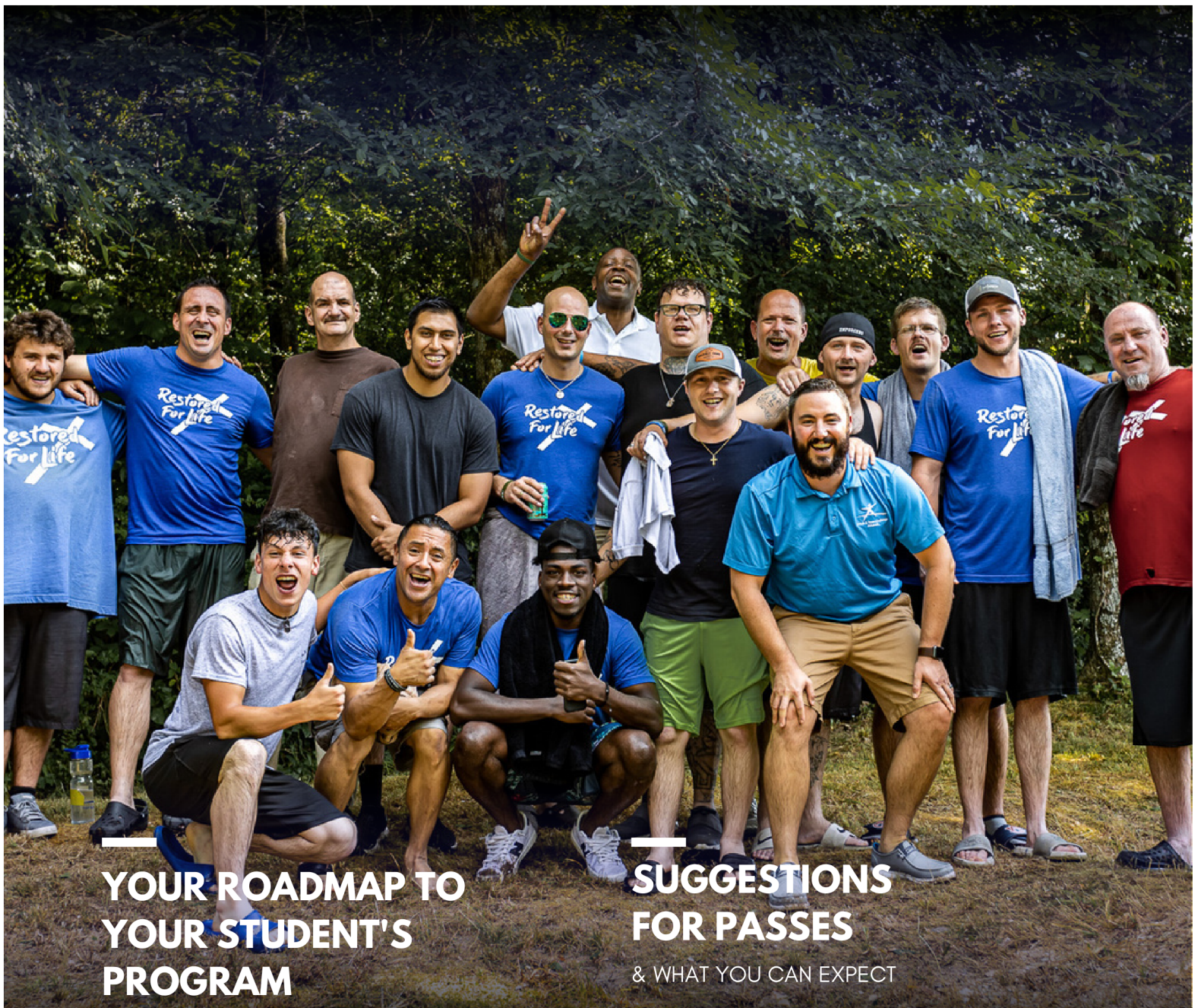


YOUR GUIDE TO

FAMILY INVOLVEMENT



**YOUR ROADMAP TO
YOUR STUDENT'S
PROGRAM**

**SUGGESTIONS
FOR PASSES
& WHAT YOU CAN EXPECT**

A Word From Our CEO

So many people have experienced pain, suffering and you should never have had to live with the depression and anxiety that has been weighing you down! Our clients find freedom in ways like never before, we are here to help you take back your life and win back your family so you can live the life you were created to live, the life you deserve!



