

The Children's Center of Ohio, LLC

Youth/Family Handbook

Revised 5/2/25



Making tomorrow better, today...

Rules and Expectations for Residents:

THE CHILDREN'S CENTER OF GOALS

1. BE HONEST
2. BE RESPONSIBLE
3. BE SUPPORTIVE OF THE PROGRAM
4. EXPECT GREATNESS
5. SHOW CARE AND CONCERN
6. TALK IS TREATMENT ORIENTED

THE CHILDREN'S CENTER STANDARDS

1. RESPECT SELF AND OTHERS
2. USE GOOD COMMUNICATION
3. MAINTAIN SELF CONTROL
4. MAKE A COMMITMENT TO THE PROGRAM
5. INFORM STAFF OF WHEREABOUTS AT ALL TIMES

CRITICAL TREATMENT INCIDENTS

1. PHYSICAL AGGRESSION
2. FLAGRANT DISRESPECT TO STAFF
3. A.W.O.L.
4. VERBAL ABUSE-PHYSICAL/VERBAL THREATENING (SELF OR OTHERS)
5. PROLONGED CONCERTED EFFORT TO UNDERMINE THE PROGRAM
6. DRUG USE/ABUSE
7. DEFACING/DESTRUCTION OF PROPERTY

Upon violation of a Critical Treatment Incident, all privileges shall be suspended, and violation may result in phase demotion. This will be discussed in the Treatment Team meeting.

PHASE SYSTEM:

The Children's Center of Ohio adopts the belief that in order to be effective, "treatment must be planned, coordinated and consistent". The Phase System shall provide a consistent approach to treatment that monitors the goals of each youth's S.P.

PURPOSE:

The Phase System is structured to help each child accept limits and adapt to living with others as part of the socialization process. Relationships based on mutual interests and trust must exist in order for treatment to occur. Each component of the treatment program will support the use of the Phase System as a means of promoting this process. The Phase System is designed to facilitate this by encouraging positive pro-social behaviors and attitudes and discouraging negative, antisocial ones. Behaviors and attitudes seen are good, bad and indifferent. There should be rewards for additional changes or attempts and consequences for bad behaviors or indifferent attitudes. As the child progresses through the Phase System, more freedoms are afforded to the youth. However, as the youth earns these freedoms, increased responsibilities are also placed on the youth for dealing with daily living problems. The ultimate goal of the Phase System is to help each child learn ways to replace antisocial behaviors and attitudes with more acceptable ones. Each child needs to learn to get their needs met while getting along with others in the environment without infringing on the rights of others.

The Children's Center of Ohio shall utilize a Phase System consisting of five (5) separate phases:

- a. Orientation
- b. Learning
- c. Lower Progress
- d. Progress
- e. Graduation

PROCEDURE:

1. Upon entering The Children's Center, each child will begin on Orientation Phase. This phase is characterized by an emphasis on learning the program's expectations, services offered, the mechanism through which the youth may complete the program, the child's rights, the Phase System, Phase Expectations, disciplinary procedures, and becoming familiar with staff and peers. The Orientation Handbook, containing the above information, will be given to the child upon admission. This phase should last between two (2) and four (4) weeks.
2. The second (2) phase, Learning Phase, shall focus on the child's ability to learn their S.P. goals (why and how these have been their problems), earn staff and peers trust, form relationships, improve daily living skills and put forth effort to obey rules and progress on goals. The length of this phase is from 6-12 weeks.
3. Movement to Lower Progress Phase shall be warranted when the child proves they can be trusted to be serious about the program and works to achieve not only their S.P. goals but learn socially acceptable attitudes and behaviors, and demonstrates an effort to replace their problematic attitudes/behaviors with the appropriate ones. This phase will also be from 6-12 weeks.
4. A child on Progress Phase has accomplished most of their S.P. goals and exhibits consistent, positive and constructive behaviors and attitudes. The child should be given more responsibility and more freedom to practice the skills they have learned through home visits, job placements, certain off campus recreation and other opportunities. This phase will last from 6-12 weeks.
5. The final phase, Graduation, will last for 4-6 weeks. In this phase there would be very little supervision and more freedom to make decisions. The child must demonstrate and maintain consistent, positive behavior while on Graduation Phase.
6. Expectations for phase advancement will be reviewed with the child during counseling sessions. Phase Expectations shall be posted in the Orientation Handbook.
7. When a child believes they have met their Phase Expectations, they will ask their counselor/team leader to meet with the Treatment Team. The Treatment Team will review with the child their progress on meeting the criteria (Phase Expectations) for advancement to the phase requested. Questions pertaining to the child's S.P., progress on S.P. goals and Phase Expectations will be asked. Treatment Team will then decide if the child has completed expectations and the staff will explain what is expected for phase advancement.

