



Day Program (Enrichment Club) Terms of Participation

CONTACTS

- Our address: 9251 W. FM 436, Belton, 76513
- Reach us by text or phone: 254-448-0321
- Contact our Director, Hailey Peek: hailey@dementiaec.com
- Follow us on social media for updates and pictures: facebook.com/dementiaec
- Visit our website: dementiaEC.com

HOURS AND CLOSURES

- Enrichment Club is open Monday-Friday, 8am-5pm. Breakfast is served around 9am and lunch is served around noon.
- In 2026, Dementia Enrichment Center is closed on New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. We close at 2pm on Christmas Eve, December 24).
- In the case of bad weather, closures and delays will be posted on our Facebook page and affected participants will be notified via text to their responsible party. Scheduled participants are charged for these days, as space has been reserved for them.

FEES

- There is an \$80 one-time, non-refundable registration fee due when the enrollment application is submitted.
- The fee for participation is \$110/day. Participants who attend at least three (3) days in a week receive a discount and will be billed \$100 per day for that week. This fee includes breakfast and lunch.
- A late fee of \$20.00 for the first 15 minutes and \$1 for every additional minute will be assessed for any participant picked up after 5pm.
- Fees are subject to change upon thirty days' notice.

SCHEDULING

- Establishing a regular attendance schedule guarantees participants a space in our program. Participants who have a regular schedule (for example, attend M-F or set days in the week) are guaranteed their spot until we are contacted otherwise.
- Participants who do not have a set attendance schedule should contact the Dementia Enrichment Center via phone call, email, or text by the 25th day of the month to make reservations for the following month.
- Drop-in attendance/Same Day is accepted on a case-by-case basis and is based on availability. Payment due by the time of drop-off.

ABSENCES

- When a person reserves a space, that means we have planned for their attendance and closed that space to other participants. In the event of an absence (for any reason), attendance may be transferred to another day in the **same** week if the following criteria are met:
 - Notification is provided to the Dementia Enrichment Center not later than 8AM on the scheduled day, AND
 - Space is available in the same week.
- Make-up for absences may not be carried into another week, with the exception of Friday absences which may be made-up the following Monday, as space permits.
- No-call/no-show absences may not be rescheduled.
- Refunds will not be given for missed days, except in the case of hospitalization.

BILLING & PAYMENT

- Payment is due prior to attendance.
- The Responsible Party will receive an invoice on or around the 25th day of the month via email for the upcoming month. Payment is due by the first day of the month, as indicated on the invoice.
- Payment is accepted via ACH/bank transfer or check. Please call our office to set up auto-pay or to make payment by credit/debit card. A 3% processing fee will be added to invoices paid by credit/debit card.
- A late payment fee of \$25 will be added to invoices on the third day following the due day. For example, if an invoice is due on January 1, a late fee will be applied on January 4.
- Any returned checks or non-funded ACH debits will be charged a fee of \$35.00 per occurrence.

SICK POLICY

- Anyone with known or suspected communicable illness should not attend the day program until the illness has passed.
- If a participant is showing signs/symptoms of illness, the Director will determine if the participant is safe/appropriate to be at the day program or if they need to leave for the day. If the participant is deemed to be sick and needs to leave the day program, the daily cost for attendance will not be refunded or credited.
- To return to the day program after illness, a participant be symptom-free for 24 hours.
- We make every effort to minimize the spread of illness at the Dementia Enrichment Center. We recommend that all participants have up-to-date vaccines for the flu, RSV, Covid, and pneumonia. These vaccines are available through healthcare providers, local pharmacies, and Bell County Health Department.
- The “Absences” policy outlined above applies to absences due to illness.

