

Dear Friends:

It gives me pleasure to welcome you to the Hunterdon County Senior Center and the wide array of programs, activities and opportunities that our center provides.

The staff share a commitment to offer activities and events that are appealing to participants. We take pride in our program offerings - from exercise classes, health, wellness activities, language and art classes to card games, and our computer lab. All activities are built around the needs and wishes of our participants. If there is something in which you are interested, that is not offered, please let a member of the staff know. If there is a way to offer the program, we will do our best to accommodate your request.

We want you to have a positive and enjoyable experience, which is one reason for the publication and distribution of this booklet. We would like everyone to understand their responsibilities and the expectations associated with participation in our senior center activities. If you have questions about an item contained in the booklet, please ask for clarification.

We rely on your experience to help create a vibrant program and your participation is a key ingredient to enhancing the quality of life for everyone in Hunterdon County.

The staff joins me in wishing you well.

Sincerely,

Laine Nauman, Director
Hunterdon County Division of Senior, Disabilities and Veterans Services

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Senior Center hours are from 8:30 a.m. to 4:30 p.m. and must be vacated promptly prior to the 4:30 p.m. closing.

Section 1: Guidelines for Participation

The Senior Center shall be defined as the actual facility, the property upon which it sits, and any activity or event sponsored by the center. Failure to abide by these guidelines may result in immediate removal from a class, program or activity and/or limitation or suspension of center privileges.

General Guidelines

Participants must:

1. Be 60 years of age and a resident of Hunterdon County, NJ.
2. Have a complete registration form, Driver's License or a photo ID on file with the Senior Center to take part in center activities and classes.
3. Provide the center staff with updated information any time there is a change of address, phone number, emergency contact, etc. It is the responsibility of the participant to review for accuracy and update at least annually.
4. Understand their responsibility and conform their behavior, to the rules of the center. Abide by specific guidelines, policies and procedures that contribute to the enjoyment, well-being and safety of participants.
5. Be respectful of other participants' rights to utilize shared equipment (computers, games, library materials, etc.). The center may establish and post time limits or schedules, to permit fair access to equipment. A participant who fails to abide by those limits or schedules may be limited or suspended from utilizing the same.
6. Address concerns and conflicts directly with the Senior Center supervisor for resolution.
7. Abide by Hunterdon County's non-solicitation and confidentiality policies.
8. Abide by guidelines, policies and procedures established by Hunterdon County Government.

Mobility and Cognitive Guidelines

Participants Must:

1. Function independently without one-on-one assistance or supervision from the staff.
2. (Individuals who need assistance) have a companion or an aide who:
 - escorts them at all times
 - provides all personal assistance
 - abides by the Senior Center Guidelines, Policies and Procedures
3. Move safely and independently (or use an assistive device independently) while at the center.
4. Provide and maintain personal assistive devices, as needed.

Behavior Guidelines

Participants Must Not:

1. Engage in any activity that is disruptive to the legitimate use of center facilities.
2. Engage in any activity that may present a danger to themselves or others
3. Use language or behavior that is obscene, abusive, loud or insulting to other participants or staff as determined by the Senior Center staff and/or Division of Senior, Disabilities and Veterans Service staff on duty.
4. Harass or discriminate against participants, staff, or guests based on race, gender, age, national origin, religion, sexual orientation or disability.
5. Gamble in any form.
6. Panhandle/solicit.
7. Participate in any center activities while under the influence of alcohol and illegal drugs or bring alcohol beverages or illegal drugs into the building.
8. Engage in any illegal activity at the center.
9. Carry a weapon in the senior center.

10. Destroy or steal personal property (including money) in the senior center.
11. Turn off lights, open windows, adjust blinds or thermostat in rooms without permission from staff.
12. Move or rearrange furniture without permission from staff.
13. Misuse restroom by bathing or doing laundry.
14. Bring pets unless sanctioned for disability assistance.

