

STUDENT HANDBOOK



Canadian
Accreditation
Council of
Human
Services

ACCREDITED PROGRAM

WELCOME TO THE GOODFISH LAKE GROUP HOME!

THE INFORMATION IN THIS BOOKLET WILL EXPLAIN SOME THINGS
ABOUT US THAT YOU SHOULD KNOW.

READ THIS BOOKLET OVER CAREFULLY. IF YOU HAVE ANY QUESTIONS
PLEASE FEEL FREE TO ASK ANY STAFF OR YOUR SOCIAL WORKER!

ABOUT GOODFISH LAKE & CAN- CARE

The Goodfish Lake Group Home is located on the Goodfish Lake reserve. We are about 175 KM northeast of Edmonton, which is approximately a 2 hr drive. We are pretty much in the middle of St. Paul and Lac La Biche. Our home has lots of room and we take trips to both towns for activities on a regular basis. We are also located in the heart of the Lakeland and the group home utilizes the numerous lakes that are close by. **YES, we do have cable TV, a pool table, computer room (internet), X-box and a student phone!**

Upon arrival at the group home you will complete the admissions procedure, be given a tour, introduced to both staff and other residents and assigned a room. Staff attempt to normalize your stay as much as possible to a home environment. Keeping this in mind the group home is a treatment facility and you are here to work on your issues and to plan for your future. Within a few days a Key Worker will be assigned to you. You and your Key Worker will develop an individual care plan for you to work on during your stay. Your Key Worker will act as your primary counselor and your advocate.

There will always be at least one counselor on duty 7 days a week and 24 hours a day. Part of their job is to supervise students and organize activities, but most importantly, they are here to help you with any problems!

Remember that any of the counselors can help you identify and solve your problems, but you must be willing to help yourself.

HOUSEKEEPING

Can-Care staff will encourage you to feel comfortable at the house. **Treat it with respect as if it were your own.** Staff have some guidelines on the upkeep of your room and house that you need to follow.

You are responsible for the following in your bedroom:

- Emptying out your garbage
- Making your bed properly
- Having your room tidy and presentable
- Vacuuming your room
- Putting your dirty clothes in the laundry basket
- Putting clean clothes in a tidy and folded manner
- Major clean up in your room is on Saturday. Your room must be cleaned before any privileges are allowed.
- You are required to wash your own bedding on a weekly basis according to your laundry schedule.
- Everyone is to do his/her own laundry. If anyone needs help in learning how to run the machine, please ask. You can do your laundry during any student's scheduled time, provided you have made arrangements with the person who is scheduled to use the laundry facilities.

You are responsible for the following in the house:

- Each person is to rinse, wipe off, and place his/her dirty dishes in the sink after all snacks and or meals. Please scrape any leftover food, napkins, bones, etc. into the garbage and not down the sink.
- An additional house chore will also be assigned to you that is to be done daily, and a major on this chore is to be completed on Saturdays.
- If a chore has not been designated to anyone, each student is expected to help out with the successful completion of this particular chore.
- Clean up after yourself wherever you go (i.e. glasses, magazines, books, etc).

SPENDING MONEY/ LONG DISTANCE PRE-PAID TELEPHONE CARD(S)

You will receive an allowance every second Friday, while you live in the Group Home. The amount varies according to your age. You are responsible for your own money. Staff will aid you in opening a bank account and getting proper identification if you desire to do so. You will receive:

\$5.00 per week if you are 12 and under

\$8.00 per week if you are 13-15

\$11.00 per week if you are 16 and over

If you would like to get a part-time job, you are encouraged to speak with your Key Worker. We will transport you if you get a job!!

You can also earn pre-paid long distance cards as a reward for positive behavior. Ask your Key Worker for details!

SCHOOL

All residents are required to attend school or participate in a day program.

WHAT ABOUT CLOTHES?

Students' clothing and personal items are YOUR responsibility.

The Group Home is not responsible for lost or stolen items. You can lock your room door!

Upon placement your Social Worker will have brought your clothing up to standard. Can-Care will then provide you with a clothing allowance of \$50.00 per month. Staff have discretion as to where the clothing is purchased from, its appropriateness and the amount spent on each item. This ensures that you are making good use of the amount allotted and all necessary required items are being purchased.

MAIL

You may send and receive mail while in the Group Home.

The address is: Can-Care Homes/ GFLGH
 Box 174
 Goodfish lake, AB.
 TOA 1R0

TELEPHONE

The telephone number to the Group Home is **780 636 2599**. The student line number is **780 636 2522**. Your family may phone you while you are a resident of the Group Home, providing you have permission from your Social Worker. You may phone any family contacts approved by your Social Worker. Time restrictions may apply. You may also call your Social Worker and the **Children's Advocate (1-800-661-3446)**. It is expected that in all cases students will use appropriate telephone etiquette. If not, telephone privileges will be suspended.

