



# **Resident Handbook**



Welcome to Woodburn Christian Children’s Home! We are glad you are here and we hope that your time here will be a positive step in your life journey. This handbook is designed to answer some of the most common questions that new residents have about living at WCCH. It is also an opportunity for us to tell you some of the expectations that we have for new residents. If for some reason this handbook does not answer your questions, please ask your house parents, Administrator, or counselor. We want you to know everything there is to know about this place!

**Introductions**

Let’s start by introducing you to the primary people you will be working with. Your primary house parents are on duty in your house about 28 days each month. When they go off duty, your guest house parents will take their place. Your counselor will work with you in individual and group counseling. For your convenience, we have listed the names of these people:

House Parents: \_\_\_\_\_

Counselor: \_\_\_\_\_

Program Director: \_\_\_\_\_

Office Manager: \_\_\_\_\_

Executive Director: \_\_\_\_\_

The treatment team is a group of people who meet regularly to discuss the progress you and your family are making and make suggestions on how to better help you and your family.

### **Woodburn Christian Children's Home Program**

While at WCCH you will have development in 4 areas: Physical, Educational, Emotional, & Spiritual. These 4 areas of development will be discussed later in handbook.

### **Communication with Staff**

We want you to feel open to talk freely with your house parents, counselor, and WCCH staff. In fact, communication is an essential part of treatment. At various times, your house parents will talk with you about how things are going. Sometimes the house parents will try to correct certain behaviors or thought patterns and other times they will encourage you in the positive behaviors and thought patterns they see. This type of ongoing communication is one of the main ways treatment happens in a place like WCCH.

If you are struggling to talk with a particular staff person (house parent or counselor), please find another staff person you are comfortable talking with. Perhaps with some help you can learn to communicate with all members of the treatment team.

### **Communication with Your Family and Support Network**

We want you to stay in touch with your family and support network (people not in your family, but who are important to you) while you are in treatment at WCCH. Before you arrive at WCCH, parents/guardians who placed you here have filled out a contact list for you.

Your contact list tells us who you can have contact with and what sort of contact. We do not make the list, but we do have to follow it.

You will have monthly visitations with your parents or guardians after the first 30 days at WCCH. We will discuss visits more in the next section. We also want you to have regular phone calls with your family. You can have up to one ten-minute phone call each week with your parents/guardian or other designated contact. You can also receive mail and send mail to the people on your contact list. It is very important that you remain in touch with these people and so we encourage you to regularly write them. Mail will be sent by house parents/WCCH staff.

### **Visits**

Visiting is an important part of the WCCH treatment program. It is through visits that families build relationships, practice new skills and methods of dealing with problems, and evaluate progress. Visits are also a way for you to reconnect with your community and attend events in your community that are important to you (cultural events, your church, school events, etc.). We encourage these visits are spent with family members.

Visits will start after your 30 day period at WCCH. Visit will occur every month. Visits may look like the following:

- On campus and supervised (2 hours)
- Off campus (6 hours)
- Off campus (all weekend)
- Off campus (week long)

By the end of your stay here at WCCH visits may occur more often. When these visits are going well, we will know you are ready to return home. Please note that this visit only applies to the persons you will be living with when you are discharged from WCCH. All other visits will typically happen here on our campus.

### **Culture**

While you are here at WCCH, we want you to feel supported in your own culture of origin. It is important that you have the ability to remain connected to your community of origin and that you have ability to honor your own culture. We believe that the best way to remain connected to your culture and community is through regular off-campus visits with your family. If there are other ways that we can help you remain connected, please let us know. If you have certain cultural needs, please let us know those as well.

### **Counseling**

Each resident attends individual and group Christian counseling sessions. The program incorporates a three-tier counseling methodology. Each tier reflects different intervention strategies rooted in goal-driven Cognitive Behavioral Therapy (CBT) and Trauma Focused CBT. Each resident's progress is reviewed weekly during treatment team meetings with counselors, houseparents, and administrative staff. Goals and objectives for each child are developed within 45 days after joining the program, and are maintained through discharge, and follow-up.

