

Clay Center Housing December 2018

Office Hours:

10 AM—4 PM Monday—Friday

Afternoons By Appointment ONLY

ONLY during window hours— Tuesday & Friday from 9 AM to Noon— may tenants purchase stamps, get change, and pay rent in person. Checks and money orders may be placed in the drop box slot on the office door. Newsletters and statements are available at the office the last week of each month, after the 25th. **Each household is responsible for picking up the newsletter and READING the information provided.**

When needing to speak with John or Kimberley, **please call before coming to the office**, to verify that they are available. As always, if no one is available, leave a message and someone will return your call. Please make arrangements to pickup packages between 10 AM and 4 PM Monday thru Friday.

If you have a lock-out, call 785-632-2100 or come to the office. Only in the evenings or on weekends, if you have an emergency, should you call 785-447-9352. For a work order, **CALL THE OFFICE, NOT** the emergency number. It is NOT necessary to come to the office, just call. Leave a message stating unit number, nature of problem and whether maintenance has permission to enter. Your needs will be addressed as soon as possible in the order of urgency.

330 West court Street, Clay Center, KS

Telephone: 785-632-2100 Fax: 785-632-6363

Website: claycenterhousing.com

Like us on Facebook!

KS Relay Center TDD 800-766-3777



Enjoy a Safe Holiday Season

Holiday safety is an issue that burns brightest from late November to mid-January, when families gather, parties are scheduled and travel spikes. Take some basic precautions to ensure your family remains safe and injury-free throughout the season.

Traveling for the Holidays? Be Prepared

Many people choose to travel during the holidays by automobile, with the highest fatality rate of any major form of transportation. In 2015, 355 people died on New Year's Day, 386 on Thanksgiving Day and 273 on Christmas Day, according to *Injury Facts 2017*. Alcohol-impaired fatalities represent about one-third of the totals.

- Use a designated driver to ensure guests make it home safely after a holiday party; alcohol, over-the-counter or illegal drugs all cause impairment
- Make sure every person in the vehicle is properly buckled up no matter how long or short the distance traveled.
- Put that cell phone away; many distractions can occur while driving, but cell phones are the main culprit
- Properly maintain the vehicle and keep an emergency kit with you
- Be prepared for heavy traffic, and possibly heavy snow

Even Angel Hair can Hurt

Decorating is one of the best ways to get in a holiday mood, but emergency rooms see thousands of injuries involving holiday decorating every season.

- "Angel hair," made from spun glass, can irritate your eyes and skin; always wear gloves or substitute non-flammable cotton
- Spraying artificial snow can irritate your lungs if inhaled; follow directions carefully
- Decorate the tree with your kids in mind; move ornaments that are breakable or have metal hooks toward the top
- Always use the proper step ladder; don't stand on chairs or other furniture
- Lights are among the best parts of holiday decorating; make sure there are no exposed or frayed wires, loose connections or broken sockets, and don't overload your electrical circuits
- Plants can spruce up your holiday decorating, but keep those that may be poisonous (including some Poinsettias) out of reach of children or pets; the national Poison Control Center can be reached at (800) 222-1222
- Make sure paths are clear so no one trips on wrapping paper, decorations, toys, etc.; NSC provides tips for older adults on slip, trip and fall protection

It's Better to Give Safely

We've all heard it's important when choosing toys for infants or small children to avoid small parts that might prove to be a choking hazard. Here are some additional gift-related safety tips:

- Select gifts for older adults that are not heavy or awkward to handle
- Be aware of dangers associated with coin lithium batteries; of particular concern is the ingestion of button batteries
- For answers to more of your holiday toy safety questions, check out the Consumer Product Safety Commission blog. See which toys have been recalled.

