



# *Cresset House*

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## **VILLAGER ADMISSION AGREEMENT**

### I N D E X

1. Introduction
2. Conditions of Admittance
3. Compliance with House Rules (annexure 2)
4. Loss or Damage to Property and/or injury to persons
5. Fees (annexure 1)
6. Disability Grants
7. Accommodation
8. Clothing / Equipment etc to be provided
9. Termination of Residence
10. Medical Report and Information (annexure 4 & 5)
11. Medical Care and Expenses
12. Extra Mural Activities
13. Villager Application Questionnaire
14. Declaration by Parents/Guardians
15. Annexures

**Residential and Work Facilities for Adults with Intellectual Disabilities**

Registered as a NPO (Act 71 of 1997) – 003-319 NPO and PBO in terms of the Income Tax Act 1962

## **1. INTRODUCTION**

### **1.1. MISSION:**

To facilitate the highest possible degree of fulfillment achievable, on a financial sustainable basis, for every resident with intellectual disability – both as an individual and as a member of the community.

### **1.2. VISION:**

- Provide care based on the extended family concept in such a way that psychological, health, safety, material and spiritual needs are provided for in a loving and caring atmosphere.
- Ensure a stable, hygienic and stimulating environment.
- Provide meaningful work resulting in a sense of dignity and self worth.

### **1.3 VALUES:**

- Honesty and integrity
- Accountability
- Community Service
- Spiritual values based on Christianity
- Manage the land organically (Green Code)
- Commit to operational and environmental sustainability
- Embracing cultural diversity

### **1.4 STRUCTURE:**

Cresset House is a non profit organization incorporated under article 21 of the Companies Act of 1973. Its members are the parents and guardians of the villagers at Cresset House, who annually elect the Board of Directors which determines policy and guides the overall functioning of the village, with the internal management structures and staff being responsible for the day to day running of the village.

Villagers are accommodated in six residences, each under the care of a house leader, and in some cases house parents, who, with the assistance of co-workers and house assistants, endeavour to create and maintain a homely and family environment.

Occupational and therapeutic activities include handcrafts workshops, baking in the bakery, vegetable gardening, and other agricultural activities.

Funding consists of government grants, disability allowances received by villagers, income generated by the occupational activities, donations, and the fees paid by parents and guardians to Cresset House. The National Lottery Distribution Trust Fund does on occasion contribute towards operational costs and capital expenditures.

## **2. CONDITIONS OF ADMITTANCE**

### **PROBATION:**

- 2.1. After the consideration of an application and the evaluation of the prospective villager, all qualifying applicants are accepted for a trial period of up to six months during which time they will be accommodated at the village and assessed as to their ability to adapt to the village environment and their suitability to be accepted into the community.

- 2.2. A two-week trial visit may be required prior to the commencement of the three month trial period, which can be extended to six months.
- 2.3. Applications for admission will only be considered for persons between the ages of 18 and 55 years.

### **3. COMPLIANCE WITH HOUSE RULES**

In the house in which the villager will reside at Cresset House he/she shall be subject to the rules imposed by his/her house leader. Access by parents/guardians, family and friends must be through the house leader and subject to house rules (which are available on request and as annexure 2).

### **4. LOSS OR DAMAGE TO PROPERTY AND/OR INJURY TO PERSONS**

Although Cresset House will take all necessary precautions to prevent damage of property and/or injury to persons Cresset House will not be responsible for any loss or damage to the property of or injury to any villager during the period of residence at the village, whether such occurrence results from any act or omission on the part of any member of staff or of any other villager or through any other cause whatsoever. The parents/guardians fully indemnify Cresset House, the staff and any other person who may be involved in interaction with and/or care of the villagers, against any possible claims or legal action that could arise from such an occurrence.

### **5. FEES**

- 5.1. **A prescribed fee for the care of each villager is payable monthly in advance to Cresset House by the parents/guardians.** The fees are reviewed from time to time by the Cresset House Board of Directors. *(Refer to attached list of fees – annexure 1)*
- 5.2. It is expected that adequate provision for the continuation of the payment of fees to Cresset House throughout the period of residence of the villager at Cresset House has been made by parents/guardians.
- 5.3. Failure on the part of parents/guardians to regularly meet their financial commitments to Cresset House will lead to possible legal action and/or them being asked to remove their villager from Cresset House. In addition, any legal costs involved will be for the parent/guardian's account.

