

DEPARTMENT OF HEALTH & HUMAN SERVICES
OFFICE OF JUVENILE SERVICES

YOUTH REHABILITATION & TREATMENT CENTER
Geneva, Nebraska

PARENT HANDBOOK



"I come here to find myself; it is so easy to get lost in the world."
--John Burroughs

(Revised October 2009)

Dear Parents,

The goal of the Youth Rehabilitation & Treatment Center - Geneva is to provide a safe, secure, and nurturing environment in which the girls committed to our care may gain insight into their problems, discover their strengths, develop a sense of self, and return to the community as productive and law-abiding citizens.

In order to achieve this goal, the Youth Rehabilitation & Treatment Center - Geneva has developed a variety of treatment components to assist each girl. Central to these components are families. We believe that families are the cornerstones of our society and that they need to be an integral part of each girl's treatment program at the YRTC-Geneva. All families have positive attributes and strengths, and we look forward to drawing on these strengths as we work with you and your child.

As each girl works through her program, it is our hope that when she leaves the YRTC-Geneva, she will:

- 1) Have improved upon her knowledge and skill in developing healthy and appropriate relationships with her peers, family members, and authority figures.**
- 2) Have developed an understanding of a healthy lifestyle and have taken steps to achieve this.**
- 3) Have developed skills in identifying and examining her life issues and concerns and how they have affected her choices.**
- 4) Have achieved at her academic ability and identified future academic or vocational goals, where appropriate.**
- 5) Know and understand the physical and emotional effects of the abusive use of alcohol and other drugs.**
- 6) Have developed skills to reconnect with her community.**

**Daniel L. Scarborough
Facility Administrator**

GENERAL INFORMATION

The YRTC-Geneva currently houses juvenile females who have been committed by the courts to the care and custody of the Nebraska Department of Health & Human/Office of Juvenile Services for placement at the YRTC-Geneva. Girls are generally between the ages of 12 and 18, with the average age being 16. The rated capacity of the facility is 82 beds. Girls are sent for an indeterminate period of time; their release dates are determined on how they progress through the program. YRTC-Geneva staff are committed to working with your daughter and her family; however, if at any time you have a concern that you do not feel has been adequately addressed by facility staff, you may contact the Nebraska State Ombudsman at PO Box 94604, Lincoln, NE 68509-4712 (800) 742-7690; or the HHSS System Advocate, PO Box 94026, Lincoln, NE 68509-5026 (800) 254-4202.



Directions



Geneva is approximately 23 miles south of York, Nebraska on Highway 81. The YRTC campus is located on the northwest edge of the city of Geneva, adjacent to the County Fair Grounds. As you approach the northern outskirts of Geneva on Highway 81, turn west on the R Street exit into Geneva. Proceed 2 stop signs to the west. At the second stop sign, turn south (to your left) and drive approximately $\frac{1}{2}$ mile; enter the facility at the driveway with stone columns. All visitors to the campus should immediately go to the School/Administration Building which is the first building on the left as you proceed up the driveway. No visitors should remain in the vehicles; all vehicles should be locked when you leave them. There is no direct bus service to Geneva; however, if you do not have transportation, you may want to contact various civic organizations in your community who sometimes provide transportation.

Mailing Address



Youth Rehabilitation & Treatment Center - Geneva
855 North 1st Street
Geneva, NE 68361

Telephone Number

(402) 759-3164

Fax Number

(402) 759-4804

Web Site: www.dhhs.ne.gov/jus/yrtc/YRTCIndex.htm

Orientation Program

Upon arriving at the facility, your child will be placed in John Burroughs Cottage, which is our orientation cottage. During her first 24 hours here, she will be meeting with staff to complete initial medical screenings and an intake summary and to familiarize her with the rules of the facility.

After completing an initial interview with your child, we will be sending you a variety of information to let you know about our program, as well as a number of forms that we would like you to fill out and return to us. These forms are important as they provide us valuable information about your child and help us as we develop a program for her.

Your child will next enter the 2-week orientation program in Burroughs Cottage. This is a comprehensive program that is designed to teach your child about all aspects of the YRTC-Geneva program. During this time, she will meet with a wide variety of staff members who will teach classes in subjects such as access to medical care, fire and tornado emergency procedures, rules and discipline, communication, money and property control, youth rights and grievance procedures, recreational activities, volunteers, and activities and privileges. She will also receive complete physical, dental, and eye exams.

