

TURFHALL CHESHIRE HOME

c/o Turfhall Rd and Bellmore Ave,
Hanover Park, 7764



APPLICATION FOR ADMISSION

turfhall
cheshire home

NAME OF APPLICANT

.....

DATE OF APPLICATION

.....

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- Personal Information and Application for Admission
- Financial Declaration
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- Social Worker Report

All sections to be read and completed, where necessary, in full.

TURFHALL CHESHIRE HOME

NPO 014 - 845

c/o Turfhall Rd & Bellmore Ave,
Hanover Park
CAPE TOWN
Tel: 021 692 1220
turfchesmanager@gmail.com

Introduction and Admission Criteria

[Turfhall Cheshire Home](#) is a member of an international organisation. It is one of 16 residential homes for disabled persons in South Africa. Our Home was opened in 1985 and today has 60 residents. It has as one of its aims the provision of full residential care and services to people with severe permanent physical disabilities. The Home also offers independent living opportunities.

The Home always strives to provide quality care, support, and opportunity to disabled persons in the Home and within the mainstream of society.

Admission to a Cheshire Home is by voluntary application and acceptance is fully at the discretion of the Home Management Committee.

The Home is managed to be a homely environment where family and friends are important.

Admission Criteria

To be eligible for admission to Turfhall Cheshire Home the applicant must:

- be a physically disabled person
- be between the ages 18 to 55
- receive a disability grant of which 75% is payable to the Home for Board and Lodging. The balance of which will be for use by the resident as pocket money.
- be able to socialise with other residents
- be willing to abide by the Home rules and regulations.
- be prepared to assist in fundraising and the promotion of Turfhall Cheshire Home

Operational and Management Structure

Turfhall Cheshire Home has a **Board of Management** which is fully responsible for overseeing the management of all aspects of the Home. Volunteers and residents are elected to serve on the Board of Management.

Staff manage the day to day operations of the Home. A Home Manager, appointed by the Board of Management, is the most senior member of staff. Nursing and Care Givers make up most of the staff contingency.

Residents elect a **Residents' Committee** who is expected to play a leading role in Home management matters.

Home Rules

Home rules are designed to protect the rights of residents, staff, volunteers and Turfhall Cheshire Home. These rules are reviewed from time to time to ensure they remain relevant. On acceptance a "**Contract Agreement**" will be drawn up and signed by both parties (Applicant and Home).

TURFHALL CHESHIRE HOME

APPLICATION FOR ADMISSION

(to be completed by applicant or representative)

1 **Surname:** _____

2 **Christian Names:** _____

3 **Present Address:** _____

4 **Current Residence** (please indicate by means of a **X**)

Own Home

Living with family / relatives

Boarding Institution

Other (Please specify:)

5 **Date of Birth:** _____

6 **Identity Number:** _____
(please attach copy of front page of ID document)

7 **Gender:** _____

8 **Marital Status:** _____

9 **Home Language:** _____

10 **Religion:** _____

11 **Education and Schooling:**
Highest level attained _____
Name of school/institution _____

12 **Occupation:**
Previous Occupation _____
Present Occupation _____
Name of Employer _____

13 **Particulars of Nearest Family, Relatives or Friends**

Name	Address	Relationship	Tel No	email
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

14 Disability Grant

14.1 Does applicant have a Disability Grant?

14.2 Disability Grant Number _____

15 Funeral Policy

15.1 Name of Policy _____

15.2 Policy Number _____

15.3 Current Policy Value _____

16 Will

16.1 Have you made a will? Yes / No (Delete relevant option)

16.2 If Yes, where is it lodged and who are the executors?

16.3 If **No** will in place the matter will be discussed and finalised on acceptance.

Motivation for Admission

State briefly why you are seeking admittance to Turfhall Cheshire Home

19 Declaration

To be made by applicant seeking admission to Turfhall Cheshire Home

“ I hereby declare that, to the best of my knowledge, the particulars furnished in this application form are true and correct. I have read the guidelines and understand that I shall be expected to participate fully, to the best of my ability, in various activities and opportunities offered by the Home. I undertake furthermore to abide by the rules and standards that have been determined by Turfhall Cheshire Home”