### **6. DISABILITY GRANTS**

- 6.1. In the case of villagers who are recipients of state disability grants, the collection and administration of such grants would normally be entrusted by parents/guardians to Cresset House.
- 6.2. Where parents/guardians prefer to continue to receive the grants on behalf of the villager, these grants must be paid over to Cresset House monthly.

- 6.3. In cases where villagers do not qualify for a disability grant, or receive a lesser grant, parents/guardians will be required to supplement their fee payments to Cresset House with the amount of such a grant or the amount by which the grant received is less than the normal full disability grant.

**7. ACCOMMODATION TO BE PROVIDED:**

Cresset House will provide single or double furnished accommodation for each villager at the sole discretion of management. Full meals are provided to all villagers.

**8. CLOTHING/EQUIPMENT/ADDITIONAL FURNITURE/LINEN/TOWELS TO BE PROVIDED BY EACH VILLAGER:**

Each villager is to provide all of the items required by him/her under these headings in accordance with house rules. Parents/guardians are to note clause 4 above in particular and are advised to arrange their own insurance cover to cover any possible losses sustained.

**9. TERMINATION OF RESIDENCE**

- 9.1. Villagers may leave the village on one calendar month's written notice being given by their parents/guardians.
- 9.2. Parents/guardians may be asked to remove their villager from the village due to the development of uncontrollable or violent behaviour, or due to a deteriorating medical condition, or to the inability to fit into the village's community life.
- 9.3. Parents/guardians are advised that Cresset House is not geared to cater for villagers who require frail care. Alternative arrangements must therefore be made to accommodate villagers elsewhere once they reach the stage where they require frail care.

**10. MEDICAL REPORT**

A medical report by a qualified medical practitioner on the causes, the nature and the extent of the intellectual disability of the prospective villager, and his/her present state of health, is required to be submitted with the application for admission (as annexure 3). General information for our medical files is to be completed by parents/guardians (annexure 4). Medical information will be handled in a confidential way but absolute confidentiality cannot be guaranteed.

**11. MEDICAL CARE AND EXPENSES**

- 11.1. Parents/guardians will be responsible for the medical and dental expenses of their villagers, including all prescribed and other medications required, during their residence at Cresset House. Parents are advised to arrange appropriate medical aid cover for their villagers to cover these expenses.

- 11.2. If instructed accordingly and authorized to do so, Cresset House will take villagers for check-ups twice a year to a dental surgeon at Halfway House (Midrand).
- 11.3. At present the medical practitioners at the Medical Centre at Halfway House and at Healthworx Carlsworld, are the house doctors to Cresset House. When the need arises, villagers will be taken to these doctors, and their advice will be followed, unless parents/guardians have instructed Cresset House differently in writing, either at the time of submitting an application for admission of a villager or on being advised of the illness of the villager at any time after his/her admission.
- 11.4. For villagers with a medical aid or a hospital plan, the nearest hospital and twenty four hour emergency service to Cresset House, is Carstenhof Clinic and use will be made of this facility in a case of emergency or if hospitalization of a villager is required, unless Cresset House has been instructed differently by the parents/guardians, in writing.
- 11.5. If necessary, and where no medical aid cover is available and where parents/guardians cannot afford the cost of private health care, villagers will be taken to the local clinic and/or state hospital.
- 11.6. In cases where, at the sole discretion of Cresset House, transportation of a villager to and from medical/dental facilities extends beyond a reasonable level, costs of such transportation will be for the account of the parent/guardian as determined by Cresset House.

**12. EXTRA MURAL ACTIVITIES**

Should parents/guardians wish for their villager to participate in any extra mural activities not arranged by Cresset House, all transportation, special clothing/equipment requirements and arrangements with the service provider concerned will be the responsibility of the parent/guardian in consultation with Cresset House. (refer also to clause 4 on page 3).

**13. VILLAGER APPLICATION QUESTIONNAIRE**

**13.1. Particulars of prospective/admitted villager:**

Surname \_\_\_\_\_

First names \_\_\_\_\_

Date of birth \_\_\_\_\_

Full length Photograph

Male/Female \_\_\_\_\_

(attached as annexure 5)

ID number \_\_\_\_\_

**Disability Grant No:** \_\_\_\_\_  
**Nationality:** \_\_\_\_\_  
**Home language:** \_\_\_\_\_  
**Religion:** \_\_\_\_\_

**13.2. Particulars of father or male guardian:**

Full Name \_\_\_\_\_  
ID No \_\_\_\_\_ Occupation \_\_\_\_\_  
Employer/Business \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Home Address \_\_\_\_\_ Work Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel No: (H) \_\_\_\_\_ Tel No: (B) \_\_\_\_\_  
Cell \_\_\_\_\_ E-mail \_\_\_\_\_

