

Ktunaxa/Kinbasket Wellness Centre

HOUSE RULES

At the Ktunaxa/Kinbasket Wellness Centre, we treat the whole person. That means, among other things, completely overhauling the attitudes and behaviours that led you down the path of self-destruction.

Old habits are hard to break – it takes **commitment, self-discipline** and **courage** – and **everything you do while you're here is designed to help you** in that process.

At first, it might seem like we have a lot of rules, but as you progress through the program you'll soon see the House Rules are:

- **Helping you protect yourself from situations that lead to relapse.**
- **Helping you form healthy habits that will benefit you in a life of sobriety.**
- **Helping you remain focused on the Program.**

The **most important thing** about the House Rules is that they help instil **respect**, for yourself and others.

In order for the House Rules to be effective, they **must apply to everyone**.

All clients are required to **know** the House Rules and **follow them**. Those who **break House Rules** are **demonstrating** that they are **not ready for treatment**, and for the sake of those who are ready, **they will be asked to leave**.

Please read through these House Rules and keep them in a handy place for your reference throughout your stay here at KKWC.

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You are beginning a comprehensive Treatment Program that combines individual counselling (1x1), Group Counselling, Life Skills and Recreational Activities for the purpose of changing addictive patterns. While residing at the Ktunaxa/Kinbasket Wellness Centre (KKWC), all clients are expected to take part in the entire program. Personal responsibility will be encouraged while in Treatment. **Be Respectful of Yourself, other Clients & Staff at all times.**

A) REASONS FOR DISCHARGES by Counsellors/Staff:

Clients may be discharged @ the discretion of the Counsellors/Staff for the following:

1. If it is reported and confirmed that **Alcohol and/or Drugs have been consumed** while on a Pass, at Appointments or while attending outside Meetings.
2. If there is **Physical or Verbal abuse or threats** have been made **towards other Clients or Staff.** (*Any Incidents are Documented by Staff*);
3. If Clients are **seen in a Bar** - *regardless if they have had a drink or not.*
4. If Clients refuse to participate in the Program.
5. If a physical/emotional relationship develops between other clients and/or staff members.
6. On a pass, Client fails to return at the designated time. (Unless there are extenuating circumstances)
7. Clients refuse to abide by the "House Rules" as outlined.
8. Clients do not abide by the "Clients Contracts" that they signed.
9. Clients are caught using the phone.
10. Absolutely no computer usage. Clients caught using a computer will be immediately discharged from the program.
11. Any disregard/disrespect for Centre Property and/or Staff.

NOTE: *Clients will only be given five minutes to vacate the premises. If need be, the RCMP will be notified.*

B) Telephone Calls:

1. There is absolutely **No Telephone Calls** Allowed during the first 3 weeks of treatment, to enable clients to focus on treatment.
2. After 3 weeks phone calls can be made from the payphone after regular group sessions are over, There will be a time limit set in place if payphone usage is not shared properly.
3. Personal Cell Phones will be turned into the Staff on Duty for "Safekeeping" throughout the Program.
4. If caught using the phone clients will get a warning which may lead to dismissal from the program

C) Admission (Male/Female Intake):

1. Upon arrival and under supervision, clients will be asked to go through all of their belongings for any:
 - a) Contraband articles (e.g. Knives, shavers, razors, nail clippers, drugs, radios, cell phones, meal replacements etc.)
 - b) Paraphernalia Clothing & Porno. (E.g. Logo T-shirts, e.g. Kokanee)

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- c) After-Shave lotion, hairspray, Perfume, Nail polish & Remover, Mouthwash, etc. (anything containing alcohol) must be turned into Staff on Duty upon admission.
2. Clients who have their own vehicles **WILL** turn their keys over to the Staff on Duty for safekeeping.
3. Clients are not allowed to bring Radios, Walkmans, Disc-mans, TV's, CD's or Cassettes, or Recorders to the Centre. (If brought these items will be put under lock and key until Graduation or Discharge from the Program or Passes)

