



# Methodist Children's Home

Offering Hope Since 1890



## Welcome to MCH!

### My MCH Contact Information

My Home: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Name and Number: \_\_\_\_\_

My Unit Manager's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### How to Send Mail

**You are welcome to send mail at any time. Please address the mail to your child as follows:**

#### WACO CAMPUS

Child's Name  
Home Name  
Methodist Children's Home  
Street Name and Number  
Waco, TX 76708

#### BOYS RANCH

Child's Name  
MCH Boys Ranch  
1439 Methodist Ranch Road  
Waco, TX 76705

# Methodist Children's Home Handbook

Welcome to Methodist Children's Home (MCH). No matter what circumstances brought you here, it is our hope that you will find MCH to be a welcoming place of healing and promise. As you settle in to life at MCH, there are a few things you will want to know about us. Many of those things are addressed in the following pages, but if you have questions or concerns and you do not find the answer here, please contact your unit manager.

This handbook is for both youth and their parents, but we include a section with information specifically designed for parents, families and managing conservators. Please keep this book for your records and consult it if you have questions along the way. We are glad you are here.

For His Children,

*The staff of Methodist Children's Home*

## Mission Statement

Methodist Children's Home offers hope to children, youth and families through a nurturing, Christian community.

## Core Values

### CHRISTIAN PRINCIPLES

Apply the principles of the Christian faith which serve as the foundation of this ministry.

### RELATIONSHIPS

Build healthy relationships through communication, respect, trust and love.

### RESPONSIBILITY

Be accountable for self and others.

### GROWTH

Provide opportunities for spiritual, emotional, physical and intellectual development.

### SERVICE

Show compassion through generosity and care.

### HOPE

Believe in the possibilities of the future.

# 12 Strength-Based Principles

1 Greatness is expected of youth, but we recognize that it may occur in their future.

2 Youth should have a sense of hope for the future and feelings of joy every day.

3 Youth have a need for growth. They want to succeed, and they have the power to change and take positive control of their lives.

4 Seeking a higher purpose in our lives is ingrained in everyone. Religious and spiritual expressions are natural parts of our existence.

5 Youth are valued as individuals and accepted where they are in their lives. They should be empowered to participate in decisions that affect their lives. The decisions should be individualized, developmentally appropriate, and made in their best interests.

6 Transformation is accomplished through intentional, meaningful healing relationships that connect us to others.

7 Youth learn values and moral courage by interacting with and observing staff they respect and admire, and who are kind, nurturing, and caringly set limits and boundaries.

8 Our community helps youth identify and nurture their individual strengths and assets. Involvement in our community is an essential element for positive growth.

9 Achievement based on real accomplishments is necessary for development. Our community should provide a variety of opportunities for youth to develop and utilize their strengths.

10 Crisis is viewed as a normal part of growth. Crisis provides opportunities to mentor, teach, coach, guide, and empower, as well as to learn.

11 Serving others is essential in helping youth heal the pain in their lives.

12 We should be committed to each other and to each other's success. We should demonstrate responsibility and accountability in all of our decisions and actions.

# Youth Responsibilities

Methodist Children's Home is committed to providing you with the most nurturing home environment possible. MCH believes that you should be provided with clear expectations as well as age-appropriate privileges. These expectations and privileges are based on your developmental level, previous experiences and current behavior. Student expectations and privileges are consistent with the MCH Core Values and Strength-Based Principles.

## Student Expectations

Student expectations are daily guidelines for behavior and responsibilities within the home and the community. You are expected to:

- treat yourself, peers and staff with respect.
- cooperate with MCH staff.
- abide by program rules, guidelines and procedures.
- attend school, church and other scheduled programs.
- accept adult leadership and follow directions.
- participate in your Plan of Service.
- report abuse, neglect or other violation of rights to the proper staff or authorities.
- report harmful behavior toward peers by other peers or staff.
- utilize opportunities for self-growth through various learning opportunities.
- make good choices and decisions.
- prepare for your future and transition into adult living.
- develop morals, values, integrity, and ethics.
- contribute to your home and community.
- build and maintain healthy, constructive relationships with family and others.
- express emotions appropriately.
- be accountable to yourself as well as your peers and the MCH community.



