

VANCOUVER ISLAND THERAPEUTIC COMMUNITY

CLIENT RESIDENTIAL CONTRACT

These guidelines were designed to provide a safe and positive environment for your stay in this program. Please read the following carefully and be prepared to follow them for the welfare of all clients and staff at the Vancouver Island Therapeutic Community.

1. ALCOHOL AND DRUGS

- a) Accept and understand that the safety of the residence depends on maintain a substance free environment. You are asked to agree to abstain from consuming any alcohol, drugs, or non-authorized medications.
- b) Clients are asked to communicate any knowledge, hunches, or suspicions of substance use by another resident to staff immediately
- c) Please keep staff informed of all medications prescribed to me
- d) Clients will be asked to provide urine samples at the discretion of the staff.
- e) Prior to entry to the program you must be medically stable

2. FEES

- a) New residents on income assistance will be required to pay 575.00 per month, which will be automatically forwarded to the John Howard Society main office.
- b) Residents will be assessed on a sliding scale for fees depending on income
- c) Fees include: daily programming and access to counsellors, three prepared meals per day, access to laundry, telecommunications, and rent.
- d) Residents are requires to provide thirty days' notice.

3. VIOLENCE

- a) Staff and residents expect to be treated with courtesy and respect.
- b) Any violence or threat of violence will not be tolerated.
- c) To not possess any item that the VITC staff or delegate deem as a weapon

4. ORIENTATION PHASE

- a) For one week, Residents are required to attend five morning groups and must have a senior resident mentor with them during outings.
- b) New residents agree to attend all morning (8:00am) and evening (6:00pm) meetings for ten days.
- c) Residents will attend a minimum of three outside meetings/groups/social activities per week.

5. OUTINGS

- a) Residents will complete a weekly planner for approval of peers and staff
- b) Outings for re-entry purposes will be encouraged and assisted but must contribute to the resident's recovery plan.
- c) Any unauthorized late returns from outings will result in an encounter and will have assigned consequences.
- d) Any items left behind by clients after discharge will be disposed of one week after leaving.

6. SIGNING OUT PROCEDURES

- a) All clients are required to sign out when going off the property. Clients are also required to sign in when returning from an outing. Signing is important as it is our only way of accounting for all clients in case of an emergency.

7. CURFEW

- a) Respect that the residence is secured at 11:00pm Sunday to Thursday and 12:00am Friday and Saturday.
- b) Please inform the staff by phone in advance of any late or overnight absences, noting a contact number where you may be reached and the expected date and time of return.
- c) Absences will not interfere with program participation.

8. VISITORS

- a) All approved visitors are welcomed in the lounge area or outside area
- b) Any visitors who appear to be under the influence of drugs or alcohol will be asked to leave.
- c) Visitors are not allowed to bring pets.
- d) Visitors are not allowed in client's rooms.

9. VEHICLES

- a) Client vehicles will be parked in allocated spaces.
- b) Client vehicles will be kept in good repair and will be insured at all times

10. SMOKING

- a) Smoking is restricted to the designated outdoor areas and is limited to times that do not conflict with programming.

11. HOUSE DUTIES

- a) Chores are an important part of the program and clients will be responsible for their assigned duties. Failure to perform the assigned chores will result in an encounter and any other consequences.

12. MEDICAL

- a) Staff, are not trained as medical personnel. A liaison health nurse from the community is available bi-monthly for health information, minor medical issues, confidential health testing and readings. The health nurse may also be contacted in an emergency.
- b) In extreme medical emergencies clients will be transported to the local hospital.
- c) Residents are responsible for their own medication. Please ask staff for assistance if you need help refilling prescriptions.

13. FIRE ALARM / FIRE DRILLS

- a) Upon hearing the fire alarm all clients will follow the emergency evacuation plan posted in hallways both upstairs and downstairs. No one should attempt to go back into the building until the fire department, or staff member, authorize it. Treat all alarms as being the real thing; your life may depend on it.

14. HOUSE LIASON

- a) Respect that the House Liaison is responsible for safety, security and maintenance issues concerning the house itself, this may include occasional reminders of the house rules and guidelines.

GENERAL RULES

- a) Remember that confidentiality is a priority. There is an expectation that clients will not discuss any details pertaining to other clients or any client disclosures.
- b) Staff members will not lend clients money of any kind, nor will staff borrow money or take money from clients.
- c) Gambling is prohibited.
- d) Clients are expected to model appropriate behaviours.
- e) Laundry facilities are available and there is not charge to use the facilities. Individual laundry times are scheduled.
- g) Residents are to use the bed assigned to them and are responsible for making their beds.
- h) Bedrooms are to be kept neat, clean, and tidy at all times.
- i) Clothing will be hung up on hangers in closets and/or stored in the chest of drawers provided.
- j) Dirty laundry will be placed in provided laundry bags and will be hung in the closet.
- k) Lights must be turned off when leaving a room and the thermostat should be turned down.
- l). Pornographic materials are not allowed.
- m). Clients are expected to treat each other, staff, and the facility with respect.
- n). All clothing items must be approved by staff as clothing with drug and alcohol messaging is not allowed.
- o). Staff are not liable for any valuable items brought to the Vancouver Island Therapeutic Community (jewellery, laptops, personal communication devices, cell phones, etc).

Ultimately, Staff acting as rational authority, have discretion.

Client's signature

Date signed

Witness

Date signed