CompassRose
ACADEMY

STEP 3

Enrollment

CompassRose Academy

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COMPASS ROSE ACADEMY

PACKING CHECKLIST

Clothing Item	In	Required #	Notes
Formal Outfit		2	Attire that would be appropriate for an interview or formal event - warm and cold weather
Formal Top		1	
School Polo Shirts		5	CRA administered
School Pants		5	CRA administered
Tops		8-15	
Long-Sleeve Undershirts		3-5	
White Tank Tops		3-5	
Jeans/Work Jeans		3-5	
Dress Shoes		1	
Work Shoes/Tennis Shoes for Sports		2	
Flip Flops		1	
Sandals		1	
Socks		6-12	
Bras		3-4	
Panties		6	
Swimsuit (One Piece)		1	
Winter Coat		1	
Work Winter Coat		1	
Hat, Headband or Earmuffs		1	
Sweatshirt (Hoodie)		1	
Sweatshirt for Working Outside		1	
Sweatpants		1	
Sweatpants for Working Outside		1	
Shorts (3-inch inseam or longer)		2-5	

NOTE: *Compass Rose Academy will wash and dry all clothing items and bedding upon admission and after all home visits. Anything that cannot be washed will be bagged for one week. There is no need for you to wash items prior to arrival.*

COMPASS ROSE ACADEMY

PACKING CHECKLIST

Continued

Items	In	Required #	Notes
Shower Items		N/A	Shampoo, conditioner, soap, face wash, etc.
Body Items			Face lotion, body lotion, perfume, etc.
Hair Spray		N/A	**NON-AEROSOL**
Hair Items		N/A	Blow dryer, straightener, curling iron, gel, mousse, etc.
Electric Razor		1	**Kept in locked office**
Makeup		N/A	No compact mirror cases for powder or foundation
Nail Items		N/A	Nail polish, clippers, nail polish remover, etc. **Kept in locked office**
Towels		3	Bath towels, pool towel, washcloths, etc.
Room Decorations		N/A	Bed spread, sheets, small rug, wall decorations, family pictures, pillow, stuffed animals, alarm clock (cordless), etc. **Picture frames – NO GLASS**
Bathrobe (if desired)		1	
Other Items:		N/A	Pens, pencils, journals, drawing pads, colored pencils, coloring books, reading books, puzzles, word searches, etc. **Kept in locked office – markers, scissors, etc.**
Copy of Birth Certificate			
Copy of Insurance Cards (front and back)			
Copy of Immunization Records			
Copy of Social Security Card			
Copy of Dental Records (if seen within the past 6 months)			
Copy of Optometry Records (if seen within the past 12 months)			
Copy of Custody Papers (If applicable)			
30-Day Supply of All Medication			***** MUST HAVE SCRIPTS FOR ALL MEDICATIONS (INCLUDING OVER-THE-COUNTER MEDS) ON THE DAY OF ADMISSION*****

COMPASS ROSE ACADEMY

DRESS CODE

3C's: Cute, Classy & Covered

GENERAL RULES

- Clothing is to be worn as it was intended to be worn… caps straight forward on head, clothes turned right side out, belts buckled, shoes tied, etc.
- There are no limits to the amount of clothing that a student may have, but clothing must be manageable and organized in your room at all times. This means no clothing on floors and the laundry basket top must be on and able to be closed.
- Outerwear (hoodies, sweatshirts, etc.) worn in buildings is at staff discretion. In general, outerwear will not be worn if it is 65 degrees or warmer.

SCHOOL UNIFORM

- All students are required to wear the school uniform Monday-Thursday during the school hours of 7:30am-3:15pm. The only exception to this is if the student has an off-campus job.
- Even students who do not attend school must wear the school uniform during school hours if they leave the cottage.

