

PARKE CREEK Community Facility Handbook



Washington State Department of
CHILDREN, YOUTH & FAMILIES

TABLE OF CONENTS

OVERVIEW	2	Weekly Rewards	5
PROGRAM INTRODUCTION	2	PARKE CREEK STORE AND SHOPPING	6
FACILITY OPERATIONS	3	Parke Creek Store.....	6
Overview	3	Shopping.....	6
Program Introduction	3	VISITATION AND COMMUNICATION	6
Facility Operations	3	Telephone Use	6
Program Orientation	3	Resident Funds	6
Safety	3	Community Service	7
Your Right to an Abuse-Free Environment.....	3	Written Correspondence.....	7
Suicide Prevention.....	3	Family Visitation.....	7
Privacy.....	3	Visiting Procedures.....	7
Your Voice and Opinions Matter.....	4	PERSONAL WELLNESS	7
TREATMENT AND PROGRAMMING	4	Medical, Dental and Mental Health Services.....	7
The Five Functions of Integrated Treatment Model	4	Clean and Sober	8
PROGRAM OVERVIEW	4	Mealtime Expectations.....	8
Skills Group.....	5	Bedroom Cleanliness.....	9
School.....	5	General Room Expectations.....	9
Details Assignments.....	5	Hygiene and Bedtime.....	10
Point System.....	5	Laundry	10

RELIGION.....	10
TREATMENT AND COACHING.....	11
Individual Counseling.....	11
Diary Cards.....	11
DBT Skills Group.....	11
Skills Groups.....	11
POLICY	12
Basic Rules and Procedures	12
Floor Behavior	12
Additional Rules.....	13
Personal Property	13
PARKE CREEK DISCIPLINARY STANDARDS	13
Serious Violations	13
Basic Rules and Procedures	13
Floor Behavior	13
Other Violations.....	14
Sactions and Consequences	14
COMPLAINT SERVICES.....	14
LEGAL SERVICES	14

RESIDENTIAL LIFE AND PRIVILEGES	15
Orientation - First 2 Weeks	15
Residential Life	15
Privileges	16
Incentives.....	16
CONSEQUENCE SYSTEM	17
Personal Time Out.....	17
Phone Restriction	17
Video Game Restriction.....	17
Behavior Education Essay (BEE)	17
I Status – Infringement	17
Administrative Review (AR).....	18
Medical Activity Restriction (MR).....	18
Reporting Law Violations	18
FIRE AND EMERGENCY PROCEDURES	19
Fire Drills	19
In Case of Fire.....	19
Other/All Emergency Situations.....	19

OVERVIEW

This handbook provides an overview of the Parke Creek Community Facility. The handbook includes information for Residents about opportunities and expectations. Parke Creek is a great place to accomplish your desired goals as you complete your time with Juvenile Rehabilitation (JR). If you have any questions, please have your case manager reach out to any Parke Creek staff or counselors.

Parke Creek Community Facility Contact Information

Phone: (509) 968-3924

11042 Parke Creek Road
Ellensburg, WA 98926



PROGRAM INTRODUCTION

Parke Creek Community Facility is one of eight Juvenile Rehabilitation (JR) community facilities. The facility houses up to 14 male residents. Parke Creek is committed to fostering a warm and caring environment. Parke Creek provides educational and vocational training, and treatment services to help you successfully transition back into the community.

Treatment is based on the Integrated Treatment Model. Dialectical Behavioral Therapy (DBT) skills are taught in weekly groups and are a part of treatment plans. Parke Creek can help you build the skills to find work, be successful in school, and solve problems.

Parke Creek counselors are highly trained in behavioral science. Parke Creek also has a strong partnership with Central Washington University. Residents may have the ability to attend activities at the college like basketball, rugby, volleyball games, and more.

We have school onsite, taught by a Kittitas School District teacher. On Weekends you can do activities like weight room, outdoor activities, and in-house movie nights. All meals at Parke Creek are nutritious and prepared by a cook.

Parke Creek has a reward system based on the phrase, "Catch someone doing something positive and let them know about it." Each resident earns points for positive skill-based behavior noticed during the day. Residents spend points on a variety of items, including additional phone calls, snacks, clothing items, and more.

Residents are assigned a primary counselor responsible for caseload management. Your primary counselor is in regular contact with your family, counselors at your next placement, and your parole counselor. Your counselor works with you to establish an individualized treatment plan, short and long-term goals, and target behaviors to work on during your stay.

FACILITY OPERATIONS

Program Orientation

Upon arrival, you will go through the orientation process. This includes meeting with staff for room assignments, making an inventory of your things, touring the facility, introductions, and reviewing basic program rules and expectations.

Safety

At Parke Creek, we want you to be safe and feel safe. Parke Creek does not tolerate any physical or emotional intimidation by peers or staff.

Staff do not physically restrain young people and want to hear all concerns. If at any time, you do not feel safe in the program or in our local community please inform staff immediately. Staff will discuss the issue with you to identify some solutions to fix the situation.

Your Right to an Abuse-Free Environment

Parke Creek is committed to protecting your right to be safe from sexual abuse and sexual harassment. We have a zero-tolerance policy toward all forms of sexual abuse and sexual harassment. This means staff investigate every report of abuse or harassment. As part of your orientation, you will receive a safety guide on sexual abuse and harassment.

Parke Creek staff will educate you on:

- Your right to be free from sexual abuse and sexual harassment.
- Ways you can protect yourself.
- How you can report incidents.
- Your right to be free from retaliation for reporting sexual abuse or sexual harassment.
- The zero-tolerance policy at Parke Creek and in JR.
- The response procedures to sexual abuse and sexual harassment.

We strongly urge you to report incidents or suspicions of sexual abuse and sexual harassment immediately in the following ways:

- Tell your counselor, supervisor, teacher or any staff at Parke Creek you feel comfortable speaking with.
- Tell someone you trust.
- Call the END HARM Hotline at 1 (866) 363-4276.
- Fill out a youth complaint form and turn it in.
- Call the 24-hour Victim Services Hotline 1-888-560-6027.

