

# **Prairie Meadow Place Inc.**



## **Admission Contract**

510-4<sup>th</sup> Avenue, PO Box 790

Rosthern, SK S0K 3R0

Phone: (306) 232-4822

Email: [priariemeadowplace@gmail.com](mailto:priariemeadowplace@gmail.com)

## On behalf of our staff and volunteers... Welcome to Prairie Meadow Place!

Prairie Meadow Place began operations in 1944 as The Rosenort Home for the Aged. We are a home for senior clients needing assistance for independent living. The Home serves our elderly resident's physical, spiritual and emotional needs and assists them to attain their fullest potential for quality of life. We are located within the Town of Rosthern, Saskatchewan with easy access to all the amenities in town.

We strive to create an environment that supports each resident's right to dignity, self-esteem and independence. Our center offers 32 residential units, 24 single rooms and 6 double suites. Clients are provided with 3 meals a day and snacks as desired, as well as housekeeping services, bathing facilities, fitness program, bible study, entertainment, mail pick up, medication pick up, and many other services as needed.

This facility is committed to providing care and services in a manner that respects and supports residents, families, staff, volunteers and community stakeholders. Our goal is to enrich the lives of the people we provide care for. We respect individual feelings, needs and wishes, and provide compassionate care to residents and their families. We support and act in the best interests of our residents to ensure that decisions related to the provision of care and services are sensitive to their moral and cultural needs.

Our facility is operated on a non-profit basis and is dependent on community donations to supplement financial support. The facility is governed by a Board of Directors who is responsible for governing and supporting the Administrator and staff of Prairie Meadow Place.

*Ralph and Bev Epp*

Administrator

# Application for Admission

Main Applicant: \_\_\_\_\_

Secondary Applicant (if applicable): \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Marital Status: Married  Divorced  Widowed  Single

Date of Birth of Applicant(s): \_\_\_\_\_

Hospitalization Number(s): \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

\_\_\_\_\_

Family Contact Information (if different): \_\_\_\_\_

\_\_\_\_\_

Medical Dietary Restrictions (if any): \_\_\_\_\_

\_\_\_\_\_

Mobility Restrictions (if any): \_\_\_\_\_

\_\_\_\_\_

Medical Conditions (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's Name and Phone Number: \_\_\_\_\_

\_\_\_\_\_

Current Prescriptions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Medical Insurance (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical Alert: Yes  No

Do Not Resuscitate Order: Yes  No  (if yes please provide a copy of the order)

Power of Attorney: Yes  No  (if yes please provide a copy of the POA)

Legal Guardianship: Yes  No

Name and Contact Information of Guardian: \_\_\_\_\_

\_\_\_\_\_

Responsibility for Payment: Self  Other: \_\_\_\_\_

Pre-authorized Monthly Payment: Yes  No  (if yes please provide a void cheque)

By checking this box permission is granted for the staff of Prairie Meadow Place to act as guardian for the above name individual(s) in the case of a medical emergency for the sole purpose of phoning for an ambulance, should it be necessary, and that the individual named above bears full responsibility for the cost incurred.

By checking this box the applicant acknowledges that they have read and agreed to comply with all admission and residency guidelines attached hereto.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, SK

Signature of Applicant: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

# **Admission and Residency Guidelines**

## **Application for Admission**

The Application must be completed in full prior to admission. It is the responsibility of the applicant to read and comply with all residency guidelines detailed below.

## **Power of Attorney/Guardianship**

Tenants are encouraged to participate fully in making decisions concerning their care but in certain situations a Power of Attorney or Guardianship may exist. It is the responsibility of the applicant to ensure that Prairie Meadow Place has copies of all relevant documentation. Please note that a tenant may be capable of making a decision with respect to care but not finances or vice versa.

## **Hospitalization**

When a tenant requires medical care in an emergency situation Prairie Meadow Place will call an ambulance and the tenant will be responsible for any charges. All other medical concerns and decisions will be referred to the family or emergency contact on file with Prairie Meadow Place.

## **Confidentiality**

All records, reports and information concerning the tenants of Prairie Meadow Place are treated with the utmost confidentiality. Intimate facts about tenants will not be disclosed or discussed by staff except during meetings where the information will have a direct effect on tenant health and care.

## **Visitation**

Frequent visitation is encouraged to promote the well-being of our tenants. While there are no restrictions in visiting hours, we encourage visits to occur within reasonable hours out of respect to other tenants. Visitors are asked to be sensitive to other tenant's personal space and feelings. When bringing children for visitation please keep in mind that this is the home of many other tenants and also the hazards that wheelchairs and walkers pose to children running around. In order to minimize health outbreaks visitors should refrain from visiting if they experience signs of illness.