D) Safekeeping

1. A maximum of \$100.00 per client can be turned into the Staff on Duty upon Arrival.
2. Amounts over \$100.00 will not be accepted and should be banked.
3. Cash kept in safekeeping can be obtained Monday to Friday (9:00am – 4:00pm).
4. The KKWC will be responsible for any clothing, money, car keys, or other articles left behind for a period of seven (7) days **only**.
5. KKWC is not responsible for the loss or theft of valuables that are not locked up for Safekeeping.
6. Only items signed in and witnessed will be considered in “Safekeeping”

E) Medical:

1. The KKWC is a Non-Medical Treatment Facility therefore any Emergency Medical problems that arise during Treatment will be referred to the nearest Hospital.
2. Medical/Dental problems are to be dealt with prior to attending treatment at the KKWC.
Appointments will be made on an EMERGENCY BASIS ONLY.
3. All prescribed Drugs and Medications must be handed over to the Staff on Duty upon arrival. Any medications purchased while on a pass or outing will be turned in to staff. (Eg. Tylenol, Aspirin). As per Admission Criteria (No psycho-active drugs, mood altering Medications are allowed. example(anti-depressants, tranquilizers, Tylenol 3, Morphine, codeine, methadone, etc.)
4. No over-the-counter Medications will be supplied by KKWC (e.g. Tylenol, Aspirin, Tums)
5. Payment of any Medical fees incurred during Treatment is the responsibility of the client.
6. In the event that Medication is prescribed during Treatment, KKWC staff will be responsible for filling it at the local pharmacy.
7. Medication is to be given out at the following times: 8am-9am, 12pm-1:30pm, 4pm-5:30pm, and 9pm-10pm unless written direction stating otherwise from a Doctor.

F) Walks:

1. During Treatment, clients may only take walks using the “Buddy” system.
2. The Buddy System will be defined as three (3) clients.
3. Walks must be pre-arranged and approved by the Staff on Duty.
4. Clients are encouraged to take Walks within the boundaries of KKWC.
5. Walks must not be taken during Scheduled programs or Activity time.
6. Clients must sign OUT (with approval) and IN (upon return) the book provided on the client message board.
7. Walks are limited to 30 minutes at a time and allowed only between the hours of 7:00am and 9:00pm daily.

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G) Day /Weekend Passes

1. There WILL be Group Town Trips on Saturdays during Treatment sometime between 1:00pm and 5:00pm.
2. Passes are a *Privilege, not a Right* and may be revoked for non-compliance for Rules and Regulations at any time.
3. No Passes will be issued for the first twenty-seven (27) days of Treatment.
4. Client's chores must be complete and inspected prior to leaving on a Pass.
5. Always inform staff and Sign "In" and "Out" when leaving and returning to the Centre
6. Scheduled hours will begin at Noon on Saturday and expire on Sunday at 9:00pm.
7. Client chores must be complete and inspected prior to leaving the Centre.
8. Clients must also pre-arrange chore assignments before leaving on a Weekend Pass. (E.g. Asking another Client to do their chores while they are away on the weekend).
9. NO Weekend Passes will be granted during the weekend before graduation.
10. Any Clients at Treatment on a "Condition" from the Court System Will Not be allowed to apply for any Pass.
11. There are NO Weekend Passes during the 3-week Refresher Programs due to the short length of the Program.
12. Upon a Clients return from a Pass or Trip to Town, their bags will be checked for contraband items.
13. Client's private cars can be used for the Weekend Passes only.
14. Client's are required to phone centre if situation arise.