SHOES – GENERAL

- Shoes are locked up in the cottage. A staff member will unlock the shoe room after morning devotions, and the student should choose all pairs of shoes she will need for the day. All shoes will be returned and locked up again at 8:30pm each night. Slippers may stay in the student's room.
- Students are allowed 6-8 pairs of shoes.
- Shoes must be laced and tied with a bow, not a knot. This is to avoid wear and tear on the shoes and for the health/safety of our students.
- Tennis shoes must be worn during recreation times, and the laces must be tied to avoid injury.
- Laces in each shoe should be the same color.
- School shoes can be tennis or casual shoes, keeping in mind that students are required to wear a tennis shoe for recreation.
- Socks must be worn with shoes. Students are not required to wear socks with sandals (worn only during summer months).

BOOTS

- In winter months, students can substitute a hiking boot for their school shoes.
- No steel-toed boots are permitted.
- Combat boots are permissible with staff discretion.

SANDALS OR FLIP-FLOPS

- Sandals or flip-flops are allowed on campus during the summer months, April 1 – September 30, or if the temperature is 65 degrees or higher.
- Sandals or flip-flops are not allowed to be worn in the cafeteria when a student is working.

DRESS CODE

3C's: Cute, Classy & Covered Continued

SANDALS OR FLIP-FLOPS *(CONTINUED)*

- Sandals or flip-flops are not allowed in school or during the school day. They are allowed after school, during the evenings and on weekends.
- Due to sanitary reasons, students are not permitted to walk around the cottages barefooted. Some sort of foot covering is required.

PANTS – GENERAL

- In general, the rule is no baggy, saggy, or wide-leg pants. The house parent's standard is no more than one pants size bigger than the waist (using two fingers width as the determinant).
- Excessively large print on pants is prohibited. As well, pants that have tags or anything else attached to the fly or the rear-end that draw attention to these areas are not permissible. Pants with metal or jewel studs are permissible.
- Designs on any pants should be from the manufacturer only.
- Students are not permitted to write on or alter their clothing without staff permission.
- Jeggings with pockets are permitted if not too tight and if they are approved by staff.
- Leggings and tights may only be worn if they are not too tight. They may only be worn under a dress or skirt that is mid-thigh or longer. Baggy sweatshirts and long T-shirts are not acceptable for wearing over leggings or tights.

JEANS

- No holes in jeans. Pants are not to be too tight or too low (no skin showing).
- Pants considered baggy or too tight are not permitted.
- No jeans with frayed bottoms, knees, pockets, etc. No area on the pants are permitted to be ripped, cut, frayed or have holes.
- "Skinny jeans" are acceptable if they pass the "2 finger pinch test" or are not too tight per staff discretion.

SWEATS

- Sweats are permissible for recreational events, at the cottage and in the cottage yard. Sweats are not allowed to be worn in school, chapel or cafeteria.
- Sweats may be worn in the Hodson Center after 5pm.
- Yoga pants are permitted if they are not too tight. These may be worn only for recreational events, at the cottage and in the cottage yard.
- Sweats or yoga pants may not have words printed on the rear-end.

Dress Code

3C's: Cute, Classy & Covered Continued

SHORTS

- Shorts are permitted on campus but must be at least 3 inches in length beneath the bottom and per staff discretion.
- No cut-off shorts or frayed shorts.
- Shorts should not be too tight or too loose.
- No "bootie" short-shorts at any time.
- Running shorts are permitted but they must meet the 3-inch inseam minimum.
- Long compression shorts are allowed.
- Bermuda shorts are permitted.
- Basketball shorts are permitted and can be worn in the cottage, in the cottage yard, and to participate in recreation.

DRESSES

- Dresses must be mid-thigh in length, regardless if shorts, leggings, etc. are worn underneath.

SWIMSUITS

- One-piece swimsuits with a back are permitted. Tankinis are acceptable as long as they are covering and appropriate. A two-piece bikini with a covering top is not acceptable.
- Regular clothing (shirts, shorts, etc.) may not be worn in the pool.

CAPRIS

- Capris are allowed and some jeans may be rolled up for a capri look with staff approval.
- Capris are allowed April 1-September 30 with staff discretion.

