

FRIENDS OF THE HAVEN SOCIETY'S

CARDINAL GRACIAS INSTITUTE
FOR DEVELOPMENTALLY DISABLED ADULTS

A HOME AWAY FROM HOME

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PROSPECTUS

: Office Timings :
Monday to Friday
10 a.m. to 12 noon
Except Bank Holidays and Festival Days

FOR PARENTS AND GUARDIANS

: Visiting Hours :
Monday to Friday
10 a.m. to 12 noon
Except Bank Holidays and Festival Days

The Friends of the Haven Society was founded in April 1954. The Society's first project was The Haven School for the Mentally Handicapped.

The Second Project of the Society is the Cardinal Gracias Institute for Developmentally Disabled Adults, which was started in 1979 by Theo and Tutu Moniz (a Physically Handicapped couple) in memory of the late Valerian Cardinal Gracias, Archbishop of Bombay.

WHAT IT DOES

The Cardinal Gracias Institute provides a home away from home for the Developmentally Disabled. The Institute admits both Men and Women above 18 years of age.

THOSE WHO ARE BED-RIDDEN WILL NOT BE ADMITTED.

N.B. :THE INSTITUTE IS NOT A HOSPITAL AND DOES NOT PROVIDE HOSPITAL CARE.

: RULES :

1. ADMISSION :

Inmates are admitted and kept at the Institute subject to the following rules and regulations:

Each inmate is admitted and kept at the Institute at his/her own risk and the Institute is in no way responsible for truancy or injury or ill-health suffered by the inmate during his/her stay at the Institute. In case of death, the Institute's responsibility ceases once the next of kin are informed by telephone, telegram etc. The Institute is not responsible for any delay in transmission of the message and it is up to the next of kin to arrange for the disposal of the body. In case the body is not claimed within the next 12 hours of informing the next of kin, the Institute reserves the right to bury or cremate the body. All efforts will be made to obtain a Death Certificate. In case the same is not available or it is deemed necessary, the body will be sent for Post Mortem at the cost of parents/guardians. **Parents/Guardians who have their child /ward treated by their own doctor must arrange for a Death Certificate themselves.**

When seeking admission to the Institute, Psychiatric Reports and any Medical/Hospital Reports must be produced along with the person to be admitted.

Each Inmate's admission is provisional, initially for a period of one month and will be extended as per his/her behavior and manageability.

2. LOCAL GUARDIAN : No admission will be given unless the parent/guardian arranges for a Local Guardian who will act and do all things as the parent/guardian would do.

3. PAYMENTS :

At the time of admission the following is payable.

Admission	:	Rs. 300/-
Medical on Admission	:	Rs. 1450/-
Security Deposit	:	Rs. 20,000/- (Interest Free and Refundable)
Monthly Charges	:	Rs. 9000/- per month*

***Monthly Charges include Food, Hostel, Toiletries and Dhobi.**

Inmates requiring special care, supplementary diet, haircuts/shaves, medicines, Doctor's fees, medical tests, conveyance, attendant charges, extra cleaning and washing, etc. will be charged extra.

Extras must be paid for separately on demand.

Those seeking concession must provide documents as required by the Institute.

At the end of each month, parents/guardians will be informed by phone, the amount to be paid for their child/ward. The Institute is not responsible for messages not received or calls not attended.

Fees have to be paid by the 10th of each month if paid in cash and by the 5th of each month if paid by cheque.

Fees for late payment: **Rs.50/- per day.**

N.B. : If fees remain unpaid by the 20th of each month, the inmate will be discharged and sent home without further notice and dues recovered from the Security Deposit.

4. LEGAL DOCUMENT :

A Legal document will be presented to the parents/guardians and they are bound to sign the same and have it Notarized and produce the original to the Institute within seven days. Failure to do the same will make the inmate liable for Expulsion. The stamp paper for the legal document will be purchased by parents/guardians.

Legal document charges will be levied separately.

5. DAMAGES :

All damages caused by inmate will have to be paid for by parents/guardians.

6. REFUND OF DEPOSIT :

At the time of withdrawal of inmate, parents/guardians are required to inform the Director in writing of their decision to withdraw their child /ward and the date on which they wish to withdraw the inmate. The balance of security deposit will be refunded one month after the date of receipt of such letter, and after deducting all dues.

The original deposit receipt must be produced at the time of withdrawal of the inmate.

