



LARKSFELD

• P L A C E •



WELCOME GUIDE

FRONT DESK 316.636.1000

The purpose of this guide is to assist new residents, in no way does this replace the Resident Handbook.

Welcome

Welcome to your new home at Larksfield Place Retirement Communities, Inc. As a not-for-profit Continuing Care Retirement Community (CCRC), we are committed to our mission and vision. Our excellent staff is available to serve you. We want to ensure that your new home environment exceeds your expectations. Once you are settled, you will discover that we are a close-knit community of caring people who want to help and enrich one another's lives.

Larksfield Place is an active member of LeadingAge and LeadingAge Kansas. Both of these entities are the professional organizations for not-for-profit Retirement Living Communities.

We welcome you to the Larksfield Place family!

Michael Hambley, President & CEO

Tim Nikkel, Chief Financial Officer

Lisa Smading, VP of Resident Living & AL Administrator

Chelsea Powell, Vice President Human Resources

Karen Nelson, Director of Nursing

Vanessa Underwood, VP Health Services, Health Care Center Administrator

Updated September 1, 2021

Meet the Director



Jeremy Gingerich
Director of Community Life Services
858.3917

As Director of Community Life Services, Jeremy oversees the day to day operations of the Business Center, Courtyard Market and resident activities, working with staff and residents, family members and guests to maintain and exceed the excellent satisfaction levels of the residents who reside here.

The monthly Activities Calendar can be found in the *Our Larksfield Place Community* newsletter and on Touchtown.

The Business Center is open Monday through Friday, 8:00 a.m. until 4:00 p.m. The Business Center services include: printing, computer services, office services, battery recycling, package delivery & dry cleaning services.

Supportive Health Services offers convenience and flexibility by providing assistance with bathing, dressing, shopping, transportation, airport shuttle, household chores, laundry, pet care, etc. Assistance is available 7 days a week, 7 a.m. to 10 p.m.

Larksfield Place has its own convenience store/gift shop for residents, family, guests and staff. **The Courtyard Market** carries milk, orange juice, bread, pastries, candy and soda pop. Greeting cards and gifts may also be purchased. Market hours are Monday through Friday, 10:00 a.m. until 2:00 p.m.

Independent Living at Larksfield Place

Independent Living at Larksfield Place is comprised of 169 apartment homes ranging in size from 600 square feet to 1,798 square feet. Each apartment features a full kitchen and appliances, solid surface countertops, large windows and spacious rooms and closets. In addition, there are 22 Villas on our campus that range in size from 1,400 square feet to over 2,000 square feet on the main floor, most have basements.

Campus Address

The official address of Larksfield Place is our main address; however, each of our living centers also has a separate address—so whether you are completing an official change of address form, or you just want to order pizza, you will need to know the appropriate street address.

Independent Living 7373 E 29th St North, Wichita, KS 67226, 316.636.1000

Assisted Living 2727 N Rock Rd, Wichita, KS 67226, 316.361.2800

Health Care Center 2828 N Gouverneur, Wichita, KS 67226, 316.636.1111

Other helpful phone numbers:

Resident Services	858.3917
Work Orders for Maintenance or Housekeeping	636.1000
Supportive Health Services	858-3922
Security	636.1000
Beauty/Barber Shop	858.3940
Fitness Club	858.3930
Business Center	858.3904
Rehabilitation Services	858.3923
Maintenance	858.3909
Housekeeping	858.3912
Foundation	858.3908
Billing	858.3903

For all other areas, please call the Front Desk: 636.1000

Introducing

touchtown

COMMUNITY APPS

A CUSTOM APP MADE JUST FOR YOU

Larksfield Place information, activities, menus and more at your fingertips!

Touchtown Community Apps is an interactive portal designed specifically for senior living communities to help you connect with residents, employees and families and access information.



HOW DO I DOWNLOAD COMMUNITY APPS?

Visit your smartphone or tablet's respective app store and search for **Touchtown**. Download the app called **Community Apps**. After the app has downloaded, sign in using the username and password provided to you by your community.

