

Lutherbrook Youth Handbook

Reviewed and Approved by the Lutherbrook Youth Council



My Name: _____



Welcome to Lutherbrook!

Lutherbrook is a service of Lutheran Child and Family Services of Illinois.

It's good to have you here. Lutherbrook is a place where youth grow and build on what's best about them. We hope you experience Lutherbrook as a place that really cares about kids and families. This handbook explains some things you should know about Lutherbrook. You'll probably have lots more questions and your therapist or your child care workers will be glad to answer them.

My address:

Lutherbrook Child and Adolescent
Center

343 W. Lake St.
Addison, IL 60101

My phone number:

(630)543-6900

My cottage:_____

My therapist:_____

My caseworker's name:_____

My caseworker's phone:_____

Our Goal:

Lutherbrook partners with youth, families and communities to build strengths that result in a successful and lasting experience of belonging.

Some of our key values are:

Safety

Diversity and Tolerance

Community

Learning

Respect

Non-Violence

Collaboration

Caring

Resilience

Responsibility

Service

Trust

What are my rights?

You have the right to:

- 1. Be safe.**
- 2. To express your concerns without getting in trouble.**
- 3. Participate in decisions about your life.**
- 4. Talk and visit with your family unless DCFS or the court decides otherwise.**
- 5. Be listened to, respected and heard.**
- 6. Get the care you need.**
- 7. Daily exercise.**
- 8. Go to school.**
- 9. Participate in religious and cultural activities.**
- 10. Receive enough to eat and enough clothing, as well as a monthly allowance.**
- 11. Reach your full potential.**

What are my responsibilities?

- 1. Go to school.**
- 2. Follow the rules of Lutherbrook.**
- 3. Tell an adult you trust when you feel unsafe.**
- 4. Follow the treatment plan you helped develop.**
- 5. Be a constructive member of the Lutherbrook community.**
- 6. Be respectful and listen to others.**

Some Basic Rules and Expectations

Supervision – You can expect to be supervised by staff at all times.

Violence – No one has the right to hurt anyone else.

Activities – You are expected to participate in scheduled activities.

Privacy – Staff will knock before entering your room.

Borrowing – No borrowing, lending, trading or selling.

Searches – You or your room may be searched if there is reason for safety concerns.

Respecting Property – You are expected to respect and care for all property.

Room Cleanliness – Rooms are to be cleaned daily and remain tidy throughout the day.

Appropriate Language – Cursing is not permitted.

Activities, services, treatment

Recreation – There are many on-campus and off-campus recreation activities happening every day.

Medical – We have our own nurses on campus and have a doctor and psychiatrists who work with us.

Spiritual – We will respect your spiritual tradition and provide you with the opportunity to participate in a religious program.

Individual and Family Therapy – You will be assigned a therapist who will regularly meet with you and your family.

Expressive Therapy – At Lutherbrook, we have Art Therapy, Dance Movement Therapy and Animal-Assisted Therapy.

Cottage Life – You will live in a cottage with a group of your peers where you will be provided with your basic needs and rich programming.

Youth Council – Youth can participate in Youth Council.

Lutherbrook Youth Council Membership Guide

Mission

The mission of the Lutherbrook Youth Council is to promote the empowerment of youth at Lutherbrook by having a forum in which the voice of youth can be valued and heard, contributing to Lutherbrook's growth as a caring community.

Membership

Children and youth who are residents of Lutherbrook Child and Adolescent Center are eligible to participate in the Youth Council. The Youth Council will be comprised of one youth representing each cottage. Youth are selected by the cottage trio, consisting of the therapist, team leader and outreach worker from each cottage. The input of the cottage's current Youth Council member is also sought. To ensure continuity, potential members should be anticipated to be in placement for the course of their 6 month term. Potential members should agree to become members of the Youth Council and made aware of the commitment involved. Members serve terms of about 6 months, in conjunction with the expressive therapies schedule, typically either January-June or July-December. One transitional meeting occurs during the transition between Council membership, in order to assure continuity of youth voice. If a youth transitions to another cottage during their Youth Council tenure, they will continue to serve on the Youth Council. Whenever a cottage loses their Youth Council representative during that representative's term, a new representative is selected through the aforementioned procedure. There may be some larger Youth Council meetings scheduled where both current and former representatives will be invited to participate. The expectation is that in all Youth Council activities, representatives will express both their own interests and the interests of their cottage. Lead administrators of the Lutherbrook residential program are also participants.

Means

The Youth Council meets for one hour every other week. The Council is chaired by the Director of Residential Services. It is expected that everyone treats one another with respect and that the rules of the Council apply to both youth and adults. Means by which we accomplish together the shared goal of promoting youth voice at Lutherbrook:

- Learn how to better solve problems and resolve conflicts.
- Promote the furtherance of human rights at Lutherbrook by assisting in monitoring the grievance process.
- Listen to outside speakers on topics of interest.
- Identify strengths and weaknesses of the Lutherbrook program and work together to find constructive solutions.
- Celebrate one another's accomplishments and support one another through challenging times.
- There should be no retaliation to members of the Council for speaking their minds.
- Minutes of every Youth Council meeting will be circulated to supervisors and will be posted in each cottage by youth council members.
- Youth Council members will have a weekly time in community group where they share the activities of the Youth Council and engage other cottage members in identifying issues that can be brought to the Youth Council.
- Having fun and enjoying ourselves!

Working out problems – grievance procedure

- If you feel you haven't been treated properly, please make every effort to try to work it out with that staff member.
- If that doesn't work, tell the staff member's supervisor, your therapist or your primary – or anyone you trust at Lutherbrook - that you have an unresolved problem. They will help you fill out a 'problem solution' form that will help find a solution. Another option is to speak to your Youth Council representative so that they can bring the issue to Youth Council.
- If that doesn't work, the Director of Residential Services will be told about your concern and the Director will set up a meeting with everyone involved.
- If all these other efforts have not found results, the Executive Director will review the situation and make a final decision.

We also have a suggestion box on Main Street. If you have any complaints or suggestions for how Lutherbrook can improve, feel free to put a note in the suggestion box. All notes put in the box will be reviewed and considered by the Manager of Group Living. You also have the right to call your caseworker.

**Lutherbrook Child and Adolescent Center
Problem Solution Form**

When any child/youth has a complaint, they are encouraged and supported to talk with the person with whom they have the concern. Sometimes this isn't a possible solution or it doesn't work. In these situations we ask youth at Lutherbrook to approach any trusted adult in their environment and share their concern. The expectation is that the adult will then utilize this form to help the youth achieve resolution.

What is the concern and who is involved?

What efforts have been made to resolve the issue?

What is the next step (check one)?

- Discussion resolved the issue.
- Trusted staff member meets with youth and staff member with whom they have concern to address issue
- Trusted staff member informs supervisor of staff member that there is an unresolved concern
- Other

Disposition (check one)

- Resolved (Please describe)

- Unresolved (Please forward complaint to Director of Residential Services)

Responding Staff Member: _____ **Date:** _____



Lutheran Child and Family Services of Illinois