## **Influenza or Viral Illnesses**

In healthy individuals viral illnesses may cause discomfort and minor ailments, however, in the elderly and people with chronic lung or heart disease these can be serious illnesses and may become life-threatening. Prairie Meadow Place will limit contact from individuals with viral illnesses and will take steps to quarantine Prairie Meadow Place should an outbreak occur.

## **Environment**

Prairie Meadow Place is committed to providing an environment that is healthy, safe and caring for residents, staff, volunteers and visitors. To foster this, disrespectful behavior will not be tolerated. This includes: written or verbal comments and behaviour that is rude, offensive or degrading; jokes that are demeaning, insulting or embarrassing; bullying or shouting; attempts to discredit someone by spreading false information. We support a zero tolerance policy towards abuse and neglect and will not tolerate any abuse or neglect of any tenant, visitor, volunteer or staff.

Prairie Meadow Place has a legal obligation to provide a safe resident and staff working environment and will take any necessary action to support this. All staff, volunteers, tenants, visitors and other service providers are required to treat each other with respect, dignity, honesty and courtesy. Any concerns should be addressed with the Administrator immediately.

Should a tenant be in contravention of this policy they will face disciplinary action which may include eviction. Eviction will be a last resort but in the event that a tenant is evicted from Prairie Meadow Place as a result of their actions there will not be a refund of rental fees paid.

### **Monthly Fees**

The monthly fee for rent and services is due by the 1<sup>st</sup> day of each month. Should a tenant move in after the 15<sup>th</sup> of the month their rent will be prorated based on their move-in date for the first month of residency. As we are a non-profit operation we rely on prompt payment of tenant fees in order to meet monthly operating costs. Should a tenant vacate their room at Prairie Meadow Place during a month there will not be a refund of rental fees paid unless the room is re-rented within the same month.

As of November 1, 2020, rates for tenancy at Prairie Meadow Place will be:

Single rooms	\$1,580
Single rooms/double occupancy	\$2,300
Double suites	\$2,625

Annual rent and service fee increases may apply at the discretion of Prairie Meadow Place thereafter.

Prairie Meadow Place is set up with the option to have automatic monthly withdrawals from tenant bank accounts for their monthly fees. If desired tenants can instead provide post-dated cheques, dated for the first of the month. At the first of each month the tenant will receive a receipt for the monthly payment. There will be a \$30 service charge for any NSF payments. An interest rate of 1% per month will apply on amounts outstanding after the 7<sup>th</sup> day of the month.

### **Building Safety/Maintenance**

Any safety hazards should be reported to a staff member immediately. Exit doors are alarmed and these doors are locked at night. Residents are asked to sign in and out when they leave the building to aid in maintaining the safety of residents. All electrical, plumbing, heating and other maintenance issues that occur should be reported to a staff member as soon as possible in order to minimize damages and ensure safety of residents.

### **Fire Safety**

Sensors are connected to the local fire department and, in the event of an alarm, fire trucks will respond immediately. Every tenant should be aware of fire procedures. Tenants will be expected to exit the building as quickly as possible but the fire department is aware that some tenants have mobility issues and will enter the building and assist as quickly as they are able. Due to fire regulations tenants may be restricted in the use of some items in their rooms, and will not be allowed to have boxes cluttering their room or under beds. Tenants are not permitted to have open flames such as lighted candles in their room. Smoking is not permitted anywhere in the building.

## **Tenant Rooms**

Tenants are responsible for providing furnishings for their rooms. Furniture should be in good condition. Staff has the right to refuse any furnishings or possessions that pose a risk of infestation or a safety, cleaning or health concern. Each tenant has the right to arrange their furniture within their room to suit their personal preferences provided that furnishings are arranged to prevent safety hazards and to allow staff proper access to provide cleaning and care and not impede exit from the room in the event of emergencies.

Tenants should take care to ensure that the room is kept in a reasonable state so that undue time, effort or cost is not required in restoring the room to a normal appearance for the next tenant.

Decorating with wallpaper, decorative borders and painting of walls is not permitted. Tenants are encouraged to hang artwork and craft projects in their rooms to promote a more enjoyable environment for themselves. However it should be noted that individual tastes vary and therefore tenants will not be able to hang artwork or craft projects in the hallways or common areas of Prairie Meadow Place.

Tenants will be provided with a limited amount of Command Hooks for hanging of pictures and other personal items. Should more hooks be required this will be at the tenant's expense.

## **Tenant Belongings**

Prairie Meadow Place is not responsible for lost and/or damaged personal property of tenants. Personal items should be labelled. The insurance of Prairie Meadow Place does not include coverage for any resident belongings. It is strongly recommended that items of value or large sums of cash not be kept in tenant rooms. Tenant insurance should be purchased by the tenant if desired.

