



CHILD, YOUTH AND FAMILY MENTAL HEALTH SERVICES

# CHILDREN'S UNIT

## WELCOME

Welcome to the Child and Family Program at Ledger House.

We are located in the Ledger Building, on the beautiful grounds of the Queen Alexandra Centre for Children's Health in Victoria, B.C. Our program has spaces for playing, creating, eating, reading and relaxing. You will have your own bedroom and bathroom and are welcome to decorate them with things you like from here or from home.

Many kids like to bring stuffies, games, builder sets and special toys. Kids are curious and like to play with each other's toys and things sometimes get lost or broken, especially when kids leave them lying around. If a toy is expensive or is really important to you, you might want to leave it at home as we won't be able to replace it if it gets lost or broken.

We have a 'comfort room' for times when you want to play alone or need a place to feel quiet and calm. Our courtyard might be a place to burn energy in a physical activity, or

draw with sidewalk chalk. We have a playground just outside our courtyard wall, a baseball diamond, water-park, duck ponds, beach and nature walk close by.

At Ledger we offer a "Trauma-Informed Environment." This means that we recognize the importance of establishing trusting and safe relationships, with children and families, offering choice wherever possible and work to build on each child's strengths. At Ledger we value everyone's safety. This includes children, staff, family and visitors. Please read the Vancouver Island Health brochure, Simple Steps for a Safe Hospital Stay, included in your welcome package.

If you have any concerns about your care or our services, please contact the Program Coordinator at (250) 519-6716.

We hope you will like being here with us.



## YOUR STAY

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When you first arrive you will be shown to your room and introduced to the Program staff (unit workers). While you are here you will spend time working together and having fun with them. They will learn about you and will teach you new things, with the goal of helping you feel better about yourself.

Your unit workers are here from 7:30 am to 3:30 pm or from 3:30 pm to 11:30 pm. Activities that you will do with your workers may include swimming and sports, arts and crafts, playing games and going on outings. Your workers are interested in what is important to you. You may talk with them about things in your life, how you are feeling, and about your family and your friends.

Other staff work from 11:30 pm to 7:30 am. These workers are called "Night Owls" because they stay awake all night long. They are here to look after you while you sleep. If you have trouble sleeping the Night Owls are here to help.

*Our staff are available 24-hours a day - and are interested in what is important to you.*

## FAMILY

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Your family or caregivers are invited to come and spend time with us, so everyone can learn new things and talk about feelings. Your parents or caregivers will spend time with you on the program and they will also talk to workers alone. If you have brothers or sisters they may spend some time on the unit too.

If you are travelling to Victoria from out of town, Jeneece Place is a home away from home for families with children in medical care. Visit [jeneeceplace.org](http://jeneeceplace.org) or call 250-479-9908 for more information.



# LIFE AT LEDGER

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## COPING

We want you to feel safe and cared for when you stay with us. We will show you a **How Does Your Engine Run** board in our day area, that has pictures to remind you how your engine is running. You will learn what activities might help you speed up your engine when you are feeling low or down, and slow your engine when you feel things are going too fast. We may create a list or make a picture poster for your room, and/or a special picture keychain that you can carry around with all of the ideas.

## PLANNING

We may put up a **daily checklist** on your bathroom door that will help you to organise a morning and bedtime routine. At Ledger, the kids have a bath or shower every evening to help their bodies relax before going to bed. It will also include things like brushing your teeth and getting dressed. It will also have information on what helps you get things done like playing music, having adult support, and other things that work for you.



## SETTLING

We provide opportunities throughout the day for physical exercise, outings, and lots of activity if you want it. Sometimes it is hard to slow down after a busy day, so in the evening your workers will plan **feel good activities** that are calming and soothing. Some things we might do include baking, reading, playing cards, listening to music, making crafts or watching movies.

Some kids find it difficult to be alone at bedtime so we will come up with a routine that will help you fall asleep at night. These might include night lights, tents, warm blankets, music or a bedtime story.

# MEALS

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We offer breakfast at 8 am, lunch at 12 pm, and dinner at 5 pm. Snacks are offered at 10:15 am, 2:45 pm and again before bedtime. We encourage healthy choices rather than sweets, and you will have the opportunity to cook some breakfasts and make special snacks. All other meals are prepared in another building. And brought to you.

When you come visit us, you can ask to see the menu. Some kids bring packages of their favourite snacks from home. You will have a drawer with your name on it in the office where valuables, dry food and candy can be kept so you are not tempted to eat it all the time. Special snacks from home can be eaten at the 2:45pm snack time.

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# YOUR TOOLBOX

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When you are at Ledger, you will receive some tools to help you feel calm and focused. These might be hand tools (i.e. squishy balls) or mouth tools (i.e. chewing gum), or nose tools (i.e. smelly things) that can help you feel good. We call most of these tools “fidgets”. Each week, you will learn about different tools or fidgets that may be helpful to you. The following are some activities you may be involved in while you stay with us at Ledger.

## HOW DOES YOUR ENGINE RUN

Our Occupational Therapist (OT) leads a group called How Does Your Engine Run, where you will get a chance to try out various tools that can help influence how you are feeling throughout the day. For instance, some tools can help rev your engine for activities like sports or games. Other tools can slow your engine for when you want to sit still or relax. The goal is to find tools that help our bodies and minds feel ‘just right’ for the activities we need to do in a day.