SHIRTS

- Shirts do not have to be tucked in.
- Short- or long-sleeve undershirts may be worn.
- No spaghetti strap shirts unless they are covered by an appropriate top layer.
- Sheer, see-through or lacey shirts are not permitted unless an appropriate and covering undershirt is also worn.
- If wearing button-down shirts, they must be buttoned to the second button from the top. If any midriff is showing, staff reserve the right to require the shirt to be buttoned higher or to require the student to change.
- Hooded sweatshirts may be worn. If a hooded sweatshirt has a zipper, it's considered a jacket. It will be treated as a jacket and must be removed in the school, cafeteria, cottage, chapel, etc.

DRESS CODE

3C's: Cute, Classy & Covered Continued

SHIRTS *(CONTINUED)*

- Shirts, hoodies or jackets that have a sports team logo are not permitted.
- Sleeveless vests are acceptable with a T-shirt or a long-sleeve shirt only.
- Belly shirts are not permitted. If your shirt appears to be too short to staff, they will ask you to "airplane" by putting both of your arms straight out to your sides. If any part of your belly shows, you will be asked to change.

TANK TOPS

- Tank tops that have 1" straps are permitted at on-campus recreational activities only.
- Any place other than rec (including the cottage, cottage yard, around campus and off-campus), tank tops must have straps that are no less than 2" wide.
- Bra straps must not be visible at any time.
- Cut-off shirts are permitted only at on-campus recreational activities. An undershirt must be worn, and no part of the bra may be seen. Cut-offs are not to be worn in the cottage, cottage yard, around campus or off-campus.

HATS/EAR MUFFS – GENERAL

- Students are encouraged to wear head coverings in cold weather.
- Sock hats/beanies are permitted. If a hat is classified as winter attire, it cannot be worn any other time but in the winter.

UNDERWEAR

- Underwear must be worn at all times.
- Bras must be worn at all times unless you are going to bed or are swimming.
- Strapless bras are permitted, but they must be supportive.
- Sports bras are permissible.
- Bras should not be visible at any time.

DAMAGED CLOTHING

- We highly recommend that students avoid having expensive clothing. Clothes that are ruined are not CRA's responsibility.
- If items are damaged, they should be brought to the Director to determine whether the damage is CRA's responsibility and if the item needs to be replaced.

Dress Code

3C's: Cute, Classy & Covered Continued

SLEEPWEAR:

- Shorts (that meet the 3-inch requirement) and shirts may be worn as sleepwear. If a tank without a bra is worn to sleep in, a bra must be worn outside of the room. The tank may be slept in but not worn in the cottage hallway.
- Everyone must sleep in night clothes.
- Robes may be worn only if appropriate night attire is worn underneath.
- If you leave your room after you have changed into your night clothes, you are expected to have on cottage-appropriate clothing, even if that means putting on a second shirt.

MISCELLANEOUS

- Students may wear sunglasses when they are outside. However, they must remove them when entering any campus building.
- It is strongly recommended that students have only inexpensive sunglasses as it is difficult to ensure that they will not be lost or stolen. If a specific student has problems using them appropriately, the privilege may be rescinded for that student for a time.
- Bandanas can be worn in the cottage only.
- No combs, picks or pencils in hair.
- No bodysuits or leotards.
- Hair coloring and cutting cannot be done in the cottage but can be done at home or by a professional with staff and parent approval. Avoid extremes.
- No mushrooms.
- No skulls/skeletons.
- No clothing that represents sex, gang, drugs, alcohol, tobacco, violence, public figures (actors, singers or sports figures), inappropriate language, or degrading or disrespectful messages or attitudes.
- No clothing is allowed that depicts musical artists unless it is purchased through a Compass Rose Academy program or event.
- The Compass Rose Director reserves the right to question or eliminate clothing that appears inappropriate.

PIERCINGS

- There is no limit to the number of earrings a student may have.
- No chains of any sort are permitted.
- Gauges are permitted if a student enters with them. That student may not expand gauge size while at CRA.
- Nose rings are approved with studs only.
- No other body piercing is permitted except for noses and ears.
- No piercing is ever permitted to be done in the cottage. It must be done by a professional and with staff and parent approval.

