

Resident Handbook



PEI Youth Centre Summerside, PE

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Introduction

This booklet will provide you and your parent(s) or legal guardian(s) with information about the PEI Youth Centre. Our purpose, programs and daily schedule will all be described.

If you have any questions about the PEI Youth Centre, staff can help you.

We encourage you to:

- set goals that will help you to return home or to another suitable placement, and
- build a good relationship with Youth Centre staff.

The time you spend at the PEI Youth Centre can be a positive experience.

We understand each of you has had different life experiences. You may have experienced hard times or abuse. It is important for you to know that the Youth Centre is a safe place. You will not be harmed here. Staff will help you in making appropriate decisions and developing positive habits. You will have opportunities to learn how to strengthen your social and personal relationship skills.

Guiding Principles

- We will provide an environment where you are safe from harm.
- We believe everyone can change if motivated and provided with the necessary support, encouragement and guidance.
- We believe you can be mature and successful, which includes taking responsibility for your decisions, actions and behaviours.
- We believe it is important to include your parent(s) or legal guardian(s) in your personal development and in your case plan goals.
- We understand the needs of young men and young women are different. We take these differences into consideration at the Youth Centre.

Parents - We encourage you to express your thoughts, ideas and concerns about your child while he or she is at the Youth Centre. By working together, we can make his or her stay with us an opportunity for positive growth and development. The PEI Youth Centre encourages as much contact as possible with family members.

About Our Facility

The PEI Youth Centre has two (2) levels of custody - Secure Custody and Open Custody. The facility includes a residential building, a main complex and a large courtyard. The Secure and Open Custody units are located in the same residential building, but are 2 completely separate units. The entrance to Secure custody is located in the main Complex. In Secure Custody, all exits and entrances are secured. Open Custody has its own street entrance.

Young persons in Secure and Open Custody follow separate daily programs and routines. A young person serving a secure custody sentence has access to the gym, games room and workshop within the main complex. In addition, outdoor activities are available in a large secure courtyard. Young persons serving open custody sentences may also have access to the gym, games room and workshop within the main complex. Outdoor activities may be permitted within the community at large.

Access to community activities and the reintegration leave process (see page 11* for more information) differ slightly between Open to Secure Custody.

The PEI Youth Centre has policies and procedures to provide guidance to staff on the safe operation of the Youth Centre. In addition, direction is given to staff in the unlikely event that we are faced with an emergency situation, such as the need to evacuate the Youth Centre due to fire. Random fire drills are conducted regularly by staff. Young persons and staff participate in these drills so they are aware of the process to follow in the event of a fire.

If evacuation is necessary, everyone will move to the Courtyard using the closest exit and we will count the number of young persons, staff, and visitors to ensure no one is left inside the building. You will wait there for further instruction from Centre Management and/or Emergency Responders.



Open and Secure Custody units are located in the residential building. Each unit contains eight (8) single bedrooms. The Main Complex contains the dining room and a secure custody classroom for the daily education program. Young people are introduced to trades as part of the daily routine. The Gymnasium is used for educational and recreational programming by both levels of custody. The Games Room has table-top, board and skill enhancing games and a universal gym. The Main Complex also has an admissions area, health services, safety and sick rooms, visiting rooms and administrative offices. This is the building parents and guardians come to enter when they visit in Secure Custody.

Open Custody has a separate entrance for visitors. The unit also has its own classroom and a full service kitchen where meals may be prepared, however most meals are eaten in the dining room within the Main Complex.

Centre Rules

The Youth Centre has rules to keep everyone safe and secure. These rules apply to everyone. Secure and Open Custody have somewhat different Unit rules. Young persons serving open custody sentences have fewer restrictions. Rules are posted for everyone, and explained to each young person on the unit. Breaking any of the rules may result in loss of privileges, restitution for damages, removal from programming and/or a police investigation. If you are serving an Open Custody sentence, you could be temporarily transferred to Secure Custody if you are a risk to yourself or others.

