



## **Margaret's Place Participants Policy**

**Updated: 3/17/2023**

\*Margaret's Place Adult Recreation and Wellness Center occasionally will hire minors and/or allow minors to volunteer at this facility. Because of this, we do not allow registered sex offenders with offenses including a minor to participate in the Margaret's place program. A background check will be run annually on each participant, employee and volunteer upon request to be a part of this program/company.

### **SCHEDULED DAYS**

Margaret's Place Adult Recreation and Wellness Center offers Full-time and Part-time options for participants. Full-time participants are strongly encouraged to be in attendance by 8:00 am to participate in the morning activities.

- If there is a schedule conflict Margaret's Place must be informed by calling the main phone number (currently 816-249-2300) if there is no answer due to business hours, a voicemail must be left.
- Participants must reserve space on the roster for the day/s they wish to attend the facility which guarantees the availability of that space.

### **SICK DAYS/DOCTOR APPOINTMENTS/VACATIONS/ABSENCES**

Please call the Center before 6:00 am when you are not going to be attending due to illness (currently 816-249-2300). We consider our participants family and are concerned when you are expected and don't arrive. Your place is reserved for our scheduled days. Meals are planned and prepared for your arrival. Adequate shopping is planned for craft supplies and any other activities for the day. The expectation is set that if you no longer desire your space with Margaret's Place to be held, we would like to offer it to someone that does.

**\*Participants with an infectious disease, Covid-19 symptoms or illness such as vomiting, diarrhea or fever are not allowed to attend the center. An absence due to infectious communicable diseases is considered an excused absence.**

**Doctor Appointments:** Inform us of your upcoming absences because of Doctor's appointments a minimum of one (1) week in advance when possible. This will allow us time to make necessary changes to the roster to plan for meals, snacks and pick-up and drop-off schedules. **Doctor's appointments are considered excused absences( with a doctor's note).**



**Vacation:** Inform Margaret's Place of your vacation plans a minimum of two (2) weeks before your scheduled vacation. **Vacations are considered excused absences.**

**Absences:** Space is limited at Margaret's Place Adult Recreation & Wellness Center therefore if absences become excessive your space will be given to a client who needs care and will use the space. If you do not inform the Center of your absences it makes it impossible for the Center to run smoothly. Services will be terminated to participants who are absent and do not follow the policy of informing the Center when absent. **If a participant does not adhere to his/her chosen schedule that is considered an unexcused absence (leaving early/late). Missed time can be made up in the same month and at that time it is considered excused.**

#### **INCLEMENT WEATHER POLICY**

In case of winter weather someone from Margaret's Place will call you and let you know we are closed. We will be open for business UNLESS you receive a call or text from us stating we are closed. We will make every effort to reach you via call, text, voicemail and sometimes email. Please make sure you always keep updated contact information on file with us.

#### **TERMINATION OF CARE SERVICES**

If a client begins to require more care than Margaret's Place can provide, the participants will be notified that we can no longer offer our services.

Margaret's Place may terminate this contract at any time for any reason/s listed in the policy and procedure of the Center. The participants may cancel this contract at any time for any reason upon a 10 day written notice.

#### **PROBATION**

At any time that a participant has had excessive (3 or more) policy infractions resulting in write ups, Margaret's Place may invoke a probation/suspension period effective immediately which includes but is not limited to reducing the participants scheduled hours. The probation/suspension period will be set for 30 days. The probation period will be considered the last step before termination. This is an option per the Director's discretion.

#### **BEREAVEMENT**



Margaret's Place understands that losing a loved one can be extremely difficult and the need to grieve is very important. With that we allow 1 week bereavement as an excused absence for the loss of a loved one.

**Services will be terminated to any client who:**

- Has unpaid fees or balances that they or the family are responsible for and for which arrangements for payment to Margaret's Place have not been made.
- Does not make timely payment for services rendered by Margaret's Place
- Is belligerent or uncooperative on a regular basis.
- Displays unruly behavior.
- Is a flight risk.
- Has a family member/caregiver who picks up the client and is continually late in the evening.
- Is experiencing health problems that the family is not addressing in a timely manner.
- Is experiencing health problems that are beyond our scope of services.
- Does not consistently bring assistive safety devices.
- Have excessive absences
- Does not give adequate notice when planning on not attending.
- Does not notify the center of nonattendance
- Becomes unable to stand with moderate assistance while using a walker or cane
- Is unable to self-administer medications
- Is found on the sex offender registry containing offenses with minors

**Code of Conduct**

**Please initial**

\_\_\_\_\_The Margaret's Place building and grounds are a DRUG-FREE ENVIRONMENT. Use of Federal Illegal substances within the building or on the grounds of Margaret's Place will not be tolerated. Also, there is NO ALCOHOL USE tolerated within the building or on the Grounds of Margaret's Place. FIREARMS, WEAPONS, and EXPLOSIVES are also forbidden. Any infraction will be reported to the Police and can be reason for termination from the Margaret's Place program.



\_\_\_\_\_ In an attempt to ensure all weapon policies are followed all lockers will be randomly checked at Margaret's Place.

\_\_\_\_\_ Profanity will not be tolerated in any form, written, or spoken.

\_\_\_\_\_ Courtesy and respect will be shown to all persons at all times. Arguments, fights, or any other type of disruptive behavior which endangers other participants, will not be tolerated and will meet with either suspension or termination.

\_\_\_\_\_ Discrimination and/or sexual harassment towards any person for any reason will not be tolerated and will lead to suspension or termination.

\_\_\_\_\_ Damage or destruction of personal property of either the participants or staff or to the building or furnishings will not be tolerated.

