



LARKSFIELD

• 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

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Welcome to your new home at Larksfield Place Retirement Communities, Inc. As a not-for-profit, Life Plan Community 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 enrich and support one another.

Welcome to the Larksfield Place family!

**Michael Hambley, President & CEO**

## **Helpful Direct Phone Numbers:**

Accounting Billing MCA Billing	866-609-5880
Food Service points KAY DELIA	858-3975
Maintenance ROBBY BUTTERFIELD	858.3909
Housekeeping DONNA SPREE	858.3912
Resident Services JEREMY GINGERICH	858.3917
Work Orders for Maintenance or Housekeeping	636.1000
Supportive Services MELINDA JOHNSON	858-3922
Transportation JINA GANNON	858.3920
Security SAWYER HAMBLEY	636.1000
Beauty/Barber Shop CASSI FLOYD	858.3940
Fitness Center RODNEY SMITH	858.3930

*Updated July 16, 2025*

## Things To Do Prior To Your Move

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1. Contact RightSize Moving Solutions for moving coordination 316.655.3281. Arrange a home visit with them to begin planning for the move.
2. Arrange a moving date with Tammy Flaming or Brandi Smith.
3. IF you will have a landline telephone, a week before your move call your phone company to move service to your new apartment or Villa
4. A Closing will be scheduled a few days before your move. You will be sent a Settlement Sheet outlining the remaining deposit due and prorated first month fees. You will receive keys, nametag, and garage opener (if applicable).

## Cox Cable, Internet & Phone Set Up

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Larksfield pays all utilities except telephone. Cox cable consists of the first two tiers of Cox channels. (We can provide a list.) Cox high-speed internet is included. If you need wireless wi-fi, please bring a router. If you want additional services from Cox, such as additional channels or a Contour box please contact Cox at 1-855-512-8876.

**Let us know what your phone number will be once you move in.**

Larksfield provides 2 standard cable boxes. Where will your TV(s) be located?

If you are going to be hanging a TV, bring the bracket along with the TV at move-in. If you will be using wi-fi, bring your own router.

Larksfield IT will set up your electronic devices. **Please let us know what you will be bringing:** PC, printer, router, tablet or smart phone. If a PC please let us know what room and which wall you want that set up.

## Access Keys and Security Gates

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Upon closing you will receive a Larksfield Name Tag. The name tag will give you access to most outside doors, particularly residential doors #9, #13 and #15. Press and hold the back of your name tag on the black access boxes at each door AND Gouverneur gate and they will open. If you have any trouble, please pick up the phone at each of those doors or push the Security button at the gate and someone will assist you.

Security Gates. The 29<sup>th</sup> street gate does not open after hours. You can enter our community from Gouverneur Street by using your name tag. If you are leaving the community when the gate is closed, slowly approach the gate and it will open automatically for you.

## Personal Emergency Response Devices

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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. There is NO charge for this service.

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.

# Uniguest community

## COMMUNITY APPS

A CUSTOM APP MADE JUST FOR YOU

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

## HOW DO I DOWNLOAD COMMUNITY APPS?

Visit your smartphone or tablet's respective app store and search for Uniguest. 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](http://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.

## Your Larksfield Home Page will look like this:

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

\_\_\_\_\_ .lkp

Your Uniguest Password is your birth  
month and day:

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## Independent Living Director

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**Jeremy Gingerich**  
Director of Community Life Services  
858.3917

As Director of Community Life Services, Jeremy oversees the day-to-day operations of the 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 Uniguest Community.**

**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.

**The Courtyard Market** is Larksfield Place's own convenience store/gift shop for residents, family, guests and staff. Here you'll find drinks and snacks as well as an always-changing array of gifts, greeting cards, décor and more. Market hours are Monday through Friday, 10:00 a.m. until 2:00 p.m.