8. Privileges for each phase shall be identified in the Orientation Handbook. Staff will decide if privileges have been earned by assessing (a) expectations of the child's phase, (b) child's effort to accomplish his S.P. and The Children's Center's goals (c) child's attitude. Staff may recognize that certain privileges have been earned, while others have not. Children shall be informed as to whether privileges have been earned or not, and what is expected from them to earn privileges.

Phase Expectations must be met for advancement to the next phase. The child should ask his counselor/team leader to meet with the Treatment Team to discuss promotion when he feels he has met the Phase Expectations.

PHASE EXPECTATIONS

- I. Orientation Phase
 1. Program Expectations - Standards- Goals
 2. Services Offered
 3. Youth's Rights
 4. Phase System
 5. Phase Expectations
 6. Disciplinary Procedures
 7. Staff and Peers Names

- II. Learning Phase
 1. Learn S.P. Goals
 2. Earn Staff and Peers Trust
 3. Improve Daily Living Skills
 4. Effort to Obey Rules
 5. Effort to Progress on Goals
 6. Form Relationships

- III. Lower Progress Phase
 1. Serious about the Program
 2. Works to Achieve S.P. Goals
 3. Works to Achieve Program Goals
 4. Effort to Replace Problematic Attitudes/Behaviors with Socially Accepted Attitudes/Behaviors
 5. Relationships are Formed

- IV. Progress Phase
 1. Accomplish S.P. Goals
 2. Show Consistency
 3. Accomplishes The Children's Center's Goals

- V. Graduation Phase
 1. Demonstrates and maintains positive consistent behaviors and attitudes.

PHILOSOPHY AND GENERAL PURPOSE

The Children's Center of Ohio is a **Private, For-Profit, Treatment Oriented Children's Residential Center** that serves up to 53 youth, 8-21, who have been adjudicated by the court system of the state of Ohio as public, or status offenders, abuse/neglect or dependent commitments. The Children's Center of Ohio provides a normalized, open, home setting in which an individualized treatment approach is utilized. Emphasis is placed on teaching children new behaviors and skills, while strengthening and developing healthy relationships.

The Center's philosophy combines social learning theory, behavior management, and emphasizes the present. The structure which is the basis for this concept consists of limit setting, consistency of routine and the overall process of normalization.

The purpose of the Center is two-fold:

1. Preventive: The treatment and modification of maladaptive behavior to prevent institutionalization.
2. Transitional: Enabling a gradual "transition" of adjustment between institutional care and return to family life.

PHILOSOPHY OF TREATMENT

The young people committed to our care are experienced in failing. They have done poorly in school, at home, and in other residential settings. Their self-image reflects a lack of competence and confidence and their outlook on the future is often pessimistic. Scores of caring adults have already "given up" on them.

It is our task(s) to help these young people learn new behaviors and attitudes in overcoming their problems and learn to live productive lives. We accomplish this task through various methods within a team living environment.

The major components of a planned team living environment are the incentive system, the program activities and the team intervention system. Central to each of these components is the teaching relationship between the childcare worker and the child and the focus on teaching basic social, emotional and cognitive skills.