Counselors also meet with all newly admitted girls and teach a variety of psycho-educational classes including anger management, victim empathy, coping skills, goal setting, values, problem solutions, motivation, body image, self-awareness, self-esteem, self-empowerment, support systems, and grief issues.

Classification Process

During the first two weeks your child is here, she is also going through the classification process. A counselor works with her in developing outcomes (goals), writing her life story, and completing a survey that tells us about her interests and background. The Counselor is also assembling a wide variety of information about your child, including the forms you have filled out and returned, information from previous placements, medical history, academic reports, et cetera.

Approximately two weeks after her arrival, the Committee will review the information that has been compiled. The Classification Committee then uses this information to determine her placement in a cottage living unit and treatment group. She will also be assigned a permanent group leader/counselor. After she has been classified and assigned to a group, she will move to her permanent cottage when there is room, usually within 2-4 weeks.

Parent Orientation

To better acquaint parents with the Youth Rehabilitation & Treatment Center - Geneva program, we have developed an orientation program for parents and families.

The orientation session will be a part of your first visit to the facility. You may arrange for a session when you call to schedule your first visit. (You will note in the visitation rules that no visits are allowed for the first 14 days your child is on campus.) You may not take your child on an off-campus visit until you have attended the orientation session.

During this orientation, counselors will review the Youth Rehabilitation & Treatment Center – Geneva’s program areas and answer any questions you might have.

We see this orientation phase as the beginning of a working relationship between parents and facility staff as we explore ways to help your child. As your child progresses through the program, we are hopeful that you will also be able to participate in family consultations with your child and her group leader.

Treatment Program

In developing treatment programs for the girls who come to the Youth Rehabilitation & Treatment Center – Geneva, it is recognized that no two girls are alike; each girl is an individual who has special needs and problems and reacts to situations in a variety of ways. In order to provide services for all girls, the Youth Rehabilitation & Treatment Center - Geneva has developed a wide variety of treatment programs designed to meet each girl's needs. These program offerings include psycho-educational classes in areas such as anger management, women's issues, and drug/alcohol use; individual counseling; female responsive programming; chemical dependency treatment; special management programs; and psychiatric/psychological consultations. While the female responsive treatment program is the primary treatment program, each girl also has an opportunity to visit individually with staff members, if necessary.

“My J_♀ourney”

The YRTC-Geneva's core treatment program is called “My J_♀ourney.” This program uses female responsive programming and family/person centered practices to provide services that fit the needs of each girl in a way that makes sense and is meaningful for her. With the assistance of her group leader, each girl develops the outcomes (goals) she will be working on during her stay. She also identifies the strategies she will use to achieve these outcomes. In working on her outcomes, she can draw from her existing strengths, as well as the strengths of her family.

Girls will also attend group sessions on a regular basis. These group meetings will address a number of topics that girls face in their lives. Girls have an opportunity to express themselves, as well as offer help to their peers during these meetings.

Drug and alcohol treatment with a Strength-Based Group emphasis is also offered at the YRTC. It is the goal of the YRTC-Geneva to provide substance abuse assessment, education, individual and family consultation, group counseling, and discharge referral to all girls who are considered to be a high risk to experience problematic behavior due to their use of drugs/alcohol. A range of program components is available to youth who,

without drug/alcohol treatment/education, are at high risk to experience significant problems due to their use of mood altering substances. These components include:

- ❖ Assessments**
- ❖ Orientation Drug/Alcohol Classes**
- ❖ Individual Counseling and Strength-Based Group Counseling**
- ❖ Drug/Alcohol Group Treatment**
- ❖ Drug/Alcohol Treatment**
- ❖ Parole/Outpatient Treatment Planning**
- ❖ Tobacco Education & Cessation Activities**

Girls who would benefit from highly structured, individualized counseling and behavioral management are provided with a “Levels” program. This program is an incentive based program that reinforces positive behaviors and enhances the strengths of the girls.

Each girl is also assigned a Juvenile Services Officer. This Officer, who works in the community, should be contacting you regarding your child’s placement following her release. The Juvenile Services Officer also meets with your child on campus and works in conjunction with Youth Rehabilitation & Treatment Center - Geneva staff in developing a program for her upon her release from the facility.

