

Welcome to Burlington Parks and Recreation!

Burlington Parks and Recreation Department (BPRD) is proud to have a Therapeutic Recreation (TR) Division which uses purposeful recreation to improve the quality of life of individuals with disabilities. As the administrator who oversees that division I wanted to take a moment to introduce myself, my name is Laurel Rossiter and I'm the Therapeutic Recreation Specialist with BPRD. A huge part of the work we do within the TR Division is making all of our programs more inclusive. As a whole BPRD fundamentally believes in the importance of inclusion and views it as a right of every person. We strive to make our programs as inclusive as possible by providing inclusion services that break down barriers and provide adaptations as well as appropriate support to participants.

Inclusion services can be requested by any participant who would like to take part in a BPRD program who may need some extra support to have fun and be successful. We have a team of inclusion staff who works to provide this support. We have decided to start officially welcoming Direct Support Professionals into our programs. The Direct Support Professional must be identified by the participant's parent or guardian and complete the BPRD process of approval to begin supporting the specific participant in our programs. A Direct Support Professional would replace the support of a BPRD provided Inclusion staff. All compensation for services rendered from the Direct Support Professional must be handled outside of BPRD.

You are receiving this packet because you have been identified as a Direct Support Professional who will be supporting a participant within our programs. We are glad to have you on board! We know you will be a valuable asset to the success of the participant you are supporting.

The following packet outlines information on BPRD policies and procedures. As a Direct Support Professional visiting our programs we expect that you follow the guidelines we have outlined here. The packet also includes a checklist of information we will need to collect from you as well as guidelines for how to complete the process of being approved as a Direct Support Professional in BPRD's programs. Please reach out to us if you have any questions or concerns. We are looking forward to you joining us in programs!



Best,

Emma Jones, CTRS

Therapeutic Recreation Specialist

Burlington Parks and Recreation

BPRD Direct Support Professional Contract

I. Introduction

The information in this packet is the standard of behavior for all Direct Support Professionals approved by BPRD. The policies, procedures and guidelines that are included have all been intentionally written with the success and safety of BPRD participants, staff, volunteers, visitors and Direct Support Professionals in mind. Please direct any questions or concerns you have regarding the information in this packet to either Therapeutic Recreation Specialist (TRS), Laurel Rossiter or Program Coordinator, Kelly Lehman.

II. Process of Approval

I understand that for a Direct Support Professional to be approved to work in BPRD programs the individual seeking approval must complete the steps outlined in the process of approval on page 3 of this packet in their entirety. Failure to successfully complete any of these steps will result in the approval request being denied. There are no exceptions. If I violate any of the information in this packet I understand that my approved status may be revoked.

III. BPRD Policies and Procedures

I understand that the Direct Support Professional is responsible for learning and following the policies and procedures included in this packet. Failure to follow these procedures at any point in time may result in dismissal from BPRD programs.

IV. Contact Information

I recognize that the Direct Support Professional has been given the contact information for the TRS, Recreation Therapist, Program Coordinator and Therapeutic Recreation Intern. I understand that the Direct Support Professional should use this information if they have a question or concern regarding BPRD programs or participants. The Direct Support Professional recognizes that they have willingly shared their contact information with BPRD administration and staff. The Direct Support Professional understands that it may be used to contact them regarding BPRD.

V. Representation of BPRD

As a Direct Support Professional approved to take part in BPRD programs I understand that by association they will be representing BPRD while in programs and as such will be respectful to participants, staff, volunteers, other Direct Support Professionals, families of the participants and all visitors to the program. I will conduct myself in a professional manner at all times.

**Process of Approving a Direct Support Professional
Through Burlington Parks and Recreation**

1. A parent or guardian identifies that a privately paid Direct Support Professional will be working with their child in BPRD programs

2. The Direct Support Professionals phone number and email are given to the Therapeutic Recreation Specialist (TRS)

3. The Direct Support Professional successfully completes a CORI background check

4. The Direct Support Professional provides CPR/First Aid certifications or registers for and completes both before the start of participation in BPRD programs. The Direct Support Professional reads and understands BPRD's First Aid/CPR & Epi Pen procedures.

5. The Direct Support Professional contacts the TRS for a brief orientation

6. The orientation includes information on the BPRD program they will be attending, BPRD policies and procedures, Direct Support Professional's Guidelines Packet, a time to share behavior plans/pertinent behavior information, ID badge and a schedule.

