

# Rebecca's Retreat Senior Day Program

**It's A Wonderful World, LLC**

LIC #374603306

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## ADMISSION AGREEMENT

This agreement is entered into on \_\_\_\_\_ between the operator of **Rebecca's Retreat Senior Day Program** and:

Participant: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

- I. This agreement shall remain in effect until amended by the parties or until terminated by the parties in accordance with the provisions of Section IV of this agreement titled Termination.
- II. For the daily rate of: \_\_\_\_\_ the operator of **Rebecca's Retreat Senior Day Program** shall provide services to the participant including, but not limited to, the following:
  - a. Recreational & enrichment activities, such as arts and crafts, pet therapy, music appreciation, guest speakers, gardening, visits from school children, entertainers, games, puzzles, mind teasers and cooking.
  - b. Exercise, including chair aerobics and supervised strolls as well as follow-up on physical therapy & rehabilitation orders.
  - c. Assistance with activities of daily living

d. Medication management in accordance with the following guidelines:

- ♣ The responsible party must complete and maintain an up-to-date medication sheet for the program director to keep on file.
- ♣ The responsible party must put each dose in a pill box and give to the program director weekly.
- ♣ The responsible party must keep up with refilling the medication.
- ♣ The program director can administer PRN medications only if the participant is able to describe their own symptoms and ask for the medication.

e. Nutritious lunch and two snacks daily. Please specify special diet needs, for example, diabetic, NAS (no added salt), 1800 calorie ADA : \_\_\_\_\_.

III. The participant shall be responsible for the following:

a. Attendance at two pre-admission assessment days to ensure the appropriateness of the program for the participant. The following two days are scheduled:

1. \_\_\_\_\_. Drop off at 10:30 am and pick up at 1:30

pm. Responsible party should plan to spend 30 minutes on this day to complete pre-admission paperwork.

2. \_\_\_\_\_. Drop off at 10:30 am and pick up at 1:30 pm.

b. Please bring all of the following items with you to the first pre-admission assessment day:

- Check payable to **Rebecca's Retreat** in the amount of **\$165.00**
- Completed Emergency Form, Medication Form and Staff Information Form.

If you do not have the above forms, please bring all of the following items with you:

- Participant's last 4 Social Security numbers
  - Participant's doctor's name, address and phone number
  - Phone numbers for two emergency contacts
  - A list of all medications taken
  - Any medications to be given to participant while at **Rebecca's Retreat Senior Day Program**
  - Participant's general medical history
- c. We do not need a completed Physician's Report or TB test results for the participant to attend the pre-admission days. However, both are required prior to permanent admission to the program. Completed TB test can be either a skin test or a chest x-ray administered within one year prior to admission.
- d. Payment of the daily rate by the third (3<sup>rd</sup>) day of the month prior to service.
- e. Immediately notify the operator of a change in health status, change in physician or change in medication.
- f. No smoking is allowed at **Rebecca's Retreat Senior Day Program**.
- g. Participation in fire drills is mandatory. They are held on a regular monthly basis for your safety and protection.
- h. Visitors are allowed at any time

- i. The participant is interested in attending the program on the following days (Please circle):

Monday      Tuesday      Wednesday      Thursday      Friday

The program operates from 8:30 am to 3:30 pm Monday through Friday. Participants should be dropped off no later than 9 am in order to not disrupt the program for the other participants.

Exceptions will be made for medical appointments.

- j. All participants must sign-in and out each day.

IV. Termination: This agreement may be terminated in the following ways:

- a. If any of the program rules are broken by either a participant or a responsible party a verbal warning will be given. If the same rule is broken a second time a written warning will be issued with a plan for correction. If the same rule is broken a third time the participant will be terminated from the program without refund of pre-paid fees.
- b. By mutual agreement of the responsible party and the operator.
- c. Upon fifteen (15) days written notice by the responsible party/ participant to the operator of **Rebecca's Retreat Senior Day Program**.
- d. Upon thirty (30) days written notice by the operator to the responsible party/participant for the reasons listed below, and if the responsible party/participant objects to the action, only after the operator initiates a court proceeding and the court rules in the favor of the operator. The grounds upon which involuntary termination may occur are:
  - The participant requires continual medical or nursing care.

- The participant's behavior poses imminent risk of death or imminent risk of serious physical harm to him/herself or others.
  - The responsible party/participant fails to make timely payment for all authorized charges.
  - The participant repeatedly behaves in a manner that directly impairs the wellbeing, care or safety of the participant or any other participant or which substantially interferes with the orderly operation of the program.
  - The operator has had operating license limited, revoked, temporarily suspended or the operator has voluntarily surrendered the operating license to the Department of Social Services of the state of California.
- V. Refund of Participant Monies: Upon termination of this agreement, the operator shall provide the responsible party/participant with a final written statement of the participant's payment accounts. In addition, the operator shall provide the participant with a refund based upon the daily rate and the date of termination if either party has given notice to terminate in accordance with section IV of this agreement.
- VI. Resident Rights and Protection: The operator agrees to provide each participant with a copy of the state form LIC 613 Personal Right and to treat each participant in accordance with the principles stated within.
- VII. Supplemental Services: Attached to this agreement is a list of additional services as well as the basis for additional charges. These supplemental services are provided as a courtesy to our participants and the operator shall guarantee that such services shall be provided only with the express written approval of the responsible party/participant.

VIII. Holidays Observed: **Rebecca's Retreat Senior Day Program** will be closed on the following holidays: Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day and the week between Christmas and New Year's, including New Year's Day. The regular daily fee will be charged to the participants who are scheduled to participate on the fore mentioned holidays. In addition, with 30 days written notice, the operator may close the program on any given day. The participants will not be responsible to pay for those days.

#### Admission Agreement

We the undersigned, have read this agreement, have received a duplicate copy thereof, and agree to abide by the terms and conditions therein:

DATE: \_\_\_\_\_

\_\_\_\_\_

Signature of Participant

DATE: \_\_\_\_\_

\_\_\_\_\_

Signature of Responsible Party

DATE: \_\_\_\_\_

\_\_\_\_\_

Signature of Operator or Designee