

YOUTH GUIDANCE CENTER PROGRAM SCHEDULE

- AUTHORITY:** Administrative Directive,
California Code of Regulations, Title 15, Section 1486
- RESCINDS:** Procedure Manual Item 3-3-013, dated 06/19/15
- FORMS:** None
- PURPOSE:** To establish a consistent daily schedule in order to ensure a well-balanced program in each unit of the Youth Guidance Center.

I. PROCEDURE

A. Daily Routine Monday through Friday

- █ a.m. - █ youth report to kitchen for early breakfast setup. Staff notify kitchen of youths' movement. ROP II Coordinator may also escort youth to kitchen **and assist with kitchen supervision.**
- █ a.m. - Awaken all youth. Dispense medications. Wash, dress, vacuum room, make beds, conduct morning meeting, be ready to leave for dining room by █
- █ a.m. - Breakfast begins as units are called to dining room one at a time, beginning with Unit 300, 200, 400 and 500.
- █ a.m. - Kitchen and dining room cleanup completed by the unit assigned to **Kitchen Patrol (KP)**. All others return to their units.
- █ a.m.- Zero period – Career Training for Transition class.
- █ a.m. - Return to unit and complete unit cleanup and other cleanup projects. Hygiene consists of allowing the youth to use the restroom, brush their teeth, wash face and hands. This is done prior to and after each meal and at bedtime. Hygiene and unit jobs usually take approximately 30 minutes.

Sick call is conducted by the nurse in the units.
- █ a.m. - Prepare for school (refer to School Bell Schedule attached). Staff ensures that all youth have had access to restrooms, have class schedules and any assigned homework before leaving unit.
- █ a.m. - Line up for school and Flag salute █
- █ a.m. - SCHOOL FIRST BLOCK– Period 1 - █ ALL staff must supervise school movements. Youth are to be lined up prior to the warning bell and the population verified.

- █ a.m. - Designated ROP youth report to kitchen for 1st period only.
- █ a.m. - After youth are escorted to school, all those not attending class should be accounted for and given work assignments supervised by staff. (This procedure is true following each school movement.)
- █ a.m. - Attendance done and verified by float staff.
- █ a.m. - BREAK - All youth return to their units.
- █ a.m. - SCHOOL SECOND BLOCK– █ Youth are to be lined up prior to the bell and the population verified. Check youth for hygiene and proper apparel.
- █ a.m. - Designated (300) ROP youth report to kitchen for 3rd and 4th periods. **The ROP Coordinator assists with kitchen supervision.**
- █ a.m. - Youth return to units to prepare for lunch.
- █ a.m. - LUNCH begins. Units called to dining room one at a time beginning with Unit 300, 200, 400 and 500.
- █ a.m. - Kitchen and dining room cleanup by the unit assigned to KP. All other youth return to their units. Medications dispensed.
- █ p.m. - SCHOOL THIRD BLOCK – █. Youth are to line up prior to the warning bell. Check youth for hygiene and proper apparel. Verify population.
- █ p.m. - SCHOOL OUT. Verify population. Youth are structured regarding schedule, work details, and recreational activities for the evening.
- █ p.m. - Designated ROP Culinary Arts youth report to kitchen.
- █ p.m. to p.m. - Planned physical activity, **LME** or work detail
- █ p.m. - DINNER begins. Units called to dining room one at a time beginning with Unit 300, 200, 400 and 500.
- █ p.m. - Kitchen and dining room cleanup completed by the unit assigned to KP. All other youth return to their units.
- █ p.m. to p.m. - Schedules vary and may include: outside physical activities, activities in the gym, on handball courts, in weight room, or in craft areas. Special interest groups meet, large or small group counseling may be conducted, unit programs conducted. Youth may have access to telephones during this time.
- █ p.m. to p.m. - Showers conducted. Showers may begin as early as 4:00 p.m or as late as 7:00 p.m. Medications and snacks dispensed.

█ p.m. - Youth sent to rooms, though a few remain out for unit cleanup. Quiet time in rooms.

█ p.m. - Lights out.