N.B. : One calendar months notice in writing should be given prior to withdrawal of child/ward failing which full fees for one month will be levied.

7. LEAVE AND HOLIDAYS :

Inmates can be taken for holidays and or family celebrations with the prior permission of the Director. Such permission must be obtained through a written application which should mention the period for which the inmate will remain absent from the Institute. If the period is to be extended for any reason whatsoever, the Director must be informed in writing, failing which the name of the inmate will be struck off the rolls and dues deducted from security deposit. Fees for the inmate must be paid before he/she is taken on leave.

During the period the inmate is on leave full fees will be levied.

8. VISITING :

Parents/Guardians of inmates are permitted to visit them **Monday to Friday 10 a.m. to 12 noon strictly except festival days and Bank holidays.**

Parents/Guardians will not be permitted to meet the inmates at other times except for valid reasons and with the express permission of the Director.

Parents/guardians can meet their child/ward in the visiting room.

Parents/Guardians are not permitted to give eatables of whatever kind or medicines etc. to their child/ward during visiting hours. **Such articles and in the case of medicines, the Doctor's original prescription must be handed over to the attendant. Medicines must be factory packed.**

Parents/Guardians are not permitted to stroll around the Institute or visit inmate's quarters, kitchen etc. without the express permission of the Director as this area is private for inmates and staff.

Relatives, Friends etc. desirous of visiting the inmate must produce a letter from the parents/guardians permitting the same.

Any breach of these rules can make the inmate liable for expulsion.

Parents/Guardians are required to visit their wards at least once every month.

9. HEALTH :

The health of the inmates is looked after by the Medical Officer. When necessary, inmates are taken to the Medical Officer's clinic or under his advice referred to specialists, etc.

A supplementary bill for medical attention, medicines etc. will be sent or notified by phone to the parents/guardians and the same is payable on demand.

In case of need for hospitalization, the parents/guardians are informed by telephone and they are bound to take the inmate home for treatment immediately.

In an emergency the inmate will be admitted to hospital and Parents/Guardians must take charge immediately.

Parents/Guardians are allowed to have their child/ward treated by a doctor of their choice.

Those parents/guardians who supply medicines for their child/ward must do so on time. The Institute is not responsible for providing medicines to these inmates.

All Doctor's prescriptions will be retained by the Institute in Original and parents/guardians can request for copies of the same.

10. FESTIVALS :

The Institute provides a home-like atmosphere to the inmates and as such celebrates all festivals. Nominal contributions for these festivities will be added to the monthly bill (once a year) and the parents/guardians are liable to pay the same. Parents/Guardians desiring to have the birthday of their child/ward celebrated may do so on payment in advance or provide for the same. Parents /Guardians wishing to provide a meal to the inmates for any reason can do so, on payment.

11. IMPORTANT :

Parents/Guardians desiring to discuss any matter concerning the inmate should do so with the staff member attending the office. If not satisfied Parents/Guardians can meet the Director or contact him on the phone during office hours. The Director is in no way bound to meet parents/guardians unless a written request for the same is forwarded in advance to the Institute.

This Prospectus should be read and carefully preserved. The Registration form giving Registration Number is attached to it.

Admission of an inmate is provisional: Initially for a period of one month to be extended as per his/her behavior and manageability.

In all matters concerning the inmate the decision of the Director will be final.

12. CLOTHES :

Parents/Guardians will provide the inmate with the following clothes, etc. at the time of admission.

Mattress = 1 (6'x3'), Pillow = 1, Pillow Covers = 2, Bed sheets = 2, Blanket = 1,

Towels = 2, Short Pants = 4, Shirts/T-Shirts = 4, Underwear = 4

Dresses = 4, Metal Trunk = 1,

Rubber sheet, extra towels, bed sheets, and sets of clothes must be provided for inmates needing special care.

All the above mentioned items should be marked with the inmate's name.

The Institute whilst taking care of all clothes etc. is not responsible for damage or loss of the same. On being informed by the Institute that clothes etc. are damaged or destroyed, parents/guardians must replace the same immediately.

THIS PROSPECTUS REPLACES ALL OTHERS.

REGISTRATION FORM

This is to certify that Mr. / Ms _____

Aged _____ years and residing at _____

_____ is a member

of the Institute and his/her Registration No. is _____.

Director

Date:

Seal of the Institute