Rev. Stephan DeLorenzo is a member of Christian Ministries Church. He is a graduate of Evangel University with his Bachelor of Science in Church Ministries, Master of Leadership and Ministry and is currently a Doctoral candidate working to become a Doctor of Strategic Leadership, DSL. He is passionate about seeing lives changed after experiencing a life altering tragedy losing his son on Christmas day in 2015. Stephan's vision for Adult and Teen Challenge of Arkansas is to be able to assist any adult in the state of Arkansas seeking healing from mental health and substance abuse addiction and help them to a place where they can truly become Restored For Life!



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Dear Family:

Adult & Teen Challenge of Arkansas (ATCAR) recognizes that family involvement is key to the continued success of its students. Destructive behaviors affect the entire family. We strive to facilitate family reconciliation, healing, and forgiveness as your loved one moves through his program. This is accomplished through regular communication, parent weekends, a structured visit schedule, and by involving you throughout your loved one's program.

Within this guide, you will find guidelines for involvement, communication, family weekends, and important events as you move forward in the program. We have also included, a detailed description of our 4 Phase Developmental System. We encourage you to follow along so that you can understand exactly what your loved one is working on.



FAMILY ENGAGEMENT

ATCAR strives to keep families informed of every aspect of their loved one's progress and care by providing:

1

Family Communication

- A contact for each family
 - Bi-monthly updates from your contact

Contact Name: _____

Phone: _____

Email: _____

- Weekly phone calls with your loved one after 30 days.
- Regular letters to and from home.
- Detailed monthly progress reports
 - Behavioral, spiritual, and academic progress is reported

3

Family Days

Family days are designed for families to reconnect and work together. We host formal family days periodically throughout the year.

These days usually correspond with holidays to give everyone a chance to see their loved ones.

2

Pass Schedule

Passes are privileges that a student earns as he moves through his program. It is important to note that a student may be determined "ineligible for a scheduled pass if his behavior does not earn him this privilege. These passes aid students and families in the reconciliation process as their they begin to demonstrate responsible choices and personal growth.



Passes

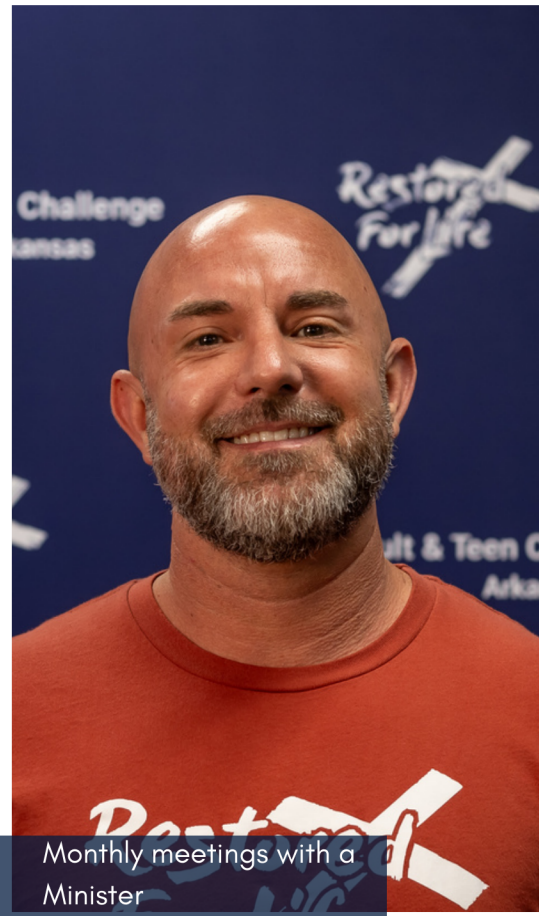
- On-Campus 4 hour visit with child:
 - After 30 days
- (2) Off-Campus 8 hour visits:
 - (2) in Phase 1
 - (2) in Phase 2
 - (2) in Phase 3
- (1) 7 day Pass
 - After 2 months in Phase 2

