



## **PACKAGE POLICY**

The New Outlook Academy will provide everything your child needs while at the school, including hygiene products and clothing. However, we recognize that students also enjoy receiving items of their own. In order to send items to your child, please review and follow the guidelines indicated below:

Students may receive no more than two deliveries per month. To ensure safety, all packages must be shipped directly from a retail vendor such as Wal-Mart or Amazon. Packages shipped directly from a person will be returned without being opened. Also for the protection of our students and staff, packages will be opened in the presence of staff. Any items that are not approved will be stored in the student's secure, personal bin and returned upon discharge.

### Examples of approved items:

- Shampoo and Conditioner and Body Wash
- Brushes and Combs, Hair Ties and/or Clips
- Sanitary Pads and/or Tampons
- Lotion and Face Wash
- Toothpaste and Toothbrush
- Deodorant (non-aerosol)
- Chapstick
- Underwear, Bra and Socks (must be age-appropriate and without underwire)
- Pencils and Crayons
- Books, Puzzles, Calendars
- Yarn and Crochet Needle

### Examples of prohibited items:

- Sharp or potentially dangerous items, including pencil sharpeners
- Alcohol-Based Products
- Flammable Products
- Make-Up, Hair Extensions, False Nails, Nail Polish
- Anything with references to tobacco, drugs or drug use, pornography, weapons, or violence
- Items that are poisonous if swallowed
- Food and Beverages
- Electronics and Gift Cards

Should you have questions about an item that is not listed above, please contact your child's Counselor or Case Manager for approval before sending.

Please note that students committed to the New Outlook Academy shelter are not permitted to receive packages. New Outlook Academy is not responsible for lost, stolen or damaged items.