

Enterprise Senior Center



Purpose:

The following operational procedures are published for the information and guidance for all members utilizing the facilities of the Enterprise Senior Center.

General:

The Enterprise Senior Center is a self-supporting instrumentality of the City of Enterprise. The operation of this facility shall be in the total interest of the citizens and it ' s members.

Mission Statement:

The mission of the Enterprise Senior Center is to provide programs that meet individual needs of seniors; create a sense of ownership in the center; promote personal growth and socialization; foster feelings of achievement , companionship and well-being. The senior center is not a day-care facility for seniors. All participants must independently maintain bodily functions and proper hygiene.

The following policies promote healthy, enjoyable and safe use of the Enterprise Senior Center for all participants.

Operational Procedures

- To become a participant of the center you must be 60 years or older.
- There is no fee to participate in the program . A fair voluntary contribution is welcomed. All contributions will aide the program.
- The hours of operation of the center are 7.30a.m. until 4.30p.m. -
Monday through Friday
- It is the responsibility of each participant to be present in the center on the days that have been assigned (two days a week). If a participant is not able to attend, he/she is required to call by no later than 9.00a.m. to cancel, so someone else can be contacted to attend. Participants that have not registered risk losing their meal for that day. C2 clients must call to cancel meal if not home on scheduled day of delivery
- Participants are welcome to participate in the program on days that they are not assigned to come to the center, but only receive a meal if one is available that day.
- When the number of participants exceeds the number of meals , the center manager will inform the participants that are at the center on a day that is not assigned to them and request that they volunteer to give up their meal for that day or the last person signing in will be told that there are no meals available on that day.

- Transportation within city limits is provided (check with center manager on space availability for those who are not able to drive) Pick-Up time is between 8.30a.m. and 9.30a.m. We will return each participant in the afternoon. C2 meal delivery (within city limits only) starts at 10:30AM. Times may vary due to special events
- Each member is required to sign in and list time of arrival when entering the facility
- All activities must be held in the public interest. Decisions of the senior center director are final in this regard
- If a participant is on vacation or out for a longer period of time, he/she is required to inform the center, so that arrangements can be made
- Each person is liable for all damages to building or furnishings caused by participant in or visitors to the center, other third parties associated with the member, and the member him- or herself
- The City of Enterprise and/or the Senior Citizen ' s Center or staff will assume no liability for participants or visitors participating in activities at the center and/or trips in case of injury occurring during the event
- Objects for exhibit or other items, including personal property, brought into the center are there at the risk of each individual person. The Senior Citizen ' s Center or staff will assume no liability for loss, stolen, destruction, or damage to or of such objects

Senior Center Policy:

1. Participants must be able to care for themselves independently while participating in activities and day trips. Center staff cannot monitor or assist participants who need one-on-one care. Individuals needing assistance (memory/vision impairment, incontinence, wheelchair users that are unable to use restroom independently, etc.) may participate in activities with the aid of a care attendant provided by the participant. Participants with advanced confusion/memory impairment must be accompanied by a responsible attendant at all times. Examples of advanced confusion/memory impairment include: when a participant does not know his/her name, reason for being at the senior center or how to get home.
2. Refrain from use of abusive language, inappropriate physical contact or harassment of participants, volunteers, contractors and center staff. The use of derogatory comments, racial slurs, labels or language that is abusive, threatening, loud, insulting or harassing may lead to immediate suspension or expulsion from the senior center. Fighting, physical abuse, challenging others to fight, destroying or damaging property and other disruptive behaviors are prohibited and may lead to immediate suspension or expulsion from the center. The police may be contacted in response to such behavior. The center reserves the right to refuse participation to anyone who participates in these actions.
3. Proper hygiene is expected from all participants. This includes daily bathing and clean clothes. This requirement is not only a health issue but also a common courtesy for other participants.
4. Participants who have a medical illness that is contagious may not attend the center until they are no longer contagious. The center director reserves the right to require a doctor's excuse when deemed necessary. These precautions are taken to ensure the safety of all participants to the center.
5. Follow the rules of any programs or classes that participants attend. Follow guidelines for use of facility equipment. Attend any required program orientations, including specific guidelines for use of facility equipment.
6. Food and beverages must remain in the appropriate designated areas. Assist in keeping the center clean. Do not litter. Clean up any messes that you make.
7. Refrain from the consumption of alcohol on the premises. This includes on the senior center grounds and in the senior center building. Anyone under the influence of alcohol will not be permitted on the premises.
8. Smoking/smokeless tobacco use is only allowed in designated outside areas.
9. No weapons are allowed on or around the premises.
10. Individuals who require a cane, walker or wheelchair are encouraged to use those items at the center. The center is not responsible for falls or injury.
11. Do not block driveway or areas that are marked for emergency vehicles.
12. No solicitation is allowed.
13. The senior center reserves the right to refuse or cancel any membership of any person not abiding by these policies and refuse admittance to same.
14. Tornado Drill & Fire Drill Once a month. It is mandatory for members to participate in the drill

Treat others with courtesy and respect!!!