



BARNETT HOUSE YOUTH HANDBOOK

I'm good to go.

Cooking



Shopping



Cleaning



Medical



Laundry



ID



Budgeting



Stress



Safety



Things that help life go more smoothly



Ready to move out!



Contents

Welcome to Barnett House	3
Program highlights	3
What we need from you	3
The people connected to the program.....	4
The parts of the program.....	4
Finishing the program.....	4
Your commitments	5
Safety and security.....	5
Reasons why people have lost their place in the program	5
Day to day life	6
Guests.....	6
Noise.....	6
Cleaning and laundry.....	6
Decorating your suite	7
Grocery shopping and cooking.....	7
Budgeting	7
Utilities	7
Health and Safety.....	8
Medical.....	8
Safety.....	8
Stress and problem solving	8
Barnett House Program Use and Occupation Agreement.....	9
Barnett House Youth Agreement	10
Emergency Discharge Plan.....	11
Cleaning Guidelines for Vacating Tenants	12

Welcome to Barnett House

Our program is a chance to learn how to live on your own. You can get help with that from John Howard staff and other people connected to Barnett House.

Living on your own is not easy for anyone. Our job is to help you until you've got the hang of it. We'll also help you with school or work so you'll be able to look after yourself when you move out.

We will treat you with respect and encourage you to do your best in all areas of your life. **If you ever have a question or need help with a problem, please ask!**

We hope you will enjoy your time in the Barnett House program!

Program highlights

- Barnett House provides safe, supportive, temporary housing for youth aged 16 - 19, and help with what you need to know to live on your own.
- The Barnett House (BH) is a six-plex located on Dogwood. It's close to shopping, bus stops, and the hospital. There are five furnished bachelor apartments and an office for the program person.
- The worker is in and out from 8:30 to 4:30 on weekdays. You can get in touch by cell when they are not in the office.
- Rent is \$575 a month plus \$50 for Hydro (heat, hot water). When you move in you also pay a half month's damage deposit (\$287.50).
- Wi-Fi, trash bins, recycling, and shared laundry are included.
- How long you stay depends on your needs, goals and whether you are meeting your commitments.

What we need from you

- Let us know right away if you have a medical problem, damage to your apartment, or other emergency.
- Make sure you're clear on our safety procedures so you can keep yourself safe.
- If you're having trouble at school or in another part of your life, check in with us about it. We can almost always figure out a way to help you sort it out.
- Make sure you're clear on your commitments and the program rules. If you mess up, don't panic, just let us know so we can get things back on track.
- Make sure we have a way to get a hold of you. One of the commitments is to stay in touch so we can make sure you are doing ok.





The people connected to the program

Barnett House Coordinator: Your main support and go-to person for questions or concerns. They can help you meet your goals.

Aboriginal Youth Navigator: Can also help you connect with the different services or activities that you need to know about. They work for Sasamans.

John Howard/Foundry staff: There are lots of youth services you may want to use.

Program Manager: Helps the Barnett House Coordinator look after the program.

The parts of the program

Service plan: Something we do with everyone is create a plan so we can help you work towards being independent. It can include things like finishing school, learning how to cook, managing stress, getting ID, getting health issues looked after, etc.

Financial support: Most youth at Barnett House have a Youth Agreement with a social worker. That gives them money to pay for rent, food, etc. Your agreement may come with expectations (attending school, regular meetings with your worker) that you have to meet in order to keep it.

School or work: You need to be attending school or working while you're in the program.

Program meetings: From time to time the Barnett House Coordinator will get together with you in the office or in your suite to check in with you about how things are going. The coordinator may also pop into your suite every now and then to make sure you're looking after it.

Finishing the program

Our goal is to help you gradually take on more responsibility for all the things that go into day to day living. When you start the program, we usually try to think about what a target date for finishing might be, depending on what your goals are. As you get close to your target date we should be able to give you a good reference and help you find a place you like. If you decide the program isn't working for you, or if you turn 19 before you feel ready to live on your own, we'll help you figure out next steps.