H) Housekeeping Duties:

1. Clients are assigned to daily chores each Wednesday morning during the "Client Meeting" and are to be rotated on a weekly basis.
2. Clients are responsible for the specific duties assigned.
3. It is the Client's responsibility to keep their bedroom clean and tidy at all times.
4. Chore Checks will be done on a daily basis at 8:30am by the Chore Supervisor.
5. Breakfast and Chores are to be completed by 8:30am on Weekdays and Noon on Weekends.
6. Major Clean up is to be completed by Noon Saturdays and checked by the Staff on Duty prior to Passes/Walks.
7. Coffee cups, glasses are to be returned to the proper areas after coffee breaks, lunch, supper and evenings.
8. Each Client is responsible for his/her own dishes in the evening before going to bed. (This will be checked by the Chore Supervisors)
9. If deemed necessary by staff, a search of the Client bedrooms and/or belongings may be done without notice at any given time.
10. Clients will change their bed linen every Saturday morning with the Staff on Duty.

I) Kitchen:

1. The Kitchen is off limits at ALL TIMES unless on Kitchen Duty, or washing your own evening dishes.
2. Clients are responsible for maintaining the cleanliness of the Dining Room area.

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3. Hairnets are to be worn in the Kitchen at all times when on Kitchen Duty.

J) Dress Code and Personal Hygiene:

1. Clients are to dress appropriately at all times.
2. When wearing Shorts in the summer, only *Knee-Length* shorts will be worn.
3. Clients are not allowed to wear just a Housecoats outside their sleeping areas.
4. Clients must wear Pyjamas/Night Clothing (in case of a Fire).
5. Clients will not wear Caps or Sunglasses during group
6. Clients will wear Shirts at all times.
7. Footwear is to be worn at all times. (No Bare Feet)
8. Optimum Personal Hygiene on a daily basis is an important consideration of self and others.
9. Clients will wash their Hands before they handle food or dishes, before all Meals and after using the Washroom.
10. No Logos promoting Drugs, Alcohol, Racism, Sexist or Pornographic materials.

K) Client/Staff Relationships:

1. Sexual activity of any nature is prohibited/unacceptable and will not be tolerated or condoned between:
 - a) Clients;
 - b) Clients and Staff; or
 - c) Clients and Visitors.
2. Staff and Clients will maintain a professional working relationship at all times.
3. Staff will not hire Clients for services, offer their homes as a place for Clients to stay, lend Client's money, or buy goods from Clients during the Treatment Program and after leaving KKWC.
4. By law, KKWC Staff are obligated to report any incidents that involve:
 - a) Taking a life;
 - b) On-going Child Physical Abuse;
 - c) On-going Child Sexual Abuse;
 - d) Suicidal plans; and
 - e) Any other events that involve breaking the law.
(Should a Client choose to disclose any such incidents, it is expected that he/she is prepared to accept responsibility for the disclosure and deal with is accordingly.)

(NOTE: *In the Event that a Client has a previous relationship with a Staff member, they will act professionally during the time of their Treatment Program - If they are accepted into the Program.*)

L) Visitors:

1. Clients are not allowed Visitors for their first twenty-one (21) days of Treatment.
2. Visits are allowed on Sundays between 1:00pm and 4:00pm in Main Areas only. *NO EXCEPTIONS!*

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3. Visitors who *appear to be under the influence of Alcohol and/or Drugs will not be allowed on the Centre Grounds. (*) *The estimation of Staff will override that of anyone else.*
4. Visits are to *enhance* the Treatment process; therefore, visits in which appear to be disruptive to the client will not be tolerated and the Visitors will be asked to leave.
5. Visitors are not allowed in the bedrooms.

M) Vehicles:

1. Failure to comply with the Rules posted in the Van will mean a loss of being transported to or from town.
2. Posted Van Rules:
 - a) **ABSOLUTELY NO SMOKING IN THE VAN!!**
 - b) Clients must wear Seatbelts at all times.
 - c) No hanging out the Windows.
 - d) No Yelling out the Windows.
 - e) No open food or drink in the Van.
 - f) **ABSOLUTELY NO WILLFUL DAMAGE TO THE VAN!!!**

N) Fire Regulations:

1. A Male and Female Fire Marshal will be assigned from the Group for the entire Treatment Program.
2. The Fire Marshals are to have a Client Attendance Sheet and Floor Plan with them at all times.
3. The Fire Marshals are responsible for ensuring all Clients are out of the building during a Fire Drill.
4. The Fire Marshals will be notified prior to a Fire Drill.
5. There will be a Fire Drill during the first week of each Treatment Program.
6. In case of a Fire Alarm, conduct yourself in an orderly manner and adhere to Fire Safety Procedures posted in each room.

