

NOVA SCOTIA YOUTH FACILITY
WATERVILLE, KINGS COUNTY, NS



Mailing Address: P. O. Box 100
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Waterville, NS
B0P 1V0

Telephone: (902) 538-8071
Fax: (902) 538-7405

Dear Parent/Guardian:

The following information about the Nova Scotia Youth Facility is intended to assist you in understanding the goals of the facility and facility itself.

Staff at the Nova Scotia Youth Facility possess a variety of skills required to deal with the unique problems of residents. Staff work in teams to provide educational, vocational, recreational, social and life skills training to residents.

Staff include Youth Workers, Program Workers, Supervisors, and Administrative and Support Services personnel.

Residents are housed in units with twelve individual bedrooms. Meals are served three (3) times per day: breakfast in the unit; lunch and supper in the dining hall. Brunch and supper are served on weekends and holidays.

Programs are compulsory. Residents are taught to take responsibility for their behaviour and are held accountable for their actions.

The Nova Scotia Youth Facility is a correctional facility with the responsibility to provide for the custody and care of its residents. It is necessary to conduct searches to ensure all residents are living in a safe environment.

Residents have access to an Ombudsman to ensure that their rights are protected. Parents will be notified and kept up to date if residents make an allegation against a staff member.

If you have any questions about the Nova Scotia Youth Facility, please contact the office of the Senior Superintendent.

DAILY ROUTINE

- For each resident, the day begins at 7:15 a.m. on weekdays and 9:30 a.m. on weekends. These days include scheduled periods for programs, clean-up, meals and quiet times.
- Weekend schedules include more recreational activities, as well as opportunities for family visits.

SEARCHES

- As a resident of the Nova Scotia Youth Facility, your child will be subject to searches to ensure that they are living in a safe environment.
- Searches are necessary:
 - ▶ to control contraband from being moved from different locations within the institution, and from inside or outside of the facility;
 - ▶ to prevent health hazards;
 - ▶ to protect residents and staff.

LEGAL COUNSEL

- Residents are entitled to contact their lawyers during regular business hours. Legal Aid lawyers' phone numbers are provided to those needing legal assistance.

OMBUDSMAN

- All residents have access to an Ombudsman to ensure that their rights are protected.
- If residents have concerns and are not satisfied with the internal complaint or grievance process, they may contact the Ombudsman.
- Residents can telephone, write or meet with the Ombudsman at the institution. All communication with the Ombudsman is confidential. The Ombudsman visits the Nova Scotia Youth Facility once every month.

LEISURE/RECREATION

- This program is designed to introduce residents to various structured leisure activities to promote a healthy, active lifestyle and further develop interpersonal skills. Activities include: swimming; sports; outdoor recreation; fitness training; Group Reintegration Leaves for eligible residents (camping, canoeing, hiking, skating). Special events take place throughout the year. Each unit has a variety of leisure reading materials available to residents.

REINTEGRATION LEAVES

- Sentenced resident may apply for Reintegration Leaves. These are short-term releases from custody for medical, humanitarian, or rehabilitative reasons. Certain criteria must be met for approval of a Reintegration Leave. The policy of the Nova Scotia Youth Facility stipulates that residents are required to pay for their own transportation when they travel home for a Reintegration Leave.
- ***The Nova Scotia Youth Facility will provide for transportation of residents upon their end of custody release from the institution.***

HEALTH CARE

- A Registered Nurse is on duty daily to attend to the health needs of residents. A contracted Physician provides 24 hour on-call coverage in addition to on-site clinics as required. Psychological services are also available on-site. The goal is to provide a high quality of primary health/mental health care to youth at the facility.

CASE MANAGEMENT

- The needs of residents are assessed and an individualized reintegration plan is developed within two (2) to three (3) weeks of admission. Once residents are transferred to a home unit, an assigned Youth Worker will work closely with them to implement and further develop this plan. Specific goals are set and formally reviewed each month. One-on-one sessions between each resident and assigned Youth Worker are an important part of this process.

CHAPLAINCY

- Chaplains provide spiritual guidance and family support when requested. Protestant and Catholic Church services are held each week in the Chapel at the Nova Scotia Youth Facility for those residents who wish to attend.