OVERVIEW

THE MINISTER & THE CLINICIAN

Your student will meet with their Minister monthly. They will also have a weekly session with a licensed clinician. Their Minister will work with your student one-on-one addressing the roots of their behaviors and/or addictions, creating desire for recovery, overseeing progress, giving counsel for continued growth, and praying for restoration in your loved one's life.

You and your loved one's Minister will set up a monthly call to discuss monthly reports, spiritual reports, spiritual growth, roadblocks, and transitional stages of the program. Additional conference calls will be set up as needed.



Monthly meetings with a Minister

Monthly Student Evaluation
Phase 1

Month: _____ Date of Entry: _____ Current Contract: _____

Student: _____ Minister: _____

Determine and record the student's performance based on a scale from 1 to 5. (1=Not Applying, 2=Below Average, 3=Average, 4=Above Average, 5=Exceptionally Applying Self.)
PLEASE MAKE COMMENTS, PARTICULARLY ON NEGATIVE EVALUATIONS.

SCHOLASTIC COMMENTS

PSNL PERFORMANCE _____

GSNL PERFORMANCE _____

ATTITUDE:

TOWARD AUTHORITY _____

TOWARD DISCIPLINE _____

TOWARD WORK DETAIL _____

TOWARD WORSHIP _____

TOWARD CHAPEL/CHURCH _____

SPIRITUAL GROWTH _____

Review of Discipline: (Discipline Received, Why?, Is It Habitual?)

Review Work Detail and Chores: (Note Type of Work and Performance)

Plan of Action:

Monthly Report Example



Weekly sessions with a licensed clinician

GUIDELINES

What to Expect:

In addition to the communication and reports you will receive from us, the two most important forms of family communication during your loved one's program will be phone calls and letters. Maintaining this consistent contact is key to their progress and helping in the restoration process. In order to make their transition to **ATCAR** as smooth as possible, it is of the utmost importance that we are in agreement on the ground rules regarding phone calls and letter writing.

We are here to support YOU! Confronting the manipulative tendencies of individuals struggling with addiction is a team effort. As a staff, we have realized that eliminating the potential for manipulation, complaining, and/or lying on the front end, saves us from having to continually address these issues in your loved one's first few months with us. It is also important that we establish control for us as staff, and for you as family. The more quickly they see that they are no longer in control of the situation, the easier it will be to redirect that control back to you. To reach this goal, we have established the following rules and parameters for their weekly phone calls and written letters.

1

Weekly Phone Calls

- 1 phone call per week after 30 days for students with no children. 2 phone calls per week for students with children. 10 minutes maximum per call. Only one call allowed per day. If they have children, at least half of their calls must be to their children.
- We do not allow complaining, lying, or manipulating on the phone calls.
- There will be no wish lists on the phone.
- Cursing and/or disrespecting family members on the phone is prohibited.
- Staff reserve the right to end the phone call prematurely if any of the above behaviors are being displayed. If this occurs, you as the family will receive a phone call after the incident explaining the situation away from the student.

2

Letter Writing

- The student is allowed to begin writing and receiving letters immediately.
- When writing letters we do not allow complaining or manipulating.
- All incoming and outgoing mail is read by your loved one's Minister. If the letter is deemed inappropriate, it will not be mailed to the family and/or shown to the student.

Mailing Address

Adult & Teen Challenge of Arkansas
1679 N. Highway 7
Hot Springs Village, AR 71909

QUESTIONS

Medical/Dental Issues

What if my student has a medical or dental problem? What is the process to get them treatment?

- Student reports issue to staff.
- Staff evaluates the issue.
- Student, their insurance, or their family are responsible for medical/dental payments.
- Students are taken to the doctor in emergency situations.
- In emergency situations, students would be transported to the Emergency Room or 911 is called.
- We will contact you or their emergency contact as soon as we know the student is stable and being cared for.