Suicide Prevention

All self-harm behavior is taken seriously in every JR facility. Never ignore suicidal or self-harm behavior and please inform staff if you or another resident are struggling with thoughts or urges to self-harm. Staff will follow proper procedure if a resident is showing warning signs or presents risk factors to self-harm. Parke Creek staff take priority in assisting the individual to implement alternative pro-life methods when working through difficult situations.

Privacy

All young people have a right to shower, perform bodily functions, and change clothing in privacy. The only exception to this is in an emergency safety situation. For example, if you fall in the shower and need medical assistance. You must be fully dressed when moving from the bathroom or shower back to their bedroom. You may not walk to your room wrapped in a towel.

To maintain privacy, it is important for you to stand in front of your closet when changing or dressing in your room. When staff are checking on young people, they will knock first and wait for a response. This is when you should inform staff that you are changing clothes. They will not come in.

Staff will only enter your room if there is a safety or security issue. Opposite gender staff will announce themselves prior to entering the hallway. On graveyard shifts, staff will not knock first.

During sleeping hours, you are required to be fully clothed in pajamas (t-shirt or tank top and shorts, sweats).

Your Voice and Opinions Matter

At Parke Creek, you will learn how to share your voice and opinions in an effective way. You are encouraged to share feedback and participate in program planning and discussion groups. You can give your opinions, comments, and feedback during meetings or with feedback forms.

TREATMENT AND PROGRAMMING

Dialectical Behavioral Therapy (DBT) is part of JR's Integrated Treatment Model (ITM). To the right is a general outline and description of the core components. Your counselor can discuss these further with you when you meet.



The Five Functions of Integrated Treatment Model

1. Motivation and Engagement

You will stay motivated to be in treatment and engaged in the process.

2. Enhancing Capabilities (Gaining Skills)

You will gain skills through groups and one-on-one counseling to help you manage your relationships, school and work and life events.

3. Skill Generalization

You will be able to use the skills you have learned in many different settings. This is done through role-play practice and exposure to new places and situations (public school, job in community, new friends).

4. Structuring the Environment

Creating a place where you feel comfortable learning and using new skills. We will help to create a space that will teach you how to structure your own environment for both short-term and long-term success.

5. Motivate and Engage Treatment Providers

It is important that managers motivate and engage the counseling staff and provide you with the best treatment they can.

PROGRAM OVERVIEW

You will use the skills learned in DBT groups during your stay at Parke Creek. You will practice what you have learned and deal with issues as they happen.

At Parke Creek, there is a basic expectation of integrity, honesty, respect, maturity, responsibility, compliance and appropriate language. These expectations are designed to help with your daily programming needs, these expectations also ensure the safety and security of residents, staff, and the community. Residents will follow daily programming in appropriate clothes and looks (no sweats or slides and trimmed nails, neat hair). Failure to follow daily program expectations results in loss of privileges up to and including Administrative Review (AR).

Skills Group

In skills groups, residents learn life skills. They learn how to apply skills in different situations using role-play. Groups are held throughout the week where residents follow along and engage in the activities presented. Staff assign homework each week, which must be completed by the next group meeting. Failing to complete homework may result in consequences.

School

Residents are required to attend onsite school Monday through Friday. Staff post the daily school schedule on the door. Please ask the teacher for specifics on school rules and expectations. School is the most important activity at Parke Creek. Doing well in school helps with points and other privileges at the house.

Details Assignments

Staff expect all residents to participate in daily details. The detail assignment list is posted on the kiosk window. The instructions and expectations for each detail are on the bulletin board in the resident hallway, on the cupboards in the kitchen or on the back of the doors in the bathrooms. General details are done on Monday, Wednesday, and Friday afternoons. These general details need a more thorough job on an assigned detail. Staff must inspect and sign off on details before they are considered complete.

You are expected to:

- Complete a detail each day.
- Be in your room with the door closed, if you have completed your detail.
- Complete some details more than once a day.

Point System

Residents earn points from staff for participating in programming, details, and meeting the house expectations. These points can be used to buy snacks, items from the Parke Creek store, or make phone calls.

Listed below is the points sheet that staff use every day. Up to three points can be earned in each category. A resident can earn a total of 60 points on Sunday, Tuesday, Thursday, and Saturday. On General days residents may earn up to 67 points in a day. General days are Monday, Wednesday, and Friday.

Residents that volunteer for extra details can earn incentives (snacks, fidgets, phone calls). The positive behavior log is where staff list the behavior and interactions that residents have throughout the day. Residents can earn extra points by displaying positive behaviors during the day through the positive behavior log. Residents that receive consequences will receive negative points. These points are not only used for buying items from the Parke Creek store, but they are also the determining factor if residents are eligible for privileges in the house.

Weekly Rewards

Each week staff review the progress of residents in the program. The following are awarded and recognized for their continual efforts.

“Wombat of the Week” – Based on attitude, behavior and compliance with Parke Creek expectations.

“Runner-Up of the Week” – Based on attitude, behavior and compliance with Parke Creek expectations.

“Student of the Week” – Selected by the teacher for following rules, listening, and completing assignments.

“Kitchen Helper of the Week” – Selected by the Cooks for completing kitchen detail with integrity.

PARKE CREEK STORE AND SHOPPING

Parke Creek Store

Upon arrival at the facility, you will get hygiene items. you can get essential hygiene items that you want to have from the Parke Creek store. Residents can receive one item per category from any staff on shift without charge if an essential item is needed.

Everyday residents may earn points that do not expire. These points can be used to purchase items from the store. Items include hygiene products, self-care items, notebooks, colored pencils, headphones, clothing, slides, water bottles, phone calls, snacks, and candy.

