



# **Layers of Life**

**Participant Handbook**

## Table of Contents

### Information and Policies

About Us  
Purpose  
Vision Statement  
Mission Statement  
Staff  
Services  
Community Partners  
Program Model  
Privacy Policy  
Online Policy Disclosure  
ADA Compliance - Health and Safety  
COVID-19 - Policy, Procedures, and Protocols  
Requirements for Participation

### Registration Forms

Referral-Permission for Nature-Based Services  
Consent to Release/Obtain Information  
Medical, Health, and Safety Information  
Emergency Medical Authorization  
Photo Release  
Participant Profile-Parent/Care Provider  
COVID-19 Screening (in packet, each visit)

## About Us

Kim Hale and Stacy Hazelton are master's level professionals with over 50 years of combined experience in educational, therapeutic, and administrative services to individuals across age spans with unique life challenges in multiple settings. Our business vision is to increase access to nature-based sites and services in local communities for citizens of all ages and abilities to enhance their quality of life and allow them to age in place.

## Purpose of Layers of Life Services

Layers of Life is a program development and consultation company that assists communities to develop nature-based educational, therapeutic, and life enrichment services at local sites within their local community. Our service model promotes a trauma sensitive, positive behavior supports, with a sensory foundation to ensure that all citizens are served in a functional, meaningful, and dignified spirit. Nature-based sites are identified and developed to provide nature-based with the option to add equine and small animal services available within a local community.

## Vision Statement

Layers of Life targets underserved locations and communities in Ohio and Michigan. Service expansion will include branches in the Great Lakes Region, and other bordering states, within the next five years, with the intention to expand nationally within ten years.

## Mission Statement

Layers of Life educates local professionals on providing functional, meaningful, and dignified experiences to all community members. It is the policy of Layers of Life to provide equal opportunities for all persons and to prohibit unlawful discrimination because of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. This policy applies to all participants, potential participants, volunteers, and employees. Layers of Life will accommodate services according to ADA regulations CFR; 28;35-36. Layers of Life reserves the right to deny service to anyone not meeting the requirements set forth by Layers of Life/LOL in Nature, LLC policies or to anyone posing a threat or harm to themselves, others, animals, program equipment. Our company's goal is to provide nature-based site development, site and program development training, and consultation to promote sustainable services in local communities.

## Staff

Kimberly E. Hale — Managing Member

Stacy D. Hazelton— Member

Janessa Bartlett – Equine and Nature Development Manager

Stephanie Roose — Senior Marketing Consultant/Nortia Consulting

Layers of Life staff are licensed, certifications professionals within administration, education, mental health, and speech-language pathology. Our staff possesses competencies in trauma sensitive, positive behavior supports, and a sensory integration foundation that are utilized in nature-based settings. Our equine specialist is PATH's trained (certified upon renewal being available) with a dual certification as a qualified mental health specialist. FBI/BCI background check clearances and are trained under supervision by Layers of Life staff, until prepared to instruct. In addition to our staff, we also work with Nortia Consulting to help us with all marketing and communications.

## Services

We target a one-year program development and training for communities to set up develop, implement, assess, expand integrated nature-based services both with and without equine and small animal services. We assist nature-based site identification and development in the local community. Partner identification and use of locally available resources and services is key to your success. We will customize services to meet your local community's needs. Next, we will train your local service providers on the benefits to use nature as an option location of service provision. We advocate for interdisciplinary services in a natural and nature-based environment. Then we transition to a consultation phase to provide ongoing support and digital/print based resources is available by the end of the project.

## Community Partners

We target underserved locations who want to provide support to their citizens of all ages and abilities by initially working with administrators and government officials that currently serve, these citizens. Agencies may include veterans, aging, educational, mental health, family services, developmental disabilities, juvenile support as well as parks and recreational. It is our goal to create multiple integrated locations and supports within local communities to provide a their already existing services but in a nature-based setting to citizens across the life span with unique life challenges. These challenges include but are not limited to areas such as autism

spectrum disorder (ASD), dementia, post-traumatic stress disorder (PTSD), substance abuse, veteran's needs as well as individuals and families dealing with adoption or loss. Locally developed sites may be utilized for individual therapy sessions, organized group learning, individual self-guided activities as well as individuals, couples and families for general enrichment experiences in nature to enjoy the journey of their personal life journey.

### **Programming Model**

The Layers of Life program model focused on the benefits of integrating nature and other human services to benefit citizens of all ages and abilities. Layers of Life community-oriented program model has been designed to be led by a range of individuals who have a desire to use nature-based experiences to enrich lives of individuals in their community. The Layers of Life model is based upon the seven (7) stages of the human life span. General developmental and age-appropriate nature-based activities are featured for a range of program activities. These chronological stages connect to a range of life domain functions that serve the basis of the programming.

