

SMITH ROAD COMMUNITY RESIDENCE

Residence Handbook of Daily Expectations

This handbook is designed to help residents learn and understand the rules, routine, and expectations of the program. Each resident will have some individual goals/expectations, while still having overall household rules. Individual needs will be addressed and developed based on your needs with your counselor. Residents are expected to independently negotiate their daily routine or be willing to work with their treatment team in making improvements in areas which cause difficulties. Your goal, as well as our goal for each of you, is to increase your independence. It is the expectation that you will work with the treatment team to improve in areas that you have not yet mastered as well as respect the structure of Smith Road to assist you in making these improvements. Expectations are modeled after a family living situation; residents will be routinely asked to assist in general household chores. Examples include: shopping, cooking, yard maintenance and cleaning in the residence and generally be responsible for themselves. Below are some of the basic rules, routine, and expectations of Smith Road to use as a guideline. Staff is here to support you in making the changes you are looking to make and assist you in learning the rules. You are encouraged to work with the staff and seek assistance if any expectations are unclear to you.

Morning Routine: Our goal is to have resident's wake independently (by use of alarm) and not require staff to wake them. Training and assistance will be provide to those who need assistance achieving this goal. Residents should be out of bed independently a minimum of one hour prior to scheduled bus time. A weekly schedule is posted on the resident's bulletin board listing all the scheduled appointments for all residents. It may be helpful to check the schedule daily in order to prepare you for upcoming appointments.

ADLS(Hygiene): Residents are expected to shower and take care of their ADLs on a daily basis. Residents who chose to shower in the evening are expected to have completed all evening ADLs by 9:00 p.m. If showering in the a.m. please allow yourself enough time to complete all ADLs in a timely manner to allow other to use the facilities.

Medication: Residents who receive a.m. medication need to ask for their medication at 7:00 a.m. (Or before if your bus arrives earlier for school). We encourage residents to become knowledgeable about medications they are taking including times, doses, and side effects. If you plan to be away from Smith Road during your medication time (i.e., a planned event, home visit) please see the staff in order to get your medication together to go with you. If you are in need of a PRN medicine, please report your symptoms to a staff member and they will assist you in getting the medication you

need. All medications, including over the counter medications, need to be locked within the medication cabinets and not in resident's rooms. Please return any unused medications (due to being on leave) to staff.

Breakfast: Residents are responsible for independently preparing breakfast and cleaning up after themselves. (Staff will assist with training if you request assistance in learning how to use kitchen appliances or cook breakfast).

School Attendance: Individuals are expected to attend school daily as scheduled. Residents are expected to be completely ready for school at the time the bus arrives as not to make the bus wait for you. If you are not feeling well, please communicate symptoms to staff in order for them to help you make a decision regarding attending on that particular day. You will be strongly encouraged to attend school unless obvious symptoms are present.

Returning to SRCR: Upon returning to Smith Road, please come directly into the residence. Let a staff member know that you have returned.

Snacks: After school until 4:00 p.m., you may help yourself to a light snack and clean up after yourself. There will often be special snacks in the dining room area. Staff will identify snacks that are available each day for residents, (fruit, milk and/or juice is always available.) Residents should ask permission to get snacks from food storage areas located in the laundry room and breakfast room.

Dinner: The normal routine for all residents is to eat dinner as a group. (Residents can negotiate with counselors if there are special circumstances that prevent them from eating a meal with the house.) All residents assist in cleaning the table and properly storing food, even if they choose to not eat. As a part of chores, a resident will be assigned to help with dinner preparation on a weekly basis. This designated resident will be responsible for preparing that week's dinner menu with the help of staff. When their school schedule permits, residents will be involved in shopping for items on their menu as part of independent skill training.

Chores: Chores are assigned and posted on a weekly basis. Most chores are completed immediately following dinner unless otherwise noted. After completing your assigned chore ask staff to check the chore to make sure that you have completed all the necessary steps. Doing chores provides residents the opportunity to learn more skills and training will be provided. The use of privileges may

be requested only after the completion of these responsibilities. Those who are unable to complete an assigned chore due to scheduling conflicts are asked to exchange the chore with a peer or discuss the conflict with staff to make alternative arrangements.

Curfew: Curfew times are generally negotiated with a counselor and determined based on resident's age, level of responsibility in the community, work schedule, reasons for being out, etc. Counselors will also consult with primary therapists and family/guardians when determining times. Curfews are often adjusted during the summer or school breaks.

Bed Time: General bed time is 9:00 p.m. There is the opportunity to earn the privilege to extend bed time until 10:00 p.m. (Bed time during the summer is usually later.) The privilege of staying up later is earned by having appropriate behavior during the day and during the extended time up. Residents need to consistently be able to independently awake for school in order to earn this privilege.

