

Dear Parents, Guardian, placing agencies;

Thank you for choosing WINGS for your Childs Chemical Health Recovery. Our staff schedules are very busy so it is very important that you arrive at your scheduled time the day of admission. If you are going to be later than your scheduled time, please call us to let us know or you may risk not being admitted that day.

If you child has court while at Wings, it is the families responsibility to transport. Many times courts will allow "court via phone". If your child must appear, WINGS will need a copy of the court order. This can be obtained by calling the Court Administrator. Ask them to fax a copy to WINGS at 320-593-0442.

Your child will attend school while at WINGS. Schooling is provided by MAWSECO (Meeker and Wright Special Education Coop). Request for school records can be made directly to the MASWECO teacher, **school records are not the property of WINGS nor do we have access to them**. Please request them by calling 320-593-0440 ext 23.

Smoking is prohibited by all individual of any age on the WINGS property. Wings leases class room space and we must follow the Minnesota State Law of no tobacco products anywhere on the grounds (this includes smoking in your car in the parking lot). If an adult has to smoke, they must completely leave the WINGS grounds to do so.

Thank you for obeying the Law!

WHAT TO BRING THE DAY OF ADMISSION

- **Your Childs Social Security card or number**
- **Copy of your insurance/MA card**
- **Mom and dad date of birth, if insurance policy holder is a step parent, we will also need their date of birth**
- A \$20.00 **non refundable** activity fee that is due at the time of admission.
- All Medications that are currently prescribed to you, even if you are not currently taking them.
- Weather appropriate clothes
- Swimsuit/swim trunks
- You may bring gum or hard candy, but it must be in an unopened package
- Casual clothes 7-10 days (please bring a sweatshirt as some mornings it is cool in the class room)
- **Please leave ALL jewelry at home. Body piercings are not allowed, please remove all prior to admission**

Clothes that reveal too much skin or that contain inappropriate words or symbols (gang, alcohol or drug related clothing will be allowed!) ***they will be held by staff and sent home with your parents at visitation.

- **Personal care/hygiene products as defined below:**

Toothbrush	Comb	brush	Shavers/razors	Hair products	Non aerosol
toothpaste	Deodorant	Soap	Female hygiene products	Hair dryers,	Curling irons, flat irons, etc

Name, address, phone/fax number of:

Primary physician	Probation officer	Mental Health provider and date last
Dentist	Rule 25 assessor	Guardian Adlitem
Eye Doctor	Social worker	Any other medical professional you have been seen by

Money - Limit of \$25 at any one time. Occasionally clients would like a hair cut or may need personal hygiene products or medication refills. Money will be held by staff in a locked box until needed. If you are sending/bringing money with your child on intake, please leave it with the intake person.

Please leave the following items at home:

Cell phones	Tobacco products	Weapons or look-alikes	MP3 players/Ipods/CD players
Electronic games	Lighters	Food or beverages	