



**City of Walnut Creek Specialized Recreation**  
Aide Policy

The City of Walnut Creek's Specialized Recreation Program provides a safe and fun environment for participants with various disabilities and support needs in a group setting. The purpose of the program is based in recreation and play, and while learning will occur, the program experience does not occur in a licensed, education based setting. Our programming is staffed at a 4:1, 5:1, or 6:1 ratio depending on the age group. Employees are not authorized to offer 1:1 assistance with toileting, dressing, feeding, or continual behavior management. We understand that determining if your participant requires a 1:1 aide during their program experience can be difficult; please refer to the guidance below to assist you in this process.

**What support staff *cannot* provide:**

- Entering the restroom stall with a participant to assist with wiping or pulling up pants after using the restroom.
- Providing physical assistance with eating or drinking.
- Assist with undressing or changing into a different pair of clothes or swimsuit.
- Provide continual 1:1 support with implementing coping skills or emotional regulation that impacts the supervision of other participants.
- Provide continual 1:1 intervention to ensure that the participant is not violating the behavior contract, thus impacting the supervision of others.
- Provide continual 1:1 support to ensure that the participant does not elope from program.
- Provide continual 1:1 support and continued redirection of the participant that would impact staff's ability to effectively lead programs and supervise the safety of others.
- Physical intervention or restraints to decrease self-injurious behaviors or aggressive behaviors towards other participants and staff.

**What supports staff *are expected* to provide:**

- Prompting participants to use the restroom, escorting them to and from the restroom, and prompting them to wash their hands afterwards.
- Prompting participants to eat their food during meal outings, reminders to eat more slowly, and providing physical assistance with opening packaging.
- Provide quiet areas away from the group when available and sensory tools to assist the participant with emotional regulation. Staff may provide occasional, additional support to de-escalate situations as needed if the participant can be redirected within a reasonable time frame.
- Provide transition time between activities.
- Structure activities and supervision of participants in a manner that decreases the likelihood of elopement.

Every effort will be made to support participants and provide for the best experience for all. Safety and providing a positive program experience for the entire group is of utmost priority. Staff is committed to communicating any concerns with care providers and cultivating a collaborative relationship with our participants' care teams to ensure their success.

For more information on our aide policy, email Program Coordinator Kyra Dixon at [dixon@walnut-creek.org](mailto:dixon@walnut-creek.org) or via telephone at (925) 943-5899 ext. 2439.