



A Division of Oklahoma Family Counseling Centers

Benefiting
Regional
Individuals
Delivering
Guidance and
Educational
Services

Student Handbook

Revised 08/21/2024

General Information

Bridges of Choctaw-Nicoma Park

Address: 10600 Jeffords Ave., Choctaw, OK, 73020

Phone: 405.390.5538

Director: Amanda Spencer, LPC

Hours of Operation: 8 am to 4 pm

Program Hours: _____ to _____

Bridges of Mid-Del

Address: 4731 Judy Dr., Oklahoma City, OK, 73115

Phone: 405.582.7073 or 405.856.9617

Director: Steve Ihekona (Mr. Ike), LPC

Hours of Operation: 8 am to 4 pm

Program hours: _____ to _____

Bridges of Mustang (Bronco Academy)

Address: 932 W. State Highway 152, Mustang, OK, 73064

Phone: 405.577.5477

Fax: 405.577.5488

Director: Lavon Greene, LADC/MH Candidate

Hours of Operation: 8 am to 4 pm

Program Hours: _____ to _____

Bridges of Yukon

Address: 1000 Yukon Ave., Yukon, OK, 73099

Phone: 405.265.3444

Fax: 1.888.707.6257

Director: Desiree Taylor, LPC

Hours of Operation: 8 am to 4 pm

Program Hours: _____ to _____

Mission Statement

“Bridges exists and aspires to be the leading provider of quality mental health services and treatment for children, youth, and families in the Oklahoma area.”

Vision

“Promoting and developing healthy, successful relationships by empowering children, families, individuals, and schools.”

Values

- Children and Families
- Education and Empowerment
- Partnership and Collaboration
- Accountability and Integrity
- Success and Accomplishment

Welcome

On behalf of the staff and administration at Bridges, we would like to welcome you to Bridges. We are thrilled that you have chosen Bridges to work with your children and family and look forward to assisting you in achieving your goals. At Bridges, we pride ourselves on employing individuals who are truly committed to helping others and are invested in your child’s progress.

We hope this handbook will assist you in understanding our program. In this handbook, we have outlined policies, procedures, and practices that are common at Bridges. Please take the time to read through this handbook and feel free to discuss any questions you may have with the Director or your child’s therapist.

District Requirements

If your child lives in a district other than the facility in which you are seeking services, please discuss with your intake therapist or the Director at your facility. Your child must enroll in the district where services are provided in order for Bridges to accept your child into the program. ***Once your child is no longer attending Bridges, he/she will no longer be considered a student in their current district and will need to re-enroll in the district in which they reside.***

Criteria for Admittance

Potential clients will be assessed by one of our therapists. If your child/adolescent meets criteria based on this assessment, they will be admitted into our program. If your

child/adolescent does not meet criteria, our therapists will give you a referral to a more appropriate level of care.

After Hours:

Please call the facility number to leave a message. Someone will return your call as soon as possible.

Emergency Situations:

If at any time after hours your child becomes a danger to themselves or others, please call 911 or go to the nearest emergency room. If you are concerned about your child or feel you are experiencing a non-life threatening crisis, you may also call the Director at the facility your child attends. Please see the previous page for that information.

Services Provided:

Each child enrolled in Bridges will receive the following services weekly:

Individual Therapy- 1 hour weekly with a therapist

Group Therapy- 2 hours weekly with a therapist

Family Therapy- 1 hour weekly with a therapist

Group Rehab- 15 to 20 hours weekly with a BHCMII

Individual Rehab- Varies based on availability

Nursing Assessments- Monthly with the facility RN

Psychiatric services will be provided for all children at Bridges. Our psychiatrist will evaluate every student and make recommendations regarding medication. The parents/guardian will be provided the information and decide whether they choose to start or change medication. At no time will medication be started on a child without verbal and/or written consent by a parent/guardian.

