



*Main Place Youth, Inc.*

# Resident Handbook

Updated 1.26.18



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At Main Place Youth, it is our desire to create a healthy environment rooted in the truth and grace of Christ. We are a family-style, Christian group home that serves up to 14 females between 12-18 years of age. Staff provide structured supervision of each resident around daily living and treatment activities. This program promotes social skill development for each resident through spiritual development, physical and mental well-being, academics, and routine household duties. Residents continue schooling through the local school district, earning credit toward a high school diploma.

Main Place Youth is licensed by the state of Kansas and accredited through Teen Challenge USA. Residents and parents have the opportunity to be actively involved in developing the precise pattern of programming necessary for success. This is established with individualized treatment goals determined during the first month of placement and furthered through regular communication between the family and staff.

If needed, the following services are available to Main Place Youth residents:

- Individual, Group, and Family Counseling
- Psychiatric Services
- Substance Abuse Treatment (not including detoxification)

**Our Mission:** We provide a caring, family-structured home setting, endeavoring to touch the lives of hurting teenagers through spiritual guidance, education, appropriate role modeling, and teaching a solid value system. Our goal is bringing restoration from the inside out to our girls and families.

**Our Structure:** Main Place Youth is professionally staffed with an Executive Director, Program Director, Family Coach, Teaching Parents, and an Academic Tutor. The wide variety of services offered by the Kingman community and Unified School District 331 provides support for our program. Our governing board of directors consists of caring volunteers.



## **Resident's Rights**

Each resident entering Main Place Youth, Inc. has the following rights:

- 1) The right to be treated courteously and to be free from all forms of abuse including neglect.
- 2) The right to medical treatment as needed. The right to know what medication has been prescribed and why.
- 3) The right to know her treatment plan and who is in charge of the treatment plan. The right to participate in formulation and review of the plan when appropriate.
- 4) The right to be heard, to identify problems, and express grievances in accordance with written procedures.
- 5) The right to maintain personal hygiene.
- 6) The right to take part in religious worship and to reasonable religious diets as documented by parent/legal guardian.
- 7) The right to reasonable privacy, which includes sending and receiving healthy and appropriate mail, limited telephone contact with approved family, attorney, friends, and other professionals unless there are compelling reasons for the contrary. If able, a resident shall be informed in advance of visitations by facility visitors, e.g. educational or other individual or group of visitors, and have the right not to be observed by visitors.
- 8) The right to wear appropriate personal clothing and keep appropriate personal possessions.



## **Religious Disclosure**

Main Place Youth, Inc. is a Christian faith-based rehabilitation program for drug, alcohol or any other life-controlling addiction. We believe that a total and eternal cure for the whole person is something only God can provide. We believe that medication is viable and assists in chemical imbalances; however, medication most often addresses the symptoms rather than the roots of an issue. Additionally, we believe that counseling and therapy are beneficial; however, our human efforts will always be lacking when void of God. Truly the only way anyone can overcome a life-controlling problem is by establishing a strong personal relationship with Jesus Christ.

Main Place Youth, Inc. is interdenominational in its clientele. Our young ladies come from varying denominations and we are committed to treating their religious backgrounds with respect.

Main Place Youth, Inc. is proudly licensed with Teen Challenge USA as well as affiliated with the Assemblies of God Fellowship. Assembly of God churches are Christian. They are the largest Pentecostal denomination in the world. Revolution Fellowship in Anthony, KS is our home church. Furthermore, we typically have multiple Assembly of God licensed ministers on our fulltime staff.

To learn more about the Assemblies of God beliefs you may visit the website below to read their doctrinal statements of faith.

[http://ag.org/top/Beliefs/Statement\\_of\\_Fundamental\\_Truths/sft\\_short.cfm](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_short.cfm)

At Main Place Youth, Inc. residents will be required to attend church multiple times a week. Main Place Youth, Inc. will not coerce residents to change denominational heritage nor will residents be forced in any way to ascribe to the doctrines of the Assembly of God. A resident's freedom to hold personal religious faith is respected by Main Place Youth, Inc.

Main Place Youth, Inc. will however, regardless of religious preference, strive to lead residents to a personal encounter with Jesus Christ as Lord and Savior.



## **Level-Based Privilege System**

Residents will work through four levels: (1) Sense of Belonging, (2) Mastery of Skills, (3) Independence, and (4) Generosity of Spirit. Through this system, residents will learn to become more successful and assist in reaching individual goals. The system is designed to provide a wide variety of privileges to the resident and prepare them for reintegration. Each resident will have the opportunity to choose individual strengths and have influence in developing target behaviors throughout their program.

### **Belonging**

**Long Term Goal:** Develop a sense of significance by learning to find acceptance, attention, and affection of others in a healthy way.

#### **Short Term Goals:**

- Know individual treatment goals
- Follow the house rules
- Appropriately ask questions of staff when things are unclear
- Choose an approved hobby or other productive use of free time in conjunction with treatment goals
- Keep bedroom neat and clean
- Practice treating self and others with respect
- Earn 400,000 points or more in your point bank
- Complete a request for Mastery to be brought to the staff team for approval

#### **Basic Skills:**

- Personal hygiene
- Following instructions
- Accepting criticism
- Accepting no
- Problem solving
- Accepting authority

### **Mastery**

**Long Term Goal:** Mastery of emotions, behavior, and tasks through self-management

#### **Short Term Goals:**

- Maintain goals of Belonging level
- Actively work on individual treatment goals
- Follow the house rules

- Begin rebuilding trust and healthy relationships with family
- Continue working on hobby development
- Continue to keep the house neat and clean
- Be an active participant in group activities
- Be a positive influence in group activities at home, school, church, etc
- Earn 400,000 or more additional points in point bank
- Complete a request for Independence to be brought to the staff team for approval

**Basic Skills:**

- Resisting peer pressure
- Accepting responsibility for behavior
- Reporting accurately and honestly
- Developing healthy relationships

**Independence**

**Long Term Goal:** Develop personal strengths that will give power to make good choices

**Short Term Goals:**

- Maintain goals of Belonging and Mastery levels
- Take increasing responsibility for self
- Develop leadership qualities and capabilities among peers
- Practice learned skills in the community
- Earn 200,000 or more additional points in point bank
- Complete a 500-word or more typed letter of encouragement to current or future residents
- Complete a request for Generosity to be brought to the staff team for approval

