
WELCOME TO ORCHARD PLACE

This Resident Handbook has been written for you by the Orchard Place staff and Orchard Place residents. We hope that it will help you understand the rules, routines, and privileges at Orchard Place.

The Campus

There are four buildings where children live. The names of the buildings are: Aliber House, Bright House, Jacobson (which includes Shiffler), and Kenyon House. Each building has an area where children can play and there are bedrooms, bathrooms, a kitchen, and a dining room. There are both boys and girls ages 10 to 18.

Besides these buildings, there is a Family Services Center, or “FSC” for short, also called the Therapy Complex, or “TC” for short. You will go there to meet with your therapist, nurse, psychiatrist, pediatrician, and dietitian. The cooks, secretaries, and other staff are also located in the Family Services Center. It has a large gymnasium. In the middle of Campus is a greenhouse named Club Chris where staff and residents have fun growing plants.

Safety

You will hear this word a lot during your stay at Orchard Place. There are three main reasons for this. The first is because what caused you to come to Orchard Place most likely had to do with concerns your parents or others had that your behavior had made, or could make, you or those around you feel unsafe. So, your biggest job here is to express yourself in safe ways. The second reason is that our job in helping you is to concentrate on your safety. The third reason is that when people feel unsafe they cannot concentrate on other things; like work, family, friends, and play. We will start talking about safety your very first day here. You will be asked to report any unsafe feelings to any staff, as soon as possible. Each day, a staff member will ask you if you have felt unsafe and we hope you will feel able to tell us. You will see posters that say “Be Safe,



Feel Safe.” Every three months all residents answer questions on paper about how safe they feel on campus. Do not wait. Speak up at any time.

BE SAFE AND FEEL SAFE.

Family Services Center

Character Counts

You will be expected to respect yourself and others, to make an effort to get along with others, and to work through the problems causing your admission. We work on being trustworthy, respectful, responsible, fair, caring, and a good citizen, which are the six pillars of good character. It is important to be on time for wake-up, meals, school, activities, bed, schoolwork, cleaning, and other tasks necessary for your care. The same routine will be followed daily and your staff will give you a copy of the schedule for your building. A daily schedule will be posted on the unit.

Food

All children receive three meals each day. In addition, there are after school and evening snacks provided. If you need a special diet or have other needs, we will take care of them. Fruit is available on your unit between meals.

There is a dietitian here to teach you about healthy foods to eat and to help you if you have questions about eating. There is a Menu Review Committee so you can help plan the menus. The menus will be posted on the unit in order for you and your parent/guardian to review.

Due to the presence of food borne illnesses in our community, only prepackaged, commercially prepared foods can be shared. If your family brings homemade items, only you will be able to receive them.

School

You will attend school during your treatment at Orchard Place, either on or off campus. Your educational background, needs and referring problems will be carefully considered to determine where you will attend school. We follow the regular Des Moines Public School calendar and also provide a summer session which is held in the morning.

Rules and Restrictions

You are responsible for following the rules at Orchard Place. Staff will give restrictions for fighting, hurting yourself or others, breaking things, swearing, name-calling, put downs, not following routines, not following directions, threatening, talking about leaving campus without permission to other kids, planning to run away from Orchard Place, and inappropriate sexual behavior.

When you are on restriction, you must be quiet and stay busy in your room or designated area. You may not play with your friends or go on off-campus activities, which will be determined by your individual program. A restriction can last fifteen minutes or up to 24 hours, depending on the situation.

A time-out is shorter than a restriction and gives you some time to calm yourself and relax if you get too excited or angry. Generally, you will be asked to go to a chair or an area for a specific amount of time. When needing time and space to yourself, you



A Campus School classroom

may use the time-out room (called the “TOR” for short) and staff will talk with you and offer different coping skills until you can control yourself. If your behavior is harmful to yourself or others, staff may ask you to use the time-out room and help you get there. Staff will not physically hold you unless your behavior puts yourself or others in danger. Staff will check on you while you are in the time-out room at least every 10 minutes and you are expected to talk about how you feel as soon as you are calm. You may ask to use the time-out room if you feel unsafe. At those times the door will remain open and the staff will check on you every 10 minutes, until you decide you are ready to return to the unit.



Dietary Staff

Privileges

You can earn privileges by following rules and routines or for a variety of different tasks or responsibilities (i.e., laundry, etc.) and using social skills. Each building has a privilege system which staff will explain to you.

Money

You may earn money by volunteering to do chores or if you are old enough, by getting a job.