You may also access Community Apps via browser by visiting www.communityapps.com and logging in with your username and password.

DOWNLOAD IT TO :



FIND OUT WHAT'S HAPPENING

Browse upcoming activities and dining menus.



RECEIVE MESSAGES

Be the first to know about important updates in your community.



GET CONNECTED FASTER

Tap to call or text phone numbers.

Download Community Apps on your smartphone or tablet. For a list of supported devices, visit: learn.touchtown.com/supporteddevices

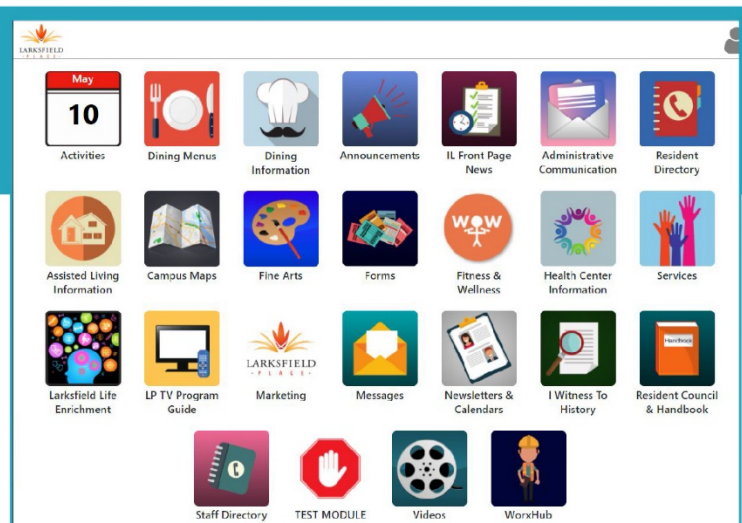
Your Larksfield Home page will look like this:

Your Touchtown User Name is your first initial and last name:

_____.lkp

Your Touchtown Password is your birth month and day:

____ _



Housekeeping Services

Donna Spree, Director of Environmental Services, will be in touch with you within the first week of your move-in. She will introduce herself and will notify you of your scheduled housekeeping and laundry services and also discuss the “I’m Okay” program. (See the Resident Handbook for details)



Housekeeping department hours are 7 a.m. until 7 p.m. For emergencies, there is someone on call 24-hours per day.

Bi-weekly housekeeping of your apartment or villa is included in the monthly service fee. Services include:

- Thorough cleaning of all surfaces in the kitchen and bath(s)
- Complete sweep and mop service on vinyl floors in kitchen and bath area(s)
- Carpet vacuumed
- Dusting of all furniture and ceiling fan(s)
- Glass surface cleaning
- Change bed linens
- Roll-A-Way beds

Residents are responsible for the upkeep of their apartments between visits. A vacuum sweeper is available on each floor in the Housekeeping Room for your use.

Laundry

Donna Spree will assign you a laundry bag labeled with your apartment number and let you know what your pick-up day will be each week. A laundry staff member will pick up your bag of flat linen (towels, washcloths, and bedding).

For personal laundry, washers and dryers are provided on each wing and each floor of Larksfield Place. Please be considerate of others and remove clothes promptly when cycles are completed. If laundry carts are removed from the laundry room, please return them as soon as possible so they are available for the next person. Lint filters and washer tubs need to be cleaned following your use. Ironing boards and tables are in each laundry room for your convenience.

Maintenance Services



Please call or stop by the front desk for a work order if services are necessary. Maintenance services are available Monday through Friday, 8:00 a.m. until 8:00 p.m. For emergencies, there is someone on call 24-hours a day.

Routine maintenance includes:

- Repair and maintenance of all existing plumbing/fixed electrical fixtures and appliances
- HVAC repair and preventative maintenance
- HVAC and refrigerator filter changes
- Wall repairs
- Electrical services and repair including lighting and ceiling fans, household electrical and routine bulb replacement
- Plumbing services include repair and maintenance of dishwasher, faucets, lavatory fixtures and garbage disposal

Additional services performed by request:

- Wall painting as needed
- Mattress flipping

Other needs including furniture assembly, rearrangement of furnishings or installation of television, computers, etc. may be arranged through a work order and may incur a fee.

