

## ***Welcome to St. Mark's Home***

*We hope you will soon come to feel that St. Mark's is your home. There are differences between residential living and living in your own home. As an aid to assist you in settling in, we have compiled the following guidelines.*

*St. Mark's Home for Women is nondiscriminatory of age, race or religion.*

### **ADMISSION**

The Administrator interviews applicants and the Admissions Committee assists in determining rent and fulfillment of health requirements.

### **ROOM RATES**

Rates are determined by the room's size and location as well as by the individual income.

Rates include 3 meals, an afternoon tea, Cable TV, linens, basic housekeeping, biannual room cleaning, mail service, and 24-hour security

- ◆ Rent is paid at the beginning of each month and is non refundable
- ◆ If a resident leaves for a period of time, rent will be paid in advance or each month.
- ◆ We require a non refundable down payment of \$200 to hold a room 14 days
- ◆ Please provide a copy of your income tax and bank statement for rental rate determination.

### **DISCHARGE**

The Administrator works with sponsors and the Admissions Committee

Discharge may be due to the following:

1. Inability to follow guidelines of the home despite reasonable resolution attempts
2. Incompatibility with residents
3. Destruction of property (incontinence issues, leaving sinks running etc.)
4. Danger to oneself or others (ambulation, falling, wandering, inappropriate behavior)
5. Inability to pay rent or rent not paid by the 15<sup>th</sup> of each month
6. The facilities license is revoked, not renewed or voluntarily surrendered

**NOTICE OF DISCHARGE** The Administrator will contact the resident and sponsors regarding the discharge process. Implementation and timing will depend on health & safety.

### **CONFIDENTIALITY**

A consent form is signed to insure private information is shared only with appropriate parties.

### **PARKING**

We have limited parking and will do our best to reserve a parking space for all residents. The parking lot is for STAFF & RESIDENTS. Guests will park on the street.

The porch on Pleasant Street is the main entrance. There is another entrance adjacent to the parking lot.

*As a safety precaution doors are locked after 7:00 each night.*

### **ADDITIONAL FEES**

**Cable TV is included in rent**

Personal telephone, A/C, room upgrades. (Such as special outlets, lights, shelving, etc.)

## **ROOM MAINTENANCE**

Residents may add ceiling fans, outlets and improvements at their own expense

Fixtures may not be removed when a resident leaves

Residents may have a telephone installed and are responsible for installation and fees

Residents purchase personal adaptive equipment, paper towels and light bulbs for their rooms

Bathrooms will be maintained and products furnished by St. Mark's Home

*St. Mark's Home's maintenance man may do tasks for residents, but the home does not pay him for that time. Example: hang pictures, fix beds, hang shelves, etc. Tipping is acceptable.*

## **ASSISTED LIVING**

St. Mark's Home is licensed by the State of Maine as an "Eating and Lodging" facility

Residents may hire outside assistance for daily living needs such as laundry, bed changes, bathing, medication, errands, etc.

All fees for services will be residents' responsibility

## **SAFETY**

**In accordance with fire codes: no irons, coffee pots or heating sources in rooms**

Quarterly fire drills

Keep a flashlight in your room in case of power outage

The generator may be used during power failure

After 24 hours without electricity, residents may be asked to go to alternate housing

Each resident is responsible for considering alternate housing during the generators use

## **STAIR CHAIR AND HANDICAP RAMP**

Our back stairway has a stair chair for occasional use

**Residents must walk up and down the stairs unassisted every day**

The handicap ramp is at the back of the home- adjacent to the parking lot

## **SMOKING**

There will be no smoking near the home. Designated spots are outside.

## **STAFF ASSISTANCE**

The office has 24-hour staffing

Every room has a "call bell" located near the bed to notify staff if you need assistance

Staff may contact your sponsor/family in a crisis or for you when your safety is at risk

## **CHAPEL**

A church service is held each Wednesday at 9 AM and denominations are welcome

The Chapel may be used for personal purposes: meditation, prayer, and special family events

## **SIGN OUT BOOK**

Please sign out when you leave and sign in when you return

This helps the kitchen determine how many servings to prepare at mealtime

*A lock box is provided in each room for valuables or medications.*

*Residents are responsible for insuring personal possessions and property.*

## **SETTLING IN YOUR ROOM**

Furnishing the room and moving furniture is the residents' and sponsors' responsibility

The home may provide some furniture if any is available

Pictures may be hung with discretion. No large holes please

An inventory of furniture will be kept in your file

Residents will pay for repairs to the carpets, plumbing and walls if damage is above and beyond "normal" wear and tear – determined by housekeeping and the Administrator

The home will maintain the room – cleaning rugs, repair faucets, plugged drains, etc.