COMPASS ROSE ACADEMY

FIRST AID INFORMATION

First Aid Department policies are driven by our licensing standards, COA accreditation, and best practices; therefore, we are required to document all medical reviews in the student chart for audit purposes.

30-DAY ADMISSION MEDICAL ASSESSMENTS

- Health and vision screens are administered within 24/48 hours after admission.
- Physical exam is administered by our medical doctors within the first two weeks of admission.
- If the student is prescribed psychotropic medication prior to admission, the student will be referred to our psychiatrist for an initial psychiatric evaluation within the first 30 days of treatment.
- Vision appointment is made only if the initial vision screen is failed. If your child has received vision care in the last 12 months, please provide documentation upon admission.
- Dental appointment is scheduled within the first 30 days.
    - An exception is if your child has received dental care in the last 6 months. If that is the case, please provide documentation upon admission.

ONGOING MEDICAL ASSESSMENTS

GENERAL MEDICAL REVIEWS

- Dental: Every 6 months
- Health: Yearly physical exam
- 24-hour on-call medical staff

PSYCHIATRIST

- Chart must be reviewed every 30 days.
- Face-to-face visits are scheduled every 60 days.
- Additional meetings can be scheduled with a recommendation by the CRA treatment team if needed between reviews.
- Phone interviews with parents can be pre-arranged.

First-Aid Information

Continued

MEDICATION

- Upon admission, please bring a 30-day supply of medication.
- All over-the-counter medication, including vitamins, herbs, and supplements, must be accompanied with a prescription.
- A standing order list of OTC medications is available for all student use with house parent oversight and discretion, once a review of student medical history is made by the medical provider during initial physical exam (see attached).
- After admission, our non-retail pharmacy, Guild Drugs, will take over fulfillment of all prescriptions. We will have the pharmacy bill your insurance, and you will only be charged your co-pay.

FIRST-AID APPOINTMENTS

- A student must fill out a First-Aid - Health Care Request Form in order to see our on-site First Aid staff. The student will be assessed and will be treated for minor illnesses and injuries. Students requiring a higher level of care will be referred on to our medical providers for a next available appointment.

COMPASS ROSE ACADEMY

TRANSFER TUITION

For Indiana families only

School District: _____

Attn: _____

Address: _____

To whom it may concern,

We, _____, placed our daughter, _____, into a
(Parents) (Student)
Residential Child Care Facility, Compass Rose Academy, which is a program established by White's Residential & Family Services. _____ was admitted on _____ and is still a resident.
(Student) (Date)
This placement is necessary for her physical and emotional health and well-being.

While our daughter is enrolled in Compass Rose Academy, she is attending White's Junior/Senior High School, which is a part of the Metropolitan School District of Wabash County, where she is receiving the educational and academic support she requires. As stated in Indiana's Transfer Tuition Law, IC 20-26-11-8: Payment of transfer tuition for students in public and private institutions or in foster homes Sec. 8. (a) A student who is placed in a state licensed private or public health care facility or child care facility: (1) by or with the consent of the department of child services; (2) by a court order; or (3) by a child placing agency licensed by the department of child services; may attend school in the school corporation in which the facility is located. If the school corporation in which the facility is located is not the school corporation in which the student has legal settlement, the school corporation in which the student has legal settlement shall pay the transfer tuition of the student. (b) A student who is placed in a state licensed private or public health care or child care facility by a parent may attend school in the school corporation in which the facility is located if: (1) the placement is necessary for the student's physical or emotional health and well-being and, if the placement is in a health care facility, is recommended by a physician; and (2) the placement is projected to be for not less than fourteen (14) consecutive calendar days or a total of twenty (20) calendar days. The school corporation in which the student has legal settlement shall pay the transfer tuition of the student. Also, IC 20-26-11-5 states, "(a) The parents of any student, regardless of the student's age… may request a transfer for a school corporation in which the student has a legal settlement to a transferee school corporation in Indiana or another state if the student may be better accommodated in the public school of the transferee corporation."

Please consider this letter our request for transfer tuition.

Parent or Guardian Signatures_____

Date:_____ Address _____

Admission Day

Below is an example of a standard admission day. This day may differ depending on the time and day that your daughter is enrolled as well as any special circumstances that need to be considered.