If at any time during your child’s stay you have a question or would like to know her progress, please feel free to contact her group leader.

COTTAGE PROGRAM

Following your child's classification and when there is room in her permanent cottage, she will be moved into a permanent living unit. These living units, which are called "cottages", usually house between 20-30 girls and are divided into two treatment groups.

Your child will be assigned to a room in the cottage, and dependent on the population on campus, may be assigned a roommate. Cottage staff are in each cottage and will assist your child in learning the routine, rules, and expectations of the cottage. Because of the number of girls who are living together, each cottage does have well defined schedules and rules, all of which have been designed to keep things running smoothly while still ensuring the safety and security of the girls. Examples of some of the rules include no lending or borrowing of personal property; "hands-off" policy; laundry schedules; rules for completing detail work; and 10 minute limit on showers.

Each cottage has a "family room" where the girls have access to a television, VCR, and radio, as well as a variety of games, puzzles, and cards. A library is also maintained in each cottage to provide the girls with a variety of reading materials. Laundry facilities are provided in each cottage, as well as a "kitchenette" so snacks can be prepared in the cottages. Communal bathrooms provide adequate showers, bathtubs, and toilet facilities.



Family Room in Sacajawea Cottage

While in the cottage, your child will be assigned a variety of responsibilities, including cleaning assignments to keep her cottage clean. She is also responsible for keeping her room neat and orderly. She may decorate and personalize her room according to the cottage rules.

Each cottage receives regular inspections by the Department of Health and Human Services to ensure that they comply with sanitation and safety regulations. Your child will also be instructed in emergency procedures, i.e. evacuation procedures in the event of a fire or tornado.

SCHOOL PROGRAM

Your child will attend Geneva North High School, which is located in the School/Administration Building on the YRTC campus. Geneva North High is fully accredited by the Nebraska State Department of Education. The current faculty is composed of eight teachers, a Director of Education, one Librarian, and a Cosmetologist. All instructors are properly certified in their teaching areas.

Prior to your child being enrolled in Geneva North High School, we will contact her previous school for her transcript so she may be placed at the correct grade level and be enrolled in the appropriate classes.

The present curriculum has been designed to meet the needs of each individual girl. Emphasis is placed on subjects generally viewed as being required by the majority of schools throughout the State. Remedial programs are provided at whatever level is necessary to meet the needs of the girls. Tutoring is also provided and provision made for those girls wanting to complete their GED's (Graduate Equivalency Diploma).

A full program of studies is held for a minimum of 1,080 hours from August through May of each year. In addition, a summer program of elective courses is held for an 8- week period during June and July.



Geneva North Library/Study Hall

All subjects are granted credit hours and these credits are acceptable to any school in the nation. We require a minimum of 200 semester hours for graduation. Diplomas are issued to all girls who have completed the requirements for the 12th and 8th grades. Diplomas are inscribed "North High School" and are signed by the YRTC-Geneva Advisory School Board.

If you have any questions regarding your child's academic program, please feel free to contact our Director of Education at (402) 759-3164, Extension 238.

MEDICAL PROGRAM



Dr Jacobsen meets with a youth.

The YRTC has a medical dispensary located in LaFlesche Cottage. The dispensary is staffed by Registered Nurses who coordinate medical services with a staff doctor and dentist. Medical services are available at all times for girls, with a modern hospital located in Geneva available for all emergencies. The YRTC also has access to a wide variety of specialists, should your child require these services.

Upon admission, your child will receive a medical, dental, and eye exam. The doctor and dentist hold weekly clinics and the Nurses hold daily “sick calls”. If your child is ill, she has been instructed to let a staff member know so he/she can report it to the nurse. If a prescription medication is necessary, it is ordered and administered as prescribed by the staff doctor.

If your child is pregnant, she will receive regular obstetrical care, with delivery scheduled at the Geneva Hospital. Girls who are pregnant or already have a child, will also be enrolled in our “Mothers and Babies” program. This program is designed to provide information to girls about pre-natal care, labor and delivery, and a wide range of child care topics.

All routine care is provided and paid for by the YRTC. Any extraordinary care, i.e. extensive dental work, should be paid for by the girl or her family, whenever it is possible to do so.

If you have any concerns or wish to share medical information with our medical staff, please feel free to contact them by calling (402) 759-3164 Extension 242.

