**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

**HOURS OF OPERATION**

**POLICY:**

The Edwin Fair Center shall maintain scheduled hours of operation approved by the Center's administration.

**PROCEDURES:**

Services provided will be routinely available at least forty (40) hours per week at the following sites:

1500 N. 6th St., Ponca City

201 E. Chestnut Ave., Ponca City

205 E. Chestnut Ave., Ponca City

800 E. 6th St., Suite B, Stillwater

712 Devon St., Stillwater

124 E. 6th St., Pawhuska

505 N. 14th St, Suite 4., Perry

Hours of operation should be clearly posted. On occasion, individual appointments and group meetings are scheduled after 5:00 p.m. to accommodate working consumers.

Normal hours of operation are 8:00 a.m. - 5:00 p.m., Monday through Friday, but at times vary to meet consumers' needs. Information about programs can be obtained by calling (580) 762-7561 in Ponca City or (405) 372-1250 in Stillwater.

A staff member is always available during posted hours of operation in the above named facilities.