## **Our Expectations for You**

WCCH has more expectations than most families do. One of the most important reasons we have for setting such high expectations is that we want to keep you and everyone else safe. You will not want to live here if you don't feel safe! The rules and expectations are there to give structure and create a safe place for you to work through your treatment.

We do understand, however, that this can be hard to get used to at first. It may feel like everywhere you turn there is another rule! The longer you are here, however, the more comfortable you will become living in a place with such high expectations. For your convenience, we have included a list of the rules at the end of this handbook. In order to try to help you, your house parents will go over all of the rules and expectations of the house, outside, and of school when you arrive.

We understand that some residents have had substance abuse issues in their past. While in treatment we will work with you on your substance abuse, but you are also expected to remain free of drugs and alcohol during your placement. All residents are subject to random or regular drug testing while at WCCH.

## **Behavior Management:**

WCCH exists to teach young people how to make better behavioral choices so that they can live successful lives. We want you to learn that everything you do has a consequence. Sometimes these consequences are things we like and sometimes they are things we dislike. If we pay attention to the consequences of our actions they can teach us what behaviors are good for us and what behaviors are harmful.

Here at WCCH we use consequences to try to help young people learn these lessons quickly so that they can be united with family if possible. When you break the rules or demonstrate behaviors that are harmful, we will attempt to use natural and logical consequences to try to help you learn more quickly.

Natural consequences are things that happen because of a person's behavior no matter what. For example, if you punch the wall, the natural consequence might be that your hand hurts or that the wall is now damaged. Natural consequences are really helpful because they can teach us to avoid hurtful behaviors. Whenever possible, the staff members at WCCH will allow natural consequences to teach residents. We will do that by talking (we call it "processing") about the behavior and what happened as a result. We do this so that residents understand how their behavior led to the natural consequence.

The problem is that natural consequences don't always happen. In situations where natural consequences aren't enough, we will use what we call logical consequences. A logical consequence is what should happen as a result of a resident's behavior. For example, if you punch the wall and damage the wall, the logical thing for you to do is fix the wall (or pay for it to be fixed). If a resident steals something, the logical consequence is to give it back and ask forgiveness. Sometimes the logical consequence for a behavior that was hurtful to another person would be to do something for that person to make up for the behavior. The goal is always the same: we want residents to learn from their behavior and make better decisions.



At the end of this handbook you will find a list of “House Rules.” These rules are areas that we think are important and they are things that may result in natural or logical consequences if broken.

At no time will we ever hurt you as a consequence. We will never hit you, slap you, call you names, or make fun of you. Our goal is to teach not to hurt. If you feel like you have been hurt by a staff member in some way, please talk to another staff member. All of this is laid out in the section called “Your Rights” below.

### **Treatment Program: The Phase Model**

Everyone who comes to WCCH has a treatment plan. Your treatment plan is a summary of what is going well in your life and what areas you need to work on. You, your parents, counselor, house parents, and staff members here at WCCH will all contribute to the treatment plan so that it accurately represents you. In order to move through your treatment plan and monitor your progress we have developed the Phase Model. The Phase Model is a graduated program and not a level system. There are 5 phases and each phase time table varies, but generally depends on your participation in the treatment program. Each phase has goals that are written specifically for you in your treatment plan. The treatment plan is written with your input, your parent’s input, the input of and the WCCH treatment team. The five phases are:

Phase 1: Acclimation, Assessment, and Acceptance

Phase 2: Skill Development

Phase 3: Mastery

Phase 4: Generosity and Advanced Mastery

Phase 5: Independence

When you have completed Phase 5 you will be ready to be reunited with your family if possible. The harder you work on your treatment objectives, the faster you will move through your treatment plan and the faster you will return home. If you are not able to leave WCCH at this time in your life you will be allowed more freedom as long as it follows the rules at WCCH. These freedoms are subject to WCCH staff authorization.

### **Education/Schools**

When you come for treatment at WCCH you will attend Harlan Christian or Woodlan Jr/Sr. High School. This decision will be made by you, your parents/guardians and the staff at WCCH. You will be expected to do your school work and homework nightly. Your work will be brought home nightly so the tutor or house parents can check your work and that it is done. You will work at the homework table every night until your school work is completed. There will be tutors to help you with your work but they will not do the school work for you. You are expected to do your best with your schooling.

