

WHAT IS THIS HANDBOOK ALL ABOUT?

There are some things you should know before you enter the program that will make your stay here at the Residential Cottages more productive. These things will also help you in getting along with the staff and other youth. When you finish reading this guide, a staff member will review the expectations with you and you will be given a test.



Knowing the correct answers will help you pass this test and do well in the program.

It is important that you understand everything in this handbook as it contains all the answers to the program entrance test.

You will move through the phase system once you show that you understand the behavior program expectations.

If you have any questions, or find something in this orientation handbook that you do not understand, please ask one of the staff to explain it to you!

IMPORTANT INFORMATION ABOUT GRACE COTTAGE

Grace Cottage
Building #3
1825 Faulkland Road
Wilmington, DE 19805

Program Manager: Tanya Banks
Superintendent: Raheem Perkins



The telephone number is (302) 633-2530.

What is this place?

Grace Cottage is a Level IV staff secured residential treatment program designed to address the needs of adjudicated young women and assist them in making a successful transition into the community.

Who are the staff that I will be working with during my placement?

- You will be assigned a Treatment Specialist (TS) who will provide you with, but not limited to, individual counseling, assist you with the development of your treatment and aftercare plans, maintain contact with your family and other supports such as your probation officer regarding your progress in the program. Your TS will meet with you individually at least 1 hour a week.
- You will also be assigned to a Family Crisis Therapist (FCT). The FCT will work with you and your family regarding any issues you may have.
- Medical staff will be on-site every day. If you are sick or injured, report this to a staff immediately.
- You will meet with the Program Psychologist within the first week of your admission for an initial assessment. The psychologist provides limited mental health services to youth in the program.
- You will meet with a Drug and Alcohol Counselor, if necessary. Crisis services are available to you during off hours. If you have a mental health or counseling need, please inform staff and they will arrange for you to meet with the psychologist or Drug and Alcohol Counselor.

IMPORTANT INFORMATION ABOUT MOWLDS COTTAGE

Mowlds Cottage
Building #7
1825 Faulkland Road
Wilmington, DE 19805



Program Manager: Brian Dietz
Superintendent: Raheem Perkins

The telephone number is (302) 892-6494.

What is this place?

Mowlds Cottage is a Level IV staff secured residential treatment program designed to address the needs of adjudicated young men and assist them in making a successful transition into the community. Youth may be committed to the program from the community or transition to the program after they have completed the Ferris School Program.

Who are the staff that I will be working with during my placement?

- You will be assigned a Treatment Specialist (TS) who will provide you with, but not limited to, individual counseling, assist you with the development of your treatment and aftercare plans, maintain contact with your family and other supports such as your probation officer regarding your progress in the program. Your TS will meet with you individually at least 1 hour a week.
- Medical staff will be on-site every day. If you are sick or injured, report this to a staff immediately.
- You will meet with the Program Psychologist within the first week of your admission for an initial assessment. The psychologist provides limited mental health services to youth in the program.
- You will meet with a Drug and Alcohol Counselor, if necessary. Crisis services are available to you during off hours. If you have a mental health or counseling need, please inform staff and they will arrange for you to meet with the psychologist or Drug and Alcohol Counselor.

IMPORTANT INFORMATION ABOUT SNOWDEN COTTAGE

Snowden Cottage
Building #8
1825 Faulkland Road
Wilmington, DE 19805



Program Manager:
Superintendent: Raheem Perkins

The telephone number is (302) 892-6465.

What is this place?

Snowden Cottage is a Level IV staff secured residential treatment program designed to address the needs of adjudicated young men and assist them in making a successful transition into the community.

Who are the staff that I will be working with during my placement?

