

# City of Tempe LEAP 2018-19 Registration Process

The process for a child to be admitted and registered into City of Tempe Camp Challenge is a three-step process.

## ✔ Step One – Submit Application and Related Paperwork

**Please note:** faxed documents will not be accepted.

**Returning participants** from 2017-18 must submit their registration paperwork no later than Monday, July 30, to secure their spot. Any returning participant whose paperwork has not been received by Monday, July 30, will forfeit their reserved spot.

**New participants** registration is *now* being accepted and will be reviewed in the order it was received. Registration may be submitted in person or by e-mail ([adaptedrec@tempe.gov](mailto:adaptedrec@tempe.gov)). Fax will not be accepted. If submitting in person, submit paperwork at the Recreation Services Division Office (Mondays - Fridays 8:00am – 5:00pm) on the second floor of the Tempe Public Library, 3500 S Rural Road, Tempe, AZ 85282, or by mail to the same address (attn: City of Tempe Adapted Recreation). If e-mailing paperwork, please e-mail to [adaptedrec@tempe.gov](mailto:adaptedrec@tempe.gov).

**The following documents** are needed when submitting the application. Missing paperwork will result in registration not being considered further until all documents have been submitted and received.

Registration Paid Using DDD Services (DTT/DTS hours)	Registration Paid Out of Pocket
<ul style="list-style-type: none"><li>✔ Completely filled out LEAP 2018-19 application.</li><li>✔ If new, one photograph of the participant (can be a clean photocopy). This can also be submitted at a later date.</li><li>✔ If using DDD, a copy of the participant's most recent Individual Support Plan (ISP). If you do not have a copy then a copy can be provided by your DDD Support Coordinator. This can be e-mailed as a pdf document (preferred to physical print due to size of document).</li></ul>	<ul style="list-style-type: none"><li>✔ Completely filled out LEAP 2018-19 application.</li><li>✔ If a new participant, one photograph of the participant (can be a clean photocopy).</li><li>✔ A copy of the participant's most recent Individualized Education Plan (IEP). This can be e-mailed as a pdf document.</li><li>✔ Payment is not needed at the time of submitting the registration.</li></ul>

## ✔ Step Two – Schedule a Meeting for New Registrants

Upon receipt of all required documentation we will begin contacting applicants to schedule a meeting (for new participants). Please note that space is very limited. Once we have filled our pre-determined allotment of slots we will waitlist the remaining applications in the order they were received. Participants will not be waitlisted without the filled out registration submitted. It is possible that additional slots will come available, whether it is because we are able to increase our maximum number of slots or due to cancellations/withdrawals. At this point, we will go in order according to the waitlist. The purpose of the meeting is to ensure that the camp staff, child and parent(s)/guardian(s) have an opportunity to meet in person to discuss the program in detail, discuss and understand the wants and needs of the child, and ultimately determine if the program is appropriate for the child.

## ✔ Step Three – Approve and Finalize Registration

Once a meeting has occurred between staff, the potential new participant and the child's parent(s)/guardian(s), staff will review and notify the parent(s)/guardian(s) within 3 business days regarding approval of admission. If the child is approved and uses DDD, you will need to provide the "Changes in the ISP" form. This is the official form from DDD that is used to finalize approval for all parties involved—DDD, City of Tempe and the parent(s)/guardian(s). Without the form we will not be able to officially register the child into the program. Sometimes the form is delayed by DDD, but the Support Coordinator may still be able to confirm approval of DTS hours. If this is the case, please let us know at the meeting.

## ✔ Questions?

If you have questions regarding the registration process, please contact Joshua Bell at 480.858.2469 or [joshua\\_bell@tempe.gov](mailto:joshua_bell@tempe.gov).