

# Greene County Youth Academy

## Parent Information

### Hours of Operation

GCYA hours are 8am-8pm Monday thru Friday, year round. Programming for youth occurs even when the school district calendar indicates that school will be closed or that classes will not be held. GCYA is closed on New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, and Christmas Day. No school or programming takes place on these holidays. You will be notified in advance if there are any other additional holidays during which GCYA will be closed.

### Enrollment

GCYA will need to spend about 30 minutes with you completing various forms. This is in addition to our assessment process that may or may not have already been done. During enrollment, we will be gathering identifying information, asking you to sign written consent forms, and information about your child's personal health. Immunization information is required. If you do not have immunization records immediately available, please contact your child's school for a copy as soon as possible so that we can have it on file. We will also need a copy of your health insurance card. If you are eligible for Medicaid and do not have it, we can assist you in completing a Medicaid application form.

### Counseling Services

GCYA uses trusted community partners to provide individual counseling for the youth, group counseling for the youth and families, and personal family counseling just for your family. **These counseling opportunities are essential for program completion.** Group counseling is provided at no cost to the parent. However, there may be out-of-pocket expenses for the ongoing individual and personal family counseling that the parent is responsible to pay to the provider. Some providers are willing to negotiate a special rate based on income if you do not have adequate insurance coverage. If your child already has a counselor, you may continue using that counselor. You might be able to use that same counselor for family counseling as well. Whoever the provider is, they must agree to be a member of the GCYA treatment team. It is, therefore, essential that you give them permission to report to us your child's level of participation and general progress. GCYA recognizes the importance of therapist/client confidentiality, but it is important that GCYA is able to consult with the parent and the counselor on establishing individual goals for your child. It is important that at least one session of either the individual or personal family counseling occurs weekly during at least the first two months of program participation and that at least two personal family sessions occur monthly. Individual counseling typically begins at the GCYA location. Personal family counseling can be done at the GCYA location, if necessary. The group family counseling always takes place at GCYA and occurs weekly.

### School

R-12 school district partners with GCYA to provide on-site educational services. Some of the youth at GCYA are enrolled into this school while some attend other schools. Youth who attend the GCYA school are usually eligible for some school credit. Some youth are even eligible to work on individualized credit recovery courses. When it is time for a youth to transition to a different school, the Family and Community Specialist at GCYA will assist the parent with this transition.

## **Appointments**

It is the parent's responsibility to schedule directly with the provider any off-site doctor, dentist or counseling appointments. However, it is important to immediately notify GCYA of any appointments so that we can discuss any scheduling conflicts. We generally expect a one week advance notice. The last thing we want is for a parent to show up at GCYA to pick up their child, only to find that no one is present because everyone is on a field trip. **Monday mornings** and **Wednesday mornings** are usually the best times to schedule an appointment with a doctor or dentist. It is also the parent's responsibility to provide transportation to any off-site appointment. When doing so, there are to be no other stops along the way.. If the appointment runs through GCYA meal-time, please discuss meal options with GCYA staff before you leave for the appointment. When returning your child from an appointment, it will be necessary to either accompany your child inside the GCYA building or call us from your car as your child is walking into the building. It is important that GCYA be provided a doctor's appointment confirmation card and a copy of any doctor's written care instructions that we need to be aware.

## **Staffings**

Monthly treatment meetings or "staffings" will be held to discuss your child's progress and needs. Your attendance is crucial to your child's progress. You will be notified weeks in advance (usually by mail) of the next staffing date, time, and location. We assume you can take off work to attend staffings, so please let us know if that is not the case. If you cannot attend a staffing that has already been scheduled, we will:

- 1) Proceed with the staffing as scheduled without you, or
- 2) Re-schedule the staffing

## **Arrival Procedures**

Arrival deadline for morning programming is 8:40am. Youth who attend during the evening only will have individualized arrival deadlines in the afternoon. It is important that GCYA be notified by the parent or the youth before the arrival deadline when it is anticipated that the youth will be tardy. Youth are expected to immediately request entry into the building when dropped off. They cannot congregate outside with other youth or hang out elsewhere until the deadline without adult supervision. Therefore, it is important that 1) you watch your child enter the building when you are the one transporting and 2) we know your child's *anticipated* arrival time. We must be notified in advance if the anticipated arrival time is before 8:00 am as we have procedures in place for such circumstances that must be followed. If the youth must be dropped off earlier than 8:00 am, the assigned coach must be informed in advance and arrangements for an alternative dropoff location made. The youth will be required to wait at the predetermined location until 8:00am. They will be expected to enter GCYA no later than 8:10am. The youth and their parent's will be required to sign a Alternative Drop-Off Location Acknowledgment.

