

Genesee Lake School

A Place to Grow

Family Handbook

For Residential Services

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Welcome

Welcome to the Residential Program at Genesee Lake School. This handbook has been developed to give an overview of the services we provide and of what you can expect from your child's stay with us.

At Genesee Lake School, we are dedicated to improving the lives of children, adolescents, and young adults with a variety of special needs. Our 160 acre campus in the wooded Wisconsin countryside is a calm and nurturing setting where students from around the country gain the skills and experiences necessary to successfully return to their families, school districts, and communities.

As a nationally recognized provider, we offer programs for students with developmental disabilities, mental health disorders, neurological disorders, and emotional disturbances. In addition, we offer specialized programs for students with Autism Spectrum Disorders, Mood and Anxiety Disorders, and Complex Trauma. We provide an individualized, person-centered, and integrated team approach, emphasizing positive behavioral support, therapeutic relationships, and developmentally appropriate practices.

Non-Discrimination Practices

Genesee Lake School agrees and abides with all state laws requiring equal opportunity for all. No one is discriminated against because of race, color, creed, gender, religion or spiritual belief, disability, or national origin. Individuals are accepted for admission based upon need for services and an identified funding source.

Licensing and Accreditation

Genesee Lake School maintains licensure from the state of Wisconsin under DCF 52 and DHS 83. We also hold full accreditation under COA, a national organization that offers objective, independent, and reliable validation of an organization's performance.

Web Site

Information about services available at Genesee Lake School can be found at:
www.GeneseeLakeSchool.com

What to Expect on Admission Day

Once your child is accepted for admission to Genesee Lake School, you will be asked to complete the residential treatment admission packet. This packet includes forms regarding the release of information and regarding informed consent for treatment. Prior to your child's admission to Genesee Lake School, your child will need a physical examination and TB test. Your Admissions Coordinator will assist you with any questions you have regarding this paperwork.

After receipt of the required paperwork, an admission date will be set. Families can anticipate that the admission process may take up to three hours. Initially, the new student and family will be greeted by the Admissions Coordinator. The admission process will proceed with a meeting that includes your Case Coordinator, a Program Representative, and, when possible, your child's Therapist. This meeting allows for you, as parents, to exchange information with the treatment team and to ask questions related to your child's treatment at Genesee Lake School. During this meeting you will also set up phone call and visitation schedules as well as receive a copy of your child's activity schedule. We understand that the decision to place your child in the care of Genesee Lake School is possibly one of the most difficult decisions you have ever made. We are here to help.

Following this meeting, your child will begin his or her orientation by touring the campus with a Program Representative and by meeting with the Nurse and the Clothing Service Coordinator. The Nurse will complete a health check screen and review the health history and immunization records. The Clothing Service Coordinator will inventory all of your child's belongings and ensure that items are properly labeled.

Following the admission meeting and the orientation process, you will be allowed to assist your child with moving in and with helping to personalize his or her room to make it comfortable. However, your time is limited and supervised in the living area out of respect for our other student's confidentiality and privacy. You will have the opportunity for space and time with your child privately at the end of the admission to say good-bye.

Admission Checklist

Residential Treatment Admission Packet

- Admission packet
  - Physical exam/TB test
  - Medications in labeled bottles, as prescribed.
  - 30 day written prescriptions
  - Immunization records
  - Copies of medical insurance and dental cards

- Signed releases
- Signed consent forms
- Copy of your child's social security card and birth certificate

What to Bring

Dress Guidelines

Students Supported in Center Program Areas and Children's Group Homes

1. Genesee Lake School will provide each student supported with a basic wardrobe of clothing upon admission. Clothing purchased for students supported by GLS will be cost effective, of good quality, comfortable, and reflect a modern (yet conservative) fashion.
2. Families or other external parties may purchase/supply individuals with their own clothing. Should this be the case:
    a. All clothing items purchased/provided by external entities must be inventoried and labeled by GLS Clothing Services;
    b. Items not in-line with the GLS dress guidelines (see below) will be returned to the entity providing the clothing;
    c. Clothing items that are out-of-season will be maintained for the individual until the appropriate season arrives;
    d. Clothing items that are too big will be maintained for the individual until the appropriate fit is determined;
    e. Clothing that is too small will be returned to the entity providing the clothing; and
    f. Genesee Lake School is not responsible for replacing specific clothing items that are purchased/provided by external entities that are lost, destroyed, or otherwise become un-wearable.
3. Genesee Lake School Guidelines for appropriate dress include:
    a. Students must wear shoes and socks at all time while in common program areas. Open toe or open heel shoes are not permitted for safety reasons;
    b. Clothing must be wash/wear or permanent press. No items that require specialized laundry care (hand-wash, dry clean, etc.) will be permitted;
    c. Clothing must be in good condition (no holes, free from stains, etc.);
    d. Clothing that contains profanity or other offensive, socially inappropriate illustrations (violence, nudity, racism, reference to drugs/alcohol use, etc.) will not be permitted;
    e. Clothing must be an appropriate fit, avoiding clothing that is too tight, too loose, or too short.
    f. Clothing that references or makes inferences to any gang-related behavior/dress-code will not be permitted;
    g. Hats and caps may be worn outside of the GLS building, as appropriate to the weather and the setting. Bills of said hats/caps must be worn forward at all times; and
    h. Tank tops are not permissible for daily wear but can be worn, as appropriate for sporting or exercise related activities. Sleeveless t-shirts are permissible for daily wear.

