OUR MISSION

The Children’s Home of Wheeling, Inc. is committed to excellence in providing care for children and their families through the range of services that promote healthy growth and improve the quality of family life.

Residential Treatment Program

YOUTH AND FAMILY GUIDE

This booklet describes the Residential Treatment Program of The Children’s Home of Wheeling, Inc. The management and staff are available to answer and discuss any and all aspects of this treatment program.

We believe that this is a very positive program that supports and nurtures responsible self-management by the residents who receive treatment within our facility.

The Children’s Home of Wheeling, Inc. employs and provides services without regard to race, color, religion, gender, sexual orientation or national origin.
Welcome to The Children’s Home Of Wheeling, Inc!

Making a change to ensure your health and safety sometimes means moving out of your home for a period of time. The Children's Home of Wheeling, Inc. residential program is a place where you can feel safe and secure. Knowing that this may be a tough and unsure time for you, the staff at The Children's Home of Wheeling, Inc. want to make you feel welcome, secure, and cared for in the best way possible. We hope that you'll learn some great new things along the way. We hope to learn from you as well and look forward to building respectful and meaningful relationships! We will do our very best to help you make your situation better for both you and your family.

We recognize that family is a very important part of your life. We believe that family is anyone you consider to be an important part of your life. Therefore, we encourage you and your family (or persons you feel are like family) to work together to help you during your stay at The Children's Home of Wheeling, Inc.

The following is designed to help make your stay here as easy as possible. We have answered some commonly asked questions and encourage you to ask anything that may help you learn more about The Children's Home of Wheeling, Inc.’s rules and procedures.

General Information you need to know

Phone Number: 304-233-2367

The telephone is answered by a receptionist from 8:30 am to 4:00 pm Monday through Friday. At other times, the phone is answered by a voice mail system. When calling after hours, please follow the instructions and dial extension 271.

Who are all of these people working here?

The people who will be working with you day and night are residential teacher counselors or "staff.” The residential teacher counselors (or staff) are here to help you in ANY way possible. They can answer your questions, and if they don't know the answer, they’ll help you find someone who does! They are here to help with everyday tasks and to lend a kind ear if you need someone to talk to.

What is the meaning of an “Individual Treatment Plan”?

An Individual Treatment Plan (ITP) is a document that gives us a better understanding of who you are, what you need, and how we can provide you with assistance in meeting those needs. We use the ITP as a guide for providing services to you such as therapy, education, in-house assistance, and much more. When you arrive, we'll ask you to help us by answering a bunch of questions. These questions are called "assessments”. You'll hear that word a lot too. We take the assessments and develop goals and objectives for you. These goals and objectives are what you will be working on during your stay at The Children's Home of Wheeling, Inc. Your input is the most important part of this plan!

What is “Treatment Team”?

You will often hear the term "Treatment Team" or just “team.” It's simple really; a treatment team is a group of people who are here to help you. Each person on the team has a special skill or job that is important in providing you with the best care possible. The treatment team will be made up of many people including: you (THE MOST IMPORTANT PERSON ON THE TEAM), a therapist, psychologist, case manager, nurse, residential program director, clinical director, DHHR worker, family members, and guardian/lawyer.

What does it mean to “make progress”?

One of the ways we ensure that our care and assistance is helping you, is by tracking your progress on things like individual and family therapy, daily behaviors, interactions with peers and staff, daily activities, school attendance, and school behaviors. This is information that goes into developing your treatment plan. Progress will be measured each day through daily documentation such as daily behavior charts, supportive counseling notes, therapy notes, serious incidents, progress notes, and other reports.

Together, we will continually review your progress and make any changes needed based on how well you may be doing or if you need more help in certain areas. Your length of stay at The Children's Home of Wheeling, Inc. is determined by your progress which is reviewed weekly and decided by your treatment team.
What’s the food like?

Mealtime is an important part of the day; not only does food provide you with energy, meal time also gives us chance to relax and spend time together. You will be asked at different times about what kind of foods you like and dislike. Please express your food interests in house meetings and with the staff so that we can relay your ideas to the kitchen. If there are food items on the menu that you’ve never had before, give them a try; you just might find that you like it!

The Children’s Home of Wheeling, Inc. employs a dietitian to assist us in meeting your needs. We also have a full kitchen staff to make the best food possible. We also participate in the National School lunch program through the WV Department of Education child nutrition office. We also have a wellness committee that meets in order to evaluate the health and fitness of all youth and ensure that all meals meet health guidelines.

