recreation Department
Contract Instructor Information Checklist

Once the proposal has been approved by the Director and the Recreation Committee new instructors will be required to complete the following forms:

- ✓ **Instructor Contract**
- ✓ **Holds Harmless Agreement**
- ✓ **Criminal Background Investigation Form**
- ✓ **Instructor Code of Conduct Form**
- ✓ **W-9 Form**

Please call the Recreation Director at (734) 699-8921 regarding class proposals



When teaching a class Positive Reinforcement Techniques for Children



Teaching and fostering acceptable social interaction is a large part of Van Buren Township programs.

If a child is acting out in class here is what to do:

After class meet with the parent/guardian to discuss the issue in class.

When necessary notify the Recreation Front Desk Staff and informing them that assistance is needed with a misbehaving child.

If a child becomes frustrated because he or she cannot complete a task, encourage them try again, and assist if needed.

Communicate issues and concerns to the Recreation Department Director immediately following an incident.

What NOT to do:

Assume that the parent is aware of an issue and let it go unresolved.

Isolate the child by placing them in the corner or in another room.

If a child becomes frustrated because he or she cannot complete a task, become equally frustrated and tell them to try something else.

Wait for the parent to contact the Recreation Department regarding the incident.

Under no circumstances will there be any spanking, physical abuse, verbal abuse, name calling or isolation used.

If a discipline problem arise that does not respond to the aforementioned techniques, a parent meeting will be scheduled with the instructor as well as the Recreation Director. Together we will work to find a solution for all parties concerned.



Inappropriate of Aggressive Participant Behavior

Van Buren Township is dedicated to providing a safe, exciting, and positive environment for all of our participants. Van Buren Township has a Zero Tolerance Policy towards violence of any nature (this includes, but is not limited to, striking, grabbing, biting, kicking, choking, and scratching,) and any inappropriate behavior that is considered sexual in nature, or is otherwise deemed inappropriate at the discretion of Van Buren Township staff, instructors, and administrators. Foul language is prohibited. Any harassment, including sexual harassment and verbal slurs involving race, ethnicity, disability, or sexual orientation will not be tolerated.

Any and all of the previously listed behaviors should be communicated to recreation staff as soon as possible. If the situation is serious in nature, an incident report form may need to be completed immediately.

Never put yourself in harm's way. Van Buren Township Recreation Department staff are available to assist or call for help when needed.

If a minor participant exhibits violent, sexual, or otherwise inappropriate behavior at a program/activity, the following progressive intervention will likely occur.

1. Step 1: Verbal Warning Parent/Guardian will be contacted immediately regarding the behavior exhibited by the participant. Solutions and tactics will be solicited by staff and instructors, and new/different behavior modification strategies will be discussed with in an attempt to resolve and prevent any future instances of behavior.

2. Step 2: Strategy Meeting: Following a second violation, staff may schedule a formal discussion with parent/guardian of the participant. Options include, but are not limited to, face-to-face meeting and/or telephone conversation. During this discussion, the parent/guardian will have a chance to discuss new/different behavior modification strategies with the staff in an attempt to resolve and prevent any future instance of behavior.

3. Step 3: Schedule Modification: Following a third violation and as a final attempt towards resolution, staff or instructors may recommend a schedule modification plan with the parent/guardian of the participant to identify options moving forward which may include, but are not limited to:

- Reduced attendance
- Mandatory aide/resource requests
- Temporary or indefinite suspension from program

In accordance with the Code of Conduct, Van Buren Township administration personnel reserves the right to, in situations judged to be extreme, modify the aforementioned steps/policies/interventions in a manner in which they deem most appropriate. Related behavior may result in expulsion from the program or a trespass from the facility.

If less serious but nevertheless difficult or challenging participant behavior patterns are a concern, please contact your CLS program coordinator or point of contact for assistance support.

Americans With Disabilities Act (ADA)

In 1990 the Americans with Disabilities Act (ADA) was enacted to eliminate discrimination against individuals with disabilities in the areas of employment, transportation, public accommodations and services and telecommunications. Of significance to providers of recreation and leisure services, Section 302 of the Act prohibits denying full and equal access of any public facilities or services to an individual on the basis of disability. The law requires agencies to accommodate individuals of varying abilities both architecturally and programmatically.

Additionally, Van Buren Township can provide a variety of accommodations to promote the participation of individuals with disabilities. Many accommodations can be made to ease the transition from segregated programs to an inclusive recreational setting. Accommodations are provided based on the individual needs and abilities of each participant.