# Youth Responsibilities

Methodist Children's Home offers a comprehensive program of care to meet your physical, emotional, educational, and spiritual needs in the safety of a nurturing, Christian community. At MCH you will learn how to develop and maintain healthy relationships with both adults and peers. You will also have many opportunities to learn and practice the skills that will prepare you for success throughout your life. By becoming a student at MCH you are committing to follow the guidelines established for our community and to give your best to achieve your goals.

## Basic Rules

As a student at Methodist Children's Home you are responsible for following four basic guidelines. These should guide you in your personal behavior, relationships with your peers and relationships with your family members and other adults.

Be safe.

Be respectful.

Be responsible.

Be helpful.

## MCH Life Skills

You will also be given many opportunities to learn and practice the 10 MCH Life Skills. These 10 life skills will empower you to have control over your own life and prepare you for success now and after you leave MCH. You will learn how to get your needs met in a socially acceptable way; how to be a good student and a good worker; and how to develop and maintain healthy relationships with others. The MCH Life Skills are:

Use Good Words to Communicate

Be Gentle and Kind

Show Respect

Listen and Learn

Understand Who is in Charge

Accept Decisions of Authority

Make Good Choices

Focus and Finish Your Work

Negotiate and Compromise

Build Trusting Relationships



Volunteer Service

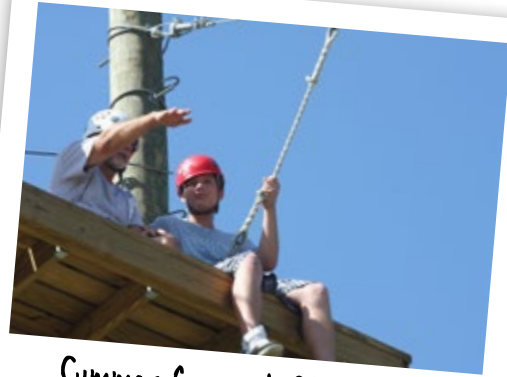


Building Relationships

# Youth Privileges

Privileges are opportunities for youth to learn appropriate boundaries with peers and adults, as well as socially acceptable behavior and self-control. Your caregivers are responsible for monitoring the appropriateness of the privileges afforded to youth while at Methodist Children's Home, and they will make adjustments to meet the needs of the youth, when necessary.

Student privileges may be temporarily removed or limited as a consequence of misbehavior. Temporary restriction or limitations of a privilege will be documented in your student file and will be consistent with the MCH discipline policy.



Summer Camp at Glen Lake

## Steps to Success

The Steps to Success program is designed to help students learn to appropriately give care, receive care, develop autonomy and negotiate with others. As students move through the program, the need for direct supervision is reduced and students are given more opportunities for independent activities. **The level of supervision provided at any step may be adjusted for an individual student whenever necessary.**



Making new friends



Strengthening Talents

# Daily Living Guidelines

## Clothing

While preferences in styles of dress may vary, all members of the Methodist Children's Home community are expected to dress appropriately at all times and demonstrate respect for themselves, others and MCH.

In general, MCH adheres to a more traditional and conservative form of dress. You are responsible for following the MCH dress code while in our care. MCH may impose additional and/or stricter guidelines in individual cases, when needed.

## Public Displays of Affection

Public displays of affection toward others should always be respectful and appropriate to the situation. Intimate and intense public displays of affection are not appropriate at MCH or MCH events. Some examples of appropriate public displays of affection include side hugs and hand holding.



MCH Prom



Worship Services

## Spiritual Development

Methodist Children's Home accepts youth regardless of religious beliefs or background. While spiritual development and participation in religious services and activities is an integral part of the residential programs offered by MCH, you will not be coerced into making any religious decision.

Regular worship services are offered on the Waco campus for youth residing on the Waco campus and at the MCH Boys Ranch. You are expected to attend these services unless attendance at another church is indicated based on your individual spiritual needs.

A variety of voluntary spiritual development programs such as choir, summer camps and mission trips are also offered. All worship services and religious education programs provided by MCH are conducted in accordance with the principles and practices of the United Methodist Church.

