



Longview Social Adult Day Program Operating Policies *(Effective January 1, 2018)*

Inclement Weather Closing & Notification Procedure

When it becomes necessary to close the Longview Social Adult Day Program due to inclement weather, the following procedures will be followed: *Closing for the Day* – Adult Day Program (ADP) staff will notify (via telephone) each participant/family of the closing. All participants will be notified by 7:00a.m. ADP Staff will also notify Gadabout of the closure. *Early Dismissal* – In the case of early dismissal/closure, which is rare, the ADP staff will contact family members by telephone to arrange an earlier pick-up time. Staff will also notify Gadabout of the early dismissal/closure. ADP Staff will remain on site until all participants have been picked up. *School Closings* – The day program will **not** automatically close when the area schools close. Although road closings will always mean an automatic program closure, our decision to close at other times will be based on what we determine to be very hazardous driving conditions and concern for safety. *Program Fees* – There will be no fees billed for inclement weather closings.

Six Month Medical Evaluation

All clients are responsible for obtaining (every six months) a medical update from their physician (a PPD will not be required with the update). A six month medical form is provided by the day program and will be mailed to the client one month prior to the due date. The six month medical update is required to continue in the program without interruption.

Participant Transportation

All arrangements for transportation to and from the adult day program is the sole responsibility of the participants and their families. Family members must escort the participant to the adult day program room to ensure a safe arrival. The day program must have on file the name(s) and contact information of all drivers. Please include any drivers that might be needed for last minute changes. Program pick-ups must occur no later than 3:00pm. Repeated late pickups will result in a verbal warning and possible dismissal from the program.

Participant Absence

Please contact the Day Program Office, 607-375-6323, if you are going to be absent from the program. Credits will be given when a participant is absent and can provide a doctor's note or notice of a hospital stay.

Payment Schedule

Payment is due on the 7th of the month. Nonpayment by the 30th will result in suspension from the program until the outstanding balance is paid in full. After 45 days your slot cannot be guaranteed.

Giftng Policy

Longview observes a no gifting policy for all employees. Employees may not accept gifts in any form, monetary or other, from any resident or client of Longview. There are no exceptions to this rule.

ADP 12/17