MEDICATION POLICY

- Dementia Enrichment Center does not administer medications. If the participant requires medication while at Dementia Enrichment Center, he/she may bring a daily dose of medication(s) to be taken.
 - Medication must be clearly marked with Participant's first and last name.
 - Liquid medication must be in a pre-filled, pre-measured syringe.
 - Each dose must be in a separate container or bag.
- Dementia Enrichment Center staff provide medication reminders and access to the medication(s) as directed by Responsible Party.
- Dementia Enrichment Center staff are not legally permitted to and will not assist Participant in the ingestion, inhalation, injection, or other means of administering medication. Dementia Enrichment Center staff will not attempt to mask medication.
- Dementia Enrichment Center staff will encourage Participant to take medication for a period of time deemed reasonable by staff. The decision to take or not to take medication is entirely that of the Participant, and Participant's decision will be honored by staff.

PERSONAL ITEMS

- The following items are not allowed at Dementia Enrichment Center OR on outings: cellular phones; purses (even if they are empty); valuables such as jewelry, electronics, or heirlooms; cash or other forms of money; knives, firearms, or any other weapon; cigarettes, cigars, tobacco products, vaping or electronic cigarette devices
- Dementia Enrichment Center is not responsible for loss or damage to personal items.

- Personal items such as clothing should be clearly labeled with the Participant's first name and last initial/name.
- While we discourage participants from bringing their own lunches, if they choose to do so, lunches must be prepared and ready to serve (not requiring reheating, assembling, etc.).

PARTICIPANT CARE

- Dementia Enrichment Center Enrichment Club is a supportive service for people with mild-moderate (early-middle stage) dementia. Our day program provides supervised social, therapeutic, cognitive, and recreational services; breakfast, lunch, and snack daily; and assistance with some activities of daily living. Dementia Enrichment Center does not provide personal, health, or medical care.
- Not all persons with Alzheimer's/dementia are suitable for our program. Participants must fit within our Participant Profile to attend.
- In the event of a medical emergency, Enrichment Club staff will call 911 and will contact the responsible party. Even if a Participant is receiving hospice services, 911 will be called. Any advance directive paperwork provided by the Responsible Party will be given to the emergency responders. Dementia Enrichment Center is not responsible for any costs incurred for emergency transportation, treatment, or care resulting from accident or illness.

PHOTOGRAPHY

- The image, voice, or words of participants and the people who accompany them may be captured or recorded for use in research activities, teaching, marketing, social media, and advertising, without compensation.

DISCHARGE POLICY

- If the participant requires a level of care that exceeds the services provided by Dementia Enrichment Center and/or no longer fits our Participant Profile, the responsible party will be informed of the participant's discharge. Unless a situation arises where the health and safety of the participant or other participants is at risk, a 2-week notice of discharge will be given to allow the participant/responsible party to make a new care arrangement. Responsible Party agrees to accept the recommendation for discharge.
- Dementia Enrichment Center may discharge the participant at any time with no advance notice when, in the sole opinion of Dementia Enrichment Center:
 - Transfer or discharge is medically necessary to adequately meet Participant's needs; or
 - Participant presents a threat to the health and safety of him/herself or others.
 - Participant's behavior, language, or actions create a hostile, abusive, or unsafe environment to other participants and/or staff.

INDEPENDENT PROVIDERS, EDUCATION & RESEARCH

- Professionals and non-employee providers, including those whose services are arranged for by Dementia Enrichment Center, are independent contractors and are not employees or agents of Dementia Enrichment Center. Dementia Enrichment Center is not responsible for their acts or omissions or for any consequences stemming from following independent provider's orders. Participant, Responsible Party, and their heirs and assigns, hereby agree to release and hold harmless Dementia Enrichment Center from any and all suits, actions, losses, damages, claims, and liability of any character, type or description, including any expenses of litigation, court costs, or attorney's fees, arising out of or related in any way to the acts or omissions of outside professionals and non-employee service providers.
- Dementia Enrichment Center prides itself as a training community for students and other professionals learning how to care for, assist, and enhance the lives of people living with dementia and caregivers. Responsible Party hereby acknowledges and understands that Dementia Enrichment Center is involved in education and research programs. Responsible Party hereby consents for Participant to engage with students for academic and research purposes.

POLICY CHANGES

- Dementia Enrichment Center reserves the right to amend these policies. Continued use of the Dementia Enrichment Center services constitutes acceptance of the updated policy.