- You will be assigned a Treatment Specialist (TS) who will provide you with, but not limited to, individual counseling, assist you with the development of your treatment and aftercare plans, maintain contact with your family and other supports such as your probation officer regarding your progress in the program. Your TS will meet with you individually at least 1 hour a week.
- You will also be assigned to a Family Crisis Therapist (FCT). The FCT will work with you and your family regarding any issues you may have.
- Medical staff will be on-site every day. If you are sick or injured, report this to a staff immediately.
- You will meet with the Program Psychologist within the first week of your admission for an initial assessment. The psychologist provides limited mental health services to youth in the program.
- You will meet with a Drug and Alcohol Counselor, if necessary. Crisis services are available to you during off hours. If you have a mental health or counseling need, please inform staff and they will arrange for you to meet with the psychologist or Drug and Alcohol Counselor.

Intake Information:

When will my parents be notified of my placement ?

Residential Cottage staff will permit you to make an intake call to your parent or guardian during the intake process to inform your parents/legal guardian(s) the day you arrive at the Cottage. It is very important that you give us accurate information about your parents' current telephone numbers for work and home. This information will be cross referenced with your intake paperwork. We will inform your parents/legal guardian(s) of all the programs the Residential Cottages provides along with other additional information during your stay. Please note that only your parents/legal guardian(s) will be informed of your placement at The Residential Cottages.

What is a Room Assignment?

You will be assigned to a single bed bedroom, or one with a roommate at Grace or Snowden Cottage. At Mowlds, all youth all sleep in a large room that houses 16 beds and a lounge area. You are assigned your own bed and storage unit. You will be under staff supervision at all times. While in your bedroom at Grace or Snowden Cottage, doors must remain open at all times. Unless, for security purposes, a directive is issued for your door to be closed.



The Residential Cottages will provide you with clothing, bath/hygiene items, and bedding. You will be permitted to have one pair of sneakers while at the Residential Cottages. You will shower daily and are provided with soap, shampoo, washcloths, towels and other personal hygiene supplies. If you have special hygiene needs, please let a staff member know so that we can notify our medical department. You are permitted to wear your natural hair while in the program, except in individual cases where such restrictions are necessary for reasons of health and safety. Hair extensions, weaves, braids, etc. will need to be removed upon your arrival. Your parents/guardians are not allowed to bring you hygiene items while at Grace or Snowden Cottage.

Since Mowlds is a transition program for Ferris, some things are different. Mowlds Cottage youth are permitted to receive hygiene items from parents/guardians. These items cannot be alcohol based and no aerosol sprays are permitted. Items brought in by parents must be given directly to staff.

How is my safety ensured during my placement at the Residential Cottages?

The Residential Cottages uses equipment to help us supervise people and assure you are safe and secure during your stay with us. We use video surveillance to watch activities. However, there are no hidden cameras in your sleeping room, washrooms, shower rooms, or medical examination rooms.

Prevention/Intervention: This means what the Cottages can do to keep you safe. The Residential Cottages has a policy that does not allow for sexual activity to occur between any persons. The staff is taught to look for signs and how to report any violation of this policy.

Self-Protection: This means how to keep you safe. Do not let anyone come into the bathroom shower/stall with you. Do not accept gifts or favors from others. Do not accept an offer from another person to be your protector. Be firm if others ask you to do something you don't want to do. Look for others who are involved in positive activities. Trust your instincts. If you sense a situation is dangerous, it probably is.

What is PREA?

The Residential Cottages has zero tolerance for any incidence of sexual activity with youth in our care.

The Prison Rape Elimination Act (PREA) does not allow any sexual contact between youth or staff and youth and it is against the law. The law also does not allow sexual harassment to occur in our program. Sexual harassment is repeated and unwelcome sexual advances, request for sexual favors, or comments, gestures, or actions by one youth or staff to another.

Reporting Sexual Abuse: If anyone threatens to hurt you sexually, ask you to participate in a sexual act for pleasure, for payment or for protection, or touch you in a private area, then you have the right to report this to a staff member. If you feel uncomfortable telling staff, you can tell the nurse, Program Manager, Supervisor, FCT, Probation Officer, parent, teacher or psychologist. Your story will be confidential, but will be told to a person who will investigate. You will be separated from the person who is trying to hurt you so that you can be safe. If you suspect or witness a peer being sexually abused or harassed you can also report the incident to staff or any of the people listed above.

