



## SPAULDING YOUTH CENTER

### Spaulding Youth Center Admission Department's Plan for Interviews and Admissions

March 20, 2020

Dear Parents, Guardians and Referral Source Representatives,

In response to the current pandemic and to help reduce the potential spread of COVID-19, Spaulding is discontinuing all campus events and meetings per the recommendations of the CDC and NH DHHS Division of Public Health Services. At this time, Spaulding will continue to review all referrals for individuals needing our academic, residential and therapeutic services. If that changes, we will issue an update.

We want you to be aware of our emergency response and the actions we are taking regarding child/family interviews and pre admission screenings.

- All referrals will continue to be accepted and reviewed by the Admissions Department. The pace of the process may be impacted due to the availability of all resources and information needed to responsibly conduct our reviews.
- Once the decision is made to move forward with an interview, we will need to conduct the meeting via FaceTime, Zoom or other agreed upon online options.
- All meeting participants who have video conferencing capability and an email account will be invited and instructed on how to connect.
- If video conferencing is not an option we may not be able to move forward in the process.
- No on campus tours will be allowed as part of the process, however we offer many videos via our website that may be highly useful for those who have never been to our campus.
- A phone screening process will be used prior to the admission date to confirm a student's readiness for on campus services and admission. We reserve the right to delay admission due to the health of the student and their immediate family.
- Admission dates may be delayed based on pandemic circumstances, staffing or other considerations.

As you know some of the students we serve may have medical conditions that can increase their risk of serious COVID-19 symptoms. We are using an abundance of caution to ensure the health of all of our students, staff and families.

We greatly appreciate your patience and cooperation. As this situation evolves we will update you with any changes that may be necessary.

Thank you,

The Leadership and Staff at Spaulding