**Work Experiences:**

While living at WCCH, you will have a variety of work experiences. These work experiences serve both to develop a solid foundation of work habits and attitudes and also to give you the opportunity to learn about yourself as your skills are developed. These opportunities include: lawns to mow, animals to care for, vehicles and buildings to maintain, gardens to tend, houses to clean, laundry to wash, snow to shovel, bushes to trim, etc.

When you do these chores you will earn a monthly allowance. You can also, however, do these same chores for free as a consequence for poor choices. When you do earn money, you will be taught the importance to tithe a portion of your monthly allowance. The money that you have for spending is kept in the house parents' apartment and will be available to you upon the house parents' discretion. The house parents keep your money so you will not misplace it. You may always ask how much you have earned.

**Recreation and Free Time:**

WCCH can be a fun place to live when you are making good decisions and working on your treatment goals. We want you to find ways to spend your free time that are both enjoyable and appropriate. Recreational or free time activities can be on or off campus. These activities may include: basketball, computers, baseball, football, riding bikes, nature walks, campfires, swimming, videos, billiards, ping pong, crafts, shopping, or eating out with the WCCH family. Residents are not allowed to date while in treatment unless approved by

WCCH staff and parents/guardians. All dating will be supervised.

**Religious Activities:**

WCCH is a ministry of Christian Churches and Churches of Christ. As part of normal family life you will have the opportunity to attend religious services and activities. While on passes with your family or end of placement you are encouraged to attend the religious services of your choice. While at WCCH you will attend religious services or activities with your house parents and WCCH family.

**Length of Placement:**

Short-term placement is when you remain at WCCH for a period of 1 year. The principal objective for a short-term placement (usually 1 full school year) is to overcome behavioral and/or relationship problems, so that you may be reunited with your family. Short-term placement is regulated by how you work on your treatment plan.

Long-term placements is when you remain at WCCH until you graduate from high school. The principal objective for a long-term placement is to assist the family in raising a young person to maximize your potential: physically, intellectually, emotionally, and spiritually.

**Contact with Non-Family Members:**

When you come to WCCH, your parents/guardians will complete a contact list which tells us who you can have contact with. In general, family members are included on your contact list, but friends are not. We will keep a log of your phone calls while you are here and if you are caught trying to contact people who are not on your contact list you will receive consequences.

**Injury or Illness:**

If you feel sick or get injured at any time during your stay at WCCH, please let us know so that we can get you whatever help you might need. We care deeply about your safety and health.

**Personal Belongings**

Clothing is important and many messages can be conveyed about a young person by his or her clothing. As a general rule, clothing that is tight, revealing, or contains inappropriate messages will not be allowed. All clothing will be checked by house parents before being allowed on campus. See Dress Code Attached.

Music is another powerful means of conveying messages, and we believe that the message of some music can be harmful by encouraging you to rebel against authority and practice destructive habits. Young people at WCCH are not allowed to have recorded music, which communicates messages of violence, drug use, sexual content, satanic or occult beliefs, or other antisocial behaviors. Radio usage is outlined in the individual house guidelines.

Miscellaneous items that are not allowed include tobacco, alcohol, drugs, weapons, occult, gang related, or pornographic products and any items which represent these activities. Cell phones and personal computers are also not allowed for residents. Any illegal items will be turned over to the proper authorities or destroyed. Upon arrival, all of your belongings are checked in by your house parents. If you come in with inappropriate items, they will be confiscated and sent home at the first opportunity. However, if you have any of these items in your possession after the initial personal property inventory is completed, the item will be taken and not returned. It is your responsibility to ask whether a certain item is allowed before buying or bringing it to campus.

### **Your Rights:**

Please talk to your house parents, counselors, or WCCH staff if there are any problems that need to be resolved. For safety reasons, if you are being verbally or physically aggressive or uncooperative we have the right to delay contact with any of these people until you have regained self-control. Take a moment and read the following list of rights. If you have any questions about your rights, please ask a staff member.