Treatment and Counseling: The medical staff will make sure that you are seen by a counselor to help you to understand your feelings and emotions and how to be able to find ways to cope with those feelings and emotions.

How do I report sexual abuse or sexual harassment?

If you suspect you or a peer is being abused or harassed, you can report any of the following ways:

- Report directly to any staff member
- Report to the Child Abuse Hotline 1-800-292-9582
- Report to your Probation Officer

Your Rights:

Do I get any exercise?

You will be able to go to the NCCDC or Ferris gym and our outdoor recreation area when you are participating in the program during scheduled times and weather permitting.

Do I get any books or reading materials?

You will have regular access to appropriate reading materials while at the Residential Cottages. The Cleveland White School has a library in which you will have access to books during designated times. You are only allowed one book in your room/area at



all times. If your parent(s)/guardian(s) bring in reading material, it will be donated to the Cottages.

What if I have medical or mental health needs?

The Residential Cottages has licensed nurses and doctors available to respond to all of your medical needs. Please be certain to immediately report to staff if you are sick, injured, require medical attention or are currently taking prescribed medication. If you want to see a doctor or nurse, there are two sick calls times a day when you can sign up to see a medical professional or you can ask staff to arrange it for you. Within 24 hours of your arrival, our medical staff will have you complete a physical examination and medical history interview. You will also have access to a dentist and an eye doctor, if needed.

We also have a psychiatrist and a psychologist available to help you with any concerns or other problems that may arise. If you would like to see a mental health professional, speak to your assigned Treatment Specialist.

When do I eat?

You will receive three meals each day and a snack each evening before bedtime. All of your meals will be provided by the food service workers at Ferris School.

What should I expect from the staff?

The primary goal of the staff is to help you:

- Assure your safety and security
- Assume responsibility for your behavior
- Develop problem solving and social skills so that you will not have to return here and that you might experience greater personal success and involvement within your community

What is a grievance?

You have the right to file a complaint or a grievance through the grievance process when you feel your rights have been violated, have a complaint about programs and services, or feel you have been mistreated or treated unfairly. Grievances must be filed within seven days from the incident. Grievances cannot be filed in matters related to court procedures or disciplinary action, such as timeouts. You may place your grievance in the Grievance Box located in the facilities. Grievances will be kept confidential and without fear of retaliation.

Once a grievance has been filed, the Cottages Supervisor has 2 business days to meet with you and issue a decision. If you do not agree with the decision made by the Supervisors, the Program Manager will meet with you and issue a decision within 2 business days. If you do

not agree with the decision issued by the Program Manager, the grievance will be sent to the Superintendent for final ruling.

Your Responsibilities and Expectations:

What will I be required to participate in?

You will be responsible for participating in daily programming, completing treatment work, various educational programs, discussion groups, and a variety of recreational activities. All of these are required in order for you to have a successful discharge from the program.

Will I be searched?

For reasons of safety and security, staff members are required to perform searches of you and your room. Searches are conducted to ensure that you are not in possession of contraband. Contraband is any item that may be harmful to you or someone else or any item that you are not allowed to have in your possession while at the Residential Cottages.

Types of Searches:

- **Clothed Search:** a clothed search will occur after certain activities such as mealtimes. A clothed search requires a staff of the same sex to “pat down” your body and clothing
- **Unclothed Search:** an unclothed search will occur when reasonable suspicion exists that you may have dangerous contraband in your possession and a clothed search has failed to reveal any contraband. Unclothed searches are also held after all off campus outings or if there is a concern about suicidal behavior. An unclothed search requires you to remove your clothing in the presence of a staff of the same sex
- **Room Search:** room searches are conducted periodically to check for contraband. During a room search, a staff member will check your clothing, bedding, books and all other belongings that are in your room

How do I address staff?

All staff is to be addressed as either MR. or MRS. and their last name.

What is expected of me regarding my behavior?

Appropriate behavior is any behavior:

- Which moves you closer to your goals
- That helps you earn rewards



- That improves your chances of being successful in the community
- That is helpful to yourself and others.

