



LAKEMARY
C E N T E R

***PSYCHIATRIC RESIDENTIAL
TREATMENT FACILITY***
PARENT/GUARDIAN HANDBOOK



MISSION STATEMENT

*EMPOWERING CHILDREN AND ADULTS WITH INTELLECTUAL
AND DEVELOPMENTAL DISABILITIES TO ACHIEVE
THEIR INDIVIDUAL POTENTIAL.*

Originated: Prior to 2006

Reviewed: 11/09

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Who We Are

Since 1969, Lakemary has served a vital role in helping children with developmental disabilities and their families. We strive for excellence in delivering quality living and learning opportunities and are nationally recognized for our achievements in serving children with developmental disabilities and concurrent psychiatric disorders. Primary certifications include:

KANSAS DEPARTMENT OF AGING AND DISABILITY SERVICES (KDADS)

Lakemary's Psychiatric Residential Treatment Facility (PRTF) maintains a full license in the State of Kansas for 65 children ages 6-21.

COMMISSION ON ACCREDITATION OF REHABILITATION FACILITIES (CARF)

Lakemary Center's PRTF maintains accreditation in Residential Treatment: Mental Health (Children and Adolescents) for meeting recognized standards of quality in the provision of outcomes-driven programs and services to enhance the lives of persons served.

KANSAS DEPARTMENT OF EDUCATION

Lakemary operates a fully accredited K-12 special purpose school and has successfully completed all requirements necessary for full accreditation, as granted by the Kansas Board of Education.



L A K E M A R Y

Welcome from the Children's Chief Program Officer

Dear Parent/Guardian,

We would like to welcome you and your family to Lakemary Center. We understand the decision for residential treatment for your child is a difficult one and we want to be a support to you throughout this process. This handbook should help provide some basic information about our program and how you can continue to be involved in your child's treatment.

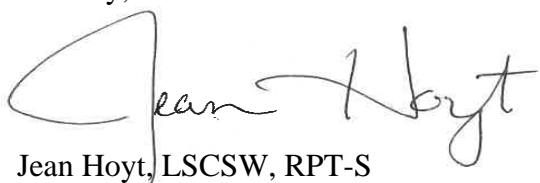
Our primary goal for any child in our treatment program is to successfully discharge to the least restrictive environment possible. Children in our program have often experienced multiple hospitalizations and/or placements without success. Traditional treatment programs can struggle to provide the adaptations necessary for a child with developmental delays. Our program is specifically designed for the needs of this population. We adapt therapies to meet each child where they are at cognitively, emotionally, and socially. We provide a full array of school services to meet the requirements for each child's Individualized Educational Program (IEP) within our fully accredited self-contained special education program. We provide community integration experiences to apply what is learned in a "real world" setting. These services are described in greater detail within this handbook.

While your child is at Lakemary Center, their therapist and case manager will be your primary points of contact. You will be provided phone and email contact information upon your child's admission. Your child's therapist will develop the treatment plan with input from you, your child, and any other important individuals on your child's team. Your child's case manager will set up any visits and assist with discharge planning. For treatment to achieve maximum benefit, we need your involvement throughout the process. It is important for each child to know his or her family is investing in the treatment process as well. Your child's therapist will help provide you recommendations to make treatment and discharge as successful as possible. If you have any questions about or in addition to the information presented in this handbook, please contact your child's therapist for clarification.

Lakemary Center utilizes Positive Behavior Interventions and Supports (PBIS) throughout all settings to provide reinforcement of appropriate skills and behaviors. We want to teach each child what the behavior expectations are for them and provide praise and acknowledgement when they meet those expectations. We also utilize a token economy system to provide tangible rewards for each child to earn. Your child's therapist will keep you updated not only regarding negative behavior incidents, but progress on positive behaviors as well.

We hope you find the information in this handbook helpful. Please let us know if you have any additional questions regarding your child's care and treatment.

Warmly,

A handwritten signature in black ink that reads "Jean Hoyt". The signature is written in a cursive style with a large, sweeping initial "J".

