



## Preparing for Admissions Day

### For Parents/Guardians:

Before your son is admitted to the program, we ask for your help in several areas.

First, for Virginia placements, please be reminded that funding was recommended through your local CSA (Comprehensive Service Act) Coordinator with final approval coming through the adjunct CPMT (Community Planning and Management Team). Parents should confirm any scheduled admission date with their agency assigned caseworker for confirmation when provided an established admission date and time.

Second, please make every effort to be present for the Preplacement Assessment (PPA). The PPA is most therapeutic when completed at Timber Ridge School so you and your son can see the campus for yourselves, meet with one of our nurses to provide a first-hand medical history, and have an opportunity to ask questions about the treatment program from one of our Clinical Counselors. If you are unable to attend the PPA, please feel free to call and schedule a tour of campus before your son's admission day, which would give you another opportunity to speak with various staff persons. Our admissions staff will work with agency personnel to conduct the PPA interview off site such as detention facilities, county officers, etc. *We do not complete PPA interviews in personal residences or other public housing not affiliated with a state or federal agency.*

Second, we ask that you prepare yourself as a parent/caregiver to make the most of your son's opportunity for treatment at Timber Ridge School. This means that it will be extremely important that you be ready to actively join us in assisting your son by being present for the family services discussed later in this handbook. We work diligently to earn your trust, enthusiasm and commitment. Our program philosophy is not one of simply "fixing" your son for return home without your active involvement. It is our belief that parents, natural supports, and community resources collaborate to support and teach your son new ways to responsibly get most of what he wants and needs. Research shows that when parents and supports are actively involved, teenagers have better treatment outcomes. If you do not participate, it significantly decreases the prognosis for a positive outcome at discharge and community reintegration.

Third, we ask for your help in gathering important records and information before the day of admission. Agency caseworkers are responsible for directing and supporting the process of securing mandated information required by state licensing agencies to allow your son the opportunity to receive services "out of home." Those documents include specific records for your son as follows:

- ✓ birth certificate;
- ✓ Social Security Card;
- ✓ health insurance card;
- ✓ most recent Individualized Education Plan (IEP) if he receives special education services;
- ✓ school transcript;
- ✓ physical exam results completed within the past 90 days (or 1 year if admitted directly from another state licensed treatment facility) to include a recent TB test with results;
- ✓ updated immunization (shot) record;
- ✓ and past psychological evaluations, or other mental health treatment records.

✓ **MEDICAID PLACEMENT REQUIRES THE FOLLOWING DOCUMENTS ON OR BEFORE THE DATE OF ADMISSION:**

- Certificate of Need (CON) (signed within last 30 days)
- CANS (completed within last 90 days)
- Rate of Reimbursement Certificate signed by funding locality

Fourth, if your son is on psychotropic medications (medications to help his mood, behaviors or attention), it is required that a written order (prescription) be sent to the pharmacy that packages student medications for Timber Ridge School at least one week before the day of admission. The pharmacy contact information is provided below. If your son is being transferred from another medical/state facility it is required that a two weeks supply of medication is forwarded with him on the scheduled day of admission. If this is not possible, arrangements must be secured prior to admission to have an adequate supply so that his medication therapy is not disrupted.

Rotz Pharmacy  
1338 Amherst Street  
Winchester, Virginia 22601  
Phone: (540) 662-8312  
Fax: (540) 665-2060

**What to Bring to Timber Ridge School:**

These items should be gathered and brought to the School on the day of admissions

**Linen**

- 1 waterproof mattress cover
- 2 sets of sheets (twin size)
- 1 pillow
- 1 blanket
- 3 bath towels
- 3 wash clothes

**Personal Articles**

- 1 combs or brush
- 1 toothbrush
- 1 hygiene bag or basket
- 1 soap case
- 1 toothbrush case
- 1 pair of fingernail clippers
- 2 laundry bags
- 2 dozen coat hangers
- 1 belt
- 1 drinking cup
- 1 clock
- 1 deodorant
- 1 shampoo
- 1 soap
- 1 toothpaste

**Clothing**

- 9 pair of socks
- 9 sets of under shorts and undershirts
- 2 sets of sleep wear (pajama, shorts and t-shirts)
- 2 sets of thermal underwear
- 5 jeans or washable work pants
- 7 t-shirts
- 1 light jacket
- 1 winter coat or jacket
- 1 pair of gloves
- 1 cap (winter)
- 1 pair tennis shoes (sneakers)

**Dress Clothing**

- 1 short sleeve dress shirt
- 1 long sleeve dress shirt
- 1 pair dress shoes
- 1 pair dress socks
- 1 dress pants
- 1 dress belt
- 1 tie

Please label all individual belongings before the day of admission. A student's personal belongings are inventoried at the time of admission, and will be accounted for as closely as possible. However, Timber Ridge School cannot assume financial responsibility for the loss or damage to belongings. We cannot assume responsibility for lost or damaged clothing, eyeglasses, and other valuable or delicate items. The student behavior code forbids the trading or selling of clothing or personal belongings.

## **PROHIBITED ITEMS:**

Do **not** bring any of the following items on the day of admission and/or subsequent return for home visitation after admission:

- CELL PHONES OR WI-FI CAPABLE EQUIPMENT (IPADS, PERSONAL COMPUTERS, PERSONAL VIDEO EQUIPMENT, CAMERA's, ETC).
- controlled substances (illegal drugs, or drugs without a written prescription)
- toxic glue
- matches
- cigarettes
- mini or motor bikes
- boomerangs
- slingshots
- guns or other weapons
- fireworks
- cash
- knives
- aerosol cans
- clothing with symbols of gang, drug or alcohol reference
- music CDs with profanity or strong violent or sexual content (e.g. parental advisory and all "burnt" CDs are prohibited)
- DVDs or VHS movies

It is the responsibility of the School to provide a safe and secure environment for the student and staff. Provisions of such an environment require ensuring that items which could prove a threat to the safety and well-being of students and staff are not allowed on campus. To that end, student searches are conducted in accordance with Regulation #2330 - Search and Seizure. This regulation is available for your review.

Please speak with your son's treatment team before bringing electronic equipment, bicycles or any expensive items to campus. Because of the high number of teenagers on campus, the possibility of damage or loss of items is high. Timber Ridge School does not assume responsibility for items that are broken, lost, or stolen. Parents and guardians should carefully supervise packing, and not allow items that cannot easily be replaced.

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