Staff escorts students to and from appts.

Birthdays & Christmas

What about birthdays and Christmas? Will they get to celebrate? Do we send gifts?

- For Birthdays and Christmas you may send gifts, just make sure they are marked as gifts on the box, that way they can be given on the appropriate day after being checked in as appropriate.
- For Christmas, we plan events and outings for the student body during the season.



Family photo during Holiday Family Day

ROADMAP

**PHASE 1:
INDUCTION**

~ 2 MONTHS

**PHASE 2:
TRAINING**

~ 3 MONTHS

**PHASE 3:
DISCIPLESHIP**

~ 4 MONTHS

**PHASE 4:
INTERNSHIP**

~ 6 MONTHS

**TRANSITION
HOME**

RE-ENTRY



INDUCTION PHASE

BEGIN TO TEACH THE STUDENT HOW LIFE CAN BE FULFILLING WITHOUT ADDICTIONS BECAUSE OF THE LOVE OF JESUS CHRIST.

01

Spiritual Objectives

- To introduce students to the basic tenants of faith in Christ.
- To introduce students to apologetics, addressing any doubts our questions they may have regarding faith and the Bible.
- To facilitate an environment where each student feels like they are able to make a personal decision to follow Christ, that is fully their own.
- To teach students about baptism in all forms and give them opportunities for water baptism.

02

Social & Emotional Objectives

- To help students learn about and adjust to their new environment.
- To help students identify where they are emotionally and to see how these emotions have effected their past actions.
- To help students identify new ways to cope with their emotions (i.e. prayer, the Holy Spirit, exercise, new coping mechanisms).

03

Life Skills & Physical Objectives

- To introduce students to a structured schedule and the importance of developing discipline and structure.
- To introduce students to regular chore & work projects to encourage the growth of their work ethic & to provide them with a sense of accomplishment.
- To introduce students to regular and challenging exercise to help them detox and get their physical health back on track.

04

Addiction Education Objectives

- To help students understand that they are here as a result of their own choices.
- To confront any denial regarding addiction/behavioral issues.
- To help students find the root cause of their addiction.

INDUCTION PHASE OVERVIEW

- This phase last approximately 2 months based on the individual student's ability to complete the necessary coursework.
- The first week in the program the student will be involved in an orientation class where they will become familiar with the program and how to complete the coursework.
- Each week the student will participate in up to 13 chapel services, 35 hours of Bible study and minimum 19 hours of work therapy.
- Students also assist in various community service projects and events on the weekends.
- To be considered for promotion to the training phase, a student is required to:
 - Complete the assigned weekly Group Study Classes.



Students engaged in a
Group Study Class

TRAINING PHASE

STUDENTS DEEPEN THEIR RELATIONSHIPS WITH GOD, FAMILY, FRIENDS, AND THEIR MENTORS BY FINDING THEIR IDENTITY IN CHRIST AND GROWING IN THE SPIRITUAL DISCIPLINES.

THEY LEARN HOW TO SEEK RECONCILIATION, SET HEALTHY BOUNDARIES, AND HOW TO DEVELOP HEALTHY, TRUSTWORTHY RELATIONSHIPS.

01

Spiritual Objectives

- To introduce students to the importance and practice of the spiritual disciplines.
- To teach students what it means to and the importance of finding one's identity in Christ.
- To teach students God's design for healthy relationships.

02

Social & Emotional Objectives

- To have students address their feelings and beliefs about God may be hindering their relationship with Him.
- To assist students in exploring and applying new coping skills.
- To allow students to explore and address their current feelings towards their families and friends.
- To help students focus on how their actions have affected those around them.
- To have students understand the importance of confession and apologizing to those they have harmed.

03

Life Skills & Physical Objectives

- To teach students healthy communication skills.
- To emphasize the importance of interdependence, teamwork, and communication in recreational activities.