Inappropriate behavior is any behavior:

- Which keeps you from getting to your goals
- That interferes with earning rewards
- That interferes with your future
- That gets you into trouble
- That is harmful to others

Your Education:

Will I go to school during my placement at the Residential Cottages?



You will be attending school, which is located on campus and earn credits for the academic work you do while you are there. School is conducted Monday through Friday throughout the entire year.

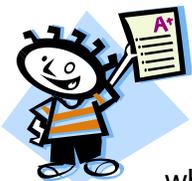
The mission of the educational program is “Educational Excellence for Every Student Every Day.”

Once you have completed your stay at the Residential Cottages, your grades and attendance are transferred to the school you will be attending in the community. If you are no longer enrolled in a school program, your attendance, grades, attitude and growth while at Cottages may be beneficial to you and also informative to those who are in charge of your case.

The Principal is Richard Lee.

Getting to Know CBT Programming:

What happens as a result of my behavior here?



Cognitive Behavioral Training, or CBT, is the behavior program used at the Residential Cottages. The goal of the program is to change behavior by helping you examine the beliefs and thinking patterns that happen before you behave in an inappropriate way.

Once you are aware of these thoughts, you can change these thoughts and attitudes, which will help you, get along with others appropriately and be successful both within the Cottages and in society.

There are a number of privileges and activities that can be earned for appropriate behavior. If your behavior does not meet expectations, you will not earn points and you may also earn timeouts. You will notice that staff members are constantly grading you for the appropriateness of your behavior while you are here. They do this by writing down on your POINT SHEET the number of points you

have earned for a period of time. **Remember that points are earned by you and cannot be taken away. Each time period, is a fresh start for you to earn points.**

What is a point sheet?

You earn points for active involvement in the program. Your point sheet is what staff will use to keep track of the points you earn for appropriate behavior. The more appropriate your behavior is during that time, the more points you will earn. The more points you earn, the higher your phase. The higher your phase, the more privileges you can earn. Some of the privileges you can earn include staying up later, participation in off-campus activities, more phone calls and additional recreation time.

There are five main areas of point sheet skills you will be graded on throughout the day:

1. **IGNORE**
2. **GESTURES**
3. **COOPERATION/PARTICIPATION**
4. **AREA**
5. **TALK**

APPROPRIATE	INAPPROPRIATE
Ignore All of us like the attention of others from time to time. Sometimes, people will behave in an inappropriate manner just to get attention. If you pay attention to those who are behaving inappropriately, you may be encouraging them to behave this way again. Obviously, we don't want to have inappropriate behaviors encouraged by a staff or resident. Ignoring means acting as though you are not aware of that person's behavior at all.	Ignore Watching other groups or youth that are not in your group or laughing at another resident's inappropriate behavior. Paying attention to what is being said on a staff's radio or during a conversation that does not involve you is not appropriate.
Gestures We say things not only by talking, but also by our facial expressions, motions of our body, and even our posture. Appropriate gestures include: a smile when someone succeeds at a difficult task, a nod of the head at someone else's appropriate behavior, or shaking someone's hand.	Gestures Some gestures that are not appropriate: shaking your fist in someone's face, laughing when someone else gets into trouble or gets hurt, touching someone aggressively or sexually. Throwing gang signs, giving someone the finger, or not keeping your pants at their waist are also not appropriate.
Cooperation/Participation We all depend on others for our health and well being. There are many people in this building, so cooperation is very important so we can all reach our goals. Cooperation means working together. Things can get done more efficiently and all of us will be able to get along better with one another. It is also important to participate in all program activities.	Cooperation/Participation Examples of not cooperating or participating include not following directions, not raising your hand during activities, not doing your work in school. If you refuse to participate during class time, you will not receive your participation points.
Area Staff is expected to know where you are at all times. Therefore, before leaving any areas you are expected to ask permission of staff. You should always bring what you need for what you are doing. You are expected to clean up an area before leaving it. This includes your room.	Area If you don't have staff permission to leave an area, when you are not where you should be, when you are late arriving and disrupt programming.

