



TILL WOODLAND GUEST HOUSE

14 Woodland Road., Lexington, MA 02420
781-302-4700 guesthouse@tillinc.org

WELCOME GUIDE

Introduction

TILL is pleased to announce the availability of weekend and vacation respite with 24-hour support for up to six guests with learning differences, developmental disabilities or autism spectrum disorder. The Woodland Guest House is located in a cozy four-bedroom cape-style home in Lexington, Massachusetts.

The Woodland Guest House emphasizes learning through social/recreational activities where guests enjoy practicing independent living skills, exploring new interests, and working on social skills through exciting activities with peers. We offer growth opportunities through community exploration, learning household tasks, and sharing meals prepared together.

About TILL

Toward Independent Living and Learning, Inc. (TILL) is a not-for-profit human service agency established in 1980, providing a wide range of residential, vocational and clinical supports to individuals and families. We are committed to working with individuals and their families to create meaningful lives, connected to one's community and all that it has to offer.

We realize this mission through individualized residential, vocational, therapeutic and support service opportunities. We pride ourselves on innovation, attention to detail, and on accepting nothing less than excellence in the delivery of our services. We are committed to creating a professional environment that is exciting, dynamic and supports people and their families through all stages of life.

Additional information about TILL, its mission and commitment to excellence can be found at: www.tillinc.org

What Is Respite Care?

Respite Care is the temporary care of a person with a disability for the purpose of offering relief to the family or caregiver. The Woodland Guest House provides respite for family members, allowing them time off from their caregiving responsibilities, confident in the care and supervision provided by our experienced staff.

Our Woodland Guest House offers our weekend guest an opportunity to experience a new setting, practice daily living and community skills, with guidance, and to meet new people and create friendships through fun activities.

What does the Woodland Guest House Provide?

- A safe, friendly, home-like environment
- Experienced staff, trained to provide individualized, quality supports, and make each guest's stay as comfortable as possible
- A variety of recreational and social activities based on the interests of the guests
- Comfortable dining, living and sleeping accommodations
- Assistance with daily living skills as needed
- Healthy meals and snacks (dietary restrictions reviewed individually)
- Laundry and housekeeping
- Transportation to planned recreational activities

Who is Eligible to Stay at the Woodland Guest House?

TILL's Woodland Guest House provides supports to adults (18+) with learning differences, developmental disabilities or autism, who are working on independent living skills. Eligibility is assessed through the registration and intake process to determine if the Woodland Guest House is an appropriate match for the interests, skills and support needs of the prospective guest.

Guests must be able to administer their own medications independently or with minimal prompting. TILL does not provide any assistance with medications. Medications will be locked securely, or guests may bring a lock-box for their medications that can be kept in their bedroom, if they prefer.

Guests need to be independently mobile. This cape-style home is not wheelchair accessible but can accommodate guests who use other types of supportive equipment (walker, cane, etc.) to ambulate independently.

Guests must be able to navigate stairs and evacuate the home within 2.5 minutes with minimal prompting in an emergency, and be safe both inside the home and in public spaces.

Guests pay privately for this service. Public funding from a state agency, which offers the guest flexibility to use their funds to pay for this service, will be considered on a case by case basis.

The Woodland Guest House has common living areas. All guests must be respectful of other guests, their privacy and sharing of common space.

Guests may not have significant behavioral difficulties that may be physically or emotionally dangerous to others or themselves. Behavioral issues will be reviewed on a case by case basis.

Transportation to and from the Woodland Guest House must be arranged by the family or referral source. During the guest's stay, transportation will be provided to activities and events by staff.

When is the Woodland Guest House Available to Guests?

The Woodland Guest House is available every weekend beginning at 5:00 pm on Friday evenings. Weekend guests must check out by 5:00 pm on Sunday evenings.

The home is open 7 days a week during school vacation weeks in Massachusetts, and during the summer months on a prearranged basis to coincide with other camp and summer activity schedules.

How Long or How Often Can Guests Stay at the Woodland Guest House?

Guests must schedule a minimum of 2 nights. We welcome repeat guests on weekends but they will be scheduled based on availability to allow as many people as possible access to the home.

How Do I Make Arrangements to Stay at the Woodland Guest House?

First time users can contact the Woodland Guest House at 781-302-4700 or email guesthouse@tillinc.org to initiate the Intake process. The Application Packet will help us get to know you better.

TILL relies on information provided by guests and family members so we can better understand each person's preferences, what they enjoy doing, and any support needs, dietary restrictions, allergies, or adaptations, etc. Please complete the Application Questionnaire as thoroughly as possible.

In addition, we require a Reference from your primary teacher, supervisor, or support provider at your school or day/employment program. Please provide the person's contact information on our Release of Information form and indicate that you grant permission for the person you have identified to provide information to us.

After receiving the completed Application Questionnaire and Reference, you will be invited to schedule a visit to tour the home with your family member/guardian, meet the staff and answer any questions you may have.

If it is determined that the Woodland Guest House is able to meet your needs, you will receive a Welcome packet with all the information you need to prepare for your first weekend with us, and how to request your preferred dates, etc. Please review all information carefully.

Specific rules regarding medications are in place to ensure everyone's safety and well-being. Releases are required for travel, emergency medical care, safeguarding personal funds, media and supervision.

Requests for stays can be made one to six months in advance. Staff will determine the availability of the dates you request. Scheduling is based upon space availability and peer groupings for that particular period. In a short notice situation, we will accommodate your needs if space is available.

What to Expect at the Woodland Guest House:

TILL's Woodland Guest House is YOUR place for learning and fun! Experienced staff help make your stay comfortable and ensure that everyone's experience is safe, enjoyable and respectful. Enjoy healthy meals and snacks, a comfortable private bedroom, assistance with personal care and exciting recreational experiences around the greater Boston area. Meet new people, connect with old friends, try something new!

What to Bring/What Not to Bring:

Please see suggested packing list for details.

What is the Cost to Stay at the Woodland Guest House?

Our fee of \$290 per night is based on a two-night minimum for weekends or 6-night minimum for vacation stays, and includes:

- Staffing and Supports
- All Meals, both on-site and dining out
- All Activity Expenses (Admissions, fees, supplies)
- Transportation (incl. Public Transportation as appropriate)
- Guests may bring additional spending money for incidentals and purchases if they wish.

How is Payment for Respite Services Made?

All guests using this service must pay for their stay using private funds. Public funding from a state agency, which offers the guest flexibility to use their funds to pay for this service, will be considered on a case by case basis.

Payment must be made in full two weeks prior to the beginning of the stay. Payment can be made by cash, credit card, or Electronic Bank Transfer.

Cancellation Policy

There is no penalty for reservations cancelled at least one week prior to the scheduled booking date. For reservations cancelled with less than one week's notice, TILL will charge a 25% processing fee. There are no refunds for same day cancellations.