



Admission Day Resident Checklist

What to Bring

- ____ Social Security cards **-AND-** Birth Certificates for yourself and your children
- ____ Financial/income verification documents (such as **prior year tax return**) if not previously provided
- ____ Medicaid/Healthcare cards for yourself and your children **-AND-** Immunization records for each child
- ____ **Names, addresses and phone numbers of person(s) with current legal and/or physical custody and copy of court order** if not previously provided (DSS Caseworker if in DSS custody) and **list of approved contacts for you and your children**
- ____ **8 outfits (mother) in disposable or launderable carrier - needs to include business (work) casual, casual clothing for weekends, and dress attire for church or special events.** Please refer to the Dress Code in the Handbook for guidelines on type of clothing that is permitted). If you do have the required outfits staff will assist you at admission in obtaining what you need. *Please do not bring more than this amount.*
- ____ **8 outfits for up to 8 days (per each child),** including school clothing, play and casual clothing for weekends and evenings. *Please do not bring more than this amount.*
- ____ **Sets of pajamas adequate for up to 8 days** for yourself and each child. *Please do not bring more than this amount.*
- ____ **Shoes** - shower shoes (flip flops), closed toe shoes for work assignments, dress shoes for church/special events, casual shoes or sneakers for athletic events. **No more than 5 pairs of shoes per family member.**
- ____ **Undergarments sufficient for 8 days** for yourself and each child. *Please do not bring more than this amount.*
- ____ **Weather/event specific garments:** Jacket or sweater/sweatshirt, hat, and swimsuit. **No more than 1 of each per person.**
- ____ **Toiletries** (basics will be provided for you as needed)
- ____ **Medications** (please bring a **print-out of your prescriptions from your pharmacy** for all medications that you're bringing for yourself/children) ***Medications **MUST** arrive in their original bottle, or they will be properly disposed of

Note: Over-the-counter medications will be available as needed.

Below are items which will be provided; however, you may bring the following if desired:

- ____ Sheets (1 set each, twin) for yourself and your school age child
- ____ Towels (1 set each) for yourself and your child
- ____ Pillow (1 per bed) for yourself and your child

Please refer to your Handbook for list of prohibited items (what NOT to bring) with you on Admission Day.

Please limit the personal valuables that you bring with you – a few framed photos and a few items of jewelry will be acceptable.

There will be a designated area in which you may store your valuables if you choose; however, you are responsible for your belongings and will be expected to complete a Belongings Inventory.

- ____ Completed **Pre-Admission Day paperwork** (see Page 2 for instructions)

What Should I Expect on Admission Day?

Several Starlight Recovery staff will meet with you and/or your children. Upon arrival you will be given time to say temporary goodbyes to any family member(s) who provided transport. This will occur outside the Program Center.

Upon entering the Program Center, you and/or your children will complete health and safety screening(s) which will include Covid testing and completion of Health Questionnaires. When it is determined that there are no health and safety risks to be addressed, you will meet with Starlight staff to complete drug screening and to engage in the processing of your family belongings, including any prescription or over-the-counter medication(s) that you have brought with you.

Next, you will meet with Starlight staff to review the forms, documents, and records you've brought with you and to complete and sign additional admission paperwork.

Upon completion of these steps, you and your family will begin the process of settling into your assigned Starlight cottage.

Please note: Admission Day can be a lengthy process; however, completing the checklist, preparing needed items, and completing necessary paperwork will significantly reduce the time involved.

Instructions for Completing Pre-Admission Paperwork:

- **Please review the enclosed paperwork carefully** and complete each document legibly and accurately. Completing this documentation prior to Admission Day is vital to ensuring that your Admission Day runs smoothly and as quickly as possible.
- **Please do not fill in any blanks that you're uncertain about or have questions about** – the documents will all be reviewed with you on Admission Day and you may ask questions and receive assistance at that time.
- You are welcome to contact the Family Advocate and Case Manager with any questions prior to Admission Day.
- **Please do NOT sign or date the documents prior to Admission Day** – you will review, sign and date the documents in the presence of the Family Advocate and Case Manager and Program Director on Admission Day (the documents will be co-signed by a witness). Simply complete everything on the forms except the signature and the date.
- **Please bring all the completed paperwork with you on Admission Day (along with the other requested records)** – this is **VERY** important as your Admission Day will not be able to be finalized without this documentation.
- **Please note:** There will be some additional documentation, not enclosed, which you will complete on Admission Day with the help of the Family Advocate and Case Manager.