

MILTON LODGE BROCHURE

Summer 2010



C·H·I Centers, Inc.

Supporting people with disabilities since 1948

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MILTON LODGE
VACATION PROGRAM

2010

Program Schedule

July 1 – August 19

Join us for a fun vacation at the Delaware shore as we go to the beach, restaurants, state parks, bowling, shopping, boating, movies, sightseeing, and MUCH MORE!

Reservations are limited to 22 guests a week. To hold your vacation spot, fill out the Reservation Form in the brochure and return it as soon as possible with a \$50 deposit which is non-refundable.

Please note: The vacation prices vary, depending on if the vacationer or vacationer's family is a dues paying member of CHI Centers, Inc for 2010.

❑ There are five 7-day sessions at Milton Lodge

July 1 - July 8 (7 days)

July 8 - July 15 (7 days)

July 29 - August 5 (7 days)

August 5 – August 12 (7 days)

August 12 – August 19 (7 days)

❑ There is one 11-day session at Milton Lodge

July 15 - July 25 (11 days)

INTRODUCTION - WHAT IS MILTON LODGE?

Milton Lodge is a barrier-free vacation house run by CHI Centers, Inc. “Supporting people with disabilities since 1948”. Milton Lodge is located in Milton, Delaware, which is 13 miles north of Rehoboth Beach (see page 4 for directions). Milton Lodge offers a unique experience for adult vacationers. The emphasis of the Milton Lodge Vacation Program is exploring various options which are available to vacationers including: socialization, relaxation and recreation. These options are realized through the opportunities for cooperative living and community integration provided by the Milton Lodge Program.

The Milton Lodge Vacation Program is based on the belief that people with disabilities will participate in the same life experiences as all other people. Vacations are designed to offer vacationers a chance to experience adult activities, and gain exposure to new people, experiences and opportunities.

Vacations which are one week in length run from Thursday to Thursday. Vacations operating for eleven days in length run from Thursday to Sunday. All reservations are made on a first- come, first-served basis and are limited to 2 vacation sessions. Requests for more than one vacation session will be reviewed on a case-by-case basis.

ADMISSIONS CRITERIA

Milton Lodge serves adults with disabilities, age 18 and older. Each individual vacationer should be able to maintain adequate self-help skills or be able to adequately communicate his/her needs.

Milton Lodge does not accept individuals who fall into the following categories:

1. Someone who requires 24-hour awake overnight supervision.
2. Someone who is abusive to him/herself or others (this includes physical and verbal abuse; behavior determined to jeopardize the health and safety of others; or any behavior deemed violent).
3. Someone who requires the supervision or actual care of nursing staff, such as insulin injections, urine tests, routine blood pressure readings, enemas, etc.
4. Someone who has serious medical issues.
5. Someone who has a disability where he/she would not benefit from the program (this includes severe emotional and behavioral problems).

Please note: Although Milton Lodge staff are available to all vacationers on a 24 hour “as needed” emergency basis, the Milton Lodge Program does not provide 24 hour awake/overnight supervision or one-on-one coverage.

Individuals who require assistance in daily living skills (feeding, toileting, showering, dressing, transferring, etc.) will be required to bring a personal care aide. See the Personal Care Aide section on page 7.

For new applicants (those who have never attended Milton Lodge) completed applications must be submitted 6 weeks prior to the requested vacation date. This information will be reviewed by the CHI Centers Admissions Committee to assure that the program can meet the needs of the applicant.

Milton Lodge accepts only five (5) new applicants each session who have not previously attended the Milton Lodge program. New applicants can attend for only one session.

ACTIVITIES AND SCHEDULE

The goal is that all vacationers have opportunities to have fun while at Milton Lodge. A wide range of activities are provided. Due to the number of guests served weekly, most activities are held in a structured group to allow for the optimum safety and enjoyment of all guests.

Activities include visits to Rehoboth Beach and its boardwalk where guests are encouraged to shop freely in small groups or to enjoy the sun and surf. A sample of the activities that take place are: movies, bowling, shopping, parties, sightseeing, water parks, go karts, a Rehoboth Bay boat cruise and a Lewes/Cape May ferry ride.

Please Note: Many activities take place on or near the ocean, which may not make Milton Lodge an enjoyable vacation for guests with a fear of water.