B. Weekend Routine

Saturday

█ a.m. - Designated ROP youth report to the kitchen for early breakfast setup. Staff will notify kitchen staff of youths' movement.

█ a.m. - Awaken all wards. Medications dispensed.

█ a.m. - BREAKFAST begins. Units are called to dining room one at a time beginning with Unit 300, 200, 400 and 500.

█ a.m. - Youth return to units. Kitchen crew perform weekly major cleanup in kitchen. All units perform a thorough weekly cleanup.

█ a.m. - Designated ROP youth report to kitchen for lunch setup.

█ a.m. - LUNCH begins. Units called to dining room one at a time beginning with Unit 300, 200, 400 and 500.

█ p.m. - Kitchen and dining room cleanup by unit assigned to KP. Others return to units. Medications dispensed.

█ p.m. - Prepare/setup for visiting in gym.

█ p.m. to
█ p.m. - Visiting in the gym.

█ p.m. - Youth structured regarding evening schedule and recreational activities or work details.

█ p.m. - Designated ROP youth report to kitchen for dinner setup.

█ p.m. - Staff conduct searches of youth after visiting.

█ p.m. - Two additional ROP youth report to kitchen for dinner setup if needed. Return to unit for medications to be dispensed.

█ p.m. - Center one conducts grounds search of areas accessible by visitors. Clean up gym and empty trash.

█ p.m. - DINNER begins. Units called to dining room one at a time, beginning with Unit 300, 200, 400 and 500.

█ p.m. - Kitchen and dining room cleanup by unit assigned to KP.

- █ p.m. to p.m. - Planned evening activities, LME, counseling groups, programs, recreational activities and telephone access.

Showers conducted. Showers may begin as early as 4:00 p.m. or as late as 7:00 p.m. Medications and snacks dispensed.
- █ p.m. - Youth sent to rooms, though a few remain out for unit cleanup. Quiet time in rooms.
- █ p.m. - Lights out.

Sunday and Holidays

- █ a.m. - Designated ROP youth report to kitchen for early breakfast setup.
- █ a.m. - Awaken all youth. Dispense medications. Wash, dress, vacuum rooms, make beds, and clean bedroom areas.
- █ a.m. - BREAKFAST begins. Units called to dining room one at a time beginning with Unit 300, 200, 400 and 500.
- █ a.m. - Kitchen and unit cleanup.
- █ a.m. - Youth structured regarding schedule, work details, and recreational activities.
- █ a.m. - Catholic church services.
- █ a.m. - Designated ROP youth report to kitchen for lunch setup.
- █ a.m. - Protestant church services.
- █ p.m. - LUNCH begins. Units called to dining room one at a time beginning with Unit 300, 200, 400 and 500.
- █ p.m. - Youth return to units. KP crews commence cleanup. Medications dispensed. Dining Room crew performs major clean up.
- █ p.m. - Designated ROP youth report to kitchen for dinner setup. PM Staff verify population and structure youth regarding evening schedule and the planned activities.
- █ p.m. - Medications dispensed.
- █ p.m. - DINNER begins. Units called to dining room one at a time beginning with Unit 300, 200, 400 and 500.
- █ p.m. - Youth return to units. Kitchen cleanup commences.
- █ p.m. - Planned evening program and activities. LME, counseling groups, recreational activities, programs, and telephone access take place.

█ p.m. to
p.m. - Showers. Medications dispensed.

█ p.m. - Youth sent to rooms, though a few remain out for unit cleanup. Quiet time in rooms.

█ p.m. - Lights out.

REFERENCES:

Procedures:	3-1-C	Board of State and Community Corrections (Inspection and Evaluation)
	3-1-022	Minors' Rights
	3-3-003	Youth Guidance Center Shower and Personal Hygiene Guidelines
	3-3-005	Youth Guidance Center Mealtime Preparation, Supervision and Cleanup
	3-3-021	Visiting-Youth Guidance Center
	3-3-026	Youth Guidance Center Kitchen and Dining Room Clean-up
	3-3-401	Youth Guidance Center Health Care Procedures for Probation Staff

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APPROVED BY: