

drug abuse problems. If drug or alcohol abuse is identified at admission the adolescent's treatment program is developed to include a formal assessment, daily group programming, and completion of a recovery plan. The foundation of the adolescent substance abuse recovery program is for the adolescent to develop healthy self-esteem and the skills necessary to successfully interact with the surrounding world.

BEHAVIOR MANAGEMENT AT WOODLAND SPRING LODGE

An essential part of the care of any child is providing protection from harming others or being harmed by others and restricting behaviors that are not in the child's best interest. It is our basic belief that such controls must be seen as supportive, protective and a basic part of taking care of the child.

The following is a list of behavior management measures used with children at Woodland Spring Lodge, along with the reason for its use and a brief explanation of how the interventions are used.

VERBAL DE-ESCALATION: Verbal de-escalation is at the core of all interventions utilized by staff. If a child is experiencing a conflict situation, staff members use this opportunity to teach and model appropriate communication and expression of thoughts, feelings and actions. The verbal de-escalation process includes empathizing and remaining non-judgmental with the child, praising the child for appropriate behavior, assisting the child with expression of feelings, setting clear, simple, and reasonable limits appropriate to the situation. This process is initiated from a nurturing, alliance-building perspective of helpful support with a firm expectation of healthy cooperation. This supportive and direct intervention is to keep the child safe, and promotes de-escalation of the child's behavior while providing opportunities for the child to internalize the resolution process of a problem or situation.

SITTING: A child who is out of control, misbehaving, or having problems making an activity go well may be asked to sit. Often called "table time" or "window time," the sitting is not seen as punitive, but rather, as an opportunity for the child to work on his or her problem. Sitting is done in the great room in the company of other staff and peers and helps the child to understand what he or she is doing, deal with the reasons why, and consider alternatives.

RESTRICTION OF PRIVILEGES: If a child has had difficulty remaining in control, he or she may be withheld from participation in an activity. This restriction is seen as supportive: "Today has gone poorly for you and I don't think you can go to the swimming pool tonight and have it go well for you." When a child is restricted from an activity, he remains behind with a staff member who provides pleasant alternative activity within the cottage. An activity restriction is also presented with a conviction that a time will come when the child will be ready to handle the activity.

PHYSICAL INTERVENTION: Physical interventions are used when residents are at high risk of being unable to self-regulate or are engaging in behaviors which could cause harm to self or others. A method entitled Safe Crisis Management (a nationally certified crisis de-escalation and restraint process) is used for crisis and physical interventions. All staff members who work directly with your child are trained in this process. The method includes preventative techniques, de-escalation techniques, and post-physical intervention techniques. Emphasis in this training is on avoidance of physical intervention but if necessary, making the intervention safe for children and staff alike. Physical holding situations are well documented. Each hold is a therapeutic opportunity and can be used to build trust of care and control with a child. The events leading up to the hold, the initial intervention used, the physical intervention used, and the post-incident debriefing are all documented. The nursing staff is notified after each incident takes place and a nursing assessment is completed.

At Woodland Spring Lodge we make every effort to make sure any disciplinary or behavior management intervention is therapeutically appropriate for your child. If the occasion should arise where you are

concerned about disciplinary measures please contact your child's individual therapist immediately. Through open communication and trust we are better able to make the best decisions for your child.

YOUR CHILD'S REACTION TO PLACEMENT AT WOODLAND SPRING LODGE

It is important for parents to understand that upon initial placement their child is likely to have a negative reaction to being placed at Woodland Spring Lodge. Our desire is to create a united front with the entire treatment team (which includes parents), limit dissention and encourage cooperation. Typically, a new resident spends a significant amount of time attempting to return home. Phone calls home may consist of pleas to remove them from the situation. Often, children are looking for issues to create a wedge within the treatment team. Therefore he or she will report complaints and issues in an attempt to manipulate the parent into bringing the child back home. Children often go to great lengths to discredit the program attempting to create doubt which feeds on parental guilt for placing the child in residential treatment.

As the parent, your child knows that you are a critical part of the treatment team. As a part of this team it is important that you work with us to get through this difficult time. It is up to you to stand firm in your decision and support the treatment team during communication with your child. Some parents find themselves unable to do this, which allows the child to triangulate between the treatment team at Woodland Spring Lodge and their parents. This often leads to slow or no progress because the child is not receiving consistent and clear communication about how to best meet his or her needs.

Each child requires an adjustment period once he or she arrives at Woodland Spring Lodge. This period varies by the individual child. It can be as little as a few days or may be significantly longer. Please be aware that we are actively working with each individual child to develop trust and security, which eventually leads to the child's active and willing participation in the program. We want to see your child return home when he or she is ready. Therefore we need to ensure that he or she is making the most of their time at Woodland Spring Lodge. With parental support and encouragement the staff at Woodland Spring Lodge can help your child more effectively move toward treatment goals.

Although every child is unique, most follow a pattern similar to the following stages:

DENIAL: REFUSAL TO CONSIDER THEIR NEED FOR CHANGE. Most kids arrive at Woodland Spring Lodge denying their issues and often claiming they are here purely for academic reasons. Others deny that their parents truly intend to leave them here. They may attempt several tricks to call their parents' bluff. They are given time and space to observe their new surroundings and adjust to a new reality. As the truth dawns on them, other behaviors begin.

RESISTANCE: FIGHTING OTHERS AND REFUSING CHANGE. Denial is often followed by resistance to Woodland Spring Lodge programming. This may be very active through anger and disrespect or passive through withdrawal or noncompliance. Some kids believe they can outwait their parents. Sometimes they will decline a home visit to make their point. Some will proclaim no one can change them, that they will surely fail, or that they simply can't do it. Many kids will remain in this stage for a long period of time. This matches well with the natural adolescent stage of rebellion and breaking from adult authority. Therefore, it is rarely effective to confront directly, since it tends to strengthen their resolve. Our response is to offer help and to give them small successes that can then build to larger ones.

Acceptance and Superficial Compliance: pretending to change. Eventually your child will come to accept they are here and will have to do something different in order to leave. Often they haven't validated their need to change, but conclude they must go through the motions of compliance. Going through the motions is acceptable, as your child is still practicing and developing the new skills they need. Part of living successfully

in society is complying with laws and social norms even if you don't believe in them. Regular compliance also begins to create new habits. The reactions and behaviors your child has shown in the past are slowly replaced with new, more acceptable reactions and behaviors. Kids will still make mistakes and return to old habits during this time and will often try to manipulate their way out of responsibility. They are still only participating in the program as a means to an end. It may take many false peaks before the child understands the real reasons for his new behaviors. Such revelations may come from a successful home visit, improved grades, enjoyment of respect from others, and getting along better with others. Sometimes the revelation is simply coming to believe in the possibility that he or she is capable of making change.

INTEGRATION: EMBRACING CHANGE. Eventually your child will embrace what he or she has practiced and it will become a part of them. He or she will believe in the value of better choices because they have experienced the benefits. The old patterns are largely gone, and new ways of coping and reacting have become second nature.

KEEPING IN TOUCH WITH YOUR CHILD

Children who come to Woodland Spring Lodge have a great need to maintain ties with home. Telephone calls, letters and visits are all very important. They assist your child in working through the intense feelings about separation and can reassure the child that he has not been deserted. Keeping in touch also encourages the child's awareness of the trust between Woodland Spring Lodge staff and his or her family.

You may find the following suggestions helpful as you write or talk with your child.

- ▶ Ask questions that show you are interested.
"Who is your roommate?" ; "What are you studying in school?"
- ▶ Give information that keeps the child current on what is happening at home.
"We painted the living room." ; "The dog had puppies." ; "Your sister won her soccer league tournament."
- ▶ Send pictures to your child with a letter.
- ▶ Speak of your child to let him or her know that you are aware he or she is away.
"I really miss you, but I know you are being well taken care of and getting the help you need."
- ▶ Keep contact with your child frequent and consistent.
One or two phone calls a week is better than lengthy, less frequent contact or many rushed phone calls.
- ▶ Don't overdo your concern about whether your child is working hard.
- ▶ Focus on achievements and strengths instead of difficulties. If your child seems to be having particularly difficult times express your hopes for the child.
"I hope next week will be better." ; "You need to ask for help from staff on that."
- ▶ When the child complains encourage him or her to talk with staff instead of making it your responsibility. It will help your child learn to trust if he or she sees each treatment team member trusting each other.
- ▶ Use the staff when there are major incidents that might upset the child. Talk with staff about the best way to handle the situation with the child before talking to him or her. This may be helpful for deaths, illness, hospitalizations, moving, divorce, etc.
- ▶ If you feel concerned about contact with your child please ask for help. We are very willing to be of assistance whenever we can.

When sending your child mail, please send to the following address, with an attention line to the child's therapist.

Woodland Spring Lodge
Attn: (therapist's name)
Child's Name
P.O. Box 189
St. James, MO 65559

We encourage you to write letters while your child is living at Woodland Spring Lodge. Please limit letters or mail to family members only. We also seek your assistance in making sure that letters are appropriate. There is no limit to the number of letters that your child may receive. We encourage your child to write home. All mail will go through your child's individual therapist. You are encouraged to include pictures with your letters or cards, but please do not send trinkets or other items in the mail unless you have prior approval from your child's therapist. More information about items your child is allowed to have can be found in the appendix.

At admission we will ask for phone numbers of individuals your child may contact by phone. We recommend only family members be placed on this list. Any additions may be decided upon jointly by the parents and therapist. We ask that you pick two nights a week to receive your child's phone calls. These will be the nights he or she will be able to call out. Please remember that your child must make long distance phone calls with a calling card that you provide. You may call the cottage any night of the week to speak with your child. The best time to call is from 5:30 p.m. to 8 p.m. (Central Time).

VISITS

Woodland Spring Lodge encourages families to visit their child as often as recommended by the treatment team. If the visiting procedures listed below do not fit with your family schedule, please contact your child's therapist to make alternate arrangements.

We have several different levels of visitation. All visitors must be pre-approved, and this can be arranged at the time of admission to Woodland Spring Lodge, as well as through contact with your child's therapist.

SUPERVISED/COTTAGE VISITS

Your child's therapist will lead the treatment team in deciding if initial visits need to be supervised. The location and time of supervised visits will be arranged with the individual therapist.

Please remember our goal is to keep your child safe at all times while at Woodland Spring Lodge. All procedures detailed in this handbook have been put in place to ensure the safety of your child and your family.

Families are asked to keep their child's therapist aware of how these supervised visits are going on the weekends. When you feel comfortable with your child's behavior, and feel it would be beneficial to move to unsupervised visits, these arrangements can then be made with your child's therapist. When supervised visits are no longer necessary, kids are allowed to leave campus with their families.

OFF-CAMPUS DAY VISITS

Your child should be able to demonstrate appropriate behavior in the cottages, and be able to interact in a positive manner with peers and staff members prior to the treatment team decision to allow off-campus day visits. First and foremost, there should be no concerns about your child engaging in unsafe behaviors. If you are taking your child off-campus during a visit, please stay within the St. James/Rolla vicinity unless you have spoken with your child's therapist and made alternate plans. If for any reason you feel unsafe with your child

off-campus, or fear that he/she may try to run away from you, please return to campus as soon as possible and report back to the staff member on duty at your child's cottage.

It is important that you call ahead of time and alert the therapist of your intention to visit your child in order to make sure he/she is on campus the day of your planned visit. Often, cottages will go on outings or day trips, and we certainly do not want you to arrive for a visit only to find your child is at an off campus activity.

OVERNIGHT/WEEKEND VISITS

Weekend visits are an important part of the treatment of your child. These visits take place once your child has demonstrated that he/she can be responsible enough to go into the community for an extended period of time. Your child should be in a position where he or she is working toward all aspects of treatment. This includes the cottage environment, school and all therapeutic services. There should be no question that the child, the family and the community will be safe if your child comes home for any type of overnight visit. It is important to keep in mind that weekend visits home are also considered a form of "homework" for your child and family. We have weekend visitation forms that we ask you to complete before returning your child to Woodland Spring Lodge, so our staff can help process the visit with your child, using your feedback.

If you are interested in having your child home for an overnight/weekend visit, the first step is to contact your child's therapist by Tuesday before the weekend in question. The therapist can then contact your child's treatment team and ascertain whether your child's progress merits an off- campus visit. If the treatment team agrees that a weekend pass would be beneficial, the therapist will make the necessary arrangements with the cottage staff, medical and transportation personnel as appropriate.

Children enrolled in the substance abuse program are as a rule discouraged from having off-campus visits during their first two weeks in the program. All children in this program are also routinely tested for substance use upon their return to Woodland Spring Lodge after each overnight/weekend pass.

If your family lives in the St. Louis area, Woodland Spring Lodge may be able to provide transportation for a minimal fee. Please contact your child's individual therapist for more information.

If you choose to pick up your child at campus, this can also be arranged. You will be asked to provide identification to staff, and you will be asked to sign out your child for the weekend.