**Basic Skills**

- Assume a leadership role
- Negotiate and compromise
- Constructive management of free time
- Live a healthy lifestyle

**Generosity**

**Long Term Goal:** Value serving and sharing with others in humility

**Short Term Goals:**

- Maintain goals of Belonging, Mastery, and Independence levels
- Take complete responsibility for self
- Exhibit leadership qualities and capabilities among peers
- Establish plans and goals for reintegration

- Work on personal contracts for self-growth/negotiated privileges
- Complete a 500-word or more typed recollection of your testimony including the life-change that has occurred while at MPY

**Basic Skills**

- Helping/offering assistance
- Persuading others with appropriate rationales
- Listening

Residents on Belonging, Mastery, and Independence levels use a new point card daily to keep track of both positive and negative points earned. In order to prepare a resident for Generosity level in which the point card is eliminated as the artificial reinforcement system, a resident on Independence earns points at half values. Residents on Belonging and Mastery need to earn a minimum of +10,000 to earn basic privileges while an Independence level must earn +5,000.

Positive and negative points will be earned by the resident based on behaviors and attitudes. Social Skills, Independent Living Skills, and Academic Skills are assessed and points awarded based on the following chart. Staff may award points for additional behaviors and reserve the right to change point values based on necessity.

<b>Social Skills</b>			
<b>Positive Behavior</b>	<b>(+) Point Value</b>	<b>Negative Behavior</b>	<b>(-) Point Value</b>
Following Instructions	3,000	Not Following Instructions	10,000
Calm Voice Tone	3,000	Yelling	10,000
Asking Permission	3,000	Not Asking Permission	10,000
On Task	3,000	Off Task	10,000
		Sneaky Behavior	100,000
Volunteering	3,000	Refusing to Help	10,000
Greeting Skills	3,000	Refusing to Greet	10,000
Eye Contact	3,000	Refusing to Give Eye Contact	10,000
Accept Criticism	3,000	Not Accepting Criticism	10,000
Appropriate Response	3,000	Arguing, Cussing	50,000
Good Reputation	5,000	Bad Reputation (Conduct in Public)	50,000
		Disrespect	50,000
Honesty	3,000	Lying, Stealing	50,000
Problem Solving	3,000	Contact: Physical or Sexual (intent)	200,000
		Property Destruction	50,000
		Verbal Threatening	50,000
		Physical Threatening	100,000
Good Peer Interactions	3,000	Horse playing	10,000
		Intensive	200,000



		Per minute out of control	1,000
Family Conference	3,000	Not Participating	10,000
Reporting Whereabouts	3,000	Runaway or Illegal Activity	500,000
Home Note	3,000	Not Bringing Home Note	10,000
<b>Independent Living Skills</b>			
<b>Positive Behavior</b>	<b>(+) Point Value</b>	<b>Negative Behavior</b>	<b>(-) Point Value</b>
Healthy Lifestyle: exercise, etc.	3,000	Non-Healthy Lifestyle: smoking, etc.	100,000
Hygiene	3,000	Poor Hygiene	10,000
Made Bed	3,000	Lack of Time Management	10,000
Clean Room	3,000	Messy Room	10,000
Constant (Chore)	3,000	Constant not Completed	10,000
Table Manners	3,000	Lack of Manners	10,000
Laundry	3,000	Laundry not Completed	10,000
Mowing (Section)	10,000	Poor Stewardship	20,000
<b>Academic</b>			
<b>Positive Behavior</b>	<b>(+) Point Value</b>	<b>Negative Behavior</b>	<b>(-) Point Value</b>
Attended School	7,000	Refused to attend school - 10,000 per hr.	70,000
Tutor Time	3,000	Refused to attend tutoring	10,000
Bringing Homework Home	3,000	Not Bringing Homework Home	10,000
Bringing School Note Home	3,000	Incomplete School Note	10,000
Term Grade - A	10,000	Unreported Whereabouts During School Day	100,000
B	6,000	Suspension	50,000
C	3,000		
D	-10,000		
Failing - F	-50,000	Inappropriate Computer Use	100,000
PSNC/GSNC Work	3,000	Off-task	10,000
SOAP	3,000		
Bible Reading	3,000		
Sermon Note	3,000		
Sermon Personalization	3,000		
Point Card Completed	3,000	Point Card not Completed	10,000
***All points are halved for Independence Level. If more than -200,000 is earned in one instance, they may earn full points until they return to priv. If less than -200,000 they continue to earn halved points.***			





## Teaching Interactions

The number of teaching interactions a resident earns throughout the day is based on the individual's level. Each interaction is recorded on a point card and adds or subtracts from the resident's running total.

Belonging level is a more structured phase of the system which will average 20-30 interactions daily. These are to be earned on a 7:1 ratio of positive to negative interactions.

Mastery level expects that the resident will require less teaching interactions to accomplish basic tasks. Mastery level will average 15-25 interactions daily at a 6:1 ratio of positive to negative interactions.

Once on Independence level, the point system begins to fade as artificial reinforcements should be required less and less. Independence level will average 10-20 interactions daily at a 5:1 ratio of positive to negative interactions.

Generosity level no longer uses points unless exhibiting an extreme negative behavior that would best be dealt with using the point system. This is designed to help achieve greater independence and prepare a resident for reintegration.

Three styles of teaching interactions are primarily used: (1) Effective Praise, (2) Planned Teaching, and (3) Corrective Teaching. These may be in response to positive or negative behaviors as well as in role plays.

### Effective Praise

1. Praise
2. Description of appropriate behavior
3. Rationale
4. Request of acknowledgment
5. Positive consequence

### Planned Teaching

1. Describe desired behavior
2. Rationale
3. Request of acknowledgment
4. Practice
5. Feedback
6. Positive consequence

### Corrective Teaching

1. Attention
2. Praise or empathy
3. Description of inappropriate behavior
4. Negative consequence (Point fine)
5. Description of appropriate behavior
6. Rationale
7. Request of acknowledgement
8. Practice
9. Feedback
10. Positive consequence



## **Basic Privileges**

Basic privileges are afforded to each resident individually. Due to personal restrictions, individualized program, and staff discretion, these may change at any time.