Big ticket items include a snack punch card. The punch card means that residents can ask for any snack from the provided list from any staff member during snack box time in the evening. The residents will pass the punch card to staff who will punch the card and give the individual the item they requested. This is the only time that residents can receive snacks from any staff member on any day. All other snack requests must be completed through the resident's counselor on their weekly shopping day.

Shopping

You can take a Shopping Day Sheet at any time from the designated folder. You will check off the items that you wish to purchase throughout the week. You can check your total points by asking staff to check the sheet in the kiosk. This will help you correctly calculate which items to purchase based on points. Residents can tally the number of items they wish to purchase. This will be added to the total points they are spending to make sure their running total of points is at or above zero. You cannot go negative when purchasing items from the store.

All purchases from the Parke Creek store are to be made through the resident's counselor and are held on Saturdays and Sundays. Counselors that work on Saturday will have their shopping days on Saturdays only. The same goes for counselors that work on Sundays.

If a resident forgets to complete the form and turn it in to the designated folder prior to their shopping day, they will miss the opportunity until the next shopping day occurs, no exceptions. This is meant to encourage proactive planning and teach responsibility.

VISITATION AND COMMUNICATION

Telephone Use

Your counselor will work with you to create a list of approved contacts. Staff track incoming and outgoing calls. You can make up to five phone calls per day. You can make unlimited calls on Saturday and Sunday. Calls to your institution, parole counselor or probation officer, attorney or sponsor are not counted toward your daily calls.

- Calls are 15 minutes.
- Outgoing calls need to be placed before 8:45 p.m.
- Calls are restricted to immediate family during the orientation period.
- You may only receive and make phone calls to people on your approved phone contact list.
- Staff assist with placing all calls.
- Calls should not interfere with meals, details, school, groups, or other scheduled programming.
- Staff will not monitor any calls without advance notice to you.

Resident Funds

While at Parke Creek, you may receive money. Parke Creek staff are the assigned custodians of all money received. Staff will document and receipt all money and place it in a safe. Please work with your primary counselor to spend money.

Community Service

Parke Creek requires Community Service to help you:

- Be involved in the Community.
- Develop support networks.
- Give back to the community.
- Practice social skills.

The hours completed at Parke Creek can also go towards community services required by the court. Residents at Parke Creek have many opportunities to volunteer throughout the year. Staff will let you know when we have community events to help with

Written Correspondence

We encourage you to write to your family. Parke Creek supplies envelopes, postage, paper, and pencils for writing letters. Staff open all incoming mail. Staff will ask you to be present for opening legal or attorney-client mail. Staff will not read legal mail unless you give them permission to do so.

Family Visitation

We encourage family and community contact during your stay at Parke Creek. In order to visit, your family must first call ahead and speak with your counselor. After this, we will add them to your approved visitor list. Once on the list, they can begin visiting during visiting hours. They can also visit by calling ahead to plan with the supervisor and counseling staff.

- It is your responsibility to have visitors preapproved and added to your visitor list prior to their arrival.
- Staff turn away any visitors who are not preapproved or who do not have proper identification.

Visiting Procedures

When visitors arrive, they must report to staff and sign in. Visitors must have preapproval to visit with other residents.

PERSONAL WELLNESS

Parke Creek supports personal wellness and healthy lifestyles. We have a full-time cook who provides nutritious, balanced meals. Parke Creek also provides some structure to encourage necessary levels of sleep and exercise. We have gym nights and weights onsite as well as outdoor space for recreation.

Medical, Dental, and Mental Health Services

Medical, dental, and mental health services are available off site in the community. When you arrive, we will make an appointment with a doctor.

Most residents are eligible for a DCYF medical card under the Medicaid program unless earnings exceed the eligibility limits. Your private insurance carrier may cover treatment. Medicaid covers some basic services. Other services may cost extra. Parke Creek pays for the treatment needed not covered by Medicaid with approval by the program administrator.

It can take several weeks to schedule appointments. Please speak with staff if you need to go to the doctor, dentist, psychiatrist, or a therapist. In the event of an emergency, staff will take you to the nearest hospital emergency room.

Vision screening and corrective lenses are available from our local provider. Medicaid covers some basic services, while other services cost extra. Please speak with your counselor for details.

You must have a physician prescription for non-prescription drugs, herbal supplements, remedies, or vitamins. Any costs not covered by Medicaid or insurance are your responsibility unless approved by your counselor, the supervisor or the administrator.

You cannot keep medication in your room. Staff manage all medication. Staff supervise consumption of any medication.

A current vaccination record is required for school. If your record date is not current, you will need to get the required vaccinations.

If you refuse medical or dental care, you need to sign a waiver releasing Parke Creek from any responsibility. Taking your prescribed medication is voluntary. Refusing medication may result in a consultation with the supervisor or administrator.

If you need to miss school due to illness, you must remain at the house, sleeping, or relaxing in your room. Follow your physician's instructions for taking any prescribed medications, care of your illness or injury, and any activity restrictions. Residents who do not must sign a waiver.

When you are sick:

- All meals are served and eaten in your room.
- Contact with others is limited.
- No non-emergency phone calls.
- Medication calls are allowed at staff discretion.
- If you are employed, you must contact your employer.
- Stay in your room.

Clean and Sober

Residents must stay drug and alcohol free while at Parke Creek. If you are found with alcohol or drugs, you will have consequences. This includes loss of privileges, program restrictions, and removal to a more secure facility. Residents returning from Community Involvement must complete a urine test. Failure to do so results in consequences.

Mealtime Expectations

Good nutrition is important, and Parke Creek encourages a healthy, well-balanced diet. Below are a few mealtime expectations:

- Staff provide three meals per day.
- Staff will provide two designated snack times.
- Document any food allergies in your medical file with your counselor.
- Let your counselor know of any dietary needs based on cultural or religious practices.
- Fresh fruit is available as a healthy snack during the day.

