



Village of Orland Park Special Recreation: Overnight Trip Policy

Overnight Guidelines:

The Village of Orland Park Special Recreation Division will uphold the following guidelines for all overnight trips planned by the department and outside hosted organizations:

- Minimum of two Village of Orland Park employees present at all times, no volunteers are utilized for overnight trips.
- Only individuals who have fully registered for the trip are allowed to attend.
- Sleeping arrangements will be separated appropriately based on the individuals age, sex, and level of functioning.
- Minimum age of 18 or older can attend overnight bus trips.
- Village of Orland Park employees are only responsible for the individuals registered for the trip.
- The Village of Orland Park isn't responsible for any lost or stolen items on an overnight trip.

Participant Eligibility Criteria:

- Carry out all activities of daily living independently (feeding, grooming, toileting, and dressing).
- Epact health form must be submitted and valid prior to the trip. Including updated emergency contacts, medications, medical needs, and all other pertinent information.
- Respectfully function and share sleeping quarters with peers.
- Demonstrate coping skills and flexibility to changes in the event schedule with minimal assistance from staff.
- Actively participate in all planned activities related to the trip.
- Function independently for various amounts of time throughout the trip without staff assistance (sleeping, personal care, and down time).

Overnight Trip Assessments

The Village of Orland Park Special Recreation Division will assess the above criteria before all overnight trips, including Special Olympics tournaments. This assessment tool is used to ensure all participants' needs are being met, provide reasonable accommodations, and to determine

an individual's participation/appropriateness for each trip. OPSR will utilize this assessment to determine eligibility, if at any point it's decided that an individual cannot meet these essential requirements, eligibility may be re-evaluated.

Following all overnight trips, a post-trip assessment form is completed by the event leader covering the following areas: communication/social interaction, overall travel, participation, activities of daily living skills, sleeping and behavior. If important requirements are not met, individual re-evaluation is required.

By signing this document, I acknowledge that I have read, understand, and agree to the Overnight Trip Policy set forth by the Village of Orland Park Special Recreation Division.

Parent/Guardian Signature

Date