**13.3. Particulars of mother or female guardian:**

Full Name \_\_\_\_\_  
ID No \_\_\_\_\_ Occupation \_\_\_\_\_  
Employer/Business \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_

Home Address \_\_\_\_\_ Work Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: (H) \_\_\_\_\_ Tel No: (B) \_\_\_\_\_

Cell \_\_\_\_\_ E-mail \_\_\_\_\_

**13.4. Brothers and/or sisters of prospective/admitted villager:**

Name                      Date of birth                      Address                      Tel No

1.			
2.			
3.			
4.			

**13.5. Other next of kin (name, address and telephone number):**

1. \_\_\_\_\_

2. \_\_\_\_\_

**13.6. Summary of medical information: (Please supply full & detailed information)**

Any special condition(s) requiring care? (Epilepsy, allergies etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach medical report from family medical doctor (as annexure 5) confirming above and other relative issues.

Medication – Prescribed & other: \_\_\_\_\_

\_\_\_\_\_

House Doctor \_\_\_\_\_

Blood Group (if available) \_\_\_\_\_ Medic Alert No: \_\_\_\_\_

Medical Aid and number \_\_\_\_\_

Medical accounts to be sent to: \_\_\_\_\_

**13.7. Instructions regarding medical services:**

If the standard procedures followed by Cresset House are not acceptable to parents and/or guardians then specific instructions need to be given regarding the names of medical practitioners and facilities to be used:

**13.7.1. General practitioner to be referred to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

**13.7.2. Dental surgeon to be referred to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

**13.7.3. Hospital**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Note: The doctor, dentist and hospital must be reasonably accessible to Cresset House in order for it to comply with these specified requirements.

**13.8. Scholastic achievements and schools or training centres attended:**

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**13.9. Any special characteristics, interests and hobbies:**

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**13.10. Any particular/specific behavioral traits?**

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**13.11. General:**

Why do you want your son/daughter/ward to join Cresset House?

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Date: 8 March 2011

**LIST OF FEES PAYABLE IN RESPECT OF EACH VILLAGER**

**(Annexure 1)**

1. For the financial year **1 April 2011 to the 31<sup>st</sup> March 2012** payable monthly in advance (see clause 5 of Admission form) (adjustable annually in general, subject to note 4 below) for Villagers residing at Cresset House.

Monthly contribution:	R3,674.00
VAT 60% x 3 674 x 14%:	<u>R 308.62</u>
Amount payable (excl Disability grant):	R3,982.62
Disability Grant:	<u>R1,140.00</u>
• Total amount payable for residential fees:	<u>R5,122.62 per month</u>
• Day Visitors Full day (including vat):	R1,756.00 per month
• Day Visitors Half day (including vat):	R1,505.00 per month
• 10-Days trial visit (including vat):	R1,710.00
2. Unusual and/or excessive Transport of Villagers to and from Dental / Medical care centers, transport and parking to and from the airport (see clause 11.6 of admission form)	
3. Extra mural activities not arranged by Cresset House (see clause 12 of Admission form)	
4. Notes:	
4.1.	Cresset House reserves the right to adjust the fees referred to under 1 above at any due time during the financial year in question, should unforeseen circumstances arise, by giving parents / guardians 3 calendar months written notice of the application of such adjustment.
4.2.	Should any Villager require special care involving the employment of additional staff, the costs involved will be for the account of the parents / guardians involved, provided that such special care shall be agreed to between the parties prior to implementation.

**Bank details:**

Account Name: Cresset House  
 Bank: Standard Bank  
 Branch: Midrand 00-11-55  
 Account no: 201144468

## Parents/Guardians Guide to Cresset House

### Introduction to Cresset House

Cresset House is situated on 28 acres of land in Midrand, where about 70 people have their home. Adults with intellectual disabilities and 'co-workers' (staff) live as extended families in six large households. Work, leisure time activities, study and spiritual life are shared by all, with the co-workers striving to give the security which allows those with disabilities to live and to experience life as fully as possible.

Work is considered not as a duty but as a basic right. It is offered at Cresset - **in fact we are a working community** - in the houses, the vegetable garden, the tunnels, the bakery and various craft workshops. In the vegetable garden, the tunnels and on the land we follow organic principles and we sell vegetables to various clients in Midrand. Respect and concern for both the land and the environment are an integral part of daily living.