Your commitments

- Only one guest in your suite at a time. You need to be in your suite if you have a guest.
- Guests can stay until 11 pm on school nights and midnight on Fridays and Saturdays. If you have been in the program awhile you can ask the Youth Counsellor about sleepovers, or having two people over.
- No weapons in your unit or on the property (includes: martial arts accessories, paintball guns, pellet guns, slingshots, or other devices which can propel objects).
- No alcohol, non-prescribed drugs, empty alcohol containers or drug paraphernalia in your unit or on the property.
- Smoking is not allowed in the suites. It is ok to smoke outside.
- Pets of all types and sizes are not allowed (sorry).
- Be considerate to the other people in the program. Complaints about noise, someone smoking in front of your open window, etc. are not common at Barnett House – which is good because those are two of the big reasons people get in trouble when they're renting an apartment.
- Let us know right away if something isn't working or gets damaged. It's way easier to fix things now than if it becomes a bigger problem later.

Safety and security

- There are security cameras to monitor the outside of the building (not in the suites).
- The lock on the unit doors have a number code. You will be able to choose your own, but don't let others know your code – that's the only way to keep the unit and your things safe.

Reasons why people have lost their place in the program

These are some of the main reasons why youth have lost their program spot at Barnett House in the past.

- *Repeated* problems with guests (staying late or overnight without permission, people being in your suite when you're not there, or having more than one guest at a time).
- A *pattern* of missing meetings with workers, or not cooperating with them.
- Not working on your goals (skipping school, not looking for work, etc.).
- Substance misuse on the property.
- Damage to the suite.



Before a person in the program loses their spot, we work with them to figure out what happened and what they need to get back on track. In the past, things that have happened when youth don't keep the commitments are:

- No visitors for a while.
- The social worker might hold support money until you speak with them.
- Extra suite inspections.

Day to day life

Guests

When you're renting your own place, you are responsible for what your guests do. That's the same at Barnett House, so here are some hints to keep guests from making trouble for you.

1. If they are acting poorly, figure out a way to get them to leave. Any problems they make with other residents, or any damage they cause to the building will be for you to fix.
2. Same goes if guests bring drugs, alcohol, weapons, etc. to your apartment, or if they are high or drunk when they arrive. It's better to get them to go somewhere else than to have them create problems for you.
3. You can always call or text us if you need help brainstorming about how to deal with a situation.

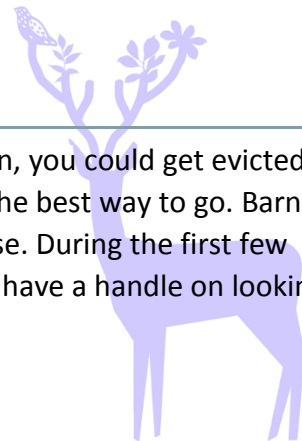
Noise

Like we said above, noise is one of the main reasons people are evicted from apartments.

1. Use headphones if you want to listen to something with the volume up.
2. If a neighbour complains to you about the noise, lower the volume right away. If you don't agree that it was too loud, save it for the next day to talk to the Barnett House Coordinator about it.
3. Sometimes an argument a couple is having can get loud. Do your best to solve any arguments before they get to that point.

Cleaning and laundry

If you're renting an apartment and you let it get too messy or rundown, you could get evicted. Getting into a habit of regular cleaning and taking out the garbage is the best way to go. Barnett House has a shared washer and dryer that we will show you how to use. During the first few weeks of the program we will be checking in on you to make sure you have a handle on looking after yourself, your clothes and your unit.





Decorating your suite

Our units come fully furnished, but if you want to rearrange the furniture or decorate a bit just let us know. We can tell you what's ok and not ok to do, and help you make sure floors or walls don't get scratched by moving furniture.

Grocery shopping and cooking

Cooking healthy meals can be a challenge for anyone living alone. Don't be shy about asking for help with shopping, cooking or easy to make recipes.