Life at Milton Lodge operates on an informal time structure. Weekends consist of time for relaxing in the morning, with an outdoor or community activity planned for the afternoon. During the week, daily scheduled events are more structured (up by 9:00 – 9:30 a.m., leave for the day's activity around 11:00 a.m., return late afternoon for dinner). The staff makes every effort to be flexible in the types of activities offered; allowing the vacationers, as a group, to chose between various options. Evenings activities are planned around the vacationer's interests. A weekly calendar of events is posted in the dining room where all vacationers can review and make suggestions. Vacationers are responsible for some of the costs associated with the program activities (shopping, souvenirs, and special nighttime activities) and should bring funds (\$40 - \$60) to cover those expenses for each session.

ACCOMMODATIONS

Milton Lodge is a one-story facility located on 2 1/2 acres in Milton, Delaware. The barrier-free facility features a large dining room and recreation area, plus a large screened front porch. The eight guestrooms sleep two to four people, and the five staff rooms sleep one to three staff. The rooms are dormitory style where men and women are in separate rooms but adjacent to one another. The lodge features two accessible wheelchair shower facilities: a roll-in shower and a transfer shower. All bathrooms are barrier-free, as well as the residential kitchen. Milton Lodge is air-conditioned.

MEALS

All meals are prepared at the Milton Lodge or are eaten at local restaurants. Vacationers enjoy a menu which is reviewed by a licensed dietitian and a sample of the foods prepared includes fish, chicken, beef, fresh fruits, fresh vegetables and homemade desserts. The staff prepares breakfasts, consisting of cereals and juice, and sandwiches for lunch. The Milton staff prepares weekend meals (brunch, afternoon cookouts, and snacks).

CONTACT INFORMATION

Reservation forms, applications, and questions should be directed to:

Milton Lodge Vacation Program
CHI Centers, Inc.
10501 New Hampshire Ave.
Silver Spring, MD 20903

Contact: Renee Phillips
Phone: (240) 485-5439

Letters to guests or staff should be mailed to:

Milton Lodge Vacation Program
12184 Union Street Extended
Milton, DE 19968

Telephone calls to Milton Lodge:

(302) 684-4521

DIRECTIONS TO CHI CENTERS AT TENBROOK

Take Capital Beltway I-495 West toward Northern Virginia/Silver Spring.
Take exit US 29 N/Wheaton.
Turn right on University Blvd. West
Turn left on to Dennis Avenue
Turn right onto Tenbrook Drive.
End at 10611 Tenbrook Drive, Silver Spring, MD.

DIRECTIONS TO CHI CENTERS AT MILTON LODGE

Take Route 50 East across the Bay Bridge.
Turn left on Route 404 East to Denton.
Bypass around Denton.
Turn left on Route 16 East.
Go through the towns of Greenwood and Ellendale *WATCH YOUR SPEED*.
Follow Route 16 East into Milton.
Turn left on Route 5 (at the stoplight).
Milton Lodge is approximately 2 miles down on your left before at the intersection of Route 5 and Route 1.
Milton Lodge is a large blue colored house with a screened in front porch.

Look for the Milton Lodge sign out front.

STAFFING

Milton Lodge is designed to offer a staff/vacationer ratio of 1:5 throughout the summer. Staff receive training from CHI Centers, which includes an orientation on developmental disabilities, first aid, CPR, communication skills, defensive driving, driver training, and medication administration training.

HOW TO APPLY

The cost for the vacation program depends if the vacationer or the vacationer's family is a dues paying member of CHI Centers, Inc. for 2010.

	<u>7-Day Vacation</u>	<u>11-Day Vacation</u>
CHI Centers (calendar year 2010) Member	\$ 570	\$ 890
Non-Member	\$ 650	\$ 975

All checks are to be made payable to CHI Centers, Inc. and must indicate Milton Lodge somewhere on the face of the check. The fee covers transportation, lodging, lodge meals (any group meals), and most programmed activities.

How to Become a Member of CHI Centers

Yearly membership at CHI Centers, Inc. allows you to vote at all general membership meetings, receive the agency newsletter, and obtain information from time to time that is of benefit to adults with disabilities and their families. If you are interested in 2010 membership at CHI Centers, Inc., please complete and return the registration form that indicates your level of membership. Make sure to enclose membership fee with the vacation deposit. We ask that you write a separate check for your 2010 membership fee.

