



## CBTS AUGUST 2006 NEWSLETTER

### THE POTENTIAL OF FAMILY MEETINGS

Family meetings give children and teens opportunities to participate in decision making and to learn the democratic process. The family meeting is a regularly scheduled meeting of all family members. Its purpose is to make plans and decisions, provide encouragement, and solve problems. The regularly scheduled family meeting assures all family members that they'll have a forum in which to be heard at a definite time each week. Plans and decisions made during a meeting stay in effect until the next family meeting. And family members know exactly when they'll have a chance to discuss and change a decision they've found hard to live with. If anyone has a complaint that doesn't require immediate attention, you can simply say, "Bring it up at the next family meeting, and we'll talk about it."

While family meetings are by no means a panacea for family conflict, they do provide opportunities for open, honest communication. They establish a structure through which parents and teens can learn to treat each other with mutual respect. They provide a forum not only for problem solving, but also for cooperative planning and shared encouragement. Family members are more likely to be willing and eager to follow through on plans that they've helped to form.

Family meetings provide the following opportunities for each person:

- ◆ to be heard
- ◆ to express positive feelings about other family members
- ◆ to give encouragement
- ◆ to agree upon fair distribution of chores
- ◆ to express concerns, feelings and complaints
- ◆ to help settle conflicts and deal with recurring issues
- ◆ to participate in family recreation

### CBTS

Office: 268-4044  
Fax: 263-0926  
www.cbtsutah.com  
cbts@xmission.com

Lori Nadeau, C.F.O.  
Mobile: 534-6379

Carlos Serna, C.O.O.  
Mobile: 558-4845

Kim Ontiveros,  
Program Supervisor  
Mobile: 557-9023

Anna Lieber, Proctor  
Program Coordinator  
Mobile: 557-7814

Sara Bannon, Specialist  
Mobile: 558-5668

Kris Phillips, Specialist  
Mobile: 502-5687

Nick Renfro, Specialist  
Group Coordinator  
Mobile: 557-6327

Kim Sorensen, C.S.W.  
Mobile: 949-8067

Joshua Bravo, Proctor  
Support Specialist  
Mobile: 558-2507

## HOW TO HAVE EFFECTIVE FAMILY MEETINGS

To make your meetings productive and satisfying, we suggest you follow these guidelines:

**Structuring:** "We seem to be off the subject."  
"We were talking about...."

**Universalizing:** "Is anyone else concerned about this?"

**Redirecting:** "What do the rest of you think about this?"

**Brainstorming:** "Let's think of as many ways to solve this problem as we can."

**Summarizing:** "What have we said about this issue?" "What have we decided to do about this?"

### **Obtaining**

**Commitments:** "Are we all willing to do this until the next meeting?"

**Promoting Feedback:** "I appreciate you helping us solve this problem."

### **Promoting**

#### **Encouragement:**

"Thank you all for cooperating in getting the chores done this week."

- ▶ Establish a specific weekly meeting time. The time and place of meetings is something for all family members to decide together. Keeping the time and place consistent from week to week will establish the meeting as a regular part of family life. If some family members decide not to attend family meetings, decisions can still be made by those present. The absent member will have to live with the decisions made by those who came.
- ▶ Rotate chairperson and secretary. Parents and children alike need the opportunity to lead family meetings. Usually a parent chairs the first meeting in order to make sure everyone is heard, to structure the meeting so members know the procedures, and to demonstrate the democratic decision making. After the first meeting, family members can decide how to rotate the chair. Some rotate by age, alphabetically or by drawing names. Family meetings require a secretary who keeps minutes so members have a record of what decisions were made.
- ▶ Establish and stick to time limits. Time limits are decided by the family. One hour is long enough for adults and teens; twenty to thirty minutes is a safer limit for a family with young children.
- ▶ Make sure all members have a chance to offer ideas. It's best to let children and teens speak first. Parents can then add ideas only if necessary. Don't, however, let anyone dominate a meeting.
- ▶ Encourage everyone to bring up issues. If the meetings are to be of interest to everyone, then each person must have the opportunity to have his or her concerns discussed.
- ▶ Don't permit meetings to become a gripe session. Constant complaining can destroy family meetings. When problems come up, keep the focus on solutions.
- ▶ Distribute chores fairly. Ask the family what chores need to be done. Make the list together. Determine which chores can be shared and which can be accomplished by one person. Decide how chores will be chosen and rotated.
- ▶ Plan family fun. Each week, plan an enjoyable activity for the whole family to do. Sometimes teens will choose not to join in. Let them make that decision, but always make sure they're invited.
- ▶ Evaluate decisions at the next meeting. Be sure to have the family evaluate any commitments made at the previous meeting. The family can then decide whether to keep the decision or change it.

