



1044 Eagle Harbor Lane
Summerville, SC 29803
www.eagleharborkids.org
OFFICE: 803.688.5995
FAX: 803.688.5996

Attn:
Angie Johnson



1044 Eagle Harbor Lane Summerville, SC 29483
Office: 843.688.5995 FAX: 843.688.5996
www.eagleharborkids.org

Dear Prospective Eagle Harbor Family:

Eagle Harbor is a Christ-centered, professional Child Care organization for abused, neglected, orphaned, abandoned, and homeless children. Eagle Harbor exists for the development of young men who are focused, committed, full of character and integrity, disciplined, sound in all areas, and experiencing a daily walk with Christ by providing a solid Christian home for children needing a chance. Eagle Harbor provides programs and services designed to strengthen and support the total development of the children entrusted to its care.

The children of Eagle Harbor are exposed to spiritual principles on a consistent basis. They are involved in church, and family devotions. It is very important that the children are not exposed to certain things. The Houseparents of Eagle Harbor are dedicated to this principle by carefully censoring the media material to which the children are exposed, especially movies and music. This poses a big problem because it is very difficult to be with the children on a 24-hour basis. We must depend on you to enforce our standards and policies with your children, especially during home visits with the child is in your care. Consistency is key in your child's growing process.

Along with your child being admitted Eagle Harbor, there are some things that we ask of the family. In order for us to be effective with your child, we will need your full cooperation. It may be necessary for some changes to take place within your family.

1. Always inform your child's Eagle Harbor Social Worker when you are considering taking your child home, **before that possibility is mentioned to your child.**
2. It is imperative that you **never give your child a date or time-frame of when he will be returning home.** It makes it impossible for the child to cooperate once they know or think they are leaving Eagle Harbor. This automatically sets them up for failure because they are not emotionally mature enough to handle this type of decision.

In addition to the above areas of concern, we believe it is imperative for the family to have some financial responsibilities toward the care of the child. We feel that families are usually more invested in the care of their children when they have somewhat of a financial tie. **Ability to pay board payments will not be a consideration for the placement of your child.** However, we feel that each family can afford a little something of what you would be spending on the child if they were at home. At the time of admission, you will be asked to make a commitment to contribute toward the care of your child. Please begin to pray about the amount you will be able to pay to provide care for your child.

Dear Parent or Guardian,

Thank you so much for your consideration in allowing Eagle Harbor to serve your child. Please keep this letter as a checklist of information the Child Care Staff will need in order to consider your child's completed application. Please be as thorough as possible when filling out the application. All requested information on the application must be provided to us if we are to consider your child for placement. You are encouraged to provide all of the information below within 15 days if possible.

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE APPLICATION IN ORDER TO CONSIDER THE CHILD FOR PLACEMENT TO EAGLE HARBOR. AS SOON AS WE HAVE RECEIVED ALL REQUIRED PAPERWORK, YOU WILL BE CONTACTED WITHIN 30 DAYS REGARDING THE ACCEPTANCE OF THE CHILD.

- ___ 1. **COPY OF CUSTODY ORDER** (if parents are divorced or if person holding custody is not the biological parent of the child) and any agreement with parent or person holding legal custody.
- ___ 2. **COPY OF BIRTH CERTIFICATE** (certified copy will be needed at placement).
- ___ 3. **WRITTEN FAMILY HISTORY:** important events, health history, family relationships (especially immediate family, grandparents, and any other significant relationships with extended family members).
- ___ 4. **WRITTEN PERSONAL HISTORY OF THE CHILD:** physical characteristics and appearance, health history, past experiences which may affect future adjustment and placement, and any other important personal information (moves, divorce in family, abuse of any form, etc.).
- ___ 5. **COPY OF SCHOOL RECORDS:** including any academic testing done by previous or current school.
- ___ 6. **CURRENT PSYCHOLOGICAL EVALUATION:** "current" is defined as "within the past 12 months." Evaluation should include a summary and recommendations, intelligence and personality testing, and any other testing deemed important by the professional testing your child, in consideration of placement in a residential children's home. Please feel free to call us if you have any questions about this requirement.
- ___ 7. **COPY OF SOCIAL SECURITY CARD** (original card will be needed at time of placement).
- ___ 8. **COPY OF IMMUNIZATION RECORDS.**
- ___ 9. **MEDICAL EXAM FORM:** All children applying to Eagle Harbor must have a physical. Hepatitis A&B screening, HIV test results, and TB test results. Please use the form included in this packet.

