

REGISTRATION & PAYMENTS

1. When does registration start?

- Registration begins March 26 for all programs occurring in the University Summer L.I.F.E. Experience 2018 year. This program is on a first come, first served basis. Attendees may register for sessions at any time up to and during a session start date if available space allows.

2. What forms are needed, and when are they due?

- Application form: Required and due at registration. Complete the paper application form or register online. Send your completed application to RCS Empowers: University L.I.F.E. c/o Ruth Weigel, 1607 Geele Ave, Sheboygan WI 53083 or rweigel@rcsempowers.com.
- If there are any changes to your information after you submit the application, be sure to communicate those changes to RCS such as phone number, medication changes, etc.

3. When is final payment due?

- Final payment for your program is due by June 4, 2018 for all summer sessions (June 11 – August 17).
- All payments should be sent to RCS Empowers: University L.I.F.E. ,1607 Geele Ave. Sheboygan WI 53083
- If you have a funding source that has authorized this service, RCS will bill them directly.

4. Can I see the location where University L.I.F.E. will be held before I register?

- RCS Empowers rents University facility space at the Ley Chapel, and therefore it is difficult for us to arrange a time for you to tour the facility prior to registering. We will hold an Open House scheduled on Tuesday, June 5 from 3-6 pm for all enrollees, which is a great time to check out the University Campus and meet some staff. We do not recommend waiting to sign up for UL as availability is on a first come, first served basis.

5. Where do I get the funding for University L.I.F.E.?

- RCS accepts a variety of funding for University L.I.F.E.: Private Pay, IRIS, Family Care, etc... Note that eligibility and approval for any type of funding is based on individual requirements of the funding source.
- Contact the ADRC at: (920)-467-4100 for information on possible funding resources.

Contact Ruth Weigel at (920) 694-1219 RCS Empowers to identify possible funding resources.

6. Are there additional fees?

- All fees are included in the tuition of University L.I.F.E., excluding a daily lunch meal, and no additional money is required.
- Attendees may choose to bring a cold lunch selection or purchase a hot lunch option available at the University Grill or food service lounges.
- Optional University logo merchandise is available at the Campus Store.

- RCS University Experience does offer various day-trips, which are included in the tuition cost.
- Travel venues may provide optional purchasing opportunities of food, drink or souvenirs.

STAFFING

1. Where do your staff come from?

- RCS Empowers Day Services is a celebrated leader in the Human Service field assisting individuals with disabilities and special needs to live and work with dignity and respect. Our highly trained professionals come from numerous fields of interest: Education, Special Education, Counseling, Art Therapy, Nursing, etc...
- RCS Empowers is a preferred, selected internship site for educating students pursuing education in undergraduate & graduate degree programs from various institutions: Lakeland University, Marion University, Lawrence University, Liberty University, Silver Lake College, UW Oshkosh, UW Sheboygan, UW La Crosse, and Lakeshore Technical College.

2. What support do your staff provide?

- University L.I.F.E. staff provide support as needed on an individual basis to each participant. Staff are also able to work with participants during program time to assist with adapting the activity to meet the participant's ability level.

3. What is your participant to instructor ratio?

- University L.I.F.E. staff ratio is 1 staff for every 3 participants.

4. What training do you provide your staff?

- All staff are required to participate in an intensive, 7-day orientation prior to University L.I.F.E. During this time, we review important topics such as policies and procedures, abuse and neglect, and client confidentiality. RCS trains staff in safe and best practices for caring for individuals with unique needs, including communication techniques, seizure protocols, blood borne pathogens, and medication administration. All staff are trained and certified in basic First Aid, as well as basic strategies of Behavioral Principles and Proactive Strategies.

HEALTH SERVICES

1. What are the Health Services provided?

- RCS Empowers employs a full-time RN. She is a resource for health related concerns and communication for any University L.I.F.E. attendee and their guardians.
- All enrollment applications are reviewed by the RCS Empowers RN to ensure all cares, conditions, and recommendations are alerted to staff so that each individual will be successful in summer programming on the Lakeland campus.