Residents make their own bed, dust and do their own laundry

Keep rooms neat and clean with safe walking areas to fulfill fire and health standards

## **LAUNDRY/UTILITY ROOM**

The utility room on the first floor has a washing machine, dryer and utility sink

There is a small fee for the use. The machines are not to be used after 9:00 PM.

The washing machine and dryer may be used after the wait staff wash kitchen linens on Monday, Wednesday and Saturday

An iron and ironing board are available on each floor

PLEASE pick up the area, drain the iron and put cleaning products away after use

## **CLIMATE CONTROL**

Each room has a thermostat. Please be considerate and keep the room 75 degrees or lower.

Residents may pay for air-conditioning installation and maintenance as follows:

- Installed by a licensed electrician at your expense
- A monthly fee is added to rent – based on CMP projection. Approx. \$25 (2004)
- Size: no greater than 110 AMP and 5000 BTU's
- A fee is charged each month the air conditioner is installed
- Bedroom doors must be closed during use
- Storage: in your closet or with family. If it's stored in the basement the home is not responsible for mold, dampness or rusting of any residents equipment

**MEALS Breakfast – 8 AM Dinner – 12:00 Tea – 3:00 Supper – 5:30**

*St. Mark's does not prepare individual diets*

- If you don't care for the meal – cereal and toast is always available
- You may supplement dietary needs with snacks of your own. *Store food in containers.*
- Individual labeled products (such as Gatorade or soup) may be stored in resident's refrigerators and heated at meals. Please give wait staff advanced notice of requests
- A refrigerator on each floor is supplied to store labeled food supplements
- When the meal is ready, wait staff rings a bell throughout the hallway
- Please notify the office if you don't come to meals. Ex: sleeping in, not feeling well
- You must be fully dressed for meals

If you are ill, trays may be delivered upon request at the discretion of the Office Assistant. Take a moment to review our "Daily Living Guidelines".

Alcoholic beverages in your room are prohibited unless approved by your physician

Please do not use the homes' glasses or silverware for your personal use.

*We suggest you have your own coffee mug, drinking cup, silverware, bowl & small plate,*

For safety purposes, residents and guests are not allowed in the kitchen, unless invited.

## DAILY LIVING GUIDELINES

Each resident must be able to manage independent activities of daily living as listed:

Dressing one self	Personal hygiene	Toileting
Managing stairs	Managing ambulation	Feeding ones self
Self-medication	Go to meals without prompting	

*Personnel of St. Mark's Home do not assist with daily living needs*

Staff is not allowed to pick up residents if they fall or to push in chairs at the table

Residents are required to have physicals and paperwork completed yearly

An extra copy of physicals will be in the office desk in a sealed envelope

Consent of Release of Information will be signed and kept in each resident's file

*Residents' medical information is confidential.*

## INJURY OR ILLNESS

St. Mark's Home is not responsible for residents' nutritional needs

In the event of "reasonable cause" for illness, a tray may be taken to the room.

Meals need to be requested ahead of time by the resident

- Meal service in a room can not exceed 2 days in a row or 6 meals a month
- After 6 meals or two days, the family/sponsor will be responsible for nutritional care
- Any care during diagnosed illness or injury will be the family/sponsors responsibility
- Home health services may be used

The Administrator and Office Assistant will determine definition of sickness/illness

## GENERAL INFORMATION

The home provides a hot pot for hot water in the utility room.

A microwave is available for warming/ preparing food. Keep area clean

Garbage may be disposed of in the utility closets on each floor

(Personal hygiene products need to be in a closed bag before disposal)

The Home's linen (sheets and towels) is available upon request and laundered weekly

Seasonal clothing (2 garment bags) and boxes (2-4) may be stored in the storage room

SPONSORS will be asked to store other items

**Report room problems to the Administrator.** Office Staff will leave notes for repairs.

## SPONSORS

Sponsors are asked to help residents with all aspects of the residents' life. The sponsor may be called to tend personal needs or care of the resident.

## MEMORIAL GIFTS

*Memorial gifts may be made to St. Mark's Home for Women. These gifts will be used to provide amenities that enhance the comfort and beauty of the home.*

*If a person desires to give a memorial donation, you may discuss preferences and options with the Administrator, who will present the information to the Advisory Board.*

*We hope your stay at St. Mark's Home is satisfying. The Administrator welcomes you to ask questions and will be happy to address your concerns. We pride ourselves in making St. Mark's Home for Women feel like home. Welcome!*