



South East Association for Special Parks And Recreation

4500 Belmont • Downers Grove, IL 60515

(630) 960-7600 • Fax (630) 960-7601

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www.seaspar.org

Brookfield • Clarendon Hills • Darien • Downers Grove • Indian Head Park
LaGrange • LaGrange Park • Lisle • Western Springs • Westmont • Woodridge

REQUEST FOR INCLUSION ASSISTANCE

Participant registers for a park district program and checks accommodation or assistance requested.

Park district staff contacts participant/family for further information. Staff may use the questionnaire provided by SEASPAR to determine the nature of the special needs of the participant.

Park district staff determines whether SEASPAR assistance is necessary. If assistance is needed, staff must complete this form and send it to the SEASPAR Inclusion Coordinator as soon as possible.

Upon receipt of this completed form, the Inclusion Coordinator prepares training materials, may secure staff, and cooperates with park district staff to appropriately accommodate the participant.

- ★ It is extremely important that SEASPAR be notified (in advance) of all individuals who request accommodation. In order to best serve the community, ADVANCE NOTICE IS IMPERATIVE! In situations where advance notice (1 to 2 weeks) is not given, SEASPAR cannot guarantee immediate assistance.
★ Even if a parent contacts SEASPAR independent of the park district/recreation department, the Inclusion Coordinator still needs written confirmation in order to accurately and efficiently make accommodations.

Participant's Name _____ Birth Date ____/____/____ M ___ F ___

Street Address _____ City _____ Zip _____

Parent's Name _____ Cellular Phone _____

Home Phone _____ Work Phone: Mom _____ Dad _____

Park District _____ Instructor _____

Program Name _____ Session Number _____

Day(s) _____ Date(s) _____

Time (s) _____ Location _____

Park District Supervisor Contact _____ Telephone Number _____

Has the family been contacted by park district/recreation staff? Yes ___ No ___

Results of conversation: _____

Notes/Comments: _____

Please return completed form to SEASPAR, 4500 Belmont, Downers Grove, IL 60515, or FAX to (630)960-7601