

## Stan Cassidy Kiwanis House Information for Patients and Families

Welcome to **Stan Cassidy Kiwanis House**! This facility is an accessible, self-contained hostel on site at SCCR. The hostel suites have been designed for patients or families requiring outpatient assessment and/or rehabilitation. We are proud to be able to offer an accessible, low-cost alternative to families being seen at our Centre. Please help us take care of Kiwanis house so it continues to be beautiful for the hundreds of families that use it each year. **Please note: Children under the age of 12 must be supervised at all times.**

### SECTION A: Stan Cassidy Kiwanis House – PHYSICAL SPACE

#### **Check In**

You may register for Kiwanis house at the main Stan Cassidy front desk Monday to Friday between 8:00AM – 7:30 PM, and on weekends and holidays between 1:30 PM – 7:30 PM. Access to your room is not guaranteed until after 2:00 PM as our housekeeping team needs time to prepare your suite.

#### **Check-out**

**Check-out is by 11:00 AM.** \_\_\_\_\_ (please initial) This allows our housekeeping team the opportunity to prepare for the next family. Ensure you return your key to the front reception desk.

#### **Cost**

There is a small fee of \$25 per night to stay at the Stan Cassidy Kiwanis House. This is to be PAID IN FULL UPON CHECK-IN by cash or cheque (payable to Horizon Health Network). This is payable at the SCCR's front desk (a receipt will be issued). We have an ATM machine onsite for your convenience. \_\_\_\_\_ (please initial)

#### **Entering and Exiting your room**

Please check in at the Stan Cassidy Front Desk. Our receptionist will provide you with a key card to access your room. Your key will open the front door, your suite and the patio door at the back. Doors cannot be kept open as this will send an automatic alert to security. All doors will lock automatically, so please be sure to take your card with you at all times. All cards must be returned upon check out. If you lose your card during the day, please advise reception at SCCR's front desk. After hours, please contact security (9-452-5700 to page security) if you have lost your keys. (There will be a \$20 fee to replace lost room cards) \_\_\_\_\_ (please initial)

#### **Parking**

Designated parking spots are available directly in front of the Stan Cassidy Kiwanis House. Patients/caregivers with a vehicle can use their key card to gain access to the gated SCCR parking lot at no charge for the length of their stay. \_\_\_\_\_ (please initial)

#### **Amenities - What services are provided?**

Hostels are equipped with many everyday items, including:

- Glassware, utensils, dishes, pots/pans
- Small and large appliances (e.g., blender, microwave, toaster)
- Iron/ironing board, broom/dustpan
- Dishwasher, washer/dryer
- TV/Remote

- Linens (You have been provided with hospital grade linens, towels, etc. (you may be more comfortable bringing your own). These will be replenished on a weekly basis. If you require additional items, please advise someone on your care team, so arrangements may be made)
- Please leave all supplies provided in the unit so that all guests may enjoy the same conveniences.  
 (please initial)

**Operation of Appliances, television, etc.**

There are manuals available in one of the lower drawers with detailed instructions on use for all appliances. Please review these documents prior to operating this type of equipment.

**SECTION B: Stan Cassidy Kiwanis House – OPERATIONS**

**Regulations**

Please note that all Horizon Health Network properties, including SCCR, are designated **smoke-free**. The building is equipped with smoke detectors and the entrances/exits are monitored by video surveillance. Smoking will not be tolerated on the property.

- No alcohol, or illegal drugs are permitted on the premises.
- No pets
- No noise after 9:00 PM
- Your suite should be tidy, clean & free of debris at all times.
- **Absolutely no smoking inside the units or on the back patios. (Smoking will result in a \$250 cleaning fee. You will be asked to leave immediately and will not be able to stay in Kiwanis house during future visits to the Centre)  (please initial)**

**Emergency Procedures**

Please refer to *Emergency Procedures* sheet which is displayed on the wall of your suite for full instructions. This sheet will be reviewed with you on your arrival.

**Occupant Responsibilities**

Patients/caregivers staying in the Stan Cassidy Kiwanis House are responsible for providing their own:

- Groceries
- Laundry soap, dish soap, and dishwasher detergent.
- Toiletries (e.g., deodorant, toothbrush/paste, feminine products).
- Diapers, Attends

If you have forgotten something, please ask one of our staff about our Chalmers Foundation Care and Comfort shelf! We have some supplies available for your convenience.