You may earn extra money by earning the privilege of contract chores. These are daily chores which require staff supervision and help gain more independence.

Each unit receives money to be used for activities, special snacks, unit decorating and recreation supplies.

Activities

Orchard Place has recreational staff who organize activities for you while you’re here. You will be able to attend recreational therapy (Rec Group) at least once a week with the other children in your building.

You’ll be involved in all kinds of recreational activities and each week the focus for the session will be different. You’ll get to play group games, both physically active and non-active. You will play games to learn about leisure and how it effects your lifestyle. Off-campus activities may include visiting the Botanical Center, bowling, or venturing through the skywalk system downtown.

There is also an exercise group. This group meets Monday through Friday to play running games, aerobics, and exercise stations. You must be recommended for this group by our pediatrician or dietitian. Additionally, each unit has at least 30 minutes of exercise built into their daily schedule.

We have teams competing in softball, volleyball, basketball, and bowling. You are welcome to join a team during the appropriate season, but you must have earned the privilege by displaying safe behavior.

In addition to attending Rec Group and participating on sport teams, you can enjoy other activities on weekends and in the evenings.

Throughout the year there are special events at Orchard Place that you will take part in with your unit. We have parties at Halloween, Thanksgiving luncheons, and special winter holiday activities. During these special occasions, your therapist, teachers, people from the community and other staff may join you. Some of these activities may occur off campus. There may be times and situations that people from the community or those sponsoring special events are aware that you live at Orchard Place. It is important that you discuss with your parent, unit staff, or therapist if you are worried about seeing people in public during these activities. If you do not want to attend for this reason, please let your staff know.



Many recreational activities are held in the GYM

Groups

Some children who have similar problems may take part in a therapy group. All children participate in social skills group with their living unit which will teach you skills to build self-confidence and learn to problem solve. Some units have process groups to discuss treatment issues.

Privacy

You may have one or two roommates who are the same sex as you. You will have your own bed, closet space, and/or share a desk. You will have privacy during dressing, bathroom and bath times. You should tell staff if you do not feel you have enough privacy. Staff will knock on your door or call out your name (for rooms without doors) before entering your room unless there is an emergency. If staff knock and you do not answer they will open the door to be sure you are okay.

We do not allow a child to be hurt by anyone. We do not allow any sexual play among children. If someone is not respecting your right to privacy, tell your staff right away and they will help.

Most units have both boys and girls. We want you to feel as comfortable and as relaxed as possible. Please let staff know when you are not feeling comfortable. A very important rule is that children are not allowed to “go with” anyone at Orchard Place during your treatment program. Orchard Place does not allow romantic relationships between children under our care because this is disruptive to the peer group and to each child’s ability to focus on his/her treatment goals. Dating (non-Orchard Place peers) with parental consent may be approved for some older residents. Of course, staff never are to have romantic relationships with residents.

We want you to learn to feel comfortable with your sexuality and Orchard Place will provide you with a safe environment to learn about yourself.

All people have concerns about their sexuality (thoughts, feelings, and actions related to sex) at points throughout their lives. If you want to talk about your sexuality or your sexual orientation (feelings of attraction to people of the opposite sex or the same sex as you), or how the sexuality of others affects you, you are encouraged to discuss these thoughts with a person on your treatment team. Talking about sexuality can be difficult. If you do not feel you receive the support from the staff member that you hoped for, you are encouraged to talk to someone else until you feel that you are understood. Orchard Place is concerned that you feel comfortable talking about sexuality, that you are treated with respect, and that you treat others with respect. We encourage you to continue talking until all of your questions have been answered. There may be an agency or person in the community you'd like to talk with and we can help with those arrangements.

People have different beliefs and feelings about touching one's own body in private areas. At Orchard Place, if you choose to masturbate, you should do so in private without disturbing others. If you have questions or concerns about masturbation, you should discuss these with a member of the treatment team with whom you feel comfortable.

Medical

When you are admitted to Orchard Place, you and/or your family will be asked a lot of questions so we know about any health problems you or your relatives have had. Later that same day, you will be seen at the medical clinic for a small check-up. This will include your height, weight, blood pressure, pulse, eye exam, and the nurse will ask more questions like your usual bedtime and your favorite foods.

The next day you will see a children's doctor at the Family Service Center to be sure you are healthy when you come to us and you will see him again to be sure you are healthy when you leave. (Physical exams are done at admission, discharge, and yearly.) The doctor is here on a scheduled basis during the work week to check any residents who are not feeling well.

