



Statement of Philosophy

Transition House is a short-term recovery house for men coping with an addiction challenge. Transition House provides support to a diverse group of men who come from all walks of life. Our program is designed for motivated individuals who are committed to making positive changes in their lives. Residents must be able to live cooperatively in a group setting and show respect for others. Any acts of discrimination, racism, or harassment (physical or verbal) will not be tolerated.

Expectations

Upon admission to Transition House, you will complete a contract that outlines the goals that you would like to work on during your residency. Goals are extremely important and should be agreed upon by both you and the TH staff. It is expected that you will maintain the goals outlined in your contract. Stay connected to your support team contact, who will be primarily responsible for helping you achieve your goals. We will ask you to complete a monthly Progress Report and a weekly log where you document the progress of your goals to date. Our maximum length of stay is 3 months.

Transition House staff are here to support you in the completion of your stated goals. This includes: attending appointments, day program, aftercare, doing job searches/working, volunteering, going to meetings, and securing future housing, etc. Please note that we do not accept clients who are employed as bartenders, or who serve alcohol as part of their work while they are in residence, or any work schedule that go against the house structure, i.e., curfew. Staff may contact your support team as needed to review and give them an update on your goal plan. You will also be required to verify attendance at meetings and the day program.

Failing to follow through on your agreed-upon goal plan may result in a discharge

House Hours and Curfews

Residents are expected to be out of the house Monday through Friday from 9:00 a.m. to 4:00 p.m. Curfew from Sunday to Thursday is 11:00 p.m. sharp; with lights out at 11:30 p.m. Curfew on Friday and Saturday is 12:00 a.m. sharp, with lights out at 12:30 a.m. In the event of illness, a doctor's note, visiting a walk-in clinic, and medical details may be required. We are unable to support clients with medical conditions that may prevent them from being out of the house from 9-4 pm or who may require one-on-one supervision



Rights and Responsibilities

Residents of Transition House have the following rights and corresponding responsibilities.

- The right to live in a drug, alcohol, and gambling-free setting and the responsibility to abstain from alcohol, drugs, and gambling while living in residence. Random drug and alcohol screens will be administered to all residents. You will be discharged immediately if we suspect any form of use or refusal to take the test
- The right to live in an environment which is free from any form of physical or verbal violence, harassment, and discrimination. Towards staff, clients, and the house.
- The right to live in a smoke-free setting and the responsibility to smoke only in designated areas outside of Transition House (this includes not smoking from curfew until 6:00 a.m.).
- The right to have your belongings in Transition House and the responsibility to respect others' private property. Transition House is not responsible for lost or stolen belongings. Residents are not to leave valuables lying around and should not visit another's room. **Theft of property, from either a fellow resident or Transition House, will result in an immediate discharge.**
- The right to be treated with respect and dignity and the responsibility to treat others accordingly.
- **Cell phones are not permitted during dinner. Phone calls cannot be disruptive to others in common areas.**

Facilities

- House Computer – please limit use to approximately 20 - 30 minutes per evening. WI-FI is not available
- Laundry Room – located in the basement. Soap is provided. Please do not use the Laundry Room in the morning during the week and before 9:30 a.m. on weekends, and no later than 10:00 p.m.
- Living Room – T.V. with closed captioning upstairs; a second T.V. is located in the basement.
- Showers are provided on each floor with wheelchair accessibility on the main floor.
- Visitors are not permitted at Transition House.
- Front and back doors remain locked at all times. Doors should only be opened to clients who live at TH unless advised by staff



Checking In and Out

It is important that you check in with the staff when you come home. You should also let staff know when you leave the house. Staff should be kept informed of your daily activities as they pertain to your goal plan, including meetings or appointments with your worker, etc. Keeping staff informed of your daily activities enables us to help you follow through on your goal plans. You are also required to hand in a weekly activity log on Monday evenings. This is a useful tool that will assist you with keeping focused on a balanced recovery plan. Logs will be explained at move-in.

House Meeting

House meetings are held on Tuesday evenings at 6:30 p.m. Attendance is mandatory. On Tuesday evenings, we also assign chores and cooking nights for the upcoming week, as well as pass on important information discussed at our staff meeting.

