

## THE LOGO



## MEANING OF THE LOGO

*The Logo is a meaningful display of the very essence of our mission statement –the setting sun in the backdrop signifies the closing years of life as death approaches marked by calm resignation and trust acceptance.*

*Dry maple leaves are seen strewn all over, reminding us of autumn the fullest and ripest phase in the cycle of seasons.*

*Indeed His hand assuredly rises in promised love which throbs and acts through His instruments.*

*The Daughters of the Cross and its Charism*

*The blazing flames of compassion , care and comfort emanating will invariably touch the lives of these frail, fragile and vulnerable residents with patients gentleness, ever watchful thoughtfulness and tender sympathy so that they feel the Divine abiding and can refill their lamps when the cup of oil is exhausted.*

*Let us encircle their lives with a protective girdle ensuring physical, emotional and spiritual sustenance which they justly deserve.*



## **St. Catherine's Home**

# *Making the Rest of life the Best of life.....*

## **Prologue**

*Home away from home....*

*Dear friends,*

*Thank you for the interest shown in the services offered by St. Catherine's Charitable Trust. At St. Catherine's we have adopted a policy to love one another regardless of economic, social and cultural differences.*

*We sincerely hope that you will get an insight into our vision and mission by reading our prospectus. We also invite you, to come and visit us to get a look and feel of our mission, and our passion.*

*In today's busy world, we care for our senior citizens with a gentle touch, a soft word and with much love. In pursuit to achieve this goal we strive to provide our senior citizens a newly adopted family with an atmosphere that has a positive attitude.*

*With best wishes and compliments!!*

*(Name of the person)*

*Chief Functionary,  
St. Catherine's Home, Kolkata, West Bengal, India.*



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## **Autumn of life:**

*Autumn is a second spring when every leaf is a flower. Ageing is part of life's cycle. Though we resign to the fact that all of us will advance in age, there are many positive ways to get there!*

*Just as two individuals are not identical, there are no identical ways of ageing. We want to age gracefully, actively and believe that we are, and will continue to be an asset to others. Our experience is invaluable and we can share our life experiences with the young, with the inexperienced and with anyone that will spend time with us.*



## **St. Catherine Home**

*The concept of a home for senior citizens is a matrix of facilities and recreational activities under one umbrella. St. Catherine's Home is a small service provided to elderly to uphold their dignity and esteem with care, comfort and compassion. A selfless service to our residents do not end by feeding, clothing and giving them the medication, these are material wants that are satiated with material goods that can be procured in any market or mall. It is about being sensitive to one and all, to give them an ear, and to provide them with their need with love. It is about giving back a little more to life than what we have got from it. We believe that the Lord is working through us, we are only the instruments. It is about serving God through service to humanity- Whatsoever you do to the least of my brother, you do unto me!*

## **History:**

*Over a century ago, the Daughters of the Cross-constructed St. Catherine's Home-, a home away from home. the sisters focussed their attention on the care of senior citizens. -*

*The natural elements took its toll on the century old building, and the need of the hour was to demolish it. In its place is a new, airy and modern facility equipped with elevators, state-of-the-art kitchens, and fire-fighting equipment.*

**Thank you note:**

*The Daughters of Cross thank you for your generous support. Drop into the homes at a convenient hour, and we will be delighted to take you on a tour of the place. We pledge our best efforts in continuing our service. Please accept our warmest heartfelt thanks.*

**Vision:**

*Making the Rest of life, the Best of life...*

**Mission:**

*St. Catherine Home provides a home to persons in their advanced years by replacing the walls of burden, loneliness, tensions and illness with those of love, respect, care, comfort and companionship. Emotional, psychological and spiritual accompaniment of our elders is our motto.*