TRAINING PHASE OVERVIEW

- This phase last approximately 3 months based on the individual student's ability to complete the necessary coursework.
- To be considered for promotion to the Ministering phase, a student is required to:
 - Complete the assigned weekly Group Study Classes and Personalized Learning Contracts assigned by their Minister.
 - Go 30 consecutive days without receiving disciplinary action.
 - Achieve minimum score of 4 in 75% of the areas on the Student Progress Report.



Students engaged in recreational activities

DISCIPLESHIP PHASE

STUDENTS PREPARE THEMSELVES FOR FUTURE SUCCESS BY DEVELOPING SERVANT LEADERSHIP, PERSONAL INTEGRITY AND FAITHFUL OBEDIENCE.

THEY ARE ALSO ENCOURAGED TO FIND VISION AND PURPOSE WITHIN GOD'S WILL FOR THEIR LIVES.

01

Spiritual Objectives

- To model how to follow Christ's example of servant leadership.
- To learn the importance of being filled with the fruit of the Spirit through baptism in the Holy Spirit in order to give to others out of abundance rather than their own efforts.
- To show the importance of growing in faithfulness to God and His plan for their lives
- To learn that God highly values them and has given them each unique gifts, abilities, and purpose

02

Social & Emotional Objectives

- To encourage students to focus on what they can contribute rather than on what they can get from life/family/relationships.
- To have students participate in volunteer & community projects.
- To encourage students to begin rebuilding trust in their relationships, as well as, their faith in God and themselves by living with steadfast integrity and virtue.

03

Life Skills & Physical Objectives

- To build their self-esteem by focusing on their unique skills and abilities.
- To encourage them to accomplish challenging physical goals.

DISCIPLESHIP PHASE OVERVIEW

- This phase last approximately 4 months based on the individual student's ability to complete the necessary coursework.
- There are 2 separate tracks determined by the individual:
 - Ministry Track and Go Home Track
- Students in this phase will take care of store/kitchen/laundry/and campus assistant work details.
- Work details will be 5 days per week and the student will have Sundays as well as one other assigned day off.
- Students in this phase will assist with facilitating 2nd phase classes one day per week.
- To be considered for promotion to the Internship phase, a student is required to:
 - Go 90 consecutive days without receiving disciplinary action.
 - Achieve minimum score of 4 in 75% of the areas on the Student Progress Report.



Students engaged in
community outreach

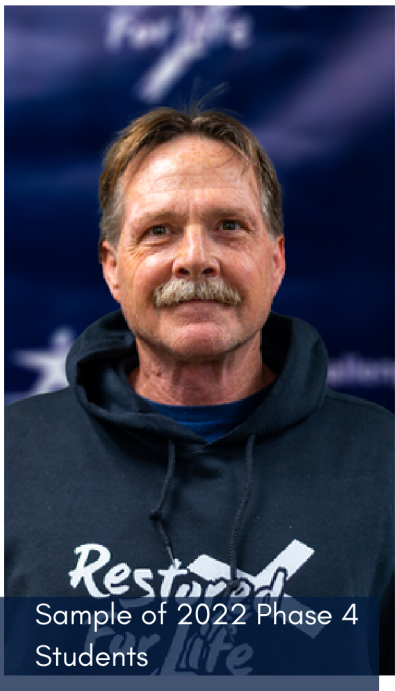
INTERNSHIP PHASE OVERVIEW

Weekdays:

- Must adhere to assigned work schedule. No shift swapping unless pre-approved for emergency reasons.
- Must complete all assigned BRIDGE classes by assigned dates
- Night chapel voluntary
- Devotions must continue and will be checked by the 4th Phase Minister or staff in Phase 4 housing. Can be done on own time - does not have to be in LC at 7:30am.
- Attend Wednesday morning staff training meetings in Administration building.
- Required to have a bank account. **ATCAR** will assist in helping with this process if needed.

Weekends:

- Sunday and Wednesday must attend church. Can go off hill with staff to church unless needed to drive a van or supervise students
 - Weekend work details as needed (events, etc.)



