



R Place Enrollment Process:

- 1) Inquiry call or e-mail to the Program Director.
- 2) Determine eligibility for program.
- 3) Complete enrollment forms & copies of photo ID, insurance.

Enrollment forms:

- New Participant Information Sheet (to be completed with R Place staff)
- Personal Profile of Participant (to be completed with R Place staff)
- Medical Information Form
- Consent of Emergency Medical Care
- Release of Liability
- Policies and procedures
- Enrollment Contract
- Photo Images, Motion Picture, and Television Release Form
- DAAS Form & Senior Center Registration Form

Note about the Medical Form: We must have a medical form on file before your loved one attends alone. It is NOT required for a doctor to complete before attending, but it IS required that you, the caregiver, complete to the best of your knowledge.

Photo copies:

Upon first drop off, please provide a photocopy of the items below. NOTE: We are glad to make copies of the above for you here at the Seymour Center. To do this, please place items in an envelope and give them to a Program Director (Alison Smith) at the beginning of the day.

We will make the copies and return to you at pick up:

- Driver's License or other photo ID
- Insurance Card
- Living Will (optional)
- DNR (optional)

Fees & payment process:

- The participation fee is \$25 (\$50 outside Orange County) suggested donation per day.
- Payment is requested at the beginning of the month.
- Checks & cash: Please write checks to “Orange County Department on Aging”. Always include participant name and payment month on the check memo or on a note with cash payments.
- Please do not give payments to volunteers or staff. Place all check or cash payments to the front desk or program director. Thank you!

A few notes and reminders as you begin...

ARRIVAL to R PLACE: Please arrive at 10:00. We will be ready at 10:00am, but not before! So please do not arrive before 10:00 am; our volunteers are in a meeting until 9:55. Thank you!

PICK UP: Please arrive by 2:00pm. Please be prompt with your pick-up and do not arrive later than 2:00. If you have an emergency and will be late, please contact us.

ABSENCES: For consistency, please try to schedule medical appointments, trips/vacations, and family on non-R Place days. When that is not possible, 48-hour notice for an upcoming absence is requested and 24 hours’ notice is required. You will be invoiced for days when timely notice is not given.

CAREGIVER ATTENDANCE: Caregivers (paid or family) are ALWAYS welcome to visit R Place. For the same reasons above, please confirm at least 48 hours in advance if a caregiver will attend with your loved one. If caregiver is over 60 years old, they will need to fill out DAAS Form & Senior Center Registration form; otherwise there will be an \$8 fee for lunch.

CAREGIVER SUPPORT GROUP: As part of the program, a support group is open to all caregivers who have a loved one attending R Place. “Care Partners” support group meets the first and third Wednesday of each month, 10 – 11am at the Seymour Center. This is a safe space for confidential discussion, education, and support of dementia caregivers. This group is open to R Place care partners and family. If you would like to connect with the facilitators, please send an email to Kendall McMillan kmcmillan@orangecountync.gov