### **Belonging:**

- Participate in group activities
- Able to purchase one item from the point store
- Watch television during approved times
- 10 minute phone call with family/guardian weekly

### **Mastery:**

- Participate in group activities
- Able to purchase two items from the point store
- Watch television during approved times
- Sit in the front seat of the vehicle (resident with the highest status earns seat and rotates per staff discretion)
- Participate in late night (later bed time) on Fridays and Saturdays
- 20 minute phone call with family/guardian weekly
- Other privileges as determined on individual basis by staff

### **Independence:**

- Participate in group activities
- Able to purchase three items from the point store
- Watch television during approved times and room time (not to exceed a total of 2 hrs in a day)
- Sit in the front seat of the vehicle (resident with the highest status earns seat and rotates per staff discretion)
- Participate in late night (later bed time) on Fridays and Saturdays
- Serve in ministry at church
- Participate in extra-curricular activities at Kingman High School once written request has been approved and as schedule allows
- With staff permission, walk to designated locations in Kingman
- Take a part-time job for a maximum of one shift a week that does not conflict with an individual's program. 50% of income must go to a savings account
- 25 minute phone call with family/guardian weekly
- Other privileges as determined on individual basis by staff

### **Generosity**

- Participate in group activities
- Able to obtain four items from the point store

- Watch television during approved times and room time (not to exceed a total of 2 hrs in a day)
- Sit in the front seat of the vehicle (resident with the highest status earns seat and rotates per staff discretion)
- Participate in late night (later bed time) on Fridays and Saturdays
- Serve in ministry at church
- Participate in extra-curricular activities at Kingman High School once written request has been approved and as schedule allows
- With staff permission, walk to designated locations in Kingman
- Take a part-time job for a maximum of two shifts a week that does not conflict with an individual's program. 50% of income must go to a savings account
- Carry a purse to select locations when appropriate
- May be exempt from after school tutoring if maintaining a C or better in each course
- 30 minute phone call including privilege of dialing out and indirect supervision to family/guardian weekly
- Other privileges as determined on individual basis by staff

### **School Level-Based Privileges**

School attendance is not optional. All residents are responsible to be in school. Skipping school or classes will result in immediate consequences. Disruptions at school will result in consequences both at school and at home. Students are expected to be respectful to their teachers and staff at school and to display appropriate behaviors toward their peers.

#### **All Levels**

- Can only use computer for school use, no personal use
- Cannot use another students computer or personal device
- Must log in to individual accounts when using a public computer
- Must be junior or senior to be in communication with college reps
- Should only use office phone for emergencies not because items were forgotten at home or to tattle on another resident but encouraged to self-report or peer-report if behaviors are suggestive or place a resident in harm's way
- Must remain in cafeteria during breakfast and lunch
- Must attend Elev8 when offered
- Cannot ride in a vehicle with a student driver
- Cannot chew gum, have snacks in school unless medically required, classroom requirement (i.e. Culinary), or special event
- Cannot carry/handle cash unless outside of the building for field trip/classroom requirement
- As best as possible, avoid 1:1 interactions with other students. Encourage groups of three or more.
- School note must indicate each time a resident leaves the classroom outside of passing times
- Cannot enter the shop area unless under direct supervision for a classroom requirement

### **Belonging**

- Complete school note daily
- Cannot carry backpack
- Cannot leave classroom unless emergency
- Cannot go on field trips unless class requirement
- Cannot participate in school clubs, sports, or other extra-curricular activities
- Must remain in assigned seminar unless teacher requested and clearly indicated on school note
- Must sit at designated table through meals

### **Mastery**

- Complete school note daily
- Cannot carry backpack
- Cannot leave classroom unless emergency
- Must remain directly with teacher/staff on field trips
- Cannot participate in school clubs, sports, or other extra-curricular activities
- Must remain in assigned seminar unless teacher requested and clearly indicated on school note
- Must sit at designated table through meals

### **Independence**

- Complete school note daily
- Cannot carry backpack
- Can leave classroom for bathroom or teacher errand but not exceed 3-5 minutes
- May be in groups of three or more on field trips
- May request permission from executive director to participate in school clubs, sports, or other extra-curricular activities
- Must remain in assigned seminar unless teacher requested and clearly indicated on school note
- Must sit at designated table through meals

### **Generosity**

- Does not complete school note
- Can carry backpack
- Can leave classroom for bathroom or teacher errand but not exceed 3-5 minutes
- May be alone on field trips
- May request permission from executive director to participate in school clubs, sports, or other extra-curricular activities
- May sign-out to alternative room for seminar if prior permission given by MPY staff
- May sit away from designated table at meals

## **Outing Level-Based Privileges**

Your reputation and the reputation of Main Place Youth Teen Challenge are at stake when we are in public. It is expected that all levels, regardless of supervision, will behave responsibly. General rules and expectations are still in effect when a resident is on an outing. Staff discretion applies.

### **Belonging**

- Participate in group outings with staff present
- Remain with staff at events outside of the house (church, sports, school, etc.)
- Make purchases on group outings as allowance is available, staff carries money and completes transaction

### **Mastery**

- Participate in group outings with staff present
- Remain with staff at events outside of the house (church, sports, school, etc.)
- Make purchases on group outings as allowance is available, staff carries money and completes transaction
- Go with two upper level (Independence or Generosity) residents on a walk or outing without staff present, staff discretion applies

### **Independence**

- Participate in group outings with staff present
- In groups of at least three, may sit away from staff at events outside of the house (church, sports, school, etc.)
- Make purchases on group outings as allowance is available, staff or resident may carry money and complete transaction
- Go with two (at least one more Independence or Generosity) residents on a walk or outing without staff present, staff discretion applies. May carry money and make purchases at select locations
- Carry a small wallet on outings
- Go alone on outing without staff present, staff discretion applies. Cannot carry money

### **Generosity**

- Participate in group outings with staff present
- Sit away from staff at events outside of the house (church, sports, school, etc.), either alone or in pairs of two Generosity levels
- Make purchases on group outings as allowance is available, resident may carry money and completes transaction
- Go alone on outing without staff present, staff discretion applies. May carry money and make purchases at select locations.
- Go with two upper level (Independence or Generosity) residents on a walk or outing without staff present, staff discretion applies. May carry money and make purchases at select locations
- Go with one other Generosity on a walk or outing without staff present, staff discretion applies. May carry money and make purchases at select locations

- Carry a purse or small bag on outings
- Go to the library alone



## Loss of Privileges

### Non-Priv

When a resident falls below the point requirement, often referred to as “rent”, for basic privileges, they lose their basic privileges. For Belonging and Mastery, the point requirement is +10,000 points. For Independence, the point requirement is +5,000 points. Falling below those point requirements at any time, the resident is now considered “non-priv.” A resident remains non-priv until points are earned exceeding the point requirement. When non-priv the resident must follow the guidelines listed below.