Students Supported in the Genesee Lake School Adult Group Homes

1. Genesee Lake School may provide each student supported with a basic wardrobe of clothing upon admission depending in the licensing requirements of that home. Clothing purchased for students supported by GLS will be cost effective, of good quality, comfortable, and reflect a modern (yet conservative) fashion.
2. Families or other external parties may purchase/supply students with their own clothing. Should this be the case the following guidelines should be followed:
    a. Clothing that contains profanity or other offensive, socially inappropriate illustrations (violence, nudity, racism, reference to drugs/alcohol use) will not be permitted;
    b. Clothing must be an appropriate fit, avoiding clothing that is too tight, too loose, or too short; and
    c. Clothing that references or makes inferences to any gang-related behavior/dress-code will not be permitted.

Permissible/Non-permissible Items

Personal Belongings

1. Personal belongings of each student will be inventoried upon admission. Personal belongings determined to be non-permissible will be immediately returned home.
    i. Non-permissible items include (but are not limited to):
        i. Knives/swords/sharp metals;
        ii. Plastic garbage/shopping bags
        iii. Aerosol spray products;
        iv. Lighters/matches;
        v. Balloons (other than Mylar);
        vi. Cotton swabs;
        vii. Tobacco and alcohol products;
        viii. Weapons (including chemical);
        ix. Toys that look like weapons (toy guns, swords, etc.);
        x. Firecrackers;
        xi. Metal pins;
        xii. Glass figurines or other glass/breakable material;
        xiii. Skateboards/rollerblades/ice skates;
        xiv. Cellular phones;
        xv. Televisions (excluding adult group homes); and
        xvi. Movies/music/pictures/posters depicting violence, obscenity, or which are sexually provocative.

j. Permissible items include (but are not limited to):
    i. Personal clothing (following the Dress Guidelines Policy);
    ii. Personal hygiene items (make-up, hair products – non aerosol/non alcoholic, cologne/perfume, etc.);
    iii. Movies/music/pictures/posters that are age and socially appropriate;
    iv. Stuffed animals/dolls; and
    v. Books that are age and socially appropriate.
k. The following personal items are available for use through the GLS Health Services Department or Housekeeping:
    i. Nail care items (clippers, files);
    ii. Insect repellent;
    iii. Sunscreen;
    iv. Oral hygiene items (toothpaste, dental floss);
    v. Razors
    vi. Hair care items (shampoo, brush/comb, dryer);
    vii. Soap and lotions;
    viii. Towels (hand, body, wash cloths);
    ix. Linens and bedding materials;
    x. Paper products (toilet paper, Kleenex);
    xi. Sanitary napkins; and
    xii. Deodorant.

Personal Electronic Devices

1. Personal Electronic Devices are generally discouraged in GLS program areas. Due to the nature of the students we support and the environment, it is possible that these devices may get lost, stolen, or broken.
2. If students supported by GLS and/or their Guardians choose to have these items while receiving support at GLS, they assume the sole responsibility for lost, stolen, or damaged items. GLS will not be responsible for these items. This responsibility is reviewed upon admission. Parents/Guardians of students supported by GLS are required to acknowledge this responsibility on the GLS *Consent and Authorization Form*.
3. Personal Electronic Devices identified include (but are not limited to):
    a. IPods;
    b. Tablets;
    c. Laptops;
    d. Nintendo DS;
    e. Playstation PSP;
    f. Personal DVD players; and/or
    g. Cellular Phones (adult group homes only).

4. Students supported by GLS who choose to keep these items are prohibited from the following:
    a. Using the internet, calling, texting, or other messaging;
    b. Taking pictures, video, and/or audio of other individuals supported by GLS or staff members; and
    c. Taking pictures, video, and/or audio of themselves engaging in inappropriate or offensive behaviors.