## **Rights of the Child in Residential Care**

1. Every child has the right to maintenance, including nutrition, clothing, and shelter in a clean and safe environment.
2. Every resident has the right to the same treatment regardless of race, religion, national origin, gender, financial status,
3. Every resident has the right to the same treatment.
4. Resident has the right to work with staff members who care for them and will support and guide them in physical, educational, emotional and spiritually development.
5. Every child has the right to be free of fear, injury, neglect, abuse, and sexual exploitation.
6. Every child has the right to prompt medical care for the prevention, diagnosis, and treatment of medical, dental, and mental health problems.
7. If a resident is prescribed a medication, the resident has the right to know what the medications is, what it was prescribed for, and the potential side effects of the medication.
8. Every child had the right to express opinions and be heard in issues concerning his/her care, treatment, and plans for the future.
9. Every resident has the right to participate in planning of their treatment plan and a copy of that plan.

10. Every child has the right to maintain ties with his/her family, unless restricted by court order. Contact will be by phone, monthly visits, writing letters but we encourage family contact.
11. Every child has the right to confidentiality regarding case record information and mail.
12. Every child has the right to receive an education appropriate to his/her individual abilities and educational needs.
13. Residents have the right to privacy when dressing, bathing, and self-care.
14. Every child has the right to be provided with opportunities for healthful physical exercises and recreational activities, including some free unscheduled leisure time.
15. Every child has the right to be provided with opportunities to establish close relationships with other children and with caring adults.
16. Every child has the right to enjoy freedom of thoughts, conscience, and religion.
17. Resident maybe photographed, but any pictures taken of the resident will not be used without the consent of parents or guardian (see placement documents).
18. Residents may be photographed, but will not be used unless parents/guardians have given consent.

Once again, we wish to welcome you to the Woodburn Christian Children's Home. Our hope for you is that your time here will be productive and helpful to you and your family!



## **Girls' Dress Code**

- No Halter Tops
- No Tube Tops
- No Strapless Tops
- No Cleavage Shown
- No Bare Midriff
- No Mini-Skirts
- Skirts at Knees or Below
- No Undergarments Shown
- No Inappropriate Advertisements on Clothing
- No Bikinis, (one-piece swimsuit) Not White, No Cleavage Shown
- No Short-Shorts
- No Shorts (below 60 degrees)
- No Spandex
- Pants must be loose (able to pinch an 1" from thigh/leg without the fabric snapping back)
- Must Wear Shoes or Sandals
- No Night Gowns/Night Shirts worn out of Girl's Hall
- No Body Piercings
- No Holes in Pants
- No New Tattoos
- Approved Haircuts

## **Boys Dress Code**

- No Spandex Shorts
- No White Swim Trunks
- Shoes or Sandals Must be Worn
- No Inappropriate Advertisements on Clothing
- No Earrings
- No Body Piercings
- No Holes in Pants
- No New Tattoos
- Approved Haircuts
- No Skinny Pants Must be loose (Grab an 1")
- No Sagging Pants
- No Shorts (below 60 degrees)
- Belts Must be Worn
- Shirts Must be Worn at all Times Except When Swimming Unless Otherwise Instructed
- Undergarments Must be Covered at All Times
- Do Not Wear Hats in the House

## **Rules for Residential Houses**

1. **Each child must show proper respect** to all house parents, directors, visitors, volunteers, school employees and other children. This includes verbal and physical cues.
2. **There will be no bullying of any type:** child to child or house parent to child.
3. **Children must ask permission to do all things.**  
For example: go to bedroom, use the bathroom, bring something out of your room, watch TV, use the gaming system, etc.
4. **Children may not be in the house alone.** There must be an adult in the house with them at all times. Children must ask permission before going in the house.
5. **The child may not be alone with an adult of the opposite gender.** When possible two adults of opposite genders must supervise a child.
6. **House parents are responsible to know where the children are at all times** thus ensuring the physical, emotional and spiritual well-being of each child.
7. **All children must remain in their bedrooms** during bedtime with doors closed. No child may leave their room without the house parent's permission in the morning. The only exception is to use the bathroom.
8. **Children may not open bedroom windows without permission from house parents.**