HOW TO FILL OUT YOUR RESERVATION FORM

Please PRINT or TYPE all information on your form, including the name your vacationer goes by (James or Jim; Robert or Bob, etc) Make sure you fill out all the information requested (zip code, phone number, age, disability, etc.). Failure to do so could result in your application being returned to you, delaying your application process.

If you want to attend Milton Lodge for one vacation session, be sure to list your first (1) choice of vacation date, in addition to a second (2) and third (3) choice. Be sure to always designate a second and third choice.

If you wish to participate in two consecutive vacation sessions, place the two sessions desired in brackets and place the number "1" beside the bracket. Requests for more than one vacation session will be reviewed on a case-by-case basis. Please remember persons attending Milton Lodge for the first time will only be able to attend for one vacation session.

Deposit

A \$50 non-refundable deposit is required for each vacation session. The deposit is due at the time the reservation is received. The balance of the fee is due three weeks (21 days) prior to the start of the guest's vacation. Failure to complete payment 21 days in advance will result in the cancellation of the guest's vacation with no eligibility for refund of registration fee.

Reservations

To make a vacation reservation, simply fill out the reservation form and return it to: Milton Lodge Vacation Program, 10501 New Hampshire Ave, Silver Spring, MD 20903. A returning vacationer can attend a maximum of two vacation sessions. (Be sure to include a \$50 deposit for each vacation session.)

Application Forms

Once your reservation form and deposit has been received, a packet of forms will be sent to be completed and returned at least 21 days prior to the guests scheduled vacation. This packet (which includes medical and personal information) must be completed fully and accurately. Forms not received 21 days in advance will result in cancellation of the guest's vacation with no eligibility for refund of registration fees. There will be strict enforcement of this policy to insure that program staff has the opportunity to become familiar with the health and safety needs of the vacationers who attend the program. There will be no exceptions to the 21-day rule in 2010!

New Applicants

For new applicants (those who have never attended Milton Lodge) completed applications must be submitted 6 weeks prior to the requested vacation date. This information will be reviewed by the CHI Centers Admissions Committee and Nursing staff to assure that the program can meet the needs of the applicant.

Additional Information

After all application forms have been returned and full vacation payment received, guests will receive a confirmation letter outlining departure and return times, departure points, and other transportation information. A suggested clothing list will be sent at that time.

Please Note: CHI Centers, Inc. reserves the right to cancel a vacation session, up to seven (7) working days prior to the start date of the scheduled vacation due to lack of attendance or other reasons deemed appropriate by CHI Centers.

REGISTRATION

At the start of each week, registration is conducted at CHI Centers' Adult Program at Tenbrook in Silver Spring, Maryland (located at 10611 Tenbrook Drive, Silver Spring, MD) or at the Milton Lodge facility in Milton, Delaware, depending on the preference of the guest.

- ◆ 12:00 Noon - Registration begins at CHI Centers Adult Program at Tenbrook for participants who will need Milton Lodge staff to administer their medication.
- ◆ 1:00 p.m. - Registration begins at CHI Centers Adult Program at Tenbrook for vacationers who do not take medications.
- ◆ 4:30 p.m. - Registration begins for vacationers who elect to be dropped off at Milton Lodge by family or staff.

TRANSPORTATION

Round trip transportation to and from Milton Lodge is provided by CHI Centers. Vacationers depart from CHI Centers' Adult Program at Tenbrook (located at 10611 Tenbrook Drive) Silver Spring, Maryland at 2:00 p.m. on Thursday (the start of each vacation week) and return to CHI Centers' Adult Program at Tenbrook at 11:15 a.m. the following Thursday. The exception to this schedule will be the eleven-day session, which will return to CHI Centers Adult Program at Tenbrook at 11:15 a.m. on Sundays. Transportation while in Delaware is provided by Milton Lodge staff, using one fifteen passenger van and one van equipped with a wheelchair lift.

MEDICATIONS

The Physician's Order Form (attached to the medical examination form) must be filled out and signed by a physician ninety (90) days prior to the last day of the vacation session for all medications that you wish for the Milton Lodge staff to be responsible for administering.

An over-the-counter (OTC) Medication Release Form signed and dated by a physician authorizes the Milton Lodge staff to administer OTC medication such as aspirin, Pepto-Bismol, cold medicines, suntan lotion etc., if they are needed during vacations. Please remember that all OTC medications which are not included on the OTC form cannot be administered unless they are accompanied by a prescription or doctor's order and a pharmacy label. Both your doctor and pharmacist will do this for you if you explain that your participant is going to camp.