Our OT will also be interested in finding out how you are doing with daily activities such as getting ready for school or bed, cooking or some other activity. Some kids really benefit from learning new strategies in these areas. All kids have ‘jobs’ to do such as eating, self care, playing, school, hobbies, sports, and other activities. The OT will offer assistance with these jobs if anything is getting in the way of doing what you want to do.

## HEALTHY RHYTHMS

Our OT will invite you to join a weekly drumming group. In this group, you will have a chance to explore rhythms with hand drums and other cool musical instruments like rain sticks and musical frogs!

## CLAY WORKSHOP

Our OT will introduce you to our clay room and will go over the ‘safety rules’. You may be invited to join a weekly group in the clay room. You will also be offered opportunities to create great things with your worker’s help.

## EVENING GROUPS

In the evenings you will get to participate in different activity groups with your workers. These groups might involve crafts, games, drama, etc. Some of our popular groups involve making goop, calming beads, personal shields, posters, and other fun things. These groups will help you learn about yourself and practice new skills

## OUTINGS

We like to get out and do activities in the fresh air when the weather is nice. We may walk, ride bikes or take a van to where we are going. When we go in the van we ask that you always wear your seat belt to be safe. We also ask that kids aged nine and under sit in booster seats, which the program provides. Sometimes we go swimming, so don’t forget your swimsuit!

## TELEVISION

It is okay to watch TV during certain times of the day, and we sometimes show movies in the evening. You and your workers will plan times to watch TV. We have a lot of movies to choose from, but movies from home are not allowed. We have a room with a Wii, Xbox AND a Playstation! You can use it during Free Time for 30 minutes per shift.

## MEMORY CARD

Hope you are not camera shy! With permission, staff may take pictures of the activities you are doing. These will go into a card that you will keep when you leave our program.



# DAILY SCHEDULE

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## 8:00 RISE AND SHINE

A worker will check in with you, ask you how you are feeling and will go over your morning routine. They will invite you to the day area where you can start your day with play time while you wait for breakfast. Your worker will offer you a glass of juice while they prepare breakfast.

## 8:30 BREAKFAST

Both toast and cereal will always be available to eat. The breakfast choices we offer include scrambled eggs, pancakes, oatmeal and French toast. You will be invited to help clear the table.

## 9:00 SCHOOL

The teachers in the Ledger School will invite you to spend time with them during the week. They and your workers will support you to make sure you feel successful in the classroom.

## 10:15 SNACK TIME

After snack we usually have time to play before being invited to participate in other activities

## 10:45 SCHOOL

Back to school to spend time with your teachers.

## 12:00 LUNCH

Followed by playtime with your worker.

## 1:00 OTHER ACTIVITIES

Planned activity or free time with your worker and appointments with program staff.

## 2:45 SNACK TIME

Followed by quiet time. Your workers will help you choose activities you can do in your room during your independent time.

## 4:00 PLANNED TIME WITH YOUR WORKERS

This time is a chance to connect with your workers and peers 1:1 or in a group.

## 5:00 SUPPER TIME

Followed by free time.

## 6:00 GROUP ACTIVITY

This allows you to connect with your peers and learn new skills through fun activities.

## 6:30 BATH TIME & SETTLING ACTIVITIES

Some of these activities include art, quiet play, table games and movies.

## 7:30 SNACK TIME

Our evening snacks include smoothies, popcorn, muffins and fruit.

## 8:30 BEDTIME

It is hard to get a good night sleep sometimes, so your workers will help you wind down with calming or soothing activities. Some examples might be soft music, a bedtime story or game and a warm blanket. These settling activities take place in your bedroom, with a worker, and start around 8:30 pm.



## WEEKENDS

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On Friday afternoon you will head home for the weekend. A worker meets with your parent or caregiver to let them know about all your successes, and the things you can work on together over the weekend. You will return to the Children's Program on Monday morning after 8 a.m.

When you return on Monday morning, a worker will check in with you and your parent or caregiver about how you are feeling and the things you did on the weekend. There will be time for settling in before school.

## INCIDENTALS

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### LAUNDRY



Your laundry will be cleaned by the night workers. To help them, we ask you to put your dirty clothes in a laundry basket and place it outside your door before you go to bed. In the morning you will collect your clean clothes from the day area and put them back in your room.

**PARENTS or CAREGIVERS:** please label your child's clothing before they arrive, so that we can help them find anything if it goes missing.

## SAYING GOODBYE

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When it is your turn to leave, you can help us plan your goodbye party. Your party is usually on the afternoon before you leave. Your worker will help you select a special snack.

The other kids and staff make you a goodbye card that you get at your party. We encourage family to attend, as the party is a way for us to celebrate all the amazing things about you!





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We hope that you will learn many things here like what you are good at and what you need help with. We also hope you will be comfortable speaking up for yourself in positive ways and sharing good times with others. We will help you learn about feelings, how to manage what you are feeling, how to tell others about your feelings, and how to work out a plan to feel better and stay safe.

We look forward to meeting you!

The direct phone line to the Children's Unit is **250-519-6729**

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We would like to thank the  
**Children's Health Foundation of Vancouver Island**  
for their generous support to our Ledger House  
Inpatient Program.

For more information about Vancouver Island Health services,  
visit our website:

[www.islandhealth.ca](http://www.islandhealth.ca)