# Daily Living Guidelines

## School

Residents from the Waco campus and the Boys Ranch attend Methodist Children's Home School (MCHS) which is located on the Waco campus. MCHS is a charter school operated in partnership with the University of Texas-University Charter School system. MCHS offers credit recovery courses and some students attend the Greater Waco Advanced Manufacturing Academy (GWAMA), Greater Waco Advanced Healthcare Academy (GWACA), or dual credit courses through McLennan Community College and Texas State Technical College.

As a student at MCHS, you will have opportunities to participate in a variety of extracurricular activities and academic, fine arts and vocational agriculture competitions. MCHS is a member of the Texas Christian Athletic Fellowship (TCAF) and competes in six-man football, volleyball, basketball, golf, cross country, and track and field.

## Trips Away from the Facility

Youth placed at a Methodist Children's Home facility participate in a wide variety of social, recreational, cultural, educational, and religious activities in the community. At the time of admission, your family authorizes MCH to provide transportation for you. Overnight trips away from the facility require the permission of an administrator. Trips out of state require the approval of the Vice President for Programs.

## Personal Possessions

Children and youth admitted to Methodist Children's Home residential program are allowed to bring personal possessions from home within limits and within the guidelines of the program. All personal possessions must be appropriate for shared living space. Program rules around prohibited possessions are shared with parents/managing conservators at the time of placement.

MCH discourages children and youth from bringing items that would be a significant loss to them if the item was damaged, lost or stolen. MCH assumes no responsibility for the return or replacement of damaged, lost or stolen items. Children and youth are discouraged from borrowing or loaning clothing or other special personal items.



MCH Graduation



Mission Trips



# Youth Rights

Admission to any MCH program is based upon the applicant's need and the ability of MCH to meet those needs within the established program admission eligibility criteria and not based on race, religion, national origin, or sexual orientation. MCH provides services in a manner that respects the personal dignity, confidentiality and privacy of those served. MCH assures that all persons served or their legal representatives are informed of their rights and responsibilities arising from receipt of MCH services upon placement or the first face-to-face meeting. MCH recognizes the rights of all clients to question decisions made concerning services provided and to file any grievance for unfair treatment, discrimination or a violation of client rights.

Children in placement have additional rights that cover safety, normalcy, family contacts, discipline, service planning, medical care, confidentiality of records, and reporting concerns to outside authorities. These rights are cumulative of any other rights granted by law or licensing standards and include the following:

## You have the right to:

1. be treated fairly.
2. receive quality care and treatment services that meet your needs in the most family-like setting possible.
3. know the reason(s) for placement and what MCH staff and volunteers will do to help you during your placement.
4. be provided information about the rules and expectations while in placement.
5. have your physical, developmental, social, emotional, cultural, and religious needs met.
6. be free from abuse, neglect and exploitation as defined in Texas Family Code §261.401.
7. discipline that is appropriate to your age, maturity and developmental level.
8. have restrictions or disciplinary policies explained at admittance and when the measures are imposed.
9. receive educational services appropriate to your age and developmental level.
10. have personal care, hygiene and grooming equipment and supplies and to receive training in their use.
11. participate in childhood activities, including activities in the community and unsupervised activities away from caregivers, appropriate for your age, maturity and developmental level.
12. have clothing appropriate to your age and size and similar to the clothing of other youth in the community.
13. have personal items in your bedroom and to get additional items within reasonable limits.
14. personal space in your bedroom and to store clothes and belongings.
15. be informed of search policies.



Enjoying the beautiful campus

(continued on following page)

# Youth Rights

(continued from previous page)

