

## **LIFESPAN DAY CLUB POLICIES AND PROCEDURE**

### **Governing Body**

The Board of Directors of LIFESPAN Resources, Inc, governs the LIFESPAN Day Club. This Board has full responsibility for the overall conduct of the LIFESPAN Day Club. The LIFESPAN Day Club Advisory Committee meets regularly to promote and evaluate the Day Club and make recommendations to the LIFESPAN Board of Directors.

### **Purpose**

The LIFESPAN Day Club is a program designed to provide older adults in need of assistance appropriate activities and socialization in an out-of-the-home environment as well as providing the family with personal time during the day.

### **Services Offered**

The LIFESPAN Day Club offers a protective setting, and environment where supervision for the well-being and safety of the members is provided.

The variety of activities provided includes but are not limited to social, creative, intellectual, self-awareness and recreational programming. The program activities enhance each member's self respect. Social activities are designed to increase interaction with others. Leisure-time activities are planned to provide mental stimulation and social participation. The activities program is designed to meet the mental and physical needs and interests of the majority of the members.

### **Hours/Days of Operation/Location**

The LIFESPAN Day Club is open on Monday, Tuesday and Wednesday for 9:30 a.m. to 4:30 p.m. at Trinity Presbyterian Church, 3003 Howell Mill Road, N.W. Atlanta, GA 30327.

The LIFESPAN Day Club is under the direction of two paid staff members who are experienced in the field of gerontology. The Executive Director of LIFESPAN Resources supervises the staff. A corps of trained volunteers provides assistance when needed. Our goal is to maintain a 1 to 5 ratio with staff/volunteer caregivers to participants. Our goal is to operate Day Club in accordance with Georgia Department of Human Resources Rules & Regulations for Adult Day Centers. LIFESPAN staff will provide a monthly schedule of daily schedules and updates as new activities are added.

The current capacity for the LIFESPAN Day Club is fifteen members.

### **Registration and Fees**

Day Club staff will be available between 9:30 a.m. and 4:30 p.m.—however, it is imperative that at the time of registration members indicate **what days** and **what time** they will attend – indicating arrival and departure. Staff will individualize some activities each day in relation to those members they are expecting. All registration documentation must be submitted in a timely manner once a member joins the Day Club.

The fee for the program will be \$45 per day, which will include a morning and afternoon nutritional snacks, a hot lunch and all expenses relating to the days activities. Invoices are sent each month. Partial scholarships are available.

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