Major Rules

The following behaviours are not allowed:

1. Escape, attempted escape, planning an escape
2. Assaulting or threatening to assault another young person or a staff member
3. Possessing contraband that is unlawful or presents a danger to yourself or others
4. Attempting to smuggle or hide contraband such as drugs, cigarettes, matches, lighters etc.
5. Causing or planning a major disturbance
6. Destroying Youth Centre property or another person's belongings
7. Any criminal offence
8. Involvement in sexual activity with any other person

Unit Rules

The following rules apply to you and other young persons:

1. Use respectful language when talking to others
2. Follow staff direction
3. Participate in scheduled programming activities, and morning routine (eg. chores, school or other day programs)

4. Be fully clothed when exiting your room. If you are wearing a bathrobe, sweat pants must also be worn. Muscle shirts are only permitted in the gym and games room, or while participating in recreational activities.
5. Shower and dress before entering the kitchen or dining room
6. Knock on the washroom door before entering. Only one young person is allowed in the washroom at a time. There are separate bathrooms for males and females.
7. Request to enter the kitchen if another young person is already in there. Only one young person is allowed in the kitchen at a time. Two may be allowed if supervised by a staff member.
8. Enjoy your food and drinks in the eating area
9. Wear duckies or winter footwear during wet or cold weather. Bring a change of footwear to wear in the main complex. Wear your slippers when you are on the unit. Hats and hoods are not to be worn inside the facility.
10. If you wish to put your feet up, use a plastic chair for your feet, not the upholstered furniture.
11. Ask before entering the laundry area. Do not loiter.
12. Be in your room during shift change.
13. Bedtime on weekdays is 10:15pm and 10:30pm on Friday and Saturday.
14. If you wish to use the radio or television, ask staff. It is staff decision. Volume must be kept at a reasonable level.
15. Do not permit young persons to enter your room, and do not enter any one else's bedroom.
16. Loaning or borrowing things from others is not permitted.

Assessment Period

There is an assessment period for each young person entering the Youth Centre. This provides you and Youth Centre staff an opportunity to get to know each other.

Primary Youth Worker

After you are admitted to the Youth Centre, you will be assigned a Primary Youth Worker. He or she will be the contact person for your family. Your worker will help you and your family members make plans and set goals. You or your parent (s) or legal guardian(s) can talk to your Primary Youth Worker about questions or concerns.

During the assessment period, your Primary Youth Worker will ask about your family, background, present circumstances and other information. This will help you work together to create a successful case plan. Your parent(s) or legal guardian(s) will also be involved in this process.

You will be asked to have a medical assessment to make sure you have no health issues requiring immediate attention.

Special privileges like Reintegration Leaves (R/L) (explained on page 11) or outings can be earned only after the assessment period.

If you are a resident and you leave the Youth Centre, you will be frisked or strip searched when you return. This is for security reasons. Staff know it is uncomfortable. It is important for you to know:

- Staff are trained in appropriate strip search procedures
- Two (2) staff are present. If you are a male, both staff will be male and if you are a female, both staff will be female.
- Searches take place in a private area
- Strip searches are visual only. Staff will not touch you
- Staff will be professional and respectful

Case Conferences

Case Conferences are meetings in which you, your Primary Youth Worker and others talk about your case plan and progress. The first Case Conference is held within two (2) weeks after your admission. After that, they take place monthly. Usual participants are: you, your parent(s) or guardian(s), your Youth Justice Worker, your Community Youth Worker, and any person from other agencies who may be involved in your case plan.

Taking part in your monthly Case Conferences is important to help everyone see your progress. Take any questions or concerns you have to the meeting for discussion.

Programs

All young persons participate in a day program. The types of activities vary. The programs will help you with your education, day to day living, and help prepare you for further education or employment.

Several clubs and activities are also available, including weight club, camp and wood working.

Education Program

You will be encouraged to take part in a day program. There are four (4) programs available. You will be helped to decide which program is best suited to meet your needs while you are putting together your case plan. These programs are:

1. Individual Academic Program;
2. Grade Equivalency Diploma Program (GED);
3. Employability Skills Program; and,
4. Other Specialized Programs.

You will work at your own academic level. Tutoring is available to help you reach your educational goals.

Other Programs

1. Fellowship

Let your Primary Youth Worker know if attending a church service is important to you. You are allowed to contact your clergy at any time. You may attend church with your family or Youth Centre staff. At specific times throughout the year, you may be given an opportunity to attend fellowship services held at the Youth Centre.

