





**WALKING KEY:**

**Minimal Walking**



**Some Walking**



**Considerable Walking**





**I ♥ Rhode Island**

**Please note, should you have any questions regarding a trip such as; dietary restrictions, amount of walking involved or bringing a guest, do not hesitate to contact Betsey Anderson, Assistant Director at 268-1596 or [banderson@northkingstown.org](mailto:banderson@northkingstown.org).**

SEPTEMBER 2016

# TRIPS

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# TRIPS

North Kingstown Senior and Human Services Department  
Beechwood, A Center for Life Enrichment

## Policy for Participants on Trips

Updated March 2016

### RESERVATIONS

Each scheduled trip will be advertised in the monthly Senior Center newsletter and in local newspapers. Included is the deadline for making reservations, the minimum or maximum number of participants needed to run the trip and the deposit required to hold the reservation.

### DEPOSITS

1. Reservations are accepted on a first come, first served basis upon receipt of a deposit or full payment for the trip.
2. Deposits can be made in person or by mail.
3. Telephone reservations can be made by calling 268-1596. Reservations will be held for five business days. If the deposit is not received by this deadline, the reservation will be cancelled.
4. If the number reservations does not reach the minimum required, the trip will be cancelled . All payments will be refunded.

### FINAL PAYMENT

Final payment must be received two weeks prior to the scheduled date of the trip or you risk forfeiting the deposit. Participants are responsible for meeting this deadline.

### CANCELLATIONS BY PARTICIPANTS

A cancellation is processed when the participant contacts the Senior Center in person or by calling 268-1596. Deposits will be returned if the cancellation is made before the Balance Due Date.

Refunds will be made based on when the cancellation occurs:

- **At least 7 days** before the trip - **Full Refund**
- **4-6 days** before the trip - **50% Refund**
- **3 or fewer days** before the trip -**No Refund**
- **Full refunds** for cancellations with **6 or fewer days** will be made only if the reserved space can be resold.

### PHYSICAL CAPACITY REQUIREMENTS

Participants are made aware of the degree of physical difficulty (e.g. amount of walking required) when the trip is advertised.

Participants must notify Senior Center staff of any physical limitations that might affect their participation in the trip activities.

### TIPPING POLICY

1. BUS DRIVERS working for the Town of North Kingstown are prohibited from accepting tips.
2. CHARTER BUS DRIVERS: tipping is optional. Trip chaperones will collect tips if offered by participants and present the money to the driver.
3. RESTAURANT WAITSTAFF: The cost of the meal on trips to restaurants includes an 18% gratuity. Further tipping on meals is not necessary.

**\*All trips will depart from Stop & Shop on Ten Rod Road in North Kingstown.**