Leave the building by the nearest Fire Exit and meet outside at the sign by the road entrance to property

7. All Fire doors and Bedroom doors must be kept closed at all times.
8. The Furnace Room is not to be used for the Storage of anything at any time!
9. There will be no smudging in the rooms at any time due to risk of fire.

O) General Information:

1. The Centre's property is to be treated with respect at all times. (E.g. No shoes on the couches, etc.)
2. Clients will be held responsible for any willful damages to equipment or property of the Centre.
3. Clients are expected to be up by...
 - a) 7:00am Monday through Friday;
 - b) 9:00am Saturday; and
 - c) 10:00am on Sunday
4. Clients are expected to be in their assigned bedrooms by:
 - a) 10:30pm Sunday through Thursday – Lights out by 11:00pm;

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b) 12:30 am on Friday and Saturday – Lights out by 1:00am

5. Smoking is allowed on the **front porches ONLY and Cigarettes must be fully extinguished in a appropriate ashtray . NO EXCEPTIONS!**
6. Gambling is not allowed on the premises.
7. Bedrooms are closed to Clients during session times. (Unless they're sick)
8. Respect others' right to quiet areas and quiet time.
9. Food and Drinks are allowed in the Dining Room **ONLY**. Absolutely no eating or drinking in the bedrooms, group room, living room and gym. Bottled water may be an exception in the group room, please see your counsellor for exceptions. No meal replacements allowed.
10. Clients may go to the Gleaners for clothing, if needed and clothing items are to be *washed* immediately. Clients will pay for their own clothing.
11. Inappropriate reading materials will be taken away from a client and this action will always be supported by an explanation from the Staff on Duty. (E.g. Playboy, Playgirl, Maxim, etc)
12. No other Bedrooms will be entered (other than your own).
13. Counsellors may request a Drug Test if there is suspicion of a Client's use. This test will be administered by the Health Unit or other Medical Facility in the area at the Client's cost.
14. No fasting or sweats allowed as the facility is not equipped to execute.
15. All luggage is searched upon intake and discharge. Restricted items will be put under lock and key or disposed of. Any property belonging to KKWC will be removed.
16. If you need to send a personal fax, you must make a request through your Counsellor. The cost of faxes are \$1.00 per page.
17. Stamped Envelopes \$.55 (Own Envelope – current rate of postage) (Mail given out after 4: 00 pm)
18. All Offices are off limits to Clients unless accompanied by a Staff member.

P) **TV/RADIO/VIDEOS:**

1. TV and Radio hours are as follows:
 - a) 5:00pm to 10:00pm, at an appropriate level & content (not to be taken into client's bedrooms)
 - b) Only KKWC music can be listened to.
2. Videos (only Centre Videos & not "Treatment" Videos) during scheduled Friday nights & Saturdays **ONLY**.
3. Rental Videos to be viewed during scheduled times on Saturdays **ONLY. These videos are to be rented by the Recreation Coordinator only.**

PLEASE NOTE: The information posted in the hallway near the Kitchen are regulations that must be adhered to at **ALL TIMES.**

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The contents of these HOUSE RULES may be subject to change at any time – Clients will be notified of such Changes. If there are any questions or concerns, please feel free to ask for clarity from any Staff Member of The KKWC.

I understand the above House Rules and agree to abide by them during my stay here.

Client name _____ **Client Sign** _____

Date _____ **Witness** _____

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