Jean Hoyt, LSCSW, RPT-S

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Your Child's Treatment Team

Lakemary's treatment team encompasses expertise from many different areas to provide a truly multi-disciplinary approach. Your child's treatment plan will be designed to measure progress in multiple areas and will be updated every two weeks. The internal team members will meet monthly to review progress and this information is shared with you in the biweekly treatment updates. Below you will find a description of the role for each member on your child's team.

Program Therapist: Your child's therapist is your primary contact and the facilitator of all treatment team meetings, meaning they will provide updates on goal progress and current behaviors. He/she will directly provide individual and family therapy and will work with other therapists providing group therapies. Your child's therapist will work with you on developing the discharge plan, including treatment timeline and recommended discharge services.

Residential Therapists: In addition to the individual and family therapy services provided by your child's program therapist, your child will also receive group therapies from our residential therapists. Our residential therapy team includes licensed master's level mental health professionals, COTA, and recreation therapist.

Case Manager: Your child's case manager will be your primary contact and the facilitator of your child's needs. They will provide you with updates related to needing personal care items, personal snacks, and clothing. Your child's case manager will also assist with scheduling visits and passes during treatment.

Residential Team: Lakemary has three residential houses for the children in our treatment program. All environments are supervised by three Campus Coaches who are responsible for the day-to-day management of the residential environment and supervision of the staff providing direct care during the evenings and weekends. The Campus Coaches will be able to answer questions during the evenings and will often be the person you see when picking up or dropping off for a visit. The Campus Coaches will provide valuable input on how your child is doing with implementing new skills on a day-to-day basis with staff and peers.

Medication Management: Your child will meet with our Psychiatric provider at least monthly for management of psychotropic medications. Our physician reviews each child's treatment plan and provides input for diagnostic clarification. If at any time you have questions about your child's medications, you may talk to the clinic nurse to obtain answers or set a meeting with the psychiatric provider for any further questions or concerns.

Nursing Team: Our Medical Department is overseen by a full-time nurse practitioner and includes a team of nurses and support staff who provide support for wellness and medical care for your child. This includes scheduling and transporting to outside medical appointments, consulting regularly for health and wellness related questions, and providing wellness checks following any physical restraint. Onsite nursing is available around the clock to address any necessary care. This team also includes Medication Technicians who are trained specifically in administering medications daily for each child.

Education Team: Lakemary School is onsite and provides a unique self-contained special education program for each child in our program. Your child's education team includes master's-level teachers certified in Special Education and behavioral health technicians. The Lakemary School Principal determines the appropriate classroom assignment and ensures all educational needs are being met in accordance with your child's IEP.

Contacting Your Child

Lakemary's program focuses largely on helping each child learn the skills necessary to return to his or her home environment. As your child's guardian, your participation and input into treatment is necessary. ***Lakemary typically recommends weekly family therapy and/or parent training.*** In addition to therapy, we want to support regular contact for your child with you and other important people in his or her life.

Contact List: Each child at Lakemary will have a list of approved contacts. The person/agency who has custody of the child determines who is allowed contact and what type of contact is allowed. This information is provided during the admission process and monitored by the child's therapist and case manager throughout his/her stay at Lakemary. Your child's case manager ensures that all staff working with your child has this information. If you would like any changes made to the contact list, please inform your child's case manager.

To ensure best care practice for communication, it is important for guardians to keep a working phone number and make sure your child's therapist is aware of that number.

Phone Calls: Your child is allowed to make or receive phone calls in his or her residence during evening/weekend hours. Additionally, your child may receive calls any day of the week. We do ask that calls are limited to 15 minutes to allow each child the opportunity to make/receive calls. Call hours are generally 3:30 PM – 8:00 PM (Central Time) during the week and 9:00 AM – 8:00 PM (Central Time) during the weekends. Calls outside of these designated hours may be accommodated but need to be approved through your child's therapist. Each child is generally allowed a level of privacy with their phone calls in residence. If it is required or preferred that calls are directly supervised, then this will need to be arranged with your child's therapist.

