



# Recreation & Parks

CITY OF BURLINGTON

## ONE-ON-ONE OR PERSONAL ASSISTANTS' INFORMATION FORM

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Personal Information (circle one)

Gender:      Male    Female                      Date of Birth \_\_\_\_\_

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### In an emergency, contact:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship \_\_\_\_\_

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### Agency Information

Agency or Group Personal Assistant is employed by (if applicable): \_\_\_\_\_

Agency Supervisor (if applicable): \_\_\_\_\_ Supervisor Phone Number: \_\_\_\_\_

Name of Participant(s) you serve: \_\_\_\_\_

Name of Program you will be assisting the Participant in: \_\_\_\_\_

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### Photography Waiver

I permit the City of Burlington to use and publish photographs and/or video of me and/or my children for purposes of promoting recreation activities to the community.

\_\_\_\_\_  
Signature of Personal Assistant

\_\_\_\_\_  
Date

## CAMP GREEN LEAVES ONE-ONE-ONE & PERSONAL ASSISTANTS

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### About Camp Green Leaves

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The 2023 Camp Green Leaves is a summer day camp coordinated by the City of Burlington Recreation & Parks Department for children and adults with developmental disabilities. The camp operates 4-weeks Monday – Friday from 8:30am – 3:30pm, June 19 – July 14 (for ages 5-22) with an additional Alumni Week July 17 – July 21 (for ages 23 & older) at Lake Cammack Park and Marina. The camp schedule includes activity rotations, including movie time, arts and crafts, music, sports and games, and supervised free time. Participants are grouped by age. All participants must be independent with mobility, feeding, toileting and all self-care needs. Participants should be able to participate in group activities and must be able to stay with the group. Participants who are not self-sufficient will be required to have a one-on-one personal assistant, which the parent/guardian must provide. Participants must have manageable behaviors and healthcare needs. They must be exempt from any extreme health-care conditions or needs. Camp Green Leaves is not able to accommodate participants needing assistance with ambulation due to uneven and rugged terrain. **Staff to participant ratio is 1:2.**

### One-one-One or Personal Assistants

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The City of Burlington recognizes that individuals with disabilities may require the support of a one-on-one or personal assistant in order to fully participate in Burlington Recreation & Parks programs. Participants who require this assistance are more than welcome to attend. All participants must be independent with mobility, feeding, toileting and all self-care needs. Participants should participate in group activities and must be able to stay with the group. Participants who are not self-sufficient will be required to have a one-on-one personal assistant, which the parent/guardians must provide. Participants need to be toilet trained or on a timed toilet trained schedule, requiring little or no physical assistance. Provide one-on-one personal assistant care if participant requires diaper changes, total assistance with toileting, or significant support with other activities of daily living (feeding, dressing, etc.), eyes on supervision most/all of the time, and/or direct support to participate in activities or communicate needs and wishes. If assistance is needed, a one-on-one must be provided by the parent/guardians. Burlington Recreation and Parks will not be responsible for providing or funding one-on-one or personal assistants. The one-on-one or personal assistant must be approved by the Camp Director and Specialized Programming Supervisors prior to the start of camp. The one-on-one personal assistant can be a family member, care giver, service provider, or other individual able and qualified to provide needed support to the participant with a disability and must be at least 18 years old. The one-on-one personal assistant must complete an information form, waiver, and a background check\*. Burlington Recreation & Parks (BRPD) expects all persons working with BRPD programs to adhere to BRPD policies and guidelines regarding dress code, cell phone use, etc.

***\*It may take up to two weeks to process an application for a Personal Assistant; please plan accordingly. Personal Assistants may not participate in BRPD programs until the application and all documents are approved. BRPD staff will notify the Personal Assistant regarding the status of their application. A background check will be completed annually.***

### Expectations for Personal Assistants:

- Remain with the participant(s) during program hours.
- Adhere to BRPD policies and guidelines regarding COVID protocols, dress code, cell phones, etc.
- Positively interact with all program participants, staff and parent/guardian. Be a contributing member of the program by giving and accepting constructive feedback.
- Assist the participant(s) and engage in all program activities (including active games, art projects, swimming, field trip activities, etc.). Modifications to programs can be made if needed.
- Remain with and assist the participant during transport to off-site activities.
- Remain with the participant(s) at all times during program hours, unless otherwise approved and communicated with participant(s) parent/guardian and Camp Green Leaves Director.
- Personal Assistants are asked not to use electronic devices during work hours with BRPD programs (ie: personal cell phones, laptops, smartwatches, Mp3 players, gaming devices, etc.). Earphones are not allowed. Personal Assistants are asked to only access their personal cell phones and electronic devices outside close proximity of participants. Camp staff should be notified if needing to step away for a short period. Personal conversations during program hours are not permitted. Personal Assistants should not allow participants to use their personal electronic devices and should secure all personal items. BRPD is not responsible for damage to electronic devices or personal items.

