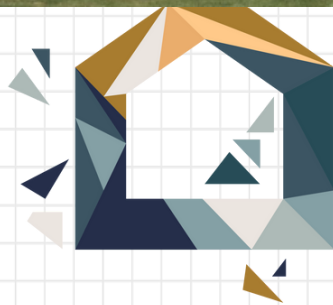


Welcome Guide



Welcome to



CATHEDRAL HOME
EST. 1910

First 2 weeks...

We understand that settling in to this space can be very hard and sometimes upsetting. In order to help you feel better about being with us, we will work hard in the next few weeks to help you learn about the program by completing a 14-day assessment with you. We will support you and guide you during your stay. We are committed to helping you succeed!



14 Day Assessment

In the next 14 days, we will be working with you to help you learn more about the program, get to know staff, and answer any questions that you and/or your family may have. We will also ask you to participate in different activities and tasks so that we can get to know you, too! Some of what you will be doing include the following:

- 1 Taking a tour of campus and becoming familiar with the location of cottages, school, health-care office, horse arena, chapel, administrative building, etc.
- 2 Completing activities to help you and the staff get to know one another.
- 3 Engaging in discussions about expectations/boundaries at Cathedral Home.
- 4 Participating in tasks that allow you and staff to talk about why you came to Cathedral Home and how staff can help you to meet your goals.
- 5 Meeting with staff to complete assessments, which are used to help staff work more effectively with you.
- 6 Working with staff to identify what types of activities and therapy you may receive while you are at Cathedral Home. For example, staff will talk with you about your interests and hobbies as well as what groups you may participate in.



Common Questions

by new clients & families:



How long am I going to be at Cathedral Home?

The average length of stay for clients is approximately 9 months; however, some clients are here for a shorter amount of time and some clients are here for a longer amount of time. The length of time you are at Cathedral Home will depend on your needs, your strengths, and overall goals.



What kinds of clothes can I wear? Is there a dress code?

At Cathedral Home, we do have a dress code in which clients are encouraged to present themselves as individuals, while doing so in a non-offensive, positive manner. The dress code is as follows:

Approved attire:

1. Clients must wear clothing including both a shirt with pants, shorts, or skirt, or the equivalent, and shoes.
2. Shirts and dresses must have straps/sleeves and fabric in the front, back and on the sides.
3. Clothing must cover undergarments.
4. Fabric covering all private parts must not be see through.
5. Clothing and accessories must be suitable for all activities as determined by activity leader(s).
 - When clients are skateboarding, riding bikes, riding scooters, or are roller blading, closed-toed shoes and helmets are required. The strap on the helmet must be buckled.
 - When clients are riding horses, riding boots, helmets, and jeans are required. Clients must also dress appropriately for the weather conditions when working with the horses.
 - When participating in winter activities, proper cold weather gear should be worn - i.e. mittens, hats, coats. When sledding, helmets must be worn.
6. Proper and safe foot attire must be worn at all times.
 - Shoes, socks, or slippers are required at all times in main living area for safety and hygiene reasons.
7. Clients may dye their hair with their team and guardian's permission.

Non-Approved attire:

1. Clothing will not insult others on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation or disability.
2. Clothing, jewelry, accessories, or mode of appearance that symbolizes affiliation to any violent group is prohibited.
3. Clothing, jewelry, or accessories that advertise or advocate illegal drugs, alcohol, weapons, or tobacco-nicotine are prohibited.
4. Treatment plans and/or interventions along with staff discretion will determine if clothing, jewelry, or accessories pose a risk to self or others and will not be allowed.
5. Clothing with obscene, explicit images and/or messages are prohibited.





When can I have communication/contact with my family/friends?

We encourage clients to contact their parents and/or case-workers after they arrive to Cathedral Home. Additionally, the staff (specifically cottage counselor and cottage coordinator) will contact your case worker and appropriate family members within 24 hours of your arrival in order to answer any of their questions and to obtain approval for additional contacts. The cottage counselor and cottage coordinator will also work with you and your family to identify a call schedule to ensure that you have regular contact with people you love and are close to. Additionally, you are able to receive letters and packages from those who are on your approved contact list. Please know that you are able to receive mail upon its arrival, unless otherwise specified by the sender, who may want you to receive it on a later date or occasion. Lastly, we will encourage your family to visit you on campus as soon as they are able so they can meet us, see where you live, and most importantly, see you! As you continue your stay here, we will collaborate with you and your family to visit one another, which may be on-campus, in-town, or at home, depending on your needs and family needs.