Mail: Your child is allowed to receive letters and packages, and we encourage friends and family members to stay in touch. All letters and packages are first given to your child's case manager to inventory any new items and ensure any communication is from individuals on your child's approved contact list. If a letter or package is received from someone not on your child's list, or if there are questions regarding the appropriateness of the letter or package, you will be contacted for consultation and approval if needed.

Visits – On Campus: Your child's case manager will assist in arranging visits on or off grounds with you or anyone on your child's contact list approved for visits. All visits need to be set up at least one business day in advance. Lakemary has designated visit rooms on grounds and so visits on campus are subject to space availability. It is preferred that any on-campus visits requiring staff or therapist support occur during normal business hours, which is 8:00 AM – 4:30 PM CT, Monday through Friday. Other on-grounds visits may occur daily from 8:00 AM – 8:00 PM CT with coordination from your child's case manager. If arriving outside of normal business hours, you will need to call your child's residential house directly to let them know you have arrived for a visit. Phone numbers are available at the main entrance and in this handbook for your reference.

Visits – Off Campus: Visits off campus will also be arranged through your child's case manager. It is preferred that at least two business days' notice is given to allow adequate time for arranging medication and packing items. Overnight visits are typically limited to six consecutive nights at a maximum. It is important to have an accurate timeframe set for the visit, as your

child's medications and overnight bag (if necessary) will be packed according to the scheduled timeframe. Please communicate with your child's case manager about any specific items you would like sent for the visit. Your child's therapist will provide you with a safety plan and feedback form regarding the visit. This information is extremely important in treatment planning, and we ask that you complete it each visit. Pick up and drop off will occur at the main lobby. If either pick up or drop off occurs outside of normal business hours, you will need to contact your child's residence directly.

Bob Dole Family Center: Lakemary offers a unique opportunity for families visiting from a distance, who have limited financial means, or who just do not feel comfortable taking their child alone in the community. The Bob Dole Family Center provides a safe environment on campus for visits and family therapy to occur. One room is designated to allow families to stay the night on campus, free of charge. This room includes a full-size murphy bed and a separate rollaway bed with access to a private full bathroom and a small kitchenette area. Families are responsible for all meals for their child and all guests throughout the visit. This room is available on a first come/first serve scheduling basis and may be scheduled through your child's case manager.



The Bob Dole Family Center

Contacting Lakemary Center

Children's Residential Campus and School Address:

Lakemary Center
100 Lakemary Drive
Paola, KS 66071

Main Number: 913-557-4000

Fax Number: 913-557-4910

Normal Business Hours: 8:00 AM – 4:30 PM CT

Residential Houses and Phone Numbers

Mesa

Z1: 913-732-4036
Z2: 913-594-3025
Z3: 913-594-3026

Kirk Davis Center

Green: 913-359-5898
Blue: 913-359-7946
Purple: 913-359-9672
Yellow: 913-359-6399

Craig Center

Z1: 913-594-3028
Z2: 913-594-3033
Z3: 913-594-3034

**Campus Coaches
Phone: 913-755-5930**

Administrative Contacts

Residential

Educational

Medical

**SENIOR
CLINICAL DIRECTOR**

Kathleen McGrath, LCSW
kathleen.mcgrath@lakemary.org

SCHOOL PRINCIPAL

Troy Collier
troy.collier@lakemary.org

MEDICAL DIRECTOR

Dr. George Thompson, MD
george.thompson@lakemary.org

SPECIAL ED. FACILITATOR

Stacie Boehm
stacie.boehm@lakemary.org

**SENIOR DIRECTOR OF
HEALTH SERVICES**

Megen Male, MSN, APRN, FNP-
megen.male@lakemary.org

PSYCHIATRIC NP

Renee Azzouz, APRN
renee.azzouz@lakemary.org

CHIEF PROGRAM OFFICER

Jean Hoyt, LCSW, RPT-S
jean.hoyt@lakemary.org

PRESIDENT/CEO

Teddi Hernandez
teddi.hernandez@lakemary.org

Clothing and Personal Items

Lakemary provides many of the basic items needed for each child in our program. This includes bedding, hygiene items (for example, toothbrush and toothpaste), and school supplies. If you or your child have specific personal care item preferences (e.g., use of a specific hair care product) please send those items for your child.