Health and Hygiene Guidelines

Participants Must:

1. Maintain a level of personal hygiene consistent with generally acceptable standards of health and safety for themselves and others.
2. Not smoke or use other tobacco products and electronic smoking devices inside the senior center, including public areas and restrooms. A designated outdoor smoking area is available.

Section 2: Inclement Weather

1. If Hunterdon County Government offices delay opening or close early, the Senior Center will open or close accordingly.
2. If Hunterdon County Government offices are closed, the Senior Center will be closed.

Please consult the following sites and TV channels for closing information:

- Facebook: <https://www.facebook.com/HunterdonCountyNJ/>
- Twitter: <https://twitter.com/Hunterdonctynj>
- Facebook: <https://www.facebook.com/HunterdonCounty/DOP/>
- Twitter: <https://twitter.com/HunterdonDOP/>
- WCVH 90.5 FM (HUNTERDON CENTRAL RADIO)

- HUNTERDON CENTRAL HIGH SCHOOL:
<https://www.hcrhs.org/>
 - FLEMINGTON-RARITAN SCHOOL DISTRICT:
<https://www.frsd.k12.nj.us/>
 - NEWS 12 NEW JERSEY – CHANNEL 62 ON COMCAST CABLE
 - HCTV CHANNEL 27 (HUNTERDON CENTRAL TV)
 - CHANNEL 69 (WFMZ-TV)
3. All Classes- If there is a delayed school opening; then morning classes will be cancelled. If schools are closed, all classes for the entire day will be cancelled. If you are uncertain if a class is cancelled, you may call the Senior Center at 908-788-1361 or you may call your instructor directly.

Section 3: Fitness Classes and Senior Center Classes

The Senior Center Guidelines for Participation are applicable for all classes and special activities sponsored by or affiliated with the Senior Center. Participants must have a current signed registration form along with a driver's license or other photo id on file.

Senior Health & Fitness Classes

1. In order to register for any Fitness Program, you must complete and have on file:
 - Senior Center Registration
 - Waiver
 - Physical Activity registration
 - Medical Clearance form (if required for specific classes)
2. Members are responsible for completing any pre-requisites before enrolling in a course that requires pre-requisites. Information about pre-requisites may be found in our catalog.

3. Waiting List:

Please check our catalog or ask the Fitness Coordinator if a class is filled. If the class is filled, you may request to be placed on a waiting list

4. Senior Health & Fitness offers classes at satellite locations throughout the County. All locations may be found in our catalog as well as our “Fitness Off Site” schedule.

5. Punch Cards for activities that require payment:

- Purchase Schedule:

Tuesday and Thursday: 8:45am – 12:45pm

Wednesdays: 8:45am – 2:15pm

You will be given a Punch Card Procedure sheet when you purchase your first punch card. It lists the times you can purchase and instructions for those that are off-site and prefer to purchase through the mail.

- **Method of Payment:** We accept Cash and Checks (no credit cards.) Checks should be made payable to: Hunterdon County Senior Health and Fitness Program.
- **No Refund Policy:** Please be advised that there are no refunds on punch card purchases; however, you can use your card for any fee based class.

Senior Center Classes and Activities

1. Any Senior Center participant may register for classes and special activities.
2. Some classes may have pre-requisites to participate.
3. Class registration may be limited. Reservations must be paid in full if applicable and are on a first come, first served basis. Reservations are not guaranteed until payment is made.

4. Reservations may be paid in-person or by mail. A check is the preferred method of payment, but cash is accepted in the exact amount. Checks should be payable to Hunterdon County (unless otherwise indicated.)
5. Some classes may require that participants furnish additional supplies (paint, sketchbooks, yarn, fabric, etc.) or equipment (hand weights, yoga mats, etc.) at their own expense.

Refunds

1. Paid reservation fees are refundable with notice of cancellation or if a substitute can be provided.
2. If a class or activity session is cancelled due to weather or other circumstance, every effort will be made to reschedule the session with ample notice.