7. The parent or guardian, Direct Support Professional and TRS all sign off on the Direct Support Professional Code of Conduct for BPRD

_____ has been approved as a Direct Support Professional in BPRD programs

The following parties understand that this approval can be revoked at any time if the Direct Support Professional fails to meet any of the requirements outlined.

| | Signature | Date |
|------------------------------------|-----------|-------|
| Direct Support Professional: | _____ | _____ |
| Therapeutic Recreation Specialist: | _____ | _____ |
| Parent/Guardian: | _____ | _____ |
| Program Coordinator: | _____ | _____ |

Burlington Parks and Recreation Direct Support Professional Policies and Procedures

[Policies and Procedures](#)

As a Direct Support Professional you are expected to learn and follow all the policies and procedures outlined in this packet. They are crucial to the success and safety of all the participants, volunteers, staff, Direct Support Professionals and visitors that may be in our programs. If you have any questions about any of the information in this packet please reach out to BPRD Therapeutic Recreation Specialist, Laurel Rossiter or Program Coordinator, Kelly Lehman.

[Role within BPRD](#)

As a direct support professional you are neither a paid employee nor volunteer for BPRD. All compensation for your services must be handled outside of BPRD. BPRD is not responsible for any compensation for time spent at BPRD programs. Any questions about compensation must be directed to the parent or guardian of the participant you are assigned to work with or the company you work for. BPRD is not involved with compensation for Direct Support Professionals in any capacity.

[Term of Agreement](#)

The Direct Support Professional agrees to work the outlined dates agreed upon by the Direct Support Professional, TRS and parent/guardian. If the Direct Support Professional decides to terminate their placement with the participant or in BPRD programs it may take BPRD up to 10 business days to find a replacement staff to support the participant.

[Behavior Interventions](#)

As outlined in the Direct Support Professional Approval Checklist it is required that the TRS be provided with a copy of the behavior plan you intend to use with your participant at programs. We understand adjustments to these plans need to be made however if it is a significant change please let the TRS know. Please only use behavior interventions with the specific participant you have been assigned to work with.

[Interacting with Participants](#)

Direct support professionals may never be alone with a BPRD participant including the participant they have been assigned to work with. Two staff must be present at all times. If a behavior intervention involves another participant you must have another staff present during the intervention.

[Program Adaptations](#)

Please do not attempt to change the program you are attending. Adaptations for the specific participant you are supporting can be discussed and implemented with the TRS. We welcome suggestions on how to make BPRD programs more inclusive if you have any discuss them directly with the TRS.

Communication

The Direct Support Professional is expected to communicate openly and actively with all BPRD staff. This includes but is not limited to the Therapeutic Recreation Specialist, Recreation Therapist, Therapeutic Recreation Intern, Inclusion Staff, Program Directors and Program Staff. Please let Directors and the necessary program staff know your level of involvement, what you will be doing and why. This will allow for transparency amongst staff and for everyone to be on the same page. If any issue arises please let the TRS know as soon as possible and if you are contacted by the TRS or any TR Division staff please respond as promptly as possible.

Care of Equipment

It is very important that equipment and supplies be safeguarded and cared for. Some of the equipment is very expensive to replace and all of the items are needed for a successful program. You will be expected to turn in all but used consumable supplies at the end of the summer. Report items that are stolen, lost or broken as soon as possible.

Dress

An ID badge clearly labeled with your name and role will be provided. This badge must be worn at all times so that participants, parents, staff and volunteers can properly identify you. The only exception for wearing your badge is in situations of escalating behavior and/or emergencies. Visitor attire should be neat, modest, and clean. You may not wear any clothing with inappropriate or derogatory language or images. Tank-Tops, dresses, skirts, and/or rompers are not permitted. Please wear active clothing as many BPRD programs include physical activities and/or are set outdoors.

Summer Footwear Policy

Visitors are expected to wear proper footwear while working in BPRD programs. Acceptable footwear includes, but is not limited to, the following types of shoes: sneakers, hiking shoes / boots and sport sandals. Sport sandals are defined as having a strap across the top of the foot and around the back of the sandal, similar to Teva or Nike. The following are some examples of unacceptable footwear: flip flops, sandals not intended for active play, crocs, platform sandals and chunky soled shoes. If you have a question on footwear, please check with BPRD administrators before wearing them to programs.

Cell Phone Policy

Cell phones should not be used during program hours except in the case of emergency, with prior approval from the TRS, or to communicate with department administrators. If you use your cell phone or other device to record behavior data you must communicate this to the TRS prior to coming to program and notify the director of the program upon your arrival.

Social Media and Photo Policy

BPRD recognizes that Direct Support Professionals may have personal social media sites (such as a Twitter or Facebook account). Specific programming information or photos should never be discussed or disclosed in any open, limited or restricted-use social media site. This policy addresses BPRD's philosophy and the general principles that Direct Support Professionals should apply while using personal sites. Please do not take any photos of participants including the participant you are directly supporting. Do not post about BPRD in any regard on your personal social media accounts.

Absences from Program

If you are planning to be absent on any day where you are regularly scheduled to be a Direct Support Professional for a participant in BPRD programs please let the TRS know as soon as possible. If you are aware of these dates at the start of the summer please let us know so that we can plan our staff ratio and support accordingly. If an absence is unexpected please still make every effort to let the TRS know as soon as you know that you will be absent (even if it is the night before) so that we work to appropriately adjust our staff ratios. Please see the "Term of Agreement" clause on page 4 which outlines that BPRD has 10 business days to find a staff to replace or cover for you.