There are nurses at Orchard Place twenty-four hours a day to take care of you. The nurses are here to make sure that all of the kids are okay. If you have any health problems or concerns, you need to tell unit staff who will then let the nursing staff know. If your head, stomach, or something else is hurting be sure to tell staff. Staff will ask where it hurts, how much, and ways to make it better. The nursing staff will decide if you need to see the doctor.

The nursing staff also make appointments for



Semi-private bedroom



Director of Health Services & Consulting Pediatrician

dental exams and other doctor visits, as well as appointments at other community health agencies as needed.

A staff person conducts a Safer Choices group (Sex Education) for those who are recommended by the treatment team. Orchard Place will provide sex education and HIV/AIDS prevention training in order to help you become more assertive in making safe choices.

The nurses are available to meet with you on a one-to-one basis to discuss hygiene, sexuality or any other questions about your health. Be sure to wash your hands well before meals and after the bathroom so you don't catch colds and flu.

If you know or think you might have a sexually transmitted disease or the HIV virus, you are encouraged to talk with someone on the treatment team with whom you feel comfortable. This information will not be shared with anyone else without your permission.

Treatment

Each child at Orchard Place is assigned an individual and/or family therapist (usually the same person). You will meet with your therapist to work on the issues that brought you and your family to Orchard Place. A treatment plan will be prepared for you with the help of you and your family.

You will see the psychiatrist your first day here and each month to discuss your treatment needs and progress and your medications if you are taking any. It is good to know what the medications are for and talk to staff and the psychiatrist about how they make you feel. If you do not want to take your medication it is best to talk to the doctor about that rather than just stop taking it. Staff will give you what the doctor and your parents want you to take and will ask to see your mouth to know you have swallowed it.

Your staff in the building where you live are there to help you learn the rules and routines and make sure you have what you need. They are also very good people to talk to about worries you have.

Your unit staff and therapist will review your progress at least every other week at team meetings, and will discuss your progress with you and your family at therapy sessions.

You have a right to ask about your treatment plan and how you are doing and expect an answer. You will also be asked about your ideas for your treatment plan.

Visits

Visits with your family and others are a very important part of your treatment. Generally, the policies listed below will be followed for each child regarding visits, unless changes are decided upon by your therapist and parents.

1. On-campus visits between you and your family will be allowed unless the Court says it is not allowed.
2. Visits with you and non-family members will be allowed only with our approval and your parent or guardian's approval and may be supervised by staff.
3. If you have a lawyer, social worker, probation officer, or minister from church they can visit you if they wish. If attending church is important to you, be sure to bring this up with your therapist, staff, and parents.
4. In most cases, family visits on-campus can be private, although there may be times when this may not be possible. If this happens, the reasons will be explained to you.
5. On-campus visits with your family will not be taken away due to your behavior unless your family decides to do so.
6. On-campus visiting hours will be flexible to help meet your family's schedule. These visits will be arranged by your parents and therapist.
7. Home visits and other off-campus family visits will be arranged by your caseworker and your parents.

Telephone

You are encouraged to have telephone contact with your family. Incoming calls will be received first by staff to find out who is calling you. You will be allowed a place to use the telephone that allows as much privacy as possible. A phone contract will be signed by you, your parent or guardian, and your therapist.

There may be exceptions to this policy after meeting and talking with you, your parent or guardian and/or referring social worker. Any restrictions placed on telephone calls will have a reason which will be explained to you, your parent or guardian and referring worker. It will also be put in writing on your phone contract.

Telephone calls with your family will not be taken away when you are being consequences. Telephone calls with non-family members have to be approved by staff. Orchard Place will not restrict you from making telephone calls to your attorney, probation officer, or social worker, if you have one.



Medical Director & Staff Psychiatrist

Mail

You are allowed to send and receive mail without it being opened. The only time this is not true is when it is in your best interest to have your mail checked and held. This will only be done when it is put in writing and both you and your parents have talked about and know the decision.

Transportation

The Orchard Placed staff are trained to safely drive cars and vans. We will be driving for such things as off-campus activities, doctor appointments, and sometimes home visits. You will be expected to help keep yourself safe by wearing seat belts, locking car doors and following staff directions.

Aggression

Anger is a powerful feeling that all people have and express in many different ways. Many times people express anger by fighting or hurting others. Fighting does not make anger go away, in fact fighting makes people more angry. Walking away, ignoring, or talking anger out with another person are smart ways to deal with anger and to let others know about your anger. Hitting another person causes hurt that cannot be taken back later, even though later a person may no longer feel angry; the hurt has already been done. Treatment gives opportunities to learn how to express the powerful feeling of anger without fighting or hurting others.

