

**SUWS Programs
Parent Checklist**

Getting Started

You may be looking for help and asking yourself, "What do I do now?"
(And if you're worried about how quickly you can put this all together, remember we are pros and are here to help you be successful every step of the way!)



Paperwork

(NOTE: The State of Idaho requires a complete application before SUWS can take custody of your child)

You will be required to send the following information with the enrollment agreement. These documents must be received prior to arrival at SUWS or your child cannot be taken into our custodial care.

Whether or not you've decided that SUWS is the answer, please proceed with the paperwork as this may aid you in your decision-making process.

The paperwork has two (2) parts: The Application and the Enrollment Agreement.
(Do your wrist exercises before beginning this process.)

- (1) The **Application**, Sections 1-17, can be completed in one of the following ways:
- a. We would prefer that you complete the application online. Go to the following link: <http://www.suws.com/admissions.html>. If you have any questions, please call us at (888) 879-7897. We will walk you through the process;
 - b. We can e-mail, fax, or mail the paperwork to you and you can fax it back to us at (208)886-2153.

- If Parents are divorced, we must have the current Custody Agreement
- If your child is adopted: **proof of adoption or guardianship**
- Vaccination Records**
- Any Educational or Psychological **testing** that has been performed

- (2) The **Enrollment Agreement**, which must be reviewed, completed, signed and faxed or mailed back to the Admissions Office.
- a. **Fax** (208) 886-2153
 - b. **Overnight or Mail to**
SUWS Programs
911 Preacher Creek Rd., Shoshone, ID 83352



Clinical Approval


- This process can be accomplished within 48 hours
- Once we receive your application, we submit it to our clinical staff for review and approval
 - We will notify you via phone or e-mail once the review process has been completed.

Pre-SUWS Travel Arrangements

Programmatically it is essential to identify the aftercare option at least a week prior to your child's departure from the program.

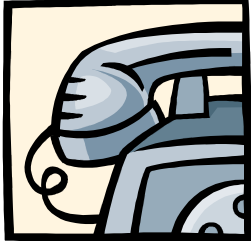

- As soon as you know *approximately* when your child will attend SUWS, you can **start** working on travel arrangements. Please keep the following in mind:
- (1) **Purchase** airline tickets **ONLY AFTER** your child has been accepted into the program. Once your child has been **approved for enrollment**, you can purchase a one-way ticket **or** roundtrip tickets with the possibility of a change fee, whichever is most economical and meets your needs. Both are acceptable.
 - (2) **Schedule** your child to arrive between the hours of 10:30am and 3:30pm.
If you cannot secure a flight between these hours and/or need to enroll your child on Sunday, please contact your admissions counselor at (888) 879-7897.
 - (3) If you have a **digital photo** of your child and would like to **e-mail** it to admissions@suws.com, please feel free to do so., and
 - (4) Schedule a Thursday departure flight from Boise **NO EARLIER** than 1:00 p.m. in the afternoon as graduation, travel time to the airport, and airport regulations and procedures prohibit departure from Boise before that time. *See Post-SUWS Travel Arrangements on Page iv for more details about the return flight.*

SUWS Programs Parent Checklist

WHAT TO BRING	
Now that your child has been accepted and the flight has been booked, what do you need to pack?	
<input type="checkbox"/> Clothing	SUWS provides all clothing and gear to help ensure optimal safety in all weather conditions. All you need to pack is 7 pair of underwear, 2 sports bras for the young ladies, and 2 disposable cameras. Please don't send more than \$20 in travel money. <div style="text-align: right; margin-top: 10px;">  </div>
<input type="checkbox"/> Eyewear	If your child requires corrected vision, please send glasses in a protective case in addition to the contacts.
<input type="checkbox"/> Medications	<ol style="list-style-type: none"> (1) Section 16 of the application is critical. Make sure that you COMPLETELY fill out the medications section including the exact name of the medication as it appears on the packaging, dosage, form, and administration time(s). If the dosages on the packaging do not match what your doctor has told you to give your child, you will need to get a new prescription that is correct. DO NOT send anything with your child unless it is completed in this section. (2) You must send a 28 day supply of medication with your child. Please do not overnight or ship medication to SUWS. (3) IF your child requires an inhaler, you must send two (2) inhalers even if your child hasn't used one in a while. Please make sure the inhalers are NOT expired. We cannot give a child an expired inhaler. (If your child requires more than one kind of inhaler, send two (2) of each.) (4) IF your child requires epinephrine shots for allergic reactions, you must send two (2) Epi-pens.
<input type="checkbox"/> Miscellaneous	Please leave expensive items, such as jewelry and cell phones, at home. Let us know if your child is arriving with a cell phone.
<input type="checkbox"/> Orthodonture Apparatus	IF your child requires an orthodonture apparatus, such as a retainer, please include a container in which it can be kept when not in use.
<input type="checkbox"/> Sunglasses	Sunglasses are NOT allowed. Exceptions will only be made with specific medical conditions.