RECREATION PROGRAM

Recreation and leisure time activities are an important part of the overall program at the YRTC-Geneva. An active recreation/leisure time program promotes youth health, development of creative talents, and constructive leisure time alternatives that youth can benefit from during their stays at the facility and upon their return to the community.

Recreation facilities at the YRTC-Geneva include a gymnasium, an indoor swimming pool, tennis courts, softball field, outdoor obstacle course, and a newly remodeled recreation center.

Because we are fortunate to have such a variety of recreational facilities, we are able to provide a wide range of activities for our girls. These activities might include handball, weight lifting, softball, open gym, foosball, swimming, and track and field activities. In addition, the recreation program makes use of a wide variety of board games, cards, puzzles, movies, and craft activities.



Recreation Room

Recreation staff also provide special weekend activities for those girls who are eligible. Special activities might include attending a movie at the local Geneva Theater, pizza party, or attending a special presentation in the community.

Special off-campus activities are available to eligible girls, including Timberlake, swimming at a local water park, softball games with local teams, participation in Relay for Life, etc. YRTC-Geneva also has a very active Girl Scouts troop that participates in numerous activities.

During her stay, each girl has the opportunity to make a scrapbook of her journey at the YRTC-Geneva. Scrapbooking activities are coordinated through the Recreation Department.

RELIGIOUS PROGRAM



Chapel of Hope on the YRTC – Geneva campus

The YRTC provides a religious program that all girls may participate in on a strictly voluntary basis. A part-time Chaplain coordinates this program, with assistance from a wide variety of community volunteers.

The YRTC's religious program consists of regularly scheduled Chapel services, Bible study classes, individual counseling, and an active Prison Fellowship program.

- **CHAPEL SERVICES:** Chapel Services are held every Sunday in the Chapel of Hope on a non-sectarian basis. Ministers from a variety of local churches assist in providing these services. If you are visiting your child on Sunday, you may attend Chapel services with her without this being counted as a part of your visitation hours. Also, at various times throughout the year, volunteers will present special programs in the Chapel. After your child has been here 90 days, and with appropriate behavior, she may attend religious worship services in any of the Geneva area places of worship.
- **BIBLE STUDY CLASSES:** On a rotating schedule, our Chaplain conducts Bible Study classes with each treatment group.
- **INDIVIDUAL COUNSELING:** Any girl wanting to may request individual spiritual counseling. Also, a girl may request that her local minister be contacted and the Chaplain may assist her with this. The Chaplain is also available to assist your child with any other special requests, i.e. baptism. If your child's religion requires any special accommodations, i.e. food restrictions, she may request such accommodations by notifying the Chaplain.
- **PRISON FELLOWSHIP:** A dedicated group of volunteers lead a Prison Fellowship group, which meets on a weekly basis. Also throughout the year, these volunteers provide weekend Prison Fellowship Seminars that provide a variety of fun activities with a religious foundation.

Food Service

Girls eat the majority of their meals in the Food Service Building. They are offered 3 meals per day, as well as daily snacks. Snacks are also available at all times in the cottage living units. The menus are approved by a Registered Dietician, and the Food Service area receives regular inspections from the Nebraska Department of Health.



Food Service Building

If your child has any special medical or religious food requirements, these can be accommodated.

Volunteer Program

While at the YRTC-Geneva, your child will be given an opportunity to participate in a wide variety of volunteer activities. These activities might include volunteering at the local theater, working at the local recycling center, planting flowers at the local retirement home, or helping to serve a dinner at the Senior Center. She also can participate in the Prison Fellowship Program, should she desire. If you are unable to visit your child while she is here, she may also be assigned a "Visiting Volunteer". We have a number of community members who volunteer to come to the facility to visit girls who do not receive many visits and may also take these girls into the community for supper, to a movie, or perhaps to a ball game. Our volunteer program is a very important part of the overall program at the YRTC-Geneva as it gives the girls a chance to interact with a wide variety of people, as well as offering them an opportunity to give back to the community.



COMMUNICATIONS



TELEPHONE PRIVILEGES

Your child is allowed to make 30 minutes worth of phone calls per week to their parent/guardian, through the use of the *Automated Youth Calling System*. Girls may call their parents/guardians and grandparents. When using the system, girls must call their approved numbers either collect, or parents/guardians may establish a prepaid account by calling Public Communication Services at 1-888-288-9879 or via their website: www.pcstelcom.com. Girls may place calls to cell numbers; however, as cell phones do not accept collect calls, all calls to cell phones must be made using a prepaid account.