VISITS

- Family contact is encouraged by the Nova Scotia Youth Facility as it is an integral part of the resident's reintegration plan. The facility may provide funds for transportation if the family is in need of financial assistance. Further information on the assistance is available through the office of the Unit Supervisor.
 - ▶ For visiting arrangements please telephone 902-538-8071.
 - ▶ Each resident is permitted one visit per weekend on Saturday or Sunday from 12:45 p.m. to 3:45 p.m.
 - ▶ Special visit arrangements may be made through the Unit Supervisor or the on-duty Officer-in-Charge.
 - ▶ Visitors permitted include parents/guardians, siblings, child(ren) of the resident, girlfriend/boyfriend, grandparents, aunts or uncles.
 - ▶ Visitors must be 19 years of age or older unless accompanied by the resident's parents or guardian.
 - ▶ Items accepted for residents during visits may include: clothing; tapes or CD's sealed and un-opened (with no explicit language advisory); money; pictures; letters; jewelry (restrictions apply) and educational materials.
 - ▶ Cash, money orders or certified cheques are the only forms of currency accepted for residents. **PERSONAL CHEQUES WILL NOT BE ACCEPTED.**
 - ▶ Identification may be required by visitors upon request by the NSYF staff.
 - ▶ Residents may receive up to four (4) visitors at one time.
 - ▶ Nova Scotia Youth Facility is a NON-SMOKING institution.
 - ▶ Under normal circumstances, visits are cancelled when residents are serving discipline sanctions.

CORRESPONDENCE

- Each resident may receive unlimited incoming mail sent through the Postal Service. Residents are required to pay postage on their outgoing mail. Stamped envelopes can be purchased through the institution's Canteen.

TELEPHONE CALLS

- Upon admission, a resident's parents or guardian will be notified by staff and the young person will be given the opportunity to speak with them.
- Each resident is permitted two personal telephone calls per week. This includes incoming and outgoing calls. Outgoing calls must be collect.
- Residents may not always be available for calls due to programming and scheduling demands.
- When calling the Nova Scotia Youth Facility, please identify yourself and ask for the young person, stating which unit they are in, if known.
- Residents are permitted to use "Call Me" Cards for making long distance telephone calls. This is less costly than collect telephone calls. Residents may also use "Pre-Paid" Phone Cards. **Regular Calling Cards are not permitted.** Call 1-800-565-2273 for information on these cards.
- Telephone calls to lawyers, social workers, Ombudsman, etc. are not counted as personal calls.

INCENTIVE ALLOWANCE/TRUST ACCOUNT/CANTEEN

- Each resident may earn up to one dollar (\$1.00) per day, provided that they participate in programs and maintain satisfactory behaviour.
- This money, in addition to any personal funds is placed in a Trust Account for each resident and can be accessed once a week for limited purchases (maximum \$14.00) through the institution's Canteen.
- Items available through the Canteen include: writing paper, stamped envelopes, snack foods, and special personal care items.

AMENITIES

- All usual personal care items: (shaving cream, soap, shampoo, toothpaste, toothbrushes, deodorant, female sanitary products, towels) and are provided to residents. Additional amenities may be purchased through the Canteen.
- If a resident does not have sufficient personal clothing, the Nova Scotia Youth Facility will provide up to three sets.

PROGRAMS

Programs at the Nova Scotia Youth Facility aim to:

- Improve residents' understanding of their behaviour and personal issues;
- Improve their ability to control their actions and make better decisions;
- Improve interpersonal skills;
- Provide opportunities for residents to acquire academic and vocational skills;
- Promote a positive self-image through goal setting and achievement.

SOCIAL/LIFE SKILLS

- Group and individual sessions address various need areas such as: anger management, problem solving, moral reasoning, communication and relationships. Programs are designed to promote positive changes and prepare resident's for community living.

EDUCATION

- Academic courses, general upgrading and literacy tutoring are available. Individualized education programs are designed to meet residents' needs. All residents have access to accredited programming through correspondence course studies or teacher assisted programs. Computers are available as an education resource.

VOCATIONAL TRAINING

- The Cooking and Maintenance Programs provide practical work experience. Job readiness training is also available.

SUBSTANCE ABUSE

- Residents are involved in individual and group sessions which provide support and education to those with addiction issues. This program also provides support where possible in the community upon release (e.g. AA, NA)