Lakemary asks that each family send an adequate amount of clothing for their child. The following chart outlines recommended items to send. Lakemary's Campus Support Coordinator will inventory and mark each of your child's personal belongings to ensure each child's personal belongings are kept separate. Parents will be asked to make sure their child has enough clothing to the best of their ability. Lakemary will keep your child's clothing clean and nice to the best of our ability.

Lakemary encourages each child to have personal belongings with them if it is safe and appropriate. The following chart also provides recommendations regarding personal items. Lakemary staff take precautionary efforts to protect children's personal belongings. ***However, items may get lost or broken. Lakemary cannot be responsible for such items.*** Therefore, we recommend that you are thoughtful in choosing the items to send with your child.

(See Next Page for Personal Item Guidelines Chart)

Guidelines for Personal Items

REQUIRED ITEMS

These items are the minimum required within the program. If you have any difficulties with any of these items, please let us know.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 7 shirts/tops (no spaghetti straps) <input type="checkbox"/> 7 pants/shorts (minimum fingertip length) <input type="checkbox"/> 7 pairs of underwear <input type="checkbox"/> 5 bras (females only if age/size appropriate) <input type="checkbox"/> 7 pairs of socks <input type="checkbox"/> 2 pairs of shoes (Preferred styles: sneakers/athletic shoes, flats, casual boots) <input type="checkbox"/> 1 pair of flip flops/shower shoes <input type="checkbox"/> 3-5 pajamas (must include top and bottom) <input type="checkbox"/> 1 suitcase/duffle bag (to remain at Lakemary for packing) <input type="checkbox"/> 1 light jacket <input type="checkbox"/> Communication Device(s) (If utilized or in child's IEP) | <ul style="list-style-type: none"> <input type="checkbox"/> Swimsuit** (Females require one piece) <input type="checkbox"/> Swim shoes** <input type="checkbox"/> Heavy coat** <input type="checkbox"/> Hat/gloves** <p>Copy of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> Social security card <input type="checkbox"/> Immunization records <input type="checkbox"/> Insurance cards <p>**As seasonally appropriate. Pool in use from May to September. Winter items needed from October to April.</p> |
|---|---|

ALLOWABLE ITEMS

These items may be allowed but are subject to approval.

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Belts <input type="checkbox"/> Personal hygiene products <input type="checkbox"/> Makeup (Without glass or mirrors) <input type="checkbox"/> Rechargeable electric razor <input type="checkbox"/> Pillow/blanket (1 max of each) <input type="checkbox"/> Family pictures (No glass or wood frame) <input type="checkbox"/> Sensory Items <input type="checkbox"/> Personal snacks (Please limit to 3 at a time.) | <p><input type="checkbox"/> Maximum of 5 Personal Items to Include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handheld Personal Electronic (Excluding communication devices. Lakemary will not load music on devices.) <input type="checkbox"/> Stuffed animals/toys (Battery operated items require a childproof cover with screw.) <input type="checkbox"/> Washable art items (Crayola brand preferred) <input type="checkbox"/> Books <input type="checkbox"/> Trading card games (Note: Actual trading of cards is prohibited.) <input type="checkbox"/> Board games/other card games <input type="checkbox"/> Other items as a preapproved by therapist |
|---|--|

PROHIBITED ITEMS

These items are not allowed under any circumstances.