All telephone calls, except attorney/privileged calls, are electronically recorded and may be monitored by authorized YRTC staff. Use of the *Automated Youth Calling System* by the girl and acceptance of the call by the called party is consent to record and monitor the conversation by authorized YRTC staff.

When your child calls you using the *Automated Youth Calling System*, you will receive the following automated message:

"You have a collect call from (youth's first and last name) at the Youth Rehabilitation & Treatment Center – Geneva in Nebraska. If you wish to accept this call, press (number stated). If you do not wish to accept this call, press (number stated). If you wish to block all future calls from this youth, press (number stated). If you wish to block all future calls from this facility, press (number stated). All calls are recorded and may be monitored. Do not use custom calling features such as call forward, 3-way calling, or conference calling which may result in termination of this call."

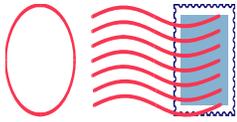
If you accidentally push the wrong number and block all calls, please contact the YRTC at (402) 759-3164 and ask for an "Officer of the Day."

Your child may not call you using this system if there is a collect call block on your phone. If there is a block on long distance collect calls and you do wish to receive collect calls from your child, you must contact your phone company and request that the block be removed. When it has been removed, you may notify the *Automated Youth Calling System* by calling 1-888-288-9879 and notify them that the block has been removed.

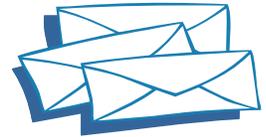
Girls may not use phone cards to place calls.

Girls on a disciplinary “zero” may not place phone calls.

Girls are not allowed to receive phone calls at any time. If an emergency should arise, please call the Facility Administrator or the assigned group leader. This relates to an injury, death, or serious illness within the immediate family. In these cases, arrangements will be made, when possible, for the youth to visit members of the immediate family or attend the funeral. Remember, however, this applied to immediate relatives only (Immediate relatives are defined as mother, father, sibling, or grandparents.)



MAIL PRIVILEGES



You have been sent a communication form that we would like you to fill out and return to us. On this form, you may grant unlimited mailing privileges for your child, giving permission for her to correspond with whomever she desires, or you may designate people you do not want her to correspond with. In restricting correspondence with a person, please give a reason as to why you do not want your child to correspond with that person. Anyone whom the youth is restricted from corresponding with may not visit the youth at the facility. The YRTC currently restricts correspondence with any person on parole or probation; incarcerated in a correctional facility, in detention, or in jail, unless that person is a family member. In this instance, special permission can be granted by the Facility Administrator for your child to correspond with this family member. The YRTC-Geneva has final approval of your child’s approved mailing list and will make decisions based on the security and good order of the facility

The YRTC-Geneva will pay for 2 letters per week for your child, (excluding confidential correspondence) and provide writing paper and envelopes. Anything over this amount must be paid for by the youth. You may send stamps to your child, or she may purchase stamps using her account on campus.

Outgoing and incoming mail and packages are not censored, but are checked for contraband. Please make sure that your return address is on all correspondence you send.

If you receive a letter that is disturbing, please contact your child’s counselor.

VISITING REGULATIONS

VISITING HOURS

Monday – Friday:	8:30 – 11:30 a.m. and 12:30 – 4:30 p.m.
*Saturday:	10:00 a.m. – 5:00 p.m.
Sunday:	1:00 – 5:00 p.m.

Girls may receive visitors after they have been here for 14 days. As a part of your first visit, you will attend a parent orientation session with your child.

Girls may have one visit per week. On-campus visits may last up to 3 hours. Off-campus visits may last up to 4 hours. The visitation week begins on Monday and ends on Sunday.

Visitors are limited to immediate family only. Immediate family members are defined as parents, brothers/sisters, and grandparents or step-persons bearing these relationships. We understand that there may also be extended family members wanting to visit. Extended family members should write the Facility Administrator asking for permission to visit. Siblings must visit in the company of the parents, unless they are 19 years or older. If siblings are 19 or older, they may visit unaccompanied by the parent(s). However, these visits will be restricted to on-campus, unless prior approval has been received from the administration. Your child's boyfriend may visit if he is accompanied by you. Anyone on the youth's restricted mailing list may not visit. If small children are visiting, we ask that you supervise and monitor these children so they do not disrupt other visitors. Pets are not allowed to visit, nor may they be brought and left in the car during a visit.