**Mode of life:**

- *Comprehensive housing services are available to all residents in any of the following three types of accommodation (subject to availability)*
  1. *Single room with bath & toilet attached.*
  2. *Room with attached bath & toilet, for double occupancy.*
  3. *Room with attached bath & toilet, for four-bed occupancy.*
- *To maintain a pleasant ambience- the residents should live amicably, respecting their fellow inmates, and the people that care for them. They may voluntarily engage in Yoga, small jobs / tasks for the Home / Trust to keep busy and active.*
- *To cultivate and develop amity and unity among themselves, the residents are required to extend a helping hand and participate in Home activities according to their capacity and capability. Since coexistence is the basic spirit in the Home therefore, they shall co - operate with one other and participate in activities of their interest, meals and daily worship.*
- *Punctuality must be maintained so that the hired help and volunteers can go about their work in a systematic and organized manner. Meal times are to be strictly adhered to, and consumed in the pantry so as to limit and control the spread of pests and vermin.*
- *It will be the responsibility of one and all, to keep the accommodation allotted, and the immediate surroundings, neat and tidy. Simultaneously, it will also be the responsibility of every resident to keep the premises clean, healthy and pleasant. The Management will look after the general cleanliness of the campus as well as maintenance of residents' rooms including common facilities and amenities. Sweet wrappers, used ice cream cups and cartons attract ants and cockroaches- please dispose of them in the receptacles placed for this purpose.*
- *This is your home and inmates are requested to use the accommodation and campus (including the common facilities and amenities) with utmost care, so as to avoid any loss, breakage or damage. In event of occurrence of any loss, breakage, damage etc. due to*



*negligence and /or misuse by a resident and/or her visitor(s), the cost of repairs and/ or replacement must be made good by the resident.*

- *Smoking, consumption of alcohol, tobacco or betel chewing and gambling is strictly prohibited.*
- *Due to fire hazard, cooking in the rooms is not. Inmates confined to their beds and/or residents with special medical conditions will be fed in their rooms, by the attendants.*
- *Installation of Air Conditioner, fridge, television set or other electronic gadgets in the room, is permitted with prior written approval from the office. Once permission is obtained, the installation will be carried out by a certified technician at the inmates cost. Needless to add, any damage/alteration to infrastructure in the course of the 2 installation will also be borne by the inmate.*
- *No resident shall be allowed to run a business from the Home, or use the address of the premises to obtain any license or permission to do so.*
- *Personal mobile phones are allowed. There is only one land-line phone in the office and is for official purposes only. Incoming calls will be allowed during a stipulated time.*
- *The Home reserves with it every right to dismiss an inmate(s) who indulges/indulge in serious acts of indiscipline, misbehaviour and/ or any other immoral act(s) that disturb the peaceful and congenial atmosphere or pollutes the atmosphere of coexistence of the Home. In this case one month notice will be given to the responsible person/ relatives. A Board meeting will be held and the decision of the Board will be final.*
- *The rooms will be allotted on the principle of first come first serve basis.*

#### ***Facilities:***

*St. Catherine's Home is a residential home.*

- *A furnished room with some essential facilities will be provided for the common use in the recreational room, dining hall, pantry and library.*
- *Breakfast, lunch, evening tea along with snacks and dinner, will be provided.*
- *The basic medical assistance will be provided. Expense for medicines, laboratory tests and hospitalization must be borne by the residents and/or the next of kin/ Guardian. As situation arises, the services of a qualified medical practitioner(s) will be made available to the residents at the Home itself.*
- *Facilities such as Pharmacy charges, Laboratory charges and Toiletries Kit & Other Expenses to be bear by the resident on her own.*
- *In case if serious illness or accident resident will be hospitalised, and relatives of the elderly (whose details have been provided by her in the application form) will be informed, as early as possible. If the relatives or guarantor of the resident want to shift her for treatment to private hospital, they may do so at their cost.*
- *The recreational facilities like T.V., Library & Reading room, Games like Carom, Cards, etc. are available.*
- *Occasionally picnic and parties are arranged*
- *Musical, cultural and festive programmes will be organised periodically. Further details are available at the office.*
- *St. Catherine's Home also provides the facilities like Guestrooms for short term stay for the visiting guests. Details of Guestroom available at the office.*
- *A daily mass/prayer services and other prayer sessions are offered in the chapel on the ground floor. Resident may also sit on the balcony (entrance on first floor) and attend the mass if they are not able to come down.*





***Eligibility Criteria:***

*Senior ladies, who have celebrated their 60<sup>th</sup> birthday, are eligible for admission in St. Catherine's Home. It is important that residents walk into the facility on their own free will. Anyone suffering from an infectious disease, or involved in a criminal case or addicted to liquor or psychotropic substances; drugs etc. are not eligible for admission in St. Catherine's home.*