- Snacks are provided after school and at weekends.
- Water is the only beverage allowed in your room.
- You must wash your hands before meals and snacks.
- Do not trade food.
- Only take as much food as you plan to eat. You can have more food after everyone has had a chance to eat.
- You may not be on the floor or down the hall during mealtimes unless staff are present.
- Please be courteous and respectful during mealtimes. You should say please, thank you and talk at a reasonable volume.
- No foul language.
- Wear close-toed shoes during mealtimes. No sandals or slides.
- Eat all food in the dining room.
- Residents may not watch TV, play video games, or make phone calls during mealtimes.

If you would like to save nonperishable food for later, you may place it in your snack box. Below are a few snack box expectations:

- You can place items in your snack box any time.
- The snack box is open once in the evening. The snacks box schedule is posted on the snack box closet. Times vary if a resident has something to complete.
- Taking snacks from another resident without their permission results in "1" status, this will also require staff approval.
- No trading snacks.



Mealtime Schedule

MEAL	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	7 - 10:30 a.m.	7 - 7:55 a.m.	7 - 7:55 a.m.	7 - 7:55 a.m.	7 - 7:55 a.m.	7 - 7:55 a.m.	7 - 10:30 a.m.
Snack		10:20 – 10:35 a.m.	10:20 – 10:35 a.m.	10:20 – 10:35 a.m.	10:20 – 10:35 a.m.	10:20 – 10:35 a.m.	
Lunch	12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00 p.m.
Snack	3 - 3:10 p.m.	3 - 3:10 p.m.	3 - 3:10 p.m.	3 - 3:10 p.m.	3 - 3:10 p.m.	3 - 3:10 p.m.	3 - 3:10 p.m.
Dinner	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.
Snack Box	7:30 - 7:45 p.m	7:30 - 7:45 p.m	7:30 - 7:45 p.m	7:30 - 7:45 p.m	7:30 - 7:45 p.m	7:30 - 7:45 p.m	7:30 - 7:45 p.m

Bedroom Cleanliness

We have standards for room cleanliness at Parke Creek. It is important that your room is neat and orderly. Rooms should be clean every morning and kept neat throughout the day. You are responsible for your possessions and bedroom area. The following are the basic expectations for room cleanliness:

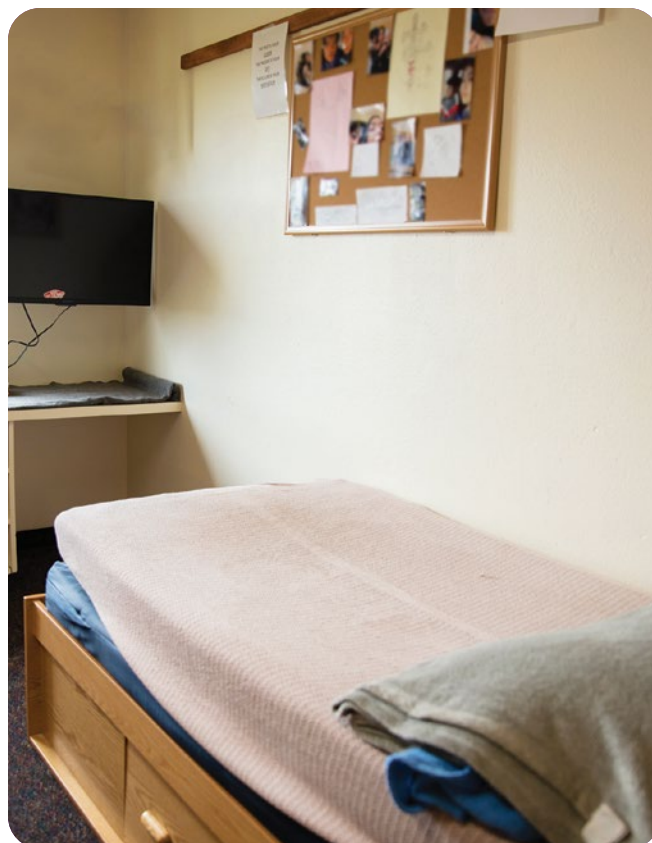
- Bed is neatly made
- Desk, dressers, window sills, closet and drawers are neat and free of dust
- Carpet is clean and vacuumed
- Clean clothes are in your closet/dresser and dirty clothes are in the basket
- Waste containers are emptied

Staff check the bedrooms in the morning, during weekly detail generals and at staff discretion. Staff hold you responsible for any damage to facility property.

General Room Expectations

- Don't tamper with smoke or heat detectors.
- No portable speakers in rooms.
- Electronics must be kept at a reasonable volume. Others should not hear outside your room.
- Positive decorations and possessions are allowed. They will need staff approval.

- Pictures in your room must be appropriate. No weapons, drugs/alcohol, or objectifying images can be displayed.
- Use tape on the wooden strip in your room to hang decorations.
- Decorations cannot cover windows.



Hygiene and Bedtime

All residents must complete hygiene in the morning to be in the common area and engage in programming. You should Shower and brush teeth before morning group at 7:55 a.m. If this is not complete, you may otherwise receive consequences. Residents are allowed to sleep in during the weekend or no school holidays. On weekends hygiene needs to be complete before lunch.

Nightly hygiene is highly encouraged. Residents are awarded points for completing hygienic activities, being in their rooms with the door shut, and getting ready for bed. The bedtime dress code is pajamas or shorts and a T-shirt. After hygiene time begins, residents should be in bedtime attire. You cannot go to bed fully dressed or with shoes on. You cannot do laundry, make phone calls, or eat snacks during hygiene and bedtime. After lights out, only one resident may be out of their room at a time. Arguing with staff after lights out results in automatic consequences.

Residents must be fully clothed when walking back and forth from their room to the restroom. Towels worn in the bathroom only.