If you are unable to drive and someone besides a family member or transportation service brings you to campus, please notify us prior to the visit for permission for the driver to visit on campus.

While girls are on visits (both off- and on-campus visits) they are subject to all YRTC-Geneva rules. This includes not using a cell phone to place calls, send text messages or view pictures.

We understand that girls may have several family members wanting to visit them, i.e. divorced parents and/or grandparents. We encourage family members to work cooperatively among themselves to establish visiting times with their child within the once per week time frame.

We encourage you to call ahead if you are planning to visit. Some holidays are restricted to visitation and you will be advised of those exceptions.

When you arrive for your visit, you must sign in with the receptionist at the School/Administration Building giving your name, address, vehicle license number, and relationship to the girl being visited. You may also be asked to present your driver's license or other form of identification.

All on-campus visits will occur in the designated area in the School/Administration Building. Any items you bring in for your child must also be checked in and recorded by the Receptionist.

Once you have entered the School/Administration Building for your visit, you are not allowed to return to your car until the end of the visit. There is no loitering in cars or around the campus grounds. Please treat any girls you see on campus as you would want your child treated.

Visitors are expected to dress appropriately for the visit and must wear shirts and shoes. Examples of inappropriate dress would include gang related clothing, shirts with inappropriate logos or profanity, halter tops, etc.

During specified times of the year you are allowed to bring a picnic lunch to eat with your child. Please be sure to contact us when you plan on bringing a picnic lunch to ensure that picnics are allowed during that time and so that we may hold your child from the lunch line.

You may bring snacks to eat with your child during visits, provided they are in a factory sealed sack or container. No homemade items are allowed. Remember, these are snacks only, not meal items such as hamburgers and french fries. Examples of some snacks are found under the "Personal Items" section of this Handbook. When you bring snacks to eat during visits,

please make certain that you pick up any litter or trash before leaving. No drinks are allowed to be brought in, even if they are in a sealed container. There is a pop machine on campus and you may purchase pop to drink during your visit.

You may bring board games to play, and the facility also has board games that you may check out to play with your child. When you are playing a game, please be sure to keep the noise level down so that other visitors may enjoy their visits.

Any requests for special visitations, i.e. extended visiting hours or visits from people not on the approved visiting list must receive prior approval from the Facility Administrator. If you have such a request, please contact the Facility Administrator.

Off-Campus Visitations

After your child has been here for 60 days (if she is housed in LaFlesche Cottage, she must be on a Level 3 or 4), she is eligible to leave the campus during the visitation. When leaving the grounds you must stay within the community of Geneva. There may be only one of these visits per week.

After your child has been here for 90 days (if she is housed in LaFlesche Cottage, she must be on a Level 3 or 4), and has completed a successful off-campus visit to Geneva, she may be eligible for an off-campus visit to York, Nebraska. In this instance, you must receive permission from the Facility Administrator/designee. Requests for off-campus visits to York must be received by 4:00 p.m. on Friday to be eligible for the weekend. There may be only one off-campus visit to York per month.

Girls may not go off-campus if they are on a disciplinary “zero.”

When going off-campus for visits, girls may not drive a car and must remain in the company of their visitors at all times. They may not make any phone calls. During off-campus visits girls are subject to all rules of the facility, and may receive disciplinary consequences if they violate any rules.

Separation Status Visits

If your child has committed a major rule violation that has resulted in her being placed in separation status, we will attempt to notify you. While on separation status, your child may still receive visitors, however, these visits will take place in the cottage where she is on separation status, and will be limited to a one-hour period of time. In these instances, the visiting hours will be from 8:30 a.m. – 11:30 a.m. and 1:00 p.m. – 3:00 p.m., Monday through Friday (no visits will be allowed on the weekends). Additionally, a maximum of two adults may visit; no children will be allowed to visit.



**YRTC-GENEVA IS A NON-SMOKING CAMPUS
SMOKING IS NOT ALLOWED ANYWHERE ON CAMPUS OR DURING VISITATIONS**

PERSONAL PROPERTY

While at the YRTC-Geneva, girls may have some personal possessions, subject to the specified rules and guidelines. Because of the limited space, we ask that the guidelines be strictly followed.