Running Away

The Orchard Place staff want to keep you safe during your treatment here. We do not believe that running solves your problems. If you talk about running away or run away, staff will place you on an elopement precaution level and talk with you about what they are going to do to help you feel safer. They will watch you more closely and may lock up your clothes and shoes or ask that you wear pajamas if they think this will help you find other ways to feel better. Staff may also ask that you stay right with them during the day and may walk with you when you go to school or therapy. This is called being on “escort”. You may be on escort because you are new or because you need more supervision for a time in order to be safe and secure at Orchard Place.

Room Search

Staff are responsible for keeping you and all other residents safe. They keep glass items, scissors, knives and other sharp objects and matches locked in storage areas. You can ask to use scissors with staff supervision. Staff will check your belongings, pockets, socks and shoes when you return to Orchard Place after being off-campus to make sure



Club Chris Greenhouse

that you are not trying to bring dangerous objects onto the living unit. Sometimes staff will search your room and all rooms on the unit if they suspect that dangerous objects have been brought onto the unit and hidden. Most often, when staff do room searches, you will be present and they will tell you why they are doing the search. They will treat your possessions with respect and will put things back as they found them.

Self-Abuse

If you talk about hurting yourself or try to hurt yourself, staff place you on a self-harm precaution level and talk with you about what they will do to help you feel safer. Staff will watch you more closely. They may lock up your sharp objects, may ask that you not wear jewelry and may have you stay on the unit where they can see you until you are feeling safer. Do not pierce your body. You must have parents' permission for piercing and have it done professionally.

Fire, Storm, and Other Emergencies

In order to keep all residents and staff safe, fire drills will be scheduled monthly. Orchard Place also has a system to direct-dial the fire department in case the fire alarm sounds. Sometimes residents pull the fire alarm when they are angry or frustrated causing the fire department to come to Orchard Place as if there was a fire. This is very serious. If you pull the fire alarm when there is not a fire, you will be room restricted for twenty-four hours (except school hours), need to write an apology to the fire department and write an apology to the residents in the building. Staff will take you to meet with the Fire Marshall. If there is any damage to property as the result of the false alarm, you will also be expected to do work chores as a way to be responsible and give back to the community.

Some people worry a lot about tornadoes, storms, etc., and some do not. Staff want all residents to know that we have planned for emergencies, for your safety. If we need to stay inside to be safe, the Therapy Complex ("TC") has extra food and will not lose electricity because it has a generator. If we need to leave this part of Des Moines to be safe (evacuation), we have plans for this as well. There are emergency experts in Des Moines who know how many children are here and will help



Reception area of the Family Services Center

us. We have plans for what to take with us, including phone numbers, so we can stay in touch with your families. The most important thing in any emergency is to stay as calm as possible, listen for and follow directions, and help each other.

Use of Southtown Swimming Pool and YWCA

The Southtown Public Swimming Pool is located just west of Orchard Place. During the summer, the recreational therapists at Orchard Place arrange with the swimming pool staff to allow Orchard Place residents and staff to swim at the pool, usually on

Saturday and/or Sunday mornings. You may go swimming at the pool at others times with your staff. Only residents who have earned their off-campus walk privilege can go swimming at the pool without Orchard Place staff. The same expectations above water about keeping your hands and feet to yourself are true underwater too.

Shoplifting

If you are caught shoplifting, the things which you stole will be returned to the store. Since shoplifting is against the law, if you are caught shoplifting you will be expected to do a set amount of work chores on-campus to pay back the community for breaking the law. Staff will supervise these chores and explain to you how many you are to do. Staff will also go with you to talk with the store manager involved.

No Smoking

It is against the law in Iowa for anyone under the age of 18 to smoke or use tobacco products. While you live at Orchard Place, you will not be allowed to smoke or use tobacco products because it is not healthy, it is against the law and it is also not safe for residents to have matches and/or tobacco products with them on Orchard Place property. If you have questions about how you will be able to quit smoking or chewing tobacco, one of our nursing staff will be able to help you with this. If you are seen smoking or chewing tobacco by a staff member, you will be given a consequence such as extra room time or a written assignment. Should there be concern you have taken drugs, you will be asked to cooperate with urine testing.