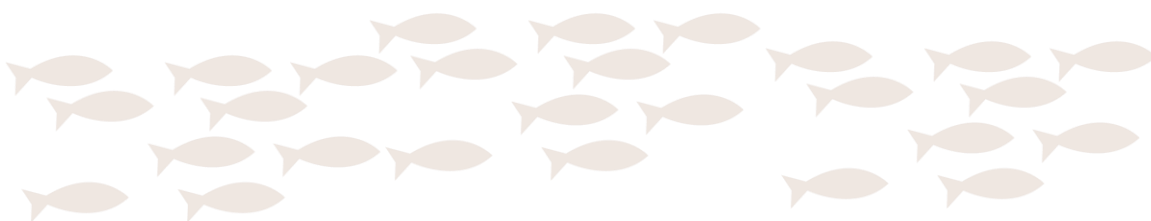
Budgeting

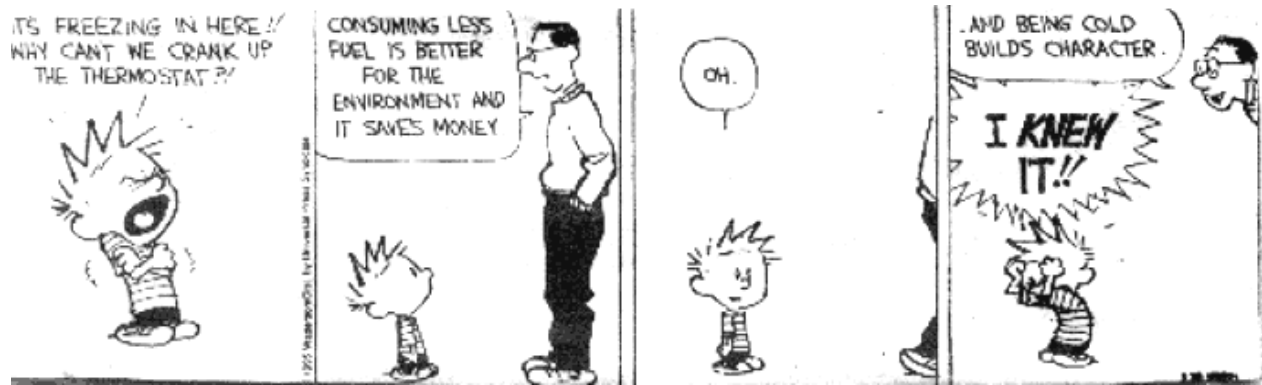
Money is probably going to be tight, so budgeting is another thing the Barnett House Coordinator can help you with. It can be hard, so don't worry if it takes some practice before you've got it.

Utilities

Hydro and other bills can be *really* expensive – even just with normal use – so it's good to practice now for when you'll be renting your own place. Here are some hints to save money:

- Always make sure water faucets, lights, the stove and small appliances are turned off when you leave the apartment.
- Turn the heat down in any rooms you're not using and turn all the heat down a bit when you leave your suite. It doesn't take too long to heat back up when you get home. Wear a sweatshirt instead of turning the heat way up.
- If you learn how to do some things yourself it will save you time and money. The Barnett House Coordinator can teach you about preventing clogged drains and toilets for example.





Health and Safety

Medical

When you're accepted into the program we will ask about any medical concerns you have. Make sure to tell us your doctor's name (or the walk-in clinic you use), as well as any other health professionals you see. If you are already used to scheduling your own medical appointments that's great, but we can help with that too.

Safety

We will do a safety orientation with you when you move into your suite – reminding you about things like leaving the stove top or curling iron on for example. We will give you a list of emergency numbers to post near your phone or on the fridge.

Stress and problem solving

Everyone feels stressed out from time to time. If you ever feel overwhelmed, please talk to the Barnett House Coordinator about it. It always goes better if you deal with things before they become too big. If the problem is something you don't feel comfortable talking to the coordinator about, please find someone you do feel comfortable with or contact our office (250.286.0611) and ask for the Program Manager.



Barnett House Program Use and Occupation Agreement

and Residential Tenancy Act Waiver Form

The suite you are renting is *not* covered under the **Residential Tenancy Act** because you are part of the Barnett House Program run by The John Howard Society of North Island.

We try to follow the *Tenancy Act* as closely as we can, in order for you to learn about the rights and responsibilities you will have if you live in an apartment. It's important for you to know though, that **our program is different from having your own apartment**. That means we might have to exit you without notice if you don't follow the program commitments listed in this handbook.

The *Residential Tenancy Act, Section 4* says: *The Act does not apply to: living accommodation that is made available in the course of providing rehabilitative or therapeutic treatment or services.*

I, _____ confirm I have read and/or fully understand the expectations outlined in the Barnett House Youth Handbook and I agree to follow the program commitments. I understand the units are not covered under the *Residential Tenancy Act*.

I agree to occupy Unit _____, at 91 Dogwood Street starting _____ (date) and thereafter from month to month, and provide the program a monthly rent of _____ plus _____ as a damage deposit. Payments are due prior to the 1st of each month.

I agree to provide one month's notice, in writing, when I decide to move out.