Adolescents are very concerned and motivated by what their peers think about them and the world around them. As they test out newly found independence they often look to their peers for support and reinforcement. Team living offers the ability to teach young people other ways of coping with their environments. The therapeutic milieu is specially designed for an environment in which the events of daily living are used as formats for teaching competence in basic life skills. The living environment becomes both a means and a context for growth and change, supported by a culture that stresses learning through living. Teaching occurs in a wide range of formats, including rules, routines, games and activities and quiet conversations with staff.

In any team living situation, we have to learn how to get along with others. Private Child Care homes by their very nature offer the opportunity through a therapeutic milieu to teach young people how to function within a team. This task is accomplished through the day-to-day activities within a team living setting. This allows a normal process to occur in dealing with

everyday problems that occur when behaviors/attitudes are evident. The children will be able to transfer these newly acquired skills when they return home.

PROGRAM DESCRIPTION AND COMPONENTS

Description of Program

The Children's Center of Ohio's program is designed for, but not limited to, a six to twelve month residency. After working through the phase system process, the child may earn graduation phase, the final phase in the five-phase program. Graduation from the program is based on meeting well defined treatment objectives, and completion of the Individualized Treatment Plan.

At The Children's Center of Ohio, we believe that each young person who has had problems in the past deserves the chance to use their potential and ability to make positive changes in their attitudes and behaviors. To this end, each component of our treatment program is designed to give each young person individualized opportunities to make positive improvements.

Our program is designed to help young people recognize, analyze, and change the attitudes and behaviors that led to placement in our program.

Program Components

Work

The foundation of the program at The Children's Center is the belief in a strong work ethic, the power of self-esteem, and a sense of accomplishment. This coupled with the independent living skills (household maintenance, laundry, meal preparations, etc.) learned from work experience at The Center provides an enlarged sense of self-worth. Through the timely completion of chores around the house and other work assignments, each child may learn the importance of working as a team to support the greater good of the family unit.

Education

Education is the foundation for learning and to this end The Children's Center provides various avenues for the pursuit of education. Most children will be enrolled in online school, but the opportunity exists for children to be enrolled in public schools, vocational schools, college courses or GED testing. School progress will be monitored weekly and included in monthly progress reviews. For many, problematic attitudes and behaviors began in school and only through successful involvement and achievement can these problems be resolved.

Recreation

The recreation program at The Children's Center is designed to provide each youth with the opportunity to have positive interaction with others, improve social skills, and increase physical capabilities and athletic skills. Recreation may include swimming, basketball, softball, flag football, camping, fishing, hiking, bowling, boating, in-house recreation, roller-skating, volleyball, off-campus outings, and creative activities.

Voluntary Religious Services

Our children can participate in various voluntary religious services while at The Children's Center. Children may choose to participate when local church leaders come to The Children's Center to lead Bible study programs each Sunday morning or during off-campus services at different churches each week. During on-campus services children can participate, ask questions of the church leaders, or simply observing the activities without interaction.

Team & Individual Counseling

At least five days per week we shall conduct team counseling in the residential setting. This shall be an informative session in which members participate in helping behavior for other team members. The team session allows everyone the opportunity to express feelings and ideas in a caring environment. Youth will also be scheduled to have formal individual counseling with their team leader at least once per week.

While this is their formal time for counseling, informal aid from all staff is always available. Each staff brings with them their own unique experiences which they use to help correct problems and teach them new living skills.

MISSION STATEMENT

The mission of The Children's Center of Ohio is to provide troubled children and their families a bridge to a valued, responsible, and productive future. To this end, we help each child find hope, vision, courage, and the will to succeed. We provide stability, opportunity, and security. We encourage growth and offer a chance to develop confidence, independence, self-esteem, and respect. We teach values, responsibility, and self-discipline in an honest, caring environment. We believe in family, work, accountability, education, and responsible behavior. We are a catalyst for change.