9:30 AM You and your daughter arrive on Compass Rose Academy's campus.

9:35 AM You both will meet with the Admissions Team and receive a schedule for your day on campus.

9:45 AM Your daughter will officially begin the enrollment process with the Admissions Team and Therapist. At this time you and your daughter will individually fill out paperwork.

11:00 AM You will be directed to the cottage to unload your daughter's belongings and tour the cottage. This time is fairly brief as to not extend the goodbye process. You will get 5-10 minutes together in your daughter's room to chat, and then our Admissions staff will walk you out. Your daughter will remain in the cottage.

11:30 AM Our cottage staff will inventory your daughter's belongings and begin helping her set up her room.

12:15 PM A cottage staff will take your daughter for a 1-on-1 lunch in our Rudy's Café to get to know her and spend time together. The remainder of the day, as well as the next few days, will include various orientation steps such as:

1. Meeting our other students
2. Meeting with our medical staff
3. Picking out school uniforms
4. Meeting with academic staff to begin class

COMPASS ROSE ACADEMY

FINAL DETAILS

PACKING

Review our packing to list to ensure all needed items are packed. Don't worry, you can always ship items later that you've missed. Please know that all students will be on a safety contract for the first 30 days after admittance. This means that they cannot have items such as hard plastics, spiral bound notebooks, ceramic items, cords, belts or strings of any kind. This likely means your daughter may not have certain clothing items or room décor initially.

FINANCIAL

Here is what you can expect to be financially responsible for on admission day:

- $900 Tuition Deposit (Sometimes this is paid ahead of time to hold your daughter's place on our waiting list)
- $400 Medical Deposit
- $_____ Prorated Tuition {____ (per diem) x ____ (days left in the month, including intake day)}

The tuition and medical deposits are held in escrow and returned in full at the end of care if there are no outstanding debts on your account. You can pay these costs by cash, check or card. If you would like to deposit funds into your daughter's personal spending account, please write a separate check made out to her, which will be deposited at Wells Fargo as soon as her account is set up.

Final Details

DIRECTIONS

Campus Address:
5233 South 50 East Wabash, IN 46992

From Indianapolis:
Take Interstate 70 E. Take exit 89 toward I-465 North. Take exit 37 following I-69 /Hwy 37 North. Continue on Highway 37. Follow 37 for about 20 miles and then follow Highway 13 North. Follow this for 30 miles and then turn right onto Highway 124. Cross Highway 15 and then turn left on Country Road 50. You will see a sign for White's Residential & Family Services- you have arrived!

From Fort Wayne:
Take I-69 South to Exit 278 at Hwy 5. Take a right onto Highway 5. Take a left onto Hwy 124. You will be on 124 for about 20 -30 minutes. You will signs for White's Residential and Family Services on your right- you have arrived!

ONCE YOU'VE ARRIVED

Rest assured, you are in the right place! White's RFS is our parent organization with whom we share a campus. About halfway down the main strip of campus, you'll see a large brick building called the Hodson Campus Center. Pull into the parking lot which is located behind the building. The entrance to the lot is between two large rock pillars. When you pull around into the lot, you'll see an awning and double doors; this is our main entrance. You can walk in through those doors and let the receptionist know you're here for a Compass Rose admission. They'll be expecting you. Our team will be right out to welcome you.

This is the moment when you stop and think, "Oh my, is this really happening? Am I really doing this?" Please know you are not alone. So many moms, dads, guardians, siblings and others have gone before you and they know this journey. Many of them are still very involved with Compass Rose in various capacities, and we know they look forward to welcoming you to the CRA family. In the next few days or weeks – however long it is until admission day comes – we hope your heart settles knowing that you're making a major decision because you deeply, passionately love your daughter and want success for her life. Our admissions team is praying for you as admission day approaches. Please let us know how we can support you until that time.

CompassRose

ACADEMY

5233 South 50 East, Wabash, IN 46992 PHONE 260.569.4757 FAX 260.569.4758 CompassRoseAcademy.org