Talk	Talk
<p>Appropriate talk is highly encouraged! Thinking is really talking to yourself silently, and when done rationally, can help reach better decisions. Talking and thinking can be both useful in avoiding problems and solving problems.</p> <p>Appropriate talk is considerate of others, encourages others to act and talk appropriately. Some subjects for appropriate conversations are music, sports, cars, school, future plans, friendship, jobs, personal goals and hobbies.</p>	<p>Inappropriate talking is talk which keeps you from getting to your goals, earning rewards or in any way is likely to cause you problems. Some inappropriate subjects for conversation are drugs, why you are here, drinking, gangs, any law breaking activity, complaining about consequences and staff, satanic activities, weapons, fighting, swearing, or using foul language.</p>

What is a contract?

In addition to earning points for appropriate behavior, you will also have a contract to follow if you are going to advance in the level system. Contracts are written agreements you make each week to work on changing or improving your behavior.

At the bottom of the point sheet is an area marked “contract”. It will show what your contract is for that week. Staff will also call this your weekly goal. Staff will write in this area the types of behavior and improvements you are making and, if you are working to accomplish your goal, you will be awarded a contract PLUS (+).

You can earn up to three contract pluses per day, which is a possible total of 21 per week. In addition to earning points to advance in the phase system, you need to earn contract pluses to advance to the next phase.

In addition, whenever you earn the expected number pluses on your contract during the week, you will earn a PLUS PARTY. A Plus Party is a celebration you and others in your group can earn once a week where you get special snacks and access to various activities, such as movies and video games.

What are coupons?

Coupons are used to reward you for new appropriate behaviors and for continued acts of positive behavior.

Coupons may be spent on various privileges that can be “purchased” at the Residential Cottages CBT Store. Some of these items may include treats, personal hygiene items, and special activities.



What are Phases?

There are three phases in the program. You advance in the phase system by earning the required number of points and pluses. You will keep the Phase you earned upon arriving at the Residential Cottages from another CBT program, i.e., NCCDC/Stevenson House until the next Phase Level Advancement. The chart below describes what you need to earn to advance in the phase system.

As you move up the Phase system you will earn more privileges. The privileges can be explained to you by a staff member.

PHASE ONE

To advance from Phase 1 to Phase 2 you need to:

- Earn an average of 100 points for the week.
- Earn 15 of 21 pluses for the week.
- If you arrive at the Residential Cottages from the community and not from a detention center or Ferris School, a “Speed Pass” may occur in which you need to obtain an average of 100 points the **first three days** you are here.

If you are on Phase 1 and don't earn 95 points per day, you will not earn free time for that day.

PHASE TWO

To maintain Phase 2 you need to:

- Earn an average of 115 points for the full earning period

To advance from Phase 2 to Phase 3 you need to:

- Earn an average of 120 points for the full earning period
- Earn 18 of 21 pluses



If you are on Phase 2 and don't earn at least 100 points per day you will not earn free time for that day.

PHASE THREE

To maintain Phase 3 you need to:

- Earn an average of 125 points for the entire earning period
- Earn 20 of 21 pluses

If you are on Phase 3 and you don't earn at least 115 points per day you will not earn free time for that day.



What is a timeout?

Timeouts are for you to think about your inappropriate behavior. A timeout lasts for five minutes. We are all human beings, capable of both success and failure. As a human being, you will make mistakes and show inappropriate behavior. When you make these MISTAKES you will be directed by a staff to take a timeout.

A TIMEOUT IS NOT INTENDED AS A PUNISHMENT

Here are some of the things a timeout can do for you

1. Help you become aware of your inappropriate behavior. If you know what behavior to change, it is much easier to change that behavior.