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Fans <input type="checkbox"/> Spiral-bound notebooks (paperbound are acceptable) <input type="checkbox"/> Nightlight (Lakemary will provide if needed) <input type="checkbox"/> Razors with blades <input type="checkbox"/> Matches, lighters, e-cigarettes, or other tobacco products <input type="checkbox"/> Glass items (nail polish, mirrors, frames) <input type="checkbox"/> Perfume/Cologne <input type="checkbox"/> Steel-toed boots <input type="checkbox"/> Stiletto shoes or other high heels <input type="checkbox"/> Expensive/excessive jewelry | <ul style="list-style-type: none"> <input type="checkbox"/> Cell phones <input type="checkbox"/> Cameras <input type="checkbox"/> Computers <input type="checkbox"/> Televisions <input type="checkbox"/> Video Game Consoles <input type="checkbox"/> Clothing or personal items with reference to drugs, gangs, or other topics deemed inappropriate <input type="checkbox"/> Aerosol cans <input type="checkbox"/> Bicycles/Scooters (provided in program) <input type="checkbox"/> Fishing poles (provided in program) <input type="checkbox"/> Weapons |
|--|---|

Child and Family Rights and Responsibilities

All children and their families at Lakemary have rights. These rights are listed below:

- Your child will not be treated different than others because of:
 - o Gender
 - o Race/Ethnicity
 - o Sexual Orientation
 - o Disabilities he/she may have
 - o Religious Beliefs
- Your child will be treated with dignity, courtesy, and respect by Lakemary Staff.
- Your child will be safe and free from abuse, neglect, exploitation, bullying, and harassment.
- Your child will have the ability to make appropriate choices and be supported by Lakemary Staff.
- Your child will have the opportunity for community engagement when it is safe and appropriate.
- Your child will have privacy and free time when it is safe and appropriate.
- Your child has a right to express feelings about self and others in a safe way.
- Your child has the right to stay in a house that is safe and comfortable.
- Your child has the right to confidentiality.
- You have a right to talk with your child's therapist and provide input on your child's treatment plan.
- Your child has the right to obtain medical care and medication when needed.
- You have the right to know what medication is being prescribed and why. If you disagree with your medicine, you can talk to the psychiatric provider about it and come up with a plan.
- Your child has the right to have enough to eat and drink.
- Your child has the right to stay clean and have good personal hygiene.
- Your child has the right to keep personal items in his/her room when safe and appropriate. Sometimes things may be kept somewhere else for safety.
- Your child has the right to call, visit, or get mail from approved contacts.
- If your child requires physical restraint, you can expect staff to try as hard as they can to keep your child comfortable and safe from getting hurt.
- You and your child have the right to be heard, to identify problems, and express concerns.

As a recipient of services from Lakemary Center, you have certain responsibilities. These include the following:

- To provide accurate and complete healthcare information to the best of your knowledge.
- To understand and provide input to your child's treatment plan, including discharge planning.
- To accept the responsibility for the outcomes of refusing treatment or for not following the agreed-upon behavior support plan, safety plan, and/or treatment plan.
- To fulfill your financial obligations.
- To be considerate and respectful of the rights and property of other residents, Lakemary Center, and Lakemary staff.

Complaint/Grievance Procedure

If you have a concern, we want to know about it. You are an integral part of your child's treatment team. We value your input and strive to work closely with you to resolve any issues or concerns you may have. Your child's progress depends on a strong partnership effort by all of us.

If you have a complaint or grievance, here are the steps available to you:

1. Notify your child's therapist regarding concerns by talking with them in person, on the phone, or by email.
2. If the problem persists or you do not feel comfortable speaking with your child's therapist, you may contact the following leadership personnel:

Residential/Medical/Clinical Concerns	School/Educational Concerns
--	------------------------------------

Kathleen McGrath, LSCSW
Senior Clinical Director

Troy Collier
School Principal

3. If you feel these individuals are not able to help, you may request a meeting with the Chief Program Officer, Children Services, Jean Hoyt, LSCSW.
4. If there are still unresolved concerns, a meeting may be requested with Lakemary's CEO/President, Teddi Hernandez.
5. If you still believe your rights or the rights of your child have not been respected, you may contact one of the identified resources below:

