

# Covey

**1930 Algoma Blvd  
Oshkosh, WI 54901**

## Table of Contents

Welcome.....	3
Introduction.....	4
Member Guidelines.....	4
Code of Conduct.....	4
Medical Information.....	5
Drugs-Smoking-Weapons.....	5
Attire.....	5
Personal Belongs and Spending Money.....	5
Program Registration.....	6
Annual Membership Fee.....	6
Payment.....	6
Cancelation of Program.....	7
Due to weather.....	7
Refund Policy.....	7
Transport.....	7
Termination.....	8
Feedback.....	8

## Welcome

Welcome and thank you for your interest in Covey's Life Enrichment programs. Our mission is to empower people with disabilities and their families to fully engage in our community.

### **Our Beliefs**

We believe children and adults with developmental disabilities are destined and deserving to experience the same joys and possibilities as all people to maximize their potential, discover their passions, and pursue their dreams.

We believe parents and caregivers are the universal heroes for they cultivate the next generation of humanity. We believe parents and caregivers can continuously renew their nurturing skill when given relief and active support.

### **United Way**

Covey is currently a partner agency of United Way Oshkosh, Fox Cities, and Ripon. We encourage all to donate to United Way.

### **Introduction**

This handbook was written to help answer frequently asked questions and to specify guidelines and expectations of Covey's Life Enrichment programs. We ask that you become familiar with it.

Covey does not discriminate on the basis of age, race, color, sex, creed, disability, national origin, ancestry, or any other legally protected characteristic of any member.

Covey staff does reserve the right to ask that a caregiver accompany a member if their behaviors or physical needs requires it.

To be considered a member of Covey's Life Enrichment program our members must fill out the following forms annual.

1. Membership form

## **Member guidelines**

### **Code of Conduct**

At all Covey programs and events members and staff will be expected to uphold Covey's code of conduct.

- 1) I will treat other members and Covey staff with the respect we all deserve
- 2) The use of inappropriate language, threats, physical violence, etc will not be tolerated at any Covey program or event.
- 3) I want to socialize/learn in a substance free environment and I expect others to respect that.
- 4) Alcohol consumption at events where it is served is up to the member's discretion and responsibility.
- 5) I will listen to Covey staff and volunteers and use my time wisely to learn as much as I can.

By signing this handbook, you agree to this code of conduct. If this code is broken during any program or event a guardian or caregiver will be called to immediately pick up the member. Anyone breaking this code may be suspended or expelled from the Life Enrichment program.

### **Medical Information**

In case of emergency Covey staff will call 911.

- Covey encourages members to carry a medication list with them on outings
- It is important for Covey staff to know of allergies that our members have.
- Covey staff will not administer medication. The member needs to be independent in this or have a caregiver accompany them.
- If the member becomes ill during the hours of the program or service, we will notify the contact listed on the member's emergency form. Please be sure a caregiver can be reached at all times.

### **Smoking – Drugs – Weapons**

- Covey's activities are "Substance Free". Absolute sobriety is expected on the part of everyone. Alcohol consumption at events where alcohol is present will not be regulated by staff and the member will be responsible.
- Covey's activities are also a smoke-free. Smoking is allowed outside in a designated area only.
- Weapons of any kind will not be allowed at Covey activities.

Any individual who violates this policy will be asked to vacate the premises, program or activity. Illegal conduct will result in 911 being called. Depending on the severity of the incident, Covey may decide, in its sole discretion, to take disciplinary action against the member, which may include, but is not limited to, suspensions, restrictions, or expulsion from programs and/or services.

### **Attire and Hygiene**

For Covey programs and events please dress in comfortable and modest clothing.

- Dress for the event or program.
- Please use good judgment and dress for the weather.
- Member's should be in clean clothes and free of body odor.

### **Personal Belongs and Spending Money**

Covey is not responsible for lost or damaged items. If found Covey will hold for 30 days after the event, if it is not claimed it will then be donated.

Spending money is not Covey's staff responsibility. It will be the member's responsibility to spend it wisely.

### **Program Registration**

It is your responsibility to register for programs:

- Mail in monthly registration forms
- Call and fill out form over the phone
- Sign up online

Registrations will happen on a first come first serve basis. Once the maximum number is reached, the activity will become closed. It is the responsibility of the member, guardian, or

caregiver to notify Covey of the member's absence. If given enough warning Covey may be able to fill the spot that has been vacated. If the member is sick, please stay home. This will help ensure the health of staff and other members.

### **Annual Membership Fees**

Covey members will be asked a \$30.00 annual membership fee. This fee will help cover the cost of mailings and provide the member with a t-shirt to wear on community outings.

### **Payment**

Payment must be mailed or dropped off at the office

- Payment is due at time of registration

Payments will not be accepted at events. Any payment received after the due date will not be accepted.

## **Cancelations of Programs**

### **Due to Weather**

Covey staff may be forced to cancel a program due to weather. Only member's that are registered for the program will be notified of cancelation. Some programs may be rescheduled. If we are unable to reschedule, the member will be refunded.

If the Oshkosh Area School District has canceled school, early released students due to weather, or canceled after school activities; Life Enrichment activities will be canceled as well.

### **Refund Policy**

Please choose activities with care, as all registrations are considered final. A refund may be granted only if a waiting list exists for an activity, and the program is able to replace your spot to someone on the waiting list. If the spot is replaced, the program will issue a credit.

## **Transportation**

Covey does provide transportation for certain events and programs. When signing up for transportation the member is expected to be at the designated pick up point on time. An estimated drop off time will be given at the time of sign up. Members are responsible for notifying caregivers, guardians, or rides of the delays or earlier than thought drop offs.

Covey will try and keep a majority on the public transit line that way members can utilize GO TRANSIT!

## **Termination from the Program**

Suspension and termination from Covey's Life Enrichment program is at Covey's discretion.

## **Feedback**

Here at Covey we welcome your opinions and ideas. If you have thoughts on any our programs feel free to contact the Covey by phone or email.

For more information feel free to give us a call or check us out of our website [www.covey.org](http://www.covey.org).