**For the following services, inquire at the Communication Center (Front Desk):**

Dry Cleaning

Online Shopping Assistance

Mailing & Sending Packages

Event Sign-Up Sheets

Faxing and Documents, Paper Shredding

Event Ticket Distribution

Notary Services

Voting Mail-in Ballots

Printed Notices and Flyers

## Supportive Living Services for a Fee

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**PRIVATE DUTY CARE** can be provided to assist with bathing, dressing, medication reminders, medication set-up by a licensed nurse, simple meal preparation, laundry and other assistance that will enable you to continue living in your apartment or villa as long as possible. These services are offered through a professional partnership with **Phoenix Home Care & Hospice**. Private duty care is not covered by Medicare but may be covered by your long-term care policy if it qualifies. To arrange service please call **Phoenix Home Care & Hospice at 316-688-5511**.

**Supportive Living Services Clinical Manager Melinda Johnson, LPN** is available for nursing services and referrals such as therapy services and private duty care. Call Melinda Monday – Friday, 7am – 4pm and on call after hours at **316.858.3922**.

**PRIVATE TRANSPORTATION** to doctor visits, airport, medical procedures, beauty salons, etc. can be arranged by calling **316.858.3920**. Applicable rates will be provided.

Transportation hours:      Monday – Friday      7am – 6pm  
   Saturday                      10am – 5pm

## Art in the Hallways

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When you are planning your move to Larksfield, chances are you have more paintings and other framed artwork than your new apartment home will accommodate. You may select whatever you like for the alcove by your front door and if you have more art, we invite you to share your collection in the hallway near your apartment. Upon approval, the Larksfield Place Art Committee will hang your art, making sure they are hung at the correct height and spacing. Preferred artwork includes original paintings, drawings, mixed media, ceramic, fiber, fine art prints or photographs. Posters and other commercial reproductions will not be accepted.

To contact the Art Committee, please complete a work order at the Front Desk or online and address it to the "Art Committee." If you have art pieces you would like to donate to the Larksfield Place permanent art collection (which will hang along the two miles of hallways throughout the building), you may do so by contacting a member of the committee. You will be given a gift-in-kind receipt for your donation.

# Housekeeping

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**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

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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 linens (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

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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.

## Guidelines for Donating Books to the Library

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Donations are tax deductible; Larksfield Place is a 501 (c)3, not-for-profit organization. Please bring books to be donated to the Business Center office. All donated books become the property of Larksfield Place. Current bestsellers, both fiction and non-fiction, are preferred. Only donate books that were published after the year 2000. No Bibles, coffee table books, travelogues, or dictionaries. Books the Library cannot use will be donated to the Wichita Art Museum, the Wichita Public Library or to Larksfield Place employees. Within a week, you will receive a "gift in kind" receipt for your taxes. *Thank you from the Larksfield Place Library Committee.*

# Dining Services

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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, 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

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**Subject to change – see TV monitors for changes/updates**

### **Larksfield Dining Room**

Lunch: 11:00 am – 2:00 pm (Mon- Sat)

Dinner-to-go: 4:00 pm – 5:00 pm (Mon- Sat)

Dinner: 4:00pm - 7:00pm (Mon- Sun)

### **Courtyard Bistro**

Breakfast: 7am – 2:00pm (Daily)

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

Lunch-Grill: 11am – 2:00pm (Mon- Sat)

### **Larksfield Tavern**

Tavern Hours are Tuesday to Saturday and closed Sunday & Monday, however we will provide drinks any time and day.

Complimentary Happy Hour on Fridays, from 4:00 pm to 5:30 pm.

### **Room Service/To Go Orders**

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

Lunch Deliveries are available 7am - 2 pm. Allow 15-30 min during lunch

Dinner deliveries are available 4:00 - 5:00 pm or 6:30 - 7:00 pm.

**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 4:00 - 5:00 pm.**

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

## Larksfield Place Dining Room

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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

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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 2<sup>nd</sup> 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 300 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. 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 Dining. Meal point plans except for Carte Blanche can be used to cover the cost of catered events.