Reasonable accommodations for individuals with disabilities are available upon request. Van Buren Township requests that the patron contact the department two weeks in advance of the program start date.

What Does ADA Mean For You, The Instructor

In the event that a participant or parent/guardian who informs you that they have a disability, or require a special accommodation, and would like to participate in your program – you cannot deny them access. However, individuals must provide us with reasonable notice, Van Buren Township requires a minimum two week notice,) to process a request for accommodation.

Here's What to Do:

- Complete an ADA Accommodation/Inclusion Request Form with the individual, Making sure that request and the contact name and phone number are clear.
- ADA Accommodation Inclusion Request Forms are available at the Van Buren Township Recreation Department Front Desk and online at www.vanburen-mi.org.
- Thank the patron for their assistance with completing the form.
- Inform the individual that someone from Van Buren Township Recreation Department will be in contact with them soon.
- Immediately submit the ADA Accommodation Request Form to the Director and/or Deputy Director of Parks and Recreation.
- If the accommodation request is deemed reasonable by administrative staff, the instructor will be contacted to discuss related arrangements.
- Instructors will be contacted regardless of the outcome of the request.



Request for Inclusion Support/Accommodation Form

Date _____ Participant Name _____

DOB _____ Age _____ Parent/Guardian name (if applicable) _____

Address _____ City _____ Zip _____

Phone(Home) _____ Cell _____ Work _____

Best time to call for a parent/participant interview _____

Email Address _____

Describe the nature of the accommodation being requested

Has the individual participated in Van Buren Township Recreation classes before? Yes ___ No ___

Please Note: Qualified individuals with disabilities who wish to participate in VBT recreation programs and who need accommodation are invited to present their request by completing this request form and returning it to the Van Buren Township Recreation Department a minimum of 2 weeks prior to the start date of any program activity in order to allow sufficient time for the processing of request.

	Name of Program	Date	Time	*Please use additional sheets if needed*
1.	_____	_____	_____	
2.	_____	_____	_____	
3.	_____	_____	_____	
4.	_____	_____	_____	

Re-Application Reminder: Request must be completed and updated annually, or if the participant's needs change, to keep information current and to ensure appropriate resource accommodation.

Parent/Guardian Responsibility: Parents/Guardians are responsible to inform the recreation staff about additions or deletions to the listed programming above as soon as a change occurs. This includes activity drops, late arrivals, early pick-ups etc.

Request for Inclusion Support/Accommodation Acknowledgement Release

- I understand that Van Buren Township Recreation Department does not provide Inclusion Services for drop-in programs.
- I understand that Van Buren Township Recreation Department does not provide personal care (including, but not limited to: toileting, dressing/grooming, transferring, etc.)
- I understand that it is my responsibility to provide the recreation director and/or the deputy director with the most current information related to the requesting participant's abilities to assist in making accommodations to meet his/her needs.
- I understand that it is my responsibility to let the Recreation Director and/or the Deputy Director know if there are any changes to the information I have provided as soon as a change occurs.
- I understand that it is my responsibility to inform Van Buren Township Recreation Department for each program this participant registers for in which I wish to have an accommodation in place.
- I understand that an implemented accommodation plan does not exempt participants from following Van Buren Township Recreation Department rules and policies as well as the program's rules and regulations. The accommodations in place may assist the participant in meeting these rules, but does not exempt him/her from following them.
- I understand that if I or my child/dependent am/is unable to comply with these rules, even with the use of accommodations in place, Van Buren Township Recreation Department disciplinary procedures will be implemented. Meetings, probationary periods, and suspensions are interventions that may be implemented to address related concerns of issues. In some severe cases, participants may be subject to emergency suspension or expulsion at the discretion of Van Buren Township Recreation Department staff, especially in instances where the safety of the participant or others becomes a concern. This applies all programs and/or facilities.

Participant Signature _____

Parent/Guardian Signature (if participant is a minor)

Date received _____ Staff accepting request form _____

Date received by Director and/or Deputy Director _____

Date Director/Deputy notified individual/family? _____ Initial _____

Will reasonable accommodation be made? Y _____ N _____

Was participant notified? Y _____ N _____

Staff/Instructor Notified? Y _____ N _____



Van Buren Township

Parks and Recreation Department

Emergency Procedures For Instructors

Instructors play an important role within the team in the event of an emergency as guests will be looking to them for direction. Instructors will always have staff in close proximity to ensure that they are never in a position where they are on their own to deal with an emergency situation.