Don't Give the Gift of Food Poisoning


The U.S. Department of Health and Human Services provides some holiday food safety tips. Here are a few:

- Do not rinse raw meat and poultry before cooking
- Use a food thermometer to make sure meat is cooked to a safe temperature
- Refrigerate food within two hours
- Thanksgiving leftovers are safe for four days in the refrigerator
- Bring sauces, soups and gravies to a rolling boil when reheating
- When storing turkey, cut the leftovers in small pieces so they will chill quickly
- Wash your hands frequently when handling food

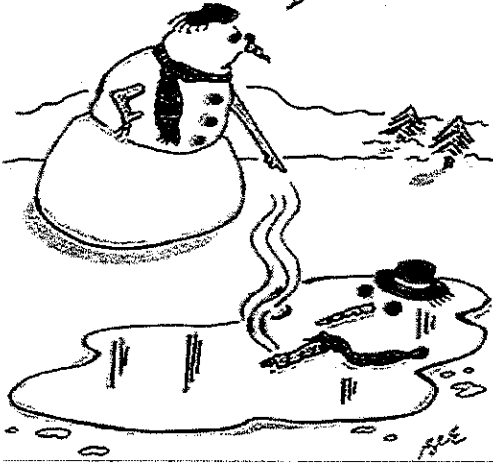
The 12 DAYS of SAFETY

- Never use lighted candles near trees or boughs
- Keep poisonous plants out of reach of children and pets
- Keep trees away from fireplaces, radiators, and other heat sources
- Make sure your tree has a stable platform
- Choose an artificial tree that is labeled fire resistant
- If using a natural tree, make sure it is well watered
- Check holiday lights for fraying, bare spots, gaps in the insulation or excessive kinking in the wire
- Turn off all tree lights and decorations when not in use
- When putting up decorations, use a step stool or ladder to reach high places
- Designate a sober driver
- When preparing a meal, wash hands, utensils, sink and anything else that touches raw meat
- Reheat leftovers to at least 165°F

Happy Holidays

 nsc.org

I TOLD YOU
CIGARS WERE
BAD FOR YOU!



"There's one Christmas carol that's suitable for my voice. The one where the dogs bark Jingle Bells."

Holidays

BY HENRY WADSWORTH LONGFELLOW

The holiest of all holidays are those
Kept by ourselves in silence and apart;
The secret anniversaries of the heart,
When the full river of feeling overflows;--
The happy days unclouded to their close;
The sudden joys that out of darkness start
As flames from ashes; swift desires that dart
Like swallows singing down each wind that blows!
White as the gleam of a receding sail,
White as a cloud that floats and fades in air,
White as the whitest lily on a stream,
These tender memories are;--a fairy tale
Of some enchanted land we know not where,
But lovely as a landscape in a dream.

DECEMBER



Christmas Word Search

Level 4



G L E T W C R S T O C K I N G
Y I P I D A E R B R E G N I G
A C O V T R P Y A E C E F F U
R E A S L E Q I X O C T A P Z
E M I R Y H A U D P S A J O N
S E A P O B E T H L E H E M I
N R U L O L D O N T F O S P U
A R L S L E I G H A A S U D O
M Y N O K L T T O Y S I S H R
W C E N E M E S I W F E T A N
O B M K A J L O Z Y E G V M A
N E R N O L U H M G O T E L M
S O G I E O Y D N A C X O N E
V E R B I J O T H U W B K A N
R E E D N I E R Q C A E E R T
L O O C H R I S T M A S T I



- | | | |
|----------------|--------------|--------------|
| 1. Bells | 9. Holly | 17. Sleigh |
| 2. Bethlehem | 10. Jesus | 18. Snowman |
| 3. Candy | 11. Manger | 19. Star |
| 4. Carol | 12. Merry | 20. Stocking |
| 5. Christmas | 13. Ornament | 21. Toys |
| 6. Elves | 14. Peace | 22. Tree |
| 7. Gifts | 15. Reindeer | 23. Wisemen |
| 8. Gingerbread | 16. Santa | 24. Yuletide |

TENANT NOTICES

OFFICE HOURS: Monday - Friday 10 AM to 4 PM - The addition of a part-time position has allowed us to extend the office hours. You still need an appointment to see John or Kim. **Window hours have NOT changed - Tuesday & Friday mornings only, from 9 AM to Noon.** You still need to wait till window days to buy stamps, get change or pay rent in person.

APOLLO FURANCE FILTERS - Filters will be changed at Apollo on Monday December 3rd.

