

Parents and/or Children with Disabilities

If you are a participating parent with a disability, and/or a parent who has a child with a disability who will be participating in the SCPENS program during the upcoming year, and you believe that you or your child will require accommodations in order to participate in our Nursery School program including field trips, please identify below the specific disability and the kind(s) of accommodation you believe will be needed. The information you provide on this form is confidential and will only be shared with the SCPENS teachers, the SCPENS board and the principal of the adult school. Please promptly return page one, when completed, to your teacher. Keep page 2 as a reference guide.

1. Name of person with disability _____

2. Circle one: Parent Child

3. Please identify the specific disability: _____

4. Please identify the kind(s) of accommodation that will be needed: _____

I have received and read the "Procedures Regarding Reasonable Accommodation" form.

Signature: _____ Date: _____

Please detach this form from page two and promptly return to your Co-op Teacher. Keep page two as a reference regarding Reasonable Accommodation.

For office use only:

ADA Coordinator Contact Date _____ Comments/special needs:

Distribution: ADA Coordinator _____ Co-op Teacher _____ Adult School Principal _____

Procedures Regarding Reasonable Accommodation

1. Prior to the beginning of each school year, SCPENS staff will prepare a list of official Program activities including field trips that are planned for the year, a copy of which will be included in the parent packet. Notification of impromptu field trips will be given to members in a timely manner.
2. The SCPENS “ADA coordinator” will work with the Board, parents, and staff to address and resolve issues relating to program access for disabled parents and/or children, as well as requests for reasonable accommodation.
3. The SCPENS ADA Coordinator will review the list of official Program activities and will contact each parent who has identified a disability and requested reasonable accommodations, to ensure that these activities are accessible to that person or can be made acceptably accessible through reasonable accommodations. If necessary, the ADA Coordinator will be responsible for making reasonable inquiries regarding the accessibility of a site or activity. Telephone inquiries will normally be considered to be reasonable efforts.
4. Whenever an additional Program activity is suggested during the year, the ADA Coordinator will, before final approval and scheduling of that activity, (1) make reasonable inquiries regarding accessibility of that activity and (2) coordinate with the Board, staff, and any person who has identified a disability regarding that activity, and/or any reasonable accommodations or alternative arrangements to allow full participation, if possible.
 - a. SCPENS recognizes that some kinds of activities are inherently inaccessible to disabled persons, depending upon the disability. Any decisions by the ADA Coordinator, staff, and/or the board should, however, be consistent with the policy that (1) all official Program activities conducted on school district property should be accessible, (2) official off-site Program activities in which the parents are expected to participate should be held in accessible locations if possible, and (3) an accessible site or activity should be given preference if there is a choice between two comparable sites or activities.
5. All issues regarding reasonable accommodations or the accessibility of an official Program activity should be resolved at the local Nursery School level if possible. If any such issue is not resolved after reasonable attempts to do so at the local level, that issue should be directed to the Principal of the Santa Cruz Adult School at (831) 429-3966. If the Principal is unable to resolve the issue after reasonable attempts to do so, that issue may be directed to the school district’s ADA Coordinator at (831) 429-3832.