Where will I be going to school?

Cathedral Home has an on-campus school, Mae Olson Education Center (MOEC), that you will attend. MOEC will determine your current credits and grade level, academic needs, etc., and will create a school schedule based on this information. For some clients who are not obtaining their diploma, an alternative plan will be created.



What kind of personal belongings can I have while I'm at Cathedral Home?

Cathedral Home for Children understands how important it is for youth to have personal belongings. As a result, you can have your own clothes (that are consistent with dress code), appropriate pictures of family/friends, hygiene products (i.e. shampoo, soap, hair-brush, make-up, etc.), stuffed animals, posters/books that are considered positive, etc. We do not allow clients to have cell-phones, music devices that access the internet, any type of camera, and/or medication/substances that are not prescribed by an appropriate physician or medical provider. Also keep in mind that certain personal items such as medication, hair spray, razors, money, expensive items, etc. are locked up for safe keeping. Additionally, if you have any items that are initially approved to be in your own possession and these items later become a distraction to your treatment or create a safety issue, such items may subsequently be locked up or returned to your family to keep at home.



Will I have my own room? Will I have my own bathroom?

Generally, rooms are designed for two clients to live, so, it is possible that you may have a roommate. It is also possible that you may have your own room for part of or your whole stay. Additionally, each room has its own bathroom; so depending on if you have a roommate, you may share your bathroom with another peer.



What other questions do you have for us?



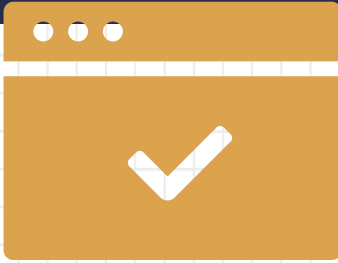
Map of campus



Identify the different locations on campus along with a quality or fact about each (for example, the Chapel is often used for Group Meetings). Also, meet and write down the name of one person and what they do at each location.

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____

7 _____
8 _____
9 _____
10 _____
11 _____
12 _____



Client Rights & Responsibilities:

ALL CLIENTS HAVE THE FOLLOWING RIGHTS DURING THEIR STAY:

1. Right to be treated with respect.
2. Right to have a warm, caring place to live.
3. Right to be provided with adequate nutritional food.
4. Right to appeal any disciplinary decision.
5. Right to be provided with adequate clothing.
6. Right to have needed medical attention.
7. Right to refuse treatment.
8. Right to an appropriate education.
9. Right to privacy and a private place when appropriate and not contrary to case/tx plan.
10. Right to contact with their families and guardians unless the court system/referring agency terminates or limits this contact.
11. Right to bring and acquire appropriate personal possessions.
12. Right to confidentiality outside of the agency.
13. Right to equal treatment disregarding race, sex, religion, ethnicity, disability, or sexual orientation.
14. Right to have input in their case/tx planning.
15. Right to be treated with the State laws that protect children from abuse or neglect.

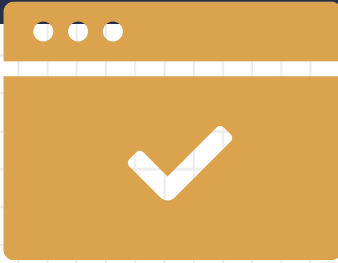
CLIENT RESPONSIBILITIES:

1. To treat others and their belongings with respect.
2. To contribute to this warm, caring atmosphere through the expression of concern for the Home and for others.
3. To act at mealtimes with proper manners, in order that others might enjoy their meal.
4. To accept discipline when it is just.
5. To care for your clothing.
6. To cooperate with medical decisions, in order to care for your health.
7. To actively participate in the process of your education.
8. To respect the privacy of others.
9. To participate positively in family counseling.
10. To care for your personal possessions and those of others.
11. To maintain the confidentiality of others.
12. To show respect to others, regardless of race, sex, religion, ethnicity, disability, or sexual orientation.
13. To participate actively in your treatment plan.
14. To do chores responsibly and in a timely manner.
15. To report any abuse or neglect you encounter.

I understand the above rights and responsibilities.

