



Appendix 25

HEAD COVERING AND WIG PROGRAM

POLICY:

SCCR have a wide variety of head coverings and wigs available for the patrons of SCCR.

Head coverings which include hats, toques, scarves, caps are available at no cost to clients of SCCR.

The wigs in the wig program are received through direct donations of same as well as many wigs are purchased by SCCR.

In order to ensure maintenance and sustainability of the wig program:

1. A fee of \$25.00 per wig/per year will be charged to clients using wigs from the SCCR wig program.
2. Each client utilizing wigs from this program will be required to complete an agreement concerning the SCCR wigs. (See attached agreement).
3. Staff dealing with client will be required to ensure the wig agreement is completed at the time the wig is taken by the client.
4. If a client is unable to afford the cost of the wig use they will be encouraged to access the Client Emergency Financial Assistance Program (Policy CLT-202)
5. If a client or a client's family indicate they wish to purchase the wig(s) for any reason they will be charged \$100.00 and there will be no obligation for the patient/client to return the wig.
6. SCCR staff will be responsible for ensuring all wigs are properly cared for and cleaned appropriately after each rental and or use.
7. It will be at the discretion of staff to dispose of wigs if deemed inappropriate for rental and use.
8. SCCR staff will maintain a record of the wig inventory and will ensure a record is kept of where each wig is. Yearly the staff will contact those who rented wigs and enquire as to the need for continued use and ensure a new wig rental agreement is completed and the annual fee of \$25.00 is paid.
9. Staff will request \$100.00 from clients and or their family if the wig is not returned to the program.

SCCR WIG USE AGREEMENT

I _____ agree comply with the following:

(client or delegate)

- **To renew a Wig Use Agreement on a yearly basis**
- **To reimburse \$25.00 a year for the use of a SCCR**
- **To pay SCCR \$100.00 if the rented wig is not returned or is returned in poor condition or is deemed unusable by SCCR**

(Signature of Responsible Party)

(Date signed)

(Staff member administering agreement)

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Approved by:		Originated:	Mar/15
		Revised:	