Signature of Applicant: _____

Date: _____

**TURFHALL CHESHIRE HOME - Application For Admission
FINANCIAL DECLARATION**

Please note the following:

1. All who are admitted to the Home will be required to contribute financially towards the cost of providing a service and care for residents and towards the maintenance of the Home.
2. The following income and expenditure questionnaire must be completed by every applicant in detail
3. Certification of State Pension needs to be completed and certified if applicable

APPLICANT'S NAME:

STATEMENT OF INCOME

INCOME RECEIVED	REFERENCE NUMBER WHERE APPLICABLE	AMOUNT RECEIVED (Rands)
1 Pension received (state type)		
1.1 _____		
1.2 _____		
1.3 _____		
2. Other Sources of Income (specify source)		
2.1 _____		
2.2 _____		
2.3 _____		
2.4 _____		

STATEMENT OF EXPENDITURE

EXPENDITURE	DETAILS (Specify expenditure item) Please note documentary proof of expenditure must be submitted	AMOUNT (indicate monthly or annually) (Rands)
1 Expenditure		
1.1 _____		
1.2 _____		
1.3 _____		
1.4 _____		
1.5 _____		

Declaration

I herewith declare that the information furnished by me, is to the best of my knowledge, true and correct

APPLICANT: _____(Signature) _____(Date)

**TURFHALL CHESHIRE HOME – Application For Admission
INDEMNITY FORM**

I,, do hereby irrevocably indemnify Turfhall Cheshire Home, its management, staff, and volunteers from all liability and action that may arise from any accidents inside the Home and during transportation to and from the Home, however serious and however occasioned, wherein I,, may be involved while in residence at Turfhall Cheshire Home.

I further indemnify Turfhall Cheshire Home, its management, staff and volunteers from all liability arising from any deterioration in my health, or in my death, irrespective of whether the cause of such deterioration or death is the result of an accident or natural causes.

This indemnity further extends to any period or periods when I may be away from Turfhall Cheshire Home for short periods of time for whatever reason.

I give this indemnity without duress and in full knowledge of its contents, meaning and effect, and undertake not to raise any defence there against.

**Signed at on this theday of the month of the
year, in the presence of the undersigned witnesses**

Applicant signature:

Witness: Name Signature

Witness: Name Signature

TURFHALL CHESHIRE HOME

Management and Opportunity

Turfhall Cheshire Home is a residential Home able to accommodate 60 adult residents according to the criteria for admission.

Management

The management of Turfhall Cheshire Home is vested in the:

- **Board of Management** - these are all volunteers from our local community, residents and staff.
- **The Home Manager**
- **The Head of Care**
- **Bookkeeper**
- **The Residents Committee**

Staff

The staff consists of the following categories: Home Manager, Head of Care, Bookkeeper, Admin Secretary, Nursing Staff, Care Givers, Laundry staff member, Housekeeping, Maintenance, and a Driver.

We have, a housekeeping, laundry and catering components of the Home.

It is in your best interest to get to know the staff by name and establish a good relationship with them and other residents.

Mealtimes

Breakfast - 08h00

Lunch - 12h00

Supper - 17h00

Tea is served at 10h00, 15h00 and 20h00.

Facilities

We have a lounge with DSTV (which residents pay a monthly contribution towards), magazines and books.

For nine selected residents we offer independent living quarters where each resident has access to his/her own kitchenette and a greater degree of self independence with the responsibility that goes with it.

The Home has a **laundry** where residents' laundry is done on a weekly basis. All clothing must be marked with the resident's name.

What else does Turfhall Cheshire Home offer?

- Should you wish to have your money kept safely, we will organize this facility whereby you can draw money on a daily basis as and when required.
- Should you need to go **shopping**, go for an appointment or for a visit outside the Home, the Kombi is available. A small petrol levy is charged for social and personal use of the Home transport facility. Any such trips need to be made through the Head of Care at least one day prior to the required trip.
- Through volunteers, entertainment is offered as regularly as possible.
- The Residents Committee Chairperson, also organises outings for residents from time-to-time.
- A number of **Bible Study fellowship groups** are active within the Home – again these are led by volunteers.

