



## **Phase One**

### *Mooseheart Admissions Department*

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# Welcome to Mooseheart!

Mooseheart is a residential child care facility supported by the Moose fraternal organization. Located on a 1,000-acre campus 38 miles west of Chicago, the Child City is a home for children and teens, from infancy through high school. Dedicated in July 1913 by the Loyal Order of Moose, MOOSEHEART cares for youth whose families are unable, for a wide variety of reasons, to care for them. Some have lost one or both parents; others are living in environments that are simply not conducive to healthy growth and development. Whatever the reason, the men and women of the Moose, through unparalleled generosity and volunteerism, furnish the resources necessary to care for children in need.



The Moose fraternity provides children with a wholesome home-like environment and the best possible training and education. Children live in one of thirty residences designed like a spacious single-family residence. Each is home for six to twelve children. At the heart of the program are Family Teachers— providing a consistent, systematic method of care, with emphasis on social-skills development— skills essential for success in later life.

## Why Mooseheart?

Mooseheart has its own complete accredited school system located on the campus. Beginning at age three, children begin their formal education in Nursery School. The elementary school serves students in kindergarten through fifth grade in self-contained classrooms where the teaching of basic skills is the primary focus.

Middle School is for students in grades six through eight; Mooseheart High School for grades nine through twelve. Class sizes are small, generally, with fifteen or fewer students. The curriculum in the Mooseheart Schools is typical of what is used in schools across the nation—with one significant difference.

Beginning with career exploration at the middle school and evolving into vocational education at the high school level, each Mooseheart student learns a vocation in addition to earning an academic diploma. Vocations include areas such as Automotive Mechanics, Commercial Music, Business, Child-Care, Computer Science, Cosmetology and Health Occupations. A broad extracurricular program is available at Mooseheart, including athletics, vocal and instrumental music and club activities. The majority of Mooseheart students participate in both athletics and music.



Students in grades nine through twelve are members of the Naval Junior Reserve Officers Training Corps (NJROTC) unit. In addition to receiving instruction in Naval Military Science, cadets compete in Drill Team, Rifle Team and Pistol Team events. Mooseheart's educational programs are



recognized by the Illinois State Board of Education and accredited by AdvancEd, formerly known as the North Central Association. The Moose fraternity's support of Mooseheart students does not end at the time of high school graduation. A generous financial aid program exists which provides scholarships for students meeting academic criteria. Students who achieve a 2.0 ("C" average) grade point average are eligible for consideration for a two-year scholarship. Students with a 3.0 GPA or higher are eligible for consideration for a four-year scholarship. The majority of Mooseheart graduates do go on to college, attending universities throughout the nation.



Summer is an equally busy time at Mooseheart. While students often visit with relatives for an extended vacation, when on campus there are many opportunities to attend camp at Mooseheart's Camp Ross, a 150- acre "wooded paradise" located 70 miles northwest of the main campus. All middle school/high school students are involved in a summer work education program, with many options available, including working on Mooseheart's 650- acre farm.



Located on the campus is the beautiful House of God. All youth on campus are required to attend either a Catholic or Protestant Sunday morning worship service at the Mooseheart House of God. A Campus Ministries Program offers many programs with emphasis on both social and spiritual growth.



**FOR MORE INFORMATION**

**Please visit our website for the most up-to-date information about our program at [www.mooseheart.org](http://www.mooseheart.org)**



Dear Parent or Guardian:

Thank you for your inquiry regarding the possibility of your child(ren) coming to live and attend school at Mooseheart. The first step in the admission process is to do a preliminary check to determine whether or not there appears to be a good match between the child's needs and the resources that Mooseheart has to offer.

It is important that you complete the two-page Phase One questionnaire and the authorization for release form(s) and return them to the Mooseheart Admissions Department, as soon as possible. An authorization for release of information must be completed, listing the school the child(ren) currently attend(s). If the child(ren) has (have) been involved in psychological treatment/counseling, a release form must be signed authorizing the agency/counselor to provide us information, as well. You will receive confirmation from my office once the application has been received.

You can learn more about Mooseheart by going to the website, [www.mooseheart.org](http://www.mooseheart.org). Do not hesitate to call (630)906-3631 or email [krafe@mooseheart.org](mailto:krafe@mooseheart.org), if you have questions or concerns.

Please return your completed forms via email ([krafe@mooseheart.org](mailto:krafe@mooseheart.org)), fax (630)906-6630, or by mail to Mooseheart Child City and School, Inc., Attn: Admissions Department, 240 James J. Davis Dr., Mooseheart, IL 60539-1077.

Thank you for considering Mooseheart; where children 'Enter to learn, leave to serve.'

Cordially,

A handwritten signature in black ink, appearing to read "K. Rife".

Kyle Rife

Director of Mooseheart Admissions

# Procedure for Admission

Mooseheart Child City & School, Inc.