Always remember that in any emergency your first priority is to protect yourself. If you become injured or ill, unfortunately you become part of the problem. In the recreation staff area are first aid kits if needed. The recreation department is in close proximity to the Van Buren Township Public Safety Department. The recreation staff is capable of calling 911 as well as the public safety front desk if needed.

Severe Weather Emergency

A weather watch is when conditions are favorable for severe weather versus a weather warning which is when the condition has been sighted/detected.

When you are instructed to move to a safe location by staff please do so immediately. Be familiar with the closest safety location in the facility and be sure that you are able to account for any guests that you may have in your program. We cannot make people stay in the building during severe weather but we can insist that they move to a shelter location if they stay in the building.

Severe weather is more than the obvious thunderstorm, tornado or blizzard, it can be severe temperatures. Always be aware of the people around you during temperature extremes. If an individual does not look well (sweating, cramping, dizziness) or if their skin has a white spot, notify a staff member immediately as they may be experiencing heat related illness or frostbite.

If severe weather occurs prior to your class starting resulting in the closure of Township Hall, recreation staff will call participants to cancel the program. An extra class will be added to the program line-up to make-up for that cancellation.

Medical Emergency

If there is ever a situation where you or someone in your program is injured or becomes ill please notify a staff member immediately, no matter how minor the situation. If there is ever blood present, no matter how much, do not come in contact with it because you risk exposing yourself to any diseases that the victim may have. If you are asked to assist with the situation ALWAYS wear gloves! If the situation involves an adult who has a

minor with them (anyone under the age of 18), that minor stays in our care until Public Safety makes arrangements for them.

A defibrillator can be located in the recreation lobby as well as in the senior department hallway.

Missing Person

If for some reason a student in your class is missing. If possible have another adult search the area where the child or adult might have gone i.e. restroom. If the child or adult cannot be located notify the recreation staff immediately. Recreation staff will then contact the parent/guardian.

Parent Late Pickup Arrival

Occasionally those picking up a child are running behind. Please stress to the parents/guardians of the students in your class the importance of on time pick up. If a parent/guardian is running late please try to stay with the children until the parent/guardian has arrived. If you have to leave on time you must take the child to the trained recreation staff. Never leave a child unsupervised.

Child Abuse

Here at Van Buren Township safety is our number one concern. If you suspect a child is being abused notify recreation staff. It is not your job or recreation staff to determine if the child is being abuse however, it is our job to notify the authorities if a child is showing signs of being abused. Once you notify recreation staff then the recreation director will notify the proper authorities.



Van Buren Township Recreation

Frequently Asked Questions

What is I need my room set-up changed?

Please let the recreation front desk staff know if you need a room set –up changed. They can assist you in changing the order of the room is possible. Earlier the better for proper notification.

I need a roster of my class attendees- where do I get one?

You may stop at the front desk and ask for the front desk staff to print you a copy of your class roster.

Where do I turn in my attendance sign-in sheet? How often do I turn them in?

You can turn in your attendance sign-in sheet at the front desk after each class.

Who has to sign-in/out for class?

Everyone needs to sign-in/out of class. Any minor (under 18) needs to be signed in/out by a parent or designated guardian. This means the adult needs to walk them to and from class at the start and the end of class in order

What if a parent is late to pick up their child?

It is the responsibility of the Instructor to remain with the child until a parent has returned to pick up their child. We advise on the first day of class to verify phone numbers and emails for cases such as these. Sometimes information gets entered incorrectly in the registration system. So it is helpful to verify contact information.

Will Van Buren Township Recreation advise me on pricing for my classes?

As the contractor, it is your responsibility to determine a minimum and maximum price point that will be acceptable for your services. We suggest that you determine a minimum/maximum number of participants that you feel is acceptable to conduct the class without compromising quality or fiscal integrity. Please keep in mind we these are recreation classes when setting your price. A \$15 addition is added to non-resident costs.

When will I receive my check?

Voucher requests are submitted to the accounting department close to the ending of the class. This will ensure all revenue is accounted for with late registrations. Once the vouchers has been submitted then all voucher requests need to go to the Board of Trustees for their approval. Board of Trustees meet the first and third Tuesday of each month. Payments will be mailed to your address 4-6 weeks after class.

What do I do if I have to cancel class?