At this stage, income from this work is still small and financial assistance from the government is limited. Cresset's existence depends on the fees paid by the residents' parents, siblings or guardians. Donations from anyone else who is willing to support is always much appreciated.

#### Daily / weekly program and household tasks

##### Monday to Friday

07h00 breakfast  
 08h00 - 12h00 work time  
 12h00 - 14h00 lunch, clearing and washing up, rest hour  
 14h00 - 16h30 work time  
 16h30 - 18h00 extra mural activities, shower/bath  
 18h00 - 19h30 supper, clearing and washing up  
 19h30 evening activities

##### Week ends / Saturday

Morning: Jobs around the house  
 and garden, cooking  
 12h30 Lunch, clearing and washing up,  
 then rest hour  
 15h00 visiting and free time, armchair  
 sport on television

##### Sunday

08h00 Sunday Service  
 breakfast either before or after  
 12h30 lunch, then clearing and washing up  
 and rest hour  
 19h30 communal activity in the hall

#### Weekly Program

**Work** takes place in the various workshops and vegetable garden from Monday to Friday. Meals are shared as house communities. In the evenings, a range of activities~ is offered for everyone, such as Bible study, band practice, art & hobbies, coffee bar, etc.

#### Thursday evening:

Everyone dresses especially neat to mark this as a special event. It is a time set aside where the members of each house get together to listen to and exchange views on the passages from the Bible they have read together in the foregoing week.

#### **Please be aware of this special evening and refrain from phoning between 17h45 and 20h00.**

**Saturday:** In the morning the house communities work together at home while the afternoon is free for visiting, for games and personal hobbies.

**Sunday** begins with a communal Service. The celebration of Christian festivals also represents essential elements of our spiritual life. The rest of the day is for socialising and relaxing. On Sunday evenings we organise a talk, film or some other activity in which the whole community takes part.

**Other:** Groups of co-workers meet throughout the week to discuss various aspects of running the village. A weekly course of study and activities is offered to those volunteers who come for a limited time. A house leader's course is given to the house leaders.

**Household Tasks:** Our houses are the real homes of the villagers and every member of each household must accept a share of the responsibility for keeping the house clean and tidy. This forms an important part of villager's development and self-esteem.

In a therapeutic setting, it is not always **what** we do but the way we do it that counts. We try to teach the villagers the correct way to handle a task and guide them through it from beginning to end.

Throughout the year we organise outings for the community and house outings. For every person we try to make their birthday a special day.

#### **Medical Care:**

Cresset House is not a medical facility. It is a village community modeled on a home environment. The approach to medical problems will be one of common sense, with reference to parents/guardian~ where appropriate, or where thought necessary.

Medication will be administered according to the advice of the relevant medical practitioner.

Cresset House undertakes to transport villagers to Halfway House Medical Centre, the local clinic and District Surgeon and the dentist where and when necessary. *Parents are asked to have all routine doctor and dental check ups done during the holidays wherever possible*

If parents' requirements differ from the above, they should advise Cresset House in writing, prior to the prospective villager joining Cresset House. This would then be discussed and put on record with the relevant house leader and the workshop.

#### **Weekends & Holidays:**

Every first week end of the month is a 'free' week end (as per schedule handed to you annually) and parents/guardians are asked to **fetch their villager on Friday afternoon between 13h30 and 14h30 and return them on Sunday after 16h00 but before 18h00.**

Villagers may be taken out for week ends; however dates and times must be arranged in advance with the respective house leader. The same applies to holidays.

The workshops are closed for 2 weeks over the Christmas period.

#### **Important Rules:**

1. We welcome visitors to the village by pre-arrangement with the house leader concerned.
2. **Please do not visit during working hours neither phone your villager during that time.**
3. **NO Televisions** to be made available for a villager's personal use.
4. For safety reasons only oil-sealed electric heaters are allowed:
5. **NO Pets** are allowed (with the possible exception of a small bird in a portable cage. This only with the consent of the house leader). On free week ends and during holiday time the bird and cage have to go with the villager.
6. **Please respect Thursday evening Bible Evening and do not phone then, neither during mealtimes.**
7. Generally restrict telephone call to once a week and not during meal times.
8. **Respect the free week ends of the staff and do not telephone them during those times.**
9. Supply sufficient, well marked clothing for work, leisure time, and one set for best. Each villager must have a duvet or blanket, pillows, 2/3 towels, 1 swimming towel and two changes for linen. The sheet should be a fitted one (single bed, size 190x90 cm) Curtains are optional.
10. Limit the items in his/her room as overcrowding makes it difficult to keep clean and tidy.
11. Please do not remove any of the villagers' belongings without first telling the house leader.
12. If a villager moves, his/her room has to be left in the condition he/she moved in. The houses / rooms are part of Cresset's assets and have to be looked after.
13. **Please do not send food with your villager to cresset House, as it tends to be in the room and attracts ants and rats. We do not have fridge space in the houses for each and every villager.**
14. **Speed limit at Cresset is 20 km/hr - please keep to it. Also note that the Ring road around the hall and office buildings is a one way – please use it that way.**

#### **Cresset Support Group**

The CSG consists of parents doing fundraising for Cresset House. We appeal to all new parents to join forces with this group.