After the Child Care Staff receives all of the above items, they will contact you regarding an interview within 30 days. During the interview, acceptance, placement, and the waiting list will be discussed with you regarding your child. Please do not hesitate to call if you have any questions.

Thank you,

Eagle Harbor Child Care Staff



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STATEMENT OF FAITH

Doctrinal Statements

Eagle Harbor, its Board of Directors and the operational staff do hereby make these statements concerning our basic doctrinal beliefs:

- 1. All humanity is the result of divine creation by God.*
- 2. The Holy Bible is the infallible word of God.*
- 3. The Lord Jesus Christ of Nazareth is the Messiah and the Son of God who was born of the virgin, lived a sinless life, was crucified, buried and rose from the grave on the third day. He is the Living God.*
- 4. We will continually search the scriptures and depend on the leadership of the Holy Spirit for the direction of the Eagle Harbor programs, as well as in our personal lives.*
- 5. One can experience forgiveness of sins and eternal life only through the grace provided through Jesus Christ and giving Him control of our lives (mind, emotions and will).*



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APPLICATION FOR ADMISSION

PLEASE COMPLETE EACH ITEM OF THIS APPLICATION:

I. REFERRAL

Who referred the child to Eagle Harbor? _____
Relationship to the child: _____ Phone: _____

II. CHILD FOR WHOM APPLICATION IS BEING MADE

Name: _____ Date of Birth: _____
Sex: _____ Race: _____ Height: _____ Weight: _____
Social Security Number: _____ Place of Birth: _____
Grade in School: _____ Name of School: _____
Address of School: _____
Church Member? _____ Religious Affiliation: _____

III. WHO IS THE CHILD LIVING WITH NOW?

Name: _____ Phone: _____
Address: _____
Relationship to Child: _____

IV. PREVIOUS PLACEMENT OF CHILD:

PLACEMENT:	DATES:	REASON FOR PLACEMENT:	WHY PLACEMENT ENDED:
1.			
2.			
3.			

V. WHO HAS LEGAL CUSTODY OF THE CHILD?

Name: _____ Phone: _____
 Address: _____
 Relationship to Child: _____

VI. INFORMATION ABOUT PARENTS/STEP-PARENTS:

FATHER	MOTHER
Name: _____ Address: _____ Phone: Home _____ Work _____ Place of Employment: _____ Date of Birth: _____ Date of Marriage: _____ How/Date Terminated: _____ Religion: _____ Education: _____ Occupation: _____ Health: _____ Military Record: _____ Soc. Sec. No.: _____ Income: _____	Name: _____ Address: _____ Phone: Home _____ Work _____ Place of Employment: _____ Date of Birth: _____ Date of Marriage: _____ How/Date Terminated: _____ Religion: _____ Education: _____ Occupation: _____ Health: _____ Military Record: _____ Soc. Sec. No.: _____ Income: _____
STEP-MOTHER	STEP-FATHER
Name: _____ Address: _____ Phone: Home _____ Work _____ Place of Employment: _____ Date of Birth: _____ Date of Marriage: _____ How/Date Terminated: _____ Religion: _____ Education: _____ Occupation: _____ Health: _____ Military Record: _____ Soc. Sec. No.: _____ Income: _____	Name: _____ Address: _____ Phone: Home _____ Work _____ Place of Employment: _____ Date of Birth: _____ Date of Marriage: _____ How/Date Terminated: _____ Religion: _____ Education: _____ Occupation: _____ Health: _____ Military Record: _____ Soc. Sec. No.: _____ Income: _____

VII. OTHER CHILDREN IN THE FAMILY (INCLUDE MARRIED CHILDREN):

NAME:	DATE OF BIRTH:	PHONE NUMBER:	ADDRESS:

VIII. INTERESTED RELATIVES:

NAME:	RELATIONSHIP TO CHILD:	PHONE NUMBER:	ADDRESS:

IX. WHAT OTHER INDIVIDUALS OR AGENCIES (PASTORS, CHILD WELFARE, ETC.) HAVE BEEN IN CONTACT WITH FAMILY AND KNOW ABOUT THE EXISTING SITUATION/PROBLEM?