\_\_\_\_\_ Anyone desiring to make a complaint is to file such complaint in writing, signed, and dated, to the Director.

\_\_\_\_\_ Margaret's Place will not be held responsible for any lost or stolen items. You are encouraged to keep all personal items at home or in a locker.

\_\_\_\_\_ Anyone desiring to speak before the CEO is to request permission 48 hours in advance in order to schedule a meeting.

\_\_\_\_\_ Lockers are assigned daily as needed. If you require a locker please speak with the director. Lockers are Margaret's Place property and can be searched at any time by management. Participants are responsible for providing a lock for their locker. The combination and or a copy of the key must also be given to the MP director.

\_\_\_\_\_ No food or drink is allowed in lockers.

\_\_\_\_\_ Solicitation for money/gifts from staff or other participants will not be tolerated.

\_\_\_\_\_ Solicitation for rides from staff after business hours is not permitted.



\_\_\_\_\_ Margaret's Place has the right to charge a late cancellation bus fee in the amount of \$10 for last minute bus cancellations. In order to avoid this charge, you must call MP @ 816.249.2300 before 6:00am the day of your scheduled pick up time. If no one answers please leave a voicemail stating that you will not be coming in for the day of. All calls, text messages and voicemails made after 6am will be subjected to a late charge unless accompanied by a doctor's excuse.

\_\_\_\_\_ Our driver will call before he gets to your stop to let you know he is on the way. Once our drivers arrive for pick up, we will extend a courtesy period of 5 minutes for you to come outside before proceeding to the next scheduled pick-up. If you have any questions, concerns or changes after 6am please call us at 816.249.2300. All pick up changes have to be made by calling the center, not the driver by 2pm.

\_\_\_\_\_ Margaret's Place closes at 6:00pm every day. If you arrive after 6:00pm to pick up your loved one or if no one was home to receive the participant from the bus you will be charged a late fee of \$25.00. If no one is home when the bus arrives to drop off your loved one they will be brought back to the center at the end of the driver's route. It will be your responsibility to provide transportation at that point.

\_\_\_\_\_ If a participant is refusing to eat or chooses to bring lunch a refusal to eat form will be provided and a signature required.

\_\_\_\_\_ Margaret's Place is a Locked Facility. Only Margaret's Place employees are allowed to open exterior doors and enter into doors that are marked "Employee only" .

\_\_\_\_\_ If participants would like to take pictures or video of fellow participants or staff, permission from that individual is required.

\_\_\_\_\_ Each participant will be requested to attend a personal interview at the center as preparation for consideration for admittance.

\_\_\_\_\_ Each participant's physician will be requested to complete a medical report form verifying that the participant is free of communicable disease and has had a negative tuberculin skin test or chest x-ray with-in the past 6 months.



\_\_\_\_\_The participant will not be allowed to attend the program if he/she is ill or is considered infectious by staff on duty.

\_\_\_\_\_If a health emergency arises while at the Center, the family will be notified. If necessary, the participant will be transported to a hospital by the family, or by an ambulance obtained by the center at the family's expense.

\_\_\_\_\_After being ill admission and continuance to the Margaret's Place program is subject to the approval of the participant, participant's doctor, the family and the administrative staff of Margaret's Place.

\_\_\_\_\_ In respect to self-pay participants only ; payments for services are expected to be in by the 10<sup>th</sup> of each month in advance for service. No refunds will be given for no show or reschedules. A late charge will be assessed to all late invoices.

\_\_\_\_\_Margaret's Place is not responsible for any valuables or money kept in the participant's possession while at the center nor any lost or stolen items.

\_\_\_\_\_Should participants require medication, it shall be kept in pharmacy-labeled bottles with participant's name, expiration date, name of medication as specified by physician's order. Over the counter medication shall be labeled with at least participant's name. Medications will be kept in a safe and locked closet in the center assigned by management. Under no circumstance should over the counter or prescription medication be held on a participant's personal body/bag/locker. The participant will be required to take his/her own medication. Staff will be required to log when medication was taken.

\_\_\_\_\_Margaret's Place strongly recommends you consult with your physician before beginning any exercise program. You should be in good physical condition and be able to participate in the exercise. Margaret's Place is not a licensed medical care provider and represents that it has no expertise in diagnosing, examining, or treating medical conditions of any kind, or in determining the effect of any specific exercise on a medical condition. You should understand that when



participating in any exercise or exercise program, there is the possibility of physical injury. If you engage in this exercise or exercise program, you agree that you do so at your own risk, you are voluntarily participating in these activities, you assume all risk of injury to yourself, and agree to release and discharge Margaret's Place from any and all claims or causes of action, known or unknown.

\_\_\_\_\_ You should be in good physical condition and be able to participate in field trips. Margaret's Place is not a licensed medical care provider and represents that it has no expertise in diagnosing, examining, or treating medical conditions of any kind, or in determining the effect of any specific activity on a medical condition. You should understand that when participating in any field trip, there is the possibility of physical injury. If you participate in said field trip, you agree that you do so at your own risk, are voluntarily participating in these activities, you assume all risk of injury to yourself, and agree to release and discharge Margaret's Place from any and all claims or causes of action, known or unknown.

I acknowledge that I have read and agree to the terms in the Program Description and Policy and Procedures of Margaret's Place Senior Recreation Center. By signing below

\_\_\_\_\_  
Signature of participants Date

\_\_\_\_\_  
Signature of participants Designated Agent Date

\_\_\_\_\_  
Signature of Directors Date

\_\_\_\_\_  
Printed Name of Participant Date Of Birth