**Legal and Financial Status of Cresset House**

Cresset house is a Section 21 company. We are recognised as a welfare and valid fundraising organisation having complied with all the relevant government legislation. It is controlled by a board of directors.

Day to day management is conducted by the Chief Executive Officer together with an internal management committee and a full time Social Worker.

At present Cresset House does not employ a full-time fundraiser. Limited funds are raised on an ad hoc basis, and items produced in the workshops, bakery, the garden and tunnels. Cresset House is registered as a PBO in terms of the Income Tax Act and on receipt of all donations a tax receipt is provided. The Company is also BEE Level 4 (four) compliant.

Promotion of Cresset House is not fully realised yet, but is an on-going process. Newspaper articles and word of mouth are the only mediums presently employed to attract support and potential villagers.

**BY ORDER  
MANAGEMENT OF CRESSET HOUSE**

2010-07-13

**House****Annexure 3**

## Daily Program Monday – Friday

Get up in time to be ready for breakfast  
 7h00: Breakfast  
 8h00 – 12h00: Work in the workshops, gardens etc.  
 12h00: Lunch  
 14h00-16h30: Work in the workshops, gardens etc.  
 18h00: Supper

## Saturday Program

Breakfast at a time the house community chooses  
 Then cleaning the house, around the house, work in the garden, cook lunch  
 Lunch  
 Afternoon free to meet with friends, play games, etc.  
 18h00: Supper

## Sunday Program

8h00: Non-denominational Christian service  
 Breakfast  
 Lunch  
 Free time to visit, meet friends etc.  
 18h00: Supper  
 19h30: Communal activities, (talks, hymn practise, meetings etc.)

- After the meals everyone helps with the clearing of the table, washing up etc.
- If you go away for a week end, make sure someone else will do your duties.
- Keep common rooms tidy including your own room.
- Leave the bathroom and toilet in a clean state.
- Respect everybody's bathroom time. Wait till a bathroom is available.
- Do NOT visit in each other's rooms.
- No food to be kept in the room as it attracts ants and rats.
- We have no fridge space for private food stuff; neither can the house leader take responsibility for it.
- The Radio in your room is for you to listen to – not for the rest of the house. Please keep volume down.
- When watching TV – please consult with the rest of the house community on what program to watch
- Visiting:
  - a) Please arrange with the house leader concerned
  - b) No visiting in the work areas unless arranged with the work master
  - c) No items to be added to the villager's room, or removed, without the knowledge of the house leader.
  - d) No pictures or shelves to be put on the walls without permission. No press stick to be used.
  - e) No pets except for a bird in a portable cage. This only with the consent of the house leader. When the villager goes for a week end or holiday, the animal has to go with.
  - f) No phoning during meal or workshops times.
  - g) Please remember, we are a working community, treat your child as a working member of society.
  - h) Respect staff's weekends off and do not phone them or knock on their doors. Speak to alternative staff members.
  - i) Issues pertaining to the house to be kept in the house, the same applies for the work realms. If you have a problem with the house leader or work master go to the person concerned and discuss it.
- Speed limit at Cresset house is 20 km/hr and we have one-way traffic. PLEASE OBSERVE!
- Cell phones – see cell phone policy.
- NO smoking in any Cresset House building by anyone: staff, villagers or family.

**July 2010**

## PERMISSION TO HAVE VILLAGERS IN PHOTOGRAPHS

### Annexure 7

I, \_\_\_\_\_ parent / guardian of

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Do hereby agree / not agree to have his / her photograph taken at Cresset House.

I also agree / not agree that photographs in which he / she appears may be used in any

Media publication and / or brochures.

(Please delete which is not applicable)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return to us as soon as possible.

We have regular publications/brochures of different kinds with photos of the village and villagers and would appreciate your assistance with this permission.

Many Thanks

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Elrina van Schaardenburgh  
CEO