# Fitness Club

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Rodney Smith, 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 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 **Rodney Smith, Director of Health Promotion** or his 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:

- 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
- Special Events
- Recreation Fitness

The Fitness Club classes and services provided are listed in *Our Larkfield Place Community* Newsletter.

For more information, please call 858-3930.

## Beauty Salon Services

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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 with Style	\$26	Manicure	\$24
Shampoo & Cut (no set)	\$30	Pedicure	\$37
Woman's Cut with Style	\$48	Toenail Trim	\$17
Perm (including cut)	\$71	Fingernail Trim & Clean	\$15
Comb Out	\$9	Waxing	\$13
Men's Haircut	\$17	We offer other services as well.	

## Cox Cable & Information Services

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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 Mail Lounge and Courtyard Bistro.

## A Few Additional Services to Mention

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### **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, stamps and gifts may also be purchased. Market hours are Tuesday, Wednesday, Thursday and Friday from 10 am – 2 pm and on Monday from 11:30 am – 2 pm.

### **Dry Cleaning**

Contact Jeremy for Dry Cleaning services.

### **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 at 858-3904 to donate books, magazines, and newspapers to be shared with others.

### **Mail Services**

U.S. Postal Service mail is delivered to your private mailbox in the Mail Lounge. Stamps may be purchased in the Courtyard. Contact the Communication Center for Mailing & Sending Packages.

### **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.

### **Message Therapy**

Call our Massage Therapist Jenn Thompson at (316) 640-0302.

# Larksfield Place Foundation

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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:

## **LARKSFIELD FUND**

Helps maintain the financial strength and well-being of the community and of all residents.

## **SPECIAL PROJECTS FUND**

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

## **LIFE ENRICHMENT FUND**

Funds for developing and maintaining a strong quality of life. Programs that focus on emotional, intellectual, spiritual, and social wellness.

## **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 Place who have encountered a personal life event.

## **RESIDENT FUND**

Provides opportunity to support initiatives beneficial to residents.

## **FITNESS CENTER FUND**

Supports the activities, programs, 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.

## **\*TUITION ASSISTANCE FUND**







Provides reimbursement to employees for post-secondary education at accredited institutions.

\* = Larksfield Place Corporate Fund

Rock Road

Greenbriar

Assisted Living

	Independent Living
	IL Front Desk
	Welcome Center
	Health Care Center
	Villas
	Assisted Living



29th Street

Independent Living

Lake

Lake

Parking

Parking

Parking

Health Care Center

Gouverneur St.



