



DDA Respite Policies

Through agreeing to use DDA respite hours for classes and activities provided by Pierce County Parks and Recreation (PCParks), you agree to the following terms and conditions. PCParks reserves a select allotment of class spots for families wishing to use DDA Respite Hours and enrollment is based on availability and confirmation by PCParks staff.

General Billing Info:

Case managers will be billed monthly, using the hourly reimbursement rate based on the quarter hour. If we continue to see trends of early arrivals, or late pick-ups that fall outside of our 15-minute window, you will be notified. In some situations, we will begin to bill DDA units for this additional time in which students are under staff supervision.

Unexpected Absences:

If you/the participant is sick or experiencing behavioral issues, please call and inform us at your earliest convenience. Safety is of our utmost concern, so if for any reason you feel you/your adult is not able to safely attend classes, or may have any type of contagious sickness, please do not attend classes until said behaviors/sicknesses are managed. You will not be billed out of pocket for any illness or behavioral related issues.

Cancellation Policy:

You must request cancellation, and receive confirmation, from PCParks staff at least 5 business days before an activity for a refund. Refunds will not be made for missed or forgotten sessions, or late cancellations

Unattended Classes/No-Shows:

If for any reason, you/the participant does not show up for registered classes or is absent for any reason other than illness or behavioral related issues, you will be required to pay the published rate for these classes. We cannot excuse absences related to caregiver or transportation issues, appointments or trips. Because we are unable to bill DDA for services not

rendered, you will be required to pay out of pocket, and an invoice at the end of the month for the amount due.

To communicate any absences or for any scheduling questions please contact us at 253-798-4148 or Jenn.Sergent@PierceCountyWA.gov