Every day you will be provided breakfast, lunch, dinner, and a snack. A menu of meals and snacks is posted in the hallway between the living area and kitchen in Kiger Hall. If you choose not to eat the snack provided, you may have fruit. Fruit is always available in Kiger Hall kitchen.

Tobacco Products

Plain and simple: No one is allowed to smoke or use tobacco anywhere on our campus. Tobacco products are dangerous to your health; it is also illegal for persons under 18 years old to possess tobacco products. To protect your health, if tobacco products are found in your possession, they will be removed. If you would like help quitting the use of tobacco, we want to help. Ask the team and we will assist you.

Can I have visitors, phone calls or visits at home?

Contact with family and friends includes letters, telephone calls, on-campus visits, daytime visits, home visits, and/or overnight home visits. We encourage you to stay connected with your friends and family, but we do not allow you to make telephone calls to girlfriends. You may write letters to your girlfriend or other friends with DHHR permission.

The case manager will work with you, your DHHR worker, therapist, and your family to plan home visits. Your DHHR worker decides who you may have contact with based upon what is in your best interest and sometimes per court orders. If you have any questions about visitation, we encourage you to speak with your case manager who is responsible for “managing” your services.

All of our outside doors are kept locked at all times. Staff is required to request ID from any person who comes on campus. During regular business hours, visitors are to go to the Administrative Building offices to register or to see your case manager.

We will request a schedule of where you are going during your off campus visit. It is our responsibility to know where you are, and we need to make sure that guidelines established for the visit are being followed. We try to meet everyone’s needs when arranging visiting schedules that must be arranged at least 48 hours in advance.

Visitors must enter through Center Hall and remain there for on campus visits. We will make sure that there is appropriate supervision during visits with families or during telephone contact if supervised contact is required. During supervised visitation, you and your visitor(s) must remain within eyesight and earshot of staff in case we are needed. You and your visitors must respect the privacy and confidentiality of all the other people on campus during visits. Visitors are not permitted to bring cameras on campus or take pictures with a cell phone while visiting.

Parents and other visitors cannot stay for meals during visits. Food prepared or purchased outside of our campus is not permitted to be brought onto our campus or into the residential facility. This includes fast foods, beverages, and snacks.

VISITING HOURS: Visiting hours will be arranged by your case manager on a schedule that meets the needs of your family.

OVERNIGHT VISITATION: We make sure that when you go on overnight visits with family it is only when the adults are going to be at home. Parents, siblings, friends or others are never permitted to stay overnight in our residential facility.

PHONE CALLS: Please refer to the Level System Guide Book for daily phone call times. No phone calls are permitted outside of these times except during emergencies. You may call your case worker, lawyer, clergy member or court appointed advocate whenever you want. Phone calls to your DHHR worker, probation officer, and lawyer or clergy member are not counted in your phone time usage.

Date or Origin: 08-01-06
Updated: 11-22-08, 09-17-10, 06-15-10, 11-3-2011, 3-12-2012, 2-11-2014
No resident will be denied family visitation as a form of discipline, punishment, or behavior modification; however, if there are concerns that this visit may cause a safety issue for your or others, we will discuss it with your DHHR worker or make other arrangements.

**Can I get a Mohawk or get my tongue pierced?**

Although we encourage you to “be yourself,” there are certain guidelines about appearance. Haircuts must be performed by licensed professionals as designated by The Children’s Home of Wheeling, Inc., after you have received permission from your DHHR caseworker. If you have permission to dye your hair, you must do so on an off campus visit.

We will assist you with scheduling and paying for one haircut per month. For safety reasons, we do not permit you to cut your own or someone else’s hair.

Piercings of any kind are not permitted to be done while in our care. Piercing paraphernalia is not permitted to be worn. Piercing paraphernalia includes earrings, gauges, tongue rings, facial piercings, etc.

**What is a Peer?**

Peers are other residents in the program. Living with a new group of peers can be scary and difficult at times. Take the time to get to know the other residents. You may find that you have a lot of things in common. Living with new people can be an opportunity to become part of a group and learn from each other. Our goal is to help you feel part of that group in a safe, respectful, fun, educational, and therapeutic environment. We will encourage you to follow the rules, not only for you, but for the well-being of all the residents.