## Attendance

It is important that GCYA be notified by the parent or the youth before the arrival deadline when the youth will be absent. Any missed time for any reason is subject to make-up through community service or program extension. The amount of this make-up time will depend on the information provided, who provides it, and when it is provided. A doctor's note followed by a physical exam that includes a description of symptoms observed by the doctor is obviously the best information. The doctor's note needs to include:

- \* Date & time of doctor's visit
- \* Physical complaint
- \* Any symptoms observed by doctor
- \* Any instructions

Whether or not you choose to see a doctor, it will help if GCYA knows what the specific symptoms are and the last time those symptoms were observed by the parent. Any unapproved absence that involves no confirmed visible symptoms may be reported to the court. Excessive absences, regardless of the reason, may result in program termination.

Anytime a youth stays home due to illness or injury, the youth is to remain in the house at all times. GCYA will do a home visit sometime during the day when a youth stays home. If the youth leaves to go to the doctor, GCYA must be notified in advance of the departure time and anticipated return time in case the home visit is planned during that time.

## Snow Days

In the event of inclement weather and Springfield Public School District is closed, Greene County Youth Academy will be closed. If the youth lives in another school district that is closed, and Springfield Public Schools are open, the youth DOES NOT have to attend GCYA, but **must** notify staff. It is the responsibility of the youth and the parent to check the school closings. Please **DO NOT** call GCYA to find out if school is in session. If school closings occur mid-day or the program, otherwise, closes early, GCYA will contact the parent to arrange early pick-up.

Youth are expected to remain at home during snow days (8:00am – 5:00pm) unless with a parent and it has been approved by the Family & Community Specialist. After 5:00pm the curfew for each youth will be determined by program level. While at home, youth are expected to continue working on level work, MRT exercises, and any other assignments given. Staff will try to bring any material needed, weather permitting. Finally, each youth will be expected to submit a daily report that includes 1) personal goal for the day, 2) the youth's activities during the day including the time of those activities, important conversations, and what was learned, and 3) parents comments. Forms are provided for this purpose and a supply should be kept at home. These forms are also available on our website at:

*[http://www.greenecountymo.gov/juvenile/youth\\_academy/](http://www.greenecountymo.gov/juvenile/youth_academy/)*

## Dress Code

Youth attending GCYA must wear long pants, socks, a belt (*boys only*), and a uniform shirt. The uniform shirt will be provided by the program. The youth will be issued uniform shirts by the program to take home. These shirts are to be brought or worn from home each day they may not be kept overnight in the lockers at GCYA. They are to be returned when the youth reaches a point in the program when onsite activities are no longer required. Boys must 1) keep their shirts tucked in except during strenuous activity and 2) wear a belt (*pants must be pulled up to waist level at all times*). Girls do not need to keep the shirt tucked in but must keep the abdomen covered (*long undershirts are recommended for this reason*). Girls must also wear the shirt appropriately buttoned, with a bra. Shoes must cover the entire foot-sandals and other “open toe” footwear are not permitted. Clothing must be clean and free of holes, tears, graffiti, excessive wrinkles, and loud design. Shorts are prohibited, but athletic shorts and a plain-colored T-shirt may be brought in and **left at GCYA** for physical activities. **If necessary, GCYA can assist with meeting these expectations.**

Each youth who follows the dress code all week may request a “dress-down” voucher on Thursday giving permission to wear a personal shirt on Friday. Dress-down vouchers are good only for the date specified on the voucher and may be requested as follows:

- a) Youth departing in the afternoon may request a voucher right after school dismissal.
- b) Youth departing at 8pm must request a voucher between supper and 7pm on Thursday.
- c) Youth departing at odd times can request a voucher during their last hour.

The personal shirt must be in compliance with the above requirements and be worn in the same manner as the uniform shirt. The personal shirt must have sleeves and should also be free of printed messages that could be considered provocative or inappropriate. (ie. musicians, politics, promotion of illegal activity or immoral lifestyle, etc.) Jackets, coats, hoodies, and tank tops are not permitted.

*Jewelry, Tattoos, & Hair* – Jewelry is not allowed. Even though it can be stored in a locker, it is best to just leave it at home. The possible closing of a recent piercing will not be considered. Any exposed tattoos are to remain covered during program participation. The decision to get a new tattoo needs to wait until after program completion. Hair shall be kept clean, neatly groomed and not hang over the eyes.

## Home Visits/Curfew

All youth under GCYA supervision must comply with GCYA curfew. The parent is, of course, free to leave the house after the youth’s curfew time, but the youth may not go with the parent. Curfew times will change to allow more freedom as the youth progresses through the program. Random home visits are carried out by the GCYA staff in the evening. Refer to your signed copy of *Home Visit Expectations*. Staff are visiting several homes per night, 7 days a week. We cannot give advance notice to parents and youth what nights we will show up. If no one answers the door, the youth will be considered to be in violation of curfew. We expect to be able to come inside the home to do a brief visual check of the surroundings, including the youth’s bedroom. Nothing is disturbed and the privacy areas of other family members is respected. We ask that the parent accompany the staff person to the youth’s bedroom when this check is performed.

