



Supporting and Empowering Adults with Intellectual Disability

PARTICIPATION AGREEMENT 2019

Summer Street is proud of its long history providing services and employment focused programming to adults with intellectual disabilities. Summer Street's Programs are designed for the purpose of helping you work towards your personal goals. We recognize that every individual is unique and has their own definition of success. Our Programs might help you develop valuable new life skills, or strengthen abilities that you already have. You may decide to work towards a goal of finding paid employment, or you might just want to participate in our Programs because you enjoy the social interaction. Whatever your goal is, we recognize that it is unique to you. Summer Street's goal is to help you figure out what you define as your own personal success, and to work towards that.

Participation in the Program is voluntary. Although one of the common goals of the Program is to support Participants in finding paid employment, program Participants are not employees of Summer Street. All components of the Program are Participant centred and Participant directed. That means that the unique Program of each Participant will be customized in light of the skills, objectives, capabilities and goals of each Participant. These Programs will also be amended from time to time as Participant needs, abilities and interests evolve.

At Summer Street, we want to get to know you and to help you achieve your personal goals. When you agree to become a Participant in the Program, you will have access to the many services, programs and supports that Summer Street provides. Sometimes, this will include access to employment opportunities, either with Summer Street or with outside employers. It is important that you understand the difference between being a Participant in the Program and being an Employee of an Employer. We will work with you to help you understand the differences, and to ensure that you are always working towards your own personal goals in a way that you feel supported by Summer Street and its staff. If at any time you have questions about the Program or anything else, please ask us.

DEFINITIONS

Programs– Participants at Summer Street have access to a number of Programs, and will be involved in the decision about what Program is best suited to their needs, abilities and objectives. The Programs offered by Summer Street include, but are not limited to:

1. Life Enhancement Program; (Seniors / Leisure Program)
2. Skill Development Program;

3. Supported Employment Program; and
4. Community Employment Program.

Services - Participants at Summer Street have access to a number of Services, which are typically available to Participants at no cost. Not all Services are guaranteed to be available at all times, but if we cannot provide a needed Service, we will do our best to work with you to help you find the support you need. The Services offered by Summer Street include, but are not limited to:

- Vocational services;
- Personal development services;
- Employment services;
- Wellness services;
- Literacy supports;
- Recreational opportunities;
- Life skills enhancements;
- Counselling;
- Academic Skill Development.

Client –For many years, we have referred to Participants as “Clients”. We know that it may take some time for everyone to remember this change, so for the purpose of this Program, the words “Client” and “Participant” mean the same thing.

Participant – A Participant is any adult with an intellectual disability who has been approved to participate in the Programs offered by Summer Street, on a full time or part time basis. Participants are expected to comply with the rules, policies and requirements of Summer Street, in order take part in the Program. Participants are not employees of Summer Street and are not paid employment wages for their time in the Program.

Employee – An Employee is someone who is hired to perform work for an Employer. Anyone who is hired as an employee will be paid no less than the minimum wage amounts as required by Provincial legislation. From time to time, Summer Street may offer employment opportunities to Participants. Any time that happens you will be advised that you are being employed and paid no less than minimum wage, less required statutory deductions.

Engagement Incentive / Honorarium – The Programs and Services offered by Summer Street are enhanced by the engagement of the Participants. Depending on the Program details, Participants may be entitled to receive an engagement honorarium, which is a nominal amount of money paid to Participants, during their time in certain Programs. The amount of the honorarium may vary depending on the Program and the level of Program participation.

Wage – On occasion, individuals who are Participants will be offered the opportunity to accept employment with Summer Street, or with other employers. In these cases, the individual will be hired as an employee and will receive payment at least equal to minimum wage for the work performed, less required statutory deductions. The details of the employment opportunity will be explained to the individual so that they understand the work that they are performing as an employee, and how it differs from their role as a Participant.

Instructor/Support Staff – Instructors/support staff are members of the Summer Street staff team, who provide programs and services to Participants.

Management – Members of the management team include Summer Street’s Executive Director as well as the Director of Human Resources; Director of Services and others. Together, the management team oversees the daily operations of Summer Street’s programs, services and community activities.

ELIGIBILITY & ENROLLMENT

The purpose of this section is to explain the eligibility, assessment and enrollment process for entering the Program.

Eligibility – You are eligible to be a Participant in the Program if you:

- Are over the age of 18;
- Live in Pictou County;
- Have received a primary diagnosis of living with an intellectual disability; and
- Are approved by Summer Street to participate.

In addition to meeting these criteria, you must also abide by the rules and policies set out by Summer Street. There may be circumstances where Summer Street determines that it can no longer allow you to participate in the Program, for health, safety or other reasons. In those cases, Summer Street will explain the reason for its decision to you. Please remember that even if you are not able to participate in the Program at a certain time, Summer Street may be willing to reconsider your suitability to participate at a future date.