Sample of 2022 Phase 4 Students



INTERNSHIP PHASE OVERVIEW (CONTINUED)

Abilities:

- Allowed to have money, IDs, etc. \$35 weekly stipend to come from **ATCAR**.
- Can go off hill with staff to church unless needed to drive a van or supervise students.
- Live in Phase 4 housing.
- Can have facial hair.
- Can have a phone, laptop, tablet, etc.
- If they have a personal vehicle they cannot use it for 30 days. Must have a staff member or 2 other Phase 4 students with them and must let 4th phase staff know when they are leaving and when they will return. Must be home by 9pm.
- Have the ability to write up students for infractions but it must be signed as well by a minister.
- Held accountable to all staff guidelines. Infractions could lead to discipline, such as but not limited to Life 360 being downloaded, turning in electronics, loss of driving privileges, fines from stipend, or termination from Phase 4 Program.
- No dating in 4th phase.
- Weekend pass eligibility every 60 days with 2 weeks notice and approved persons
- Family pass every 30 days on off days.
- Must check out ATCAR vehicles from Bro. Clarence any time other than work detail.



RE-ENTRY PROGRAM

Details

The Re-Entry Program is available to all students who successfully complete Phase 4 Internship. The term for this program will be 6 months or as agreed upon with Re-Entry supervisor and Program Director. After 6 months everyone in the program for that period will be re-assessed.

There are two payment options (auto bank draft required):

\$150.00 / week Per person for single room.

\$90.00 / week Per person for double room (2 twin beds).

Transportation: Transportation to/from work \$10/day (15 mile radius). Advance notice required (provided first 2 weeks at no charge).

We offer the first 14 days at no cost to allow the student to obtain a paycheck from their job and not have to enter the program in debt but able to pay in advance.

Guidelines & Benefits

Phase 4 Housing Options (specific housing option may be requested but not guaranteed to get requested location, location is at discretion of re-entry supervisor):

- Upstairs lodge has (3) double-twin bedrooms
- 3 Lower campus trailers have (2) double-twin bedrooms
- 3 Lower campus trailers have (5) single bedrooms



- Pay by Friday for the next week, No refunds (Auto bank draft required)
- Random Drug testing
- Housing/Utilities/Food is provided
- Random housing inspections - if damages occur the student is liable
- No visitors in housing
- Required attendance: weekly 4th phase book study, one student small group per week on campus (Tuesday or Thursday evening), Church Service at least once per week at church of student's choice
- Show budgeting plan and assess financial progress monthly or as needed

Optional Benefits:

- Access to all chapel, cafeteria during meal times, possible to-go meals provided with 24 hour advance notice, weekly grocery box from kitchen as available, 8am leadership training with staff training

Curfew:

- 10 pm - if later must make Re-Entry supervisor aware
- If leaving for the night, must make re-entry supervisor aware at least 24 hours in advance of dates not sleeping on campus.

TRANSITIONING HOME

STUDENTS PREPARE FOR THEIR TRANSITION HOME BY SETTING FUTURE CAREER, LIFE, AND EDUCATIONAL GOALS; FINDING A LOCAL CHURCH TO ATTEND; AND DISCUSSING EXPECTATIONS, RULES, AND SAFEGUARDS.

01 **Spiritual Objectives**

- To encourage students to grow in and pray for increased faith and hope for their future.
- To encourage students to seek out what God has gifted them for and called them to do with their lives.
- To teach students the importance of being an ambassador of Christ within whatever future He calls them to.
- To teach students the spiritual principle of perseverance and finishing the race.

02 **Social & Emotional Objectives**

- To help students process how their current actions can either set them up for success or sabotage their future goals.
- To help students confront fears and lies they may be holding on to regarding their abilities, worthiness, or hope for the future.
- To assist students in developing a working model of what transition looks like for them and what boundaries/relationships will be appropriate.
- To facilitate conversation and dialogue between students and their families in regards to their fears, expectations, and hopes for their return home.
- To help families develop a "Family Covenant" that establishes healthy expectations and boundaries for the return home.