## **Friends and Associates**

During the Orientation Level and Level 1 of the GCYA program, youth are expected to refrain from social contact. This includes phone contact and social media such as Facebook and email. They are instead encouraged to spend more time with family. This is a hard adjustment period for many youth, but this is important for the process of change. Other family members such as adult siblings, grandparents, aunts, and uncles might be able to help to provide support to the youth and the parent during this difficult time. This is one reason why it is important for counseling to begin as soon as possible. During this time we will begin looking at each friend and having conversation with the parent to determine which friends will be added to the approved list first. If the friend is on probation, there is a good chance that GCYA will not approve for them to associate with one another. In the event two GCYA youth are friends, we will not give approval for them to associate with one another outside of GCYA. If the GCYA youth was involved with an extended family member in some of the same illegal activity, we will have to restrict contact between them.

## **Meals**

GCYA provides breakfast, lunch and supper to all the youth free of charge. The meals at GCYA are delivered just prior to the scheduled mealtime. Breakfast and lunch must meet the nutritional requirements of the USDA Breakfast and Lunch programs. A copy of the menu is available upon request. If your child has special dietary needs, please let us know. We will work with you to meet those needs.

## **Medications**

Youth who need to take medications while at GCYA cannot bring it in and take it without staff knowledge and assistance. The parent needs to bring the medication in personally and hand it directly to staff. If you need to leave medication with GCYA staff, the medication needs to be in the original bottle or package and clearly labeled by the manufacturer or pharmacist. Prescription capsules that are not blister-packed are generally not accepted. We will not accept an over-the-counter medication that treats more than one symptom and which contain ibuprofen, acetaminophen, or aspirin, even if it is prescribed by the doctor. Examples of these *multi-symptom* medications are Tylenol Allergy Multi-Symptom, Mucinex Cold & Fever, and Triaminic Multi-Symptom Fever.

## **Pick-up Procedures**

Pick-up time at the end of a full program day is 8:00pm. The pick-up time for youth designated as “day only” is 5:00 p.m. At that time - **no earlier** - we will begin releasing the youth as quickly as possible. Pick-up time will change as your child progresses. When it changes, we will discuss it with you first. Some youth will take longer than others, so please be patient. Parent’s should stay with their vehicles as a staff member will be looking for their arrival and will bring your child out to you. If for any reason you will be running late or something prevents you from being able to pick up your child, please contact GCYA through the “*after hours*” number so that, if necessary, alternate arrangements can be made. We must know in advance when you are having someone else pick up your child whom you have not yet authorized. When an arranged pick-up time occurs earlier than 8:00pm, whether it be for a previously arranged appointment or due to inclement weather, it is important for parents to come to the door or call the “*after hours*” number to notify us of your arrival.

## **Community Resources**

GCYA networks with trusted community partners to provide services and activities for the youth during their participation in the GCYA program. The parent will be informed when these services need to be utilized and the need for transportation. Some of these activities may even involve parent participation. Examples include the Center for Dispute Resolution, Alternative Opportunities, CSTAR, and the Victim Center.

## **GCYA Contact Info**

### **General Information, Notifications, and Message: 829-6399**

Call this number to obtain general information, to inform us if your child will be absent or late to GCYA, or to let us know when you have scheduled an appointment with a doctor, dentist, or another professional. This is the best method for leaving a non-urgent message.

### **Coaches (up to 8pm): 521-4873**

Use this number to talk to the coaches on duty. This is the best number to use if your evening pick-up time is delayed.

### **Urgent Message after 8pm and Weekends: 818-7329**

This is the message number for the Family and Community Specialist. Use this number to leave a voice or text message if you need a response before the next business day. It is the best number to call if your child is going to be late for curfew.

**ACKNOWLEDGMENT OF GCYA RULES AND PROCEDURES**

**Juvenile's Name** \_\_\_\_\_  
**Please Print**

**Guardian's Name** \_\_\_\_\_  
**Please Print**

**I have received the Parent Information handout, understand its contents and will follow the expectations it describes. I will also follow any verbal direction given to me by the staff while I am on the Greene County Youth Academy premises.**

**I give the staff at the Greene County Youth Academy permission to search any belongings I bring into the group home, with or without my knowledge at the time of the search.**

**Finally, I understand that the violations of any rule(s), failure to be cooperative with staff, or the discovery of any contraband in my belongings or on my person may result in the loss of my child's privileges, including removal of my child from the program.**

\_\_\_\_\_  
**Signature of Parent or Guardian** **Date**

\_\_\_\_\_  
**Staff Signature** **Date**