**What about Religion?**

We respect your right to practice your religion. If you would like to attend religious services, this will be noted in your treatment plan. If you have any questions about religion or spirituality, we will be happy to contact a qualified professional to meet with you.

**Can I get online?**

The Children’s Home of Wheeling, Inc. does not permit open access to the Internet. There is a computer in the education room that can be used with supervision for school related work. You will have the opportunity to use our computer lab which has games and music available to use. The computer rules are as follows:

1. Only information that is appropriate to your age will be permitted (no unauthorized or unapproved materials),
2. No eating or drinking in the rec room where the computers are located.
3. You may not download any music to your personal music device. This must be done by a staff member.

Let staff know if you would like to use the computer and they will assist you. The schedule of time to use the computer is determined by staff.

**Who’s going to do my laundry?**

Laundry is done one time per week. This includes clothes and bedding (sheets, pillow cases). At first, staff will model and teach you how to do your laundry, if necessary. As you become more familiar with this task, you will be responsible for doing your own laundry. There are washers and dryers in the cottage and laundry soap and dryer sheets will be provided. You will put your dirty laundry in your hamper. You wash your laundry and put clean clothing into the hamper to take back to your room. You are not permitted to borrow or lend clothes with any of the other residents.

**School**

School is an important part of everyone’s life. It is an opportunity for you to gain the knowledge and skills to help you with everyday life. Your education coordinator, Ohio County School’s psychologist, and the principal will determine where you will be attending school. We will continually review your progress, behavior, and performance.
Can I please have some privacy?

Privacy is something that everybody needs to have at certain times. It is important that you respect everyone’s privacy. Not staring at or talking to a peer who is getting in or coming out of the shower or using the toilet is an example of how you can protect your privacy and the privacy of your peers. It is important to understand that the bathroom is a place to take care of “business” and not a place to play around or hang out.

Handshakes, “high-fives,” and pats on the back or shoulder are appropriate forms of touching. The Children’s Home of Wheeling, Inc. prohibits any form of sexual interaction including but not limited to: sexual play, massages, and sexual touching. Undressing is allowed only in the bathroom or your bedroom. It is important to stay dressed at all times except when showering, using the bathroom, or changing clothes. At no time are doors to the bedrooms to be shut. If you are changing your clothes, please notify staff, and you may partially close your door (door must be approximately 2 inches open). Once you are finished dressing, please re-open your door. At all other times your door should be wide open. To protect your privacy, we ask that you do not sleep naked.

We ask that you knock before entering any room, staff offices, etc. The staff is required to knock before entering your room or any other resident’s room.

Searches: The Children’s Home of Wheeling, Inc. respects everyone’s right to privacy, personal space, and belongings. However, it may be necessary for staff to search you or your room for prohibited items. You have the right to be present during a room search unless clinically contraindicated. The clinical director or the residential program director must be notified prior to room search, unless there is an immediate danger to you or others. If you are changing your clothes, a staff member will knock before entering your room or any other room. In a case of an emergency, the clinical director or the residential program director may be notified following the search. We make reasonable attempts to have you present for room searches; however, again there may be occasions that require an immediate action to be taken when your room will need to be searched when you cannot be present. Staff is expected to put your things back as they were found.

In the same manner that we ask you to respect the privacy of others, The Children’s Home of Wheeling, Inc. honors and protects the confidentiality of all children and families who are currently receiving services or have received services in the past. This means that we will not discuss any information about a child and/or his family with or in front of anyone who is not permitted to know.

There are exceptions that permit the release of information:
- Your DHHR worker may release information.
- A court order noting specific information to be released
- In the event of immediate danger of harm to you or another

What if I don’t feel well?

When you first arrive, our nurse will meet with you to complete a health assessment and to connect you with our physician for services. Please ask to speak with the nurse anytime about any health-related concern you may have.

The nurse and our staff will assist you to learn how to take any medications that you are prescribed at the right time and in the right amount. It is very important to us that you know what you are putting in your body and why. We encourage you to work with us to take care of any health issues, concerns, or worries that you may have.

If you are feeling sick, immediately tell a staff member. They will notify our nurse. She will talk with you about how you are feeling and provide the necessary care to get you back on your feet. A list of your doctors and medications is kept up-to-date by the Records Department and is also maintained by the nurse.

During school hours, the school nurse will contact us to discuss what care you need. If you do not get up and go to school due to being ill or you need to come home from school due to illness, you will rest in a designated area away from peers to prevent the spread of germs or illness. You will not be able to participate in program activities.