APOLLO ELEVATORS - In January Thyssenkrupp Elevator Corp. will begin the updates, starting with the small elevator.

SMOKING - There is absolutely NO SMOKING allowed in any housing building and **only in designated areas outside.** This is not a new policy but part of every lease and is discussed with each new resident. Our No Smoking policy was implemented April 1, 2009.

The Smoke-Free Housing rule from HUD has an effective date of February 3, 2017. The rule prohibits smoking in all outdoor areas within 25 ft. of housing and administrative office buildings, or to the property boundary where less than 25 ft. This 25-foot perimeter includes balconies, porches, decks, and any outdoor space within 25 ft. Providing designated smoking areas is NOT required and where implemented, DSAs are strictly enforced. This 25-foot rule goes beyond the Kansas law of 10 ft from any door, window or intake vent. There is no "right" to smoke in a rental home, and smokers are not a protected sub-class under anti-discrimination laws. Please remind all visitors of our no smoking policy, per your lease, you are responsible for the actions of your guests.

INSECT INFESTATION - It is the responsibility of each tenant, per the lease, to notify the housing office if an insect problem develops. Issues with roaches, bedbugs, etc. are all preventable and correctable. To prevent a building wide problem, housing staff must be made aware immediately of any issues.

PET OWNERS - This is a friendly reminder: When in any common areas of any housing building or outside on the grounds, your pet must be on a leash and under your control. Failure to follow this policy can get you a 14-30 notice for a lease violation.

RECYCLING BINS - In the northeast corner of the Apollo parking lot we have several bins for tenants to place recyclable items. The cage outside the fence is for cardboard ONLY Please break down all boxes. There is a label on each bin as to what should be placed inside the individual containers. You must sort your items before placing anything in the bins. These bins are NOT for trash, only clean recyclables.

PARKVIEW COMMON AREAS - Everyone who has decorations, pictures and furniture in any of the common areas and hallways needs to be making plans to remove all of it. This is a heads-up as we prepare for the rehab/remodeling that will take place next spring. Anything we have to deal with will be disposed of at owners expense.

TENANT ASSOCIATION ACTIVITES

COFFEE HOUR - Monday, Wednesday, Friday at 9:45.AM in the Apollo Towers Community Room. **Coffee is 25¢ a cup.**

POTLUCK - Join your fellow tenants at 6 PM Friday December 14th in the Apollo Community Room for some shared food, fun and friendship. Potluck is the second Friday of each month.

HOLIDAY PARTY - Join us for an enjoyable evening December 21st at 6:30 PM in the Apollo Towers Community Room. There will be holiday music, a skit and snacks.

NEEDLEWORK CLASSES - Shirley Murray will be in the Apollo Towers Community Room at 10:30 every Tuesday morning for anyone with questions or needing help.

BINGO - Every Tuesday at 1:30 PM in Apollo Towers community room.

There will be **NO** bingo or needlework on the 25th.



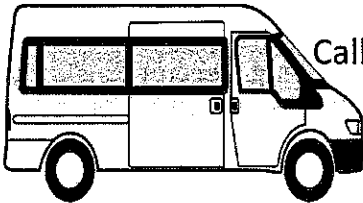
The office will be closed Christmas Eve, Christmas Day & New Years' Day. There will be no maintenance nor cleaning staff available these days either. If you have an emergency please call the housing cell at 785.447.9352.

Apollo furnace filters will be changed Monday December 3rd.

SPRAY DAY - All units at Parkview & Tolin will be sprayed Wednesday December 12th starting around 7:30 AM. Spray day is the second Wednesday of each month, Apollo in the odd months, Parkview & Tolin the even. We **WILL** spray every unit whether you are home or not. This is part of your lease.

FRIENDSHIP MEALS—For information or questions please call the Nutrition Office at 785-632-5767. The nutrition office is moving to the room across the hall from maintenance.

GENERAL PUBLIC TRANSPORTATION MINI-BUS



Call 785-632-2447 and schedule your ride today!

Beauty Shop—Arlene Stewart
Located on first floor of Apollo Towers
by the community room.
For an appointment call 785-630-0742

