

October 24, 2025

Dear Residents, Families & Staff:

With the holidays approaching, we want to remind all residents, staff, families, and visitors of the Dunwoody Village policy on tipping and gifts. The Dunwoody Village Code of Conduct, Employee Handbook, and Resident Handbook prohibit any unauthorized favor, gift, gratuity, or loan of money from a resident. There should never be any financial interaction or agreements taking place between residents and staff, nor should a resident ever ask a staff member to serve as a witness to financial documents or witness notary services. (The only exception is if there is a blood relation between a resident and staff member and this is disclosed to administration at time of admission/move-in). Examples of non-compliance include asking an employee to witness a will or other financial document or for a resident to purchase anything for an employee, even if the employee pays them back (or vice versa where an employee purchases an item for a resident). If you need further guidance, employees may contact Human Resources and residents may contact Administration. Residents and families acknowledge the wonderful work of our dedicated Dunwoody team through their generous contributions to the Employee Appreciation Fund twice a year. Current contributions will be distributed to the staff at the Holiday Party in December. It is always a highlight of the celebration and greatly appreciated by the Dunwoody staff!

Recruitment Initiatives

On 10/22/2025 HR attended the annual fall job fair at Delaware County Community College. This is one of the largest fairs in our immediate area. Along with interviewing many potential employees, we are planning to explore a partnership with the college's culinary program. More details to follow. We are pleased to announce that 14 applicants have accepted various positions within the organization -- positions ranging from a security officer to a nurse to certified nursing assistants.

Upcoming Job Fairs: On campus job fairs are being planned for the following dates:

- Wednesday 11/05/2025, Thursday 11/06/2025, Thursday 11/13/2025

Employee Retirement Plan Meetings on Wednesday 10/29/2025

Employees who participate in Dunwoody Village's 403b retirement plan are reminded that Jack McDonald from JKJ will be on site for meetings on Wednesday 10/29/2025 at 7:30AM, 10AM, and 2PM. Jack visits two times each year to provide updates on our plan, the state of the market, and to answer any questions participants may have about their plans. Participants are strongly encouraged to attend one of the sessions!

COVID Vaccine Clinic

Residents who signed up to receive a Covid booster on Tuesday, October 28th had an envelope delivered to their residential unit this past week. The envelope included a consent form and a schedule of what time their section should come for their vaccine. Please arrive with the consent form completed to help make the schedule move quickly. Please wear a short-sleeved shirt and be mindful that you will have to remain in Health and Wellness for a 15-minute observation period. The staff enjoy these clinic days, and we hope to make it as pleasant as possible for all.

Halloween

Halloween Trick or Treating will take place in the Care Center beginning at 10am on Halloween morning!

Residents are invited to join us for a Spooktacular Halloween Bash on Friday, October 31st, 2025, from 5PM – 6:30 PM.

- Food Stations filled with festive bites will be positioned throughout the Lobby.
- Seating will be available in the Fox Den, Auditorium, and Hearthside—perfect for gathering with friends.
- Bars will be located in the Lobby, Auditorium, and Fox Den for your enjoyment.
- Please note: The Fox Den and Hearthside menus will not be available on this evening.
- Takeout will not be offered, and no to-go containers will be permitted.
- Guests are not permitted at this event—this spooky celebration is just for residents!
- For residents requiring meal delivery, orders must be placed from the Delivery Menu by 2:00 PM on Halloween to ensure timely service. Delivery menus will be posted on Touch-town.

Dress in your Halloween best and come ready for a Fangtastic night of food, fun, and festive cheer!

Thanksgiving Day Dining

All residents are invited to join us for Thanksgiving Brunch on Thursday, November 27th in the Auditorium with seating times at 11:30 a.m. and 12:30 p.m. Fox Den and Hearthside will be closed on Thanksgiving Day.

Guidelines for Residential Residents:

- Reservations are required for both dining and take-out through your Full-Count account.
- One reservation per unit/residence
- Up to 4 guests per unit; maximum party size: 6 people (including residents)
- Residents must be present at their reserved time
- Cost: 25 points per resident; Guest Pricing: \$30 per adult | \$15 per child (ages 5–12)
- Take-Out Pick-Up: 11:15 a.m.
- Payment: Credit card or charge to resident account (points may not be used for guests).

Guidelines for Care Center Residents & Families

- Please call Dining Services at 610-937-4201 to make a reservation.
- Seating Times: 11:30 a.m. & 12:30 p.m.
- Maximum Party Size: 6 (including residents)
- Resident meals are included; Guest Pricing: \$30 adults | \$15 children (ages 5–12)
- Payment: Credit card only on Thanksgiving Day

To ensure the comfort and safety of all residents, please communicate any special dietary needs when making your reservation. If a resident follows a physician-ordered or modified diet (such as pureed, mechanical soft, or diabetic), the Dining Services team will prepare an appropriate meal. **Important note:** Family members or caregivers must be present to help residents who require assistance with meals, mobility or transfers. Additionally, residents and families should notify the Care Center nursing team in advance if a resident plans to attend the Thanksgiving meal in the Auditorium.

Massage Winners

Congratulations! Winners of a free half-hour massage are listed below. Call 610-933-4444 to schedule.

- Luz Diaz
- Jay Pennypacker
- Carolyn Singer
- Alfred Karmo

Erika Martin, Ciao Bella Salon & Spa's licensed massage therapist will be part of the Ciao Bella Salon & Spa team who will be here at our "Bubbles, Bites & Beauty" salon & spa **Grand Opening on November 12th** starting at 3:00 pm in the Lobby. Enjoy light refreshments, take another chance on free services, and a complementary chair massage (first come-first served). The Ciao Bella team will also provide a guided tour of the hair salon & massage studio. Explore the space and discover Ciao Bella's services!

Listening Sessions

Listening sessions will be scheduled every month in the Fox Den moving forward. This will give an opportunity to receive timely information (and dispel rumors!). I will be accompanied by a member of the Leadership team at each meeting. More information to follow in future memos.

On Tuesday, residents had questions about WorxHub (other than going through Touchtown) for maintenance tickets and how to receive email acknowledgement that the request was accepted. We will provide instructions and brief workshops, if necessary, to educate residents on how to use this technology.

Additionally, it was shared that Chef Nii Tagoe will be joining us next week as an Interim Executive Chef and that Culinesse will be partnering with us for 3 months (November through January) to help Julia and the dining team to enhance services and operations.

Best regards,
Maureen