2. Life Skills

Taking part in Youth Centre programming can help you identify and change behaviours that are not working for you. Life skills, such as communication and problem-solving skills, are a part of daily programming.

3. Help (Helping Educate for Life's Problems) Sessions

This program was named by a former resident and is held weekly. It provides information on substance abuse, crime prevention, personal wellness, anger management and other topics. Help Sessions happen in a group setting. If a session raises questions, concerns, or feelings that you are not comfortable bringing up in the group, you can speak with staff. Female residents will be given a choice to participate in the Help sessions with boys or make arrangements for one on one participation in Help Sessions.

4. Recreation

You will have the opportunity to use the Youth Centre's gym and games room. If you are in Secure Custody, you may also have access to activities in the courtyard. You can work on personal fitness through both individual and group activity. If you are in Open Custody, you may use the gym and games room, however, you are encouraged to use resources in the community .

Weekly Routine

During shift change you will be required to spend quiet time in your room so staff may participate in an exchange of information.

The schedule for the weekly routine is posted on the units for all residents and staff. If you have trouble reading or understanding something, a staff member will be pleased to offer some assistance.

Allowance

Young persons serving a custody sentence of longer than seven (7) days will receive a weekly allowance. This comes from the Child Tax Benefit transferred to the Youth Centre. Some of this allowance goes to unit funds. Residents and staff share in the decisions about how the unit funds will be used.

If you owe restitution or fines to the Court, you will be asked to sign withdrawal slips for a \$12.00 or more every six (6) weeks. This will be subtracted from your Child Tax Benefit and paid to the court.

Any money left in your account when you leave the Youth Centre will be returned to you and your parent(s) or legal guardian(s).

Medical Needs

The Youth Centre and its programs are designed to promote safety and good health. All Youth Centre staff are trained in First Aid and CPR, and use of the AED (Automated External Defibrillator).

You will receive a medical check up and health assessment by a doctor when you are admitted to the Youth Centre.

Your parent(s) or legal guardian(s) will be told of any medical concerns during your stay at the PEI Youth Centre.

Clothing and Personal Items

The Youth Centre can give you basic articles of clothing, like socks, underwear, t-shirts and sweat pants. Girls cannot wear under wire bras for security reasons, so sports bras are provided. You cannot bring personal care items with you. Toothpaste, toothbrushes, deodorant, shampoo, soap and other toiletries will be provided by the Youth Centre.

Visitation and Telephone Calls

Within three (3) days of admission, you will be asked to make a list of people you wish to call or have visit you at the Youth Centre. The people on your visitation and phone list must be approved by your Youth Justice Worker, parent(s) or guardian(s) and Primary Youth Worker. The list can only include family members, guardians and significant others. If you are on remand, only **family** may visit or telephone.

Visitation

There are regularly scheduled visiting times for residents. The visitation schedule is posted on each unit.

Generally, Wednesdays and Fridays are for family only. Sunday is a visiting day for approved visitors.

If people on your visitation list cannot visit at scheduled times, you need to ask to have visits outside those times approved in advance. To get approval, talk with a Supervisor or a youth worker on duty. We will do our best to accommodate a short supervised visit.

Telephone Calls

Telephone calls are restricted to the family members and others on your approved list. Calls are randomly monitored by Centre staff. Phone calls usually happen during free time, between 6pm and 10pm. Under special circumstances, you may ask to make a personal phone call at other times. You may call or receive calls from your lawyer, clergy or social worker at any time. Other conditions apply and are listed on the unit.

TO MAKE OUTGOING TELEPHONE CALLS

1. Staff shall assist you in developing a phone/visitation upon admission. Generally this will include family/legal guardians and perhaps other significant persons in your life. Every young person shall have their list approved through their youth justice worker, parent(s), guardian(s), and primary youth worker. If you are on remand, only family may visit or telephone. Your phone/visitation list will be kept at Admissions and Discharge, as well as on your Living Unit.
2. If you are in secure custody, once your telephone list has been approved, it will be entered into the Synergy system. A unique personal identification number (PIN) number will be forwarded to your Primary Youth Worker who will remember this private number for you. You will be required to enter this private PIN each time you use the Synergy phone to make outgoing calls.
3. Young persons in custody have rules they must follow regarding how many calls per week are permitted, how long the calls may be, and what time of day the calls can be made. If you are in secure custody, you will be given instruction on how to use the Synergy phone system.
4. As with any rules in Centre, consequences may result if you purposely break (or try to break) our rules concerning phone use.
5. All incoming calls to you from someone on your approved list will be forwarded by the Admissions and Discharge staff to the residents' telephone on your Unit. Residents are **not** permitted to use the Staff phone.
6. Your primary youth worker will make a recommendation on the number of incoming calls you may be permitted to receive on a weekly basis. The decision on how many incoming calls you may receive will be made by the Unit Supervisor.