- May not have sweets or sugary drinks
- Cannot watch TV unless for GSNC/PSNC
- Cannot have music devices (i.e. boom box, mp3, etc.)
- Cannot sit shotgun in the vehicle
- Cannot use perfume or have box items
- Cannot receive packages in mail
- Cannot paint their nails
- Cannot participate in late night
- Other “privileges” removed by staff as deemed necessary (i.e. braiding hair, non school-related artwork, etc.)
- Cannot participate in point store
- Cannot attend extra-curricular activities unless a game or affecting their grade
- No outings
- Family visits remain on-site
- May still have room time
- Dependent on activity, may or may not need to stay with staff when outside of the building
- Must complete PCs, then PSNCs, and then worksheets.

### Earning Trust

When a resident earns -200,000 points or more in one instance they lose their basic privileges along with being placed on Earning Trust for a minimum of three days. A resident remains on Earning Trust for the entire three days regardless if points are earning to exceed the point requirement. When on Earning Trust the resident must follow the guidelines listed below.

- All Non-Priv restrictions listed above apply unless otherwise indicated
- Must remain on-task at the dining table during all free time and down time
- Cannot talk to their peers while at the dining table
- Room time is only given if behaviors or scheduling deems absolutely necessary
- Family visits remain on-site or canceled. Parental discretion.
- Becomes staff “shadow” when outside of the building and must stay remained supervised at all times
- Must sit at front of vehicle near staff but not shotgun privileges

- May earn positive points for remaining on-task based on the **original** negative point value earned.
  - If original points fines are over -500,000, resident earns positive points for every 15 minutes they are on-task
  - If original point fines are below -500,000, resident earns positive points for every 30 minutes they are on-task

### **Add-Up**

Each evening points are tallied and recorded to signify the completion of the day. The points are recorded on a monthly tally sheet to keep record of days with and without privileges. This provides a quick snapshot of the resident's progress and indicator if there is a need for specialized teaching. At add-up, a resident also begins a point card for the next day. They may continue to earn following add-up and through lights-out.



## Daily Schedules

### Summer

Time	Activity
7:30a	Wake-Up, Clean Rooms, Get Dressed, Medications
8:10a	Room Checks Completed and Line-Up
8:15a	Soap/Bible Reading
8:45a	Breakfast
9:15a	Constants Begin
9:30a	Constants Completed and Checked
9:30a	Tutoring
12p	Lunch Program at KEMS (clean-up on Wed & Thurs)
12:30p	Staff-led Devotions
1p	Gardening
1:30p	Activity (including minimum 30 minutes exercise)
3p	Snack
3:15p	Roomtime
5p	Worship/Prayer
5:30p	Dinner
6:30p	Group (varies by day)
7:30p	Spiritual Corner/Add Up
8p	Nighttime Routine (showers, phone calls, meds, PSNCs)
9:15p	In-rooms, Overhead Light Off
9:30p	All Lights Out
10:30	Lights Out for Mastery (Friday Only)
11:00	Lights Out for Independence/Generosity (Friday Only)

### Week Day Schedule

### Saturday Schedule

### Sunday Schedule

Time	Activity
8:30a	Wake-Up, Clean Rooms, Get Dressed, Medications
9:10a	Room Checks Completed and Line-Up
9:15a	Soap/Bible Reading
9:45a	Breakfast
10:15a	Constants Begin (including Saturday tasks)
11a	Constants Completed and Checked
11a	All Outside (mowing, yard clean-up, gardening)
2p	Light Lunch
2:45p	RoomTime
5p	Free Time (no screen time)
6p	Dinner
6:45p	Free Time (may include screen time)
7:30p	Spiritual Corner/Add Up
8:00p	Nighttime Routine (showers, phone calls, meds, PSNCs)
9:15p	In-rooms, Overhead Light Off
9:30p	All Lights Out
10:30p	Lights Out for Mastery, Independence, & Generosity

Time	Activity
7:30a	Wake-Up, Clean Rooms, Get Dressed, Meds
8:10a	Room Walk Throughs Completed & Line-Up
8:15a	Breakfast
8:45a	Constant Walk Throughs Begin
9:00a	Constants Completed and Checked
9:05a	Leave for church
12:30p	Lunch
1:30p	Activity (including minimum 30 minutes exercise)
3:30p	RoomTime
5:15p	Dinner
6:30p	Youth Group
8:15p	Spiritual Corner/Add Up
8:30p	Nighttime Routine (showers, phone calls, meds, PSNCs)
9:15p	In-rooms, Overhead Light Off
9:30p	All Lights Out

#### Daily Groups

Monday - PR Group  
 Tuesday - Healthy Christianity

Thursday - Celebrate Recovery  
 Friday - Worship Chapel (2nd Friday - Wheatlands)

### Week Day Schedule

Time	Activity
6:00a	Wake-Up, Clean Rooms, Get Dressed, Medications
6:40a	Room Checks Completed and Line-Up
6:40a	Constants Begin
7:00a	Constants Completed and Checked
7:00a	SOAP/Bible Reading
7:30a	Leave for School, Breakfast at School
7:55a	First Bell Rings, Residents Dismissed to Class
8:00a	School Day Begins
3:25p	School Dismissed
3:30p	Arrive to Vehicle
3:35p	Assemble at Dining Table for Bag Checks, Points, Snack
4:00p	Tutoring Begins
5:00p	Roomtime
5:30p	Worship/Prayer
6:00p	Dinner
6:45p	Group (varies by day)
7:45p	Spiritual Corner/Add Up
8:00p	Nighttime Routine (showers, phone calls, meds, PSNCs)
9:15p	In-rooms, Overhead Light Off
9:30p	All Lights Out
10:30	Lights Out for Mastery (Friday Only)
11:00	Lights Out for Independence/Generosity (Friday Only)