- The RN is not on the Lakeland campus, but is a communication resource for staff who need further direction for a particular medical concern. All University L.I.F.E. staff are trained in basic First Aid. In the case of a life-threatening emergency, staff will alert 911 to acquire emergency medical personnel to their location.
- University L.I.F.E. staff are able to administer routine medications, as well as to provide documentation and oversee First Aid care to those attendees.
- Beautifully rural but far from remote, the University L.I.F.E. program is located in the middle of the Lakeland campus at the Ley Chapel grounds. Here you will find a safe, natural retreat, but also a blank-space springboard for college-life creativity and events. Note: natural exposure elements include pollen, insects, and other known allergens; bug repellent with DEET available for attendees use.
- All University L.I.F.E. attendees should come prepared with sunblock applied to exposed skin surfaces. Additional sunblock product supplied for attendees use. Health Services recommend all persons use sunglasses for eye protection, as well as a hat for shade protection.

2. What are the eligibility expectations?

- Those enrolled should be independent with activities of daily living unless accompanied by a care attendant to perform task assistance:
 1. Personal hygiene - bathing, grooming and oral care
 2. Dressing - the ability to make appropriate clothing decisions and physically dress oneself
 3. Eating - the ability to feed oneself though not necessarily to prepare food
 4. Maintaining continence - both the mental and physical ability to use a restroom
 5. Transferring - moving oneself from seated to standing position and/or ability to get in and out of positions with use of adaptive equipment.
- Those enrolled should be independent with personal mobility unless accompanied by a care attendant to assist them. Moderate activity level expected for University L.I.F.E. sessions. Daily itinerary blends some longer walking distances, climbing stairs, and/or uneven walking surfaces at community venues. Community venues arranged for ADA designed accessibility standards.

CAMPUS SECURITY

1. Is there any security on campus during University L.I.F.E. summer program?

- The department of Campus Safety & Security is active 24/7 at Lakeland University. They are a resource to the University L.I.F.E. staff to ensure a professional and courteous experience occur for all persons to enjoy the University summer program.
- Campus Security is located on lower level of Brotz Hall, W3745 North Drive.
Dial (920)-565-1126 for immediate service or assistance. Also notify: Ruth Weigel, Program Manager, at (920)-694-1219 or rweigel@rcsempowers.com

FOOD SERVICES

1. What food & beverages are included?

- University L.I.F.E. does not offer drink refreshments or complimentary meals while on campus. Attendees will be responsible for bringing a daily cold lunch selection with snacks or purchasing a hot lunch selection on campus.
- University L.I.F.E. attendees are encouraged to bring a refillable water container for their personal use. UL staff will encourage continuous daily hydration especially in specific locations where heat or sun exposure may be experienced. Upon travel, disposable water bottles will be distributed to everyone without a water container.

2. What food options are available?

- University L.I.F.E. program site has access to a kitchenette with a microwave, toaster, and refrigeration for cold lunch options.
- Lakeland University Dining is available to University L.I.F.E. attendees at the **Muskie Grill, within the Muskie Mart convenience store**. Publicized dining options are:
 - *A collection of homemade soups, including popular chicken dumpling and tomato*
 - *Fresh in-season produce from four local farmers*
 - *Renowned Johnsonville brats a handful of times each semester*
 - *Locally produced donuts from an area bakery*
 - *Vegetarian options for every mealtime*
 - *A week-long “no-fry zone,” during which healthier options are offered*
 - *Fruit such as melon, strawberries and grapes available with every meal*
 - *A salad bar that includes iceberg and romaine lettuce, as well as spinach*
 - *An assortment of baked fish*
 - *Five different flavors of Gatorade and six different types of juice (orange, apple, grape, strawberry kiwi, strawberry banana and cranberry), plus milk, various sodas and water”*
- **The Daily Grind** is an on-campus espresso bar which offers breakfast items.
- **The Pub** is a casual gathering spot with free popcorn along with limited food and beverage items available for purchase.
- At times, an opportunity may exist to visit a restaurant or outdoor eatery. Communication will occur for individuals to determine if they choose to bring a cold lunch option or participate in that venue’s food options.