KS Dept for Aging & Disability Services

Survey, Certification and Credentialing Commission

QI Facility Consultant: Chris Seago

Topeka DCF Service Center

P.O. Box 1424

Topeka, KS 66603

Phone: 785-296-5814

Fax: 785-296-1002

KDADS Complaint Hotline

Phone: 800-842-0078

Email: KDADS.complainthotline@ks.gov

Kansas Protection Report Center

1-800-922-5330

Disability Rights Center of Kansas

635 SW Harrison St, Ste 100

Topeka, KS 66603-3726

Toll Free: 877-776-1541

CARF International

6951 E Southpoint Rd

Tucson, AZ 85756-9407

888-281-6531

Behavior Management System

Lakemary follows the principles of Positive Behavior Interventions and Supports (PBIS) when approaching behavior management. PBIS focuses on giving expectations, providing limits, and reinforcing appropriate behavior as it occurs. Essentially, we want to teach the expectations for acceptable and appropriate behavior prior to a crisis and reinforce that appropriate behavior when it occurs so your child will be more likely to repeat that behavior in the future. Your child's therapist will be working with you on understanding and utilizing a PBIS approach to your child's behavior as well.

Lakemary has the same behavior expectations in school and residence. These are referred to as our STARS behavior:

Be **S**afe
Try Your Best
Ask for Help
Be **R**esponsible
Show Respect

When your child engages in appropriate, STARS behavior, they will have the opportunity to earn points. These points may be spent weekly at our STARS store.

The most important piece of any behavior management system is teaching. Lakemary's system focus on the following:

1. Teach the skill.
2. Demonstrate the skill.
3. Provide practice opportunities.
4. Provide feedback.

Our token economy system is only a small part of PBIS – providing feedback. The vast majority of PBIS is focused on teaching and demonstrating skills and expectations.

Your child's therapist will provide biweekly feedback on behavioral data. This will often be focused on behaviors of concern, such as aggression or self-injury. However, your therapist will also be able to review improvements on developing appropriate replacement behaviors and coping skills.

Medication and Health Services

Medication: Medication management is a key piece of programming at Lakemary Center. Lakemary wants each family and child to understand what medications they are taking, why they are taking them, and communicate any medication concerns with the psychiatric provider. Lakemary also wants each child to be on the least number of medications necessary to engage in a happy and productive life.

You will be asked to provide verbal and written consents for any medications prescribed. We require consent for all medications administered, including over-the-counter treatments. Please be aware that dosages and/or administration times of medications may be changed without additional consent, but Lakemary’s medical team will try to keep you informed of such changes. Additionally, Lakemary may discontinue a medication without prior consent. This may occur for reasons such as a time-limited prescription ending (e.g., an antibiotic) or lab work indicating a medication is creating an immediate adverse side effect. You will be notified of such changes as soon as possible.

The costs of medications are not included in your child’s daily rate. Lakemary contracts with Auburn Pharmacy for the provision of medication. Auburn Pharmacy will bill your child’s insurance directly and will send you a statement should you have any costs to be covered outside of insurance.

Onsite Health: Lakemary employs a full-time nurse practitioner, a psychiatric nurse practitioner as well as registered nurses who are on-site 24/7. Our nursing team provides wellness education and disease/illness management for each child as necessary. Our nursing team will also develop nursing care plans as needed to ensure your child’s health needs are met. Psychiatric medication management is provided onsite by our psychiatric provider. Most primary care needs are also managed onsite by our Nurse Practitioner.

External Healthcare Providers: Lakemary works with several local providers to ensure each child’s routine health needs are met. *Please be aware that medical care is an additional service, which may be billed separately by these providers if insurance does not cover all the costs.* Below is a list of medical providers we typically use:

