

YOUTH & PARENT HANDOUT
EVERGREEN YOUTH AND SHELTER HOME
3001 4TH Ave. South, Great Falls, MT 59405
(406) 727-6900

Philosophy:

The Evergreen Youth & Shelter Home is a community-based facility for youth in need of care and/or intervention. It is an alternative placement method to a more restrictive residential treatment program. It is designed to help youth learn new behavior patterns that will enable them to function in a society that demands accountability for their choices.

Upon entry into Evergreen a resident and her parents will be given this handout of general responsibilities. We are here to help youth develop and acquire the goals of their case plan and to return them home to their family or to place them in a less restrictive environment.

The success of the individual youth depends on their commitment to want to change negative behaviors and their acceptance to placement at Evergreen.

KAIROS YOUTH SERVICES MISSION STATEMENT:

Serving troubled youth and their families in a community-based group home setting to alleviate the emotional, mental, health, legal, and other family difficulties that have resulted in an inability of one or both of these parties to function in a healthy and appropriate manner. Our goal is to help youth adequately adjust to societal norms and expectations. These prevention and early intervention efforts and strategies are embodied in the organization's philosophy of care that embraces the following principles and standards:

- *Recognizing and affirming the importance of family involvement in the behavior change effort
- *Individualized and quality care specific to the unique needs of the adolescent and their family
- *Utilizing the full array of community resources at our disposal to address the afflictions of our clients
- *Assuring that our clients receive the least restrictive level of care, community based whenever appropriate.

Checkout Times:

Weekdays: Step 6 through 4 . . . 7 PM to 9 PM
Step 3 through 1 . . . 7 PM to 9:30 PM

Weekends:

Nights: Step 5 7 PM. to 10 PM.
Step 4 7 PM to 10:30 PM
Step 3 through 1 . . . 7 PM to 11 PM

Days: Step 4 through 2 . . . Noon to 5:30 PM, one weekend afternoon (Saturday or Sunday)
Step 1 Noon to 5:30 PM, both weekend afternoons (Saturday and Sunday)

Phone Privileges:

Weekdays: 7 PM to 9 PM except only emergency calls are taken on Tuesday Group Night

Weekends: 1 PM to 5 PM and 7 PM to 9 PM

Holidays: Same as weekends

Phone calls are limited to 10 minutes. Kairos will pay for one long distance call to immediate family per week.

No phone calls are allowed until dinner and chores are completed.

Phone calls, other than with friends, will only be monitored upon the placing worker's request.

Visits:

Weekdays: 7 – 8 PM Wednesday Night

Weekends: 1 – 3 PM Sunday Afternoon

Visits are limited to immediate family only. We encourage family visits. If you are working or cannot visit during these times, we will try to accommodate you otherwise. Please call 24 hours in advance to let us know you are coming. Visits may not be allowed without notice. Please do not bring in food or drink unless you are bringing enough to share with everyone. Also, any money you are giving to a youth needs to be checked in with the staff first.

MAJOR RULES

Break these rules and you may lose all your privileges and/or be arrested or cited and/or be removed from the Evergreen Youth/Shelter Home.

1. NO drugs/drug paraphernalia, alcohol or tobacco possession or use.
2. NO leaving the Home without staff permission.
3. NO physical or sexual contact between residents.
4. NO threats, violence or any behavior intended to bully or intimidate or scare another resident or staff.
5. NO damage to the Home or any property of the Home. You will pay for any damage you cause.

DAILY LIVING RULES:

- You must ask for permission for any and all daily activities: entering and leaving rooms, getting food and drinks, using the restroom, etc.
- NO swearing
- Clothing cannot show or have words about sex, violence, drugs/alcohol or gangs. Shirts must meet pant waistband, without showing any skin when arms are completely raised and pants must sit at or above the hipbones.

- Your PO/Placement worker and staff must approve of any visitors to the home or with whom you are going on outings. before you go
- The area behind the staff desk is off limits.
- You are to walk, take a city bus or school bus to get to where you need to go. Cars are not allowed while you are in the Home.
- You can keep only \$3.00 or less on you. Any more money than that must be checked in and out from the staff. Staff must approve all purchases and you must bring a receipt to staff for your purchases.
- NO food is allowed beyond the kitchen/dining area.
- You must make your bed and clean your room every morning before leaving for school or outings.
- You must do your assigned chores every day. If you are asked to re-do your chore, you will lose ½ the pay for the chore. If you are asked to re-do the chore a second time you will receive no pay for the chore. Refusal to do your assigned chore will result in a consequence of Off Contact until the chore is completed.
- Daily showers are required and are limited to 10 minutes.
- You must eat the meals that are prepared. If you refuse a prepared meal, you will not get the next snack. If you are hungry later, you will be offered leftovers from the meal you refused. If there are no leftovers, staff will offer you a reasonable alternative. You are not allowed to bring food in from outside unless you bring enough for all residents. If you waste Home food, you will be fined and staff will dish your plate in the future.
- You will get up in the morning when asked. If you refuse, you will follow sick rules. Sick rules mean staying in your room all day and evening and having only soup for meals.
- You must have staff permission to have personal items at the home and all items must be inventoried.
- Bedtime during the week is 9:30 p.m. and 11:00 p.m. during the weekends. Wake up is 6:00 a.m. during the week and by 9:30 a.m. during the weekend. Bedtime means having the light off and your music turned down in your room within 15 minutes and NO talking. You may use the restroom if necessary.
- You must earn the privilege to call persons other than your PO, placement worker or parents. Phone calls, other than with friends, will only be monitored upon the placing worker's request. Phone calls are limited to 10 minutes. You are allowed one (1) 10-minute direct long distance phone call to an approved immediate family member per week. Calling hours are 7:00 to 9:00 p.m. on weekdays (with the exception of group night when no phone

calls are accepted). No phone privileges or TV are allowed unless your chore is satisfactorily completed. No watching MTV or BET on house TV.