Optional/Suggested Items

Family photos or favorite posters. Photos may not be in a glass or breakable frame. Photo albums and collages are also welcome

Favorite stuffed animals, personal comforter (wash and wear), blanket, and extra pillow. If no personal comforter or blanket is brought from home, the school will provide one for the student.

Small area rug for the floor, bean bag chairs, and extra soft module storage containers.

Personal books, games, toys, puzzles, favorite school or art supplies, and a journal.

Contact with Your Child

Your input into your child's support is very important and welcome. A Genesee Lake School Case Coordinator is assigned to your child and to your family at the time of admission. This person coordinates the support your child receives, sets up home visits, and serves as your primary contact. The Case Coordinator is available Monday thru Friday during business hours.

Your Case Coordinator is:

Name:	
Telephone Number:	
E-mail Address:	

After normal business hours, weekends, and holidays, the following staff will be able to direct your call to the appropriate person:

Staff/Position:	GLS Building Coordinator
Telephone Number:	(262)567-3118 or (262)567-3333

Genesee Lake School encourages you to establish a regular phone call schedule with your child. This helps establish your child's routine and ensures consistency. You can set up a schedule that works for you and your child through your assigned Case Coordinator. GLS does not allow access to individual cell phones in the program areas.

Visits, both on-site and off-site, should be scheduled in advance with your child's Case Coordinator.

We also encourage you to send cards, letters, and any other appropriate items to your child through the mail. You can address these items as indicated below:

Your child's name
c/o Genesee Lake School
36100 Genesee Lake Road
Oconomowoc, WI 53066

Residential Programs at Genesee Lake School

Genesee Lake School is structured to accommodate the various ages and needs of the students we support. We strive to provide natural peer groups and comfortable living arrangements for all of our students. We maintain a home-like atmosphere as much as possible and encourage individuality in room décor within the limits of safety and appropriateness.

Genesee Lake School has the following residential programs:

Foundations: The goal of the Foundations program is to provide each student with a continuum of services consistent with best practices that address significant social, emotional, and behavioral difficulties. We believe that by offering evidence-based therapeutic treatment, students in the Foundation program can develop a positive sense of self, reach their maximum potential, and successfully transition back to their home, school, and community.

ICARE: The goal of the ICARE program is to provide each student with a continuum of services that are developmentally appropriate, relationship-based, and respectful of each student's individual differences and uniqueness. We believe that services designed to foster individual growth in social relationships and communication are beneficial for overall social, emotional, and behavioral skill development.

Therapy

Your child will receive therapeutic support on a routine basis. The type, duration, and goals of therapy are determined through the assessment process and observations of your child's needs/abilities. Family therapy and parent training opportunities are also available through GLS. It is the ultimate goal of Genesee Lake School to transition our students back to their home environment and to equip their families with the tools necessary to help them be successful.

Treatment Approaches Used

Genesee Lake School subscribes to a multi-disciplinary team approach. The overall approach is developmentally appropriate and relationship-based. The treatment program involves three primary areas: education, psychotherapeutic, and skill development. A carefully chosen, evidence based, variety of therapeutic approaches specific to the students we serve are used in our Residential Programs. These treatment modalities include:

Collaborative Problem Solving (CPS) – identifies "lagging skills" of the student, determines triggers or problem areas experienced by the student, and develops solutions with the student to address challenges.

Developmental Individual Differences and Relationship Based Programming (DIR) – strengthens the developmental foundations of relating, thinking, and communication of students with Autism Spectrum Disorders through developing emotionally meaningful relationships, personalized approaches, and appropriate "floortime" interactions.

Trauma Informed Care (TIC) – includes the examination of the influence of trauma on behavior and development, defines strategies and staff approaches, and promotes a culture of care that is trauma informed and person centered.

Individual Treatment Plan

An Individual Treatment Plan (ITP) is developed for each student supported by Genesee Lake School. The ITP is a person-centered plan designed to assist our students in achieving their goals. Family members are key contributors in developing plans and strategies for meeting these goals. The ITP is implemented and monitored by the Case Coordinator. The initial ITP planning meeting occurs shortly after placement and is reviewed regularly by the treatment team based on licensing and individual program guidelines.

Behavioral Support

Genesee Lake School's staff are trained in Positive Behavior Support, Collaborative Problem Solving, Trauma Informed Care, and several other therapeutic modalities. In the event your child displays challenging behaviors GLS staff will intervene in the least restrictive manner possible. If your child is determined to be an imminent safety risk to himself or herself or others, GLS staff may need to use physical intervention techniques as a last resort. GLS currently uses "Handle with Care", a globally recognized leader in crisis intervention and behavior management. If your child requires physical intervention, information related to the incident will be shared with you.