NAME:	RELATIONSHIP TO CHILD:	PHONE NUMBER:	ADDRESS:

X. HAS THE CHILD HAD A PSYCHOLOGICAL EVALUATION? Yes__ No__
IF YES, BY WHOM?

Name: _____ Phone: _____
 Address: _____
 Date of Evaluation: _____

XI. DOES THE CHILD RECEIVE ANY OF THE FOLLOWING INCOMES OR BENEFITS?

Social Security Amount: _____ Claim No. _____
 VA Benefits Amount: _____ Claim No. _____

XII. DO YOU CARRY INSURANCE ON THE CHILD?

Medical Name of Insurance Co.: _____
Policy Number: _____
Does it include hospitalization coverage: _____

Dental Name of Insurance Co.: _____
Policy Number: _____

XIII. DOES THE CHILD KNOW ABOUT PLANS FOR PLACEMENT? _____

If yes, how does the child feel about possible placement? _____

XIV. GENERAL INFORMATION ABOUT CHILD

A. Reason for referral to Eagle Harbor: _____

B. Check any of the following the child has been involved in at home or school.
Give explanations on a separate sheet of paper:

Smoking Use of any drugs Truancy
 Stealing/shoplifting Use of alcohol Fighting
 Other contacts with police Sexually active Fires

C. Please answer all questions and give details on a separate sheet of paper for Any "Yes" answers.

1. Has the child had a history of sexual abuse? Yes___ No ___
If yes, was the child a victim or perpetrator? _____

2. Has the child been physically abused? Yes___ No ___

3. Has child been physically abusive towards others? Yes___ No ___

4. Have criminal charges ever been filed on child? Yes___ No ___

D. Describe the child's behavior and personality:

E. What are his interests, abilities, and accomplishments?

XV. FAMILY AND SOCIAL RELATIONSHIP INFORMATION

A. Stressful events during previous 12 months. Please check all which apply and use the space below to explain:

- | | |
|---|---|
| <input type="checkbox"/> Jail term of family member | <input type="checkbox"/> Change in marital status |
| <input type="checkbox"/> Death of close family member | <input type="checkbox"/> Parent's loss of job |
| <input type="checkbox"/> Illness of family member | <input type="checkbox"/> Other: _____ |

Explain: _____

B. Relationships: How does the child interact with the following people?

1. Parents: _____

2. Brothers/Sisters: _____

3. Friends: _____

4. Authority Figures: _____

XVI. PLACEMENT GOALS: (Include estimated length of stay, what you hope Eagle Harbor can do for your child, and your goals for change in your family during placement of your child):

XVII. MEDICAL AND SCHOOL HISTORY

Is child in good health? _____ If not, explain: _____

Is child presently taking any prescribed medications? _____
If yes, list names, dosages, and purposes of medications: _____

Child's current school grade: _____
If child is in a Special Education program (LD, EC, etc.), please explain: _____

What is the child's attitude toward school? Explain: _____

What are the child's average grades? _____

Has the child ever had to repeat a year in school? _____
What grade(s)? _____
Explain: _____

Describe the child's general school behavior: _____

I PROCLAIM THAT ALL OF THE PREVIOUSLY GIVEN INFORMATION IN THIS APPLICATION IS TRUE AND FULLY EXPLAINED TO THE BEST OF MY KNOWLEDGE. IF ANY INFORMATION IS DETERMINED TO BE FALSE OR MISLEADING, I AGREE THAT IT CAN BE SUFFICIENT REASON FOR TERMINATION OF THIS APPLICATION OR POSSIBLE RELEASE OF THE CHILD FROM EAGLE HARBOR. I FURTHER UNDERSTAND THAT EAGLE HARBOR CANNOT BE HELD LIABLE OR RESPONSIBLE FOR ANY TYPE OF DAMAGE FROM FALSE OR MISLEADING INFORMATION.

SIGNATURE OF PERSON COMPLETING APPLICATION

DATE

RELATIONSHIP TO CHILD

MEDICAL EXAM FORM

CHILD'S NAME: _____ **DOB:** _____

SEX: _____ **DATE OF EXAMINATION:** _____

Birth Height: _____ Birth Weight: _____

Skin: _____ Lungs: _____ Heart: _____

Eyes: _____ Ears: _____ Throat: _____

Nose: _____ Teeth: _____ Glands: _____

Abdomen: _____ Sight: _____ Hearing: _____

Current: **Height:** _____ **Weight:** _____
 Temperature: _____ **Respir.:** _____
 Pulse: _____ **Blood Pressure:** _____

The following tests and results are required for any child making application to this facility. Please mail or attach copies of actual lab reports for blood tests:

TEST	DATE	RESULTS
URINALYSIS		
HEMOGLOBIN		
TB SKIN TEST		
HIV		
HEPATITIS A, B, & C		
OTHER (if indicated)		

COMMENTS:

I examined this child on the above date and found him to be free of contagious and infectious diseases. If not, explanation can be found on reverse side of this form.