- 16.** be free from unreasonable searches and unreasonable removal of personal items.
- 17.** clothing that protects you against weather.
- 18.** maintain regular contact with parents and siblings unless such contact is not in your best interest or contact is restricted due to the decision of the appropriate professional or court order.
- 19.** privacy, including sending and receiving unopened mail, making and receiving phone calls, keeping a personal journal and having visitors. This right will not be restricted unless it is in your best interest or due to the decisions of the appropriate professional or court order.
- 20.** be compensated for any work done for MCH with the exception of assigned routine duties that relate to your living environment, such as cleaning your room or other chores, or work assigned as a disciplinary measure.
- 21.** to seek employment, keep your own money and to have a bank account in your own name when appropriate to your age, maturity and developmental level.
- 22.** communicate in a language or any other means that is understandable to you.
- 23.** confidential care and treatment, including keeping medical records and client records private and only discussing these records when it is necessary for your care.
- 24.** consent in writing before taking part in any publicity or fundraising activity for MCH, including the use of your photograph.
- 25.** refuse to make public statements showing gratitude to MCH.
- 26.** be free of unnecessary or excessive medication.
- 27.** have a comprehensive service plan that addresses your needs, including transitional and discharge planning.
- 28.** to review and sign a service plan unless you are under 9 years of age.
- 29.** a copy or summary of the service plan.
- 30.** actively participate in the development of the service plan within the limits of your comprehension and ability to manage the information.
- 31.** medical, dental, vision, and mental health care and developmental services that adequately meet your needs and the right to request that care or services be separate from adults who are receiving services.
- 32.** not be pressured to get an abortion, give up a child for adoption or parent a child.
- 33.** make calls, reports or complaints without interference, coercion, punishment, retaliation, or threats of punishment or retaliation. You may make these calls, reports or complaints anonymously. Depending on the nature of the complaint, you have the right to call, report or complain to:  
  
DFPS Texas Abuse/Neglect Hotline: 1-800-252-5400  
HHSC Ombudsman for children and youth currently in foster care: 1-844-286-0769  
DFPS Office of the Consumer Affairs: 1-800-720-7777  
Disability Rights of Texas: 1-800-252-9108

# Additional Youth Information

## Special Request for Assistance

Methodist Children's Home provides a grievance system that allows you and/or your parents or managing conservator to question decisions made concerning you, services provided to you, and/or concerns about potential violations of your rights. You have the right to appeal to the director of your program area and ultimately to the president of MCH if you feel your treatment is unfair, discriminatory or unhelpful.

You are empowered to resolve your grievances prior to completing a Special Request for Assistance (SRA) form. When this is not possible or a resolution is unable to be made without further assistance, you are asked to describe how you feel your rights have been violated on the Special Request for Assistance form. SRA forms are posted for easy student access at all times. The forms are also available in your home unit through your caseworker, unit manager or other staff members. You may turn them in to any childcare worker or staff member, or place them in one of our many drop boxes. If concerned, parents or managing conservators may also speak directly to a unit manager or administrator.



Time with staff

## Guidelines on Discipline

The goal of all discipline is to connect with the child and correct behavior, preventing the need for more restrictive measures of intervention and increasing a child's ability to make positive choices in managing their own behavior. MCH utilizes Trust-Based Relational Intervention (TBRI) as a means to help children heal, learn and grow through the provision of nurturing relationships and structure in their daily routine. Discipline is based on investing, connecting, empowering, and correcting principles that include playful engagement, structured engagement, calming engagement, and proactive engagement in response to a child's behavior. Caregivers are supported in providing an IDEAL approach to discipline to solve behavioral challenges quickly and effectively, without breaking the connection between the caregiver and the child. The IDEAL response is:

**Immediate** (within seconds whenever possible);

**Direct** (engages the child through eye contact, proximity and touch whenever possible);

**Efficient** (maximizes playfulness when possible and uses as few words as possible);

**Action-based** (maximizes learning through action-based techniques); and

**Leveled** at the behavior (not the child).

# Emergency Behavior Intervention



Student Awards

We are committed to promoting an environment where conflict resolution and problem solving are taught and reinforced for children and youth. Our program is designed to teach children and youth alternatives to aggressive behavior and to help them learn alternate ways to manage behaviors that are unacceptable in personal relationships and society.

MCH believes that emergency behavior intervention is the last alternative when working with a child who is experiencing emotional upset and is at risk of physical violence to themselves or others. Staff are trained to respond to youth in crisis and to resolve conflict using MCH-approved intervention techniques. Less restrictive behavior interventions include verbal redirection, quiet time, peer mediation, and brief personal restraint.

In addition, during your admission process, you indicated your de-escalation preferences. Staff are made aware of these and are required to attempt to utilize these prior to the use of restraint.

