

368 South Main Street, Andover, MA 01810

CREATIVE LIVING GETAWAY WEEKENDS IMPORTANT GUEST INFORMATION

Arrival and Departure Times

1. Guests staying for the full weekend arrive Friday afternoons no sooner than 5
2. Guests needing to arrive later than 6 PM on Fridays should make arrangements with Program Administrator in advance by calling the Creative Living office at (978) 470-3165.
3. Pick up at Creative Living is at 4PM on Sundays.
4. Guests of the GetAway Weekends are responsible for providing their own transportation to and from the Creative Living Respite House.

Guest Personal Belongings and Important Medical Notes

1. Guests must bring their own personal health, beauty and personal items such as blow dryers, toothbrushes, shampoo, soap, etc. Guests may want to bring extra towels with them if they foresee a need for extra towels.
2. Guests should bring spending money with them (\$30 is recommended). For those guests who need assistance with financial transactions, staff will keep the guest's personal spending money in a locked box at the house. Weekend staff will assist guests with money transactions when needed. All transactions requiring staff assistance must be documented for the Department of Developmental Services (DDS). If families would like a copy of this documentation, please make a request for same, at the end of the weekend if possible.
3. Guests **MUST** bring all of their prescribed medications (when applicable) in pharmacy bottles with the following information printed clearly on the label(s): Doctor's name, name of medication, dosage, and times. Even if a person is self-medicating, this is a DDS regulation. If a person is not self-medicating, Creative Living must receive a Health Practitioner's Order (HPO) in advance of a GetAway, listing all meds taken daily, even vitamins! HPOs may be faxed directly to 978.470.3115 from Doctors' offices. We are not allowed to administer topical creams, aspirins, etc. unless we have an HPO.

Payment and Cancellation Policy

1. Total Cost for Weekend Stay is \$350.
2. Full payment is due one month prior to the scheduled stay. Upon receipt of payment, there will be a final confirmation made. Without full payment, there is no guarantee of a reservation for the GetAway.
3. We accept personal and company checks. Please make checks payable to Creative Living, Inc.

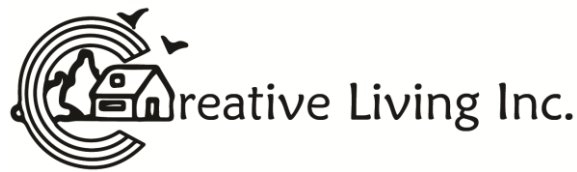
P.O. Box #3177, Andover MA 01810

info@creativelivingandover.org

(PH) 978-470-3165

(FAX) 978-470-3115

creativelivingandover.org



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4. Guests canceling their GetAway reservation in advance will be refunded what they have paid unless the cancellation is made in the two weeks leading up to the Getaway. However, guests, who at the last minute become ill, or experience a family or personal emergency, may receive a refund. Situations will be evaluated on a case-by-case basis.

5. Creative Living reserves the right to cancel the weekend if it does not have enough participants or if there is a staff emergency. Refunds will be given if this situation occurs, but all attempts to fill the weekends will be made.

6. Guests who leave the GetAway during the course of the weekend for any reason will not likely be granted a refund. This includes guests who become ill, who negatively impact the well-being or enjoyment of others or who choose to leave voluntarily for any reason.

Other Important Information

1. GetAway guests must be in good health, be free from communicable diseases, and have not been knowingly exposed to communicable diseases within the last 14 days. This is to ensure the health and well being of all guests and staff.

2. Creative Living does not discriminate on the basis of gender, age, religion, economic situation, sexual orientation, or race. The Creative Living house at this time, however, is not equipped to provide respite services to people requiring adapted, handicapped accessible or modified facilities, or those requiring more intensive behavioral support needs.

3. Guests must be able to exit the facility with minimal assistance in 2.5 minutes per DDS regulations. If a guest cannot accomplish this him/herself, s/he may bring a Personal Care Attendant (PCA) along for the entire weekend in order to meet this goal in case of an emergency. PCAs may also participate in all or parts of Weekends for other reasons if needed.

4. The Creative Living staff member sleeps during normal overnight hours (helping to keep GetAway costs to a minimum). While s/he is available in an emergency, guests must be able to remain in the house overnight without direct supervision. Disturbing others sleep or disrupting the household in any way at that time might cause staff to request that the sleepless visitor be sent home, regardless of the hour.

If you have any questions regarding the information contained in this document, please call the office at (978) 470-3165.

We, the undersigned, have read the above information, or had it explained to us.

Signature: _____ Date: _____

Signature: _____ Date: _____