FAMILY IN THE TREATMENT PROCESS

The family is an important part of the treatment process at The Children's Center of Ohio. On each visitation there will be time set aside for a family counseling session involving the parent/significant person and the child in care. This time is for the child and parent to prepare for the child's eventual return home. It is the responsibility of the parent to be involved in these sessions and attend visitation when possible. The Children's Center of Ohio understands that in the end each child will return to the situations and circumstances that have led to the child's placement. In the interest of the children at The Children's Center of Ohio all family members are encouraged to participate fully in the treatment process.

Family involvement in the Center includes the following:

1. Treatment Planning - Parents shall be requested to attend treatment planning conferences for their child. This could also serve as a time for helping parents identify their own problem areas and help them to develop goals and plans for resolution.
2. Family Support - The Team Leader shall provide family support per the child's S.P. Marital counseling and other extended family problems requiring counseling may be referred to appropriate local agencies or private practitioners. The Team Leader shall assist such families in contacting local agencies in conjunction with Referring Agency efforts.
3. Parent Education - A Team Leader may provide regularly scheduled parent education classes.
4. Parent Support Teams - A Team Leader may lead a parent support team.
5. Visitation - Family members and approved significant others may visit during posted visiting hours. Special visitation may be approved by the Program Director/Coordinator. All visitors are expected to abide by all program and department policies and state laws.

6. Telephone Contact - When possible, the assigned Team Leader (Treatment Coordinator) shall make regular phone contact with the child's family. The purpose of the phone call is to inform the parents of the child's progress in the treatment program and to keep up to date with changes in the family.

TELEPHONE

The Children's Center of Ohio shall provide children with access to a telephone to initiate and receive personal telephone calls, in accordance with their Service Plan.

PROCEDURE:

1. The child shall be informed during Orientation of the Center's policy regarding telephone use.
2. The Center shall designate a time frame and duration of time for children to use the telephone. Such access is directly related to the phase system.
3. Each call shall be documented in a log containing, at a minimum, the date the call was received or made and person calling or being called.
4. Telephone restrictions may be imposed with approval of the Executive Director when there is evidence to justify such limitations. This will be documented in the I.C.R.
5. Each child shall be afforded reasonable privacy during phone contact.
6. Both incoming and outgoing conversations are not to be monitored by staff, unless requested by the Placing Agency or custodian and included in the case plan.
7. The opportunity to contact the child's attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA) and guardian ad litem, by telephone or at the facility, in private, no later than twenty-four hours after the request is made by the child.

MAIL

The Children's Center of Ohio shall ensure that each child may send and receive mail. Mail may be inspected for money or contraband, but censorship of mail is prohibited. Free postage shall be provided for all legal correspondence.

PROCEDURE:

1. Each child shall be permitted to send mail to the following; court, legal counsel, officials/confining authority, authority administrators of grievance systems, members of the releasing authority, parents, friends, relatives and government officials. All mail sent or received shall be in accordance with the S.P.
2. Children's letters, incoming/outgoing, are not to be read by staff unless there is substantial reason to justify each action. If correspondence is read, the child must be

informed in advance and be present when the letter is read. This justification should be documented in the child's case plan.

3. It is prohibited for a child to be forced to read a letter aloud.
4. There shall be no limit on the volume of mail a child may send or receive except when there is substantial reason for justifying such limitations. The Executive Director must approve such mail restrictions and document the reasons and length of time for restrictions in the child's I.C.R.
5. Mail shall be checked for contraband and money by having the child open mail and shake out contents in the presence of staff.

VISITATION

To continue family contact and involvement, visitation may be used to strengthen the bonds and communication of the family unit and to help children adjust to changes in their new environment, thus enabling the child to practice the newly acquired skills they have obtained while in treatment.

The Center shall utilize visits as a treatment tool in evaluating the child's progress toward treatment goals. Length and duration of visits shall depend upon the degree and nature of support in the community. This shall be determined by the Treatment Team and Executive Director with full documentation in the I.C.R.