Clothing

You will be expected to be dressed appropriately at all times at Orchard Place. Socks, shoes or slippers must be worn while on the unit. Half-cut or cropped t-shirts or t-shirts with pictures of some rock groups, beer advertisements, or scary pictures and sayings are not appropriate. Robes are to be worn and securely fastened at all times when dressed in night clothes and on the unit.

Laundry

Staff will give you clean sheets and towels. You will be asked to change the sheets on your bed at least once each week. Many children wet the bed. This is not a problem. If this happens to you, staff will provide you with clean sheets and show you what to do with the wet sheets. Most of the time staff will make sure that your clothing and linens are washed. Some of the older residents may do their own laundry.

Personal Property

You may bring some personal possessions with you to Orchard Place, but there is not space to bring all of your things. Posters or clothing items with references to drugs, violence, sexual issues or scary pictures cannot be allowed. Any sharp or glass objects, aerosol cans, chemical products, or electrical appliances will be kept in a safe place by the staff. These items may be used only with staff permission. We do not recommend that you bring expensive radios, stereos, game systems or jewelry with you to Orchard Place. Orchard Place will not be responsible if your things are broken, lost or stolen. If residents bring their own headphones they must meet Orchard Place rules for safety by having cords that come off and batteries.

Independent Activities

Each unit has a system of privileges which staff will explain to you. You can make contracts with staff to work on improving a certain behavior and earn privileges when you meet your goal. These privileges include things on the unit such as being able to turn on the TV or stereo, being able to be in the kitchen area and being able to do paid contract chores. Some of the privileges you can earn are off the unit such as being able to go outside by yourself or with a peer to play without direct staff supervision. The highest level privileges include independent activities off-campus such as going to the Public Library or on a shopping errand by yourself or with a peer.

Discharge

When you are admitted into the Orchard Place program, goals will be set. These are what you will have learned to do to be safer after you leave. As it gets closer to time to leave, staff will help you and your parents make plans for follow-up services. Leaving can be exciting and also a little sad because you have to say good-bye to the people here. These mixed feelings can be difficult, so you can expect to be more anxious and we encourage you to talk about your concerns. As you are preparing to leave Orchard Place, staff will help you to complete activities on a Discharge Checklist. Some of these activities will allow you to practice in the community the things which you have learned at Orchard Place.

Should your behavior become extremely unsafe, the treatment staff may recommend you be hospitalized or discharged due to the seriousness of your behavior and the danger this causes for you and for others. If this occurs, your casework therapist, your parents and your Department of Human Services or Juvenile Court worker (if you have one) will talk with you about your behavior and help you find a program that will help you be more in control.

Grievance Policy

Orchard Place will not allow you to be teased or treated differently because of your race, color, national origin, gender, age, religion, creed, handicap, or sexual orientation. This means you will be treated fairly no matter what your problem or situation. If you are dissatisfied with decisions concerning you and/or your case, you may follow the Resident Grievance Policy.

If you have a grievance, you need to talk about the issue with the staff person involved. This should be done as soon as possible, hopefully within a day or two.



The Shade Garden

At the time a complaint is started, you will be given a new copy of the Grievance Policy. If the issue is still bothering you, the next step is for you to talk about the grievance with the Milieu Treatment Coordinator.

At each step along the way the milieu staff will find out the facts about your grievance and give you a verbal answer. If you are still unhappy, the issue will go to the Milieu Treatment Director, who will study the matter and try to help get your grievance settled within three working days.

If you do not like the result, the Milieu Treatment Director will make a written report and give it to the Program Coordinator. The issue will not go any further unless the Program Coordinator decides to take your grievance to the Vice President of Residential Campus and Special Projects. This entire process will occur within ten working days.

If at any point in this process you feel you need assistance, there are people on staff who will help you. The names and phone numbers of these people (Resident Advocates) are posted on your unit, or you can ask your therapist for a list. You have the right to talk with an Advocate if you want help with the grievance policy/procedure.

You will be informed of the outcome of your complaint in writing. A copy of this notification will also be kept in your file.

Your parents will be told about the grievance and encouraged to talk about the issue with staff, casework therapist or Vice President of Residential Campus and Special Projects.



Slides on the playground

Children's Rights

You have rights that Orchard Place agrees to protect. Most of these have been mentioned already in this book, but this list should be helpful to you.