## HELPING YOUR CHILD SUCCEED IN SCHOOL



Many teachers say that they don't often receive information from parents about problems at home. Many parents say that they don't know what the school expects from their children - or from them. Sharing information is essential and both teachers and parents are responsible for making it happen.

### *What do I do first?*

- ◆ Learn everything that you can about your child's school. Ask for a school handbook. If they don't have one, ask questions.
- ◆ Ask about specific teaching methods and materials. Are the textbooks up to date? Are the methods based on evidence about what works best in teaching?
- ◆ Ask if the school has a Web site. School websites can provide you with ready access to all kinds of information.
- ◆ Keep informed throughout the school year. If your schedule permits, attend PTA meetings. If you are unable to attend, ask that the minutes of the meetings be sent to you.

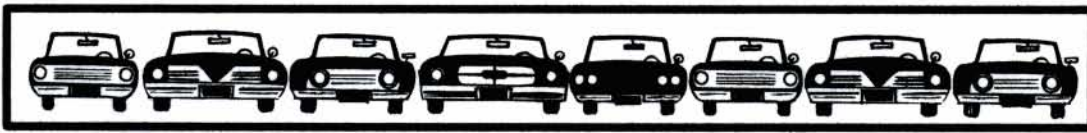
### *When should I talk to my child's teacher?*

- ◆ Early and often. Contact your child's teacher at the beginning of the year or as soon as you can.
- ◆ Tell teachers what they need to know about your child.
- ◆ If you notice a big change in your child's behavior, school performance or attitude during the school year, contact the teacher immediately.
- ◆ Report cards are one indication of how well your child is doing in school. But you also need to know how things are going between report cards. You may want to find out if your child's teacher uses email to communicate with parents.

### *What if my child has a problem, such as with homework or not understanding what's happening in class?*

- ◆ Contact the teacher as soon as you suspect that your child has problems with his schoolwork.
- ◆ Request a meeting with the teacher to discuss problems. Tell her briefly why you want to meet.
- ◆ Approach the teacher with a cooperative spirit. Believe that the teacher wants to help you and your child, even if you disagree about something. Don't go to the principal without first giving the teacher a chance to work out the problem with you and your child.





GREAT JOB!!!

The CBTS LEARN Group held a car wash on Wednesday, July 26 from 10:00 a.m.-4:00 p.m. They washed cars at Albertson's on 3300 South 9th East. They charged \$4.00/car and were able to earn \$224.00. The money will be donated to the University of Utah Transplant Clinic. We are extremely proud of the following youth who participated in this fund raiser:

B.J., Jimmy, Joey, Kirt, Lawrence, Lindsey, Marissa, Romeo

Also a big thank you to Nick and Ahmed for all of their hardwork in coordinating this activity!

#### ASSERTIVE COMMUNICATION TIPS

1. Choose the right time.
2. Choose the right place. Discuss important issues in a private, neutral location.
3. Be direct.
4. Say "I," not "we."
5. Be specific.
6. Use body language to emphasize your words.
7. Confirm your request.
8. Stand up for yourself.
9. Express your opinions honestly. When you disagree with someone, do not pretend to agree.
10. Share your experiences and opinions.
11. Learn to accept kind words. When someone compliments you, say, "thank you."
12. Maintain eye contact when you are in a conversation.
13. Don't get personal. Comment on the person's behavior rather than attacking the person.
14. Use "I" statements.
15. State what you want.
16. Look for good examples and model your behavior after theirs.
17. Reward yourself each time you push yourself to formulate an assertive response.
18. Don't put yourself down when you behave passively or aggressively. Identify where you went off course and learn how to improve.