All children who are currently taking medication will be expected to take their medication while on a home pass. We ask for your cooperation in making sure this happens. If you have any questions on how to administer your child's medication, please contact your child's therapist or cottage staff, and they will be happy to help you. If you are interested in setting up extended visits around the holidays or the summer, please discuss this with your child's therapist.

Please remember that jewelry and body piercings are not permitted while your child is at Woodland Spring Lodge. If your child returns from a visit with jewelry or body piercings, he or she will be asked to remove the items from their body and the items will be placed in safekeeping in the office until your child returns home or you pick up the items.

DISENROLLMENT AND AFTERCARE PLANNING

Your child's individual therapist will work with you on planning for your child's return home or to an aftercare program if you have chosen this option. When your child completes his or her treatment goals the therapist will work with the treatment team for your child to exit the program. Once the treatment team is in agreement and the appropriate measures have been taken, such as relapse prevention plans, specific plans for your child to leave the program will be put into place.

Occasionally, it is necessary for the treatment team to recommend early disenrollment if the child refuses to follow program guidelines or refuses to participate in treatment. If a child continues to struggle in these two areas, and he or she is not making progress the child will be disenrolled from the program. In addition, if it is determined that the child presents certain issues that the Woodland Spring Lodge program is unable to treat within the scope of its program, the child will be referred to another program that may be more appropriate.

Aftercare recommendations are based on the individual treatment plan and the resident's progress during their placement as well as the transition needs of the child and his or her family. Aftercare planning is prepared by the treatment team and discussed with the child and family upon the time of disenrollment. Whether you choose for your child to return home or to another program, it is important that parents be fully prepared with an aftercare plan that can be put into place immediately upon disenrollment. Aftercare programming is a vital component to continued recovery and success. Your child's individual therapist will assist in finding local community resources and help with questions or concerns you may have about aftercare.

ACADEMIC SERVICES AT WOODLAND SPRING SCHOOL

Each child's education is integrated in the total therapeutic experience. Students attend the on-site school at Woodland Spring Lodge. The Woodland Spring School is fully accredited by the Missouri Department of Elementary and Secondary Education and strives to provide a quality education while he/she is in placement. We want to make sure that when your child returns home and to the community, he/she will be able to resume their current academic level.

Classes at Woodland Spring School are taught by certified teachers who are experienced in working with troubled students. Students benefit from small classroom sizes and teachers are assisted by qualified teacher's aides, which provides more individualized attention in the classroom.

In addition to regular school programming we offer credit recovery for those students who have not met traditional high school academic requirements as well as GED test preparation when deemed appropriate by the treatment team. We also offer college testing preparation for the ACT and SAT.

Our hope is that students will leave our school with improved academic success, effective goal-setting, enhanced social skills, and a heightened sense of personal responsibility and self-esteem. Students are often able to return to public school or earn the GED.

WOODLAND SPRING OUTDOOR ADVENTURE AND EDUCATION PROGRAM

An integral part of the therapeutic program at Woodland Spring Lodge is the outdoor program based at the 1,200 acre Meramec Wilderness Learning Ranch which is located 20 miles from the main campus. Children enrolled in the program get to experience the outdoors in a way they never have before through a variety of programs tailored to develop character, integrity, teamwork, self-confidence and an appreciation for the outdoors. Programs are tailored to individual needs of the specific group and range from backpacking trips, adventure activities such as climbing, caving, and rappelling, primitive skill building, wilderness survival trips, low and high ropes courses, camping and outdoor activities. These outdoor wilderness experiences guide children in recognizing their need for change and help to develop a determination to make choices that will lead them to a successful and purposeful life.

PSYCHIATRIC AND MEDICAL SERVICES

During your child's placement with us, your child's mental health diagnosis and medication management will be under the direct care of our Medical Director/Staff Psychiatrist. Each resident is seen for an initial

psychiatric consultation. The psychiatrist's evaluation will be based on information provided by yourself, your child and all records that come to Woodland Spring Lodge with your child. It is essential that all information you believe is relevant be conveyed to your child's therapist to forward to the psychiatrist. If you need any information regarding your child's visit with the psychiatrist, please contact his/her therapist.

Medications and prescriptions for the child will be sent to the nursing department. It is important that all current medications are brought with the child on admission. Medications that are filled prior to admission to Woodland Spring Lodge may affect the refill guidelines set forth by your insurance company. If it is too soon in the month to refill the prescription the medication may be billed at the full amount when filled by the pharmacy. The psychiatrist will review the child's medications, medical records, and, if available, the previous medications used for the initial evaluation. Your child may be started on new medications, have dosage changes, and/or medications discontinued as deemed necessary by the psychiatrist. You will be notified by your child's therapist/case manager of any medication changes.

