

## Incidents of Immediate Danger

Imminent danger to persons or property is a police matter. When appropriate call 911 on the Waupun Senior Center telephone to protect the safety of participants and staff at the Waupun Senior Center.

## First-Aid and Medical Emergencies

All accidents in the Waupun Senior Center must be reported immediately to the Program Director. An AED and First Aid Center are located by the Waupun Senior Center office.

## Inclement Weather Policy

The Waupun Senior Center may close during periods of inclement weather to ensure the safety of the participants and staff using the premises. Announcements of closings will be on AM 1170/103.3 FM and on the Waupun Senior Center Facebook page. Participants are encouraged to use their discretion and to call the Waupun Senior Center before venturing out. Should you reach the answering machine, listen for a message regarding cancellations. Should there not be a message about cancellations, leave your name and number and, if the Waupun Senior Center is open, someone will return your call.

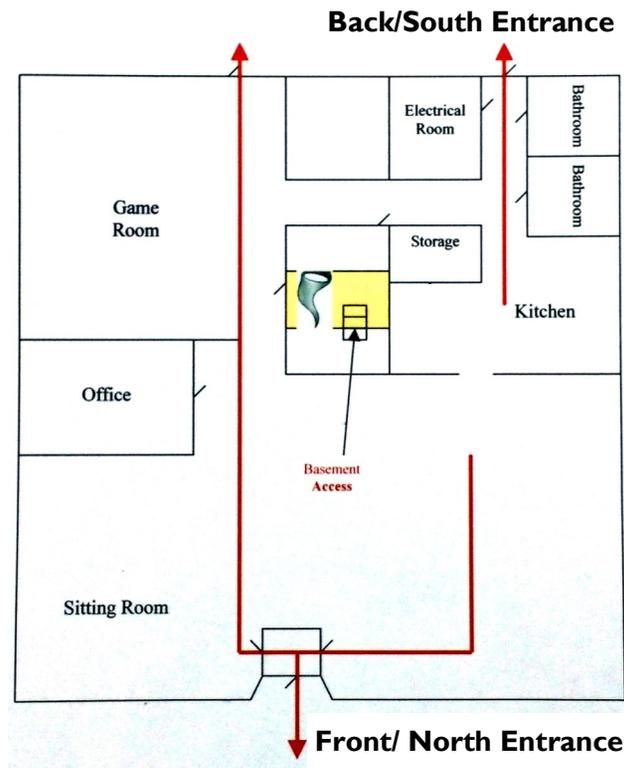
## Severe Weather

If a severe watch is issued while you are at the Waupun Senior Center, you will be made aware of the current weather conditions via announcement. It is your discretion to leave the building. If a severe warning is issued while you are at the Waupun Senior Center. It is your discretion to leave or take Shelter at the Waupun Senior Center. A tornado shelter is located in the basement and interior rooms to take shelter in.

## Fire

All participants must evacuate the building when the fire alarm sounds. Please follow the evacuation routes.

## Evacuation Routes



## Service Animals

Service animals are permitted to accompany an individual with a disability to all areas of the Waupun Senior Center. Non-service animals/pets are not allowed.

## Parking

The Waupun senior Center has limited parking available. Participants are encouraged to carpool or use the Waupun Senior Center's transportation. When the shared parking lot located in the back of the building is full, additional parking is available on Mill Street and Main Street. Note: Street parking is 2 hour parking only. All designated handicapped spaces and parking signs must be obeyed or vehicle may be ticketed or towed at owner's expense. There is additional public parking located at City Hall and at the Waupun Public Library.

# Waupun Senior Center Participant Handbook



301 E. Main Street  
Waupun, WI 53963

(920) 324-7930

[parks@cityofwaupun.org](mailto:parks@cityofwaupun.org)

8:00AM—4:00PM Mondays,  
Wednesdays & Thursdays  
8:00AM—2:00PM Tuesdays & Fridays

## **Participant Handbook**

The Waupun Senior Center provides recreational, social, medical, and educational programs and services to Waupun area residents. The Waupun Senior Center welcomes all senior citizens age 50 and over, and its goal is to be of service. Individuals under age 50 may not utilize the Waupun Senior Center unless otherwise indicated. As guests, individuals can personally help the Waupun Senior Center maintain a warm, positive and safe environment.

The City of Waupun Parks and Recreation Board is the overseeing entity of the Waupun Senior Center. The City of Waupun Parks and Recreation Board approved the Waupun Senior Handbook, and it will take effect as of May 1, 2016.

### **Participants of the Waupun Senior Center Shall:**

- Treat other participants and staff respectfully and courteously.
- Treat others in the same manner you would like to be treated.
- Be considered guests of the facility.
- Do their best to mind their own business and avoid gossip.
- Maintain personal cleanliness and good hygiene.
- Sign in each day when accessing the facility.
- Be responsible for their own personal property.
- Be independent and can care for their own personal needs. Seniors are welcome to bring an attendant or caregiver with them in order to enjoy services and programs.
- Report unusual occurrences, inappropriate behavior, or damages to the Program Director or designee.

## **Conduct Violations**

In keeping with standard definitions of social etiquette, the following will be considered unacceptable behaviors:

- Inconsiderate or discourteous behavior toward Waupun Senior Center participants or staff.
- Inappropriate behavior that disturbs other Waupun Senior Center participants or staff.
- Loud, disruptive, obscene, hateful, or abusive language.
- Racial, religious or sexual harassment of Waupun Senior Center participants or staff.
- Vandalism or littering.
- Violation of smoking ordinances both inside and outside of the building.
- Inappropriate or revealing attire.
- Bullying or taking unfair advantage of any participant.
- Stealing or using supplies or equipment without permission from the Waupun Program Director or designee.
- Inappropriate use of computers.
- Conducting meetings or activities without the permission of the Waupun Program Director or designee.
- Making threats or demonstrating threatening behavior, verbally or in writing, to Waupun Senior Center participants or staff.
- Physical altercations with Waupun Senior Center participants or staff.
- Carrying or concealing any weapons, devices, or objects that may be used as weapons.
- Laying down or sleeping on the furniture.
- Failure to comply with disciplinary actions.
- Other behavior that is deemed inappropriate by the Waupun Program Director or designee.

## **Disciplinary Actions**

### **First Offense –Warning**

- Meet with Program Director to discuss conduct policy.
- Discuss inappropriate behavior and the violation(s) that occurred.
- Make a record of the incident.
- Advise the violator that continued inappropriate behavior may result in suspension from programs or the facility.

### **Second Offense – Suspension**

- Meet with the Program Director to discuss the violation.
- Make a record of the incident.
- Suspend the participant from the program or facility.
- Advise the violator that continued inappropriate behavior may result in expulsion from programs or the facility.

### **Third Offense – Expulsion**

- Meet with the Program Director to discuss the violation.
- Make a record of the incident.
- Expel the participant from the program or facility. No refunds will be issued.

\*\*\*Order of offenses is subject to change under Program Director or designee's discretion.

## **Liability**

There are risks inherent to participation in recreational activities and all participants must come to an understanding to hold harmless the City of Waupun and YMCA of Dodge County, from any and all claims from bodily injury and/or property damage which result from my participation in any and all activities sponsored by the Waupun Senior Center.