# BEAT THE HEAT

## *how to stay safe in the sun*

Warm weather means fun in the sun with family and friends. But it also means an increased number of heat and sun-related injuries. The emergency room doctors at Cottonwood Hospital offer this information to help you protect yourself from the sun this season.

### Three Stages of Heat-Related Illness

Heat-related illness almost always happens in stages. Knowing these stages can help stop a heat-related illness before it becomes serious.

#### Stage 1: Muscle Cramps

These cramps can be very painful. If you get heat cramps, follow these steps for relief:

- ◆ Immediately stop activity and rest.
- ◆ Drink small amounts of cool water or a sports drink.
- ◆ Gently stretch the cramped muscle and try to hold the stretch for about 20 seconds.
- ◆ Gently massage the muscle.

Repeat these steps until the cramping subsides. Once the cramping stops, it is usually safe to resume activity.

#### Stage 2: Heat Exhaustion

Heat exhaustion is more serious than heat cramps. Learn to recognize these signs of heat exhaustion in yourself and others:

- ◆ Cool, pale, and moist skin
- ◆ Headache
- ◆ Dizziness
- ◆ Exhaustion
- ◆ Nausea

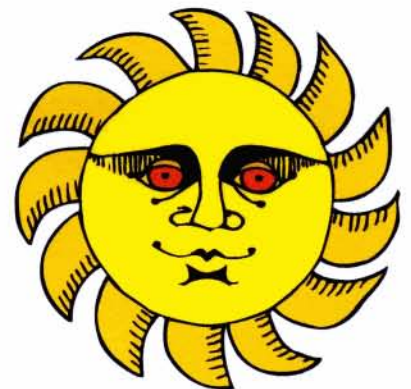
Get to a cool place to rest. Drink a half glass of water every 15 minutes, but don't drink it too quickly. Remove tight clothing and have someone apply cool, wet compresses on you.

#### Stage 3: Heatstroke

Untreated heat exhaustion can turn into heatstroke. Signs of heatstroke include these symptoms:

- ◆ Vomiting
- ◆ Decreased alertness or loss of consciousness
- ◆ Temperature as high as 105
- ◆ Rapid or weak pulse
- ◆ Rapid or shallow breathing

This last stage is life-threatening. Call 911 if the person refuses water or loses consciousness.



C.A.R.E. FAIR  
Community Assistance Resource Event

Horizonte Instruction & Training Center  
1234 South Main Street SLC

Friday, August 4, 2006 - 9:00 a.m. to 6:00 p.m.  
Saturday, August 5, 2006 - 9:00 a.m. to 6:00 p.m.

**FREE**  
No Appointments Necessary

- ◆ Immunizations
- ◆ Physicals
- ◆ Dental Screenings
- ◆ Vision Screenings
- ◆ Hearing Screenings
- ◆ Diabetes Screenings - do not eat for 8 hours before the test
- ◆ Cholesterol Screenings - do not eat for 8 hours before the test
- ◆ Breast exams

Receive information and services from over 50 agencies regarding:

- ◆ Legal Issues
- ◆ Housing Issues
- ◆ Food Programs
- ◆ Employment Services
- ◆ Pregnancy
- ◆ And More

Child care will be provided



CBTS PROCTOR FAMILY BARBEQUE

Wednesday, August 16, 2006  
6:30 p.m.  
Harmony Park  
3700 South Main Street

Please R.S.V.P. no later than Monday, August 14 in order for us to be able to determine how much meat we need to buy.  
Sign up to bring either an appetizer, salad or dessert.