Pharmacy	Emergency Care	Optometry
<i>Auburn Pharmacy</i> 311 N Hospital Dr Paola, KS 66071 Phone: 913-294-3516	<i>Miami County Medical Center</i> 2100 Baptiste Dr Paola, KS 66071 Phone: 913-294-2327	<i>Eye Care Associates</i> 524 Brown Ave Osawatomie, KS 66064 Phone: 913-256-2176
Dentistry		
<i>Iron Horse Dental</i> 1258 W Amity St Louisburg, KS 6653 Phone: 913-837-3096	<i>Paola Family Dentistry</i> 21 W Wea St Paola, KS 66071 Phone: 913-295-8042	<i>CHC/SEK</i> 3011 N Michigan St Pittsburg, KS 66762 Phone: 620-231-9873
	<i>Crown Town Dental</i> 6302 Monrovia St Shawnee, KS Phone: 913-341-6767	

Activities

Lakemary Center works to provide an enriching treatment experience, which includes multiple activities on grounds and within the community. The purpose of these activities is to provide opportunities for the development of social skills, community skills, and recreational/leisure skills. Below are the types of activities available at Lakemary Center:

Therapeutic Ranch: Lakemary is proud to offer an animal and garden therapy center on grounds, affectionately known as the "Ranch". The Ranch provides year-round access to themed gardens and animal enclosures surrounding the central barn. The Ranch serves as an avenue for therapy, education, and recreation. The Ranch allows each child to benefit from animal-assisted interventions, which encompasses utilizing animals, including dogs, chickens, rabbits, goats, pigs, and a miniature pony, in therapeutic interactions. Animal-assisted interventions help provide another avenue for each child to express their feelings, practice calming strategies, and build social skills. Lakemary also collaborates with outside organizations when available to provide equine-assisted therapeutic interventions.

Therapeutic Recreation: The purpose of therapeutic recreation is to improve a child's functional abilities through a variety of leisure related programs and provide opportunities for leisure-related skills and knowledge to be utilized in the facility and community. Therapeutic recreation at Lakemary often focuses on developing leisure awareness, improving social interaction skills, and creating opportunities for self-directed leisure activity skills. On-grounds activities may include cooking groups, physical activity, arts and crafts, or structured games. Off-grounds activities may range from small outings (e.g., purchasing a snack at a convenience store) to large events (e.g., attending a professional baseball game) depending on the needs and behavior of each child.

Community-Based Instruction: As part of each child's educational program, they participate in small group or individual outings during the school day with staff support. The purpose of these outings is to develop functional life skills, such as grocery shopping, using the public library, or ordering a meal in a restaurant.

Vocational Education: Residents can participate in job training during school both on grounds and in the community. With direct supervision of a job coach, children develop vocational skills working in various positions, such as stocking at a grocery store.

Aquatics Program: The adaptive aquatics program provides Lakemary residents with positive recreational experiences in a safe water environment on Lakemary grounds. Our outdoor pool operates from May through September. The program utilizes individual assessments to address all present skill levels and educational planning. Mastery of aquatic skills will facilitate a positive self-image and enhance other social skills generally associated with independent living.

Religious Practices: Lakemary Center is not affiliated with any religious institution and does not endorse any religion. Lakemary Center will make every effort to accommodate requests related to a resident's religious beliefs. We ask that you and your child work with your child's therapist directly regarding integrating spirituality and religion into treatment. Families are invited to coordinate a visit from a representative of their religion through their child's therapist.

Daily Schedule

School: Every child in our residential program attends school onsite. Fully accredited by the State of Kansas for K-12 instruction, Lakemary's special purpose school operates year-round. All teachers are licensed special education teachers. Lakemary School provides instruction Monday through Friday, and a seven-week summer school session complements the regular 9-month school year with breaks before and after. Lakemary School observes normal school holidays, including winter and spring breaks.

School staff arrive at 7:15am on school days to help the children wake and prepare for school. Breakfast is served between 8:00 AM – 8:30 AM. Children then go to their classrooms from 8:30 AM – 3:00 PM for a regular school day. Academics are modified to meet each child's Individual Education Plan (IEP) goals and objectives. The overall curriculum is approved by the governing school district, USD #368, and the Kansas Board of Education.

You may obtain a copy of Policy 3.1.18 regarding Emergency Safety Interventions for Lakemary School from the Admissions Specialist and/or the Special Education Facilitator.