While a girl is housed in John Burroughs Cottage and undergoing orientation/classification, she will not be allowed to have any personal property. The YRTC-Geneva will provide clothing and toiletry/hygiene items for her. All personal property/clothing brought in with her will be placed in storage. Therefore, it is best that you not send or bring any items to her until she has been moved to her permanent cottage. When she is classified and moved into a permanent cottage, she will be allowed personal property according to the guidelines in the following pages.

The YRTC-Geneva has a strict prohibition against borrowing or loaning any personal articles between youth. This helps to eliminate any arguments about the return of loaned items or responsibility for damage to items that are loaned. Girls having their personal property on campus do so at their own risk and the facility is not responsible for damaged or stolen items. Therefore, we ask that your child not bring or receive any expensive personal property during her stay.

The YRTC-Geneva will provide all necessary items for your child, including clothing and toiletries; however, should she wish to have a particular brand, she may either purchase it by using money in her account, or it may be sent or brought to her during a visit.

In addition to the specific guidelines listed below, please note the following restrictions:

- ❖ Girls may not receive sprays or spray pumps of any kind.**
- ❖ Girls may not have any clothing, pictures, or personal possessions that depict the use of alcohol/drugs, sex, profanity, anarchy, satanic worship, gangs, masks, dragons, gambling, musical groups, or weapons.**

- ❖ **Glass containers should be avoided whenever possible.**
- ❖ **Clothing items should be washable and easily cared for, i.e. no hand laundering or dry clean only items.**
- ❖ **Girls may not receive products that contain alcohol.**
- ❖ **We will not accept anything that is flammable; examples might include Sea Breeze or Stri-Dex. When bringing property to the YRTC for your daughter, please look at the labels to ensure that the word “flammable” does not appear.**

\$\$ FINANCIAL MATTERS \$\$

Girls are not allowed to have money on their person; however, each girl has an account similar to a bank account. A record is kept by the Business Office of the amount each girl has in her account and she is given a monthly report on her account balance. Parents are encouraged to regularly deposit small amounts to take care of any personal items their child might need. WE ARE NOT ALLOWED TO RECEIVE PERSONAL CHECKS; WHEN SENDING MONEY TO YOUR CHILD, PLEASE SEND EITHER A MONEY ORDER OR CASH WHICH WILL BE DEPOSITED IN YOUR CHILD’S ACCOUNT.

PERSONAL ITEMS

TOILETRIES

***All toiletry and hygiene items must be new, unused, and in the original package. This is due to sanitation and security concerns.

<u>ACNE PRODUCTS</u>	<u>HAIR CARE ITEMS</u>	<u>HYGIENE ITEMS</u>	<u>*MAKE-UP</u>
Cetaphil Products	Hair Gel (Thick)	Deodorant	Cake, Powder Or Liquid Make-up (Must be plastic containers)
Clean & Clear Products	Shampoo	Toothbrush	Lipstick/Lip Gloss (Total of 2)
Proactiv or Clearactive	Conditioner	Toothbrush Holder	Eye Shadow (No more than 4 colors in compact)
St. Ives Products (No cleansing pads)	Comb (1) (No Rat Tail Combs)	Sanitary Pads	Make-up Brushes
Clearasil Liquid Pumps	Hair Brush (1)	Tampons	Blush
Neutrogena Liquid Pumps	Hair Pic (1)	Body Wash	Mascara
	Hair Dryer	Face Cleanser	<u>Cosmetic Bag</u>
	<u>+Hair Ornaments</u>	<u>MISCELLANEOUS</u>	(No more than a total of 7 items)
	Hair Grease	Chapstick	
	+Hair ornaments include small rubber bands, covered rubber bands, scrunchies, and snap clip barrettes, not to exceed 10. A pair of barrettes is considered 2 items. All hair ornaments must be clear, white or a light cream color.	Lotion	
		Emery Boards	
		Saline Solution	
		Contact Lens	
		Cleaner	
		**No hygiene products made for males are allowed	

SNACKS

1 Pound of Candy Per Month

1 Pound of Other Snacks Per Month

(NO HOMEMADE SNACK ITEMS; ALL SNACKS MUST BE FACTORY WRAPPED)