Parke Creek provides:

- Body wash (shower daily)
- Shampoo
- Toothpaste
- Toothbrush
- Combs
- Antiperspirant/Deoderant
- Shaving cream
- Disposable razors

Hygiene is important. If you don't practice basic hygiene, you will be placed on hygiene restrictions. This means staff will sign off on your hygiene every morning and evening. Residents may have their own hygiene items. Items such as cologne, after shave or aerosol products will be labeled and kept in the kiosk to be checked out from staff. Parke Creek also prohibits hygiene products containing alcohol. Showers should happen during free time and not during room time or after lights out. We recommend using shower slippers to avoid diseases.

Residents will have an opportunity for free haircuts by a professional. You will not cut your own or others hair. If your hair is clean and doesn't interfere with programming it can be any length. At Parke Creek you cannot make drastic changes to your hair. Residents who show responsibility and accountability can earn the opportunity to cut hair.

Laundry

Parke Creek provides one fitted sheet, one flat sheet, one pillowcase, one pillow and one blanket. Staff provide additional blankets to residents on request. You can get your own blankets, bedspreads, and pillows.

Staff provide towels on request. Old towels must be returned before new ones are provided.

Parke Creek has a laundry room with equipment that you must learn to use. **Laundry room guidelines are as follows:**

- No hanging out in the laundry room.
- Don't move other residents' items without the permission of that resident.
- Parke Creek provides laundry detergent.
- Laundry must be removed from the laundry room by 9 p.m.
- Staff lock the laundry room daily at 9 p.m. If laundry is left, you must wait until morning to get it.
- Bedding and towels are washed by staff.

RELIGION

Participation in religious activities is voluntary. Accommodation can be made for residents to practice some rituals from their own faith. Talk with your primary counselor about possibilities. Parke Creek also allows members of the clergy or your religious faith to conduct instructional or education sessions with you onsite.

TREATMENT AND COACHING

Individual Counseling

Parke Creek will assign you a counselor before you join the facility. The counselor will be in regular contact with you at least 30 days before you arrive. Your counselor will help you during the treatment process and communicate with your family and parole counselor. Your counselor will meet with you weekly for individual counseling.

The priority in your individual counseling sessions will be to go over what treatment and counseling will look like. You will meet for at least one hour every week. Your counselor will review limits of confidentiality. This means that you will review what will remain confidential and what will have to be reported or discussed with other staff. With your counselor, you will identify what you would like to work on. You may also discuss what your parents/guardian or staff would like you to work on.

You will discuss what has worked well for you in the past and what has not. You will also review the skills you have already and skills you would like to learn. With staff, you will identify both short and long-term goals to work toward. Your regular sessions will focus on finding target behaviors that you and your counselor agree are important. Chain analysis will also be used to help you, and your counselor reviews your behaviors and the “function” of your behaviors so that you can work together to make changes.

Diary Cards

Counselors may assign diary cards each week as a tool for casework. The purpose of the diary cards is to identify target behaviors that the individual would like to work on. The card also helps identify beneficial skills to achieve goals. There will be assigned prompts that should be filled out to successfully understand what actions or thoughts prompt specific behaviors. The prompts will help you and counselor work on how to approach situations.

DBT Skills Group

Staff and residents meet weekly to complete mindfulness activities, discuss the DBT skills homework from the previous week, and prepare for the upcoming homework that is assigned. Residents are encouraged to share their experiences, their ideas, and desires for success. It is expected that residents will arrive to group on time with their assignment completed so they can actively participate in the meeting.

Skills Groups

You are encouraged to participate in the group activities, complete the homework assigned, and share ideas in each group. The groups include programs such as outdoor skills, first aid, skeletal and muscular system, art, writing, motivational skills, job preparedness, and financial skills. These groups are intended to teach a variety of skillsets that you may not have had the opportunity to learn. Residents are encouraged to bring new ideas to the group and are welcome to suggest group topics.



POLICY

Parke Creek has policies to maintain a safe environment to focus on treatment and goals. These policies explain rules, expectations, and consequences for not meeting expectations or for breaking rules.

Basic Rules and Procedures

Below is a general overview of the basic rules and procedures you need to know:

- No pets.
- No chasing or harassing wildlife including snakes, ground hogs, and bunnies.
- No pens, markers, or ink products in resident rooms.
- No sunflower seeds or other types of seeds allowed.
- No gum chewing.
- No food or drink in resident rooms other than water.
- No juice or milk in water bottles. These must be consumed in the dining room.
- No food or drink in vehicles or outside of the house without staff permission.
- No items blocking door entrance/exit.
- Practice good hygiene.
- Hats and other head coverings may only be worn in your room but may be approved on an individual basis.
- No tattooing, piercing, or other forms of disfigurement. One earring in each ear is allowed, if already pierced before entering Parke Creek.
- No sagging pants.
- Sandals are allowed during free time, not during sports or working out.
- Always wear socks outside your room.
- No tank tops or sleeveless shirts outside of your room.
- Shirts must be buttoned to at least the second button.
- When riding in vehicles, your seatbelt must be always worn.
- Any issues in the vehicle result in returning to Parke Creek immediately.
- No violent motions or actions including punching or kicking.

Floor Behavior

- Use positive and appropriate language. No swearing, ranking, put downs, or inappropriate gestures.
- Learn and practice pro-social behaviors and skills.
- Respect for personal space and rights of others.
- No fighting, intimidating, or victimizing.
- Other than the side yard or basketball court, residents must have staff permission to go outside.
- Unless accompanied by staff, residents may not be out of bounds for any reason.
- No spitting.
- No loitering in the resident hallway.
- Doorway, room, or hallway visiting is not allowed.
- No going into other residents' rooms.
- No moving of furniture.
- No standing or jumping on/over furniture, no sitting on tables or ledges, and no slamming doors.
- Keep feet off the furniture, walls and woodwork.
- Knock and wait for staff permission before entering any office.
- Residents should stop at the carpet between the game room and back office until given staff permission to proceed.
- No combs or picks in your hair outside of your room.



