**FRIENDS OF THE HAVEN SOCIETY’S**

**CARDINAL GRACIAS INSTITUTE**

**FOR DEVELOPMENTALLY DISABLED ADULTS**

***A HOME AWAY FROM HOME***

Usgaon, P.O. Bhatane,

Tal. Vasai, Dist. Palghar - 401 303

Maharashtra State, India

Phone: 7057056015

Email: director@cardinalgraciasinstitute.com

Website: www.cardinalgraciasinstitute.com

**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

October 2022 Rs.50/-

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 May 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.

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

 **THOSE WHO ARE BED-RIDDEN WILL NOT BE ADMITTED.**

**Inmates are admitted and kept at the Institute subject to the following Rules and Regulations:**

**1. ADMISSION:**

When seeking admission to the Institute, the following must be submitted:

1. Psychiatric Reports and any Medical/Hospital Reports.

2. Aadhar Card (Person to be admitted, Parents/Guardians and Local Guardian)

3. Pan Card (Parents/Guardians and Local Guardian)

4. Electricity Bill (Parents/Guardians and Local Guardian)

5. Photo of person to be admitted and of Parents/Guardians and Local Guardian.

6. Mobile number and Email address of Parents/Guardians and Local Guardian.

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

The Institute reserves the right to admission.

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

**3. PAYMENTS:**

At the time of admission, the following is payable by Cash or NEFT.

Admission : Rs. 300/- **(Non-Refundable)**

Medical on Admission : Rs. 1,950/- **(Non-Refundable)**

Security Deposit : Rs. 30,000/- (**Interest Free and Refundable**) \*\*

Monthly Charges : Rs.14,000/- per month\*

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

Inmates requiring personal assistance with daily activities, supplementary diet, haircuts/shaves, medicines, doctor’s fees, medical tests, conveyance, attendant charges, extra cleaning and washing, etc. will be charged extra, and must be paid for separately in advance.

\*\* For inmates requiring personal assistance with daily activities, the amount of security deposit charged will be corresponding to the inmate’s monthly expenses.

Those inmates seeking a concession in monthly fees must provide documents as required by the Institute. Grant of concession depends on the number of inmates already availing concessions.

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 5th of each month, by NEFT.

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. REFUND OF DEPOSIT:**

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

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

**5. 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*.*

**6. LEAVE AND HOLIDAYS:**

Inmates can be taken for holidays, family celebrations, etc. 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, except if for medical reasons.

**7. VISITING:**

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

**In case of a medical emergency of an inmate the above rule does not apply.**

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. Medicines along with 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 the 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.

Parents/Guardians must visit their child/ward at least once every two months.

**8. HEALTH:**

Parents/Guardians desirous of having their child/ward checked by the medical officer of the Institute on a regular basis must submit the same in writing. Inmates will be taken to the medical officer’s clinic or under his advice referred to specialists, etc. The Institute will arrange for procurement of medicines of an inmate after receiving intimation of the same in writing from parents/guardians.

Parents/Guardians who take their child/ward to their own doctor, must submit prescriptions in original along with medicines prescribed. Medicines supplied must be factory packed. Attendants, diapers, conveyance, etc. for the same will not be provided by the Institute. Parents/guardians must provide medicines for their child/ward on time.The Institute is not responsible for providing medicines or informing parents/guardians of the same.

In case of need for hospitalization, parents/guardians will be informed by telephone, and they are bound to take the inmate home for treatment immediately. If on the request of a parent/guardian an inmate is admitted to a hospital, by the Institute, parents/guardians must take charge of their child /ward immediately. The Institute does not have staff to care for the inmate while admitted to a hospital*.* All efforts will be made to take the inmate to a doctor, or admitted to hospital as necessary. If for any reason whatsoever the same is not possible, the Institute will not be held responsible. Any expenses incurred by the Institute during this time will be borne by the parents/guardians, and must be reimbursed promptly.

If for any reason an inmate becomes bed ridden, parents/guardians will have to make arrangements for their stay elsewhere as the Institute does not provide facilities for the same.

All doctor's prescriptions will be retained by the Institute in Original. Parents/guardians can request for copies of the same**.** Each inmate is admitted and kept at the Institute at his/her own risk. The Institute while taking all necessary care and precautions is in no way responsible for truancy or injury or ill-health suffered by the inmate during his/her stay at the Institute, accidents inside, or outside the Institute premises while on trips to the doctor, for medical tests, picnics, etc.

In case of death of an inmate, the Institute’s responsibility ceases once the next of kin are informed by phone or messaging or other means of communication available at the time. 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 cremation/burial and last rites 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 expenses incurred in this behalf shall be borne and paid by the parent/guardian.

All efforts will be made to obtain a Death Certificate from a doctor. 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.

**9. DAMAGES:**

Parents/Guardians shall indemnify the Institute for all damages caused by their child/ward.

**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 required to pay the same. Parents/Guardians desirous of celebrating the birthday of their child/ward, or those who wish to provide a meal for the inmates for any reason may do so on payment in advance.

**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.

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

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

**12. CLOTHES:**

Parents/Guardians must provide the inmate with the following at the time of admission:

1. Mattress x 1 (6’x3’) 2. Pillow x 1

3. Pillow Covers x 3 4. Bed sheets x 3

5. Blanket x 2 6. Towels x 2

7. Short Pants x 4 (Men) 8. Shirts/T-Shirts x 4 (Men)

9. Underwear x 4 10. Dresses x 4 (Women)

11. Sweater x 2 12. Metal Trunk x 1

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

**All the above mentioned items must be marked with the inmate’s name.**

The Institute while taking care of clothes, bedsheets etc., is not responsible for damage or loss of the same.

On being informed by the Institute that clothes, bedsheets etc. are damaged or destroyed, parents/guardians must replace the same immediately.

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

**REGISTRATION FORM**

**This is to certify that Mr./Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a member of the**

**Institute and his/her registration number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Aadhar No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director**

**Date: Seal of the Institute**

**THIS PROSPECTUS REPLACES ALL OTHERS**