Dining Services

One of the highlights of living at Larksfield Place is our passionate dining services department and the wonderful food they prepare.

Director of Food Service, Dan Shadoin, the executive chef, and our team of dedicated service professionals each take great pride in providing exemplary food and service.

You can choose to enjoy your meals with restaurant-style table service in the Dining Room, the more relaxed and informal Courtyard Bistro, or order your food to-go to enjoy in the comfort of your home. This is your home and we want you to feel comfortable and welcome wherever you choose to dine.

Weekly menus are posted at the Front Desk and TV monitors.

Dining Hours

Subject to change – see TV monitors for changes/updates

Larksfield Dining Room

Brunch: 11:30am -1:30pm (Sun Only)

Lunch: 11:30am – 1:30pm (Mon- Sat)

Dinner-to-go: 4:30pm- 5pm (Mon- Sat)

Dinner: 5:15pm- 7pm (Mon- Sat)

Courtyard Bistro

Breakfast: 7:30am – 9am (Daily)

Comp. Coffee & Treats: 9:30am (Daily)

Lunch-Grill: 11:15am – 2pm (Mon- Sat)

Lunch-Buffer: 11:15am –1:30pm (Mon- Sat)

Dinner: 5pm - 7pm (Mon-Sat)

Sunday Dinner Grill & Buffet 4:30pm -6:30pm

Lakeside Bar

Open when the Dining Room is open.

Complimentary Happy Hour 4:30 – 6:00pm on Fridays

Room Service/To Go Orders

Room Service can be ordered by calling 858-3950. There is a charge of 5 points for delivery.*

Room Service can be ordered during regular service hours for breakfast and lunch.

At dinner, we ask that you call from 4:30 - 5:00 pm or 6:30 - 7:00 pm.

On Sunday evening, call from 4:00 - 4:30 or 6:00 - 6:30.

To-Go Meals can be ordered by calling 858-3950.

There is no additional charge for residents to pick up To-Go Meals.

To-Go Meals can be ordered during regular service hours for breakfast and lunch.

At dinner, we ask that you call from 4:30 – 5:00 pm or 6:30 - 7:00 pm.

*Resident with a medical need can ask the nurse to authorize free meal delivery during their convalescence.

Larksfield Place Dining Room

The Larksfield Dining Room features warm lighting, a comfortable ambiance, and a private dining room for private family gatherings. We encourage appropriate dress for the occasion. The weekly menu is available each Friday at the Front Desk.

Courtyard Bistro

The Bistro, located in the Courtyard, is a casual alternative to the Dining Room. Grilled burgers, grilled chicken and deli sandwiches, homemade soup, pastries, ice-cream, and fountain drinks can be purchased here. You may also order from the Larksfield Dining Room menu and enjoy it in the relaxed atmosphere of The Courtyard Bistro.

Meal Points

Most meals offered in the Dining Room and Bistro are a la carte with various meal point values. **Before the end of the 2nd month of occupancy, each new independent living resident needs to meet with the Director of Food Service to select one of our meal plans.** Amounts range from A la Carte (0 points) to Carte Blanche (unlimited points). The meal plans allow you to receive a bigger discount on your purchases based on the amount of monthly points selected.

We permit changes to meal point plans monthly. This is helpful if you are going to be traveling for an extended period or plan to have additional guests visiting. If a resident exceeds the number of meal points selected for the month, we simply bill the Resident's account on a dollar-per-point basis at the end of the month.

Unused meal points at the end of the month are lost. Larksfield Place tracks the number of lost points and makes a corporate donation to various food banks and charities to support those in need.

Meal points can be redeemed at all locations on the Larksfield Campus including the Courtyard Market. You can also use your meal points to treat guests and other residents should you choose.

Catering Services are available for private parties, teas, or receptions held in one of our reserved rooms or in a resident's apartment or villa. Please make arrangements for this service by contacting the Resident Services Department. Meal point plans except for Carte Blanche can be used to cover the cost of catered events.