3. Can Lakeland accommodate special dietary needs?

Yes, Lakeland University Chefs are able to provide meal selections for numerous accommodations including gluten-free or food allergy alternatives. If you must observe a special diet please notify Ruth Weigel, Program Manager, at (920)-694-1219 or rweigel@rcsempowers.com. Please provide information detailing your specific dietary needs. We are able to accommodate many diets quite easily.

- **4. What if I forget a lunch and have no money?**
- University L.I.F.E. staff are able to make a one-time purchase for an attendee who mistakenly forget funds or forget to bring a lunch option. Reimbursement of costs not to exceed \$7.50 sought for the expenses provided, by the following session day.

GENERAL QUESTIONS

1. How can I contact University L.I.F.E. staff?

- Dial Ley Chapel (920)-565-1000 EXT 2657; University L.I.F.E staff cell phone (920)-946-5522; RCS Reception (920) 458-8261; Ruth Weigel, Program Manager, at (920)-694-1219.

2. Can I visit my attendee while they are in programming?

- University L.I.F.E. does not recommend visitation during programming for any substantial time. Attendees are active and embarking on any number of daily activities on/off campus. Visitation may limit participation and/or be a distraction to other attendees in session.
- Free parking is adjacent to the Ley Chapel if a visitation may occur.

3. Can I bring comfort items or electronics to University L.I.F.E.?

- Yes, we encourage individuals to bring their adaptive equipment used for & needed to aid in having a successful University summer experience. Items which aid in communication, personal comfort or alleviation of anxiety, stress, and sensitivity concerns are acceptable.
- While staff will be diligent in helping a person keep, access, and retain personal comfort items they will not be held responsible for loss, theft, or damages that may occur while in University L.I.F.E. sessions.

4. What is your cell phone policy during sessions?

- Cell phones should be accessed for personal use only during breaks & lunch. No attendees should be using their cell phone unless instructed by UL staff for the purpose of an activity.
- Cell phones should be turned off during session programming to not be a deterrent for self & others from activities and to preserve battery life.
- No pictures or videos may be taken of any University Life participants by fellow attendees without the explicit verbal & written consent of that person and/or their guardian. Please check with staff prior to any photography or videography arrangement.

5. Is smoking allowed?

- Smoking is not allowed in any University building while on campus. Designated smoking areas do exist outside, but we highly encourage refraining from this activity until after programming has concluded. If necessary, acceptable smoking locations will be identified for use during breaks & lunch periods.

6. What is your dress code policy?

- Dress for the weather and always bring a light sweater or jacket in case of chill from indoor air conditioning.
- Dress in clean, non-ripped, comfortable attire free of derogatory language or gestures.

- Dress in clothing that is not overly tight, clingy and is of good fit to your body proportions.
- Wear comfortable footwear allowing you to walk distances, climb stairs, and/or walk on uneven surfaces. Sandals are acceptable footwear unless you are notified of an outdoor activity better suited for closed-toe shoes.

7. Am I able to access materials at the Lakeland campus Library?

- The John H. Esch Library is dedicated to supporting student learning. The library is located in the heart of the campus, behind Old Main. University L.I.F.E. attendees are able to access materials through the MonarchCat online catalog system with a valid MEAD library card.

• Summer Hours (June-August)	
Monday	8 a.m. - 4:30 p.m.
Tuesday	8 a.m. - 8 p.m.
Wednesday	8 a.m. - 4:30 p.m.
Thursday	8 a.m. - 8 p.m.
Friday	8 a.m. - 4 p.m.
Saturday	closed
Sunday	closed

*Reference Librarian available Monday through Friday (all day).