All clients will be seen at least bi-weekly by the psychiatrist for updates. Parents interested in attending these appointments will need to contact the office for an appointment date/time.

Bridges Leveling System:

LEVELS

BRIDGES utilizes a leveling system to gauge progress and determine readiness for discharge. Progressing through the levels depends on several factors including:

- 1) Willingness to learn and follow program rules and routine.
- 2) Family involvement.
- 3) Behavior in program toward staff/peers.

- 4) Behavior at home.
- 5) Progress towards meeting treatment goals.

As students move into higher levels, they will be working on the following leadership qualities:

- 1) Integrity.
- 2) Honesty.
- 3) Accountability.
- 4) Respect.
- 5) Communication.
- 6) Listening.
- 7) Understanding.
- 8) Guiding and empowering others.
- 9) Confidence.
- 10) Perseverance.

As clients progress through the program, parents, staff, client, and school personnel will meet to discuss readiness for discharge/transition. Please contact the Director or your child's therapist if you have any questions or concerns.

Higher Level of Care Procedures:

Although we provide a multitude of services at Bridges, there are occasions when a child's thoughts, words, or actions are reason for us to believe that they are a danger to themselves or others and need to be referred to a higher level of care. If your child is believed to need a higher level of care than what we can provide, ***you will be contacted to pick them up and take them for an assessment immediately. This will be required before they are allowed to return to our program.*** We will provide you with contact information for appropriate treatment facilities and will assist you in finding open beds whenever possible. If they do not meet criteria, ***you are required to bring documentation of this to our office the following day. Documentation must be written by the assessing facility. Your child may not return without proper documentation.***

Basic Rules

Prohibited Items:

Children are not allowed to bring any personal items. Personal items brought into the building will be confiscated by staff and will be returned at the next family therapy appointment by calling ahead.

Absolutely no canned drinks, glass containers, soda, or energy drinks.

Please note that Bridges is not responsible for theft or loss of personal property.

Electronic Devices:

Should the Director and your family decide a child needs to bring an electronic device, such as a cell phone, the device must be turned in to staff at the beginning of the day and will be returned upon exiting the building. Parents will have to come to BRIDGES to pick up items if a child chooses not to turn in their device.

Weapons:

Possession of any weapons on Bridges property is strictly prohibited. Any child found to be in possession of a weapon may be subject to disciplinary action to include suspension and involvement of law enforcement.

Conditional Items:

Medications:

Any client requiring medications while they are at Bridges must have their parent/guardian check their medications in with our nurse. Medications must be in the original prescription bottle with dosage and frequency information. Children are never allowed to keep any medications on their person for any reason, including rescue inhalers. It is strictly prohibited for children to be sent with their medications to turn in to the nurse; they will not be accepted. Likewise, refill prescriptions will not be sent home with children. Bridges will not transport medications for any reason.

Food/Drink:

If a child brings their lunch from home they may do so, but may only have access to food at designated lunch times. Children are not allowed to share their food. Bridges provides water and snacks. If your child has specific dietary needs, please contact our nurse to make arrangements. Child specific food needs must be provided by the parent/guardian. Children are not allowed to bring breakfast.

Absences:

In order for your child to maintain enrollment at Bridges, they are required to attend at least 90% of the time. If your child will be absent, you will need to call our office and let us know as early as possible. All absences and tardies will be reported to the schools.

Calendar and Closings:

Bridges is open all year, except for New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Thanksgiving, and Christmas with few exceptions depending on the year. If we will be closed outside of these dates, we will notify parents.

In most cases, inclement weather closings will follow school guidelines for your district, so please check local news for closings. During breaks, our Leadership team will monitor weather and inclement weather closings will be communicated through email and/or text message to the parent/guardian.

Illness:

If your child has a fever of 100.4 or higher, they may not attend Bridges until they have no fever for 24 hours without medication. If they have vomited, our nurse will assess them and they may not attend or return to school for 24 hours following the last instance of vomiting if the nurse deems it necessary to protect staff and clients. Please be aware that if your child needs to return home because of an illness while at Bridges, ***you will be expected to arrange for them to be picked up in a timely manner-*** within an hour is reasonable.