### Dress Code

- Please make sure you are coming to camp dressed appropriately. Wear clothes you do not mind getting dirt, paint, etc. on each day.
- Shorts and shirts should not be revealing in any way. Shorts should be fingertip length.
- If wearing yoga pants or leggings, bottoms must be covered by a shirt, etc.
- Undergarments should never be exposed.
- Low cut shirts exposing cleavage are not allowed. **Please wear crew cut shirts only.**
- **Athletic/Tennis shoes should be worn every day.** Boots, Sanuks, Chacos, sandals, slides, Sperrys, and flip flips are not allowed to be worn while working with children in our programs.
  - Exceptions: flip flops at the pool or wearing boots in wet conditions such as lake and stream activities
- Swimming and Water Activities:
  - Swim trunks must have net lining
  - Bathing suits must be a tankini or one piece
  - No cotton can be worn in the Splash Area or pool

**Please sign below when you have read and understand all statements.**

I certify that the statements provided on this information form are true, correct, and given voluntarily. In addition, I understand that this information may be disclosed to any party with legal and proper interest.

I understand that the City of Burlington Recreation & Parks Department reserves the right to screen personal assistants, and the Department will not accept as a personal assistant anyone who would jeopardize any aspect of service or the safety of BRPD customers and staff.

I understand that the City of Burlington Recreation & Parks Department may contact my Agency or Group to verify my employment or affiliation, or to discuss any concerns regarding performance or negligence of duties while working as a Personal Assistant.

I have read and agree to adhere to the Expectations for Personal Assistants while working in City of Burlington Recreation & Parks Department programs.

I will also not abuse or disclose any information, materials, or hardware I may use or obtain while working as a Personal Assistant.

Personal Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant's (Parent/Guardian) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

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**Consent and Liability Waiver**

I wish to be a one-one-one or personal assistant in one or more activities offered through the City of Burlington Recreation & Parks Department. I understand that I must abide by the rules and regulations of the department. I am also aware that there are certain inherent risks or accidents associated with various activities. I agree to assume all risks involved in participation of such activities. I release the employees, volunteers and agents of the City of Burlington from any responsibility should an incident happen. Further, I shall hold harmless, defend and indemnify the City, its officers, agents, employees, and assigns from any and all claims, demands, disputes, actions, suits, charges and judgements arising out of the performance or nonperformance of this Agreement.

\_\_\_\_\_  
**Signature of Personal Assistant**

\_\_\_\_\_  
**Date**





# Recreation & Parks

CITY OF BURLINGTON

## AUTHORIZATION FOR BACKGROUND CHECK FOR CAMP GREEN LEAVES ONE-ON-ONE PERSONAL ASSISTANTS ATTENDING CAMP

### Recreation Department – City of Burlington

*Please include social security numbers (forms will be kept confidential).*

The information contained in my application for Camp Green Leaves with the City of Burlington is true to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with the application or related documents which is deemed material by the City of Burlington, shall result in the City of Burlington not registering/accepting me or, if accepted, terminating my registration/removing from camp. I understand and agree that all information furnished in my application and all attachments may be verified by the City of Burlington or its authorized representative. I hereby authorize all individuals and organizations named or referred to in my application and any law enforcement organization to give the City of Burlington all information relative to such verification and hereby release such individuals, organizations and the City of Burlington from any and all liability for any claim or damage resulting therefrom. I hereby acknowledge that I have been informed by the City of Burlington that the City of Burlington may seek to obtain an investigative report that will include personal information regarding the applicant, including but not limited to, educational history, criminal convictions, juvenile court records, arrest records or any country clerk of courts records if allowed, in order to assist the City of Burlington in making certain camp acceptance decisions. I further acknowledge notification by the City of Burlington that reports may be provided to the City of Burlington by other firms subcontracted for that purpose. I, my heirs, assigns and legal representatives, hereby release and fully discharge the City of Burlington, its affiliated companies and the respective officers, directors, shareholders, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against the City of Burlington, its affiliates or subcontractors, arising out of the making, or use of an investigative report and other designated background information pertaining to the applicant/camper, including any errors or omissions contained or omitted from such reports or investigations.

**\*\*PLEASE PRINT\*\***

Name (First, Middle, Last) \_\_\_\_\_ Date of Birth: (MM/DD/YYYY) \_\_\_/\_\_\_/\_\_\_

Maiden Name or other names used (First, Middle, Last): \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Current and previous address(es). **PROVIDE ALL ADDRESSES FOR PREVIOUS 7 YEARS.**  
(Use extra page if necessary)

**CURRENT** Address: \_\_\_\_\_ From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_  
City, State, Zip: \_\_\_\_\_ County \_\_\_\_\_

**PREVIOUS** Address: \_\_\_\_\_ From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_  
City, State, Zip: \_\_\_\_\_ County \_\_\_\_\_

**PREVIOUS** Address: \_\_\_\_\_ From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_  
City, State, Zip: \_\_\_\_\_ County \_\_\_\_\_

**PREVIOUS** Address: \_\_\_\_\_ From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_  
City, State, Zip: \_\_\_\_\_ County \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_