Staff utilize personal containments in urgent situations where immediate intervention is needed and the youth has not responded to verbal redirection or it has been ineffective. Urgent situations include external danger that causes imminent significant risk to the youth; behavior that creates a significant disruption in the home, classroom or environment; or behavior that is dangerous to other youths' safety and well being.

Only staff trained in emergency behavior intervention are permitted to initiate or participate in a personal restraint of a youth. We only use physical containments of youth and will not use chemical or mechanical restraints on any youth in care. Staff will discontinue all restraints as soon as you are no longer in danger to yourself or others, or if you become physically distressed.

If you feel that you have been restrained inappropriately, you must report this immediately to the on-call worker or any staff member or by completing an SRA form. After every restraint, staff will meet to review the restraint. You will have an opportunity to make and document comments.



Choir performance

# Parent/Managing Conservator Information

As a parent or guardian of a child being placed at Methodist Children's Home you have decided to enter into a partnership with us. The primary purpose of this partnership is to aid your child and family in achieving goals, build on your child's assets and strengthen family relationships. As a partner with MCH, you will have ongoing responsibilities to both your child and us while your child is in our care.

It has been clearly demonstrated that if youth are to benefit from successful completion of placement, it is imperative that they must have the support of their families and their communities to continue the success following discharge. Family participation in a child's placement is vital. Many resources and opportunities for family participation are available.

Parents are expected to participate actively in their child's program at MCH. This will include contacting their child by phone and/or mail, family conferences, visits to campus, overnight visits, discharge/after care planning, and regular contact with your child and your child's Unit Manager. MCH also periodically provides family educational workshops which focus on family life enrichment and family days.



Campus Recreation



Homecoming



Scheduling classes for the year

# Parent/Managing Conservator Information

## Residential Program Description

Methodist Children's Home operates two residential programs in the Waco area. The 130-acre Waco campus is the location where MCH began in 1890. The 500-acre Boys Ranch, located 10 miles northeast of Waco, was established in 1971. Both residential programs are licensed by the Texas Department of Family and Protective Services as General Residential Operations providing Child Care Services. MCH is accredited by the Council on Accreditation and the Coalition of Residential Excellence.

MCH offers a relationship-based model of care that provides a wealth of opportunities for youth to discover and develop their talents and skills in a nurturing, Christian community. Services are designed to meet the needs of youth in a family-like setting that engages and involves the family in all aspects of care. MCH provides a place of safety where professional childcare staff work to prepare youth for successful adult living.

Eight to 10 youth reside in individual homes staffed by either live-in home parents or direct care staff who work eight-hour shifts. Each home is managed by a masters level Unit Manager who provides oversight of the home and supervision of the childcare staff. Transition services are offered to each graduating senior, and after-care services are available to former residents.

MCH uses a trauma-informed approach known as Trust-Based Relational Intervention® developed by Dr. Karyn Purvis and Dr. David Cross at the Karyn Purvis Institute of Child Development. TBRI® is an emerging intervention model for a wide range of childhood behavioral problems and based on

a solid foundation of research tempered by humanitarian principles. It is a caregiver-based intervention that is designed for children who have experienced relationship-based trauma.

## Educational Program Description

Methodist Children's Home is committed to ensuring all residents receive a quality education appropriate to their needs. Residents of the Waco campus and the Boys Ranch attend Methodist Children's Home School (MCHS) which is located on the Waco campus. MCHS is a charter school operated in partnership with the University of Texas–University Charter School system which is headquartered in Austin, Texas.

MCHS is regulated by the Texas Education Agency and offers small class sizes as well as tutoring and other educational supports for students. MCHS also offers onsite computer-based credit recovery courses as well as GWAMA, GWACA dual credit courses through McLennan Community College and Texas State Technical College. Students whose educational needs cannot be met by MCHS will be enrolled in a school in the community that meets or exceeds the educational requirements established by the Texas Education Agency.

MCHS students may participate in academic, vocational agriculture and fine art competitions with other schools as well as athletic programs in six-man football, volleyball, basketball, golf, cross country, and track and field. MCHS athletic teams compete in the Texas Christian Athletic Fellowship (TCAF).