What visitors should know before coming into the Youth Centre

Secure Custody

Visitors must leave all personal items (e.g. keys, wallets, purses, cigarettes, lighters, coats) in the lockers provided in the main lobby or in their vehicles. This is for the safety and security of young persons and others within the Youth Centre. You need a quarter (25¢) for the locker. It will be returned to you once the locker key is returned.

The Youth Centre provides food and personal hygiene items for young persons.

You may be permitted to bring clothing and/or reading materials for your child which must be left at the Admission Desk. Each item will be inspected and documented on the young person's *Personal Property Sheet*.

Open Custody

Visitors must leave car keys at the youth worker station and all personal items (eg. wallets, purses, cigarettes, lighters) in their vehicle. This is for the safety and security of young persons and others.

Food, clothing items or reading material must be inspected and documented on the young person's *Personal Property Sheet* by Youth Centre staff. Food and beverage items are limited to single serving size sealed containers that can be consumed during the visit.

Special Events

PEI Youth Centre staff enjoy participating in special events with young persons. Special events can include day camping trips, Christmas festivities, barbeques and various holiday celebrations. Family members can attend some events. You will have an opportunity to help plan these events and to participate in some fun activities.

Reintegration Leave

Once you have completed the assessment period and you have shown that you are working toward your case plan, you can apply for “authorized leave” under the *Youth Criminal Justice Act* (YCJA). This is called “Reintegration Leave”. It is designed to prepare you to return to your family and community when you are released from custody. Reintegration Leave must be planned for in advance and may be authorized for the following reasons:

- Home visits;
- Rehabilitation and treatment programs;
- Medical appointments;
- Community service work;
- Work or school attendance; and,
- Humanitarian reasons.

Youth Court Reviews

Under certain circumstances, the *Youth Criminal Justice Act* gives the you the right to make an application to the Youth Court for review of your sentence. Reasons for asking for a review of your sentence might be:

1. Sufficient progress has been made by you to justify a change of sentence;
2. The circumstances leading to your custodial sentence have changed materially;
3. Programs or services are available that were not available at the time of sentencing and opportunities for rehabilitation are now greater in the community; or,
4. Other grounds which the Youth Court considers appropriate.

When a young person is sentenced to custody of *less than one year*, an Optional Review may be held once at any time after the expiration of the greater of:

1. 30 days after the date of the sentence; or,
2. One-third of the period of the sentence.

When a young person is sentenced for *more than one year*, an Optional Review may be held any time after six (6) months providing grounds for review are established.

To learn more about the review process, please contact your lawyer or call the Community Legal Information Association (CLIA) for more information (1-800-240-9798).

Resource Material for Parent(s) or Legal Guardian(s)

Parents or Guardians can ask for resource materials. A brochure cabinet in the entrance to the Main Complex has pamphlets you might find helpful. If you are looking for specific information, please speak with your son/daughter's Primary Youth Worker or Supervisor. We will do our best to help you find available resources.

Summary

Youth Centre staff are here to help and support your personal growth. We offer programs that will help you to meet your needs and those of your family.

- We encourage you to take this opportunity to make your life better and to reach your full potential.
- We encourage you to let staff know what you need.
- We encourage you to work with staff to make sure the Centre is safe, secure and clean.
- Take advantage of the time you have here and the supports you have around you. We look forward to working with you and your family or legal guardian(s).

If you have any questions or concerns, please ask.

We are here to help you.

(902) 888 - 8250 PEI Youth Centre, Summerside (Secure Custody)

(902) 888 - 8226 PEI Youth Centre, Summerside (Open Custody)