

Dear Oxford Senior Center Member,

There has been some confusion regarding rules and policy at the Oxford Senior Center so in order to clarify any misunderstandings I felt it best to send a letter to everyone so that each member receives a consistent message. Please be sure to read the information presented and retain this letter for future reference.

First and foremost, members **MUST** sign in **upon entering the building**, no exception. If you forgot your scan card you can sign in using your name and phone number. If you lost your scan card, we are happy to issue a replacement. If you need assistance signing in, please ask.

Membership:

Membership is valid from Jan 1 through Dec 31. Renewal period begins as of October 1. Membership fee is \$10 for Oxford residents and \$20 for non-residents. Oxford residents 80 years or older are free (Gold members). Veterans are free regardless of residency.

If you are a Gold member or Veteran and wish to renew your membership you **MUST** call and let us know. Membership renewal is not automatic.

Personal Items:

Please understand the Senior Center is a public building open to the community. We do not have personal lockers or storage space for member usage. If an individual or group wishes to leave any items on site please be sure to coordinate with the Assistant Director or Director what is being left and where it may be stored. We do clean out cabinets and closets and are not responsible for any items lost, stolen or removed.

Newsletters:

Newsletters are sent out via email. Copies are available at the Senior Center for pick up and on the Town website(oxford-ct.gov) for download. All events are posted on our website oxfordseniorcenter.org. We try to have the newsletter completed by the second week of the month prior to allow adequate time for people to sign up for events.

Lunches:

Special menu lunches are generally held on Tuesdays at 12:30 and some Thursdays at 12:00. Menus are posted online and, in the newsletter, along with costs and deadline dates. You must sign up for lunch prior to the deadline date. Deadlines are posted to allow the staff and vendors time to organize and shop for ingredients. Late sign up is based upon availability and may not be accommodated depending on circumstances. Payment is due on sign up. Meals will be held up to 10 minutes past serving time. If you are going to be late, please call ahead and let the staff know.

Hotdog Lunches

Hotdog lunches are most Thursdays at 12:00. In order to reduce waste and plan sufficient amounts of offerings, beginning August 2026 reservation for hotdog lunch will be required. You may call any time during

the week up until 10:00 am on Thursday to reserve your place. Payment is due at lunch time. We will hold your meal for 10 minutes, if you are going to be more than 10 minutes late you must let staff know.

Exercise Classes:

With the exception of Yoga all payments of \$2.00 are due to the front desk prior to the beginning of class. Please be sure to arrive before class begins. Late arrivals are disruptive to all participating and should be avoided.

Free Table:

The free table is for all members to exchange items. Please be sure items left are clean, gently used and in good condition. Do not leave donated items outside of the senior center.

The following items are not allowed at any time: Food items, open cosmetics, supplements and vitamins, and medical equipment. Food items should be donated to the local food banks. There is a RedCross bin at the back of the parking lot for clothing items. There is a board above the free table where you are welcome to post larger items for free or resale.

Trips:

Any trip that is offered through a third-party agency is open to all. You do not need to be a member or resident to participate. Payment is due upon sign up. Please be sure when you sign up to leave a valid phone number printed neatly. We will send out calls prior to the trip with information regarding departure and return times and necessary information. We will not hold the bus for late arrivals and a refund will NOT be issued. You may cancel for a refund up to 30 days in advance.

Transportation:

Transportation is available Monday through Thursday for Oxford residents only. See our specific transportation policy for details.

If you have any questions please call or speak with a front desk staff member, Assistant Director or Director. We'd be happy to answer any question.

Sincerely,

A handwritten signature in black ink that reads "MaryAnn McAuliffe". The script is cursive and fluid, with the first letters of each name being capitalized and prominent.

MaryAnn McAuliffe
Oxford Senior Center Director