VISITORS

You will be allowed visitors as long as group home staff has approved them. Your Social Worker and / or parents / guardians will inform staff if there are people they believe should not have contact with you. There are visiting hours and all must be respectful of the others that reside in the home.

SOME BASIC RULES TO ABIDE BY

- Residents must ask for permission from staff to leave the building at any time.
- All offices and support areas are off limits to residents except where invited and directly supervised by staff.
- Students in the Group Home must be under the supervision of staff at all times, except where permission has been granted by staff on duty.
- Visitors and other social contacts are allowed provided that:
 - there has been no prohibition of such contacts by the Social Worker or the Group Home staff
 - the contact is appropriate and positive

- All social contacts may be monitored by the staff and terminated, delayed, or withheld at their discretion.

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- The Group Home will not be responsible for the cost of any social contacts, i.e. the cost of long distant phone calls, except where previously arranged by staff.
- Residents are responsible for their own personal hygiene and the maintenance of the Group Home living areas.
- All residents are expected to treat staff and peers with respect and consideration while residing at the Group Home. This means not making negative comments, using bad language or yelling at others. As well, this includes a respect for the personal and living space of others. Inappropriate physical contact and the unauthorized use of personal items are not allowed.
- Staff may prohibit any activity or materials, which are determined to be security or safety hazards.
- Residents will be expected to maintain proper nutritional and dietary habits.

WHAT ARE RULES AND ROUTINES?

There are a variety of routines that must be followed while here. I.e. wake up time, hygiene, & chores. The staff and other students will help you become familiar with them. If you are uncertain, ask. Most of the rules and routines are not difficult to follow. We are not here to be difficult, but as in life there are basic rules you must adhere to in order to be successful. I.e. respect other people, clean up after yourself & go to school. I know you may find it hard to understand at times, but we are trying to help!

Students respecting the rules and routines will have all privileges. Students having difficulty will be consequenceed appropriately and have to earn back privileges, outings, and community pass time.

Ask your Key Worker about the Return to Privilege program!

WEEKDAY SCHEDULE

7:00AM	Wake-up
7:15- 7:40 AM	Complete morning hygiene routines ➤ Make bed, clean room
7:45 AM	Breakfast completed Leave for school on bus
4:00-5:00 PM	Return from school & complete chores
5:00-5:30 PM	Supper
5:30-6:00 PM	Free Time
6:00-6:30 PM	Quiet Time ➤ Working on individual programming as specified in residents' care plan and homework. ➤ Students may take a pass if there is no individual programming or homework.
6:30-7:30 PM	PROGRAMMING
7:30-9:30 PM	Free Time
9:30 PM	Snack
9:45 PM	Curfew ➤ Activities cease and students either in their rooms or in the T.V. area.
10:00 PM	Bedtime
10:30 PM	Lights-out

EVENING PROGRAMMING SCHEDULE

Monday- *Life Skills* *** ie anger management, nutrition, communication skills, job hunting, & getting ID

Tuesday- Therapy sessions

Wednesday- *Focus Group* *** A safe place for you and your peers to talk about issues in your life

Thursday- Recreation night

Friday- Movie night// late night

Note: Staff will work with the residents in the planning of the above to best serve the needs at that time.

WEEKENDS & HOLIDAYS

7:00-12:00 PM	Wake-up, shower
12:00-2:30 PM	Room chore completed, major house chore completed (no passes until chores are complete)
2:30-5:00 PM	Free time
5:00-5:30 PM	Supper
5:30-6:00 PM	Supper chores
6:00-10:00 PM	Free time
10:30 PM	Curfew
10:00-1:00AM	Snack & late night movies.

STAFF IS EXPECTED TO PLAN ACTIVITIES WITH YOU ON WEEKENDS. SOME EXAMPLES ARE: FISHING, POW-WOWS, HOCKEY GAMES, MOVIES, SWIMMING, WORK PROJECTS (TO EARN EXTRA \$ \$\$), BINGO (JUST KIDDING), TRIPS TO EDMONTON, SLEEPING CONTESTS (JUST KIDDING), CAMPING, AND WEST EDMONTON MALL.

YOU WILL FIND THAT YOU EARN SPECIAL ACTIVITIES AS ABOVE BASED ON POSITIVE BEHAVIOR.

WEEKENDS ARE FLEXIBLE AND LESS STRUCTURED THAN WEEKDAYS. THIS SCHEDULE IS SIMPLY A GUIDELINE OF WHAT TO EXPECT.

WE RESPECT AND VALUE YOU AS A YOUNG PERSON--- RESPECT YOUR ELDERS!