What do you do for fun around here?

Both the staff and residents at The Children’s Home of Wheeling, Inc. like to have fun! We have an activities coordinator who plans and schedules activities that include on campus and off-campus recreation like swimming, hiking, basketball, games, and many other things.

To encourage you to get up and get moving, staff members will plan some fun exercises for you to do. No, we are not talking about sit-ups, push-ups, or jumping jacks. Exercise can be as simple as walking, jogging, passing ball, going to the gym, shooting basketball, and other things. Let the staff know what kind of ways you would like to have fun and get some exercise at the same time!

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Our on-site activities help you to maintain physical fitness and reinforce the concepts of teamwork and good sportsmanship. Most indoor activities take place in the gymnasium and include basketball, volleyball, and flag football. There is a Bowflex machine in the recreation area, as well as a ping pong and air hockey table. Part of the outdoor recreation program is the outdoor equipment facility. This area is equipped with several "weight" stations in which each resident's own body weight is used for strength and resistance training.

Everyone is encouraged to participate in all activities regardless of skill level. The staff will teach and model the basic fundamentals of each sport or activity.

During the school year, off campus activities take place on Friday, Saturday, and Sunday. All other days will have on campus activities. During the summer months, the days residents go off campus will change depending on the activities and groups planned each day. Please let us know what interests you have, things you would like to do, or places you would like to go. We are always open to new ideas!

**ART PROGRAM**

We have an art program designed to share the world of art through instruction, cultural education experiences, and field trips. The art program implements the treatment planning process with a calm soothing environment and encourages healthy creativity and teaches new coping skills for dealing with stress.

You will use acrylic paints, latex enamel paints, sand, paper mache, sculpt and air dry clay, water soluble pencil, oil, water and soft pastels, and pen & ink in the art room. Sometimes you use glow-in-the-dark paint to create paintings or to paint faces or clothing.

Our young artists usually participate in three community exhibits/art contests each year. You will also have the opportunity to sell pieces of your artwork completed in our art program for $30 each. The art coordinator will manage the purchase.

When you are discharged the staff will inventory all your belongings, including your art. All of your art will be given to you when you are discharged. If there is any that you don’t want when you leave, The Children’s Home of Wheeling will be happy to keep it.

Our employees are not permitted to accept art as gifts from residents.

**SPORTS AND COMMUNITY ACTIVITIES**

Your treatment team will decide if you can participate in school or community sports and activities, taking into account your progress in the program, school, and your behavior. *Because The Children’s Home of Wheeling, Inc. generously pays for team registration fees and helps you obtain the necessary equipment to play, it is important that you stick to your commitment to play a sport or participate in an activity.*

*What if I’m having a bad day?*

Everyone gets upset from time to time. It's understandable to get angry, sad, or frustrated. The staff will help you learn about your anger and better ways of dealing with it. We will encourage you to calm down and suggest activities that may help you "blow off steam." You can talk to a staff member, go for a walk on campus, or go to the gym or art room if available. At times, it may be necessary for you to stay on campus for safety reasons.

A serious incident is when your actions, conduct, and/or behavior results in something that is harmful, dangerous, destructive, unsafe, damaging, improper, and/or threatening to you, other residents, staff, or any other person you may come in contact with. If your behavior or anger becomes destructive, you will be responsible for cleaning up any mess and discussing the situation with staff.

If you do not attend school or get suspended from school, you will not have off-grounds activity privileges on the days you are not in school or the following days if Friday is your bad day. This includes Saturdays and Sundays. For example, if you are suspended on Friday, you will not have off-grounds privileges on Saturday or Sunday.

At The Children's Home of Wheeling, Inc., we hope to teach you and model personal responsibility and taking responsibility for your actions and behaviors. We are responsible for supporting you through this difficult time. Our guidance will be a tool which you can use to learn about your emotions and how to better deal with them. Every young man that resides on campus is enrolled in a counseling program to support him through the process of going through life. You will meet with your therapist within a few days after you arrive, and you will continue to see him/her throughout your stay with us.
**What's a Sensory room?**

Through the generosity of many donors, The Children’s Home of Wheeling, Inc. has equipped a Sensory room in our residential facility. Our room is dark, has no windows, black lights, glow-in-the-dark patterned carpet, soft seating, a lighted bubble tube, mirrored walls, a fabric parachute ceiling with glowing stars, projected wall images, colorful fiber optic tubes, soft music, a bubble machine, aromatherapy, and lots of different types of things to touch, feel, and use during time in the room. We use the Sensory room to help you relax, feel safe, and to reduce defensive responses.

