

## **Exceptional Vacations Registration Packet**

Instructions: Please completely fill out the form and return to us

There are a few ways to return the completed form:

If you choose to print out the form, you can fill out by hand and fax to our secure office at 561-852-0960 or you can mail the completed forms to us at this address:

Exceptional Vacations  
PO Box 970220  
Coconut Creek, FL 33097

You can also choose to complete the form using the fillable fields from your computer. Please be sure to digitally sign the form before sending. If you are sending the form to us via e-mail we suggest encrypting the form before sending. Our email address is:  
[info@exceptional-vacations.com](mailto:info@exceptional-vacations.com).

**Emergency Contact Form**

**Traveler Information:**

Legal Name of Traveler: \_\_\_\_\_

*\*As listed on the current government-issued photo ID they will be using for travel. Please send a photocopy of your ID.*

Nickname/Goes By: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: (Street) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security # \_\_\_\_\_

T-Shirt Size: (check one)    XS    S    M    L    XL    2XL    3XL    Gender (check one):    M    F

**Contact or Agency Information:**

Primary Contact: \_\_\_\_\_

Address: (Street) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Agency Name (if applicable): \_\_\_\_\_

**Emergency Information:**

Emergency Contact #1: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Traveler: \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Traveler: \_\_\_\_\_

Health Insurance- Primary (Type and #) \_\_\_\_\_

Health Insurance- Secondary (Type and #) \_\_\_\_\_

Allergies (List all known allergies): \_\_\_\_\_

History of Seizures?    Yes    No

Describe any important medical information that would be needed in cases of emergency:

## Traveler Profile

Traveler's primary disability: \_\_\_\_\_

Other disabilities: \_\_\_\_\_

Is a wheelchair used? (circle one)    Yes    No    Can Customer Transfer?    Yes    No

Indicate any mobility assistance required by completing this form: Mobility Assistance Form

**Daily Living Skills Checklist:** (Please check and provide details if needed)

<b><u>Skill Area:</u></b>	<b><i>Independent</i></b>	<b><i>Needs Some Assistance</i></b>	<b><i>Total Assistance</i></b>
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Dressing

Bathing

Toileting

Hygiene

Eating

Money Management

Medication

Please provide details that will help staff members assist the traveler in above areas:

**Social Skills:**

Does applicant have any specific fears? (heights, elevators, animals, etc.)      YES      NO

If yes please explain fear, and how it is usually handled.

Does applicant interact appropriately with:

Staff-            YES      NO

Peers-           YES      NO

Strangers-      YES      NO

If no, please explain:

Please list and explain any problem or unusual behaviors (wandering, fabricating stories, inappropriateness, etc.).

Please explain any additional information that will assist us in understanding your needs:

**Medications**

Traveler: \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_

Primary Care Physician Phone Number: \_\_\_\_\_

**List all medications:**

<u>Medication</u>	<u>Dose</u>	<u>Hour Taken</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

List any additional medications on the back of this page.

Please notify Exceptional Vacations of any medication changes prior to trip departure.

Travelers are advised to bring their health insurance card on the trip.

**Alcohol Policy:** Customers are not allowed to drink alcoholic beverages on our trips unless specified in writing prior to the trip departure. In order to maintain the vacation experience non-alcoholic substitutes will be provided for our customers if they request beer/cocktails, etc. If we do get prior authorization for alcoholic beverages we limit those drinks to one or two per day.

## Exceptional Vacations

Our Travel Chaperones are prepared to lead a safe and fun vacation. Customers attending a vacation do so at their own risk, and release Exceptional Vacations and staff from liability for any harm to person or property that may occur. Customers are advised to carry their own medical insurance and traveler's insurance. Customers who are removed from a trip for medical, behavioral, or psychological reasons are responsible for the cost of their return. Any incidental expenditure incurred by a traveler while on a trip is the responsibility of the traveler, and must be reimbursed to Exceptional Vacations within 30 days of invoice receipt. Changes or cancellations made more than 30 days prior to trip departure will receive a refund less \$50 cancellation charge and any pre-purchased portion of the vacation package. Changes or cancellations made 15-30 days prior to departure will receive a refund less \$200 and any pre-purchased portion of the vacation package. Changes and cancellations within 14 days of departure are non-refundable. No shows, late arrivals to a departure site and refused boarding of a flight or cruise due to lack of proper identification are non-refundable. Exceptional Vacations is granted permission to use trip photographs of a customer for promotional purposes. Receipt of registration package implies understanding and agreement to these terms.

*Exceptional Vacations is a division of Exceptional Services Group, L.L.C.*

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Signature

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Date

[Click Here for Information on How to Create a Digital ID/Signature](#)

**\*\*Please Keep For Your Records\*\***

## **Important Information / Frequently Asked Questions**

**Who is eligible for an Exceptional Vacation?** Individuals with special needs who are 18 years or older, ambulatory, able to travel in a 4:1 or 5:1 traveler to staff ratio, able to care for their own personal hygiene needs independently or with minimal staff supervision, cooperative and considerate of their fellow travelers and staff.

A chaperone can be sent to accompany a special needs traveler for a reduced trip rate. Exceptional Vacations is able to accommodate the special needs of most individuals. If a customer uses a wheelchair or needs mobility aids please call our office to discuss prior to registering. An additional fee may apply if customer requires a lift van, additional care or medical rental equipment. A Mobility Assistance Information Form will need to be completed and sent back to us.

