

When discharging from your stay, talk to a Parkside staff member about the Food Pantry.

To further your well being and to ease your transition back home, we have groceries to share with you.



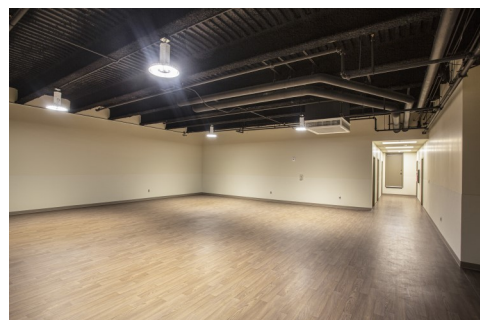
Common Areas are attractive, comfortable spaces where the youth gather for group activities and to socialize.

The youth enjoy meals and snacks in the dining room. The room also provides quiet study space for the youth.



Each sleeping room accommodates one patient and has its own private bathroom.

This is the activity room. The space allows for Yoga and other physical education activities



More Information can be found at Parkside's website:

[www.parksideinc.org](http://www.parksideinc.org)

including how to send a free personal greeting to a patient, links to our facebook and forms for release of information.

Unit Phone / Nursing Station

918-586-4264

Toll Free 888-532-9593

Psychiatrist:  
Anton Surja, M.D.  
918-586-4264



Therapist:  
Tina Cooper, LPC  
918-586-4201



Therapist:  
Cathy Wolf, LMFT  
918-586-4223



Unit Director:  
Cynthia Rorie, LPC  
918-588-8867



Discharge Planner:  
Tyler Doane 918-586-4233

We encourage your feedback about your experience at Parkside. After discharging, please visit us on-line and share your thoughts.

[www.parksideinc.org/aboutus/contact us](http://www.parksideinc.org/aboutus/contact-us)

Thank you!

Need to access medical records? Please call 918-588-2804.

Parkside is licensed by the State of Oklahoma, Department of Health and is accredited by the Joint Commission.

If you have concerns about safety or quality of care provided at Parkside, please talk to the Unit Director at 918-588-8867.

If, after sharing your concerns, you feel your problem has not been properly addressed, you may contact The Joint Commission at 1-800-994-6610 or

[complaint@jointcommission.org](mailto:complaint@jointcommission.org).



Welcome to the Children's Acute Program!

We are eager to begin working with you and your family and are happy to answer any questions you might have about treatment.



Dear Parent,

We welcome your child to the Children's program at Parkside. By admitting your child, you are taking a positive step in improving his or her mental health.

We have prepared this handbook to help you and your child understand what to expect during the treatment process. While in treatment, your child will be involved in individual, group, and family therapy. Care will be coordinated by a psychiatrist.

Please let us know if you have any questions.

Thank you!



Unit phone 918-586-4264  
Toll free 866-532-9593

Children's Acute program  
1239 S. Trenton Ave.  
Tulsa, OK 74120

[www.parksideinc.org](http://www.parksideinc.org)  
or find us on facebook

Mail to:  
1620 E. 12th St  
Tulsa, OK 74120



## Children's Acute Program

### What about family participation?

Family participation is expected and is a very important part of treatment. We encourage family participation through visitation, therapy, phone calls, and mail.



Families and case workers are invited to attend treatment team meetings which are held each weekday at 9:00am. If you plan to attend, please inform your child's therapist.

### Can my child use the phone?

When your child is admitted, we'll ask you to create a phone list. Immediate family members and those involved in your child's treatment can be included on the list. The children can make or receive calls each evening when they are not in groups, school, therapy, or time out.

Phone calls will be made by staff, and the phone will be given to your child after the party has been reached. Call length is determined by your child's level but will be limited to no longer than 10 minutes. Please share with your child the following rules for using the phone:

- Please respect the confidentiality of other patients.
- Please do not discuss the names and issues of other patients
- Phone calls are private; however, if a child becomes loud or abusive, we will ask that the call end.
- If a child uses the phone inappropriately (such as calling 911 or the police, using profanity, threatening others, overusing the phone), phone privileges may be discontinued.



