

Cascade Park Gardens Memory Care

Welcome to Cascade Park Gardens Memory Care & the New Horizons Program! We started in 1995, and owner Don Hansen built and designed this building. We are locally owned and operated and are proud members of the long term care setting.

When in doubt, please reach out to our skilled team! All department heads can be reached by dialing the main line, **253-475-3702**

DEPARTMENT HEAD CONTACT INFORMATION

Administrator: Kristina Singh

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Wellness Director: Sharlee Ostrem

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Billing: Misty Muro

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Life Enrichment Director: Monika Cubine

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New Horizons Program Manager: Forrest Stepnowski

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First off, let's start with the list of items we are unable to have in memory Care:

1. No open burners, no hot plates, no microwaves, no candles
2. No portable space heaters
3. No electrical extension cords
4. No scissors or knives or anything sharp that could be used as a weapon
5. No blade razors, only electrical razor for shaving
6. no décor with loose rocks
7. no live flowers of any kind unless we positive they are non-toxic

Here's a general list of items to bring:

Clothing: Use a permanent marker to mark last name on items 😊

1. 10 days of clothing including socks & underwear, planning for the seasons so light to warm
 - a. Avoid shirts with lots of buttons is a good rule of thumb
 - b. Try to get pants that have Velcro/ability to move around in them vs. tight jeans with no "give"
 - c. Get 1pair of nice sweat pants/sweat shirt
 - d. Get 2 set of pajamas –They may have buttons – if so, our staff can just help him put shirt on at night
2. 1 jacket for fall/winter
3. 1 pair of shoes at a time to eliminate risk of loosing them, keep a second pair for back up in the car or at home. Non-skid shoes, no slippers please (these can cause falls).

Bedding: Use a permanent marker to mark last name on items 😊. If Medicaid, we can provide all basic bedding. If you wish to bring your own, we recommend:

4. 3 sets of sheets in case of an incontinent accident, we can wash sheets and have spares available
5. 2 bed spreads – maybe a warm one for winter and light one for summer??
6. We will provide all towels
7. We will provide all shower curtains
8. 3 blankets, such as a light blanket for summer use, heavier one for winter, etc.
9. 3 pillows, different lengths or fluffy vs firmness

Personal Hygiene:

10. Electrical razor only, no blade razors
11. We can provide personal hygiene items such as toothbrush, paste, comb, deodorant, shampoo/conditioner, denture cleaning
12. We will provide toilet paper

Furniture:

We can provide full furniture but no TV – please let us know in advance what you need.

1. Twin Size bed – if tall, maybe a California Twin?
2. Dresser, Recliner chair
3. Side table/night stand + lamp
4. TV + any DVD's: we discourage families bringing a TV, so please talk with us in advance to discuss

The Extras:

1. Any artwork + any photo albums

2. Anything reminding him or her of passions/hobbies – i.e. trinkets around the house?
3. Perhaps a small shelf we can drill into the wall to hold any trinkets/memories

VISITING TIMES

Visitors have access to the building daily through the main entrance only. It is always important to remember that this is the resident's home and many retire early. Family members and other guests should be considerate of others during visits. For your convenience and safety, we ask that visitors check in at the reception desk and sign in to the visitor log book. Our secured Cascade Park Gardens requires a pin code to get in or out, which to the left of the front door inside Cascade Park Gardens.

Guests who are not following the rules and cause a disturbance will be asked to leave the premises. The Community reserves the right to restrict access to guests who create or continue to create a disturbance. Restriction includes up to and including banning access to the property, the building, its common spaces and the apartments.

While a resident may develop a relationship with an employee, please understand that if an employee is terminated, that employee may not return to the property, building or apartment without the express authorization of the Executive Director.

FURNISHING APARTMENTS

The apartments can be fully furnished with a twin bed, dresser, side table, lamp, and chair. Space is limited, so there isn't room for anything else. Please ask the Director of Nursing if you can bring a TV for your loved one.

SIGNING IN AND OUT

Per policy, we require that residents and/or their responsible party sign out when leaving the building. While this may seem inconvenient, its beneficial knowing why you are absent from meals, and helps us track who is or isn't in the building in case of an emergency. We are only interested in your safety. You will find sign out sheets at the front desks. Your cooperation is greatly appreciated.

ABSENCE

If you anticipate an overnight or extended absence from the facility, please notify both the Cascade Park Gardens care staff and the front desk.

BUSINESS OFFICE HOURS

The business office is open Monday thru Friday from 8:30 a.m. until 4:30 p.m. Personnel are available 24 hours a day, seven days a week, to meet any needs that should arise. The front desk staff is available to accept guest meal reservations and rent payments.