Meet Our Staff

The following people are dedicated to supporting your child:

Case Coordinators ensure team-focused communication and comprehensive support and transition planning efforts. The Genesee Lake School Case Coordinator is responsible for completion of the ITP and the general coordination of all services. He or she is your main contact.

Direct Support Professionals focus primarily on skill development (self care, hygiene, independent living skills, interpersonal relationships, positive self-image, etc.). In addition, Direct Support Professionals implement the ITP and any behavioral support plans designed for the student. Genesee Lake School has awake staff at all times.

Staff members in the Genesee Lake School Education Program include ***Teachers*** and ***Aides***. Students at GLS are assessed and integrated into the appropriate classroom based upon learning abilities. Our classrooms follow curricula that are designed to be practical as well as translatable to the lessons being taught in community-based schools.

Therapeutic needs are addressed by Genesee Lake School ***Therapists***. These state certified professionals provide individual and group support to students in the residential program as well as assistance with family counseling and transitional planning.

A licensed ***Psychologist*** (doctoral level) provides consultation, psychological evaluation, and additional overall clinical expertise as necessary.

Genesee Lake School retains a consulting licensed ***Psychiatrist*** to complete medication prescription and review, diagnostic evaluations, and to offer professional recommendations on therapeutic/behavioral interventions, as necessary.

Qualified medical health professionals including ***Registered Nurses*** (RN) and ***Licensed Practical Nurses*** (LPN) work in conjunction with clinical and case management personnel to ensure the overall medical needs of students in the residential program are addressed. This can include: administration of medication, performance of necessary daily treatments, accompaniment to external medical appointments (when necessary), and participation in staff training and meetings related to medical issues. In addition, oversight for specialized diets is offered through GLS Health Services personnel.

Genesee Lake School has a strong ***Support Services*** team that is critical to meeting the primary needs of students in our residential program. These staff work to create a homelike atmosphere that is well maintained, safe, and healthy. Support services include: food service, maintenance, clothing services, and housekeeping.

Education

School is an integral component in your child's support. Your child will be placed in a classroom according to his or her social and behavioral skills, functioning level, and cognitive ability, with full consideration given for individual educational and vocational needs. All students are involved in academic or pre-academic instruction, functional skills, physical education, pre-vocational and vocational skills training, and social skills. Genesee Lake School will also provide speech and occupational therapy as needed. As your child's classroom is determined by the factors listed above, it may include students of both genders and from different living areas.

Vocational Opportunities

The vocational opportunities at Genesee Lake School, overseen by our Vocational Services Coordinator, consist of a Learn to Work room, an On Campus Work-Based Learning Program, and paid work options. The Learn to Work room is designed around the evidence based TEACCH philosophy developed at the University of North Carolina at Chapel Hill to help children with Autism and related communication

disorders find success in a structured work like environment. Our On Campus Work-Based Learning Program provides further opportunities for students to take part in a variety of work like activities throughout our campus. Our paid work options range from on-campus opportunities to community based employment possibilities.

Homegrown Farms

Homegrown Farms is located on the campus of Genesee Lake School. It contains 52 acres of rich organic farmland planted with a large variety of crops. Homegrown Farms has a 20,000 square foot greenhouse which grows annuals and perennials during the spring season. The Greenhouse also houses an aquaponics system, which is a sustainable food production system (raising fish) with hydroponics (cultivating plants in water) in a symbiotic environment. This system allows Homegrown Farms to produce a variety of fresh vegetables and fish year round. Others features of the farm include goats, chickens that produce eggs, and beehives housing hundreds of honey bees that pollinate local wildflowers as well as produce the farm's own Homegrown Honey.

Resident Life

General Routine

Each program area follows a posted schedule that helps maintain consistency for our students. Our staff establish bed, meal, and activity time routines while still allowing for flexibility based on the needs of the students each day.

Independent Living Skills

Genesee Lake School staff provide personal care (showering, hygiene, toileting, etc.) up to the level needed by our students as determined through the assessment process and their observations of each student's needs and abilities.

Meals and snacks

Genesee Lake School follows a professionally created menu integrating a variety of items from Homegrown farm. We offer 3 meals and 2 snacks each day. You may bring your child's preferred snacks, but please ensure they are bagged and labeled appropriately and that they do not contain nuts.