Fitness Club

Amy Hall, Director of Health Promotion, believes the benefits of exercise are ageless.

The Fitness Club staff take pride helping residents maintain and improve their functional fitness with quality of life. We invite you to experience the energy, strength and independence that fitness affords. Take land or water classes, exercise on age friendly fitness equipment, exercise in the pool or relax in the Jacuzzi, and enjoy the support and guidance of having your own personal fitness trainer. All services are adaptable to your ability. These services are available at our Independent and Assisted Living locations.



Within a few weeks of your move-in **Amy Hall, Director of Health Promotion** or her staff will contact you to arrange a Fitness & Safety Orientation. The orientation includes a senior friendly Functional Fitness Assessment where you will be assessed on your strength, balance, flexibility, and cardiovascular abilities. Results are compared to national norms and trended from year to year providing you feedback regarding changes and support to maintain your independence. This assessment also *results in an individualized exercise program designed just for you!*

In addition to your own Fitness Club with age friendly fitness equipment and its many fitness classes, the Fitness Club also provides the following services:

- Acupuncture
- Therapeutic Massage
- Podiatry Services
- Audiology and Hearing Aid Services
- Dr. Cramer Reed Park - putting green and Shuffleboard
- Befit and Safe to Drive program
- Quality of Life programs
- Acupuncture
- Special Events
- Recreation Fitness

The Fitness Club classes and services provided are listed in ***Our Larksfeld Place Community*** newsletter.

For more information, please call 858-3930.

Beauty Salon Services

The barber/beauty salon features styling, haircuts, manicures, and pedicures for residents. Appointments can be made during the shop's hours of operation Monday-Friday. Payment for services may be charged to your monthly statement. (Tipping is not permitted by residents.) **Please call the Beauty Shop to set up your standing appointments.**

Salon Direct Line: 858-3940
Stylist: Cassi 259-2902
Manicurist: Patti 371-6919

Shampoo & Set	\$22	Manicure	\$20
Shampoo & Cut (no set)	\$25	Pedicure	\$30
Woman's Cut, Shampoo & Set	\$40	Toenail Trim	\$14
Perm (including cut)	\$60	Fingernail Trim & Clean	\$12
Comb Out	\$7	Waxing	\$10
Men's Haircut	\$14	We offer other services as well.	

Cox Cable & Information Services

Cox *Starter & Essential* packages and Internet service is provided in each of our residences. If you wish to have additional services from Cox, you need to make arrangements with them, and they will bill you directly for the upgrades.

Larksfield Place Information Technology department can provide some technical assistance by appointment for the following services:

- Installation/Removal of software
- Hardware replacement
- Customization of desktop, browsers and/or applications
- Mail setup and network connections (in addition to initial set up)
- Trouble shooting/repair of hardware or software applications, etc.

Please submit a work request with the front desk or by calling 636-1000.

Free Wi-Fi

Free Wi-Fi is available to residents and guests in the Business Center and Courtyard Bistro.

Personal Emergency Response Devices

Upon move-in HTS staff (Janie or Norma) will contact you to schedule a time for the installation of your Personal Emergency Response Equipment. HTS will bring the correct equipment based on whether you have a landline or a wireless phone.



Larksfield residents are set-up to have their #1 responder be Larksfield Place.

The Personal Emergency Device used at Larksfield Place is for “in and around” your home. The installer will do a “device range test” so you know how far the system will reach.

A monthly test is requested for your safety. We ask you to press the device monthly in order to feel secure in knowing help will arrive if the device is pressed.

THERE IS NO CHARGE FOR THIS SERVICE.

A Few Additional Services to Mention

Banking Services

INTRUST Bank has a branch office on campus that provides many banking services for residents. The bank is open on Tuesdays and Thursdays from 10 am – Noon.

Courtyard Market

For the convenience of residents, family, guests and staff, the Courtyard Market carries milk, orange juice, pastries, candy and soda pop. Greeting cards, toiletries, and gifts may also be purchased. Market hours are Tuesday, Wednesday, Friday from 10 am – 2 pm and on Monday and Thursday from 11:30am -2pm.

