



*Kim, David and Levi*

*Dear Travelers and Staff,*

*What a crazy, busy year it has been! I would not have imagined a scenario like this last twelve months, but we did it! I am so blessed, to not only have the most amazing travelers that join our trips, but I have the most caring and compassionate staff as well. All of you make this the most amazing company. Thank you for all you do and the joy you bring to my life, and everyone you meet!*

*Kim*

*Owner*

*Able Trek Tours, INC.*



*Tour Leader Karen Leaf*



## WHO ARE ABLE TREK TRAVELERS?

Individuals who need assistance vacationing are encouraged and welcome to travel with Able Trek Tours. This includes individuals with developmental disabilities, the elderly, individuals with a mental health condition, and others. Most Travelers are individuals with mild to moderate developmental disabilities. Travelers must exhibit appropriate social behavior, have no major medical concerns, be at least 18 years old, and display appropriate behavior toward property, themselves and others. Typical staff to Traveler ratio is 1:3 or 1:4. **If a Traveler requires more assistance and/or supervision we MUST be informed of such needs ahead of time.**

## TRIP FEES INCLUDE

Staff supervision, transportation from pick-up/drop-off sites, listed attractions, lodging, taxes, an Able Trek t-shirt, bag, or hat, a group photo, and many meals are included in the trip fee. Almost every trip includes breakfast and the evening meal each day.

## TRAVELERS USING WHEELCHAIRS:



We have accommodations for up to two Travelers who use wheelchairs on most trips. It is our experience that nearly all Travelers who use a wheelchair require Traveler specific, “specialized” care. Their caregivers must be both physically capable of and trained in the techniques of transferring and lifting. In addition, most Travelers who utilize wheelchairs have very individual and specific personal care needs – needs that can only be properly met by a caregiver who has experience with that Traveler. In order to properly and safely accommodate Travelers who use wheelchairs, we have adopted the following policy:

- 1) **Travelers who require mobility related care and/or need any assistance transferring are REQUIRED to provide their own caregiver who is familiar with their cares and needs. Travelers who require assistance transferring (toileting, dressing, bedtime, etc.) are welcome to travel but ONLY accompanied by their own personal caregiver. Able Trek staff are not permitted to lift Travelers or assist with transferring. This is a non-negotiable policy. Providing inaccurate or incomplete information about a travelers mobility/transferring need will result in the Traveler not being allowed to travel and no refund will be available. To help make this policy more affordable, the personal caregiver will travel at ½ the cost. The Traveler will pay the single/ADA rate (see #2 below) and the caregiver’s trip fee will be 50% of that rate. The Traveler, who will have an ADA room, will be located next to or very close to their staff. The staff person will likely room with an Able Trek Tours staff unless a second private room is purchased at the time of reservation. If an ADA room is not needed the staff will room with their traveler. This 50% fee policy applies to virtually all tours with the possible exception of flight and/or international vacations. Call us for exact prices.**
- 2) **Travelers who require fully accessible lodging accommodations (roll-in shower, wide door entrances, grab bars in bathroom, etc.) are required to pay the “Single/ADA” rate. The reason for this policy is that the vast majority of ADA accessible hotel rooms have only one bed. Two people are not able to sleep in these rooms and still have their own private beds.**

## TRAVELER INCONTINENCE:

We understand that when outside of normal routines and home settings Travelers may have occasional/accidental incontinence. For Travelers that have frequent incontinence or have little or no bowel or bladder control and are not able to self-manage would be REQUIRED to bring their own home staff. This policy is to ensure the most qualified person is providing the specialized care required. **To help make this policy more affordable, the personal caregiver will travel at ½ the cost. The Traveler will pay the double rate and the caregiver’s trip fee will be 50% of that rate.**

## STAFFING ON TOURS

Every vacation is supervised by an experienced Tour Leader. Karen is our full time Tour Leader. She has an extensive background caring for individuals with various needs. All other staff members/chaperones are carefully screened and

selected volunteers. Many of our volunteer staff are social workers, teachers, group home staffers, medical professionals, and other qualified and experienced people.