- All activities, including but not limited to group outings, checkouts, foosball, Karaoke, and basketball are privileges that must be earned not rights.
- Checkout privileges must be earned and you can only checkout with persons approved by your PO/placement worker and staff. You must complete the sign-out sheet prior to leaving.

CONSEQUENCES

TOTAL RESTRICTION (TR)

- Loss of all checkout privileges (both youth home and family)
- Loss of phone privileges except to caseworker and parents to inform them of the restriction.
- Loss of all outside privileges (walks, basketball, etc)
- No down stairs or day room privileges unless showering or sleeping
- Restricted contact with other youth
- No recreational activities (foosball, video games, etc)
- Only upstairs television privileges w/ staff
- Must shadow staff
- Youth stay in room with ½ hour time outs of room with available staff

How youth can earn a week of TR

- Breaking the law, and/or being ticketed for an offense
- Leaving the property without staff permission (RUN)
- Habitual and assaultive physical contact
- Habitual verbal intimidation or threats to peers
- OSS (this is case by case and depends on seriousness of incident)
- Smoking in the home

How to **lose a step** in the youth home

- An arrest or ticket for a criminal offense
- Run from the home
- Not maintaining appropriate percentages two days in a row

** These offenses may also result in your termination of placement in the youth home

GENERAL RESTRICTION:

- Loss of all youth home checkouts and personal checkouts, according to the level you are in the youth home.

Other natural consequences will be used in other instances. These consequences will vary on a case by case basis, and will be more severe for habitual offenses. These consequences include, but are not limited to: OC for periods of time, early bed time, loss of an outing or checkout privileges, loss of personal items, loss of outdoor privileges, loss of television, writing apology letters to other youth, staff, or parents, etc. These restrictions and consequences will be used at staff's discretion and on a case by case basis.

48 Hour Intake Restriction (IR)

- No checkouts
- Supervised interaction with the other youth
- Calls to parent and placing workers only
- No outside privileges
- May watch television upstairs only
- No recreational activities unless supervised by staff
- Youth is not allowed downstairs unless showering or sleeping

SCHOOL RULES & CONSEQUENCES

All youth attending school will work productively in tutor time after school. They will be expected to attend school all day unless excused by youth home staff. All school related infractions will directly relate to consequences and loss of privileges in the youth home.

CONSEQUENCES FOR SCHOOL INFRACTIONS:

- Detention: Loss of TV privileges for the evening and no checkouts that evening.
- ISS: General Restriction and loss of all recreational privileges for the period of IS and one week of extra chores.
- OSS: One week of total restriction and extra chores. Youth will work on school work during school hours or complete extra chores at staff's request
- PAR: Consequence will vary depending on severity and habitual nature of the offense.
- TRUANCY: Youth will spend the night on OFF CONTACT

- “F’s” on Progress Reports or Report Cards: One hour of homework each week night and two hours each weekend night before any TV, Outing, or Rec. Privilege

PROGRESS REPORTS:

Youth are given a progress report weekly and are required to have them turned in on Thursday, unless case plan states otherwise. The progress report must be completed and signed by each teacher. If a youth fails to bring home a progress report they will have no outing privileges for the weekend, and will be expected to bring the report home the next week. **Habitually late progress reports or lack of progress reports will result in more severe consequences**

**EVERGREEN YOUTH & SHELTER HOME
ADDITIONS TO RULES**

PERSONAL BELONGINGS: There will be NO exchange or borrowing of any personal items which includes but is not limited to clothing, hygiene products, make-up jewelry, shoes, hair accessories, or personal care products. There are no exceptions to this rule. Choosing not to adhere to this rule will not gain sympathy from staff if items are not returned or lost.

WAKE-UP TIMES: All residents will be asked to wake up by 6 a.m. during the week and 10 a.m. on the weekends. Holidays and Summer Vacation days will adhere to weekend times.

LAUNDRY: Residents who do not complete their laundry (wash, fold and put it away) on their designated day will be fined \$2 at staff's discretion.

VISITING: There will be no visiting between residents in each other's bedrooms. All residents need to visit in the common areas only. The visiting areas include both upstairs and downstairs day rooms, the vanity area or the parent visiting room.

CD/MUSIC TAPES: Any music that promotes negative and violent behavior, has excessive offensive language or a high sexual content will be confiscated by staff and kept locked up until resident discharges from the home.

MOVIES: No "horror" movies are allowed in the home. Rated R is OK if not explicitly about gangs or sex.

TV: The TV can not be turned on before school or before 6:30 p.m. after school. Dinner & chores must be done before any TV privilege.

DRINKS: Soda is designated for special occasions only. If a resident has soda on her outings they need to finish it before returning to the home or it will be taken and thrown away.

WALKS: Individual walks and bike rides are granted according to the Step the youth is on.

SEARCHES: Searches will be done randomly on every purse and backpack brought into the home after an outing or school. All purses, pockets, and/or backpacks will be searched before shopping trips and before entering the home after shopping trips.

PHYSICAL CONTACT: There is to be NO PHYSICAL CONTACT between residents. This includes no foot and back rubs, no horsing around on the floor, or lying arms or limbs on each other. This also includes no writing on each other.

TATTOOS AND PIERCINGS: Residents are not allowed to give, or receive tattoos or piercings from other residents while in the home. They may not get new tattoos or piercings while a resident in the home (professionally or nonprofessionally). Therefore only tattoos and piercings present before entering as a resident of the home are permitted.