# LARKSFIELD

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*a community for living*

Independent Living 7373 East 29th St. North :: 316.858.3910

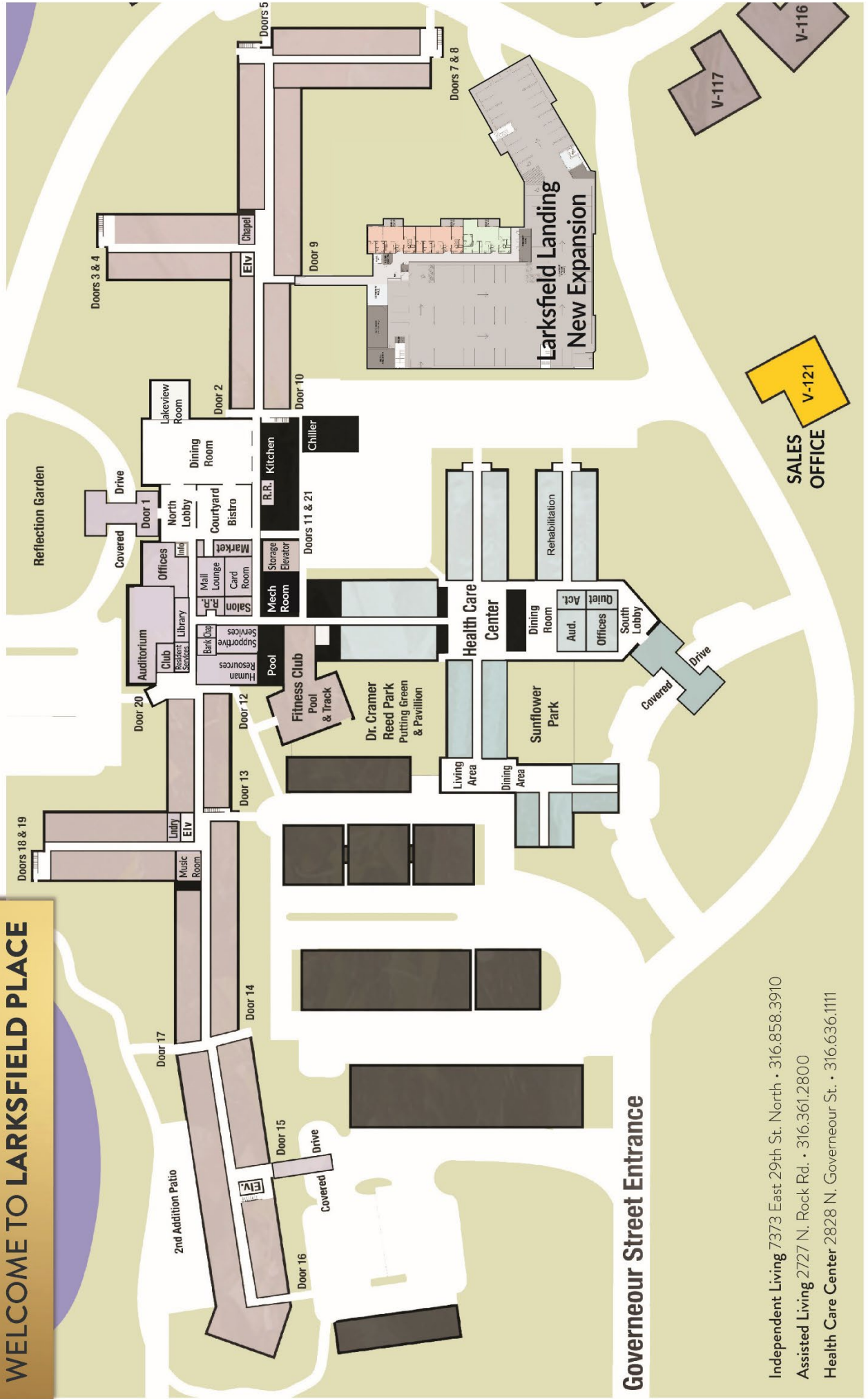
Assisted Living 2727 N. Rock Rd. :: 316.361.2800

Health Care Center 2828 N. Gouverneur St. :: 316.636.1111



# WELCOME TO LARKSFIELD PLACE

29th Street



## Gouverneur Street Entrance

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

# RESIDENT EMERGENCY

Saves time by getting needed professional medical help more quickly.

For non life-threatening emergency, press pendant or call Security.

For life-threatening emergency, call 911 for immediate professional help.

Security Officer alerted.

Press pendant to alert Security. Security will assist ambulance upon arrival to campus.

**REMINDER:** Emergency documents are located inside the cabinet above the sink.

Security proceeds to resident's apartment.

Security will coach or provide light support to resident to sit/stand if possible.

Security arrives.

Security calls 911 if requested or if resident need exceeds light support. Assistance beyond light support may require EMS professionals.

Ambulance arrives and takes resident to the hospital of choice.

Security will alert emergency contact if requested or if resident is transported by EMS.

Security calls emergency contact.

# Notes

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LARKSFIELD

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*a community for living*

**As the premier retirement community of South Central Kansas, we exist to enrich the lives of discerning older adults by providing distinctive lifestyle, health and wellness services.**