***Leaving St. Catherine's Home:*** Two months' Notice should be given in advance.

***Admission Process:***

- *Any person desirous of becoming a resident of St. Catherine Home will be admitted on approval of St. Catherine's Charitable Trust.*
- *Any person desirous of becoming resident at the Home have to apply on the prescribed form along with required documentation.*
- *Every applicant applying for admission to Home shall appear for a personal interview jointly held by the Trustees / Admission Committee to assess the eligibility at the time of admission. A medical test may be requested if needed.*
- *The authorities of the Home may refuse admission to any applicant whose character or antecedents are not satisfactory or for any other reasons which the authorities deem fit.*
- *Any resident who has obtained admission by means of false representation of any kind or who may be found indulged in indiscipline / misconduct shall be dismissed from the Home.*

***Documents for admission:***

1. *Admission form: Mentioning Name, date of birth, sex, mother tongue, religion and marital status.*
2. *Three photographs of the person seeking admission, duly signed by two local guarantors with under takings from preferably two close relatives if any.*
3. *Identity proof: Aadhar card/ Pan card/ Voter ID Proof of the resident.*
4. *Address proof of the inmate/relative.*
5. *Income proof of the inmate/person responsible for payment showing the monthly / annual income.*
6. *Consent form for the admission to St. Catherine Home by Next of Kin.*
7. *Medical certificate by the doctor of the St. Catherine's Home after the completion of few medical tests.*
8. *List of the personal belongings of the residents.*
9. *Bank details of the Bank in which the resident/guardian has a Bank account.*

***Residency Plan:***

***Total bed capacity:*** 120 beds

***Types of Accommodation Available:***

- *Single Occupancy: Single Person occupying 1 Room*
- *Twin sharing: 2 persons sharing 1 Room*



- Quad Sharing: 4 persons sharing 1 Room

**Terms & conditions:**

1. Cost of the prospectus: Rs.300/-
2. Registration fee: Rs.500/-
3. Admission fee
4. Security Deposit:

Sr. No.	After completion of year	Refundable	Non refundable
1	One year	80%	20%
2	Two	60%	40%
3	Three year	40%	60%
4	Four year	20%	80%
5	Five year onwards	Non refundable	NA

5. Admission fee: This includes professional fees of the legal advisor, cost of stamp papers and other administrative charges. This is one time and non-refundable fees.
6. Monthly charges: This includes accommodation, food, housekeeping services and Daily consultation of the family doctor of the home.
7. Facilities available on extra payment as mentioned below:
8. Other facilities like Laundry services, Daily extra food requirements, Haircut services individual newspaper will also be made available as per the requirements.. These will be charged accordingly.

**Rules & Regulations:**

- To maintain a pleasant ambience- the residents should live amicably, respecting their fellow inmates, and the people that care for them.
- They may voluntarily engage in small tasks for the Home / Trust to keep themselves busy and active.
- To cultivate and develop amity and unity among themselves, the residents are required to extend a helping hand and participate in Home activities according to their capacity and capability. Since coexistence is the basic spirit in the Home therefore, they shall co-operate with one other and participate in activities of their interest, meals and daily worship.
- Punctuality must be maintained so that the hired help and volunteers can go about their work in a systematic and organized manner. Meal times are to be strictly adhered to, and consumed in the dining hall so as to limit and control the spread of pests and vermin.
- It will be the responsibility of one and all, to keep the accommodation allotted, and the immediate surroundings, neat and tidy. Simultaneously, it will also be the



*responsibility of every resident to keep the premises clean, healthy and pleasant. The Management will look after the general cleanliness of the campus as well as maintenance of residents' rooms including common facilities and amenities.*

- *This is your home and inmates are requested to use the accommodation and campus (including the common facilities and amenities) with utmost care, so as to avoid any loss, breakage or damage. In event of occurrence of any loss, breakage, damage etc. due to negligence and /or misuse by a resident and/or her visitor(s), the cost of repairs and/ or replacement must be made good by the resident.*
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### *St. Catherine's Home run by Daughters of Cross*

*Contact us:*

*Address: 68, Diamond Harbour Road, Khidirpur, Kolkata - 700023, St. Vincent's Home*

*St Paul's Boarding and Day School Campus*

*Email Id: stcatherines2016@gmail.com*

*Contact no. 033-24495372*

*Web site:*