Check-out Procedures:

All children leaving Bridges will need to leave with an approved designee or parent/guardian. Please have the designee bring their license and be prepared to come into the facility and sign them out.

Lice:

Any child having head lice will be sent home and will not be allowed to return until their hair is free from both bugs and nits. Our nurse will check and clear a student to return to Bridges.

Bedbugs:

Your child will not be sent home, but we will alert the parent/guardian and ask that you take extra precautions at home to help keep an infestation of bedbugs out of the facility.

Tobacco/Vaping/Marijuana:

The use of tobacco, marijuana, and/or vaping is prohibited on Bridges grounds. For the use of medical marijuana, clients are to refrain from dosing two hours before program and at least one hour after program. If a client appears to have dosed before program, we will call parents to come pick up their child. Family members should follow the same requirement for family therapy sessions. It is necessary for clients to be present and coherent to maximize the benefits of treatment.

Bridges Dress Code:

The student dress code is based on the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. Dress or grooming which causes or is likely to cause disruption of the program is prohibited. Parents/guardians will be called to bring appropriate attire in a timely manner if students are found to be in non-compliance of the dress code.

As a guideline for proper dress, the following attire is prohibited:

1. Headgear including, but not limited to hats, caps, bandanas, hats, hoodies, or stocking caps.
2. Clothing or apparel that can be considered dangerous or promotes vulgarity, violence, alcohol, or drugs.

3. Clothing that is too revealing ie; shorts above your fingertips, halter tops, or bare midriffs.
4. Sagging pants and visible undergarments.
5. Apparel that has offensive writing or logos that are not age appropriate.
6. Apparel identifying students as “security,” “staff,” or “police.”
7. Jewelry of any kind. Client may begin to discuss this privilege with their therapist at Level 3.

Additional guidelines include the following:

1. Spirit days or special activities.
2. Exceptions deemed necessary by the administration based on safety, religious beliefs/practices, or other special factors.

General Transportation Conduct:

Appropriate behavior on the school bus or Bridges vans is expected of all children in order to maintain safety. If a child is exhibiting behavior that is determined by staff to be a danger to self or others they will be prevented from boarding the bus/van. In the event that a child is not allowed to ride the bus/van due to behavior, a parent/guardian or designee will be required to pick them up in a timely manner. If a pattern of inappropriate, unsafe behavior on the bus/van persists, your child may be temporarily or permanently suspended from the bus/van.

Outside Contact with Other Bridges PHP Clients

Outside contact with other Bridges PHP clients is against the rules for several reasons, but most notably, while your child is here we want them to focus on themselves first. Another reason is that in many cases, it can create several steps back in their progress. If you have more questions or concerns about this, please see the Director or your therapist. Thank you for your understanding in this matter.

ACADEMIC YEAR PROGRAM

The following applies to programming during the school year.

School Hours:

Your district hours for the Bridges program are listed on page 2. Children should be dropped off at their scheduled time in order for them to eat breakfast. Attendance and breakfast/lunch count are sent to the schools each morning.

Children must be picked up within 15 minutes of the close of your district's program hours unless special arrangements have been made with staff. Please see your district's school handbook for additional information on tardies and absences.

Leaving Bridges:

All children leaving Bridges must be picked up by school transportation, a parent/guardian, or their designee. At no time will a child at Bridges be allowed to leave the building on foot, bicycle, or otherwise alone.

Food/Drink:

Your school district can provide breakfasts and lunches through their cafeteria. In order to receive meals from your district, you will need to set up an account with them if you do not already have one.

Children are not allowed to bring their own breakfast. Please have them eat at home or make arrangements with your school district to provide breakfast.

