

BEYOND THE ROCK

HOUSE POLICIES & PROCEDURES

The following are the regulations that you will be required to follow while residing at the Stage 2 housing facility. Your signature will acknowledge your agreement to the following.

Purpose

To provide accommodations in conjunction with a program of rehabilitative services to support men in recovery with a main goal of abstinence. The Landlord and Tenant Act does not apply to residents of this home.

Objectives

To offer an affordable, cooperative and empowering environment for clients to receive the services we offer.

Staffing

Staff are available from 8:30 a.m. to 4:30 p.m. Monday to Friday and after hours/holidays/weekends staff are on call.

Residents are encouraged to report noncompliance to a staff member if rules are broken after hours/holidays/weekends.

Rental Information

A security deposit of \$50 is to be collected. This may be paid over a period of 2 months.

A Bedroom Inventory is completed at admission and again when a client is discharged. Any damage or missing items are to be covered by the security deposit (no exceptions). Willful destruction of property will be prosecuted.

A \$5 key deposit is also to be collected, and keys are to be signed out. "Master" will be on each key.

Subletting is strictly prohibited.

Upon admission, residents must provide verification of income. Rent will be "month-to-month" and geared to income (min. rent is \$349, O.W. \$349, ODSP \$445, or 30% of income to a max. of \$500). Rent is due on the 1st of each month.

Direct deposit of rent is required of O.W. and O.D.S.P. clients. All others will provide post-dated cheques. For anyone falling behind on rent, a payment plan will be made and followed or discharge will be recommended.

Food

Residents purchase their own groceries, and make their own meals.

Length of Stay

The contract that is signed is considered a "month-to-month" residency agreement. Clients may stay for up to six (6) months preparing themselves for integration back into society. Residency can be terminated early if either party determines that the objectives of the services have been met or will not be met. If a client appears to no longer require the support of Rockhaven's "transition house", they will be discharged with one month's notice. When a client decides to move out, one month's notice is also required.

Medications

Residents must notify staff when a course of prescription medication is initiated or changed.

Medication must be taken as prescribed (including over-the-counter medications), and must have the approval of your counselor. No resident is allowed to give medication to anyone else.

No medications are allowed that are not prescribed. A medication contract must be signed prior to admission.

Safety

Personal items, toiletries & cleaning supplies which contain alcohol as an ingredient are not permitted.

Residents may not alter any of the fire or electrical equipment, and must comply with the fire & safety plan which is clearly displayed in house. A First Aid kit will be kept in the house for emergencies.

Do not keep any flammable liquids or materials in or adjacent to the building. The main house will supply cleaning supplies. Residents are to pick these up as needed.

Residents will use Universal Precautions when doing chores and assisting other clients with First Aid emergencies. They will be clearly displayed in the “house” and residents will have a training session.

No separate personal heaters are to be used in the house.

Smoking Regulations

“NO SMOKING” in the ‘house’ will be strictly enforced. Infringement of this regulation is grounds for immediate discharge.

Sage, sweet-grass, cedar and tobacco for spiritual ceremonies is to be used in the back porch area only and all residents are to be informed prior to its use.

Number of Residents/Room

Two of the bedrooms will have two twin beds in them; the other two will have only one. Residents graduate from the double room to the single room as they move through the program.

Each door will have a lock on it. No one is to enter another’s bedroom without their permission.

Under no circumstances is anyone to sleep on the couch.

NO INTIMATE OR SEXUAL BEHAVIOUR IS TO OCCUR IN THIS HOUSE. Non-compliance is grounds for discharge.

Lock boxes will be provided for residents’ valuables and medication.

Infractions Leading to Immediate Discharge

The following behaviours will lead to immediate discharge:

- relapse;
- possession of alcohol or illegal drugs;
- breaking the law (criminal);
- breach of confidentiality;
- sexual contact with anyone on Rockhaven property;
- verbal threats, physical violence, or willful damage to property;
- smoking in the building and/or burning candles/incense in bathrooms, hallways or bedrooms;
- failure to pay rent in a timely fashion (without staff permission);
- degradation of another human being in a racial, cultural and/or sexual manner;
- displaying pornographic materials

Programming

The program at the 396 Transition House will consist of the following:

- attendance at the weekly “house” meeting;
- attendance at the weekly Aftercare meeting @ the main facility;
- one one-to-one session with a designated staff member every week;
- attendance @ a minimum of two 12-Step meetings per week;
- must be looking for work/working/going to school/volunteering

Morning Routines

Residents are expected to rise, dress and groom themselves, ready for the day, by 8:00 a.m., Monday to Friday. Rooms are to be tidied before leaving the house.