The Layers of Life program model is anchored in a trauma sensitive philosophy and utilizes sensory regulation techniques for successful interactions. The program activities may be provided in individual, small or large groups by unlicensed personnel or by licensed professionals in targeted areas. Animal-based services, such as equine assisted therapy and learning activities can potential development in your local community. Our model's framework provides the supports for leaders to facilitate the ability of citizens to "live, work and play" in their local community and "age in place" with friends and family.

### **Privacy Policy**

Any information obtained verbally and in writing by Layers of Life staff and those working on behalf of the community agencies, maintain strict privacy and confidentiality rules. Educational, medical, and other essential information is requested in our online registration packet, in order to best meet the needs of the participants during each session. Registration packets are maintained by the supporting agency/school when they are no longer needed upon completion of a program by Layers of Life staff.

### **Online Policy Disclosure**

Layers of Life may collect and may make use of personal information to assist in the operation of our website and to ensure delivery of the services you need and request. At times, we may

find it necessary to use personally identifiable information to keep you informed of other possible products and/or services that may be available to you from lolinnature.com.

Layers of Life may also be in contact with you with regards to completing surveys and/or research questionnaires related to your opinion of current or potential future services that may be offered.

Layers of Life may use various third-party social media features including but not limited to Facebook, LinkedIn, and other interactive programs. These may collect your IP address and require cookies to work properly. These services are governed by the privacy policies of the providers and are not within Layers of Life's control.

LOL In Nature, LLC does not now, nor will it in the future, sell, rent or lease any of its customer lists and/or names to any third parties.

### **ADA Compliance - Health and Safety**

Discrimination Disclosure-It is the policy of LOL in Nature, LLC/Layers of Life to provide equal opportunities for all persons and to prohibit unlawful discrimination because of age, disability, creed, religion, gender, national origin, or veteran status. This policy applies to all participants, potential participants, volunteers, and employees.

Layers of Life is compliant with regulation the American's with Disabilities Act regulations in the Code of Federal Regulations (CFR) at 28 CFR parts 35 (title II) and 36 (title III). Layers of Life mission is to develop and service all citizens regardless of disabling conditions. All participants in Layers of Life programming are required to complete the referral and intake process to identify the type of service that the individual can receive safely.

Health and safety concerns will be address through reasonable accommodations unless in the case of undue hardship or interference with the operation of the project. Alternative activities or services will be offered in situations where accommodations are not reasonable. A list of safety consideration for physical and mental health precautions and contradictions are available upon request. **Layers of Life reserves the right to deny service to anyone not meeting the specific requirements as described in the Registration Packet and Layers of Life Policies to anyone posing a threat or harm to themselves, others, or programming equipment.**

### **COVID-19 Policy**

LOL in Nature, LLC/Layers of Life have developed polies and procedures regarding the COVID-19 pandemic to align with the State of Ohio's pandemic response for the health and safety of the individuals that we serve, our community partners and our staff. The purpose of our

policies and procedures are in place to reduce possible exposure and mitigate the risk of exposure to the COVID-19 virus. These guidelines are subject to change and will align with current state and county response to the pandemic, which may be viewed on-line at the following address <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>. Participants in Layers of Life programming will be **required to complete our COVID-19 screening form prior to receiving services at each visit**. Our complete COVID-19 policy and visit screening forms are available upon request or can be reviewed on our website, [lolinnature.com](http://lolinnature.com). Please contact us if you have any questions at [khale@lolinnature.com](mailto:khale@lolinnature.com).

## COVID-19 Procedures and Protocols

### Program Participants

Program participants are to wear facial coverings during all services unless precluded by age or manifestations of a disability as documented. Final decision for mask wearing will be determined by Kim Hale, Managing Partner, Layers of Life.

Facial coverings are required for participants and their families if participating in the onsite programming. Clean/sanitize hands consistent with CDC guidance are required prior to starting the visit, between participants and after the session.

If anyone participating in the on-sight service program or in the participant's household is symptomatic or has had close contact with a person with probable or confirmed COVID-19 case, the in-person visit will either be held virtually or will be re-scheduled.

### Layers of Life Staff

Prior to onsite service programming, staff will conduct a complete self-assessment. If staff is experiencing any flu like symptoms or fever, the staff will notify Kim Hale and either conduct the visit virtually or reschedule the visit. During on-sight programming staff will do the following:

1. Use hand sanitizer prior to programming and throughout the course of nature-based services.
2. Wear a facial covering and/or necessary personal protective equipment during the visit.
3. Ensure a minimum of six feet between them and care providers of the participants supports during onsite services visit, except when necessary to complete a specific required component of the visit involving the participant.
4. May limit visiting participants to those necessary to complete on site-services.
5. May ask both participants, care providers and transportation personnel the following:

- a. Those not specifically participating in the visit to not attend. Considerations will be made for needed supports such as sign language or spoken language interpreters;
- b. Anyone participating in any home visit to consider wearing a facial covering;
- c. To conduct the home visit outside, when possible;
- d. To sit on a hard surface that can be cleaned and sanitized before and after sitting; and,
- e. May also bring their own chair that can be cleaned and sanitized between visits.