Additional Rules

- No smoking, chewing or possession of tobacco products.
- Consequences for smoking or chewing tobacco range from BEE to I status to AR. We have a graduated response to substance use and it follows our 4-strike rule in alignment with our drug policy.
- No Vapes or E-cigarettes.
- No nicknames, gang talk or slang like bro, cuz, fam, fool, or dawg. Show respect by addressing staff and other residents by their names.
- No wrestling, horseplay, slap boxing, arm wrestling or giving lumps on arms.
- No touching other residents or staff. Parke Creek is a hands-off facility.
- No gambling or betting of any form.
- No financial transactions are permitted between residents, residents and staff or residents and volunteers.
- Please keep music to reasonable volume.
- Residents wearing headphones on the floor must always have one out to listen to staff. Headphones are not allowed to be worn and mp3's are to be put away during group, one on one's and mealtimes
- MP3's are only allowed to contain music. They must not contain pictures or videos of any sort.
- Music containing swear words, glorifying violence, criminal acts or anti-social behavior is not allowed.
- Residents that have personal gaming systems must always keep them in their rooms and are not allowed to bring them into any other area. This includes games, remotes, wires, and systems, etc.
- Video games and Movies must follow our rating outlines. No movies with the rating of R, X, NR, or NC-17 are not allowed. No television above the rating of TV-14 is allowed to include NR (Not Rated). Video games with the rating of NR (Not Rated) or M (Mature) are not allowed. T (Teen) rated games can be allowed if approved in advance by CFA or Supervisor.
- No trading, no borrowing, and no lending unless approved by both residents' counselors ahead of time.

Personal Property

When you arrive, Parke Creek creates an inventory sheet listing all your personal property. Please be sure to update your inventory list as you receive additional property. Any personal property not listed in Parke Creek's inventory is not Parke Creek's responsibility. Your personal belongings are stored in a designated storage box to be returned upon release. The only other person allowed in your personal belongings is your primary counselor.

PARKE CREEK DISCIPLINARY STANDARDS

Serious Violations

- Escape or attempted escape
- Violence toward others with intent to harm and/or resulting in significant bodily injury
- Involvement in, or conviction of, a criminal offense under investigation by law enforcement or awaiting adjudication
- Extortion or blackmail that threatens the safety or security of the facility or community
- Setting or causing fire with intent to harm self, others or property, or with reckless disregard for the safety of others
- Possession or manufacture of weapons, explosives or tools intended to assist in escape
- Interfering with staff in performing duties related to the security or safety of the facility or community
- Intentional property damage more than one thousand five hundred dollars
- Possession, use or distribution of drugs or alcohol, including inhalants
- Rioting or inciting others to riot
- Refusal of urinalysis or search
- Other behaviors that threaten the safety or security of the facility, staff, residents or the community.

Other Violations

- Unaccounted for time when a juvenile is away from Parke Creek
- Violation of conditions of authorized leave
- Intimidation or coercion against any person
- Misuse of medication such as hoarding medication or taking another person's medication
- Self-mutilation, tattooing, body piercing or assisting others to do the same
- Intentional destruction of property valued at less than fifteen hundred dollars
- Fighting is not tolerated
- Unauthorized withdrawal of funds with the intent to commit other violations
- Suspension or expulsion from school
- Violations of school or volunteer work agreements related to custody or security concerns
- Sexual contact or other behavior that results in a referral to CPS or other agencies
- Lewd or disruptive behavior in the community
- Four or more minor rule violations can equal a major rule violation

These violations require immediate verbal reports to the regional administrator or designee. The staff must provide a written incident report to JR no later than 24 hours following the discovery of the incident.



Sanctions and Consequences

If you choose to not comply or cooperate with Parke Creek expectations, this can result in the use of sanctions or consequences. Sanctions are assigned by a graduated response based on behavior. Some sanctions include personal time outs, behavior education essays, "I" status, administrative review, loss of TV privileges, loss of outing privileges, phone restrictions, or gaming system restrictions.

Possible Reasons for Removal from Program

- Being guilty of a major rule violation
- Four or more minor rule violations
- Unamenable to treatment
- If you can only be single bunked, all residents are subject to having a roommate.

COMPLAINT SERVICES

If you have a complaint regarding your treatment at Parke Creek, the first step is to discuss the issue with the person(s) you have the issue with. This requires effort on your part to approach the situation appropriately – staff can coach you through this process. If you have done this and feel your rights are still being violated or you are being treated unfairly, you can fill out a Youth Complaint Form. The procedure to do so is posted on the wall next to the youth complaint box by the laundry room. Forms are readily available at the head of the hall in a folder. The supervisor aims to resolve complaints as quickly as possible and within seven days.

LEGAL SERVICES

Staff will not provide you with legal advice, but you can contact your attorney at any time. Team Child is currently the legal counsel for JR youth. You can contact them anytime at (877) 295-2714 or (206) 322-2444 x 101. Calls to your attorney do not count toward your daily-allotted phone calls. If you have further questions, you can talk with your case manager, program supervisor or program administrator.

RESIDENTIAL LIFE AND PRIVILEGES

Orientation - First 2 Weeks

Intake

- Suicide and Self-harm Screen (SSS).
- Sexual Aggressive Vulnerable Youth (SAVY).
- Review and sign consent forms.
- PREA education.
- Attending skills groups.
- SOGIE.
- Complete and review orientation packet with staff.

Privileges

- Watch TV in common area.
- Basketball, football, soccer, volleyball, etc. outside.
- Weight room.
- Communal game console sign up.
- Calls to parents or guardians.
- Music Studio.
- Laptop access for education, employment, and reentry.

Behavioral theme

- Positive participation and involvement in your treatment planning with counselor.
- School.
- Diary card.
- Develop Target skills.

Things to complete

- Pass Program Handbook quiz.
- Make a list of short and long-term goals.
- Work on target skills.
- Complete a diary card.
- Attending skills groups.
- Write a commitment letter.

Residential Life

Behavior expectations

- Positive engagement in all programming.
- Demonstrate leadership.
- Being a role model for peers.
- Follow directives and show respectful responses.
- Show listening skills and positive response during coaching.