It is advisable to contact your insurance company if you are locked into a care management program for medications (in which you must order three months of medications). You may need to ask for an exception to this policy during your child's stay. It may be necessary to have short-term medication changes that would not be feasible to purchase in bulk supply.

If your child requires medical care for physical health issues they will be seen by an appropriate health care provider. Additionally, our nursing staff provides medical coverage for your child 24 hours a day, seven days per week. Clinic hours during the work day are from 8:00 a.m. to 5:00 p.m. Monday through Friday. An on call nurse provides coverage during evenings, weekends and holidays.

CHILD SAFETY CONCERNS

RUNAWAY POLICY

If your child runs away from the Woodland Spring Lodge, our first response is to immediately begin searching for him or her. The on-call administrator is notified and additional staff is called in. If the child has not been located by this time, local law enforcement will be notified and the search grid expands. We make our first priority trying to find your child. We will contact you and alert you of the situation at our earliest opportunity. We also ask that if you hear from your child, you call Woodland Spring Lodge so we can help you return him/her to campus.

If your child runs away while on a home pass or visit, contact your child's therapist or cottage staff as soon as possible. You will also want to immediately contact your local law enforcement agency. Our hope is that we can work together and bring your child back to Woodland Spring Lodge as quickly as possible to help ensure his/her safety.

GRIEVANCE PROCESS

If your child feels he/she has been treated inappropriately or has a safety concern, they are asked to share this information with their therapist. The therapist will then alert the Woodland Spring Lodge director that your child has a grievance. The director will then begin an internal investigation process to assess the situation, which will include an interview with your child. Your child's therapist will then notify you of the status of the situation. The safety of your child is our greatest concern, and we take all matters of your child's safety seriously.

Your child's safety is our primary concern at Woodland Spring Lodge. Therefore, we provide every child in our care the information on how to report inappropriate behavior they feel they have received from peers or staff.

This includes the opportunity for the child to call the child abuse hotline if they so desire.

Inquiries or complaints regarding the care of you child at Woodland Spring Lodge may be made to the program director at (573) 265-3251. The program director will further investigate the inquiry or complaint. Administrators who supervise the area where the complaint is being made will gather information, investigate the complaint, and make recommendations for resolution. If resolution is not deemed satisfactory by the child or guardian making the complaint or an administrative review is deemed necessary by the investigating administrator, the complaint will be elevated to a grievance, and the grievance will be forwarded to the senior vice president of treatment.

The senior vice president of treatment will review the grievance and make further recommendations for resolution. These recommendations may include individual resolution procedures, a review of policy/procedure, a request for a task force committee or review by the risk management committee, a review by the management committee, or other recommendations as deemed appropriate to ensure the safety and well-being of clients.

APPENDIX A RESIDENT BELONGINGS

CLOTHING

Sleeping attire (t-shirts, athletic shorts, sweats, pajamas)
Jeans 5-7 Pair
Athletic Shoes 2 Pair
Underwear 8-10 Pair
Socks 8-10 Pair
Shirts/Sweatshirts 6-8
Warm Jacket 1
Shorts 4-5 pair
Light-weight windbreaker or fleece 1
Sandals 1 pair
Gloves 1
Hat 1
Sweaters 2-4

BEDDING (PLEASE LABEL WITH CHILD'S NAME)

Comforter or Quilt
Sheets
Pillow
Blanket
One Duffel bag or suitcase to be used for travel to and from home for visits. Please put tags or names on all suitcases or bags.

OTHER ITEMS

Family photos, absolutely no Polaroid's or frames please!
Stuffed animals
Bible/religious book if desired
Writing materials such as stationery, wireless notebooks and/or sketch pads
Personal hygiene items (toothbrush, soap, shampoo, deodorant, feminine hygiene products etc.)
Appropriate books or magazines for leisure reading

The clothing and items suggested above will ensure an adequate wardrobe. Please do not send an excessive amount of clothing. Name tags are required on clothing which can also be labeled with a permanent marker.

