



December 3, 2008

Dear Participant or Guardian,

Thank you for participating in Inclusion Services. Over the past few years we have seen a lot of success with participants of all abilities accessing Parks & Recreation programs. Inclusion requests are growing, so in order to best meet the needs of our customers we outlined the process below that we need customers to follow.

**Customer Requirements for Inclusion Accommodation:**

1. Complete and turn in to Inclusion office current year Intake Form.
  - a. 2009 Intake Form is attached with a self addressed stamped envelope
  - b. If needed the Intake Form is available on our website at [www.vanclarkparks-rec.org](http://www.vanclarkparks-rec.org)
2. Register for the class(es)
3. Call or email the Inclusion office at 360-487-7057 or email [Inclusion.services@ci.vancouver.wa.us](mailto:Inclusion.services@ci.vancouver.wa.us) and notify us of the following:
  - a. Child/Participants name
  - b. Class name & class number (barcode number)
  - c. Date(s)/day(s)
  - d. Time
  - e. Location
  - f. Preferred mentor if you have one that you are familiar with or have worked well with.

With each registration, whether new, ongoing or drop-in you **MUST** contact Inclusion Services for an accommodation.  
**Returning families: For each recurring session Inclusion Services must be contacted not just the mentor.**

In most cases, additional information will be needed to provide the best support possible, an Inclusion Specialist will make contact within 2 business days upon receiving the Inclusion Intake Form. *Email correspondence is our preferred method.*

- a. We may also require an Individualized Recreation Plan or other additional documentation based on information provided on the Intake Form.
- b. Once a mentor/accommodation has been assigned the Inclusion office will contact you.

All requests must be made with a **minimum of 10-business days** advance notice of the class start date. The 10-business day minimum starts once you notify us of the request if a current Intake form is on file. If no current Intake form is on file, requests will not be processed until a current Intake form is received. If an Inclusion request is made with less than 10-business days to accommodate, we will be unable to provide service and will recommend a later session. There is no guarantee, especially during summer, that accommodations will be made within the minimum 10-business days notice.

Our goal is to make Inclusion and your experiences with Vancouver-Clark Parks and Recreation as positive as possible. Please continue to provide your important feedback and we look forward to making your experience with Vancouver-Clark Parks and Recreation great!

Thank you,

Teresa Williamson  
Inclusion Specialist  
360-487-7060  
[teresa.williamson@ci.vancouver.wa.us](mailto:teresa.williamson@ci.vancouver.wa.us)

Note: If you are no longer interested in having your name or child's name on our Inclusion mailing list, please indicate so here and return this letter in the envelope provided:

Inclusion participant's name: \_\_\_\_\_

- I am no longer interested in Inclusion Services, please remove my name from your mailing list.