RENT PAYMENT

Rent is due on the first day of each month. The business office collects rent checks between 9:00am and 4:30pm on or before the first of each month. Rent checks received after the fifth (5th) of the month are considered late and subject to a **\$75.00** late fee.

RENTER'S INSURANCE

This Community is an insured facility with the building and property covered. However, it is recommended that all residents carry their own fire and personal liability insurance policy (renter's insurance). The Community is not responsible for damage to, or the theft of, your personal belongings, nor is the Community liable for personal injury to yourself or guests while in your apartment, unless such damage or injury is found to be caused by the community's negligence.

SERVICES NOT INCLUDED IN THE RENT

The following services and/or supplies are not included in your monthly rent.

- Apartment maintenance beyond ordinary wear and tear
- Incontinence & any other health or healthcare supplies or equipment
- Light bulbs for personal lamps
- Meals for guests
- Medical services provided by an outside contractor, such as: Ambulance, Foot Clinic, Hospice, Home Health, Pharmacist, Physician, Podiatrist, Therapies, etc., Medical supplies
- Personal newspaper or any other periodical
- Special housekeeping supplies
- Special laundry soap and supplies for specific types of clothing
- Special resident specific, food items (may be requested and paid for in addition to monthly rental rate)
- Telephone and/or postal or courier services
- Transportation not provided by the Community (i.e., taxi cabs)

Other supplies and/or services not specifically listed above, which are resident specific and personal in nature, are the resident's responsibility.

TERMINATION OF RENTAL AGREEMENT

Residents and Power of Attorneys may terminate the rental agreement at any time by providing written notice and submitting it to the Administrator. Please refer to your rental agreement for more specific details, as your payment source determines what type of notice is required.

ACTIVITIES

The Community offers a variety of activities scheduled throughout the month. Everyone is welcome to participate. Activity calendars are distributed at the beginning of each month. We welcome any suggestions you may have for new or different activities.

DINING & FOOD SERVICES

Included in your monthly rent is meal service in the dining Room, including breakfast, lunch and dinner. Our menus are designed to be tasty as well as nutritionally balanced. Please see the front desk for meal times. Cascade Park Gardens hosts full snack items in case of hunger or medical necessity. Family and friends are always welcome. Whenever possible, arrangements should be made at least 4-hours in advance if you wish to take your loved one out during mealtimes or you have visiting guests staying to eat with your loved one so our dining services department can plan accordingly. Please see the front desk for current guest meal costs.

HOUSEKEEPING/LINEN SERVICE

The Community provides weekly housekeeping services for each apartment, on scheduled and as-needed basis. Cleaning up spills and accidents as they happen maintains cleanliness of your apartment. More frequent cleaning is available as negotiated in the Care/Service Plan. An additional fee (monthly) may be applied based on assessment if private pay.

Washing, drying and folding of personal laundry is included as negotiated in the Service Plan. We ask that resident, family member and/or responsible party **MARK** all clothing items with a tag or marker to adequately show the Last Name of resident on every article of clothing so, in the event of a lost piece being found, it is simple to identify the owner.

Community is not responsible for lost or damaged clothing articles. If you have special or delicate items, we recommend that these be sent with family/responsible party or sent to the dry cleaner for professional handling.

Dry cleaning and ironing of personal clothing is not a service provided by this Community.

SMOKING POLICY

The Community is a non-smoking campus.

EXTENSION CORDS

For your safety, standard extension cords are not permitted for use in the Community. However, you may use the UHL approved strips that are available at office supply stores and in hardware stores.

SAFETY – GENERAL

Hunting or pocket knives, power tools, or personal electrical appliances such as coffee makers, hair dryers, foot heaters, or microwaves are not allowed

GRIEVANCES & COMPLAINTS

This community takes all complaints and grievances seriously. Management will review all such issues and fully investigate all such issues immediately. Management will take all necessary action to resolve the problem on substantiated complaints or grievances within 72-hours.

STATEMENT OF ACKNOWLEDGEMENT

This will serve to notify the management of Cascade Park Gardens that I have received my personal copy of the Resident Handbook.

Further, I have read, understand and accept the policies, rules and facility information and guidelines as stated in this Handbook.

_____	_____
Resident Name (PRINT)	Move-In Date

_____	_____
Resident Signature	Date

_____	_____
Responsible Party/ Guardian Signature	Date

_____	_____
(Optional) Secondary Guardian Signature	Date