1. Orchard Place will provide you with a safe, comfortable, clean and healthy place to live.
2. You will get plenty of good food, grooming and hygiene needs, and clothing, as needed. We will help ensure you get the clothing you need.
3. Whenever you are sick or hurt, we will care for you and provide the medical care necessary.
4. You will be allowed as much freedom as possible, according to your treatment program.
5. You and your family will be encouraged to participate in your treatment program by expressing your opinions and feelings.
6. You have the right to be treated with respect by the staff and other residents.
7. You will attend school in a classroom that suits your needs.
8. You will not be subjected to physical punishment, mental, verbal, sexual or physical abuse. You should report any violations of this immediately to staff on duty.

You, your family and your worker may make a complaint about Orchard Place. The method for making a complaint is noted in a previous section of this book under "Grievance Policy".
9. You have the right never to be restrained or placed in seclusion in any form for the convenience of staff, as discipline, to make you do something, or due to the anger of others.
10. You will get plenty of adult help, support, and supervision.
11. You have the right to enjoy freedom of thought, conscience and religion.
12. We will develop a treatment program to meet your individual needs.
13. You have the right to be alone. Staff and other children will respect you and your personal space.
14. You, your family and your worker will know about the policies about mail, telephone and visits.
15. We will share copies of our written consequences with you, your family and your worker.
16. You will be told if someone is studying Orchard Place children for a research project. If you are asked to participate, you will have the right not to do so.
17. You will be cared for by staff trained to help you and you are free to know names, professional status and the role of each Orchard Place staff person caring for you.
18. You and your family will be told about the expected benefits and possible side effects of any medications prescribed for you.
19. You and your parent/legal guardian and referring worker shall be notified that Orchard Place does not discriminate on the basis of race, religion, gender, ethnicity, age, handicap or sexual orientation.
20. You will be treated in a dignified manner so that your civil and legal rights are protected.

Confidentiality

Most children who come to Orchard Place have difficulty in trusting others and being trusted by others. One way you can be trusted is by keeping information confidential; that is, not telling other important information about people who are here. This includes gossiping or spreading rumors about people who live at Orchard Place. It is Orchard Place's policy that you not discuss information from individual, family, or group therapy. We also encourage keeping your past problems private except in therapy sessions and when processing with staff. This helps with confidentiality and focusing on your treatment here.

Privacy

On the day you are admitted to Orchard Place, your staff will take a picture of you for your file. Staff may take pictures of you and the other children on the unit during special events. These pictures may be put into a unit scrapbook or on the bulletin board on your unit. These pictures do not leave Orchard Place. If you do not want your picture taken, tell your staff, it is your decision. If you do not want your picture on the bulletin board or in a scrapbook, tell your staff, it is your decision.

School pictures will be taken each fall. Your parents will receive information about this.

Staff will not take pictures of you with other children on the unit for you to take home or to school. If you agree, the staff may take a picture of you doing a special event that you may keep, for example, a picture of you in your Halloween costume or on your birthday. If you have a camera and wish to take pictures of the other children on your unit, you must make sure that you have permission from them for their picture to be taken and that their parents do not object.

Volunteers

Orchard Place is fortunate to have many friends in the community who offer their time and talent to provide additional help to our staff and additional FUN for the kids. Some volunteers come on a short term basis to teach skills or put on performances. For example, we have had dance classes, arts and crafts classes, and performances by the ballet, opera, and local drama troupes.

We also have an average of 50 volunteers who come to visit on a regular basis. They help in a variety of ways. Many are Tutors who work one-on-one with residents to help them improve study skills and enhance their learning experience. Some tutors and students reward themselves after their hard work by playing games and participating in other fun activities together.

Other volunteers act as Mentors. These volunteers work one-on-one with a resident as an adult friend, sort of like a big brother or big sister.

Anyone who wants to be assigned a Tutor or Mentor should talk about it with their therapist.

Some volunteers are called Unit Assistants, and they help out on the living units by providing some extra supervision. Usually the unit assistants work with individuals or small groups on craft projects, games, helping with homework, or going on field trips.

Finally, we have volunteers who help the teachers in the Campus School, called Classroom Assistants. These volunteers may read with small groups, work on flash cards or play educational games with students. These volunteers do not receive any payment for their work at Orchard Place. They come just because they care about our kids and they want to help!

We want you to feel safe, secure, and successful at Orchard Place. Please talk with your therapist, staff or parents if you do not understand or find the rules confusing.

RESIDENT HANDBOOK

I, _____ have read or had read to me
the Resident Handbook which lets me know my rights. The Resident Handbook
was reviewed on _____.

Date

Resident

Date

Staff

Date

MTC:342/REV3/08ap

Original to Resident's File