Rainy Day Procedure

Most BPRD staff, volunteers and Direct Support Professionals are required to go to program on rainy days. You must report to program unless you are specifically told not to report. Some BPRD programs have rainy day indoor locations. Please check the BPRD Facebook page for updates on where your program will be held in case of rain or call the cancellation line (781)270-1695 (option 3) .

Hot Day Procedure

Programs generally do not close because of hot weather. Programs, however, may be modified on hot days. Strenuous activities should be limited, and children should play in shade as much as possible. During hot weather, visitors should watch for symptoms of heat exhaustion and heat stroke. It is your responsibility to know the symptoms and first aid measures associated with these two conditions. Both heat exhaustion and heat stroke can be serious if not treated properly.

Other Issues

If any other issues arise within program please report them directly to the TRS. If necessary, they will contact the director of the program or necessary staff. The TRS should be the Direct Support Professional's first point of contact.

Interactions with Parents or Other Visitors

Please redirect any questions or concerns from parents or other visitors to the program to the director of the program. Please do not answer any questions about program instead state that you are a Direct Support Professional and tell them how to contact the director of the program or BPRD Administration. Be respectful during all interactions with parents, guardians or other visitors to BPRD programs.

First Aid and Safety

Direct Support Professionals are required to be CPR & First Aid certified before participating in BPRD programs. The CPR & First Aid certifications must be valid through the duration of the Direct Support Professional's participation in BPRD programs. Direct Support Professionals may only administer First Aid/CPR to the specific participant they are working with and may assist as necessary in emergencies with other participants.

Direct Support Professionals are expected to provide emergency first aid to the participant they are supporting and to follow the accident procedure outlined below. Please DO NOT administer medication of any kind, with the exception of Epi-pens - if all appropriate documentation has been submitted.

Accident Procedure

1. Apply first aid.
2. Contact a parent if further non-emergency treatment is necessary.
3. If accident is serious and emergency care is required, call the Fire Department (911) for ambulance. Be sure to tell them exactly where the victim is located. Notify a member of the victim's family as soon as possible.
4. If you are in doubt as to the seriousness of an injury, call for the Fire Department ambulance. You will not be criticized for being too cautious.
5. Notify the BPRD office as soon as possible after a serious injury.
6. Complete accident reports for all injuries, even if minor, and submit them ASAP.
7. First aid boxes must be kept at all program sites and must be kept well-stocked.

Epi Pen Policy

Epi-pens are the only form of medication we will hold on to and administer to participants. Before an Epi-pen can be left at a program all necessary paperwork must be turned in to BPRD administrators – do not take an Epi-pen until you have confirmed this has happened. Necessary paperwork includes and Authorization to Administer Medication form and an Action Plan completed by the participants physician.

All programs will have a designated box to put Epi-Pens in. Make sure all Epi-pens remain in the box unless needed, and the box is out of reach of children in a safe, temperature regulated area.

Contact Information

Emma Jones, CTRS

Therapeutic Recreation Specialist

Email: ejones@burlington.org

Direct Office Phone: 781-270-1937

BPRD Office Main Line: 781-270-1695

Kate DeAngelis, CTRS

Recreation Therapist

Email: ptctrs@burlington.org

Direct Office Phone: 781-221-7741

Kelly Lehman

Program Coordinator

klehman@burlington.org

Direct Office Phone: 781-270-1741

I _____, understand that my role within Burlington Parks and Recreation is to be a Direct Support Professional for the following participant _____, only.

I understand that all compensation for my services as a Direct Support Professional in Burlington Parks and Recreation Department (BPRD) programs must be handled outside of BPRD. BPRD is not responsible for any compensation monetary or otherwise for the services I render while in BPRD programs.

By signing this I am affirming that I have read and understand all the information outlined in this packet including all BPRD policies and procedures as well as the Professional Contract and process of approval for Direct Support Professionals. I understand that my status as an approved Direct Support Professional for BPRD programs can be revoked at any time if I violate any of the information outlined in this packet.

I am affirming that I have received the contact information for BPRD Therapeutic Recreation Division Administration. If I have any questions about the information in this packet or questions regarding BPRD I will reach out to the Therapeutic Recreation Specialist as soon as the questions arise. If I cannot get in touch with the Therapeutic Recreation Specialist I will reach out to the Program Coordinator.

| | Signature | Date |
|------------------------------|-----------|-------|
| Direct Support Professional: | _____ | _____ |

| <i>Other Involved Parties</i> | Signature | Date |
|------------------------------------|-----------|-------|
| Therapeutic Recreation Specialist: | _____ | _____ |

| | | |
|----------------------|-------|-------|
| Program Coordinator: | _____ | _____ |
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| Participant's Parent/Guardian: | _____ | _____ |
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