Employment

We do encourage residents where possible to further themselves and to create opportunity to become employed.

Religion

Turfhall Cheshire Home accepts residents of all religions. Residents are free to worship at any place of worship and a spirit of tolerance and respect for others is always encouraged and accommodated.

Turfhall Cheshire Home contact details:

Manager
c/o Turfhall Rd and Bellmore Ave,
Hanover Park,
7764

Tel: 021 – 692 1220

Fax: 021 – 692 1221

Email: turfchesmanager@gmail.com

Website: www.turfhall.org.za

TURFHALL CHESHIRE HOME

Admission Policy Agreement

Admission Criteria

To be eligible for admission to Turfhall Cheshire Home the applicant must:

- be a **physically** disabled person
- be between the ages 18 to 55
- receive a disability grant of which 75% is payable to the Home for Board and Lodging. The balance will be for use by the resident as pocket money.
- be able to socialise with other residents
- be willing to abide by the Home rules and regulations.
- be prepared to assist in fundraising and the promotion of Turfhall Cheshire Home
- be willing to undergo a full spectrum drug test

Policies Regarding: Smoking, Alcohol, Substance Abuse and Money.

Smoking

1. Residents are not allowed to smoke in their rooms or anywhere inside the building at any time.
2. Residents may NOT lend money to or borrow money from staff.

Alcohol and Illegal Substances

1. The use of alcohol, or any harmful or illegal substance, is **STRICTLY FORBIDDEN** on the property of Turfhall Cheshire Home.
2. Being under the influence of alcohol, harmful or illegal substances at any time on the property of Turfhall Cheshire Home, is **STRICTLY FORBIDDEN**.

HOUSE RULES

1. Residents are requested to participate to the best of their ability in activities in the Home.
2. Residents and staff are expected to respect one another's privacy.
3. Residents and staff should behave towards one another in a courteous and dignified manner.
4. Residents and staff are responsible for the good conduct of their visitors.
5. Residents shall annually appoint, from amongst their members, a committee comprising: Chairman, Treasurer, Secretary, and three other members.

6. Residents who will be absent from meals, or who will be staying out overnight, or who will be returning late at night, are expected to keep the Home informed.
7. Meals will be taken in the dining room unless the person in charge instruct otherwise. Adherence to set meals times should be honored.
8. Residents are permitted the reasonable use of electrical appliances in their bedrooms, providing they are prepared to have professional connections and plugs fitted.
9. Residents are welcome to bring with them their own furniture (within reason)
10. The Manager may, at all times, but with due respect of privacy, inspect bedrooms, bathrooms, and other residential units.
11. Payment for board should be made in advance before the 7th day of the month. Parents/ guardians will be billed if payment is not made on time.
12. Turfhall Cheshire Home reserves the right to request one months boarding fee as a refundable deposit.
13. Residents are requested to have valid wills and funeral policies/arrangements.
14. Valuables and cash may be deposited in the Home safe. Turfhall Cheshire Home is not responsible for these items if are kept elsewhere, such as within resident's rooms.
15. Residents should keep Manager informed of current address and telephone numbers of next of kin.
16. All staff are responsible to the Manager, and residents are invited to bring any staff matter to the Manager's attention.
17. Turfhall Cheshire Home has a formal, written complaint procedure for your convenience. Appropriate documentation is available from the Manager.
18. Resident's accounts of any sort, including medical and dental treatments, are not the responsibility of Turfhall Cheshire Home and will not be settled by the Home.
19. Residents shall not remain in bed unless required to do so for medical reasons.
20. Laundry must be marked and listed. No laundry may be hung in bedrooms, bathrooms or from windows.
21. Visitors may not share a resident's bedroom.
22. Firearm and dangerous weapons are not allowed on the premises.
23. As a rule, personal pets are not allowed.
24. Residents wishing to terminate their stay are required to give one month's calendar notice.

25. Failure to respect the House Rules could result in a resident being given notice by the Management Committee to vacate the Home.