### What about mail?

There is not a limit on the amount of mail a child can send or receive. Children will be asked to open mail in the presence of a staff person to ensure it doesn't contain restricted items. The content of incoming and outgoing mail is not screened. On rare occasions, mail may be restricted by order of the court or by doctor's order. If so, the reason for this will be discussed with you.

Visit Parkside's website to find a link to send your child a free E-card that will be delivered to him or her.

## What about visitation?

Yes! We believe visitation and family involvement is very important.

- Please limit visitors to no more than three at one time.
- A photo id is required before any visitors are allowed on the unit.
- Visitors are limited to the people on your child's approved contact list (Immediate family members and those involved in a child's treatment only.)
- Children under the age of five and unrelated children and adolescents are not allowed to visit.
- Visits are confined to designated areas and do not take place in bedrooms or the day room.
- If anyone becomes out of control during a visit or begins cursing, screaming, or begging to be taken out of treatment, visitors will be asked to leave.
- Occasionally, visitation may be restricted by court or physician orders. If this should occur, you and your child will be notified and provided with an explanation.
- Respect the confidentiality of other patients; do not discuss their issues with anyone.
- Visitors should leave cell phones and purses in the car.
- Visitors cannot bring food, beverages, or chewing gum to visitation.

### Visiting Hours:

**Saturday & Sunday 1:00–2:00 p.m.**

**Tuesday & Thursday 6:00 –7:00 p.m.**

**Special holiday visits are also scheduled.**

Exceptions: Clergymen, case workers, and attorneys may visit by appointment and should phone the unit to make arrangements.



## What about school?

You will attend school at Parkside and receive credit through Tulsa Public Schools.

## What if my child is ill?

Your child should inform a staff member if he or she feels ill. The nurse will evaluate your child's condition and determine the appropriate medical personnel to contact. All Parkside patients and associates are encouraged to wash their hands frequently, particularly after using the restroom and before eating. In between hand washings, anti-bacterial hand sanitizer is available. Hand washing is the number one way to prevent the spread of colds and flu.

## What about rest?

Sleep is an important part of your child's treatment. We believe children will gain more from the program when they have adequate rest each night.

Prior to breakfast, the children attend to activities of daily living (wash face, brush teeth, comb hair, dress in clean clothing, make beds, straighten room). Staff will complete room checks and award points to reflect the condition of the room. Bedroom doors are kept locked when not occupied.



Confidentiality is important to us. Please help protect the privacy of yourself and others.

Please do not throw anything in the trash cans that has your name or other personal information written on it.



## How should my child dress?

We recommend that children bring up to three changes of comfortable clothing. To prevent clothing from being a distraction during treatment, we ask that the children observe the following dress standards:

1. Socks or slippers are worn on the unit. Shoes are not worn on the unit. Tennis shoes are put into the storage room and only worn when attending recreational activities or when going outside the unit.
2. Children must wear undergarments that do not show through clothes.
3. Children should not wear clothing that is ripped or torn.
4. Children should sleep in pajamas or boxers and a shirt. The children cannot wear day clothing to bed or pajamas in the common areas.
5. Children cannot wear clothing with drug, alcohol, satanic, gang-related, or sexually-related themes.
6. Children cannot wear sagging pants or hoodies.
7. Children cannot share, borrow, trade, or sell clothing (or other personal belongings).
8. Shorts are permitted but must be the length of fingertips when standing.
9. Children should dress modestly. Tube tops, low-cut shirts, or bare midriffs are not allowed.
10. Sunglasses, hats, jackets, and coats may be worn on outings but are not allowed indoors.
11. Jewelry is not allowed on the unit. Parkside is not responsible for any lost possessions.
12. Children should not wear combs, barrettes, headbands, or other sharp objects in their hair.
13. Staff may disallow some clothing deemed unacceptable.
14. Children may have one stuffed animal and one personal blanket.

### Safety

For your safety and the safety of other patients, body checks are completed at the time of admission or transfer and after outings and passes.

### Laundry

Children should not place soiled towels and linens in their personal laundry basket. A linen service will wash your sheets weekly, with clean sheets provided each Sunday. Staff will wash clothing for the children.



## Will you keep my child safe?

Your child's safety is always a priority. Because we do not want anyone harmed in any way, the following items are not allowed on the unit.