Section 4: Day Trip Policies and Procedures

Participation Guidelines

1. The Senior Center Guidelines for Participation are applicable to all trips sponsored by or affiliated with the Senior Center.
2. Trips are open to any registered participant.
3. Participants must be able to function independently without one-to-one assistance or supervision, or must provide a companion or aide to aid. Companions participate at the same price as other participants. Companions must be at least 18 years old.
4. Participants must arrive at the designated departure site, usually the St. Paul's Lutheran Church parking lot, directly across from the Senior Center, at least 15 minutes before the scheduled departure time.
5. Participants will abide by the information and instructions provided by the trip leader while on any trip. Failure to meet at the appointed location and/or departure times, observe safety practices or other instructions could result in suspension from participation.

6. Participants who need special accommodation must indicate the need at the time of registration. Although every effort will be made to accommodate the request, such accommodation is not guaranteed.
7. Some trip destinations involve extensive walking, physical exertion or limited accessibility due to the nature of the trip or facility visited. This information is included in the trip announcement and descriptions when known by the staff. Individuals must determine their ability to participate.

Registration Guidelines:

1. Trip announcements and schedule flyers are posted in the Senior Center and on the web site.
2. Reservations are on a first-come, first served basis and must be paid in full to secure a seat.
3. A waiting list will be maintained after all available seats are reserved. Trip fees will not be collected in advance from people on the waiting list. People on the waiting list will only pay when/if a seat becomes available.

Trip Cancellation:

1. If the trip is cancelled due to low enrollment, the Senior Center will issue a full refund by check through the County purchase order system.
2. If the trip is cancelled due to weather or other uncontrollable circumstances, every effort will be made to reschedule the trip with ample notice to participants.
3. If the trip cannot be rescheduled, a full refund will be issued by check.

Section 5: Senior Center Emergencies

The Division of Senior, Disabilities and Veterans Services staff are trained for emergencies such as fire, severe weather and intruders.

Participants must:

1. Obey all instructions issued by the Division or other authorized staff, to evacuate the building or to shelter in place.

2. Be familiar with the location of posted information to identify the nearest exit.
3. Report to the designated meeting location during an evacuation to ensure all participants have safely exited the building. Please do not leave the designated meeting location without notifying a staff person.
4. Remain in the room, or move to and remain in a designated location during a shelter-in-place situation, until a staff person or other authorized representative (Police Officer or Fire Fighter) gives the all clear announcement.
5. Report suspicious or unsafe situations to a staff person immediately.
6. Report illness and injuries.

Section 6: Agreement to Accept Guidelines and Appeal Process

Acceptance Guidelines

By registering for and participating in the Senior Center programs, activities and services, an individual agrees to abide by the guidelines set forth in the registration form and this document.

In summary, if a participant abuses or violates the guidelines and agreement of participation; the participant may be suspended from or permanently denied participation. Notification will be provided in writing.

Service and participation will be discontinued immediately if the participant is engaged in illegal activity or presents a danger to self or others.

Appeals-

1. Individuals who have addressed a concern directly with the Senior Center Supervisor, without satisfactory resolution, may schedule an appointment with the Director of the Division of Senior, Disabilities and Veterans Services to discuss the matter.

2. Individuals may appeal temporary and permanent suspensions, in writing, to the Director of the Division of Senior, Disabilities and Veterans Services. The Director will respond within one week of receiving the written correspondence.
3. Individuals may appeal, in writing, to the Administrator of the Hunterdon County, Department of Human Services, regarding the decision of the Director of the Division of Senior, Disabilities and Senior Services.
4. The Administrator will respond to an appeal, in writing, within one week of receiving the notification. Decisions of the Administrator are final.

Hunterdon County reserves the right to amend this document at its discretion. Revisions will be clearly indicated.

I, _____, have read and understand the Senior Center Guidelines, Policies and Procedures.

Signature: _____

Date: _____

Staff Signature: _____

Date: _____

PLEASE RETURN TO SENIOR CENTER RECEPTION