

## **WINDWARD SENIORS DAY CARE**

### **Agreement**

**Hope Center 261-4947  
77 N. Kainalu Drive  
Kailua, HI 96734**

**Leedham Center 261-5027  
1276 Kailua Road  
Kailua, HI 96734**

Windward Seniors Day Care Centers operate on an integrated basis without discrimination. The Centers provide protective care, supportive services, and stimulating experiences in an informal environment conducive to self-maintenance.

The Centers' staff will provide a daily therapeutic program including sensory and mental stimulation, exercise, games, music, excursions and social interaction. Rest period and space are provided. The Centers' goal is to maintain, and enhance the participant's level of independence and well being.

#### **ELIGIBILITY**

- Must be an adult.
- Must have completed medical admission form and current TB clearance. Both must be renewed annually.
- Must ambulate independently with or without assist devices.
- Must self feed.
- Must be continent.
- Must be a non-wanderer – does not try to leave on a regular basis.
- Must be non-combative.
- A 30-day trial period may be necessary for assessment.

#### **HOURS OF OPERATION**

- Monday through Friday 7am – 5pm. A 15.00 charge per quarter hour for late pick-ups.
- Saturdays 9am – 3pm.
- Closed all major holidays.

#### **FEES (ALL FEES ARE NON REFUNDABLE)**

- All fees are payable in advance by the 10<sup>th</sup> of the month. Participants must commit to 1 – 5 days per week. Refunds or make up days will not be made for no-shows. No exceptions.
- A \$15.00 fee will be accessed on late payments.
- Adjustments to fees will be made for two week maximum vacation time, only with a two week notice. All lengths of absences longer than two weeks notice must be paid for, in full, in order to guarantee your spot. Should the extended absences not be paid for, you will be placed on a wait list upon return.
- Financial assistance may be available for qualifying applicants
- 35.00 Application Fee
- 55.00 Daily Rate 7am – 5pm
- 60.00 Saturday's 9am – 3pm
- 3.50 Transportation one way
- 12.00/Hr Extended Hours 5 – 7pm Reservations must be made 24hrs in advance.
- 15.00 Per quarter hour charge for late pick ups. (After 5pm)
- 5.00 Excursion Transportation

**ABSENCES**

- Please call the center as early as possible to report absences.
- Two-week notice needed for withdrawals.

**NUTRITION**

- A hot lunch and two snacks are provided daily. Special diets are accommodated.

**HEALTHCARE**

- In the event of a minor accident, staff will administer first aid.
- If additional medical attention is needed, procedures will be in accordance with the Emergency Agreement.

**MEDICATION**

Windward Seniors Day Care does not administer medication. Medications should be given at home whenever possible. Medications that are to be taken while at the Centers must be in the original container and must list the following:

- Participants name
- Medication name
- Strength, dosage and time to be administered

The medication will be kept in a locked cabinet and the participant will be reminded to take it at recommended time.

**GRIEVANCE**

Any subject of dispute concerning services provided by the Center should be discussed with the Director. If deemed necessary a meeting may be arranged to resolve the conflict.

G. Kelika Ishol  
Director

I have read and understand the above agreement.

\_\_\_\_\_ for \_\_\_\_\_ date \_\_\_\_\_  
Responsible Party