Some items could potentially pose a safety hazard if used incorrectly or neglected and therefore may be removed from tenant rooms at the discretion of the administrator. This includes items such as: area rugs, electric blankets or heating pads, portable heaters, microwave ovens, refrigerators, and small electrical appliances such as kettles, coffee makers, irons, toasters, hair dryers or curling irons.

## **Bed Bug Policy**

Prairie Meadow Place works closely with Public Health officials to prevent bed bug problems and related infestations. Preventative measures will be in place to ensure that Prairie Meadow Place remains free of infestation. These measures dictate that the Administrator or designated official will have full discretion of allowing any used furniture, possessions and clothing to be brought into the facility. Prior to bringing in any items the tenant will require permission from the Administrator. In the case of a severe outbreak tenant belongings, at the discretion of the Administrator, may be removed permanently from the building.

## **Scooters**

Prairie Meadow Place has been designed with alcoves at the entrance to each room. This alcove is for parking of scooters and should not be blocked by other items. Scooters shall not be parked elsewhere in the hallways or blocking entranceways.

## **Telephone/Television**

Phone and cable connections are available in the tenant rooms at the option of the tenant. Phone costs are the responsibility of the tenant however cable service is provided.

## **Pets**

Our building is an animal free place due to allergy concerns so tenants are not allowed to keep pets. Visiting pets and therapy dogs may be allowed at the discretion of the Administrator after taking into consideration tenant safety and concerns.

## **Parking**

Prairie Meadow Place has a limited number of parking spaces available for tenants. Parking is on a first come, first serve basis. Additional parking as well as all visitor parking is available on the street adjacent to Prairie Meadow Place. Please ensure vehicles are not blocking service entrances or loading areas for service buses at the front entrance of the building.

## **Dining**

Here at Prairie Meadow Place we strive to provide pleasant and nutritious meals for our tenants. Tenants are encouraged to dine in the dining room with other tenants when they can. If necessary, or desired, meals can be served to tenants in their rooms. Breakfast is served at 8:00am, dinner is served at 12:00 noon and supper is served at 5:00pm. The only exception to these times is that Sunday dinner is served at 12:30pm. These times could be up for review to suit needs.

Dietary restrictions of a medical nature will be accommodated where possible. Dietary issues of a non-medical nature will be considered but due to varying tastes between tenants it is not possible to accommodate all dietary likes/dislikes.

Visitors are welcome and encouraged to join tenants for meal services for a minimal fee. It is requested that this be arranged at least three hours in advance in order to ensure proper quantities are prepared for all tenants and visitors.

## **Transportation**

The Town of Rosthern has a service bus that is available to tenants to transport them to appointments or businesses within town. The fees for this service bus are set by the Town of Rosthern and are the responsibility of the tenant. Tenants needing rides to other locations will be required to make their own arrangements.

## **Housekeeping/Laundry**

Housekeeping services are provided for tenant rooms on a weekly basis. Rooms are required to be free of obstruction in order to facilitate ease of cleaning. Laundry facilities are provided for tenants to do their own laundry. Prairie Meadow Place is not responsible for mending or ironing clothes. Dry cleaning of any clothing is the responsibility of the tenant and/or their family.



## **Smoking**

Prairie Meadow Place is a smoke-free facility. This is home to many resident and workplace to numerous staff who all deserve to live and work in a smoke-free environment. Smoking or chewing of tobacco and/or cannabis products is prohibited inside the facility. In addition, the use of electronic cigarettes and vaping is forbidden inside the facility.

## **Hairstylist**

A qualified hairstylist is available at Prairie Meadow Place on certain days of the week to provide shampoos, sets, cuts and permanents. Salon hours and a list of fees will be posted on the door. The fees for this service are set by the provider and are the responsibility of the tenant using the services.

## **Recreation Activities**

A variety of regular programs are held at Prairie Meadow Place to facilitate resident enjoyment. Information regarding times and dates can be found on the monthly activity board. All tenants are welcome to attend. Special events, entertainment and outings are organized during the year and information is given to tenants as these are planned.

## **Spiritual Care**

Prairie Meadow Place has tenants from many different religious denominations. Spiritual care of tenants is nurtured under the direction of members of visiting local faith communities. Information about spiritual tenants are invited to attend regardless of denomination.

## **Donations**

Prairie Meadow Place is a registered charitable organization and very much appreciates any donations to support tenants and enhance programs.

I, \_\_\_\_\_, a resident of Prairie Meadow Place, give my expressed written consent for Prairie Meadow Place to post any pictures online that I may be visible in.

I understand that I will not be paid for these photos but that they will be used to promote Prairie Meadow Place as a home for seniors. I hereby waive any right to inspect or approve the finished photograph or advertising copy and will allow Prairie Meadow Place to do with it what they will.

I HAVE READ THIS RELEASE AND CONSENT FORM BEFORE AFFIXING MY SIGNATURE BELOW, AND I UNDERSTAND AND AGREE TO ITS TERMS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date