

Community-Based Transition Program

Recreation Center: 2450 S 68th St., West Allis, WI 53219

A program of the West Allis-West Milwaukee Recreation Department

MISSION STATEMENT

The mission of the WA-WM Recreation Department's Community-Based Transition Program is to provide experiences based on individual needs. Development of functional independence in the areas of daily living, personal/social, leisure/recreation, and vocational skills will be the focus. It is a cooperative integrative process between family, program staff and community agency staff.

FORMS

You will find forms and other information enclosed. Your close attention to this material will help you have a smooth start to the year. **ALL** forms must be filled out completely and submitted at least two business days prior to the start of the program. Failure to do so will result in a call home to the parent/guardian who will have to pick up their participant immediately.



CARE

All participants must be able to provide self-care including but not limited to toileting/bathroom needs and taking medication. CBTP staff is not authorized to provide these services but can provide reminders to participants to take medication and provide verbal self-care instructions. If the participant cannot provide self-care independently, participant/guardian will need to assist them or make arrangements for a service provider to assist them. Any medication (prescription or over the counter) brought to the program must be in the original container/packaging it was provided in and contain proper dosage directions.

DATES

The program will begin Monday September 14th and the last day will be May 28th. There will be no program on November 25-27 (Thanksgiving Break), December 21-January 1 (Winter Break), and March 29-April 2 (Spring Break).

LOCATION

The program will run at the new Recreation Center (2450 S. 68th St) on Monday, Tuesday, Wednesday, and Friday. On Thursdays the group will meet at AMF West Lanes (7505 W Oklahoma Ave).

HOURS

- **Full time hours are 9am to 2pm. It is not required to attend full time.** There is no staff supervision before 8:45 am or after 2:00 pm. Please pick up participants promptly at 2:00 pm. Continued failure to pick up participants by 2:00pm may result in a late fee.
- Monday, Tuesday, Wednesday, and Friday we meet at the WAWM Recreation Center, 2450 S. 68th St.
- Thursday we start and end our day at AMF West Lanes Bowling, 7505 W. Oklahoma Ave. Use the west entrance.
- Dismissal from Bowling for participants that use transit companies begins at 1:30.
- Parent/Guardian dismissal begins at 1:45.
- Please call 414-254-9062 or 414-604-4951 to report absences daily by 9am. If you have to miss a scheduled day you can make that up on an alternative day but must give us two business days' notice. No refunds or reduced cost for missed days.

TRANSPORTATION

Participants must provide their own transportation. Any specific requests for participants should be communicated with program staff. Transit rides should be scheduled for 1:45 from Recreation Center, and 1:30 pick up on Thursdays at AMF West.

COMMUNICATION

Each month you will receive an email calendar/letter from us. It is important that you notify us of any changes in contact information so we are always able to reach you. We can also be contacted during the year by the following options listed below.

Tamra Kaczmarowski, Program Coordinator: 414-254-9062 or cbtp@wawmsd.org (email checked during program hours)

Dan Steenrod, Program Manager: 604-4951 or steenrodd@wawmsd.org

PROGRAM FEES

Please Note: All self-pay fees are due at the beginning of each month. All fees are by month, as listed below, and do not change if you are absent for one of your days. Please contact Dan Steenrod with any billing questions. If you are expecting a long absence from the program, please contact Dan Steenrod prior to your absences to discuss a freeze on your account. Otherwise you will be charged the monthly rate as listed below. Once you submit your application, Dan will confirm your monthly payment.

- The one time registration fee for everyone is **\$100.00**. This must be paid before attending the program.
- The Thursday bowling fee is **\$45.00** per month for October- November & January-May. The bowling fee is **\$30.00** per month for September and December. Participants bowl three games each week (normal league rules).
- The Monthly (Monday, Tuesday, Wednesday, and Friday) fee **\$60.00** per month October- November & January-May. The monthly fee is **\$40.00** per month for September & December.
- The Lunch Fee will not be included to start the program. Due to COVID-19 all participants will be required to bring their own bag lunch. When onsite lunch preparation does begin, the lunch fee will be \$39/month for lunches made Monday-Wednesday. We will give families ahead of time notice before beginning to serve lunches.
- Additional fees will be collected as needed for special activities, projects, or additional transportation and admission charges for field trips.
- Make checks payable to WAWM REC DEPT. If you have questions regarding program fee's please contact Tamra Kaczmarowski, Coordinator or Dan Steenrod, Program Manager.
- If participants are using long term funding source such as IRIS/ILIFE or Family Care, please discuss with Dan Steenrod, Program Manager at 604-4951 steenrodd@wawmsd.org.

LUNCH

All participants should bring a bag lunch to the program. To start the program we will not be making lunch on site as we have in the past due to COVID-19 restrictions. If this is added on later in the year, a separate lunch fee will be added on to the monthly fee for anyone who eats lunch made onsite. Participants will be able to purchase lunch from the bowling alley on Thursday if they choose to.

PROPER ATTIRE

Due to varying temperatures at all our locations and because we go outside on walks on a regular basis, we recommend planning for all kinds of weather. If trips are planned, participants should always be prepared for the weather with umbrellas, raincoats, hats, and gloves if necessary. Participants may do crafts, cooking and cleaning activities throughout the day and clothing may get dirty. Clothing with beer, liquor, and tobacco products are not allowed, even if it is associated with sports or racing. All clothing should cover underwear (pants pulled up) and bra straps. Anyone coming to the program M-F with clothing deemed inappropriate will be asked to change or may have to leave.

SUPPLIES

All personal care items and supplies that are needed must be packed and brought from home in each individual's backpack. Please keep a backpack fully supplied with necessities as each participant will carry their own items whenever in the community.

Recreation Department:

Shelly Strasser, Director of Recreation & Community Services

Dan Steenrod, Program Manager

Tamra Kaczmarowski, Program Coordinator

Supply List

Donations are always accepted and appreciated. Here is a list of items that would benefit the program. Other donations not listed are also appreciated!

- Craft Supplies
- Games or equipment
- Ziploc sandwich bags (all sizes)
- Kleenex
- Disinfecting table wipes (Like Lysol or Clorox or generic)
- Markers

Safety information must be provided by **all** participants **at all times daily**:

- Phone numbers of emergency contacts
- Phone number of transportation company
- Wisconsin State ID card (encouraged for library trips)
- Transit Plus/Milw. County Bus Reduced Fare ID (good idea to have)
- Cell phones used for music or other listening devices are allowed, but can only be used before 9, after 2, at break, lunch and during YMCA workout sessions.
- If anyone may need spare clothes, feminine hygiene products, hairbrush etc, they should be packed in their purse or bag daily.
- All personal items are the responsibility of the participant.