Laundry: Residents are responsible for completing their own laundry on a weekly basis. This includes sheets and bedding. Individually assigned days are posted in the laundry room. Laundry should be completed by 9:00 p.m. If you have a scheduling conflict, please work with staff to arrange an alternative time for laundry. There are always additional times available during the week to complete extra loads of laundry when needed. Staff is always available to assist you in learning how to properly clean your clothes and use the washer and dryer.

Bedrooms: Each resident is responsible for keeping their bedrooms in a clean and organized manner. Residents are asked to take a few moments in the morning to organize their room. Rooms will be monitored daily for cleanliness and privileges maybe impacted if more support is required. Residents are not allowed in each others room to ensure personal space, personal property, and safety.

Staff Areas: The manager's and upstairs counselors' offices are utilized for counseling, house management and clinical use. Residents should be with a staff member in these areas. The front office area is for staff use, residents are asked not to use this area.

Behavior/Respect: As a resident you have a right to receive and a responsibility to give respect to other peers and staff within the residence. Your responsibility as a resident of SRCR is to respect others' property and the property within the residence at all times. Residents have to opportunity to complete an Individualized Coping Plan and staff

will assist them in using the coping skills that are helpful.

Off Grounds: The use of off grounds is a privilege that can be earned and the amount of time allowed each resident is determined by their treatment team. Times will vary depending on resident's age, level of responsibility in the community, and current behavior/functioning. There is usually a period of time after school and in the early evening that off grounds can be requested. Usually off grounds in the afternoon extends until approximately 5pm. Residents going off grounds are expected to sign out and notify staff when they leave for off grounds and sign in and notify staff upon returning. Weekend and summer off ground times are negotiated individually with counselors.

Planned Event: Residents may have to opportunity to go into the community for extended time for a planned event. Residents wishing to have a planned event need to request permission from a counselor at least a day in advance, after the activity details have been planned out (i.e. times, transportation). The resident is expected to call every two hours while on a planned event.

Telephone Use: The use of the telephone is a privilege and can be used with staff permission between the hours of 9:00 a.m. and 9:00 p.m. There maybe times when call times and amounts are numbered due to others needing the phone. Limits on phone use allows other residents the opportunity to use the phone. If you are waiting to use the phone please let staff know so they can determine the time frame of use. All calls can be made and received on the kids' phone in the phone area. There is a second telephone in the breakfast room which can be used with staff permission for private calls (parents, primary therapists, etc.) As a courtesy we ask that you answer any beeps that come in and take appropriate messages for your peers.

Television: The use of television is a privilege that can be used after dinner/chores until 10:00 p.m. on a school night and anytime on the weekends. Residents wishing to watch TV may do so but their may be a time limit depending on if others wish to watch something as well. Residents are expected to make appropriate choices when viewing TV/ VCR/DVD. As a general rule no movies/ programs are allowed over PG-13. Staff will assist residents in understanding which programs are appropriate to be viewed at the residence.

Playstation/games: The use of both is a privilege and can be used anytime before 9:00 p.m. on a school night and anytime on weekends. Time is limited to 45 minutes to ensure that everyone gets a

chance to use the privilege. Please keep in mind the time so to allow yourself to save before your time runs out. If residents are interested in using this privilege, ask staff prior to using it.

Computer: Upon admittance, a parent/guardian will complete a form giving that resident permission to use the computer and for what use (ex. games, internet, homework). Residents can access the computer up until 9 p.m. during the weekdays with staff permission. If cleared for internet use, residents are expected to view appropriate on-line material. Computer use is monitored for resident compliance and safety.

Work: As a part of some residents' goals and treatment plan, employment may be obtained. Residents who work are asked to post their scheduled weekly on the bulletin board. All Smith Road responsibilities remain to same (chores, laundry, ADLs) however please work with staff or your counselor to adjust times or dates as needed.

Family/Friends: All residents are encouraged to have family and friends visit at the residence. Please plan visits (as a planned event) in advance with a counselor.

Smoking: No smoking is permitted within the residence or on residential grounds. Matches and lighters are also not allowed within the residence due to safety concerns.

Sexual Activity: Sexual activity among residents is prohibited. Resident sexual activity is seen as inappropriate and is discouraged. This refers to activity not only within SRCR itself or its grounds, but also to the resident's interactions with others in the community.

Substance Abuse: The use of alcohol, illegal drugs and substances, or over-the-counter-drugs not prescribed are prohibited. This policy is in effect for SRCR and its grounds as well as within the community.

Contraband: All devices and substances that could cause harm to others are considered contraband and are not permitted at SRCR. Examples of prohibited items include but are not limited to: any type of gun, any type of knife, martial arts equipment, brass knuckles, or any object that has been sharpened and could be used to hurt someone. Possession of such contraband could result in discharge from the residence.

Resident Date

Residential Program Counselor Date

Residential Program Manager Date