### Saturday Schedule

Time	Activity
8:30a	Wake-Up, Clean Rooms, Get Dressed, Medications
9:10a	Room Checks Completed and Line-Up
9:15a	SOAP/Bible Reading
9:45a	Breakfast
10:15a	Constants Begin (including Saturday tasks)
11a	Constants Completed and Checked
11a	All Outside (mowing, yard clean-up, gardening), During Winter - Physical Activity
2p	Light Lunch
2:45p	RoomTime
5p	Free Time (no screen time)
6p	Dinner
6:45p	Free Time (may include screen time)
7:45p	Spiritual Corner/Add Up
8:00p	Nighttime Routine (showers, phone calls, meds, PSNCs)
9:15p	In-rooms, Overhead Light Off
9:30p	All Lights Out
10:30p	Lights Out for Mastery, Independence, & Generosity

### Sunday Schedule

Time	Activity
7:30a	Wake-Up, Clean Rooms, Get Dressed, Meds
8:10a	Room Walk Thoughts Completed & Line-Up
8:15a	Breakfast
8:45a	Constant Walk Thoughts Begin
9:00a	Constants Completed and Checked
9:05a	Leave for Church
12:30p	Lunch
1:30p	Activity (including minimum 30 minutes exercise)
3:30p	RoomTime
5:15p	Dinner
6:30p	Youth Group
8:15p	Spiritual Corner/Add Up
8:30p	Nighttime Routine (showers, phone calls, meds, PSNCs)
9:15p	In-rooms, Overhead Light Off
9:30p	All Lights Out

## School Year

### Daily Groups

Monday - PR Group  
Tuesday - Healthy Christianity

Thursday - Celebrate Recovery

Friday - Worship/Chapel (2nd Friday - Wheatlands)



## **Explanation of Schedule**

### **Morning Routine**

Residents are expected to be awake with their overhead light on prior to staff arrival. Alarms may be set 30 minutes prior to wake-up but cannot exceed that time frame. All personal preparations need to be complete and checked by staff within 40 minutes of wake-up. This includes personal hygiene, medications, room cleanliness, and gathering of items needed for the day. Residents will not be able to reenter their rooms once checks are complete. Failure to follow this procedure will result in point fines.

### **Constants**

Constants are a household chore assigned to each resident monthly. Using the provided checklist, residents are expected to maintain their area/room of the house to ensure house order and cleanliness. Failure to do so according to the provided checklist will result in point fines.

### **SOAP/Bible Reading**

Residents will participate in a 30-minute personal devotion time Monday-Saturday. If needed, a Bible will be provided and the SOAP outline is printed. SOAP is an acronym for Scripture, Observation, Application, and Prayer. This outline is used to help establish a pattern in Bible reading and a guideline in studying Scripture.

### **School**

Academic studies are a priority in a student's success. Residents are expected to attend a full day of school at Kingman High School or Kingman Middle School as age-appropriate. To serve as proper communication between teachers and teaching parents, school notes are to be used daily. Teachers must sign school notes indicating attendance, behavior, homework, and if computer use is needed after school. Incomplete school notes will result in a point fine. A student with a failing or incomplete grade will be expected to participate in additional study time individually in lieu of room time.

### **Tutoring**

During the school year, under the guidance of a school teacher, residents are expected to actively engage in their studies for one hour. During the summer, under the guidance of a school teacher, residents participate in three hours of online courses which may include credit recovery, elective courses, or ACT preparation. Residents are expected to remain on task and quiet through the duration of tutoring. Working in groups may be permitted as outlined on a school note or class expectations. Residents may not distract their peers or sleep during this time. Personal music devices may not be used during tutoring. Computers may only be used as outlined on a school note or class expectation. If additional time is needed, residents must make written request of staff. Failure to remain on-task or use computers appropriately will result in point fines.

### **Free Time**

Residents are permitted to participate in recreational activities during free time. These include but are not limited to arts and crafts, music, physical activities, community service, board games, hobbies, etc. Free time activities involving art supplies and/or nail polish may only be completed in the dining room with necessary precautions to prevent property damage.

### **Screen Time**

Residents are only permitted to view the television during late night or on the weekends. This time may not exceed two hours per day. Exceptions may include movie viewing for GSNC or PSNC purposes. Residents are permitted to watch PG movies and selected television. Exceptions may only be made by the Executive Director. Staff discretion applies.

### **Room Time**

Room time will occur daily as a time to reflect, pray, read, take a nap, or do some type of individual activity. This allows practice to make healthy decisions while alone but still maintain a level of supervision. There is to be no socializing at this time.

### **Worship/Prayer**

Residents are expected to attend and encouraged to participate in 30-minutes of worship/prayer prior to dinner. This allows a settling and refocus for the day. Resident's attendance, attitude, and/or inappropriate behaviors at worship can be subject to positive or negative points.

### **Spiritual Corner/Add-Up**

Each evening residents and staff participate in Spiritual Corner and Add-Up. Add-Up is described previously and is the conclusion of that day's point card. Spiritual Corner is a time of reflection on each individual's day and a chance to further establish community within the home. Residents and staff will share four particulars from their day: (1) A happy, something positive that occurred during their day; (2) A sad, something negative that occurred during the day; (3) A God-sighting, where they saw God throughout the day; (4) A way God can help, prayer request. This time is concluded in prayer.

### **Nighttime Routine**

Throughout nighttime routine students have a few tasks to complete. If not showering, taking medications, or completing a weekly phone call, residents are expected to remain in their room and complete PSNCs and personal devotion time. This is intended as an opportunity to follow-through with expectations of written work as well as a personal connection time with God. At 9:15p, overhead lights must go off in preparation for lights out at 9:30p.

### **Late Night**

On Friday and Saturday nights, residents on Mastery, Independence, and Generosity who have maintained their privileges may participate in late night. Residents are allowed to retrieve personal food items, access monetary allowance if staff is facilitating a trip to a local food establishment (i.e. Sonic, McDonalds, Pizza Hut, etc.), and stay up beyond lights out. Staff discretion applies.



## **General Guidelines and House Expectations**

Points and privileges are awarded or removed based on the ability to follow these guidelines and expectations. All general guidelines and house expectations are subject to individual staff discretion and can be changed accordingly. If at any time you feel you have received treatment that is harmful to you, either physically or emotionally, you have the right to file a written grievance. The grievance must be filed within five (5) days of the incident. Grievance forms may be obtained at the command center outside of the staff office. The grievance will be reviewed and responded to with 48 hours (with exception of weekends and holidays). The response will only acknowledge having received the form, and to set up a meeting time to discuss the problem. The decision of the Director is final.