# Parent/Managing Conservator Information

## Indian Child Welfare Act Policy

Methodist Children's Home will make every effort to comply with the Indian Child Welfare Act (ICWA) in its work with children needing out-of-home care. In cases where ICWA is applicable, MCH works collaboratively with tribal social workers in planning and providing for the child's health, safety, well-being, and permanency. MCH recognizes tribal court orders and acts and gives them full faith and credit.

## Plan of Service Meetings

Families are encouraged to participate in the child's initial plan of service process and attend regularly scheduled plan of service reviews. Parental participation in the plan of service process is essential to developing an effective plan for the child and to facilitate communication between the child, the family and/or managing conservator and MCH.

## Visitation and Correspondence Guidelines

MCH encourages family contact. Parents and guardians are expected to maintain continued involvement while the child is in placement. Consistent and regular contact with parents and family members is essential to your child's well-being. You can support your child through:

- **Visits** – Families are encouraged to visit their child often unless contact is restricted by the managing conservator or by court order. The frequency and type of visit are arranged collaboratively between the child, family and/or managing conservator and MCH. Any limitations on visits will be documented in the child's plan of service.

- **Mail** – Families are encouraged to maintain contact with their child through mail unless restricted by the managing conservator or by court order. Mail should be sent to the appropriate MCH location and will be forwarded to the child through their Unit Manager. Any child who cannot independently read will be assisted with reading their mail. Any limitations on contact will be documented in the child's plan of service.
- **Telephone, Electronic Mail and Electronic messages** – Families are encouraged to maintain contact with their child through telephone contact, email and electronic messages unless restricted by the managing conservator or by court order. The location and schedule for phone contact will be arranged collaboratively between the child, family and MCH when the child is using an MCH home phone. All contact between parent/managing conservators is arranged through and approved by the Unit Manager. Any limitations on contact will be documented in the child's plan of service.
- **Gifts** – Children may give and receive gifts from family and friends unless restricted by the managing conservator or court order. Children may give and receive gifts from other children in care, but gifts of a significant monetary value are discouraged. Children may receive gifts from the agency. Gifts become the personal property of the child. Gifts should be limited in size and value in consideration of the program rules and the space constraints in the home. Gifts from children in care to employees are not expected and should be of sentimental nature only.

# Parent/Managing Conservator Information

## Guidelines For Financial Participation

Methodist Children's Home provides services to children regardless of the family's ability to pay for service and has established a sliding fee scale to ensure services are accessible to all families. When appropriate, benefits such as Social Security, Supplemental Security Income (SSI) and court-ordered child support will be assigned to MCH during the period the child is in care. No child will be refused services based on their family's inability to pay for services. MCH asks that parents/managing conservators keep MCH fully informed of any changes in their financial circumstances which influence their ability to maintain such support.

It is important that the child have spending money. MCH provides an allowance for all children. Parents or other persons may wish to send additional money for the child's use. Arrangements should be made with the youth's Unit Manager regarding how money is sent to the youth.

## Tobacco and E-Cigarette Use

A child may not use or possess tobacco products, e-cigarettes or any type of vaporizers. No one may smoke tobacco products, e-cigarettes or vaporizers inside any MCH building. No one may smoke tobacco products, e-cigarettes or vaporizers inside an MCH owned vehicle or in any vehicle when transporting children in care.

## Internet and Social Media Guidelines

Methodist Children's Home recognizes the importance of the Internet and is committed to supporting the appropriate use of residential clients to interact socially through blogging and/or other interaction in social media. MCH staff make every effort to educate clients on the importance of confidentiality and privacy regarding participation in communication on social media/networking sites. Incidents of inappropriate use will be addressed by MCH staff when applicable.

For the purposes of this guideline, social media means any facility for online publication and commentary that allows for communication in the open, including without limitation blogs, wikis and social networking sites such as Facebook, LinkedIn, Twitter, Instagram, SnapChat, and YouTube.





# Parent/Managing Conservator Information

## Unplanned Discharges

Methodist Children's Home is committed to working with children and youth through issues that arise during placement. However, discharge from an MCH facility may be necessary in the following circumstances:

- The youth becomes a danger to self or others.
- The youth requires treatment for a chemical dependency.
- The youth's needs for structure and support services exceeds the capacity of the program.
- The youth is on runaway status.