WOODLAND SPRING LODGE ATTIRE

Attire should be appropriate for the learning environment. Residents are not permitted to wear clothing or accessories with writing or pictures that have a negative theme, that demean others in any way, or that depict illegal or illicit themes such as drugs, alcohol, violence or sexual references. Residents are expected to wear clothing that is appropriate and covering at all times. Clothing that can be dangerous to the wearer or others, such as spiked items, are not permitted. Clothing should also be free of rips, tears and stains. Jewelry and body piercings are not permitted at Woodland Spring Lodge. If your child brings jewelry into the cottage he or she will be asked to remove the items and will be kept in the office for you to pick up or the child to take home upon disenrollment.

*Any other items that the child would like to bring are subject to staff approval. Please do not send items that are in question until you have said approval.

APPENDIX B

RESIDENT RIGHTS AND RESPONSIBILITIES

Woodland Spring Lodge is a strength-based residential facility designed to help children discover the good inside them. We build on these strengths, focusing on positive behaviors that can lead to improved self-esteem and ultimately, positive relationships with their families and peers. We are dedicated to providing a caring environment where children discover love and compassion and where families find hope.

At Woodland Spring Lodge we believe that every child deserves to be treated with respect and dignity. We are strongly committed to providing care that shows respect and develops the individual dignity and self worth of the child. Every child at Woodland Spring Lodge is acknowledged to have the following rights:

1. Informed of the decision by parent/guardian as to the reason for their admission and the type of care and treatment, including the discipline and control policy and the rules and regulations of the program.
2. Every child needs to maintain and strengthen relationships with his or her family. Each child is provided opportunities to make telephone calls, send and receive mail, and have regularly scheduled visits with family. There may be occasions when these may be restricted but reasons shall be given and assistance will be provided to resolve difficulties leading to restrictions.
3. Every child must learn to participate in decisions affecting his life. Each child will participate with his family and the staff in developing treatment programming and reviewing their care and individualized treatment plan. In developing decision-making skills, the child and his family should know:
 - A. the clinical staff responsible for his care and treatment, their credentials and licenses, and any changes of staff responsible for his care and treatment;
 - B. the purpose and reasons for medication or other types of treatment;
 - C. plans for discharge and his care and treatment after discharge.
4. Children and their families have a right to personal privacy. No audio/visual recordings, movies or photographs will be used without the child and his family being advised as to their use and giving permission.
5. Information provided by the child and their family during therapy is legally confidential. There are exceptions including, threats or statements about self-harm, threats or statements to harm others and reports of child abuse.
6. One important part of good care and treatment is learning to resolve problems in a positive manner. Therefore, the child and his family are encouraged to present questions or concerns regarding the care and treatment being provided by Woodland Spring Lodge directly to the individual therapist and treatment team for resolution.
7. Each resident has a responsibility to:
 - A. Keep their hands to themselves
 - B. Let staff know where they are at all times
 - C. Respect rules and regulations
 - D. Work to their ability in all areas of treatment
 - E. Introduce themselves to visitors when appropriate
 - F. Care for the cottage and cottage property including regular chores, cleaning and general upkeep
 - G. Care for themselves by using good hygiene and keeping their belongings neat and clean

APPENDIX C

SAFE ENVIRONMENT POLICY

Woodland Spring Lodge retains the right to maintain a contraband free environment. The following items are restricted from Woodland Spring Lodge property, including anything that may be kept in vehicles parked at our facility.

- Firearms and ammunition
- Fireworks
- Bows/crossbows/arrows
- Over-the-counter or prescription drugs*
- Lighters
- Non-commercial packaged food items**
- Hunting knives
- Explosives
- Alcohol/illicit drugs
- Pornographic materials
- Flammable liquids
- Tobacco products

* Over-the-counter and prescription medications being used by staff or visitors must be locked in personal vehicles at all times.

** Food items may not be brought into cottages without prior approval by cottage staff.

ALCOHOL AND DRUG TESTING

All Woodland Spring Lodge residents are subject to undergo drug/alcohol testing under the following conditions:

- Reasonable suspicion that he/she is intoxicated or has taken an illegal or non-approved substance.
- Returning from an off campus pass (within 48 hours).
- Following an accident or incident.
- Request from a parent or guardian to give a test.
- As part of a routine or random testing.

RETURN SECURITY POLICY

All residents arriving at Woodland Spring Lodge for the first time and returning from an off campus pass will be searched for contraband and unauthorized items. This includes but is not limited to travel bags, clothing being worn and any items being carried into the cottage.

Returning medications and valuables shall be immediately secured. Any contraband items found will be appropriately disposed of and the child's treatment team will be notified so that corrective actions can be taken.



woodland

SPRING LODGE