9. **Boys and girls are not to be left alone together at any time or anywhere.** This rule is to be enforced both on-grounds and off-grounds as well as any youth trip whether church or school sponsored. This includes all areas of the house and basement.
10. **No boy is allowed in the girls' hallway under any circumstance or reason.**
11. **No girl is allowed in the boys' hallway under any circumstance or reason.**
12. **Boys and girls may not sit on same couch.**
13. **Only one child may be in the bathroom at a time.**
14. **There will be no boy--girl "intimate" relationships.** There will be no flirting, dating, note passing, holding hands, hugging or kissing. There is zero tolerance in this matter.
15. **Children may not visit another child's bedroom for any reason or any occasion.**
16. **All children (and house parents) are to be fully dressed** while in the hallway or common areas. This includes robes, pajamas and day clothes when applicable.
17. **All children must brush their teeth, comb their hair and shave** (if applicable) each day in the morning.

18. **Each child must take a shower each day.** The shower time limit is 10 minutes.
19. **Children must wear shoes at all times outside the house. No bare feet inside.** Socks, slippers or shoes must be worn inside the house.
20. **No money is to be kept in the bedrooms, school lockers, etc.** House parents are responsible to keep all money in a secure location.
21. **No food, candy, gum, water or drinks can be in your room.** Any exceptions subject to house parent's approval.
22. **Each child must display proper manners at the dining room table** (keep arms and elbows off table, small bites, chew with mouth closed, no talking with food in mouth).
23. **Bedrooms are to be kept neat and picked up every morning.** This includes making the bed. Dirty clothes go in the laundry basket in each child's bedroom.
24. **Children may have a clock radio in their bedroom.** The volume must be adjusted so that it cannot be heard outside of the room.
25. **Radio stations are limited to Christian radio and music, only.**
26. **Telephone calls are limited to 15 minutes and will be supervised by house parents.**

27. **Children may not have any personal electronic equipment** including iPad, iPod, gaming system, MP3, cell phones, computers or camera.
28. **Children are not allowed in house parent's apartment** for any reason or any occasion.
29. **Children will each have household and grounds chores.**
30. **Each child will be responsible to do their own laundry** (age applicable). This includes washing, drying, folding, and storing in dresser or hanging in closet.
31. **Each child will clean the bathroom after each use.** Including the sinks after you brush your teeth; putting away all personal items in their basket under the sink/in closet.
32. **Each child is responsible to clean up after themselves.**
33. **Each child must put used towels in proper places.** After shower, or after pool use. No wet towels are allowed in laundry baskets in their bedroom.
34. **No child is allowed to borrow the personal possessions of another child.**

35. **SCHOOL RELATED:**

- a) Children are not allowed to wear sweatpants, yoga pants or pajama pants to school. Only allowed during gym class or during sports practices and games as appropriate.
- b) Children may not bring personal possessions to school other than school related supplies without house parent permission.
- c) Children must bring home all homework each night, whether the homework was completed at school or not.

36. **OUTSIDE RULES:**

- d) Do not bounce balls or ride bikes in the shelter.
- e) Put away all toys and balls, etc. when finished playing.
- f) Each child is assigned a bike. They must ask permission to ride their bike and may not ride another bike. They must also ask permission to return bike to shelter. Only one child, at a time, allowed behind the shelter at the bike storage area.
- g) Boys and girls must play separately unless supervised or in organized activities.
- h) All play must be respectful – no bullying younger children.
- i) No rock throwing.
- j) No going into the pool area unless instructed by an adult.
- k) No going onto the woods unless instructed by an adult.
- l) No playing on the mound system, behind sheds or in sheds.

**DISCIPLINE POLICY:**

- Each child will be treated kindly and humanely.
- No mentally, physically or emotionally abusive treatment will be permitted.
- All discipline shall be administered as an educational process for the purpose of changing attitudes as well as conduct.
- All discipline will comply with 465 IAC 2-9-57.