Here is a link: [Mobility Assistance Form](#).

**What's Included?** Exceptional Vacations' trips are all inclusive. The price includes lodging, meals, supervision, activities, and transportation from Palm Beach, Broward or Dade Counties, Florida. When not included in the package price, Exceptional Vacations will arrange air, rail or car transportation for an additional cost.

Travelers may want to bring additional spending money to purchase items such as souvenirs and postcards. Travelers will also receive a photo album a few weeks after the trip. If air transportation is included in the package price but the flight exceeds \$500, Exceptional Vacations will have to charge additional for the airfare overage.

**How do I pay?** A deposit of \$300 is required to reserve your space. If the trip is less than two months away then final payment is due. Final Payments are considered past due at eight weeks prior to trip departure. Make checks payable to Exceptional Vacations and mail to PO Box 970220, Coconut Creek, FL 33097.

Please include the statement stub with your check for faster processing. We also take MasterCard, Visa and Discover cards. You can call those payments into our office Monday – Friday between 9AM and 5PM Eastern Standard Time. Or you may fax the credit card authorization form to (561) 852-0960. Please call our office if you like us to e-mail you or fax you a blank credit card authorization form. Payment plans and gift certificates are available upon request.

**What about travel insurance?** We recommend customers purchase travel insurance. Insurance can be purchased from various travel insurance companies or here: [www.travelsafe.com](http://www.travelsafe.com). Cruise customers can request the cruise line insurance. We will pass the charge on to the customer at our cost.

**What do I need to bring on my Exceptional Vacation?** The most important thing to bring is a current picture identification card or passport. All cruises require either a passport, passport card or an original birth certificate with a raised seal. We recommend travelers bring originals or copies of their health insurance cards. Travelers may want to bring additional spending money to purchase souvenirs, postcards, or other personal items. (Our staff will assist with money management if needed.) We ask that travelers limit their luggage to one suitcase or bag. Separate small bag or large manila envelope for all medications. Don't forget your desire to have a unique and rewarding experience.

**How are the rooming arrangements made?** Rooms are usually double occupancy. However, sometimes there are an odd number of males or females on a particular trip. In those cases one room will be triple occupancy to accommodate the extra person. Males and females always room separately except in the cases of couples where we have prior authorization for them to room together. All travelers have their own beds. We try to match our customers with appropriate roommates based on the traveler's profile. Having a staff in the room is not guaranteed. Rooms are booked in close proximity so a staff is always nearby. If you'd like a single room we can accommodate that for an additional fee.

**What is the Medication Policy?** Exceptional Vacations is committed to providing a safe environment for all our travelers. We feel that a uniform medication policy is necessary to ensure the well being of all our vacationers. It is very important for all travelers to follow this policy. Our staff will assist any travelers requiring help with medication administration, except in the case of injectibles. ***If a customer requires an injectable medication, such as insulin, and the customer is not able to self administer, a RN will need to be contracted out prior to the trip to perform the injections. Exceptional Vacations will pass this additional cost on to the customer.*** All medications need to be packaged prior to trip departure by the traveler's family, pharmacist, or program. The following medication options are available to our travelers: 1) Have the traveler's pharmacist pre-package medications in blister packs. Blister packs must include the traveler's name, medication name, dosage, and time medication is taken. 2) Send medications in the original prescription bottle. Include details on dosage and time the medication is taken. (Extra Exceptional Vacations medication log sheets are available upon request.) 3) If traveler self-administers medication independently, they may pre-package medications in travel pillboxes. Pillboxes need to be clearly marked with the days and times the medication is to be taken. Always include an extra day of medications to allow for unexpected events such as spillage, transportation delays, etc. Liquids, drops, creams, and inhalants should be sent in their original container with clear instructions. A master list of all medications, dosages, and times or administration needs to be included with the traveler's medication at time of trip departure. All medications must be checked in with Exceptional Vacations staff at time of trip departure. Medications should be placed in a large manila envelope or small bag labeled with the travelers name. Medications should not be packed in the traveler's luggage. Special instructions regarding medications (i.e. blood glucose tests, blood pressure meters, meds that need to be refrigerated, etc.) need to be discussed with Exceptional Vacations prior to trip departure. Any traveler who arrives with medications not packed according to these specifications may not be allowed to go on the trip. Please contact our office at (561) 852-0910 with any questions regarding this medication policy.

**Are alcoholic beverages allowed?** We do not allow the consumption of alcoholic beverages unless prior written consent is given. In those cases we limit those beverages to no more than two per day. If a customer requests an alcoholic beverage without prior written consent, we will substitute a non-alcoholic version of that drink in order to maintain the vacation experience.

**Flying with Incontinence:** Be aware that the airline staff are not permitted to help with personal care functions including help with transfers to and from the restroom. The airlines require people who require assistance in this area to manage it independently or to travel with a companion.

**Refunds and Cancellations:** Changes or cancellations made more than 30 days prior to trip departure will receive a refund less a \$50 cancellation charge and any pre-purchased portion of the vacation package. Changes or cancellations made 15-30 days prior to departure will receive a refund less \$200 and any pre-purchased portion of the vacation package. Changes and cancellations within 14 days of departure are non-refundable. No shows, late arrivals to a departure site, and refused boarding of a flight or cruise due to lack of proper identification are non-refundable.