Dry Cleaning

Dry Cleaning services are available by bringing your cleaning to the Business Center in a sack with your name, apartment number, and the name of the cleaner you wish to use – Welch or In The Bag. The Dry Cleaner will bring a bag back for you to use the next time. All cleaning to go out should be delivered to the Business Center between 8 am and 4 pm during the business week. The method of payment varies depending on which Dry Cleaner you use. When the cleaning is returned to Larksfield Place, it will be delivered to your home.

Emergencies

For the safety of each resident, Larksfield Place provides a personal emergency call system within every apartment and villa through Home Technology Services (HTS). This is a Medical Alert System which enables residents to have a body device – watch or pendant, that, when activated, calls immediate help for the resident. In the event of a sudden illness, fall, or emergency, a resident should activate the watch or pendant. If there is ever a question as to the status of an emergency, call the Communication Center at 636-1000. A nurse from either the Health Care Center or Supportive Health Services will respond 24 hours-a day, seven days a week. The Medical Alert System is to be activated only in case of an emergency.

Larksfield Place Library

The Lucile Wulfmeyer Memorial Library is located in the central common area for use by all residents and staff. The library is supported solely by donations. Books and periodicals may be checked out for use in your apartment or villa. Please return them in a timely manner. The honor system is used when checking out and returning books. Please contact the Library Committee to donate books, magazines, and newspapers to be shared with others.

Mail Services

U.S. Postal Service mail is delivered to your private mailbox next to the Welcome Center. Stamps may be purchased in the Courtyard Market and packages can be wrapped, labeled, and mailed from the Business Center.

Security

Larksfield Place is a fenced and gated community with cameras monitoring inside and outside the building.

There are five outside doors that can be accessed with your key fob. These doors include: Entrance doors numbered 9, 13, and 14 on the south side of the building, Door 5, and Door 7. Your A1 key opens the garages.

Supportive Health Services

Larksfield Place Supportive Health Services is a home health care agency licensed by the State of Kansas to provide professional nursing and home health aide services in your apartment home or villa. Services are available seven days a week, and can be used for as little as 30 minutes at a time. Fees for service vary based on amount of time, day of the week and type of service.

Larksfield Place Foundation

The Larksfield Place Foundation was established in 2008 for the purpose of advancing the mission of Larksfield Place through charitable gifting, in order to enrich the lives of older adults. Giving enriches the lives of the giver and the recipient, and enhances the quality of life of those whom Larksfield Place serves. All donors are recognized as partners in the mission. Donors have the right to designate how their gifts are to be used. All gifts to Larksfield Place are tax deductible to the fullest extent permitted by law. The community funds that have been established are:

Art Committee Fund – Supports maintenance of a fluid gallery of locally produced works of art and the purchase of particular art pieces for permanent display.

Caring and Sharing Fund – Provides financial assistance to employees of Larksfield who have encountered a personal life event.

Circle of Friends – Provides financial support for the cost of care to residents who have exhausted their own personal financial resources.

Fitness Center Program Fund - Supports the activities, equipment, staff and supplies of the Fitness Center

I, Witness to History Fund – Supports costs associated with helping/assisting residents write/produce their life history or autobiography.