PROCEDURE:

1. On-grounds visitors to the program:
 - a. All visitors shall be a relative, attorney, or significant other of the child and shall be approved by the placing agency.
 - b. All visitations shall occur at a regularly scheduled time as identified in the daily routine or by special permission from the Executive Director and/or designees. On-duty staff shall be responsible for supervision of the children, visitors and campus.
 - c. All visitors are expected to abide by all program policies and state laws. Failure to abide by these rules could result in restrictions on visitation up to and including being barred from visitation. If at the time of visitation, the visitors violate such policies or laws, the Executive Director or the A.D.O. will ask the visitors to leave the premises immediately. Police assistance will be requested if necessary. When the Treatment Team determines that visits by relatives or by significant others are not in the best interest of the child and his treatment process, a recommendation shall be made to the Executive Director for determination to restrict those persons from visitations with justifications, fully documented in the child's I.C.R. This shall apply in all types of visitation in accordance with their S.P. A child may have the opportunity to visit their attorney in private.

d. All visitors shall sign in.

2. Off-grounds visit:

- a. The child shall be assessed by the members of the Treatment Team for their ability to adequately handle visitation based upon: the child's phase, the child's relationship with his family, stability in the home, evaluation of previous visits, etc.
- b. Children shall be on Learning Phase or above in order to be eligible for off-ground visits. Off ground visits must be approved by the Treatment Team and Executive Director.
- c. The Referring Agency Worker shall have prior knowledge of all the off ground visits over eight (8) hours and visits out of state supervised or unsupervised by staff. The Team Leader shall confirm in writing the confirmation of the visit arrangements. This shall be documented in the progress notes. The entry shall contain at a minimum beginning and ending date/time; goals of visits; responsible party, transportation and conditions of visit.
- d. In securing transportation, parents and/or relatives of the child shall be contacted first. Placing Agencies and staff should work cooperatively together transporting children to and from visits.
- e. The child and responsible party must sign the conditions of overnight visitation before leaving for a visit. These conditions cover areas such as curfew, obeying all laws, attending comprehensive care appointments where appropriate, and other conditions imposed by the Placing Agency.
- f. Visits shall be noted on the child's S.P. and documented in the I.C.R.
- g. Upon return to the program, the child may be subject to a similar process to initial intake (e.g., for security purposes) and evaluation and documentation of the visit.
- h. Emergency visits from the Center may be granted. Such emergency visits will be arranged with the local Placing Agency by telephone and followed by written confirmation. Upon approval of the visit, a letter of authorization is to be given to the child prior to leaving the program with copies sent to the appropriate supervisory staff and Placing Agency. The length of time the child remains on emergency visit status is determined by the agency worker and the facility. These are usually time-limited. Examples of an emergency visit would include critical illness or parents or death of an immediate family member. Transportation arrangements can be made by parents, Placing Agency, or program.
- i. If a committed child fails to return to the program from a visit, A.W.O.L. procedures shall be utilized.

CHILD ABUSE AND NEGLECT

All suspected child abuse or neglect shall be reported to Gallia County Sheriff's Office at 740-446-1221.

Ohio Youth Ombudsman can be contacted at 855-OH-CHILD.

Any family suspecting child abuse or neglect shall reach out to Gallia County Job and Family Services at 740-446-4963 or Gallia County Sheriff's Department at 740-446-1221.

SEXUAL ASSAULT

The Children's Center of Ohio has a primary interest in providing employees and youths with a safe and secure environment. The Children's Center of Ohio sees any act as identified as sexual assault a serious matter. The Children's Center of Ohio will report all accusations to the proper authorities and cooperate fully with any investigation.

PROCEDURE:

1. An employee or youth that believes that they have suffered a sexual assault needs to report the incident to the supervisor and local law enforcement immediately.
2. The administration will cooperate with law enforcement as required to completion.
3. The staff member will complete a critical incident report within 24 hours of the accusation. The staff member will sign and send the critical incident to the proper reporting authority as mandated in the Critical Incident Policy.
4. Any employee or youth accused of sexual assault will be suspended from work or service until they are cleared of any wrongdoing.
5. After the completion of the legal investigation, The Children's Center of Ohio will make the determination as to disciplinary actions to be taken against the perpetrator.