Typical staff to Traveler ratio is 1:3 or 1:4. If a **Traveler requires more assistance and/or supervision we MUST be informed of this need ahead of time.** Please be aware that care/supervision on vacations is typically more intensive or demanding than in the home setting. We will do our best to accommodate a Traveler's needs in excess of our normal staff supervision. If a Traveler requires 1:2 or 1:1 supervision an extra fee will be required. **In some instances, we will require that Travelers bring their own staff. As stated previously, this is the policy with Travelers who use a wheelchair to ambulate and/or require physical assistance to transfer.**

### PERSONAL ESCORTS

At times Travelers and caregivers simply do not feel comfortable attending a vacation without a familiar face along. This situation has been common for Travelers who may need more assistance than our normal 1:3/4 ratio and for Travelers who use a wheelchair. We welcome, encourage, and will at times require that personal caregivers join us. The cost for such an arrangement (for BOTH participants) is typically 150% or 1 ½ times the cost of the indicated rate. This would include a standard hotel room with two beds. Please call for guaranteed prices.

**GROUP HOME STAFF:** – Group home staff, caregivers, case managers, etc. if you sign three or more people up for a trip you can go as their chaperone. If you are planning to staff your own travelers this needs to be communicated at the time the travelers are signed up for the trip. Contact Able Trek Tours for more information.

### PICK-UP/DROP-OFF LOCATIONS

Virtually every vacation offers pick-up and drop-off sites in Dubuque, IA, Platteville, Madison, Milwaukee, Stevens Point, Allenton, Waupaca, Appleton, Oshkosh, Fond du Lac and Wisconsin Dells. Refer to the list below for a pick-up abbreviation index. Travelers can also be met at locations enroute to our destinations. Other arrangements can be made but may require an additional fee. Able Trek does its best to be flexible and accommodating with travel arrangements.

#### PICK-UP/DROP-OFF ABBREVIATION INDEX:

<i>App</i> - Appleton, WI	<i>Mil</i> - Milwaukee, WI	
<i>Blt</i> - Beloit, WI	<i>Osh</i> - Oshkosh, WI	
<i>Dells</i> - Wisconsin Dells, WI	<i>Portage</i> - Portage, WI	
<i>Dbq</i> - Dubuque, IA	<i>Pville</i> - Platteville, WI	
<i>Fndlac</i> - Fond du Lac, WI	<i>Rckfd</i> - Rockford, IL	
<i>Jhn Crk</i> - Johnson Creek, WI	<i>StPoint</i> - Stevens Point, WI	<i>Wapca</i> -
<i>Waupaca, WI</i>	<i>Lax</i> - LaCrosse, WI	<i>Tomah</i> - Tomah, WI
<i>Mad</i> - Madison, WI	<i>Allton</i> - Allenton, WI	<i>E.Troy</i> - East Troy, WI

### TRAVEL/CANCELLATION INSURANCE COVERAGE

Travel insurance, for an additional fee, is available for all tours. Please refer to our Able Trek Tours website to learn about insurance coverage, costs and how to purchase a policy for each individual trip. All travel insurance purchases will be done through the link on our website. We can also email you a link to this insurance information. Coverage includes trip cancellation, emergency medical/dental, and more. For pre-existing conditions to be covered the insurance **MUST** be purchased within 14 days of the initial trip deposit/payment. Rates generally range between 12 % and 20% of the trip cost.

**SPEND DOWN** – Not sure of the exact trip you want to take? You can send payment(s) in advance and decide on a trip later.

