

YTC Schedule

1319.1 PROCEDURE

This is an example of a schedule used at Youth Transition Campus (YTC) and does not reflect the actual times.

1319.1.1 WEEKDAY SCHEDULE

TIME	ACTIVITY	NOTES
6:00 AM	Beginning of AM shift	AM shift prepares for and begins activities for the AM shift
6:15 AM	Wake-up	Morning wash-up, room/cottage clean-up
6:30 AM	Medication pass (Cottage 1 & 2*)	Medication pass with nurse in cottage
6:30 AM	Dining hall (Cottage 3 & 4*)	For breakfast (Minimum of 20 minutes per Title 15)
7:00 AM	Return to cottage (Cottage 3 & 4*)	Continue with wash-up, room/cottage clean-up, and medication pass with nurse in cottage
7:00 AM	Dining Hall (Cottage 1 & 2*)	For breakfast (Minimum of 20 minutes per Title 15)
7:30 AM	Return to cottage (Cottage 1 & 2*)	Finish wash-up, room/cottage clean-up
7:40 AM	All cottages - School line-up/movement	All available officers assist with movement**
7:50 AM	School starts	
9:10 AM	Snack	Snacks provided in schoolyard
9:25 AM	Classroom change	All available officers assist with movement**
10:00 AM	Swing shift arrives	
10:45 AM	Dining hall (Cottage 1 & 2*)	For lunch (Minimum of 20 minutes per Title 15) (Cottage 3 & 4* stay back in school for 1st Enrichment period, medication pass in the schoolyard)

San Diego County Probation Department

Institutional Services Unit Procedure

YTC Schedule

11:25 AM	Return to school for 2nd Enrichment period and medication pass in the schoolyard (Cottage 1 & 2*)	Head calls/medication pass with nurse in the schoolyard
11:30 AM	Dining hall (Cottage 3 & 4*)	For lunch (Minimum of 20 minutes per Title 15)
12:10 PM	Return to school (Housing 3 & 4*)	
12:15 PM	School starts	
1:30 PM	Classroom change	All available officers assist with movement
3:00 PM	School ends (All youth return to their cottage)	Thursdays are minimum day. Programming shall start after lunch (12:30 pm)
3:05 PM - 4:30 PM	Cottage programming	Officers will complete paperwork/ youth counts. Snack provided in the cottages core activities, recreation, programs
3:00 PM	Family visiting (Visiting Center)	Runs from 3:00 pm - 9:00 pm
4:30 PM	Dining hall (Cottage 1 & 2*)	For Dinner (Minimum of 20 minutes per Title 15)
5:00 PM	Return from dinner (Cottage 1 & 2*)	Medication pass with nurse in the cottage
5:05 PM	Dining hall (Cottage 3 & 4*)	For dinner (Minimum of 20 minutes per Title 15)
5:35 PM	Return from dinner (Cottage 3 & 4*)	Medication pass with nurse in the cottage
6:00 PM	Night staff arrive	Late-night shift prepares for the PM shift
6:30 PM - 9:00 PM	Cottage programming	Core activities/programs/ showers
9:00 PM	Family visiting end at the Visiting Center	

San Diego County Probation Department

Institutional Services Unit Procedure

YTC Schedule

9:00 PM - 10:00 PM	Night snack, bedtime, workers to do clean-up	Youth in room, ready for bedtime. Officers complete all cottage paperwork. Night officers conduct security checks and youth counts
10:00 PM	Swing shift leaves	

1319.1.2 SATURDAY, SUNDAY, AND HOLIDAY SCHEDULE (VISITING)

TIME	ACTIVITY	NOTES
6:00 AM	Beginning of AM shift	AM shift prepares for and begins activities for the AM shift
7:00 AM	Wake-up	Morning wash-up, room/cottage clean-up
7:30 AM	Medication call (Cottage 3 & 4*)	Medication pass with nurse in cottage
7:30 AM	Dining hall (Cottage 1 & 2*)	For breakfast (Minimum of 20 minutes per Title 15)
8:00 AM	Return to cottage (Cottage 1 & 2*)	Continue with wash-up, room/cottage clean-up, and medication pass with nurse in cottage
8:00 AM	Dining hall (Cottage 3 & 4*)	For breakfast (Minimum of 20 minutes per Title 15)
8:30 AM	Return to cottage (Cottage 3 & 4*)	Finish wash-up, room/cottage clean-up
9:00 AM	Family visiting (Visiting Center)	Runs from 9:00 am - 5:00 pm
10:00 AM	Swing shift arrives	
9:00 AM - 11:30 AM	Cottage programming	Snacks provided in the cottages
11:30 AM	Dining hall (Cottage 1 & 2*)	For lunch (Minimum of 20 minutes per Title 15)
11:30 AM	Medication call (Cottage 3 & 4*)	Medication pass with nurse in cottage
12:00 PM	Return to cottage (Cottage 1 & 2*)	Head calls/medication pass with nurse in cottage

San Diego County Probation Department

Institutional Services Unit Procedure

YTC Schedule

12:05 PM	Dining hall (Cottage 3 & 4*)	For lunch (Minimum of 20 minutes per Title 15)
12:35 PM	Return to cottage (Cottage 3 & 4*)	
12:45 PM - 2:00 PM	Cottage program and activities	Recreation, movies, program time
2:00 PM	All youth return to their respective cottages. Afternoon snack	Officers to complete paperwork/ youth counts
2:30 PM - 4:30 PM	Cottage program	
4:30 PM	Dining hall (Cottage 1 & 2*)	For dinner (Minimum of 20 minutes per Title 15)
5:00 PM	Return from dinner (Cottage 1 & 2*)	Medication pass with nurse in cottage
5:05 PM	Dining hall (Cottage 3 & 4*)	For dinner (Minimum of 20 minutes per Title 15)
5:35 PM	Return from dinner (Cottage 3 & 4*)	Medication pass with nurse in cottage
6:00 PM	Night staff arrive	Late night shift prepares for the PM shift
6:30 PM - 9:00 PM	Cottage programs, activities, and showers	
9:00 PM	Family visiting ends at the Visiting Center	
9:00 PM - 10:00 PM	Night snack, bedtime, workers to do clean-up	Youth in room, ready for bedtime. Officers complete all cottage paperwork. Night officers conduct security checks and youth counts
10:00 PM	Swing shift leaves	

* This numbering does not reflect a specific cottage. Any cottage can be designated to these numbers based on the need of YTC.

** For safety and security augmentation, all available officers shall assist with youth movement.

NOTE: Title 15 mandates youth to have a minimum of 20 minutes of uninterrupted mealtime. This period may be extended if a responsible physician has prescribed additional time.

NOTE: For the purpose of a schedule and the posting of a schedule at the campus, please refer to the Program, Exercise, and Recreation Policy.