



HAYWARD AREA RECREATION AND PARK DISTRICT
 1099 E Street, Hayward CA 94541 (510) 881-6700
 www.haywardrec.org

REQUEST FOR ACCOMMODATION

ACCESS FOR ALL APPLICATION

Hayward Area Recreation and Park District is committed to providing specific access needs for safe participation in programs and activities to our public. **Please submit this request at least ten (10) business days prior to scheduled activity for consideration of accommodation.** The District is committed to consideration of requests that does not constitute a fundamental alteration, undue financial burden and/or pose a threat to the participant’s safety or the safety of others. Below please find required information. **This process is confidential.**

PARTICIPANT’S NAME: _____ **AGE:** _____ **DOB** ____/____/____

Name of current school enrolled in (if applicable): _____ Grade Level: _____

School Address: _____ City: _____ Zip: _____

GUARDIAN’S NAME: _____ **(Email)** _____

ADDRESS: _____ **CITY:** _____ **ZIP:** _____

PHONE/s #s: (CELL) _____ (HOME) _____ (WORK) _____

PROGRAM REQUESTED FOR ACCOMODATION: _____

Course # _____ (refer Recreation / Guide brochure for codes)

Program Date/s: _____ Time/s: _____

Nature of Request for Accommodation/ Assistance: (please be specific):

Verification and Documentation Requirements: The following documents are *required* at the time this application is submitted for verification purposes:

- Documentation of Disability (including limitations, restrictions and proposed accommodation) from a Physician, Health Care professional or School District I.E.P.
- Copy of Parent or Guardians Identification (CA ID or CA. Drivers license).
- Please also read and review all guidelines for this **Access for All Application**.

Other Skills Information:

Please provide known information PERTAINING to the following areas:

COMMUNICATION:

MOBILITY:

FEEDING:

RESTROOM SKILLS:

BEHAVIORS:

SOCIAL SKILLS:

LIMITATIONS/RESTRICTIONS/CONCERNS:

Do you currently have a one-on-one aide who assists this applicant? Yes ___ No ___

Do you utilize the services or vendors of the Regional Center? Yes ___ No ___

I hereby submit this Access for Application application requesting accommodation and affirm that the participant is entitled to accommodation under the Americans with Disability Act, California Fair Employment and Housing Act, and/or the California Unruh Civil Rights Act, or any other applicable law. I understand that the safety of the participant, staff and others is a top priority in the determination of accommodation.

Name (Signature)

Date

Print Name

STAFF USE ONLY

DATE REC'D: _____

VERIFICATION REC'D: _____

REVIEWER: _____ APPROVED: _____ DENIED: _____

IF DENIED –EXPLAIN/REASON:

CONTACT /CLIENT: DATE: _____ TIME: _____

ACTION TAKEN/ACCOMODATION GRANTED:

_____.



ACCESS FOR ALL - Request for Accommodation

Guidelines and Commonly asked questions:

Below please find guidelines and commonly asked questions to assist in guiding you through our “Access to All” program. The goal of this program is to provide reasonable accommodations in accordance with the American with Disabilities Act (ADA), California Fair Employment and Housing Act, and/or the California Unruh Civil Rights Act, or any other applicable law. This process is designed to assist in encouraging safe participation and removing barriers to full participation for the public.

Successful accommodation requires planning, communication and coordination. Our District has put in place a review panel that will evaluate all applications for accommodations that are received. All requests for accommodation are required to be submitted **a minimum of ten (10) business days prior to the date of the accommodation being requested.**

What is a reasonable accommodation?

An accommodation can take many forms. Each accommodation is reviewed on a case by case basis and may include, but is not limited to: modification to program procedures, providing auxiliary assistance or aide, accessibility modification, additional staffing or modification that does not constitute a fundamental alteration to the program or undue financial burden to the organization, or otherwise pose a safety threat to the participant or others.

What if I am not sure of what is the most appropriate accommodation?

If you are not sure if participation in a given program or class is appropriate, please indicate this on the completed Access for All application. District staff will contact you to review the participants’ abilities and or limitation and program requirements. The goal is to provide for reasonable and safe inclusion in the activity. Should you have questions please call the Recreation Superintendent at (510) 881-6704 or the Business Manager at (510) 881-6712.

What documentation is required?

In order for staff to accurately determine request for accommodation the following documentation is required and must be submitted at the time of application:

- Documentation of Disability (including, limitations/restrictions and proposed accommodation) from a Physician, Health Care professional or School District I.E.P.
- Copy of Parent or Guardians Identification (CA ID or CA. Drivers license).
- Completed request for Access for All accommodation application.

How long is the accommodation good for?

Due to the variety and differing nature of program and services, applications are required for separate activities. Should a program accommodation be granted for an on-going program (i.e. swimming lessons) the accommodation may be granted for up to a one-year period. This determination will be made on a case by case basis. Any changes to health status must be immediately reported to District.

Re-application will be required at least annually to ensure that staff has most updated information on participation limitations/restrictions.

If your request for accommodation is denied you may appeal the decision to the District General Manager.

What services are not provided under the ADA?

The ADA, California Fair Employment and Housing Act, and/or the California Unruh Civil Rights Act, or any other applicable law items that are not considered a “reasonable” accommodation. For example, District staff will not substantially alter a program or provide services such as daily living, feeding, medicine administration, dressing or toileting. Serious behaviors on the part of the participant that could pose or pose health and safety concerns or are disruptive (hitting, biting, running, kicking) to the provision of the program will be grounds for removal or denial of program inclusion. Staff cannot be responsible for the administration of any required medicines or injections at anytime.

Please also read and review all guidelines for this Access for All Application. Incomplete applications will not be considered or processed.

If you have any other questions please contact the Recreation Superintendent at (510) 881-6704 or Business Manager at (510) 881-6712.