After and between onsite service programming, visit staff will clean and sanitize:

1. Any laptop, tablet, binder, pen, or other equipment and supplies used during the visit.
2. Clean or dispose of any facial covering used during a home visit.
3. The general area of service provision as appropriate.

### **Trainings/Meetings/Events**

Virtual participation in trainings, meetings, and services is accepted. In-person group trainings, and meetings, shall only take place under the following guidelines:

1. All participants maintain 6 ft. social distance
2. All participants wear facial coverings in shared spaces
3. All participants are free from COVID-19 symptoms
4. All participants have not been exposed to someone who has COVID-19 or who is presumed to have COVID-19; or is being tested for COVID-19.

Following all trainings, meetings, and events held at a site location with multiple participants, the staff who coordinated the training/meeting/event is responsible for cleaning and disinfecting all tables, chair arms, doorknobs, and any other surface that may have been used. This is to be done following EVERY meeting.



## Requirements for Participation

### 1. Required Paperwork:

Participants must have all required paperwork on file before sessions may begin. Changes in medical conditions must be shared with session instructors for safety purposes. All paperwork is kept confidential among staff related to the services of the participant. **Refusal to sign any part of the consents or acknowledgements excludes the participant from any participation in Layer of Life programming.**

### 2. Attire Requirements:

Comfort in all weather conditions is necessary. Appropriate footwear to protect feet is a requirement. No open toe shoes during any equine activity. Sneakers are preferred. Some nature activities will have specific requirements regarding shoes for safety purposes. Projective clothing may be required for health and safety for activities in a wide range of weather conditions. Bug spray, sunglasses, hats and sunscreen are recommended. **Noncompliance with attire policy may result in exclusion from programming for the session for the participant's health and safety.**

### 3. Rules of Conduct

Safety, participation, and respect are always required. Concerns will be shared by instructors with a focus on conduct resolution. If resolution is not an option, the participant will be released from the program. ***Legal guardians are required to stay on-site for any minor who is a participant, unless identified by the specific activity.***

### 4. Health and Safety

Weight, mobility, and health restrictions may prohibit participants from any activity deemed unsafe. As much as possible, Layers of Life staff will attempt to find alternative activities to replace those that are restricted. Participants and their families are required to make Layers of Life personnel aware of any changes in medical conditions that may be contradicted from participation in certain activities if an appropriate and safe alternative cannot be identified.

### 5. Regular Attendance

Regular attendance is needed to benefit from the programming. If this is not possible please contact your Layers of Life facilitator to make appropriate accommodations.

### 6. Contact Person

All sessions have a Lead Instructor who will contact each registered participant before the start of the session to provide a contact number or email for correspondence throughout the sessions.

### 7. Respect Nature and Its Creatures

Show respect for the natural environment and animals that live here. Please refrain from taking items from the grounds (flowers, grasses, small animals such as frogs, capturing butterflies. This is their home. If you are fearful or uncomfortable of a specific creature of nature, please let us know.

### **Closing**

*"Bonding with the beauty and strengths of nature  
empowers communities to grow as one."*

We hope that our programming will give you the opportunity for you, your family, your friends and your community to LOL...

**Love Outdoor Learning**

**Laugh Out Loud**

and experience

**Lots of Love**

to

**Leave Outlasting Legacies...**

through bonding in Nature.

Kim & Stacy



**Layers of Life**

## Registration Forms

*The following forms must be completed and returned  
to be accepted in programming.*

1. Referral-Permission for Nature-Based Services
2. Consent to Release/Obtain Information
3. Emergency Medical Authorization
4. Medical, Health and Safety Information
5. Photo Release
6. Participant Profile - Parent/Care Provider
7. COVID-19 Screening (in packet, complete at each onsite visit)

### **Please return completed forms to:**

Kim Hale  
Layers of Life  
3750 Old State Route 56, New Marshfield, OH 45766  
740-591-9041 [khale@lolinnature.com](mailto:khale@lolinnature.com)  
[www.lolinnature.com](http://www.lolinnature.com)

### Agency Contact

Lora Harvey  
Perry County Board of Developmental Disabilities  
128 South Main Street, New Lexington, OH 43764  
740-342-3542 FAX: 740-342-0418  
[l.harvey@perrydd.org](mailto:l.harvey@perrydd.org)