NUTS (WITHOUT SHELLS)--CORN NUTS-- GRANOLA BARS OR CLUSTERS -- CEREAL BARS

FRUIT ROLL-UPS -- DRIED FRUITS OR RAISINS -- TRAIL MIX/DRIED FRUIT TRAIL MIX

CHEX MIX -- GARDETTO MIX -- CRACKER JACKS -- FIDDLE FADDLE

RICE KRISPIE TREATS -- ANIMAL CRACKERS -- SNACK CRACKERS

POPCORN (ALL TYPES EXCEPT MICROWAVE) -- PRETZELS

HANDI-SNACKS: CRACKERS & CHEESE OR PEANUT BUTTER

MISCELLANEOUS ITEMS

STATIONARY & ENVELOPES CRAYONS (64) NON-TOXIC MARKERS (12)
PENS/PENCILS (5 EACH) COLORED PENCILS (24) BOOKS (3)
MAGAZINES (5) SWIM BAG BATTERIES POSTAGE STAMPS
NOTEBOOKS (NO SPIRAL NOTEBOOKS) GREETING CARDS JOURNAL
CRAFT & HANDIWORK ITEMS (2 PROJECTS) DECK OF CARDS CALENDAR
INSPIRATIONAL READINGS, CARDS, AND PAMPHLETS SKETCH PAD
FUZZY POSTER WITH MARKERS NEEDLEWORK COLORING BOOK

PHOTOGRAPHS

10 photographs are allowed. Their content must be appropriate, and youth may not have photographs of anyone not on their approved mailing list

RADIOS

1 small portable radio is allowed. (no larger than 8" x 21"). It would be best if it used both batteries and electricity. Earphones are not allowed. Girls aren't allowed to have cassettes or CD's.



1 Large Stuffed Animal
(No more than 18" in length)

1 Small Stuffed Animal
(No more than 6-8" in length)

Clothing

Your child will receive a standard issue of state clothing for both school and cottage wear. This standard issue includes slacks, jeans, shirts, sweatshirts and sweatpants, T-shirts, undergarments, socks, winter coat, hat, gloves, dress outfit and dress shoes. She will not be allowed to wear her personal clothing, with the exception of the following:

She may have personal sleepwear (matching pajama set only, no nightgowns; tops must have sleeves—no tank tops), robe (with buttons or zipper), sports bra, and "footies" or slippers. For the present time, she will also be allowed to wear her personal shoes (tennis shoes only) for school and in the gym. All personal clothing is subject to the restrictions listed below.

****Girls are not allowed their personal clothing while housed in Burroughs Cottage. Once they have been classified and moved to a permanent cottage, they may have their personal clothing.**

GENERAL GUIDELINES

- **Clothing must be in good repair. No frayed hems, tears, etc.**
- **The following brand name of clothing are not permitted: Dickey, Ben Davis, Calvin Klein, British Knight.**
- **No clothing that must be dry cleaned, hand washed, special washing/drying instructions (for example, line dried) is allowed.**
- **No camouflage clothing is allowed.**
- **Girls may not have any clothing that depicts the use of alcohol/drugs, sex, profanity, anarchy, satanic worship, gangs, signing, masks, dragons, gambling, musical groups, or weapons.**

PERSONAL CLOTHING LIST

SCHOOL SHOES 1 PAIR TENNIS SHOES (Will also be worn in the cottage.)

**1 PAIR OF TENNIS SHOES FOR GYM USE
(All shoes strings must be white in color.)**

**SLEEPWEAR 2 PAIRS OF PAJAMAS (1 pair heavy weight; 1 pair light weight.)
(Nightgowns Not Allowed. Tops must have sleeves; no tank tops; must be matching set.)**

1 ROBE (Must have buttons or zipper)

1 PAIR FOOTIES/HOUSESLIPPERS

UNDERGARMENTS 1 WHITE SPORTS BRA

THE YRTC-GENEVA WILL PROVIDE FOR ALL CLOTHING NEEDS FOR YOUR DAUGHTER SHOULD SHE NOT HAVE ANY PERSONAL CLOTHING.

REMEMBER—WHILE HOUSED IN BURROUGHS COTTAGE FOR ORIENTATION, SHE MAY NOT HAVE ANY PERSONAL ITEMS. PLEASE DO NOT BRING OR SEND ANY PERSONAL BELONGINGS UNTIL SHE HAS BEEN MOVED TO HER PERMANENT COTTAGE.