School

- Positive problem-solving skills.
- Complete weekly assignments.
- Follow directives of staff.

Details

- Complete assigned details after mealtimes in a timely and efficient manner.
- Follow the prompts on the hallway bulletin board for instruction.

Cleanliness

- Residents are to complete daily hygiene expectations.
- Maintain cleanliness of resident rooms and the house.

Things to complete

- Attend skills groups and complete the assigned homework.
- Write a commitment letter for staff meeting.
- Attending one-on-ones with counselors.
- Complete assigned skills work and diary cards from counselor.

Room Privileges

- Residents can have personal gaming systems in their rooms unless otherwise restricted.
- Residents are provided with access to a TV in their room unless otherwise restricted.
- Residents are can have personal MP3 players, radios, and headphones.

Activities and Privileges

- Watch TV in common area.
- Basketball, football, soccer, volleyball.
- Weight room.
- Communal game console sign up.
- Calls to approved contacts.
- Approved family visits.

Privileges

A goal of Parke Creek is to motivate residents to use their skills to improve behavior and responses to varying situations. Residents are encouraged to build effective relationships with staff and peers as well as participate in programming.

A point system is used at Parke Creek where residents have the ability to earn points each day for tidiness, complete details, engaging in skills groups, maintaining positive behavior, and having skillful interactions with staff. At the end of each day points are added to a weekly log and residents are eligible to purchase items from the Parke Creek store (see page 7).

Residents that surpass 400 points in a week for following programming are granted access to Parke Creek's 400 Room for a week. This includes a gaming station with a PS5 in addition to a big screen TV comprised of programs that offer Disney Plus, live sports, movies, cartoons, automotive, and home improvement. Access to this room will be offered by staff after the weekly staff meetings on Wednesdays to those that are eligible.

Access to the 400 Room will be offered Wednesday evening through the following Tuesday permitting the residents do not receive a sanction that restricts privileges.

"I Status" = Minimum of a 24-hour restriction from room 8 and must follow "I" status consequences and expectations. The resident will have access to their privileges once again after the restricted period, permitting there are no additional consequences and the resident has followed programming.

AR = Minimum of a 72-hour restriction from room 8 and must follow AR consequences and expectations. Once off AR, the resident's weekly points will determine whether they are able to gain access to room 8 again, following the same process as above.

When all residents have surpassed the weekly marker, all residents will have access to 400 Room and staff will change the rating on the TV in the common area to reflect the same channels on the TV in 400 Room.

Incentives

Residents participating in programming are eligible to receive rewards once meeting their weekly points goal. Activities may change throughout the month depending on resources. Below is a list of potential rewards that residents may receive.

- Movie Night with popcorn and snacks
- Sundae bar
- Hot breakfast
- Later bedtime on weekends
- Candy, Sweets, and Snacks

CONSEQUENCE SYSTEM

Parke Creek operates on a progressive consequence system. Staff are not required to provide cues before giving consequences, though they often will. If the behavior continues, you may receive a Behavior Education Essay (BEE), which is the lowest consequence, up to Administrative Review, which is the most serious house consequence.

Personal Time Out

PTO's may be given by staff, or at the request of the resident. Staff grant time outs only for valid reasons, such as mounting distress or agitation. Time outs are generally no longer than 10 minutes. After the time out is over, you should work to resolve issues that happened before the time out with the appropriate staff or residents. If you need a time out, let staff know so they do not think you are walking away from them and unwilling to resolve a situation.

Phone Restriction

Staff place residents on phone restriction when they are abusing phone privileges. This includes talking to unauthorized individuals or refusing to follow phone rules. The resident's counselor and staff team will determine how long the restriction lasts.

Video Game Restriction

Staff place residents on console restriction when the privilege is being abused. Failing to follow staff directives or to share the system may result in restriction. Additionally, if playing the consoles interferes with resident's ability to follow programming expectations, staff may place residents on restriction. The resident's counselor and staff team will determine how long the restriction lasts.

Behavior Education Essay (BEE)

BEEs are a quick fix for problem behaviors. When you receive a BEE, staff deduct 15 points from your daily points. Residents are to take a BEE form and fill it out noting what the problem behavior was and the skills that could be used in the future to prevent the situation. Residents are expected to resolve the situation with the staff member that told them they received a BEE.

If a resident does not fill out the form for the BEE before the staff member that gave it is off shift, the BEE will turn into an "I" status. Additionally, if the resident does not skillfully complete the BEE, staff may ask the resident to redo it until skillfully completed, completing it unskillfully may result in it being graduated to an "I" status. If a resident receives 3 BEEs in one day, they will also receive an "I" status and must follow the program expectations.

I Status – Infringement

"I Status" is a minimum of 24 hours that revokes privilege and requires residents to follow restricted programming. Behaviors that result in an "I Status" include rule violations, horseplay, victimization, cussing at staff, failure to comply with the program, and failure to follow staff directive. This is a 40-point reduction to the daily points sheet.

When residents are on "I Status" they may not play video games in house and will have the cords removed from their rooms for the TV and gaming systems. Those who have been placed on "I Status" may only call their legal guardians or immediate family. Additionally, residents are not allowed in the milieu after 8:15 p.m. and need to begin their hygiene or be in their room for the rest of the evening.

To resolve an "I Status", the resident must complete a correct overcorrect form and resolve it with counseling staff as well as adhere to the modified program expectations. Failure to resolve an "I status" in a 24-hour period may result in further consequence.

Behaviors that result in “I Status” include but are not limited to:

- Swearing or speaking aggressively to/about staff.
- Horseplay with other residents.
- Refusal to complete a detail/general.
- Slamming doors.
- Punching/Kicking property or surfaces.
- Refusal to follow staff directive.
- Not completing assigned group work or attending counseling session.
- Being late to morning group.