CHILD'S RIGHTS

Upon admission to The Children's Center of Ohio, the child shall be advised of his rights, duties and responsibilities.

Staff shall represent the child's best interests and advocate for them in situations involving; the removal of the child from the Center, and the attempt by any outside agency or team to exercise control over the child. In such situations, the assigned team leader shall monitor the procedures attempted to ensure that the child and parent or guardian is informed of guaranteed rights (such as the right to counsel), attempt to encourage the least restrictive alternative course of action, and attempt to secure for the child and his representatives the opportunity for due process. Children shall not be subjected to corporal or unusual punishment, humiliation, mental abuse or punitive interference with the daily functions of living, such as eating or sleeping.

PROCEDURES:

The following rights shall be afforded to all youth as stated in the updated 5180:2-5-35 Foster Youth Bill of Rights

- 1) The right to be free from physical, verbal, and emotional abuse and inhumane treatment.
- 2) The right to be protected from all forms of sexual abuse and exploitation.
- 3) The right to receive timely and consistent access to: a) Housing that is a clean and safe living environment, free of infestation and contaminants. This includes the right to enter their housing at any time during their placement. b) Food in accordance to rule 5180:2-7-06 or 5180:2-9-20 of the Administrative Code. This includes the right to have other special considerations regarding food as a result of trauma included in their service and/or case plan. c) Clothing appropriate to the child's age and gender identity. This includes the right to participate and provide input regarding the selection of their clothing.
- 4) The right to privacy and personal belongings.
- 5) The right to their own money. As age and developmentally appropriate, the right to earn their own money, open bank account, and be provided guidance on how to save and spend money. For youth age fourteen and older, this is to be addressed as a part of the youth independent living plan pursuant to rule 5180:2-42-19.
- 6) The right to visitation and communication with parents, siblings, other family members, non-related kin, friends, and significant others from whom they are living apart, in accordance with the child's services or case plan. Unless restricted in the case plan or in accordance to paragraph (E) of this rule, the youth has the right to communicate with these persons in private.
- 7) The right to contact their attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA) and guardian ad litem (GAL) as well as other professionals involved with the youth in private, within twenty-four hours of the request. Each of the phone numbers for these individuals and the recommending and custodial agency hotline is to be accessible to the youth.
- 8) The right to have their opinions heard and be included when any decisions are being made affecting their lives. As age or developmentally appropriate, this includes the right to be invited to and prepared for meetings and court hearings including information about their permanency options.
- 9) The right to receive timely, adequate, and appropriate medical care dental services, vision care, and mental health services. This includes the right to have appointments scheduled and be transported to these appointments.
- 10) The right to enjoy freedom of thought, conscience, and religion or to abstain from the practice of religion.
- 11) The right to receive appropriate and reasonable guidance, support, and supervision from adults in their lives including parents, resource caregivers, agency staff, mentors, youth advisory boards, and others, as applicable.
- 12) The right to participate in an appropriate education program including the following:
 - a. The right to provide their input regarding selection of schools consistent with the Every School Succeeds Act (ESSA) 2015
 - b. The right to participate in educational and school related activities, without any barriers to access.
 - c. For youth aged fourteen and older, the right to have access to information regarding vocational and post secondary educational programs and financial assistance for post – secondary education.
- 13) The right to life skills preparation pursuant to rule 5181:2-42-19 of the Administrative Code.
- 14) The right to participate in age-appropriate extracurricular, enrichment, and social activities per section 2151.315 of the Ohio Revised Code.
- 15) The right to protection against being discriminated against or harassed

based on race, sex, gender, gender identity, sexual orientation, disability, religion, color, or national origin.

Youth and Family Grievance

The Children's Center of Ohio will make every reasonable effort to fairly and equitably address all grievances.