- Boots or steel-toed shoes
  - Alcohol, drugs, paraphernalia, tobacco
  - Lighters, matches
  - Medication that is not prescribed by Parkside
  - Any alcohol-based products
  - Body piercings
  - Chains
  - Metal rat-tail combs
  - Weapons and pocket knives
  - Any type of corded electronic item
  - CD players, tape players, Walkmans, iPods, cameras, video games, personal televisions or stereos
  - Sexually explicit or gang-related magazines, books, posters, drawings or other materials deemed inappropriate by staff
  - Artificial nails, nail polish, or polish remover
  - Perfume, cologne, or aftershave
  - Aerosol products or non-aerosol mousse and/or hair spray
  - Food, gum, or beverages
  - Metal cans or containers
  - Spiral notebooks
  - Any underwear (bras) that contain wires
  - Shoe laces
  - Dental floss
  - Cosmetics in glass or metal containers
  - Hairdryers and curling irons
  - Razors
  - Tampons
  - Hair pieces or extensions
- Pens, markers, colors, crayons, food, or beverages are not allowed in the children's rooms.



For your child's safety, the following behaviors are not allowed at Parkside:

1. Running away.
2. Pushing, shoving, hitting, kicking, and biting.
3. Talking back to adults or disobeying.
4. Bullying of any kind.
5. Acting up in the classroom.
6. Being truant from or late to class
7. Using physical force or threats.
8. Destroying property. (Parents, you will be held responsible for any destruction on the unit.)
9. Wrestling, running, or horse playing.
10. Using profane language or obscene gestures.
11. Participating in gang talk or signs.
12. Possessing or using drugs, alcohol, tobacco or other intoxicating or harmful substances.
13. Tattooing, piercing, or mutilating the body including eraser burns.
14. Supporting others in efforts to harm themselves or others (or failure to report same).
15. Lying or making false statements.
16. Gambling or betting.
17. Possessing or concealing restricted items.
18. Writing or passing notes between patients.
19. Writing or drawing on your body or clothing.
20. Entering the room of another or being in any "off limits" area without permission.
21. Interacting with peers who are in a quiet room.
22. Engaging in sexual activity or talk.
23. Planning or attempting to overpower or injure staff or peers.
24. Possessing or making weapons.
25. Stealing, borrowing, loaning, or trading property, including clothing.
26. Hiding things that one is not suppose to have.
27. Name calling

## Will you track my child's progress?

Each shift (every 8 hours), a new behavior tracking sheet will be prepared for each child; as patients progress through their day they may begin to exhibit poor choices or negative behavior. Staff will write comments for any behaviors so the child can understand what behavior was unacceptable or exceptional. Based on the patient's behavior their level may move up or down.

**Orientation** (the first 24 hours after admission) patients will be given Caterpillar privileges, but are not allowed to have any phone calls during this period. Orientation status is designed to meet the special needs of acute patients; you will be on Orientation for 24 hours following admission. You could return to Orientation after the initial 24 hours if you make verbal threats or demonstrate behaviors requiring additional supervision.

**Egg** On this level patient levels are frozen. This will give the patient time to start over from the beginning. If a patient is placed on this level they must be exhibiting aggressive behavior and present a danger to themselves, other patients, or the staff.

**Caterpillar** On this level patients are slow to follow staff directions, need frequent redirections to maintain behavior, and sometimes struggle to interact positively with their peers.

**Transform** This will give patients time to put on their thinking cap to change their behavior. This is a good time for patients to process with staff and learn from their behaviors. The goal is not to keep patients on the transform level for an extended amount of time.

**Butterfly** On this level patients are doing a great job and following all staff directions. A patient on this level shows leadership, they are helpful and follow staff directions.

**SuperFly** On this level patients are the role models of the unit.

	Egg	Caterpillar	Transform	Butterfly	Super fly
Bedtime	8:30	8:30	8:30	8:30	8:30
Boy Scouts	✓	✓	✓	✓	✓
Girl Scouts	✓	✓	✓	✓	✓
Positive Rewards		✓	✓	✓	✓
Weekend Passes			✓	✓	✓
Lunch Outings				✓	✓
RT Outings				✓	✓
Video Games & Electronics				✓	✓



Yoga instruction is available and can provide emotional regulation and other skills that will be valuable when you return home