DATE: _____ PHYSICIAN'S SIGNATURE: _____

VISITATION, CALLS & CORRESPONDENCE **AUTHORIZATION AND POLICIES**

Overview. The following are Eagle Harbor's visitation, calls and correspondence policies. Eagle Harbor is a long-term placement facility, and its visitation policies reflect its pursuit to help the children long-term. Eagle Harbor acknowledges and understands that most family ties are strong and important. The Child Care Staff will use extreme discernment and discretion when dealing with each child and their individual visitation rights.

Supervised. The Child Care Staff may determine visitation, calls or correspondence a child has with his biological parents. Guardians, family members or friends must be supervised for various reasons. This determination by Child Care Staff will be made during the pre-placement assessment and may be made throughout the child's residency. A member of the Child Care Staff will supervise the visit, call or correspondence. The child and the friend or family member will be made aware that the visit, call or correspondence is being supervised (i.e. if the mother of a child calls and the call must be supervised, Houseparents will let them know they are on the line at the beginning of the call).

First 15 Days. In order to facilitate the children's adjustment to their new Houseparents, home and surroundings, visitation, phone calls and contact by mail from their biological parents, guardians, family members or friends made prior to their arrival are prohibited for the first 15 days of placement, unless it is a child in Department of Social Service custody.

Monthly Visitation. The children have monthly visitation on predetermined Sundays (every other) during the months of January, February, April, May, July, August, September and November (the non-home visit months). Those biological parents, guardians, family members or friends the children made prior to their arrival to Eagle Harbor, approved by the Child Care Staff, may come to visit the children from 2:00pm-4:00pm. Ideally, visitors should make arrangements directly with the Houseparents of the child no later than Wednesday prior to the requested monthly visit. Visitors should not arrive before 2:00pm and should not stay past 4:00pm, unless special permission was obtained from the Child Care Staff prior to the visit. The Child Care Staff, through their discretion, may reduce the time allotment children spend with visitors.

Three Types of Sunday Visitation:

- Supervised On-Ranch Visitation- Child's visitation will be supervised by the Houseparents or Social Worker. Visitors should remain in the house or yard while visiting the child.
- Unsupervised On-Ranch Visitation- The child and his visitors may visit on the Ranch without direct supervision. The child and his visitors may not leave Eagle Harbor for any reason. The children on B, C or D-level receive this privilege.
- Off-Ranch Visitation- Visitors may take the child off Eagle Harbor to the mall, Putt-Putt, out to eat, etc. The children on off-Ranch visitation must be on A-level to obtain this privilege. Off-Ranch visitation is considered to be a privilege for these children on A-level who are mature and can handle the pressures attributed to off-Ranch visitation.

Summer Visit. The children can take one week of vacation with person(s) approved by the Child Care Staff during the first full week of June every year. Their vacation starts on Saturday at 12:00pm, and ends on Sunday (8days later) at 6:00pm.

Christmas Visit. The children can take one week of vacation with person(s) approved by the Child Care Staff during December 25th, Christmas Day, through January 1st, New Year's Day.

Their vacation starts on December 25th at 12:00pm and ends on January 1st at 6:00pm. Every effort will be made by the Child Care Staff to place the children during the Christmas week.

Weekend Visits. The children can have two weekends a year to visit with person(s) approved by the Child Care Staff and the placing agency. These persons/homes must be licensed foster homes. These weekends will be predetermined weekends during the months of March and October. Their weekend vacation shall start at 3:30pm after school on Friday and end on Monday morning at 7:45am. The person who the child is visiting must have the child back at school on Monday morning or make prior arrangements with the Houseparents of the child.

Uninvited Guests. If a person(s) shows up at the child's home uninvited, claiming to be an old friend or relative, the child's Houseparents will explain Eagle Harbor's visitation policy to them and make Eagle Harbor's Director aware of the uninvited guest. The Director, if he is in a position to do so, will come and talk to the uninvited guest. If the Director cannot come, the Houseparent needs to ask the uninvited guest to leave and give them the Director's phone number to call.

Phone Calls to Parents and Guardians. Each child is allowed to make one phone call or to receive one phone call from his family each week. Telephone use to parents and family is an unearned privilege that cannot be taken away from the children and cannot be used as disciplinary measures by the Houseparents. Children may not call his parent(s) or guardian(s) the first fifteen days of their initial placement. Additional calls to and from parents or family are for emergency purposes only. If the child's parents are divorced, the child may make one call per parent per week with approval of Child Care Staff. Children in DSS custody may call their caseworkers or the emergency hotline at any time.