1. Show respect for yourself and others. This is expected both in the home and in the community. Main Place Youth Teen Challenge is a respected member of the community and participates regularly in community service.
2. Show respect for the house and property. Law enforcement may be called due to theft or property damage. Parents will always be informed and restitution will need to be made.
3. Do not use or possess any type of alcohol, tobacco, or drugs. Prescription drugs will be locked in the staff office and administered under supervision. A room check or urinary analysis may be taken at any time.
4. Do not have any physical contact with or directly or indirectly threaten staff or other residents. Such behaviors may result in legal prosecution or removal from the program. Appropriate contact, such as a high five, hug, or handshake, may be given with staff permission.
5. Avoid foul language. Not only will such language earn point fines and subject the resident to non-priv status, foul language is not honoring to Christ.
6. Respect each other's personal space. Aside from roommates, residents may not enter each other's rooms. Furthermore, in conjunction to previous guidelines, physical contact of any sort will not be tolerated. Appropriate contact, such as a high five, hug, or handshake, may be given with staff permission.
7. A resident's health is crucial to their wellbeing. Those who have a fever or exhibiting other major symptoms will be placed on sickbed. A resident on sickbed must remain in their room, exiting only to use the restroom. This is to ensure the illness is not shared and does not spread to other residents and staff. As medically appropriate, food, water, and medications will be brought

to the resident by staff. Once determined as sickbed, a resident operates under that status until reevaluated the following morning.

8. Residents are expected to maintain their personal laundry on their assigned day. Those assigned morning laundry must begin immediately after wake-up and switch loads in a timely manner (before school on school days) and allow for the resident assigned afternoon laundry to begin.

9. Based on parental provision, residents have controlled access to allowance monies. Based on level, residents maintain differing privileges in using their allowance monies. Money removed and returned must be recorded. The Program Director balances this weekly and residents are responsible for any discrepancy.

10. Residents are permitted to receive packages and gifts from those on approved contact lists. If a resident is non-priv, they may not receive a package until they earn back privileges. All items are subject to search and must complete inventory before the resident may receive them. Staff reserves the right to remove items that are not permitted or may cause regression.

11. All staff and volunteers, including church members, are to be addressed as Ms. or Mr. as gender appropriate. If bearing another title, such as Pastor, or Doctor for example, this may be used. Residents are expected to treat all staff, volunteers, visitors, and community members with respect.

12. Food and drink are permitted in the kitchen and dining areas only. Water may be used in covered containers in all rooms.

13. Bulletin boards are provided for residents to hang approved pictures or documents in their rooms. Nothing may be adhered to the walls, mirrors, or windows. Doors may be reasonably decorated using non-damaging adhesive. Residents are encouraged to personalize but not at the risk of property damage.

14. Staff ensures that Teen Challenge accreditation standards and Kansas state regulations including fire codes are honored at all times. This includes but is not limited to residents wearing foot protection at all times outside of their rooms, electrical items being turned off and placed apart from the sink, and maintaining staff-to-student ratios. If requested and deemed necessary, accreditation standards, state regulations, and fire code may be provided.

15. Residents must request permission to access other areas of the house. For example, no resident may enter a staff office, the kitchen, or go outside without permission. Also, a resident must ask permission to use the restroom or move about the house unsupervised. Residents are required to report their whereabouts as they move through different locations.

16. Furniture may not be rearranged in any room throughout the house. Residents may submit a written request for such changes but the Executive Director has the final say. If something is in disrepair, do not attempt to fix it or you may be liable for the damage. Residents and staff may complete maintenance requests to submit items for repair.



17. Conversations about past experiences or inappropriate behaviors will not be permitted. Staff reserves the right to discontinue any such conversation immediately. Residents may utilize private conversations with staff or individual therapy to discuss this.

18. All personal items are subject to search and are the responsibility of the resident. Main Place Youth is not responsible for lost or stolen items due to resident's poor stewardship and neglect.

19. Residents may not alter their appearance without consent of the Executive Director throughout their stay at Main Place Youth, regardless if they are on-site or on a home visit. This includes tattooing, piercings, hair dye, and haircuts.

20. Only Christian music is permitted for private and public listening. Residents' personal devices are subject to search and removal at any time. Staff discretion applies.

21. Residents with roommates must maintain appropriate boundaries and follow specific expectations. These include (a) roommates may not borrow or share items among themselves; (b) roommates may not change clothing with the other resident present. Utilize the bathroom or ask the non-changing roommate to step out of the room; (c) roommates may not talk, whisper, or pass notes after lights out or before day staff arrive on the floor in the morning; (d) expectations of physical contact and personal space as described previously still apply.

22. Table manners are expected of each resident whether inside the home, outside the home, or on a home visit. These include washing hands before coming to the table, keeping a napkin in your lap through the meal, serving and praying as directed by staff, passing all items to the left with nothing going across the table, waiting until all are served and permission is given before eating, keeping all chairs fully on the floor and legs/feet off the table, not talking with food in your mouth, and keeping conversation appropriate and at an appropriate volume.

23. Vehicle safety is important for the passengers as well as drivers. Seatbelts are to be worn at all times and not to be removed until the keys have been removed from the ignition. Bodies need to remain upright and inside the vehicle at all time. Noise levels need to be kept to a minimum. Please be mindful that what is brought into the vehicle needs to be taken out of the vehicle upon departure.

24. It is the policy of both staff and residents that personal belongings shall remain personal belongings. Personal belongings are not to be loaned or borrowed to or from staff and residents. Furthermore, both staff and residents may not give or receive any 'gifted' personal belongings. Items donated for public use with the intention of a particular recipient will not be awarded. This includes but is not limited to money, food, beverage, or possessions.

25. Residents are to self-report or peer-report on a resident who could hurt themselves or others as well as act in a way that is not beneficial to their reputation or program. However tattling, merely trying to get another resident in trouble, is not beneficial to any resident involved and will result in point fines.



## **Dress Code**

Dress Code applies at *ALL* times  
(i.e. outside and inside of MPY; day and night, exercising, sleeping, etc.)