Dress Code

Clothes are an expression of our feelings about ourselves and our attitudes toward others. The general rule is to always look neat, clean and respectable, and a minimal dress standard is to be followed. This minimal dress standard includes NO slogans, alcohol or drug advertising, violent/sexual messages, patches, tears, bleached spots or bare feet.

Slippers/inside footwear MUST be worn in the residence.

Personal Items

Rockhaven is not responsible for lost or stolen personal items.

No TV's or computers are allowed in the bedrooms.

After a resident moves out, if any belongings are left at the transition house, they will be held for two weeks and then disposed of as Rockhaven staff see fit.

Chores

Chores and household duties are the collective responsibility of residents. Chore rotation is prepared by staff.

Chores are to be completed between 8:00 a.m. and 8:00 p.m.

If a resident chronically does not complete their chore, they may be asked to leave the ‘house’.

Before discharge, your bedroom and all furnishings/appliances must be cleaned and in good working order or your security deposit will not be refunded.

Laundry

Laundry facilities are not to be used after 10 p.m. or prior to 7:00 a.m.; residents are not to leave the premises while doing laundry; and, clothes are to be removed from washer and dryer immediately after use.

Curfews

During the week, residents must return to the ‘house’ before midnight (obviously if someone is working a night shift this would not be applicable). If a resident is not returning to the ‘house’ **for any reason**, a courtesy call to the main building is expected.

On weekends/holidays no curfew would apply.

Visitors

Residents are responsible for their guests and for ensuring that they follow the rules.

Tours of the 'home' are permitted, however, visiting is to take place in the common areas, **only**.

All visitors must leave the 'house' by 10:00 p.m..

"Passes"

Planned overnight or weekend passes are to be approved and recorded in the "house's" log book in advance.

Failure to contact staff directly within two days of an expected return will be considered a resident's choice to discharge themselves.

It is respectful to let other residents know where you are going and when you will return.

Telephone

A 'house' telephone will be provided for local calls only. Please share the time!

Parking

Arrangements with staff must be made before parking vehicles on Rockhaven property. The decision will depend on availability.

Televisions/Sound Systems

The transition house rules are based on the needs of the residents in the house and focused on respect. All televisions/sound systems will be off by 11:00 p.m., unless earphones are being used. Please keep the volume at a reasonable level for the rest of the time.

Privacy Issues

Staff reserve the right to enter the house/bedrooms for any reason they think is reasonable (inspecting it, showing it and/or to perform repairs). Staff may also enter if they suspect a client has been drinking/using, and the client will be requested to be present. Urine testing may be done at random.

Decorating Policy

A bulletin board will be provided for you to decorate provided there is no pornographic, violent or offensive material posted. Should you feel you require more space for decorating or have other decorating ideas, please see a staff member. No alterations are allowed without staff permission.

Pet Policy

No pets allowed.

Unresolved Issues

Any issues that cannot be solved by consulting the policy manual will be brought to the house meeting which is facilitated by staff. If no resolution is found, the staff member will bring the issue to the Director.

Theft

Police will be notified of any person removing items from Rockhaven property without permission.

Gifts for Staff

While we appreciate that many of you feel gratitude, please be aware that staff are not allowed to accept personal gifts. Your recovery is the best gift you can offer those helping you achieve it. However, donations to the agency, of time and/or money, will be gratefully accepted.

Mail

Mail for any ex-resident will only be held/re-routed for a 2 week period. After this time period, mail will be "Return(ed) to Sender".

Repairs

All required repairs must be reported to staff.

**I, _____ hereby confirm my
(print name)**

understanding and agreement to follow the preceding Beyond the Rock house policies and procedures.

Signature of Resident

Signature of Staff Delegate

Date