**Meal Preparation**

- Meals can be prepared within the Stan Cassidy Kiwanis House (kitchenette), and this is encouraged when possible, to promote independence. We encourage families to bring groceries. Meals are also available through the cafeteria upstairs in the Stan Cassidy Centre. (at the patient / caregivers own expense)  
**\*Cafeteria hours:** Breakfast: 8am – 10:00am; Lunch: 11:45am – 1:00pm; Supper: 4:45pm – 5:30pm
- If you wish to order take-out, please ensure that the delivery person is greeted at the front of the Stan Cassidy Kiwanis house.

**Security**

There is security staff on campus 24/7. Security staff will be doing regular walks around the Stan Cassidy Kiwanis house. If there is a medical emergency or cardiac arrest situation, please note that you must dial 9-911 on your suite phone. This will lead to a full emergency response including ambulance personnel. SCCR staff may also respond, but it is essential to make the 911 call immediately.

**Maintenance**

Notify the team if any maintenance needs to be done.

**Housekeeping**

- Patients/caregivers are responsible for clean-up and tidiness of the unit (including washing dishes, making the bed, etc.) on a regular basis as well as on departure (checkout).
- For your convenience, we have provided you with cleaning supplies located in the closet in the kitchen.  
\* Please be aware that these supplies may be accessible to children. Feel free to move these to somewhere out of reach during your stay for the safety of children \_\_\_\_\_ (please initial)
- Full garbage bags can be set outside your unit door and will be picked up on a daily basis by our housekeeping staff.
- **PLEASE NOTE:** Housekeeping staff will complete a light housekeeping service each Thursday afternoon for any stay in Kiwanis House lasting longer than one week (this will take approximately 1 hour). \_\_\_\_\_ (please initial)
- Failure to comply with these housekeeping guidelines may result in the termination of your stay and/or future stays in the Stan Cassidy Kiwanis house.
- Following check out your unit will be cleaned and reviewed for damage. You will be responsible for payment of any damage to the unit or furniture. \_\_\_\_\_ (please initial)

## SECTION C: The Stan Cassidy Centre for Rehabilitation

**Entrances and Exits**

Patients and families must use the main entrance to enter the Stan Cassidy Centre. All other entrances are for staff and are activated only by staff key cards.

**Elevator**

The general access elevator is located in the main lobby of the building. Please note that there are 2 floors; Level 0 and Level 1. You will notice that many of the stairwells are equipped with key card locks (available to staff only). We suggest that patients and families use the elevator for moving between floors

**Therapeutic Park**

We are proud of our beautiful therapeutic park and hope you enjoy it as much as we do! It was designed especially for use by therapists and patients of the Stan Cassidy Centre for Rehabilitation as an outdoor place for therapy, relaxation, play and fresh air. Please help us keep our park beautiful, clean and safe.

- You can enter and exit the park through the main Stan Cassidy building
- Park hours are from 8am until 9pm. Doors are locked at closing.
- We ask first time park users to review the orientation form found by the entrance door to the park.
- Children **MUST** be accompanied and supervised by an adult at all times.



Le Centre de Réadaptation Stan Cassidy Centre for Rehabilitation  
800 rue Priestman Street, Fredericton NB E3B 0C7  
Tel.: / Tél. : (506) 452-5225  
Fax: / Téléc. : (506) 452-5190

#### SECTION D: LOCAL SERVICES IN THE AREA

**\*\* ask a member of your care team for specific information regarding the amenities available in Fredericton**

- Shopping
- Restaurants
- Public Transportation

#### OTHER

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Questions? Please contact reception at 506.452.5816 or speak with a team member.**

**Feedback?** The Stan Cassidy Kiwanis House has been built for you and your family. If there is anything we could do to improve your stay, please let us know. If, by accident, something has broken or is not working, please contact our receptionist so we can have the item repaired or replaced. Please do not throw out broken items.

***WE HOPE YOU ENJOY YOUR STAY!***

I understand that I've met the criteria to stay in the hostel. This information has been reviewed with me on

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(day)/ (month)/ (year)

\_\_\_\_\_  
Patient/Family member

\_\_\_\_\_  
Stan Cassidy Staff Member

SCCR Chart No. F\_\_\_\_\_

Revised June 2023