You will help to plan your use of the Sensory room when you and your case manager build your service plan together. Your guardian will sign off for permission for you and your therapist to use the room.

In our Sensory room you will wear clean socks and remove your shoes. All of your senses will be used: touch, taste, sight, sound, and smell in a fun, safe, non-threatening, self-healing, and relaxing environment.

Your visit will be about 15-30 minutes, depending on your treatment plan.

**So what’s a typical day like?**

Daily routines help us to help you. In order to meet your needs, as well as those of your peers, a consistent routine is in place. Attached is a schedule of times and a description for all activities. Basically, a typical day goes as follows:

**When school is in session:**

*Wake up:*
- Staff will enter your room with a wake-up call.
- Staff will open the curtains and turn on the lights.
- If necessary, staff will gently nudge you on the shoulder or pull back your covers.
- If this still doesn’t get you up, staff will encourage you to put your feet on the floor.
- If there is a certain way that you prefer to be awakened, please let the staff know.
- Staff will always tell you what is next on your daily routine.

*Use the restroom and get your medication (if necessary).*

*Clean room:*
- Staff will guide you with directions for what needs completed (ex: put dirty clothes in hamper, pick up clutter on the floor, etc.).

*Hygiene:*
- Wash Face with soap
- Comb Hair
- Brush teeth
- Put on deodorant
- Change into clean “school clothes”

*Eat breakfast:*
- Residents eat in the cottage
- 6:00am for high school boys
- 7:00am for all others
- Opportunity to brush/floss teeth after eating

*Get your schoolbag:*
- Staff will remind you to take everything you need for the day including a packed lunch, gym clothes, etc.

*Go to bus-stop:* Staff will walk with you to your specific bus stop

*Go to school*

*Return from school – Follow Daily Schedule*

*Study-time:*
- Study time is Monday through Thursday 4:00-5:00 (subject to change). ALL residents are to attend.

*Groups:* You are expected to attend groups when offered.
**Transition Meetings:**
Both the staff and residents will meet to discuss the day. At this time, staff will report about good things that may have happened during the day or if a certain resident or residents should be recognized for something that was either positively said or done.
- During transition, staff will inform you of any changes in schedule, routine, or events coming up, etc. We always ask that everyone be respectful of the person talking by not interrupting. Staff may call a transition meeting at any time during the day in order to “re-group” and get focused if the cottage becomes disorderly or if information needs to be shared to everyone.

**Dinner:** Dinner is held in the multi-purpose room in the main administration building (subject to change).

**Recreation Activity:**
A schedule of activities will be posted. You are expected to participate. Activities may be either on or off campus. Whatever the activity, the goal is to have FUN. The schedule is posted on the 1st & 2nd floor of Kiger Hall.

**Shower time:** You must be either in the shower or in your room
- Residents will take showers in the evening. Staff will remind you to be respectful of the other boys’ privacy.
- Staff will have your shower supplies and towels ready.
- Staff is required to monitor the bathrooms on and off campus.
  - Once you have showered, washed your hair, and changed into clean bed clothes, you will be required to place your dirty clothes in your plastic hamper and “pick up” your room. After all showers are completed you may spend time in your room listening to music (with door open), reading a book, or just hanging out.

**Quiet Time:**
- This is your time to relax before bed. You may play cards, hand held games (level permitting), just hang out, draw, write letters, or read. Whatever you choose to do, it must be quiet, relaxing, and in your room.

**Prepare for bedtime:**
- Wash your face, brush your teeth, go to the bathroom, and change into bed clothes if you haven’t already done so.

**Bedtime:** It’s important to get a good night’s sleep.

**When school is not in session:**
While a large portion of the daily routine is the same even when there is no school, we also do a lot of different things to keep you busy and keep your day full. When there is no school, we will follow the posted daily schedule and recreation schedule located in the living area of Kiger Hall.
**What if I have a complaint?**

The case managers are staff members who will meet with you individually or in groups. As part of your treatment team, they will make sure that you understand your rights (listed below) and that those rights are protected. You may contact the case manager if you feel that your rights are being denied. The activities coordinator will periodically hold “house” meetings. These meetings are designed for you to discuss your feelings individually and as a group. The intent is to bring your ideas and positive suggestions to help us improve our services and care. The case manager also makes sure that your family plays a part in your treatment.