2. Provide an opportunity to show the staff that you can act appropriately
3. Allow you the option of returning quickly to the program instead of having a major consequence for a minor mistake
4. Allow you time to identify appropriate alternatives to the behavior which earned you a timeout
5. Allow you time to decide whether appropriate behavior might be a better choice

Most timeouts are spent in program, quietly facing the wall with your arms to your side. All timeouts are spent in the program area except those for:

- Fighting, aggressive talk or aggressive gestures
- Destruction of property
- Inappropriate sexual behavior or talk
- Refusal to accept the timeout or being uncooperative with the process
- Threatening others

While you are in timeout, you are not earning points or coupons. You will resume earning points when you return to the regular program after completing your timeout.

What behavior is expected of me when doing a timeout?

- Go to the wall as directed and stand about six inches away from it
- Stand straight with your hands at your side
- Ignore everyone except staff who talk to you
- Do not ask if your time is up. This will earn extra time. Staff will be keeping track of your time on a stopwatch and will let you know when your time is complete
- Following your timeout (and only when asked by staff) state the inappropriate behavior that earned you the timeout; if requested, do a thinking report.

What happens after I receive a timeout?

After you have acted appropriately for FIVE CONTINUOUS MINUTES, a staff member will ask you why you are in a timeout. You are expected to state exactly why you earned the timeout and accept full responsibility for the timeout. If you choose not to accept responsibility for the behavior that caused the timeout or if you refuse to tell staff why the timeout was issued, you will return to the timeout situation and complete another five minutes away from the group. At that time, you will again be asked why you were issued the timeout.

Once informed that you have answered this question, you will be directed to rejoin the group.

The timeout starts over again when you fail to meet the expectations of appropriate timeout behavior. For example, if you stand appropriately for three minutes and then look at the TV or are reading a book, your five-minute timeout would start again when your behavior becomes appropriate.

What happens if I don't know why I'm in timeout?

If at the end of the five minutes you do not know why you are in timeout, the staff will give you an additional five minutes to think about it.

If at the end of the second five minutes you still do not know why you are in the timeout, staff will tell you what it was you did to earn the timeout.

You will then serve a third five minute timeout and staff will come back one last time and ask you what you did to earn a timeout. If you are taking a timeout appropriately, the longest time you will be on the timeout is 15 minutes.

What are other kinds of timeouts that I may earn?

There are two types of extended timeouts:

30-5

A 30-5 is earned if you refuse to take a 5 minute timeout OR are demonstrating continuous non-compliance with the timeout expectations.

If you refuse to take a timeout, you will be required to maintain 30 minutes of appropriate behavior in a designated timeout area.

After completing 30 minutes of appropriate behavior, you will be required to take the original five minute timeout that you refused to take. You may want to note that it does not make sense to refuse to take a timeout, since you will eventually be required to take it before you come back in the program. **No points or privileges can be earned while you are in a timeout.**

30-30-5

A 30-30-5 is earned for any kind of aggressive gesture, threatening, talk or actions, or excessive damage to property.

Please note that if you demonstrate severe aggressive behavior you will be placed on administrative intervention which can include filing a police report, notification to the court, disciplinary sanction, etc.

If you earn a 30-30-5, you will need to sit and act appropriately for 30 CONTINUOUS MINUTES.

After the 30 minutes of continuous appropriate behavior has been completed, you will be given a thinking report to complete for the next 30 minutes. You must sustain appropriate behavior for those 30 minutes or the timeout will start over.

After successfully completing this second 30 minute period, you will take a five minute timeout in the program.

No points or privileges can be earned while you are in an extended timeout. Any time you have an extended timeout you will also have to complete a timeout in the program area. If you refuse to complete any portion of a timeout, the timeout will start completely over.

What is appropriate behavior while I am in an extended timeout?



- Remain quiet
- Ignore everyone who talks to you except staff
- Complete a thinking report (RSA which means Rational Self Analysis). This will help you look at the choices you make and how things you tell yourself lead to your behaviors. Before you come out of the timeout, staff will assist you to complete a thinking report.
 - Name the inappropriate behavior that earned you the timeout when asked by staff.



What is an Administrative Intervention and how will it affect me?