Staff Signature: _____ Date: _____

Client Signature: _____ Date: _____



Client Confidentiality Agreement:

What does "confidential" mean?

con·fi·den·ti·al·i·ty:

keeping other people's information private

I agree to respect the rights of the clients and their families by not revealing the names of clients or any other treatment information that I become aware of while I am a client of Cathedral Home. This includes discussing the treatment of other clients outside of therapy groups and outside of Cathedral Home.

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____



Client Grievance Procedure:

What does "grievance" mean?

griev·ance:

an official statement of a complaint over something believed to be wrong or unfair

Having way to document a complaint or concern makes sure that you are protected from any wrong or unfair treatment. You are worthy and you are valued.

In the event that you wish to bring forward a concern/grievance, a staff member will assist you in following the grievance procedure. An incident report form, pen, envelope, postage, and access to a telephone will be provided upon request. Assistance will be provided if you are unable to read or write. Grievances may be made verbally or in writing to any staff member. Your grievance will be taken to the Coordinator for resolution. You have the right to request a review of the grievance and the resolution with a Director and/or the Executive Director.

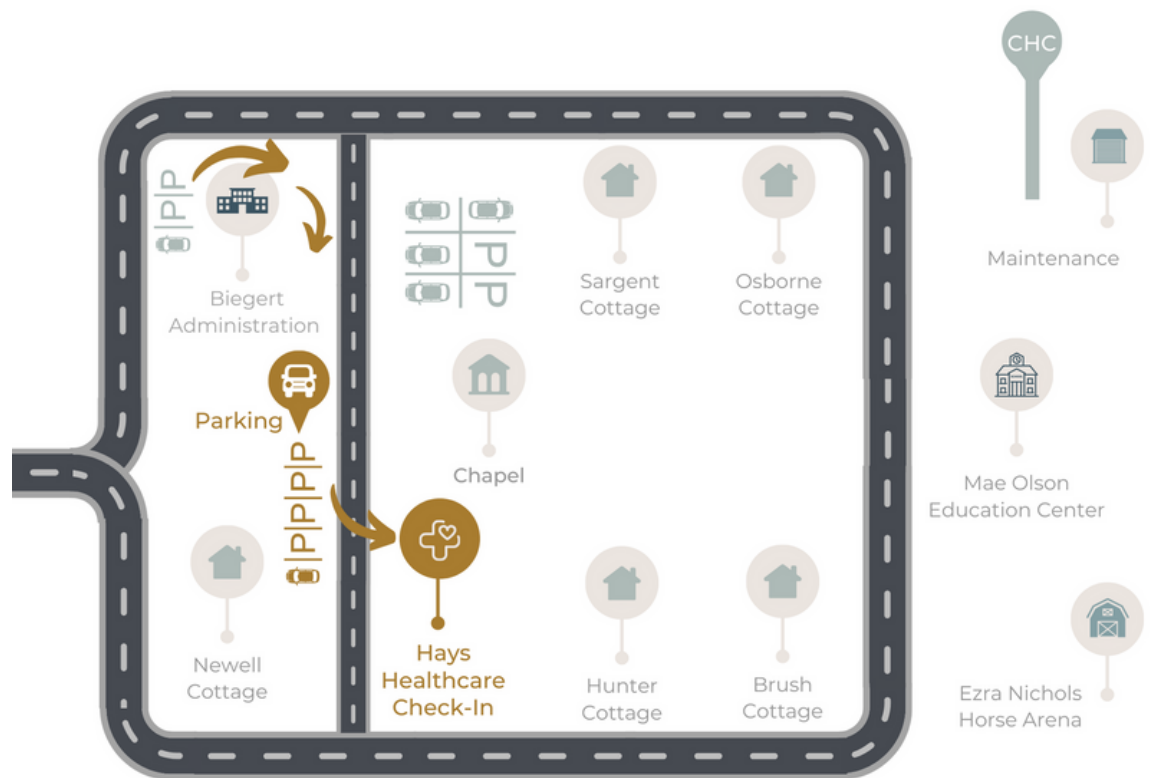


RESIDENTIAL CHECK-IN

>> AT HAYS HEALTHCARE

Welcome to Cathedral Home.

If you are here as a new client to our Residential Program, please proceed to Hays Healthcare to check in and be welcomed.



What you can expect.

Scan to read our Residential Program welcome packet, common questions, and what you and your child can expect. See you at check-in.