Mooseheart, Illinois

60539-1077

Admissions Department

Telephone: (630) 906-3631

Email: [krife@mooseheart.org](mailto:krife@mooseheart.org)

[www.mooseheart.org](http://www.mooseheart.org)



## ADMISSION QUESTIONNAIRE — PHASE ONE

The initial step in seeking application to Mooseheart is to contact the Mooseheart Admissions Department and request an application packet. The Director of Admissions will then gather the following information to establish eligibility:

- Family name, address, phone numbers
- Name, age, etc, of children for whom you seek admission
- Health of children
- Any knowledge of special education needs, counseling services, behaviors of concern, etc.
- Reason you are seeking admission for the child(ren)
- Appropriate signed release forms for child's school & any other professional services he/she has received

Once the questionnaire and release forms are submitted to the Admissions Department, the Director of Admissions evaluates the available data to determine whether or not the applicant should receive further consideration for Mooseheart services. After the Director has made the decision, the family who made the inquiry will be notified within a reasonable time.

## ADMISSION APPLICATION — PHASE TWO

The Director of Admissions will initiate the second phase of the admission process by sending all necessary forms along with a checklist to the applicant's parent or guardian.

Mooseheart will also request the following items:

1. Any available documentation describing the legal status of the child issued to the guardians. (i.e. court ordered temporary or permanent custody/guardianship records, divorce decree, etc.)
2. An original birth certificate and an original social security card. No child can be admitted to Mooseheart without these documents.
3. Copies of any religious certificates, particularly a baptismal certificate, if applicable
4. Current school grades
5. A recent photo of child and guardian
6. A physical examination from within the past 12 months for each child being considered.



## ADMISSION PROCEDURE — PHASE THREE

Once all necessary forms from Phase One and Two have been completed and returned to the Admissions Department, we will enter into the final stage of the admission procedure.

Phase Three consists of two steps:

1. All pertinent data is summarized into a concise report with all discrepancies verified by telephone interview. The final report is then presented to the Admission Committee, where each case is decided on by its individual merits.
2. The Director of Admissions will contact the family with the committee's final decision. Those families whose children are accepted for placement will work with the Admissions Department to schedule a date for the child(ren's) intake. Children are accepted and placed throughout the year.

### CRITERIA FOR ADMISSION:

It is the policy of the Admissions Committee to admit children to Mooseheart whose families they believe have a legitimate need for the opportunities available at Mooseheart.

Furthermore, the Admissions Committee will vote favorably for only those applications of children whom they believe would benefit from and adjust to the educational and residential setting that Mooseheart offers.

### FINANCIAL SUPPORT:

Guardians placing children at Mooseheart must agree that any income paid specifically for the maintenance and support of those children be remitted to Mooseheart. This includes the children's portion of social security, adoption assistance or any child support that a guardian may be receiving on behalf of the children.

### MOOSEHEART QUALITY IMPROVEMENT DEPARTMENT

During the Admissions process, Mooseheart's Quality Improvement Department, which is made up of non-admissions committee members, will review any organizations that desire to be a referral source to Mooseheart, ensuring that athletic performance is not mission objectives of the referral agency. For individuals who desire to be a referral source to Mooseheart, we will continue to follow the Illinois High School Association guidelines as part of the admissions process.

The Admissions Committee bases its decision of accepting students in the admissions process solely on the need and likelihood of success in our program, and does not in any manner take into consideration any athletic performance or interest in determining admission to our program.

Our Fraternity, the Loyal Order of Moose and the Women of the Moose, bear the responsibility for the vast majority of the costs of supporting a child at Mooseheart. If the parents/guardian are financially able they may choose to donate/contribute money to Mooseheart, in an effort to offset the cost. However, no child will be refused admission to Mooseheart based on financial consideration, and no family of an admitted student will be compelled to donate/contribute money to Mooseheart.





# Frequently Asked Questions



1. *Does a guardian give up rights to their child when they come to live at Mooseheart?*

No, Mooseheart does not become legal guardian of its residents. Guardians must be willing to retain their rights while their child resides at Mooseheart. It could be compared to a child residing at a private boarding school.

2. *Why do children typically come to Mooseheart?*

Children come to Mooseheart who are in need of an alternative living environment and better opportunities for a wide variety of reasons such as, but not limited to:

- Low-income families
- Grandparents needing assistance raising grandchildren
- A single parent unable to provide adequate supervision/resources
- Failing health of guardian
- Death of one or both parents
- Students lost in large urban schools



3. *How often can my child visit home if they live at Mooseheart?*

Most students will visit the home of their guardians for major holidays (Christmas, Thanksgiving), spring break, and a few weeks during the summer. Students with families who live closer may visit their guardians as much as, but no more than, 2 weekends a month.

4. *Who pays the bills for the operation of Mooseheart?*

Mooseheart is supported by a portion of each Moose member's dues paid to their Lodge, along with a portion of the interest earned from the Mooseheart Endowment Fund.