## Parental Notification

MCH staff is responsible for notifying the parents or managing conservators of the following:

**Involvement in serious incidents** – MCH staff will notify the parent/managing conservator of all serious incidents where licensing standards require parental notification.

**Plan of Service Meetings** – MCH will notify the parent/managing conservator at least two weeks prior to a scheduled plan of service meeting for their child.

**Prescription for psychotropic medication** – MCH will notify the parent/managing conservator prior to the administration of any prescribed psychotropic medication to a child in care. In cases where parental notification is not possible, medication will not be administered without approval by a licensed administrator.

**Involvement in personal containment** – MCH will notify the parent/managing conservator of any incident in which MCH staff uses a personal containment to manage their child's behavior.

**Legal Proceedings or Grievances** – MCH will notify the parent/managing conservator of any legal proceedings or grievances concerning their child.

**Reports** – MCH will communicate progress, significant events and achievements in regular and routine communications, at least monthly, with the parent/managing conservator which will be documented in the client record.



Football Practice



Track Meet

# Parent/Managing Conservator Information

## **Confidentiality, Privacy Protection and Publicity**

Methodist Children’s Home, in accordance with state licensing and national accreditation standards, prohibits the participation of any resident in public performances that represent MCH without informed consent of the resident, parent or managing conservator. MCH does not require students to make any public statements expressing gratitude to the organization, photographs, video, audio interviews, artwork, or creative writing for public relations or fundraising purposes without the informed, written consent of the resident or parent/managing conservator. MCH will maintain updated operational procedures regarding materials to be purged, accessed, disclosed and retained. MCH will attempt to comply with all state and federal laws, rules and regulations relating to confidentiality, access, disclosure, and retention of client records. MCH does not conduct research with students.

## **Volunteer and Mentor Program**

Youth residing at MCH facilities may participate in our Volunteer and Mentor Program. Parents or managing conservators must provide permission for their child to participate in this program. All volunteers and mentors must meet minimum standards outlined by the Department of Family and Protective Services.

All efforts are made to match volunteers with youth based on preferences, strengths and areas of interest. The child’s caseworker is responsible for monitoring and establishing goals for the volunteer/mentor relationship.

## **Overnight and Offsite Visits with Staff**

MCH strives to provide “normalcy” for youth by allowing youth to engage in childhood activities that are suitable for children of the same age, level of maturity, and developmental level as determined by a reasonable and prudent parent standard.

MCH generally discourages off-site visits with staff outside the scope of their normal responsibilities. However in some cases, such a visit may be approved if it is recommended by the interdisciplinary team assigned to that youth and written consent is obtained from both the parent(s) or managing conservator of the youth and the Program Administrator.

If approved, staff authorized to take the youth off-campus for an overnight visit is responsible for ensuring that the youth is properly fed, lodged, and supervised, and their health, safety and well-being are protected during the visit. The staff person responsible for the youth will be provided with a copy of the authorization to obtain medical care.

# Parent/Managing Conservator Information

## Healthcare

Methodist Children’s Home is committed to promoting the health and safety of youth served. Youth admitted to MCH are provided immediate access to medical and dental care upon admission. Individualized plans to meet routine medical and dental needs are created and reviewed as part of the youth’s Plan of Service. Routine medical and dental care is provided by licensed health care treatment providers, physicians and dentists. Emergency medical and dental care is available at all times.

Families are financially responsible for their child’s medical and dental expenses. Families with healthcare insurance benefits for their child are expected to maintain these benefits during the child’s placement. Methodist Children’s Home will attempt to qualify all youth in care for Medicaid coverage if there is no insurance coverage available.

MCH does not admit youth that are pregnant. However, should a youth in care become pregnant, measures to provide appropriate health and medical care will be taken in accordance with §748.1821 of the Minimum Standards for General Residential Operations and Residential Treatment Centers. An individualized plan to transition the youth to a more appropriate placement is developed. This plan includes how MCH will meet the youth’s needs for specialized medical care while the youth is in MCH care.

## Policy Changes

Methodist Children’s Home reserves the right to change policies and procedures at anytime. All changes will be made in accordance with the Texas Department of Family and Protective Services’ minimum standards. All changes in policy are reviewed by the MCH Board of Directors before implementation. Changes in policies and procedures will apply to both prospective students and those already enrolled. This handbook includes general information only, and it is not intended to, nor does it, contain all regulations that relate to students residing at MCH facilities.