I agree that the damage deposit will be withheld until a complete inspection of the unit is done by myself and the Coordinator. It is expected that the damage deposit will cover any damages or costs incurred as a result of this residency, unless repaired by myself to the satisfaction of the Landlord.

Name

Signature

Witness

Date

Barnett House Youth Agreement

Summary of Commitments

Personal

- I will attend a school program and/or be employed.
- I will have no involvement in illegal activities at my unit (drug and alcohol use, storage or sale; theft; weapons, sexual imposition, etc.).
- I will let the Barnett House Coordinator know about any urgent medical/legal problems, school suspensions, difficulties at work, and/or problems in the neighbourhood.
- I understand the safety procedures.
- I will make sure the coordinator is able to get in touch with me if s/he needs to.
- I will not have overnight guests without first getting permission from the coordinator.

Place

- I will look after my unit.
- I will not paint or install curtains/blinds without first contacting the coordinator,
- I will let the coordinator know right away about any problems with the unit (plumbing, leaks, damage, pests, etc.).
- I will help maintain the security of the building and my unit (no one else will know my door code; no one in my suite when I'm not there).
- I will respect my neighbours and keep music and noise to a reasonable level, and quiet between 10:00 pm. and 8:00 am.

I have read the commitments for The John Howard Society of North Island Barnett House program and agree to follow them.

Client Signature

Date

Coordinator's Signature

Date

Emergency Discharge Plan

If I have to leave my unit at Barnett House *my plan for temporary shelter is:*

To stay with _____ who is my _____ (friend, aunt, etc.). I can stay with them for at least 48 hours on short notice. This can be confirmed by calling him/her/them at this number: _____

My back up plan is:

To stay with _____ who is my _____ (friend, aunt, etc.). I can stay with them for at least 48 hours on short notice. This can be confirmed by calling him/her/them at this number: _____

Confirmed by program Coordinator: _____

Signature

Date: _____

Cleaning Guidelines for Vacating Tenants

To: _____
(Tenant)

Barnett House Unit: _____

When you rent a house or apartment, you have to clean before you move out, remove all your things, and take out the garbage. You usually should have everything finished before 1:00 p.m. on your last day of occupancy (usually the last day of the month). Keep in mind this will take you several hours to complete, so it's best to do as much as possible ahead of time and not leave it all for your move out day. If you want help with the cleaning, just ask ahead of time. The list below is your guide.

Windows:

- Glass and window sills washed

Kitchen:

- Wash all surfaces
- Clean fridge – pull out from wall and clean
- Clean stove/oven – pull out from wall and clean
- Clean cupboards and drawers
- Clean kitchen counter and sinks

Bathroom:

- Clean sink, toilet, tub, cabinet and mirrors

Walls:

- Wash all walls
- Wash baseboard heaters and baseboards

Furniture:

- Wipe down all furniture, including mattress and bed frame

Floors:

- Sweep and mop all floors

Blinds:

- Wipe dust and dirt from all the slats

Storage closets:

- Clean and emptied

Last step:

- Remove your things and all garbage from the suite.

<i>Things that help life go more smoothly</i>	<i>Most of the time</i>	<i>Sometimes</i>	<i>Rarely</i>
I exercise for at least 30 minutes a day			
I get enough sleep each night to wake up refreshed			
If something seems wrong with my health I go to the doctor			
I use drugs and alcohol responsibly			
I eat a healthy diet			
I pay attention to the thoughts/feelings/physical signs that I am stressed			
I have ways to reduce my stress			
I am able to stop and choose whether to act on an impulse			
I am able to express my emotions in ways that help rather than hurt a situation			
I try to avoid chronic worry			
I can be flexible and adapt to life's challenges in a positive way			
I am in charge of my emotions enough to stay calm under pressure			
I have a positive outlook			
I know how much I can cope with and can ask for help when I need it			
I believe that a brighter future is possible			
I can take a step back and assess problems objectively			
I see things as learning opportunities and can take risks			
I face things rather than avoid them			
I feel I am effective in the world and making a difference			
I feel a sense of belonging (friends, family, other group)			
I enjoy the time I spend with others			
I can say no when I need to			
I take time to think about what's important in life			
I can understand the feelings and needs of another person – to “walk in their shoes”			
I have someone I can talk to about what matters to me			
I give and take equally in my relationships			
I have a sense of purpose in my life			
I have values that guide my decisions and actions			
I am connected to my culture of choice			