Enrollment – Before approving your participation in the Program, Summer Street will undertake an assessment of your needs and interests. This typically involves an intake process that assesses your personal, professional and medical history, and which assesses your suitability for participating in certain programs or services. In some cases, Summer Street may require access to personal medical information in order to ensure that it is providing services to you in a manner that is safe for both you and other Participants and Summer Street staff.

PROGRAM

The Program will be a different experience for every Participant, depending on their personal abilities, interests and needs. The goal of the Program is to help you reach your personal potential, whatever that may be. Generally speaking, there are four different streams of the Program.

<i>LIFE ENHANCEMENT & SENIOR /LEISURE</i>	<i>SKILL DEVELOPMENT</i>	<i>SUPPORTED EMPLOYMENT</i>	<i>COMMUNITY EMPLOYMENT</i>
<p>Facility and non-facility based individualized training that focuses on personal potential in the following areas:</p> <p>Social participation;</p> <p>Wellness;</p> <p>Developing relationships;</p> <p>Maintaining skills;</p> <p>Remaining active and productive;</p> <p>Lifelong learning;</p> <p>Activities are meaningful and based on personal interest and abilities.</p>	<p>Facility and non-facility based Individualized training that focuses on personal potential in the following areas:</p> <p>Vocational skills;</p> <p>Communications;</p> <p>Personal development;</p> <p>Functional academics;</p> <p>Problem solving;</p> <p>Health and safety;</p> <p>Building self-esteem;</p> <p>Fitness and lifestyle;</p> <p>Literacy;</p> <p>Job readiness skills;</p> <p>Employability skills;</p> <p>Employment Interests;</p> <p>Workplace communication;</p> <p>Workplace safety;</p> <p>WHMIS;</p> <p>Volunteer Placements;</p> <p>Job search skills ;</p> <p>Self advocacy.</p>	<p>Employment in an integrated setting;</p> <p>Job coaching services provide training and support;</p> <p>Employment training in relation to performing job tasks and duties;</p> <p>Work place relationships with co-workers and supervisors;</p> <p>Work place safety;</p> <p>Self-advocacy;</p> <p>Following assigned roles and responsibilities;</p> <p>Meeting job description expectations.</p>	<p>Employment in an Employer's workplace;</p> <p>Summer Street staff available to assist with on the job training and follow along support.</p>

<p><i>Monetary:</i></p> <p>Participant may be entitled to receive an engagement honorarium</p>	<p>Monetary:</p> <p>Participant may be entitled to receive an engagement honorarium</p>	<p>Monetary:</p> <p>Participant may be entitled to receive an engagement honorarium or minimum wage</p>	<p>Monetary:</p> <p>Employee will be paid no less than minimum wage by the employer</p>
<p><i>Responsibilities:</i></p> <p>Participant expected to follow rules and policies of Summer Street</p>	<p><i>Responsibilities:</i></p> <p>Participant expected to follow rules and policies of Summer Street and rules and policies of external volunteer work site</p>	<p><i>Responsibilities:</i></p> <p>Participant expected to follow rules and policies of Summer Street and rules and policies of external employer work site</p>	<p><i>Responsibilities:</i></p> <p>Employee expected to follow rules and policies of Summer Street and rules and policies of external employer work site</p>
<p>Rights & Responsibilities:</p> <p>Summer Street's Bill of Rights applies to all Program Participants (a copy of which will be provided)</p>	<p>Rights & Responsibilities:</p> <p>Summer Street's Bill of Rights applies to all Program Participants (a copy of which will be provided)</p>	<p>Rights & Responsibilities:</p> <p>Summer Street's Bill of Rights applies to all Program Participants (a copy of which will be provided)</p> <p>Depending on participation circumstances, provincial laws, including the <i>Labour Standards Code</i> may apply</p>	<p><i>Rights & Responsibilities:</i></p> <p>Summer Street's Bill of Rights applies to all Program Participants (a copy of which will be provided)</p> <p>Employees are covered by provincial laws, including the <i>Labour Standards Code</i></p>

TERMINATION OF PROGRAM PARTICIPATION

Participation in the Program is always voluntary. At any time, you may decide that you no longer want to participate in the programs and services offered by Summer Street. If that is the case, we encourage you to talk to us before making your final decision.

There may be circumstances where Summer Street decides that it is no longer able to provide you with access to programs and services and your participation in the Program may be terminated. In those cases, we will discuss the reasons for our decision with you. Most often, participation will be terminated if there are health or safety concerns, or if we are not in a position to support your needs. Keep in mind that, even if your participation in Programs and/or Services are terminated, Summer Street may be willing to reconsider your participation at a future date.