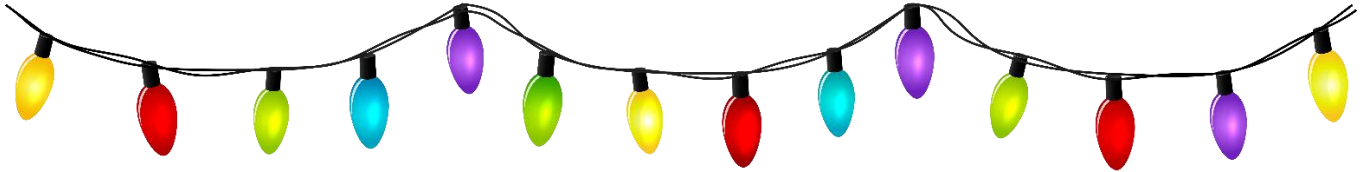


# *“For Your Information”*

(A periodic publication by Sherwood Oaks Executive Director, Annette McPeck)

**December 3, 2018**



## **Postage Stamps**

The holiday season is in full swing and the request for postage stamps is increasing. We do not seem to be able to keep stamps on hand due to residents buying several books at a time. Over the next month, if you would like to purchase more than one book of stamps at a time, we ask that you pick up an orange stamp ordering envelope from the reception desk and place your order directly with the mail carrier. You can do this by filling out the envelope, inserting your payment into the envelope, sealing it and putting it into your locked US mail box. Stamps are usually returned the next business day.

## **Patios and Balconies**

Residents are responsible for the general cleanliness and orderliness of their individual patios and/or balconies. Patios and balconies are not intended nor should they be used for storage purposes. Patios and balconies should be well-kept and free from any accumulation of trash or general clutter. Since winter is upon us, we ask that you store any potted plants and containers. Please, no artificial flowers in planters. If you need assistance, please contact grounds supervisor, Jeff McGaughey, at ext. 8598 or 724-776-8598.

## **Eggnog Party**

This year's Eggnog Party will be held on Friday, December 7 from 4:30 to 6:00 PM in the Card Room, Auditorium, and Lobby. Transportation will be available continuously from 4 to 6:30 PM. The Café will be closed for dinner this evening; however, take-out meals will be available at the Café counter from 5:00 to 7:00 PM. The Main Dining Room will be open for dinner.

## **Birthday Celebration**

Join us on Wednesday, December 12 as we celebrate December birthdays with a “Let it Snow” theme. Due to the popularity of our themed events, we strongly recommend that you make a reservation if you plan to eat dinner in the Main Dining Room this night. Reservations can be made by calling ext. 8234 or 724-776-8234.

## **Chorus Concert**

The Chorus and Handbells will perform their holiday concert, “All is Well”, on Wednesday, December 12 at 7:15 PM in the Auditorium and Card Room.

### **Employee Holiday Party**

The Main Dining Room will be closed for lunch on Thursday, December 13, due to the employee holiday party. The Café will remain open for anyone who wishes to dine in or order a takeout meal at lunchtime. The Main Dining Room and Café will be open during regular hours this evening for dinner.

### **Resident Holiday Party**

This year's resident holiday party will be held on Thursday, December 20 from 4:30 to 6:00 PM in the Auditorium, Card Room and Lobby. The theme is "A Musical Christmas". Transportation will be available continuously from 4 to 6:30 PM. The Café and Main Dining Room will be closed during dinner this day; however, takeout meals will be available at the Café counter from 5:00 to 6:00 PM. Looking forward to seeing you there.

### **Guest Reminders**

This is one of the busiest times of the year for guests to visit and/or stay overnight in the Oak Lodge or in a patio home suite. Here are a few reminders:

- If you are expecting guests, we ask that you call the gate house with a list of names.
  - If a guest shows up unannounced, you will be contacted by phone before they will be permitted access to the campus.
- Sherwood Oaks is a non-smoking campus.
- Children must be supervised while in the lobby and/or swimming pool area.
- Keys to the swimming pool are only permitted to be signed out by a resident.
- Pets must be on a leash and are not permitted in dining areas, the medical office, the Oak Lodge or patio home suites.
- Check in time is 2:00 PM.
- Check out time is no later than 12 Noon.
  - a late fee of \$21.00 + tax will be added to the final bill for late check outs.
- A \$10.50 + tax fee will be charged for changes to guest room reservations made within five days of reservation check in date. (Emergency cancellations are excluded)
- A \$40.00 + tax fee (per room) will be charged to the resident for guests who do not show up for their reservation.
- Credit cards are not accepted at Sherwood Oaks; we accept cash or checks.
- Tipping the staff is not permitted.
- Breakfast vouchers are for guests only.