Time Allotment. Children are to have their Houseparents' permission before using the phone. The children are allowed up to three phone calls to/from different family members per week, not totaling more than twenty minutes. No one phone call should exceed fifteen minutes. However, depending on the circumstances and the child, Houseparents may give permission to extend that time.

The following persons are authorized to have visiting and telephone privileges with _____ while he is in the care of Eagle Harbor:

I have received a copy of this authorization and the visitation policy when I placed my child in the care of Eagle Harbor.

Parent or Legal Guardian

Date

Social Worker

GENERAL RULES

- Each resident child will attend school.
- Children are not permitted to leave Eagle Harbor without express permission of their Houseparents.
- Children must have their Houseparents' permission before receiving visitors. Visitors must be on the visitation list, as approved by the Child Care Staff. Standard visitation is once a month on Sundays from 2:00pm-4:00pm. Exceptions to this may be approved by the Director if it is a positive experience for this child. Visits must be scheduled in advance with the Houseparents by Wednesday prior to the visit.
- The use of non-prescription or illegal drugs is prohibited for both children and staff. All medication must be taken under adult supervision and will be stored by staff (double-locked). This includes over-the-counter pain relievers, cold or allergy medicine, vitamins, etc.
- The use of alcoholic beverages by a child or staff member is absolutely prohibited.
- The use of tobacco in any form (smoking, dipping, chewing, etc.) by a child or staff member is absolutely prohibited.
- The use of curse words, swearing, using God's name in vain, vulgar or offensive slang and name calling by children or staff is prohibited. Any violation will be dealt with severely.
- Children are to demonstrate respect by using appropriate terms such as "please", "thank you", yes sir or yes ma'am", etc. Courtesy is to be used at all times.
- Double dating is allowed at age 15 and single dating is allowed at age 16:
(1) after a teen has lived at Eagle Harbor for an amount of time sufficient for the staff to determine his readiness to be in a dating situation, (2) when a teen is on A or B level in the home, (3) at the Houseparents' discretion, and (4) if approved by the Child Care Staff.
If a child in DSS custody desires to date, then a plan may be developed with Eagle Harbor, the placing agency and the child, with the placement agency having the ultimate authority in this matter.
- Children are not allowed to use the telephone without permission from the Houseparents, and not after 10:00pm.
- Each child will be responsible for keeping his room clean and for doing chores, both age and functioning appropriate, in the home. Allowances and level system will be based on performance, attitude and demonstration of responsibility. Children, 15 years old and older will be responsible for doing their own laundry.
- Each resident will be taught and expected to use proper table manners and is expected to ask to be excused from the table after each meal.
- Movies and music will be screened by Houseparents. Inappropriate choices will not be allowed.

- Houseparents are responsible to teach and see that each child follows proper personal hygiene habits.
- Regular attendance at Sunday worship services, as well as any other church activities or services which Houseparents deem necessary, is required. Extra curricular activities with church youth groups are highly encouraged. If needed, non-Christian children will be provided with an alternative, such as attending services with a resource parent.
- Consumption of sweet drinks, candy, etc. should be limited and is under the control of the Houseparents. Suitable and nutritional snacks should be provided.
- Children are not allowed to swim unless monitored by a certified lifeguard and must abide by posted pool or lake signs.
- Children are to wear lifejackets in any water vehicles.
- Mail for all residents of Eagle Harbor comes into the office each day, is sorted, and may be picked up by adults only.
- No borrowing, trading or selling among children without the approval of Houseparents and guardians.
- Children are not allowed to be left alone in the house at all.
- Children are not allowed in the food and clothing storage areas without an adult present.
- No riding bikes or skateboards around the office during office hours. No riding bikes around parked cars at any time.
- Children are not allowed to be in the office area without an adult present.
- Helmets are to be worn by children at all times when riding motors, go-carts or four-wheelers.
- All permitted drivers must drive with an adult staff member.
- Before any motorized vehicle (car, dirt bike, go-cart, etc.) may be brought to Eagle Harbor for use by any of the resident children, approval must first have been received from the Eagle Harbor Director and the placing agency (if DSS placed).
- Residents are not allowed to wear body piercing jewelry. Hair is to be worn clean and neat.
- No satanic/occultist, pornographic or other inappropriate material may be worn or displayed.
- All other rules and regulations as outlined in policy for a specific item must be adhered to by children and staff.