5. *I have more questions, who can I contact?*

Mooseheart's Admissions Department at 630/906-3631, or visit our website at [www.mooseheart.org](http://www.mooseheart.org). Or send a question by e-mail to [kife@mooseheart.org](mailto:kife@mooseheart.org).





# Mooseheart Model of Care



Children residing at Mooseheart are cared for by Family Teachers, who have the responsibility of providing a family environment where youth can get their physical, emotional, and spiritual needs met in a healthy, proactive manner. To accomplish this important task, Family Teachers receive extensive training and support in the Mooseheart Model of Care. The Mooseheart Model of Care finds its roots in the Teaching Family Model, developed out of the University of Kansas and used across the country by organizations like Girls and Boys Town. The Model incorporates three key components: building relationships, teaching skills and empowering youth.

Good Family Teachers are warm, caring, fun, helpful, reliable and fair. Family Teachers are taught to develop positive relationships with the youth in their care and to teach youth how to develop healthy relationships with others. Youth are immediately welcomed into families that play together, pray together, make decisions together, celebrate birthdays and special occasions together, and work together to help and support each other. Strong relationships create a bond of trust and make kids feel connected and worthwhile. It is this sense of belonging and participation in healthy relationships that provides children with the foundation for learning how to become competent and caring citizens.



Every youth needs to learn certain skills in order to be successful, and it is the Family Teacher's job to teach those skills. The Mooseheart Model of Care provides Family Teachers with a social skills curriculum that promotes social and educational success. The skills encompass areas as basic as following instructions, accepting "no" answers, and greeting others and, as complex as conflict resolution, assertiveness, and maintaining relationships. The curriculum includes skills that teach children how to be successful in a variety of settings. Children learn sportsmanship, conversation skills, study skills, and moral and spiritual decision making. Family Teachers focus on skills that will be the most helpful and appropriate for individual children. For example, with a very young child, Family Teachers might be helping him/her learn to use words instead of screaming or crying to communicate needs. With a child in middle school, Family Teachers may concentrate on peer relations or completing homework. And with a high school student, Family Teachers might focus on job-finding strategies or budgeting and money management.



While the social skills curriculum guides what to teach, Family Teachers are also trained how to teach the skills, using interactions that encourage children to continue making positive steps toward skill acquisition. The goal is to empower the child to make new behaviors a permanent part of daily life (internalization); and to enable the child to use these behaviors and skills in many different situations (generalization).





Learning new skills can be difficult and children often need a great deal of support and encouragement in the beginning. The Mooseheart Model of Care incorporates a motivation system that provides added reinforcement in the form of a token economy. Children are rewarded with positive points for engaging in positive behaviors. Similarly, they can lose points for displaying negative behaviors. The points are then exchanged for privileges, such as watching television, talking on the phone, or playing video games. The motivation systems (Daily, Weekly, Achievement, and Natural/Logical) are structured into levels such that the child's behavior determines the level of reinforcement, as well as the privileges he/she can use.

The structured motivation system gives kids an external reason for doing things differently until they realize how good the benefits are and are able to internalize the behavior. It allows the Family Teachers to be positive and supportive of new, appropriate behavior. As youngsters learn new ways to experience success, and their own motivation to succeed grows, the structure of the motivation system can be faded out. Lessening the reliance on external motivators (points) is critical to the development of self-control and self-discipline. Basically stated, the motivation system is like a plaster cast used to help heal a broken leg. It provides necessary support during the healing process, and its removal is a good sign that progress is being made.

With our younger population, those who do not possess the cognitive abilities to comprehend the motivation systems, Family Teachers use a modified version of the 1-2-3 Magic program developed by Dr. Thomas Phelen. The methods used with 1-2-3 Magic are simple, straightforward and immediate. Children can earn special privileges and activities for positive behaviors, or brief time-outs for negative choices. The program helps teach young children about cause and effect, and promotes the development of self-discipline.

Children make greater improvements and are more motivated to achieve personal success if they have a voice in the decisions that affect their lives. The Mooseheart Model of Care incorporates a self-government process that teaches and empowers youth to make sound, ethical decisions. Youth learn valuable leadership and teamwork skills, while taking an active role in making decisions that effect the functioning of their home.

The Mooseheart Model of Care provides a positive learning environment for children. Within the context of a family, kids learn to build healthy relationships. They are taught important developmental and life skills, and are empowered to make positive choices. In the Mooseheart Schools, teachers use the Mooseheart Education Model, which also incorporates the key components of relationship building and teaching skills. The cohesiveness between home and school creates consistency and maximizes learning opportunities for the children.

In order to maintain high standards of care, Mooseheart takes lengthy measures to monitor the Mooseheart Model of Care and ensure that children are being provided with a safe environment. One way of doing this is to ask the children themselves. Several times a year, children are interviewed about their safety and satisfaction with Mooseheart. The interviews provide us with a valuable measure of the care we provide.