03 **Life Skills & Physical Objectives**

- To help students further their understanding of their unique strengths.
- To help students set future career goals and to make an action plan to accomplish these goals.

FAMILY PASSES & VISITS

RESTORING HOPE IN FAMILY

Family visits are critical times for our students to reconnect with their families. This is a great opportunity for you, as a family member, to reassure and encourage your loved one about their enrollment in the **ATCAR** program. As a family member, you may experience manipulation on these passes from your loved one. It is of utmost importance, that you hold your ground, abide by the rules, and reiterate that they are exactly where they need to be.

Again, we are a team in this process. Holding steadfast to the rules and requirements of pass weekends will not only give you peace of mind, but it will allow for more fruitful visits as he advances through the program.



GENERAL GUIDELINES

What To Expect

You can expect some of the following behaviors from your loved one during family visits:

- Complaining about the program (especially during early visits)
- Manipulation directed towards you.
- Attempts to use phone, Facebook, social media to contact friends or family members.
- Asking for removal from the program (especially during 2nd/3rd Pass)
- Processing of spiritual and emotional struggles.
- Family can expect their loved one to “emote” about some of the difficulties they may be experiencing as they grow in their relationship with you and the Lord.
- Asking for new clothes, shoes, etc.

Recommendations For You

As a family, we encourage you to do the following on your visits:

- Establish control and boundaries during your visits.
- **Encourage, encourage, and encourage!**
- If you’re struggling throughout the visit, speak with the student’s Minister about it.
- Don’t be afraid to end the pass early if your loved one is being non-compliant.
- Maintain control of the visit and keep them busy with family activities.
- As they see you are controlling the tempo, their efforts to push the boundaries may weaken.

General Rules

- NO bringing back unapproved items.
- NO contacting old friends, girlfriends, etc.
- NO use of social media, cell phones, etc.
- Students **MUST** be supervised at all times during pass.
- Students **MUST** be checked-in by a staff member upon return to campus. Students will be searched by on-duty staff upon return.



7-DAY HOME PASS

Overview

- This pass is a 7-day overnight pass at your home.
- Students may leave campus on the last Friday of the month as early as 9:00 am. Students must return to campus the following Friday by the same time they left.

Travel Arrangements

- Please speak with your student's minister before scheduling or booking travel arrangements to ensure everyone is on the same page.
- Students may be picked up on Friday at 9 am or later and must be returned the following Friday at the time they were picked up.
- If flights are required, flight departures must be AFTER 8 am, if possible.
- We can provide transport to Little Rock, AR Airport and Little Rock, AR and Malvern, AR Greyhound stations.

General Rules

- NO bringing back unapproved items.
- NO tobacco, alcohol, or drug use.
- Student should refrain from contacting old friends, girlfriends, etc.
- Students MUST be checked-in with a staff member upon return to campus.
- Students will be searched by on-duty staff upon return.
- Students should attend church while home and speak with the pastor about mentorship after graduation.



PASS/VISIT

Spend time together as a family.

Attend church at least once. Possibly connect your loved one with the pastor or a mentor that they can visit with upon graduation.

Stay away from triggers, such as, but not limited to, old friends and girlfriends; bars or restaurants with bars in them; etc.

Set curfews.

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If they go anywhere alone, have them tell you where they will be going, who will be there (if anyone), and when they will be back.

Make sure they are reachable at all times.

If you are a smoker, please do not smoke around them to avoid tempting them.

Talk with them about what has changed so far and what will be different after graduation.

GRADUATION/ PROMOTION CEREMONY



Completing the program
into Phase 4



Graduating Phase 4 into
staff

- Held each month on the fourth Friday at 2:30 pm.
- Each of our Graduates and Phase 3 promoters give testimony and are honored.
- Families are encouraged to attend these services to acknowledge the accomplishment of the students.
- Families will be made aware of the specific date for their student's promotion and graduation.
- All visitors for graduation and promotion will need to register with the student's minister and check-in upon arrival.
- Ceremony will be live streamed on our Facebook page:

www.facebook.com/TCARKANSAS

FAMILY INVOLVEMENT



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