## HOW TO SIGN UP FOR TRIPS

Sign up anytime, 24-hours a day, 7-days a week. Visit our website: [www.abletrektours.com](http://www.abletrektours.com) Click on the “Special Needs Tours” link at the top of the page, and then click on the “Sign Up Information” tab. Follow the directions from there – it’s easy. Or contact us by:

**PHONE:** (608) 524-3021 or 1-800-205-6713

**FAX:** (608) 524-8302

**MAIL:** Able Trek Tours, P.O. Box 384, Reedsburg, WI 53959

**E-MAIL: [staff@abletrektours.com](mailto:staff@abletrektours.com)**

Let us know which trip(s) you are interested in and we will send you a tentative itinerary and any necessary application materials. Reservations will be held for 10 working days. By the 10<sup>th</sup> day we require a \$100 per trip deposit to confirm a spot (flight, cruise and international trips REQUIRE a minimum \$500 deposit). Unless the deposit/payment has been received or other arrangements are made the “reservation” will be cancelled after 10 days.

- One month prior to the trip a FINAL ITINERARY will be sent confirming all details and requesting any additional information needed.
- Shortly after the vacation a Trip Report and group photo will be sent.

**Trips are filled on a first-come, first-serve basis and many vacations sell out. It is important to sign-up as soon as possible. We suggest a minimum of 60 days for motor coach and a minimum of 3 months for air & international vacations.**

**Trips must be paid in full by the PAY IN FULL DUE DATE indicated as this is when final payments are made to airlines, hotels, and venues with traveler names. If a traveler is not paid in full by this date, we reserve the right to remove the traveler from the trip after notification. The office does send multiple reminders regarding due dates, as well as pertinent trip information.**

### **IMPORTANT BOOKKEEPING REQUIREMENT:**

**Many Travelers make monthly payments. Make sure to indicate the Traveler's name and TRIP TITLE (e.g. “Wisconsin Dells”) with all payments.**

### **GETTING THERE IS HALF THE FUN**

All of Able Trek Tours' motor coaches are equipped DVD/CD player, electrical outlets, Wi-Fi, bathroom, plenty of room to stretch your legs. All of our vehicles cell phones. These cell numbers are indicated on the



with TV monitors, air-conditioning and and Tour Leaders have FINAL ITINERARIES.



### **ACCOMMODATION/SLEEPING OPTIONS**

Overnight accommodations on most trips are well known hotel chains. We offer options with regard to sleeping arrangements. They are:

**DOUBLE ROOM – Two people per hotel room, each person has a private bed.**

**SINGLE ROOM – Private hotel room with no roommates.**

Prices for each type of room are indicated in the tour descriptions. The prices indicated are per person. Travelers MUST let us know their accommodation choice when making the reservation and/or by indicating such on the Traveler application. Over 95% of the Travelers choose the DOUBLE ROOM option.

While our staff will monitor and assist all Travelers, direct 24-hour supervision (a staff in each room) is not feasible. Travelers will almost always room with another traveler. Travelers' rooms are typically adjacent or near a staff member's room. We reserve the right to place a staff member in any room if we deem it necessary.

If a traveler requires an ADA room they must book a SINGLE room, as hotel ADA rooms with roll in showers typically have only one bed.

### **MEALS AND SPENDING MONEY**

Most multi-day trips include all breakfasts and all evening meals. The included will be indicated on the trip itinerary. Meals not included Traveler's personal spending money. If needed, our staff will assist



number of meals will be paid for with the Travelers with their

spending money. The amount of suggested personal spending money for each trip is indicated on the detailed itinerary. Some venues only take cash (denominations of \$20 or less) while others are cashless. We recommend Travelers bring a combination of cash and credit or debit cards.



## WHAT TO PACK

We strongly request that Travelers bring only one suitcase and one carry-on bag. A large plastic garbage bag is helpful to use for dirty clothes. Following is a suggested packing list:

### General List:

- \* Photo ID card (Requested)
- \* Passport (any trip leaving the USA)
- \* Medications (one additional day)
- \* Camera
- \* Sun glasses
- \* Toiletries, including sunscreen

### Clothes:

- \* One change of clothes for each day
- \* Comfortable walking shoes
- \* Jacket, sweatshirt or sweater
- \* Pajamas
- \* Swim suit
- \* One “dressier” outfit



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