

PALM GARDENS @ PALM BEACH

ADULT DAY HEALTH CARE

2900 Bragg Street, Brooklyn, NY, 11235 Tel. (718)615-9500 Fax. (718)615-9599

Policies and Procedures

Subject: Registrants belongings storage.

Policy: Registrants can store their belonging in a closet outside the day room

Procedure:

1. Registrants has the choice to store their belongings in a closet outside day room
2. If Registrants chooses to, they may store all personal items in a secure individual safe located within the closet
3. A sign outside the closet states: If registrant would like to use a personal secure safe, please see program coordinator
4. All safes are labeled with numbers, with corresponding keys
5. Registrant can access the secure safe with their personal key throughout the duration of the program.
6. Registrant can choose to hang jacket on the back of the chair in dining area, where they will be sitting
7. Registrant can choose to hold on to personal belongings for the duration of the program
8. A security guard sits across from the closet to secure the closet.