If you believe any of your rights have been violated we want to know about it. The following process will ensure that every concern is addressed fully. Please do not be shy about using this process. We want to hear from you right away if you believe that your rights have been violated.

You may use the grievance (complaint) process to make a complaint about any situation with staff or the program. The case manager takes all grievances seriously and will talk with you about your complaint. If after talking with the case manager you are not satisfied with the outcome, you may present your grievance to the clinical director. Residential teacher counselors who are working the shift when you request to file a grievance will provide you with the form and an envelope. A copy of your rights are posted on the wall in the living area.

The person giving you the forms will explain the process and ask you if you would like help in reading or filling out the form. You can file a grievance in writing yourself, or you can just talk and have staff write it down for you. All staff is responsible for assisting any person who wishes to file a grievance. If you need help, the staff person will help you.

1. When the form is completed, you will be asked to sign your name across the seal on the back of the envelope, and then you must put the grievance in the mailbox on the residential director’s door.

2. The case manager will review the grievance on the next business day with the clinical director and the executive director if needed. They will determine the appropriate methods to explore and mediate the grievance to closure. They will also document their work with you to closure.

3. If the grievance cannot be resolved with you, it will go to the executive director, who will review the grievance by the end of the next business day. They will meet together with you and move forward with the process.

4. If the grievance still cannot be resolved, you are allowed to ask for it to be looked at again by someone from outside of the organization. This includes the regulatory body and the Federal Office of Civil Rights. This is called an “appeal.” If you ask for someone from outside of our organization, the Director of Performance Quality Improvement will contact the Licensing Specialist within one business day to tell them about the grievance to be reviewed.

5. All grievances that you have require us to give you an answer in writing.

6. All parts of the grievance will be documented, filed, and maintained in your record and as a separate and secure file in the locked Administrative File located in the Records and Information Department’s office.

By signing below I am stating that I have read the grievance procedure and understand the process for making a complaint. I understand that if I have any questions regarding this procedure I can ask the staff for assistance or contact my case manager.

__________________________
Signature of youth

__________________________
Signature of witness

Date

Date

Date or Origin: 08-01-06
Updated: 11-22-08, 09-17-10, 06-15-10, 11-3-2011, 3-12-2012, 2-11-2014
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Rights of Persons in Residential Child Care and Treatment Facilities

1. Adequate food, clothing and shelter;
2. Adult guidance, support and supervision;
3. Freedom from physical, verbal, sexual, or psychological abuse, neglect, corporal punishment and exploitation
4. Education;
5. Services necessary to promote safety, permanency and well-being;
6. Clean and safe surroundings;
7. Adequate medical care;
8. Visitation with family and significant others as specified in the plan of care and/or the child's case plan, unless clinically contra-indicated or otherwise described in policy;
9. Communication with family and significant others by telephone or other means of communication as specified in the plan of care and/or child's case plan or under conditions described in policy;
10. Uncensored mail, unless there is reason to suspect it may contain unauthorized, dangerous or illegal substances or materials or is clinically contra-indicated, or unless consent has been given by parent or guardian to inspect mail;
11. Freedom of thought, conscience and religion;
12. Reasonable access to a legal representative, clergy or spiritual advisor and representative of the placing organization, if applicable;
13. Reasonable access to personal funds, if managed by the organization, unless clinically contra-indicated;
14. Privacy, as reasonable for the child's age and functioning, unless clinically contra-indicated; and,
15. Participation in decisions regarding the services provided, unless clinically contra-indicated.
16. The parent or guardian may refuse any service, treatment or medication unless mandated by law or court order with the understanding that the refusal of a recommended treatment may result in termination or discharge from the treatment program.
17. Youth have a right to Bathroom and bedroom facilities which allow individual privacy unless there is a clear, clinical justification otherwise, which shall be documented on the plan of care. There shall be doors on sleeping areas and bathrooms that can be readily opened from both sides.