Recreation and Activities

Genesee Lake School utilizes community resources to the greatest extent possible. Participation in community events, "off-grounds" activities (i.e. bowling, going to movies, shopping, dining, etc.), and other social development skills are strongly encouraged. GLS assumes the cost for attending community off-grounds activities.

Structured activities are also commonly offered in the Genesee Lake School program areas and can include: gym time, movie nights, structured game play, arts/crafts, sensory integration, cooking,

educational groups, and structured free-time. GLS has a rock climbing wall, a full basketball court, baseball/soccer fields, two indoor gyms, and several outside play areas. Our students also have access

to a computer and receive assistance, as needed, with proper use. Recreational activities, leisure time skill development, and structured activity programs are implemented primarily by Direct Support Professionals.

All students receive a small monthly allowance from Genesee Lake School. They can use this money during school or community outings, on home visits, or to save for items they wish to buy at a later date. You may give your child additional money if you would like. GLS staff tracks all student's money individually.

Movie and Television Viewing

Students at the Center may watch G or PG rated movies without prior approval. PG-13 movies may be watched with prior approval from the Treatment Team. Center students are prohibited from watching television programs rated TV-14, TV-MA, soap operas, wrestling, talk shows, and reality shows. Treatment Teams may, however, choose to restrict selection of movies and television further. Students in group homes may watch TV-14 programs with prior approval.

CDs and Digital Music

Treatment Teams may limit or restrict students' listening to CD's, iPods or iPads, and/or radio stations that promote violence, obscenity, or are sexually provocative. Students may not purchase or listen to CDs or digital music containing the Adult Advisory Symbol on it while participating in Genesee Lake School programming.

Health Support

Genesee Lake School Health Services staff oversee each student's routine health care, including medication administration, and is available 24 hours, 7 days per week. Your Case Coordinator will keep you updated on your child's routine appointments. In the event of a serious medical issue or emergency, each student will receive the level of care necessary to treat the condition up to and including hospitalization. Should this occur, you will be informed as soon as possible. You may decide to keep your primary physician and dental provider while your child is receiving support, however we require all documentation of any visits related to your child's health be released/shared with our staff. You are responsible for ensuring your child is current on appropriate immunizations prior to admission.

Rights and Responsibilities

It is important that you (and your child) understand the rights and responsibilities recognized by Genesee Lake School. These rights and responsibilities will be explained to you and your child during the admission process and at least annually. You will receive a written copy of these rights and responsibilities during admission, at least annually, and upon request.

Religious Needs

Genesee Lake School supports the right of each parent to choose the religion his or her child participates in or to choose that the student not participate in any religious activities.

Internal Grievance Process

A grievance is a complaint or concern you may have about a program or service being offered to your child. It is our hope that any complaint or concern you have can be resolved quickly and informally by talking with the Case Coordinator assigned to your child. You and/or your child will not be retaliated against for voicing concern.

You may follow either an informal or formal grievance process and you have the right to seek support from external agencies outside of Genesee Lake School during the grievance process if you are not satisfied with the results. You will receive a written copy of the GLS Grievance Process during admission, at least annually, and upon request.

Records

All students have a Student File where pertinent documentation related to their support will be retained. You may see the contents of your child's file upon request.

Discharge Process

If your child will no longer be served by Genesee Lake School, his or her file will be closed and retained for 7 years. Reasons for discharge can include:

a. Your child has successfully completed his or her treatment program;
b. Your child is withdrawn from GLS by the applicable funder or outside entity;
c. Your child's funding is terminated;
d. Your child has not/can not successfully complete his or her treatment program;
e. Additional information is received upon or after admission, which after review, renders your child no longer appropriate for support from GLS;
f. Your child's medical, emotional, or behavioral condition has deteriorated to the degree that services through GLS are no longer appropriate or effective; and/or
g. Your child has "aged-out" of our current available settings.

If your child is discharged by GLS without your agreement, a written explanation of the decision with referrals to other services, if applicable and appropriate, will be supplied.

a. Genesee Lake School will give you a 30 day notice unless the situation warranting the discharge represents a risk to the health and/or safety of other children or staff.
b. You will be notified of your right to grieve the decision (within 14 business days) and the appropriate person to whom your grievance should be addressed.

In Closing

It is our goal to provide your child with the highest quality of service. We are committed to the philosophy that "kids do well if they can." It is our goal to ensure they can. We look forward to partnering with you!

Genesee Lake School
A Place to Grow

36100 Genesee Lake Road, Oconomowoc, WI 53066
Phone (262) 569-5510 | Fax 262-567-1477 | www.GeneseeLakeSchool.com