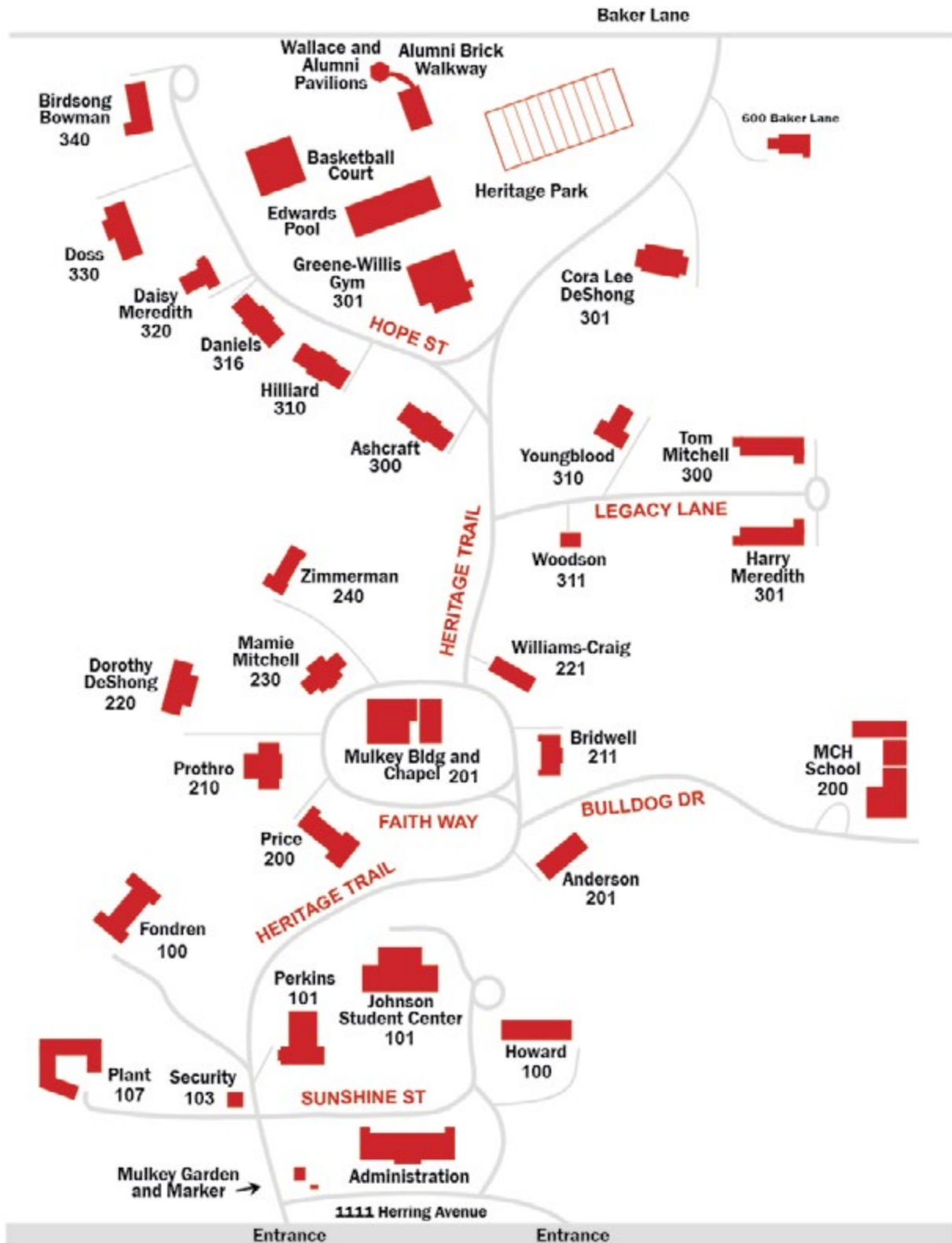
Basketball



Music lessons

# Residential Campus Maps

## Waco Campus Map



# Residential Campus Maps

## Boys Ranch Map