Residence: When your child is not in school, they will be in one of our three residential houses on campus. Each house has a slightly different focus and schedule, so this will provide you with a general overview of what can be expected for your child's daily routine.

On school days, your child will return to their residence around 3:15 PM. Your child will have a structured activity from approximately 3:15 PM – 5:00 PM, which may include group therapy, structured play time, snack time, daily chores, or an outing. Your child will eat dinner typically around 5:00 PM – 6:00 PM. From 6:00 PM – 8:00 PM, your child will begin winding down for the day, which includes daily hygiene activities, individual activity time, and quiet group activities. Your child will go to bed between 8:00 PM – 9:00 PM. Your child will be monitored throughout the night by overnight awake staff.

On non-school days, your child's evening routine will continue to look the same. Mornings or afternoons on the weekends are typically when larger group outings and activities are scheduled. Your child will also have the opportunity to participate in additional group therapy and structured activities through our on-campus gymnasium, playgrounds, ranch, or pool (summer months only).

Financial Obligations and Children's Funds

Financial Obligations: Prior to admission, the Admission Department and you would have ensured that funding for placement at Lakemary was available for your child. There may be times when funding does not cover certain costs such as medical/health care or other related residential treatment services. The Admissions Department would have discussed this with you and advised if you would be likely to have a financial obligation to Lakemary.

Here are the ways you might owe a monthly obligation to Lakemary for your child's care:

- Your child's placement is funded through Medicaid and your child receives a monthly income, such as child support, SSI, or SSDI. Medicaid may require partial or full payment of that income to Lakemary each month.
- Your Medicaid plan includes a spend down clause for medical services.
- Your private insurance requires a copay, coinsurance, or deductible for PRTF treatment.
- Your child incurs medical expenses not covered in Lakemary's program fees, which may include items such as pharmacy copays, medical labs, specialist fees, or emergency room visits.

Additionally, you are responsible for ensuring your child's insurance coverage remains active. Any costs due to lapses in coverage will be the responsibility of the guardian.

Insurance may not pay for all medications. Any copays or uncovered prescriptions will be the responsibility of the parent/guardian. Lakemary provides some over-the-counter medications for common simple medical conditions as part of our services. If you desire special medications or supplements that are not on our formulary list, then you will be expected to provide them.

Children's Funds: In general, you will not need to send cash or money for your child to use while they are at Lakemary Center. You may choose to send money for a specific need (e.g., your child needs a winter jacket, and you would like Lakemary staff to take your child shopping), but any potential additional costs will be discussed with you prior to occurring.

Lakemary will maintain a student account within our Accounting Department for children who are in paid positions through our vocational program. You or your child may make a withdrawal request through your child's therapist. This account is audited as part of Lakemary's annual audit.

Any funds remaining in a child's account will be sent via check in the child's name approximately 2-4 weeks after discharge. This will be sent to the discharge address unless other arrangements are made by the parent/guardian.

Discharge Planning

Planning for discharge starts at admission with identifying the focus of treatment and identifying your plans/goals for where your child will discharge. Your child's therapist and treatment team will closely monitor your child's progress and continued needs. Treatment plans will be reviewed and updated every two weeks, and you can anticipate weekly contact from your child's therapist.

As your child begins to show behavioral progress, your team will be discussing when appropriate discharge will occur and the support in the community which may be available to help ensure that progress is continued after discharge. There will be several meetings to specifically discuss discharge and support needs. Lakemary recommends including all relevant community stakeholders in your child's treatment review meetings. This may include individuals such as case managers, school personnel, and any other providers involved in your child's care.

Lakemary works closely with you to try and put in place the necessary structures and supports for a successful discharge. Ideally, when a period of sustained behavioral stabilization is established and all the needed community supports are in place, you and your child's treatment team will set a date for discharge.

Notes

Please use this space for questions or items you would like to discuss with us:

Your child's progress is important to us. Our Lakemary Team is dedicated to helping your child achieve success. We look forward to working with you to ensure a quality experience for you and your child. Thank you for choosing Lakemary.