

NATIVE ADDICTIONS COUNCIL OF MANITOBA
Pritchard House Program Rules

1. **PARTICIPATION**-Residents are to participate in all activities in and away from the building. Failure or refusal to do so may result in discharge.
2. **ALARM SYSTEM**-Alarm is armed at all times so please use the front door only. Use of any other doors will set off the alarm system. **Please only use in emergency.**
3. **NACM BUILDING**-Do not move furniture. Do not mark on the walls. Do not tie up curtains in the rooms. Keep the same room assigned to you when you entered the program.
4. **HEALTH**-All residents must be in good health. All medication is to be turned in and staff will monitor prescriptions. All medical forms must also be turned in prior to programming.
5. **APPOINTMENTS**-All residents must not have any outside appointments during the first seven (7) days of the program. All other appointments will be left up to the discretion of counselor(s).
6. **PHONE CALLS AND VISITS**-No phone calls or visits for the first seven (7) days, from the intake date. Two residents will be assigned to attend to the store when clients need supplies. (e.g. - cigarettes, oral hygiene, feminine products, etc.) After 7 days, telephone calls are permitted. Saturday & Sunday visits are from 1:00 p.m. to 4:00 p.m. No visitors including children will be allowed anywhere in the building, except in designated areas.
7. **MONEY**-Cash on hand must be limited to the amount needed during your stay. Large amounts of money are to be given to designated staff for safekeeping. **NOTE: NACM will not be responsible for lost or stolen money.**
8. **WAKE UP CALL**-Wake up calls will be done at 6:45 am (weekdays) and 9:00 am (weekends and holidays).
9. **CHORES**-All residents are expected to do their chores at all times. Keep your rooms clean. A major clean up must be done on Fridays (e.g.: wash bedding, clean walls, etc.).
10. **MONITORS**-Will be asked or assigned to go to stores for personal items for clients.
11. **MEETINGS**-Residents are to be on time and attend all meetings. (Including all exercise sessions). Ensure you ask staff on duty about meeting times before leaving the building. You must show up 5 minutes prior to meeting time.
12. **MEETING ROOM**-Playing cards, jigsaw puzzles, radios and musical instruments are not allowed in this room.
13. **COFFEE CUPS/KITCHEN UTENSILS**-Do not remove cups and utensils from the meeting room or kitchen. Do not take any food from the kitchen to your bedrooms. Regular bed checks will be conducted during the program.
14. **SIGN IN/OUT BOOK**-Residents must inform treatment staff when signing out, and must mark your absence in the sign in/out book clearly. Indicate the time you left, your destination and when you come back. Clients must provide notes for all appointments they attended. (e.g., CFS, medical, lawyers, etc.).
15. **ALCOHOL/ILLCIT DRUGS**-Residents who abuse any banned substances (alcohol/drugs) or who bring contraband into the Center will be discharged immediately. This also includes any abuse of prescribed drugs (pain killers or mood altering drugs NOT permitted in program).
16. **PERSONAL INVOLVEMENT**-Residents will not engage in romantic or sexual relationships with visitors, clients, or staff. Residents are not allowed in each other's rooms. Anyone involved in sexual misconduct will be discharged.
17. **REGULAR ROOM CHECK/RANDOM ROOM SEARCH**-Room searches will be made at staff discretion. All luggages will be searched upon admission and upon discharge. Rooms will be inspected for cleanliness. Please keep your bedroom clean at all times.
18. **RANDOM DRUG SCREENING**-Random drug tests will be done during your stay. Refusal to undergo testing, or failing the test will result in immediate discharge. Future admission to any other NACM program will be reviewed and discussed by NACM staff at a further date. Any discharged clients will be banned from the premises indefinitely.
19. **CURFEW**-Curfew is 11:00 p.m, Monday to Sunday. Bedtime is at 11:00 p.m. Sunday to Thursday. Bedtime is 12:00 a.m. (midnight) on Friday, Saturday and Holidays. The front door will remain locked at all times. NO overnight or weekend passes.

20. **CELL PHONES**-Cell phones must be turned in to staff at time of intake and will be returned after completion of the program. Failure to do so will result in confiscation of phone or discharge.
21. **IPOD'S, MP3's, CAMERAS, ETC.**-No electronics will be allowed in the program. Any clients taking a picture of other clients must have their permission.
22. **VIOLENCE**-Physical, verbal or emotional abuse of residents, staff or visitors will result in immediate discharge. Couples having disagreements that may lead to potential violence will be separated immediately for a period of time. Existing restraining orders need to be brought to the attention of counselors prior to treatment. No foul language.
23. **PERSONAL TIME**-This is considered constructive time to be used for: meditation, journaling, chores, arts and crafts, etc.
24. **ELEVATOR**-Do not use the elevator during a fire or emergency evacuation. Do not misuse the elevator (e.g. jumping on or jumping in the elevator). The elevator should be used only for clients with disabilities or any health conditions.
25. **CLOTHING**-Residents are required to wear footwear at all times. Residents are to wear clean, non-revealing and non-promotional clothing. No exchanging or lending of clothing.
26. **PROBATION/PAROLE RESIDENTS**-Residents on probation who violate their respective agreements will be reported to the proper authorities if they leave the program before being discharged.
27. **NON-COMPLETION**-Leaving the program early will result in a non-completion of program. Clients who do so are responsible for their own home fare.
28. **WEIGHT ROOM**-Hours of use will be posted. Exercise equipment should not be used unless another client or staff is present. Available between sessions.
29. **SMOKING**-Smoking is allowed in the designated areas outside the building. No smoking within 25 feet of front doorway.
30. **VANDALISM**-Any acts of vandalism will not be tolerated and will result in immediate discharge. NOTE: Any resident who commits vandalism will be held directly responsible and their referral source will be notified and held accountable. (Removing or writing on posters, moving furniture from room to room, or any damage to the building or vehicles.) Police will be called to investigate any incidents of vandalism.
31. **THEFT**-All thefts will be reported to the police. Any incidents of theft will be accountable to the client and/or referral source.
32. **LAUNDRY**-Washers and the lint traps on the dryers must be cleaned after each use. Doing laundry during group sessions is not permitted. Laundry hours are Monday to Friday 3:00 pm – 10:30 pm; Saturday and Sunday 8:00 am – 10:30 pm. Bedding should be done once per week, preferably on weekends. (Last wash at 9:30 pm).
33. **DISCHARGE DAY**-On the last day of the program, maintenance staff will clean the building. All bedding must be washed and turned in. Residents are responsible for cleaning out their room. Letters of completion will not be given until all responsibilities are complete.
34. **ALL RESIDENTS ARE REQUIRED TO DEPART ON DISCHARGE DAY.**

Signature of Client

Signature of Witness

Dated on this _____ day of _____, 20_____