PROCEDURE:

1. Youth and/or family wanting to file a grievance shall fill out required grievance form and return to the Program Director/Coordinator unless the complaint is against the Program Director/Coordinator. In the event the complaint is against the Program Director/Coordinator, the grievance will be given to the Executive Director/Assistant Director.
2. Program Director/Coordinator shall be required to make every effort to resolve the grievance within 30 days of filing.
3. If Program Director/Coordinator is not able to effectively resolve the grievance then the youth and/or family shall be directed to the Executive Director and/or Assistant Director.
4. If the grievance cannot be resolved by the Executive Director or Assistant Director within 30 days to the satisfaction of the staff involved, it shall then be directed to the Board of Directors for resolution with a written explanation of the reason why the complaint has not been resolved within 30 days and shall be placed in the child's record.
5. Client Grievance Form is to be used for all grievances.
6. Copy of complaint policy and procedure will be given and explained to the child and family at the time of the child's admission to the residential facility. This will be documented in the Youth Orientation Checklist and written documentation to the family.
7. No youth or family will be subject to retaliation due to any complaint and/or grievance.
8. A written report of each complaint and the resolution shall be compiled and a copy placed in the child's record.
9. Youth and families can access needed grievance forms at the end of this handbook, by requesting one from any staff member and they are also located on the Youth and Family Bulletin board that is placed in the dining hall.

CHILD'S PERSONAL BELONGINGS

Clothing can be a major expenditure for the Center. It is important, therefore, that the child's clothes are cared for properly. Children will also feel better about themselves if they are adequately and appropriately dressed, and if they have clothes that fit, are clean, and are in good repair. Staff are responsible for teaching children how to take proper care of their clothing. Children's responsibilities in such care include the following:

- a. storing clothing articles neatly in appropriate places
- b. turning in soiled clothes to be cleaned
- c. notifying staff immediately if a clothing article is outgrown, worn out, damaged beyond repair or lost
- d. keeping track of their clothes

Each child shall be provided with the clothing needed to be properly attired and shall be given the opportunity to launder their personal clothing at least weekly. The staff shall maintain a listing of the child's personal belongings.

The Children's Center of Ohio does not permit the use of personal electronic devices including cellular devices. The center recommends all of those devices not come with the child at the time of admission. In the event the referral source is unable to store a youth's personal belongings they will then be inventoried and stored in a locked cabinet and returned to the youth at discharge.

PROCEDURE:

1. Upon admission, the Placing Agency will be requested to make every effort to secure adequate clothing from the child's family and send this to the facility in a timely manner.
2. At intake, the staff lists the articles of personal clothes the child brings into the program on the youth clothing inventory form. Clothes that are deemed inappropriate for wear will be stored for the child along with any clothes that do not fit or clothes that are worn out. In the event that the child's inventory changes, said changes will be reflected on the inventory form and initialed by the staff and child.
3. After initial inventory, needed clothing articles will be supplied.
4. Work and school clothes and safety equipment will be issued when needed for work and/or vocational school.
5. The Center shall maintain a laundry schedule to ensure that each child has the opportunity to launder personal clothing weekly or as needed.
6. Clothing and personal belongings of children on A.W.O.L. status shall be stored and retained by the program until the youth is properly released.
7. At the time of discharge, an inventory shall be conducted. The form shall reflect any changes and be initialed by staff and child.
8. If the item is not on the inventory list the item will not be replaced.
9. If a youth is admitted with personal items, including all personal electronic items, the items will be inventoried on the initial inventory list and kept in the youth's individual record. Those items will be stored and returned upon discharge in a locked area.

The Children's Center of Ohio, LLC

CLIENT GRIEVANCE FORM

_____GRIEVANCE

_____COMPLAINT

Reporting Party/ Parties: _____

Date of Incident: _____ Date of Report: _____

Acute/ Pervasive:

Description of Grievance:

(Reporting Party/Parties Signature)

(Date)

(Administrator Signature)

(Date)

(Witness Signature)

(Date)

Date Referred to Administration: _____