Transportation:

Your district will provide bus transportation to and from Bridges while school is in session. A parent/guardian may provide transportation.

If your child rides the bus, they must follow your district's transportation rules. All information or questions about bus transportation, including transportation set up and transportation absences, need to be directed to your district's transportation department.

DURING BREAKS/SUMMER

Holidays, Summer and Breaks:

A letter will be sent home before breaks letting you know the hours of service. In general, program hours run from 9 am to 1 pm.

Food/Drink:

Parents/guardians are required to provide lunches and drinks during holidays and breaks. Children are not allowed to bring breakfast. Please have them eat breakfast at home. If your family is unable to provide lunches, please discuss with your child's therapist. On special days, we will provide meals. You will be notified via parent letter when Bridges is providing this service.

Transportation:

BRIDGES can provide transportation to and from our office if needed during breaks. We also transport children on field trips over breaks. You will need to sign our required paperwork giving us permission to transport your child.

All children riding in our vans must follow BRIDGES transportation rules at all times. A copy of our rules has been attached. All information or questions about BRIDGES transportation, including transportation set up and absences, needs to be communicated to the Director at your facility.

If you choose to have BRIDGES transport your child, please have them ready when the van arrives. Our drivers are directed to honk and wait two minutes. Please be aware of this and prepare accordingly as they will have other children on their routes awaiting pick-up. Due to the behavioral concerns that can arise on our vans, we cannot guarantee a particular time that your child will be picked up and dropped off. Parents/guardians are always welcome to arrange their own transportation if this is an issue.

Field Trips:

Field trips are considered a privilege and are earned/behavior dependent.

Van/Transportation Rules

1. Follow staff instructions at all times.
2. Remain seated with your seatbelt fastened, shoulder strap appropriately across your shoulder. Standing is not permitted.
3. Keep the aisle clear of obstructions.
4. Keep hands and feet to yourself.
5. Keep arms, hands, feet, and head in the van at all times.
6. Vulgar language or gestures, fighting, bullying, harassing others, or other inappropriate conduct is prohibited. Be respectful.
7. Any item brought on the bus must be approved by staff. Staff may decide to keep any item at the front of the van for any reason. If staff approves an item for you to hold, it must remain in your lap.
8. Absolutely no eating on the van.
9. Do not damage or deface any part of the van.
10. Do not operate any door or window without staff permission.
11. Clean up after yourself.

Consequences for NOT following rules

1. Staff may assign a specific seat to you.
2. Staff may report you to the Director to discuss the possible consequences of your behavior.
3. Loss of program privileges such as choice time, outside time, or other fun activity.
4. Your parents may be called.
5. If you continue to break the rules, you may temporarily or permanently lose your privilege to ride the van.

Parent/Guardian Program Responsibility:

In order to provide the best treatment for our Bridges clients, we require participation in family therapy on a weekly basis. It will be required upon starting the program that you attend a treatment plan meeting in which you will review and sign your child's treatment plan. You will also be required to attend weekly family therapy sessions that you will schedule with your child's therapist. If you are unable to attend, you must contact the therapist with 24 hours notice to reschedule your session. If you are unwilling to participate in family therapy sessions, your child's enrollment in the program may be revoked at the discretion of the treatment team.

In addition to participation in family therapy, we may require you to attend meetings regarding continued disruptive behavior, ask you to come in to sign paperwork, or need you to work with our staff regarding eligibility for Soonercare or other insurance.

Parents/guardians may be asked to pick their child up from the program if they are ill, because of behavior, or other reasons. If you are called to pick your child up, please make arrangements immediately.

We ask that you please inform the Director or your therapist of any new phone numbers or change of address as soon as possible.

I, _____, parent/guardian
of _____, have received a copy of the
student handbook for Bridges. I have reviewed the policies and procedures and
discussed them with my child. My child and I will follow the rules, policies, and
procedures of the handbook.

Parent signature: _____

Student signature: _____

Date: _____