We understand that situations may arise however, since residents are paying for a certain amount of classes, it is recommended that all classes be carried out. If a situation arises and you are unable to make a class, i.e., illness, call the recreation

department at (734) 699-8921 and the recreation staff will call your class about the cancellation. If you know in advance that you will have to miss a class, please make certain all are notified: your class, the recreation director and the recreation department. Make up dates for the class would need to be rescheduled as soon as possible by you and your class. The recreation department would need to be notified of the new make-up class.

On occasions, special events from our department may prevent your class from its regular schedule. In this case a make-up date will need to be scheduled as soon as possible. Forewarning of any special event will be given to you in a timely manner.

What if I want to serve my class a snack?

While most of the classes do not require snacks if a situation arises and you would like to serve a snack please check with the front desk staff to ensure that appropriate accommodations or important safety precautions can be made for those with dietary restrictions or allergies.

What if there is an emergency/incident during class? What do I do?

If an emergency happens in your class such as a participant falling and needing medical attention, if another adult is in the room, send them to the front desk. If an adult is not available call the front desk 734-699-8921 for assistance or if needed call 911. The Front Desk staff is required to fill out a form on the incident and will be asking you questions such as 'Where did this happen?' 'How did this happen?' A copy of that form is attached for informational purposes.

If an emergency happens outside of your classroom such as a Tornado, the front desk staff will notify you either by phone or in person of precaution or actions to take. (See the Emergency Section of the Handbook for more details)

What is a participant in class has a communicable disease/illness?

Van Buren Township is committed to keeping staff and guests well aware of any potential risks or hazards that they may encounter while participating in Van Buren Township Recreation Department programs and facilities. If someone in your class has notified you that they or their dependent has a communicable disease/illness (strep throat, head lice, etc), please notify the front desk staff. Van Buren Township Recreation Staff will notify all participants and/or participants' guardians of the class through an informational letter that includes the description of the disease/illness, a list of symptoms, and recommended actions to be taken following exposure.

What do I do if I am contacted by an individual who is seeking an accommodation that is a unique special request?

Contact the Recreation Director if you are approached about a unique request and collectively a decision will be made if the request can be accommodated.

What if a participant has a special need that you may or may not be made aware?

Van Buren Township Recreation Department strives to meet the needs of all program participants, regardless of ability or disability. While participants and adults are always encouraged to report special needs or medical concerns to us in advance, there are often cases when we are not notified prior to the start of a program.

If you are notified but not sure how to respond please let us know and we can help.

If you are not notified and behavior or other related issues become a cause for concern after this program begins, we can help with this too. We hope to work together to create a positive, inclusive experience for all parties involved, and encourage you to invite us to problem-solve and work through these challenges together.



Van Buren Township Recreation Department Waiver of Liability

Terms and Conditions

Van Buren Township Recreation Department and Van Buren Charter Township will not be liable for any damages to contractor's property if it is moved, cleaned, or stored by the employees of Van Buren Township in performance of their duties. Van Buren Township Recreation Department and Van Buren Charter Township will not assume responsibility for any personal property, merchandise or equipment left on the premise and will not assume responsibility for any lost, stolen or damaged items.

If Van Buren Township Recreation Department and Van Buren Charter Township is unable to perform its obligations of this agreement for any reason beyond its control, including but not limited to strikes, labor disputes, accidents, government requisitions, restrictions or regulations on commodities or supplies, acts of war, acts of God or such non-performance, Van Buren Recreation Department and Van Buren Charter Township is excused and will not be liable for any consequential damages of any nature.

Van Buren Township Recreation Department and Van Buren Charter Township may require, at its discretion, security personnel for certain events, particularly those with minors in attendance. All security personnel must be pre-approved by Van Buren Township Recreation Department and Van Buren Charter Township and may also be subject to a background check. The cost of security personnel will be the contractor's responsibility.

Waiver of Liability

To the fullest extent permitted by law, I agree to defend, pay on behalf of, and hold harmless Van Buren Township Recreation Department and Van Buren Charter Township, its elected officials, employees and volunteers, and others working on behalf Van Buren Charter Township, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Van Buren Charter Township by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected with this contract.

By signing below, it is understood that the Instructor has received, read and understands the Policies and Procedures for Van Buren Township Recreation Department and Van Buren Charter Township and will abide by the Van Buren Recreation Department Code of Conduct.

Accepted by: Van Buren Recreation Department

Name of Authorized Representative

Name of Authorized Representative

Signature of Authorized Representative

Signature of Authorized Representative

Today's Date

Today's Date