### **Tops**

**Goal:** *To tastefully cover our upper body and put the focus on our face.*

- Midriff and cleavage should not be seen at any time regardless of position or movement
- Curves should not be displayed by tight-fitting or clingy clothing
- Clothing should cover you and your undergarments (i.e. large holes including tank tops and sleeveless shirts that are too revealing are inappropriate)
- Graphics and wording on clothing must be appropriate
- Shirt must be worn under hoodies, jackets, and cardigans

Without customization to raise its appropriateness, the following tops are not allowed: low-cut, tight, cropped, strapless, transparent, spaghetti strap, halter, one shoulder, super low back, and other tops that do not have enough coverage. Straps should be three or more inches wide.

#### **Tips:**

- Add a close-fitting camisole underneath shirts to raise the neckline
- Add a modest shirt underneath a transparent shirt for added coverage
- Use layers (jackets, scarves, etc.) over troublesome tops to add extra coverage

\*If you desire to remove any layer or article of customization once your outfit has been approved, it *must* be approved by staff on the same day before doing so.

### **Bottoms**

**Goal:** *To tastefully cover our lower body, not drawing extra attention.*

- Curves should not be displayed by tight-fitting or clingy clothing
- All shorts must be mid-thigh or longer (Bermuda style); this includes athletic wear, lounge wear, and sleep wear
- All skirts/dresses must be lower-thigh or longer (if above the knee, leggings must be worn underneath)
- Tights may be worn under dresses knee length or longer
- Leggings (opaque, not see through) may be worn under a top/dress that comes above the knee; however, these tops/dresses must be at least mid-thigh, completely covering the rear area.

- Jeans cannot have holes/rips in them that reveal skin

Without customization to raise its appropriateness, the following bottoms are not allowed: short skirts/shorts/dresses, tight skirts/shorts/pants/dresses, clingy skirts/shorts/pants/dresses, ultra-low cut pants/shorts/skirts, skirts with high cut slits, short rompers, sheer maxi with mini slip underneath or other inappropriate clothing.

Tips:

- create your own modest shorts by taking capris/pants cutting them off right at the knee and rolling up each leg 2-3 times
- Some shorts come designed with pre-rolls on the bottom; unroll and iron out for longer length
- basketball shorts are a great option for athletic shorts
- For too-tight pants, wear underneath a dress or extra-long shirt (minimum of mid-thigh)
- Remove the hem of a short skirt to add a few extra inches to the bottom length
- Sew an extra piece of material to the bottom of a short skirt/dress for length
- Add a longer skirt underneath a short skirt to give it a longer length
- Sew up slits on high cut slit skirts
- Wear layers underneath a sheer maxi for appropriate coverage
- Wear leggings under pants with holes in them or patch the holes

\*If you desire to remove any layer or article of customization once your outfit has been approved, it *must* be approved by staff on the same day before doing so.

### **Undergarments:**

- Bras and underwear must be worn at ALL times (the only exception is when you are sleeping; if you get up for a fire drill, bathroom, or anything else, you must use a robe or blanket to provide appropriate coverage)
- Sports bras should be worn for sports activities
- No thong underwear
- Undergarments should never be visible due to transparency, tightness, or not enough coverage (including movement)

### **Swimwear:**

- A modest one-piece bathing suit or full-coverage tankini is required for swimming
- Long board shorts (mid-thigh to knee length) are required for arrival and departure
- Non see-through swim shirt/surf shirt/dri-fit shirt are required for arrival and departure

### **General:**

- The staff has sole authority in determining if clothing is inappropriate
- Clothing must always be modest, clean, and neat
- All inappropriate clothing will be confiscated by Main Place Youth
- Due to state regulations, shoes/slippers must be worn at all times
- Flip flops are allowed only in spring, summer, and fall seasons

- Athletic wear may only be worn during athletic events or when conducting physical activity that may cause an individual to sweat
- Hair must be cut by professionals only and should always be a natural color
- Only two sets of earrings are to be worn at a time in the ear lobe
- Body and facial piercings are not allowed. They will be removed upon entering the home.
- A reasonable amount of make-up may be worn by the residents, as determined by the staff. No gothic oriented make-up or other extreme make-up.
- If it is 50° or cooler, residents are required to wear long sleeves or jackets/coats.

### **Church Expectations:**

- Residents are expected to maintain a high level of modesty and reverence when it comes to church attire.
- No hats are to be worn including ball caps and beanies

### **Sunday AM**

- While skirts and dresses are encouraged, they are not required.
- Residents may wear dress slacks or dressy jeans with an appropriate top.
- T-shirts and hooded sweatshirts are not permitted.

### **Youth Group or Midweek Services**

- General dress code applies
- May wear clothing similar to school attire



## Phone Call Policy

Weekly phone call days will be determined upon intake to best accommodate the parent while also considering the already established daily schedule. If a special consideration needs to be made due to a familial conflict with the scheduled phone call (i.e. vacation, work requirement, special event, etc.), the parent is required to contact Main Place Youth prior to the scheduled day to make arrangements for that week only. If this is not done, the parent and resident will not get their phone call and the minutes will not roll over to a different week.

Phone calls will be placed and received as follows unless otherwise approved by staff:

Monday – Wednesday	After 5:30pm and before 8:45pm
Thursday	No phone calls unless of emergency
Friday	After 5:30pm and before 8:45pm
Saturday	After 10am and before 8:45pm
Sunday	After 1:30pm and before 8:45pm

Please bear in mind weekly obligations (i.e. church, school, small groups, etc.) that may interfere with phone call times. In case of a Main Place Youth emergency that prevents a phone call, staff will make contact with the family and arrange for an alternative date.

Staff will attempt phone calls *once* on the scheduled day, leave a message, and wait for a return call. It is the family's responsibility to answer on their scheduled day and return the call if unavailable earlier in the day. If you have not heard from your daughter prior to 8:45pm, we recommend you initiate the contact. A call may begin at 8:45pm but cannot exceed 9:15pm.

Residents' phone call lengths are based on their program levels and may be split to accommodate the family.

Belonging	10 min
Mastery	20 min
Independence	25 min
Generosity	30 min

Except for generosity level residents, the process typically follows this routine: MPY staff will dial out and speak with you briefly while the resident is present, next the resident will speak with you while the staff is present, and lastly the resident will leave while the staff concludes the phone call with you privately.



