

# Community-Based Transition Program

Franklin Fieldhouse, 1964 S. 86<sup>th</sup> Street, West Allis, WI 53227

A joint program of the West Allis-West Milwaukee Recreation Department and Special Education Departments

August 2019

## MISSION STATEMENT

The mission of the WA-WM Recreation Department's Community-Based Transition Program and WA-WM School District 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.

## FIRST DAYS

Franklin Fieldhouse Tuesday September 3, BAG LUNCH packed from home.

Franklin Fieldhouse Wednesday September 4, BAG LUNCH packed from home.

First day of Bowling, Thursday September 5, BAG LUNCH packed from home.

First day the YMCA Friday September 6, BAG LUNCH packed from home.



**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.

## HOURS

- **Full time hours are 9:00am 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, and Wednesday we meet at the Franklin Fieldhouse, 1964 S. 86<sup>th</sup> Street.
- Thursday we start and end our day at AMF West Lanes Bowling, 7505 W. Oklahoma Ave. Use the west entrance.
- Friday we start and end our day at the Southwest YMCA, 11311 West Howard.
- Dismissal from the YMCA and Bowling for participants that use transit companies begins at 1:30.
- Parent/Guardian dismissal begins at 1:45.
- Please call 254-9062 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.

## **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 Franklin Fieldhouse, and 1:30 pick up on Thursdays and Fridays.

Please enter 86<sup>th</sup> and Beecher St. and go north towards National Ave. to park when dropping off and picking up. Participants will be dismissed when their ride comes to the building and meets them. Due to the busy intersection at 86<sup>th</sup> and National, participants will not be allowed to cross National Ave. without the person who picks them up.

## **COMMUNICATION**

Each month you will receive an email calendar and newsletter from us explaining the upcoming events. 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.

## **PROGRAM FEES**

- The one time registration fee for everyone is \$100.00.
- The Thursday bowling fee is \$40.00 per month. Participants bowl three games each week (normal league rules).
- The Friday YMCA membership fee \$35.00 per month (\$25.00 if participant already has a membership). It's a full membership and they can go any time. This applies to the Community Based Transition Program participants only.
- The Monthly (Monday – Wednesday) fee \$36.00 per month. This covers: Crafts, special projects, special cooking activities, shopping taxi and bus costs.
- Our M-W independent lunch fee is \$33.00 per month. This is about \$2.75 per lunch. If participant only attends one or two days, the fee will be \$11.00 per day. We encourage everyone to participate because it is a large component of teaching independent living. Participants will assist in getting groceries, preparing meals and cleaning up. Menu items are listed in the calendar. Bag lunches from home are needed most Thursdays and Fridays. Participants may bring money for concessions on Thursdays instead of a bag lunch. Please look at the calendar for lunch outings when money is needed.
- Additional fees will be collected as needed for special activities, projects, or additional transportation and admission charges for field trips.
- Vending machines are available at the YMCA and Bowling. Participants may pack snacks from home or bring money to spend on vending machines. Please provide a snack or money on Fridays as we eat lunch late after exercising and before we swim. Vending machine snacks and drinks are over \$1.50.
- Make checks payable to WAWM REC DEPT. If you have questions regarding program fee's please contact the program coordinator or Bobby Foreman, Program Manager.
- If participants are using long term funding source such as IRIS/ILIFE or Family Care, please discuss with the program coordinator or Bobby Foreman, Program Manager at 604-4968  
foremanr@wawmsd.org.

## **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.

### **BUSY KITCHEN**

We meal plan and budget on Fridays, shop on Mondays (small group), and prepare our own lunches on Monday, Tuesday and Wednesday. If you are interested in volunteering for a shopping trip, please RSVP in advance. Because we love celebrating birthdays so much, on or near someone's special day, participants can bring a box mix of cake or brownies and frosting/decorations to bake his or her own special treat. Our kitchen will have the eggs and oil if needed.

### **SUPPLIES**

All personal care items and supplies (bibs, spare clothing, bag lunch, napkins or wipes and an extra set of clothing) that are needed on Thursdays and Fridays 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.

### **VOLUNTEERS NEEDED**

We need families and friends to assist with activities such as special events, community outings, and our gigantic rummage sale in May. We are in need of volunteers for select Thursdays when we break up and go to area restaurants for lunch. Please consider donating your time and talents with us. We need help whenever we go on a community outing as a large group. Check the monthly calendar and give us a call. All volunteers are subject to a background check which must be submitted before they can assist.

We look forward to an awesome year working with you to meet our mission!

### **Recreation Department:**

Shelly Strasser, Director of Recreation & Community Services  
Bobby Foreman, Program Manager  
Ken Bellford, Program Assistant

### **School District:**

Deidre Roemer, Director of Leadership and Learning  
Ann Locke, Manager of Student Services  
Jackie Jacoby, Teacher of Special Ed.  
TBA, Educational Assistants

## Supply List

Donations are always accepted and appreciated. Here is a list of items that would benefit the program.

- Container of disinfecting wipes
- Paper plates with dividers
- Ziploc s gallon size bags
- Markers
- 12 oz. plastic cups

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

- Phone numbers of emergency contacts
- Phone number of transportation company
- YMCA membership card (if a member)
- 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.

## YMCA Fridays

**Arrive ready to work out. Have YMCA ID Membership card in your hand and be ready to check in when you enter the Y.**

Wear:

- Tennis shoes (or change into them at arrival if wet or snowy)
- Shorts
- T-shirt
- Sweat pants
- Sweatshirt
- Sports bra

**NO JEANS, DRESS SHOES, OR BOOTS.**

Things to pack in a sports bag:

- Wallet with ID and money if desired
- Water bottle
- Plastic bag for wet swim suit
- Swimming suit
- Towel
- Shampoo/Rinse
- Comb/Brush
- Deodorant
- Different clean full set of clothes to wear home.**
- Healthy snack
- Healthy bag lunch
- Headphones and I-pod if desired. Student will be held responsible.

Schedule:

Check in, locker room; put all stuff in locker except lunch.

Large group meeting in upstairs room or gym

Small group and independent individual workouts

Snack Break

Locker Room, Swimming, Shower

Lunch

Dismissal

**At the YMCA, while there is some staff supervision, we allow our participants independence in their use of the interior YMCA facility**