

**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 completed application and Enrollment Agreement before enrollment.)

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:

- (1) The *Application* can be completed securely online by visiting our web site at www.suws.com. Click the Admissions tab on the left then click on "New Application." The program will guide you through the steps to complete the application and submit it electronically. If you do not have internet access, we can email, fax, or mail you an application.
- (2) The *Enrollment Agreement* is the signature pages required to enroll your child. It is available on our web site at www.suws.com. Click the Admissions tab on the left then click on "Enrollment Agreement". Once you have completed the enrollment agreement, please fax it and the following documents to the admissions office at **(208) 886-2153**.

Necessary documentation to send with your Enrollment Agreement

- If parents are divorced, copy of the current **Custody Agreement**
- Vaccination Records**
- Copy of your insurance card (front and back.)**
- Educational or Psychological **testing** that had been administered

Clinical Approval

This process can be accomplished within 24 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

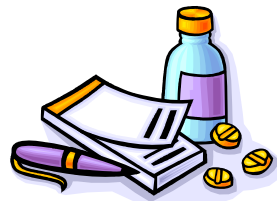
Pre-SUWS Travel Arrangements

As soon as you know when your child will attend SUWS, **start** working on travel arrangements. Please keep the following in mind:

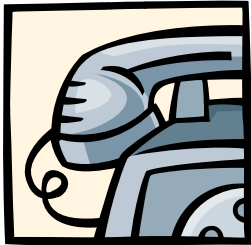

- (1) **Purchase** airline tickets **ONLY AFTER** your child has been accepted into the program.
- (2) **Schedule** your child to arrive at the Boise Airport between the hours of 10:00am and 4:00pm. We pick students up from the Boise Airport daily.
- (3) The admissions department can help you arrange travel plans and escort services if needed. Call 888-879-7897.

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WHAT TO BRING	
Now that your child has been accepted and transportation has been arranged, 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.
<input type="checkbox"/> Eyewear	If your child requires corrected vision, please send glasses in a protective case. Do not send Contacts.
<input type="checkbox"/> Medications	<p>(1) Pages 10A and 10B of the Enrollment Agreement are <i>critical</i>. 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 prescribed, 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.</p> <p>(2) Your child needs a minimum 28 day supply of medication with. All refills will be filled at the Kendricks Pharmacy in Gooding.</p> <p>(3) IF your child requires an inhaler, please send two (2) inhalers. Ensure the inhalers are NOT expired as we cannot administer expired medications. (If your child requires more than one kind of inhaler, send two (2) of each.)</p> <p>(4) IF your child requires epinephrine shots for allergic reactions, please send two (2) Epi-pens.</p>
<input type="checkbox"/> Miscellaneous	Please leave expensive items, such as jewelry and cell phones, at home .
<input type="checkbox"/> Orthodontic Apparatus	IF your child requires uses a retainer, please include it with its container for safe storage in the field.
<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 (208) 886-2565</p>	<p>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: (208) 886-2565. 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 your therapist will schedule follow-up calls at regular intervals throughout your child's SUWS experience. 
<p><input type="checkbox"/> Extranet (Parent check-in Website)</p>	<ul style="list-style-type: none"> You'll receive an e-mail directing you to your child's website one business days AFTER your child has enrolled. A new photo will be uploaded to your child's site 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>	<p>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>
<p><input type="checkbox"/> Letter(s)</p>	<ul style="list-style-type: none"> Your child will receive journaling and writing assignments as part of his or her therapeutic experience. You will 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 The letters written by your child throughout the program are typically read to you during your weekly calls and scanned and emailed to you. 

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<h1>THE FUTURE</h1>	
<p><input type="checkbox"/> Post-SUWS Travel Arrangements</p>	<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! It is essential to identify the aftercare option <u>at least a week prior to your child's departure</u> from the program to allow time for aftercare planning and transition.</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 will want to bring some kind of bag to take your child's gear home that can be used for easy check-in at the airport. (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>Trails End 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. 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, know there is no public transportation. <i>Refer to the Extranet for helpful driving directions and rental car information.</i> (2) Parent seminar is typically scheduled for 8:00 a.m. on Wednesday morning at the Gooding Hotel Bed and Breakfast. <i>(If arriving the night before reservations are required for hotel accommodations (208) 934-4374.)</i> (3) Following the meeting, participants depart for the field after being outfitted for weather conditions. (4) Graduation takes place early on Thursday morning. (5) A continental breakfast is provided before departure.