More Basic Rules

House – Vehicle – Community

1. Keep hands and feet to yourself
2. Have only what is yours
3. Talk to others nicely
4. Stay in staff's supervision
5. Have fun...safely
6. Stay away from emergencies
7. Eat and drink only in designated areas in the cottages
8. Follow staff's directions
9. No food or drink in vehicles
10. Remain in your assigned seats (with your seat belt on)
11. Only staff can control items in the vehicle
12. Be clothed appropriately at all times in the cottage and only undress in designated areas in the cottage

Date or Origin: 08-01-06
Updated: 11-22-08, 09-17-10, 06-15-10, 11-3-2011, 3-12-2012, 2-11-2014
13. Residents and staff are not permitted “one-on-one” off campus interaction unless specified in the individual service plan.

14. No eating or drinking (except water bottles) on 2nd floor of Halls.

15. No outside food or beverages purchased and brought onto campus.

16. No homemade food brought onto campus.

17. No blankets in areas other than bedrooms.

18. Bedroom doors are to be open at all times!

19. No borrowing / buying / trading / selling / lending / gift giving to staff or residents of money or material goods.

20. No candles or open flames.

21. Animals are prohibited in the program and on campus.

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**Safety Rules**

One of your basic rights is to have a safe place to live. This will be ensured by our staff as they address each incident or event that occurs in the residence. We stay prepared for emergencies and avoid dangerous situations at all times. There are many fire drills and safety evacuation exercises on campus. We know they can be a disruption to your fun, but we want everyone to be safe at all times!

Horseplay and wrestling are not allowed, because they are very dangerous. It may seem fun; however, people can get hurt and things can get broken very easily.

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**TRANSPORTATION**

The Children’s Home of Wheeling, Inc. provides safe and reliable transportation for staff and residents. It is important that you care for these vehicles and keep them clean, so we can continue to use them. In addition, it is important that you let staff control the radio, windows, air conditioner, heater, and locks. We do not allow eating or drinking in the vehicles. All staff and residents must follow state law and wear a seat belt during transport. Driving safely takes a lot of concentration by the driver; therefore, it is important that you sit in your own seat quietly and do not distract the driver by yelling, fighting, or horse-playing. If these rules are not followed, it will result in a loss of transportation privileges until you recognize the dangers of these actions and can cooperate with the rules of safe conduct.

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**RETURNING FROM THE HOSPITAL**

Coming home from the hospital can be a difficult transition. For this safety reason, we require you to wait 24 hours (1 day) before you participate in off-ground activities.
Things you may not have include, but are not limited to:

- Guns (Real or Fake)
- Knives (Real or Fake) / Razors
- Personal phones or other mobile devices
- Chains
- Tobacco products
- Illegal drugs
- Alcohol
- Weapons
- Matches
- Lighters
- Pornographic material
- Computers
- Mace
- Personal motor vehicles
- Laser pointers
- Pens or permanent markers (unless necessary for school work)
- Cameras
- Screwdrivers
- Power tools
- Spray chemicals
- Animals/Pets
- Aerosol spray cans
- Clothing with suggestive pictures, statements, or products
- “PG-13”, “R” rated and parentally restricted movies/DVDs
- “Parental Advisory” CD’s
- “M” rated computer or video games
- PSP personal game systems
- Televisions
- Game systems (XBOX360, PS4, etc)
### People I can depend on…

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>NAME:</th>
<th>CONTACT #:</th>
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<tbody>
<tr>
<td>DHHR Caseworker</td>
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<td>My Lawyer</td>
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<td>Probation Officer</td>
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<tr>
<td>Art Instructor</td>
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</tbody>
</table>

### I GOT IT!

By signing below, I agree that I reviewed this guide book with staff. I also agree to do my best to follow the rules noted in the guidebook.

________________________________________________
RESIDENT NAME                                      DATE

By signing below, I affirm that I have thoroughly and completely reviewed the Youth and Family Guide Book with the new resident; answering questions and providing explanations as necessary.

________________________________________________
STAFF NAME - TITLE                                 DATE

________________________________________________
STAFF NAME - TITLE                                 DATE
Resources


Double ARC, "Triumph Through the Challenges of Fetal Alcohol Syndrome.” Toledo: FAS Awareness and Prevention Project, 2004. The Children’s Home of Wheeling, Inc. residential treatment program is funded in part under an agreement with the Bureau for Children and Families of the West Virginia Department of Health and Human Resources.

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The Children’s Home of Wheeling, Inc. will admit and service equally without regard to race, religion, national origin, sex, age, disability or other protected status.

This program guide may be amended or individualized further at any time to implement changes as necessary for us to provide needed services to any resident, as reflected in their individualized service plan.