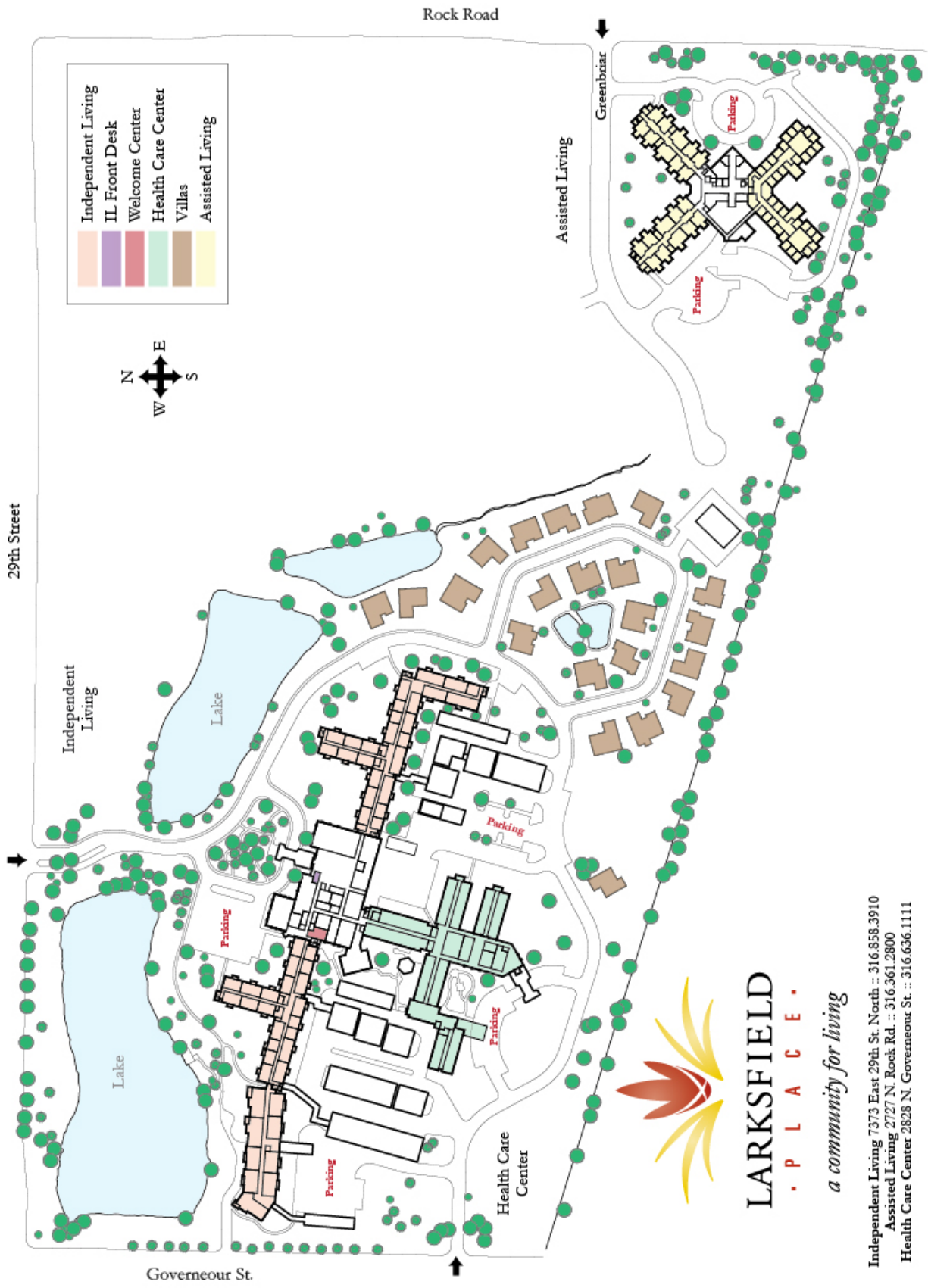
Library & Resource Center Fund – Supports costs associated with maintaining a library and resource center for resident use.

Resident Care Services Fund – Provides funds for furniture, equipment, supplies, programs, etc. related to direct care services.

Resident Communication Fund – Supports the cost associated with facilitating enhanced platforms of communication among residents and between residents and staff to improve the sharing of intra-community information.

Scholarship Fund – Supports a special project or group of projects for a specific timeframe.

Unrestricted /General Fund – Funds for which no designation or specific use has been designated. Funds are put to best use when a need arises.



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a community for living

Independent Living 7373 East 29th St. North :: 316.858.3910
 Assisted Living 2727 N. Rock Rd. :: 316.361.2800
 Health Care Center 2828 N. Gouverneur St. :: 316.636.1111

Independent Living & Health Care Campus Map



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