Consequences for not abiding to the above regulations:

1. First offence: R100 fine and Written Warning.
 2. Second Offence: R200 fine. The Home will administer the resident's DG.
- Third Offence: Termination of Residency.

I hereby confirm that I have read, understand and agree to abide by the Turfhall Cheshire Home policies and House Rules.

Applicant Name and Surname: _____

Applicant Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

TURFHALL CHESHIRE HOME – Application For Admission

MEDICAL REPORT

Please note:

- This section is to be completed by the applicant's Doctor
- The Doctor is requested to acquaint him/herself with the requirements for admission to Turfhall Cheshire Home to so ensure the applicant is a suitable candidate

Admission criteria

- 1 Turfhall Cheshire Home accommodates adults with physical disability
- 2 The following conditions are excluded:
 - persons requiring permanent hospitalisation who are chronically sick
 - persons suffering from infectious disease
 - persons with a mental disorder
 - persons under 18 and over 55 years of age
- 3 The applicant is responsible for any costs relating to completion of this report.

Report

1 Name of Applicant: _____

2 Diagnosis:

(a) Full details of condition causing disability (history and symptoms)

(b) Any other condition:

3 Present treatment (please specify name of practice/hospital and any reference numbers)

4 General Examination

(a) General; physical and nutritional state

(b) Respiratory System

(c) Cardiovascular System

(d) Blood Pressure (to be taken in all cases)

(e) Genito-Urinary System (urine to be tested in all cases)

(f) Digestive and other Abdominal Systems

(g) Is applicant free from infectious and contagious diseases?

(h) Any loss of sensory ability

- Hearing _____
- Sight _____

(i) Mental Condition (Particular reference must here be made to any mental disability arising from the physical disability and any marked mental retardation)

(j) Bowel and Bladder Control

- Normal
- Use of Catheter
- Other Urinary Device
- Special Bowel Movement

5 Degree of Independence (please specify)

(a) Mobility (please specify)

- Moves without any appliance
- Uses a Wheelchair – self propelling / needs to be pushed
- Crutches
- Any other appliance (please specify) _____

(b) Bathing / Toilet (please specify)

- Independent
- Needs assistance
- Has to be bathed and toileted

(c) Feeding (please specify)

- Independent
- Needs assistance
- Has to be fed

(c) Dressing (please specify)

- Independent
- Needs assistance
- Has to be dressed

6 General

Remarks _____

Name of Medical Practitioner: **Place:**

Signature: **Date:**

Turfhall Cheshire Home – Application For Admission

SOCIAL WORKERS REPORT

CONFIDENTIAL: OFFICE USE ONLY

To be completed by Social Worker

In accordance with the requirements of the Department of Welfare that all applicants for state subsidized residential care be supported by a written Social Workers report, the following information is requested.

NAME OF APPLICANT

.....

PERSONAL HISTORY

Age:

Type of disability:
.....

Present living conditions and impact on applicants' disability:
.....

Marital status:
.....

Number of children:
.....

Education:
.....

Employment:
.....

FAMILY

Names of parents/guardian:
.....

Interaction with above:
.....

Brothers/sisters:
.....

Interaction with above:
.....

Economic situation:
.....

Social/living conditions:

.....

Type of residence:

.....

Surrounding terrain:

.....

DEPENDENCY PROBLEMS

Drug/alcohol:

.....

Anti-social behavior:

.....

Depression/ mood swings:

.....

Attitude i.r.o. disability:

.....

Attitude i.r.o.

peers/discipline:.....

WHY DOES HE/SHE NEED TO LIVE IN A SHELTERED ENVIRONMENT:

.....
.....
.....
.....
.....

HAS APPLICANT LIVED IN ANY OTHER RESIDENTIAL CARE FACILITY?

If yes which one?:

.....

Reason for leaving above:

.....

Report from above:

.....

(Attach if relevant)

SOCIAL WORKER'S OPINION ON HOW APPLICANT COULD BENEFIT FROM BEING ADMITTED TO A CHESHIRE HOME:

.....
.....
.....
.....
.....
.....

SIGNATURE

PRINT NAME

.....
Social Worker

.....
Social Worker

.....
Organization

.....
Date