Administrative Review (AR)

AR is a minimum of 72 hours that revokes privilege and requires residents to follow restricted programming. Residents may be placed on AR for a few reasons including cussing at staff, victimizing, stealing residents’ belongings, fighting, failure to comply with the program, failure to follow staff directive or any major rule violation. This is an 80-point reduction to the daily points sheet.

To be removed from AR, residents must complete the assigned homework, make a commitment to change the problem behavior, and follow the AR guidelines. To get off AR, residents must speak with Parke Creek’s administrator or supervisor. The administrator and staff will meet during the staff meeting to discuss whether the resident should be removed from AR and are eligible to work on gaining privileges.

When residents are on AR they may not play video games in the house and will have the cords removed from their rooms for the TV and gaming systems. Those who have been placed on AR are limited to two phone calls a day to their legal guardians. Additionally, residents are not allowed in the milieu after 8:15pm and need to begin their hygiene at this time or be in their room for the rest of the evening.

Behaviors that result in AR include but are not limited to:

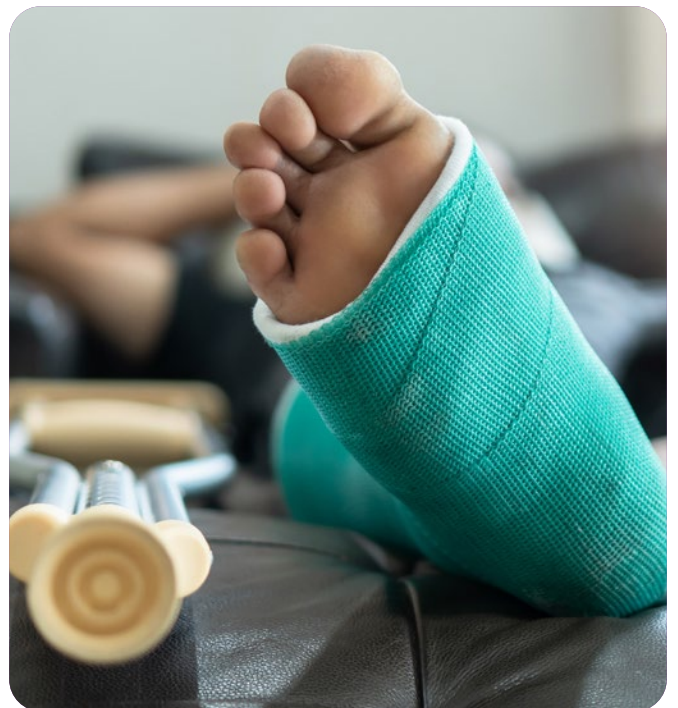
- Posturing staff.
- Assaulting residents.
- Possessing contraband.
- Damaging property.
- Possessing weapons or sharp objects.
- Refusal to follow staff directive.
- Escalation from any of the situations resulting in an “I Status”.

Medical Activity Restriction (MR)

Staff place young people on MR if they injure themselves, if youth request to be on MR or if they are waiting to see a doctor for a medical issue. Young people on MR cannot participate in physical activities, including ping-pong, basketball, football, hacky sack or exercise.

Reporting Law Violations

Staff refer all law violations to the Kittitas County Prosecuting Attorney for the consideration of legal action.



FIRE AND EMERGENCY PROCEDURES

Fire Drills

The fire alarm is a loud and continuous blast. Exit the building by the shortest and safest route. Meet on the gravel by the shop for a head count. Please review the fire escape map in the facility and the emergency exit route diagram. It is your responsibility to familiarize yourself with the emergency exits. The fire alarm system is for your protection. Please do not tamper with it.

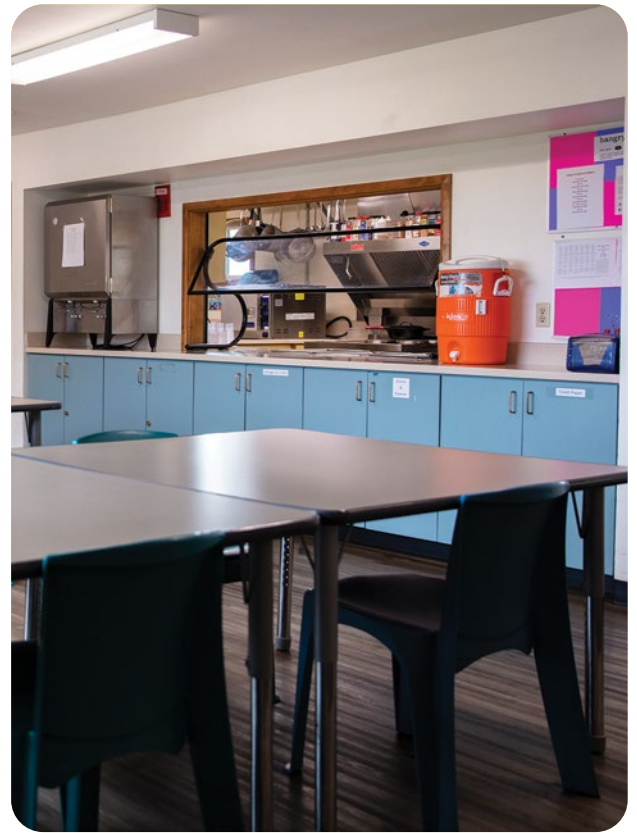
In Case of a Fire

Sound alarm (note alarm locations on fire escape map). Notify staff and/or call 911 immediately. Exit the building by the shortest and safest route. Save life over any property. If residents smell smoke, staff should be informed, and residents follow staff directive if evacuation is necessary.

Other/All Emergency Situations

Notify staff so they can call 911. Remain calm and cooperate with the proper authorities. Offer assistance only if you are sure it will help the situation and follow staff directives. At Parke Creek, our first consideration in any emergency is the protecting and saving of lives.





This handbook is not exhaustive, and guidelines change from time to time. It is important to recognize that staff will make the final interpretation of these guidelines.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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