Administrative Intervention is the removal of a youth from regular programming after they have failed to be successful in the established program of behavior management. The youth is transferred to an isolated area away from others and a plan is created to meet their needs. When a youth is removed from the program, they are no longer entitled to any of the other benefits associated with the program. This means you will not earn points, pluses, coupons or any other benefits of the program.

What happens when an Administrative Intervention is not successful?

The disciplinary process is initiated by the administration and at that time, the youth would be subject to the established disciplinary violations and penalties. In addition, if the behavior is of a violent nature and results in injury to other youth or staff, formal charges will be filed with the local police agency.

Visits, Phone Calls, Mail:

What professional visitors can I have during my placement at Grace Cottage?

Approved case related professionals are allowed to visit you during your placement at the Residential Cottages. This includes, but is not limited to, your lawyer, probation officer, caseworkers, clergy (priest, rabbi, minister, etc.), counselors, mentors, therapists and school staff. Whenever you need to speak with a professional involved in your case, just ask your Treatment Specialist and he/she will coordinate the process.

You have a legal right to visit with your attorney at any time. Family Court counselors, social workers, probation officers, and ministers may visit you as well. A reasonable place/area for your visit will be provided for confidentiality.

When can I visit with my family and make telephone calls?

During your Cottage stay you will be able to telephone and receive visits from your parents or legal guardians. You will receive one ten minute phone call per week. Additional phone calls can be earned through CBT (our behavior management program).

Visitations takes place on the weekends and are one (1) hour in length. If you are on Administrative Intervention during the time of your scheduled visit, you will only be permitted to visit for ½ hour.

Visitation occurs at Grace Cottage. Only parents or guardians are permitted to visit. Alternative visitation times can be arranged through the FCT or Program Manager.

- Saturday: 9:00 a.m. – 10:00 a.m., 10 a.m. – 11 a.m., 5:00 p.m. – 6:00 p.m., 6:00 p.m. – 7:00 p.m.
- Sunday: 9:00 a.m. – 10:00 a.m., 10 a.m. – 11 a.m., 5:00 p.m. – 6:00 p.m., 6:00 p.m. – 7:00 p.m.

Your family cannot bring you gifts, food, or money. You are allowed to visit with parents/guardians regardless of your level.

Will I get mail?

You will be able to write letters to and receive letters from your parents, family and friends through the U.S. Postal Service. All incoming and outgoing mail will be censored by Cottage supervisors.

We will provide you with stationery and envelopes so you can send mail to others. You must use your name and our return address when sending mail out. You are required to seal outgoing mail in the presence of staff. Staff will open all incoming mail, in your presence, so that the contents can be inspected for inappropriate items.

Will I earn home passes?

All youth in the program who are not on a mandatory commitment will be eligible to earn home passes during your stay.

Home passes will only be approved for youth during the last three weeks of your stay. Commitments for 90 days or more (including youth ordered to “until successful completion”) will be eligible for passes after you have completed ½ of your anticipated stay. All passes begin as a day pass.

Youth who have completed ½ of their anticipated stay and are on phase III are eligible for day passes only.

Youth who have completed ½ of their anticipated stay and are on phase III+ are eligible for overnight passes (with a gradual increase to full weekend passes).

Youth involved in any major rule violations i.e. fighting, involved in physical intervention by staff and/or placed on administrative intervention within the last week, would automatically lose your pass for that week.

Youth involved in frequent extended time outs or non-compliant /problematic behaviors within that week, may also lose their pass or the length of your pass may be adjusted.

Youth who drop in phase, and then return to phase II, would be able to resume passes.

Youth in DFS custody or who may be going somewhere other than home, may be eligible for passes for transitional purposes.

Any youth who fails to abide by the signed pass contract, may result in the suspension of future passes.

WHAT IS THE MOST IMPORTANT PART OF THE BEHAVIOR PROGRAM?

Changing your thinking may help you change your behavior and deal with your problems so that you will not have to ever come back here or any place like this again!

Some youth return; some do not. The difference is that some learn to change their behavior and learn how to deal with their problems so they don't come back.

It's up to you!