## Visitation Agreement

It is very important to the restoration of a family for their MPY resident to have regular and structured visits. Visits are designed to slowly reintegrate a family and are therefore restricted to those parties (biological, adoptive, and legal guardians only). This may be expanded to include friends based on the resident's program level and preapproved permission from MPY to the parent/legal guardian/responsible adult family member. The purpose of a visit is not primarily entertainment, but to grow together as a family unit. Below is a general structure and overview of the MPY visitation agreement:

1. Visits are only scheduled after one month of placement at MPY. They follow this structure:
  - a. The first visit is on MPY grounds only. The annex/activity center may be available upon request.
  - b. The second visit may be an off-grounds visit (within 90 miles of Kingman but not in her origin county if 'home' is in Kansas) lasting for one or two days but she will remain at MPY overnight, depending on your resident's behaviors.
  - c. On the third visit, you may take your resident with you for an overnight hotel visit (within 90 miles of Kingman but not in her origin county if 'home' is in Kansas) for one night. An overnight visit with your resident is contingent upon staff's determination of the resident's readiness and behaviors. Each resident will have an individualized plan and therefore it may not be comparable between residents.
  - d. A 'home' visit (day or overnight) will not be allowed until the above has been successfully completed and both your and MPY staff's evaluation of readiness matches. Additionally, a resident must have completed six months of her program or have earned the level of Independence.
2. Visits are scheduled at up to one per month for Belonging and Mastery while Independence and Generosity are scheduled at up to two per month (only one of Independence's monthly visits may be a home visit).
3. All parties agree to abide by all MPY policies, rules, and guidelines while on the visit. Failure to honor this agreement may result in restricted future visits or even dismissal of resident from MPY. Detailed below are highlighted concerns.
  - a. Resident will remain within sight at all times of a parent/legal guardian/responsible adult family member in private or public facilities including church.
  - b. Telephone/Cellphone usage: The only phone contact allowed is to family (biological, adoptive, or legal guardians). When such contact is made, it must be approved, dialed, and observed for the entirety of the call. Except for these monitored phone calls to family members, resident is not to use the telephone at any time. This may be expanded to include friends based on the resident's program level and with preapproved permission from MPY to the parent/legal guardian/responsible adult family member.

- c. Smart Phone, Tablet, or Computer usage: The internet, email, apps, social media such as Facebook, Twitter, Snapchat, Instagram, Tumblr, Kik, or anything of the like will not be used in any fashion during the visit. Resident should not have computer access at any time.
4. Future visits are not to be promised or hinted without first arranging it with the Executive Director or Program Director of MPY at least 48 hours in advance.
5. If resident is on a non-privilege status she may still receive her scheduled visit, but it will need to be on MPY grounds only. The annex/activity center may be available upon request. If resident is on an “earning trust” status, the visit will be canceled regardless of previous arrangements.
6. The family must commit to the pick-up and return of their resident at the specified times. Families are to feed the resident if a meal time will be missed.
7. Split families with joint custody must work out an agreement between themselves and notify MPY of the finalized mutually agreed visitation.
8. Main Place Youth is a drug, alcohol and smoke/vape-free program. Smoking/vaping, drinking, and the use of illegal drugs, OTC drugs inappropriately or contraband are prohibited on all MPY property or at any MPY functions.
9. This agreement is dependent on the resident and/or parent/legal guardian/responsible adult family member fulfilling all obligations that allows the appropriate visitation rights and can be canceled by Main Place Youth at any time.



## Visitation Expectations

*Parent/Guardian/family member & resident will agree to the terms below upon each scheduled visit.*

**Accompaniment:** The resident will remain within sight of the parent/guardian/family member at all times, be it a visit to any private or public facility, including church.

**Friends:** The resident must not visit friends or receive visits from friends while on a visit. All visits are for family (biological, adoptive, and legal guardians). This may be expanded to include friends on approved contact list based on the resident's program level and with preapproved permission from MPY to the parent/guardian/family member.

**Telephone/Cellphone Usage:** The only phone contact allowed is to family (biological, adoptive, or legal guardians). When such contact is made, it must be approved, dialed, and observed for the entirety of the call. This may be expanded to include friends on approved contact list based on the resident's program level and with preapproved permission from MPY to the parent/guardian/family member.

**Smart Phone, Tablet, or Computer Usage:** The internet, email, apps, social media such as Facebook, Twitter, Snapchat, Instagram, Tumblr, Kik, or anything of the like should not be used in any fashion during the visit. The resident should not have computer access at any time while on visit.

**Money:** The resident is not to possess any money at any time. All purchases are to be made by the parent/guardian/family member. An exception is made if the resident is traveling alone (i.e. flying home or bus trip).

**Arguing:** The resident will not argue about any decisions made by the parent/guardian/family member.

**Poor Responses:** The resident is not to badger by making a second/third request after a decision has been made. The resident is not to pout after a decision has been made.

**Illegal Possession/Usage:** While on visit, the resident is not allowed to possess or use drugs, alcohol, tobacco in any form, or a vape inhaler. This includes any substances be it natural or man-made.

**RX or OTC Medication use:** Should the resident need to take her prescribed medication or an over the counter medicine, it will be done only with your permission and under your observation.

**Drug Testing:** I understand that upon return the resident may be given a urine analysis to test for illegal substance use/abuse.

**Contraband:** Items brought back to the MPY campus that are not allowed will be confiscated and may not be returned. This includes but is not limited to inappropriate literature, pictures, music, clothing, etc. limited by resident handbook. Additionally it includes items that allow for phone/internet/radio access. If you are unsure about an item, please ask MPY staff but do not merely give it to the resident as it may not be returned.



**Early Return:** If the resident is not acting appropriately you may bring them back early, but please contact MPY at 620-532-2681 to make sure there is staff ready to receive her upon your arrival.

**Meals:** If a meal time is missed (breakfast 9a, lunch 12p, dinner 5:30p), you are responsible for providing healthy food for the resident. MPY is not responsible for meals outside of above designated times.



## **Expectations for Graduation from Main Place Youth**

Main Place Youth is a 12-15 month program that may shorten or extend based on the individual residents' needs. Graduation is pending advancement through the program and movement through all four levels. While on Generosity, in preparation for graduation, a resident is expected the following:

- A reintegration plan completed with family or returning environment involvement overseen by the Family Coach
- A written testimony provided to and approved by the Executive Director as a solidification of changes made and to be used in after care
- Completion or significant improvement of treatment goals as outlined in individual treatment plan and evaluated by the team.