

**Our Medical Weight Management Team is here to Support You!
Medical Weight Management Program Administrative Office:**

(Offices open Monday-Thursday closed Fridays)

Phone:* (650)299-4999 (All Absences, last minute questions directed to this line)

Email: RedwoodCity-MWM@kp.org

Oak Clinic Hours: Tuesday and Wednesday evening's only from 5:00pm-8:00pm

Web site: <http://kp.org/redwoodcity/weightmanagement>

Schedule of Lifestyle Classes: (Instructor/days/hours of class subject to change)

	*TUESDAYS	TUESDAYS	WEDNESDAYS
TIME	5:00 PM	6:00 PM	6:30 PM
LOCATION	Check in at Oak Building, Check White board or signage for class locations.		
CHECK IN	Check-in 15 mins early, Oak Bldg, *5:00 Tuesday class go directly to class room. Check in after class in Oak for product & payments.		

Ask Your Coach about joining our Buddy Program to connect 1:1 with other participants in our MWM Community

Check-In Procedures:

- For your convenience and quicker service please sign up for our payment program
- Please check-in 15 minutes early

Product Order Policy Highlights:

- Please weigh in and sign attendance sheet during class, this is your attendance record.
- To remain eligible to purchase product you must weigh in and attend class at least 1 x/mo.
- **Please place product orders/adjustments 48 hours in advance to ensure product availability. We may not be able to accommodate same day requests submitted after 12:00pm.**
- All orders will be put back into inventory after one week.
- Lifestyle participants MUST weigh in to remain eligible to order product
- We accept Checks or Credit Card/Debit Card ONLY. **NO CASH!**
- Please return bags. Lifestyle bags are yellow &/or have **PINK tags.**

Lifestyle FAQ's:

1. **I am going to be absent or I need to change my food order, how do I do that?** Orders can be changed up to 48 hours prior to class. Please email the Program Associate at RedwoodcityMWM@kp.org or call (650) 299-4999.
2. **I will miss picking up my food order. May I arrange to pick it up on another day?** Yes, you may arrange to pick up your order on an alternate date. You must notify us **in advance** so we can collect payment over telephone and let our Health Education Staff know.
3. **I haven't attended a Lifestyle Class in over 30 days, can I come back?** We WELCOME all participants back anytime. We offer Lifestyle to all participants who complete the 30 week program.