All forms allowing Milton Lodge staff to administer medications, must be signed and dated by a physician and must be less than 90 days old.

PERSONAL CARE AIDE

Vacationers who require assistance in daily living skills (feeding, toileting, showering, dressing, transferring, etc.) will be required to bring a personal care aide (PCA). Personal care aide services must be arranged privately by the vacationer, with the vacationer being responsible for any fees charged by the aide. Privately hired aides must be approved by CHI Centers prior to the guest's scheduled vacation to ensure that the PCA has appropriate qualifications and experience and so that the duties and responsibilities can be outlined. A PCA application is available and must be completed for each PCA in order for CHI Centers to approve the individual prior to the vacation session.

A PCA fee will be charged by Milton Lodge to cover program activity costs, transportation, lodging and meals.

\$415 PCA fee will be charged for any companions on a 7-day vacation.

\$545 PCA fee will be charged for any companions on an 11-day vacation.

EMERGENCY CONTACTS

Emergency contacts must be persons who are readily accessible if parents/guardians/residential staff can not be contacted. Please be sure information is current and prepare to review and update this information at check in.

Vacationers who want to use the Milton Lodge phone for non-emergency purposes must bring a phone card in order to use the phone.

VISITORS

Visitors are welcome to visit a Milton Lodge guest but this must be prearranged so as not to disturb the daily schedule. To avoid interrupting an activity or arriving at an inconvenient time, any individuals wishing to visit Milton Lodge must call in advance to arrange a visiting time. Visitors are encouraged but these visits should not disrupt Milton Lodge's planned activities.

SECURITY

Milton Lodge cannot be fully secured. Valuables should not be brought to Milton Lodge. CHI Centers does not assume any responsibility for lost items(s).

REFUND / REIMBURSEMENT

A fifty dollar (\$50) deposit is due for each session at the time a reservation is made. The \$50 deposit is only refundable when the Milton Lodge Vacation Program is deemed inappropriate for an applicant who has never attended this program. The \$50 deposit is not refundable under any other circumstance. Full payment is due three weeks (21 days) prior to the scheduled vacation. If another individual can be found to fill the vacancy, previously paid monies will be refunded, except the \$50 deposit fee.

For vacations terminated during the scheduled vacation week due to illness or inappropriate needs, a prorated amount based on a daily room and board rate will be refunded. There will be no refund for vacations terminated due to assaultive behavior or property damage by a vacationer. Please see page 2 regarding Admissions Criteria.

EARLY TERMINATION / VACATIONER PICK-UP

Vacationers whose vacations have been prematurely terminated are to be picked up at the Lodge (or a prearranged site) within 12 hours after parents/emergency contacts/ appropriate persons have been notified. CHI Centers will bill the vacationer, his/her family, or provider agency for the full cost of supervision if the vacationer is not picked up within 12 hours.

PROPERTY DAMAGE

Vacationers will be held responsible for damage to CHI Centers/Milton Lodge property. Extensive and/or malicious property damage will also result in termination of the vacation for the guest with no eligibility for refund or return to Milton Lodge.

PROGRAM REVIEW/ CONCERN POLICY

CHI Centers, Inc. is interested in ensuring the quality of its programs and services and welcomes all comments and suggestions. Comments and suggestions can be made to the Milton Lodge staff or the Chief Executive Officer.

Any request for a program review should be communicated through the Chief Executive Officer who will apprise the President of CHI Centers. The Chief Executive Officer or President may communicate the results of the review to the individual (s) making the request. The President, when appropriate, will communicate the request and action resulting from the request to the Executive Committee and/or Board of Directors.

LIABILITY WAIVER

CHI Centers, Inc. assumes no liability for injury or damages arising from the result of participation of the vacationer in the Milton Lodge Program, or for any lost articles or valuables.

APPLICATION INFORMATION

All inquiries, forms and applications should be directed to:

Milton Lodge Vacation Program
CHI Centers, Inc.
10501 New Hampshire Ave.
Silver Spring, MD 20903

You can contact Renee Phillips at (240) 485-5439 with questions. Please do not send paperwork to the Milton Lodge facility unless you are directed to do so.

CHI Centers, Inc. appreciates your cooperation in returning your forms in a timely manner.