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WHAT'S NEXT	
<p><input type="checkbox"/> Phone Calls</p> <p>SUWS Field Office (888) 667-7897</p>	<p style="text-align: center;">Whew! Your child is now safely en route to Idaho and you've had a moment to take a deep breath, so now what?</p> <ul style="list-style-type: none"> You will receive a phone call notifying you of your child's safe arrival. After this call, all correspondence will be with the SUWS field office number: (888) 667-7897 You will receive a phone call on the first business day after your child's arrival to schedule your initial call with your child's therapist. You and the therapist will schedule follow-up calls at regular intervals throughout your child's SUWS experience. 
<p><input type="checkbox"/> Extranet (Parentcheckin Website)</p>	<ul style="list-style-type: none"> If you signed up to participate in the Extranet (Page 23 of the Enrollment Agreement), you'll receive an e-mail directing you to your child's website no later than three (3) business days AFTER your child has arrived in the program. A new photo will be uploaded to your child's site each week. Every effort will be made to update the progress report on a weekly basis. The Extranet is intended to support the communication received from the therapist, NOT replace it. You can also refer to this site to learn more about our staff, facility, and post-SUWS travel arrangements.
<p><input type="checkbox"/> E-mail</p>	<ul style="list-style-type: none"> Your child's therapist is available to you via e-mail, but please remember that his or her response won't be instantaneous as the main focus is on working with your child in the field.
<p><input type="checkbox"/> Letter(s)</p>	<ul style="list-style-type: none"> You may be asked to write and fax or e-mail letter(s) to your child. Friends and family are discouraged from sending cards/letters. Your therapist can address this and direct the frequency of correspondence. Your child will receive journaling and writing assignments as part of his or her therapeutic experience. The letters written by your child throughout the program are typically read to you during your weekly calls. The originals are then saved in a file to be given to you with other important documentation at graduation. 
<p><input type="checkbox"/> CD's and Additional Support</p>	<p>SUWS and <i>FamilyIQ</i> have partnered to bring you online courses that are specifically designed as a resource for you while your child is at SUWS. Your child's tuition includes a set of 4 Parenting CD's and a 90-day subscription to <i>FamilyIQ</i>, a website dedicated to helping families. You will receive all of the necessary information no later than three (3) business days AFTER your child has arrived in the program.</p>

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THE FUTURE	
<p><input type="checkbox"/> Post-SUWS Travel Arrangements</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>Programmatically it is essential to identify the aftercare option at least a week prior to your child's departure from the program.</p> </div>	<p>Your child is nearing program completion, and you've been working with the therapist and other supportive people to determine the next step. What needs to happen to make the transition a smooth one?</p> <p>Remember the program ends on a Thursday! As mentioned previously, it is essential to identify the aftercare option <i>at least a week prior to your child's departure</i> from the program to allow time for transition into the on-call search and rescue team. As such, the decision about aftercare placement should be made no later than the Tuesday prior to your child's graduation.</p> <ol style="list-style-type: none"> (1) Flights: Schedule a departure flight from Boise NO EARLIER than 1:00 p.m. MST, as graduation, travel time to the airport, and airport regulations and procedures prohibit departure from Boise before that time. (2) Gear: You have purchased all the gear that your child has been using while participating in the program. If we will be taking your child to the airport, we will bag the gear for easy check-in at the airport. If you are going to be taking your child from the program, a bag will be provided for your convenience. (3) Medications: Medications cannot travel with your child if he or she is going from SUWS to a school or program unescorted. You will need to make arrangements to have medications at the next placement prior to your child's arrival. SUWS will ship all "excess" medications home.
<p><input type="checkbox"/> Parent Meeting/ Trail's End</p>	<p>Family Solo is the parent/child component of the SUWS Programs and is scheduled for the last Wednesday and Thursday of your child's SUWS experience. Family Solo is designed to celebrate your child's individual success and SUWS requests that parents set aside this time to focus specifically on the relationship between child and parent. The presence of siblings detracts from the child/parent reintegration process and SUWS staff request that siblings not be brought to graduation.</p> <ol style="list-style-type: none"> (1) When planning transportation from the airport to Gooding, note there is no public transportation. <i>Refer back to the Extranet for helpful driving directions and rental car information.</i> (2) Parent meeting is typically scheduled for 9:00 a.m. on Wednesday morning at the Gooding Hotel Bed and Breakfast. (Reservations are required for hotel accommodations (208) 934-4374.) (3) Following the meeting, participants depart for the field after being outfitted at no additional expense. (4) The remainder of the day and Wednesday evening are spent in the field with your child with the support of SUWS staff. (5) Graduation takes place early on Thursday morning. (6) Showers at Base are a real treat for the students before breakfast. <ul style="list-style-type: none"> • You, your child, and the rest of the group will enjoy a home-cooked breakfast at Base before departing. <p>Then on to the future (or the Boise airport)—after gathering gear, of course.</p>