Meals

Food is provided for breakfast, dinner, and snacks. You are responsible for making your own breakfast and lunch. Please note that outside food is not permitted in Transition House. Kindly understand that milk is to be used for coffee, tea, and cereal only; juice is available to you at all times. All residents are responsible for keeping the kitchen clean at all times, including individual pots, pans, and dishes that you use. Residents are required to be home for dinner Monday through Thursday each week. Friday through Sunday are optional to attend. Dinner is at 6 pm daily. If you are preparing dinner Monday through Saturday, you must be home promptly at 4 pm; Sunday is 2 pm.

Cooking

You will be asked to prepare one meal per week with another resident. This is an important life skill, and extra support and assistance are provided by staff when needed. You get to choose the evening that you cook so it is imperative to choose a night that you are available. Dinner preparation begins at 4 pm sharp during the week (earlier on the weekends). You are responsible for: set up, grocery shopping, and clean up. Dinner is at 6:00 p.m. sharp, and attendance is mandatory from Monday to Thursday (exceptions must be cleared with staff). On Friday, Saturday, and Sunday, dinners are optional; however, please let staff know if you will not be home for supper on these days. Please note: the kitchen is closed at 8:45 am and at curfew each evening for cleaning.



Chores

You will be assigned a chore to complete daily. Once completed, you must inform staff and will be given a mark on this ranging from 0 (unacceptable) to 2 (great effort). On Saturday, everyone participates in a “Super Clean Up” of the house. This includes extra work on your regular chores as well as cleaning up your bedroom. Please note: Super Clean Up should be completed by 11:30 a.m. or before you leave for the day.

Fees

You will be required to pay fees while living here if you are working or receiving EI, Pension, Disability Support, or OW. **ODSP 500\$ OW 395\$ Employment PT 450\$ FT 700\$. Effective April 1, 2026.** Fees are collected weekly on Friday. Failure to pay fees regularly may result in a discharge. Please note that fees are non-refundable.

Social and Recreational Activities

The Volunteer / Recreational Coordinator and volunteers organize recreational activities, including: theatre, movies, music, games, crafts, and sporting events. This is an excellent way to get familiar with the city and develop new interests. Participation in volunteer events is encouraged, and the costs are covered by the house. Please note: if you sign up for a scheduled activity, ensure that you will be able to attend.

Ontario Perception of Care Survey

We are interested in what you think of your time here. You will be asked to complete this survey twice during your stay at Transition House.

When You Leave

Please return any and all items (i.e., linens, towels, and pillows) to the staff before moving out. We are not responsible for articles left behind. In the event of an unplanned discharge, Transition House will hold your belongings (including medications) for a maximum of 7 days. Any unclaimed items will be properly disposed of. Your items will be packed and stored in the garage for 7 days.

*Your belongings will be packed by either staff or your roommates. You will need to contact the staff and book an appointment to pick up your belongings. Once discharged, you will not be permitted back in the house



Discharge

If you are discharged from Transition House, we will do our best to find a safe place for you to go. Such as a shelter, detox, or other. We ask that you have a plan for a safe place to go as well. Any form of abuse or refusal to leave the property will result in staff calling 911.

Other

Transition House is a safe, clean, and supportive environment. In the unfortunate event that you have a slip/relapse while residing at Transition House, do not return to the house under the influence of drugs or alcohol. In doing so, you place staff, residents, and yourself at risk. This will significantly impact your chances of using Transition House in the future. If you relapse, do not return to the house under the influence of substances; please get yourself to a safe environment i.e., detox, shelter, a friend's or relative's place. Call Transition House as soon as possible to let us know what happened and that you are safe. If you have any questions or concerns, please feel free to speak with the staff.

Moving In Procedures

When you arrive for move-in, please allow at least 3 hours for the process. Thank you for helping us to keep Transition House a clean and safe place for all. In order to keep our house free of bed bugs and other pests, we really appreciate your cooperation in following these guidelines when moving in.

Residents must be available to take the following steps when they move into the house:

- Taking a drug and alcohol screen test with a negative result. Provide a negative covid test or agree to take the test at move-in.
- Place a clean change of clothing into our dryer, set on high, for at least 20 minutes.
- Taking a shower.
- Changing into your clean clothes.
- Putting the rest of your clothing into the washer/dryer on hot settings (items that have been dry cleaned may be put through the dryer only).
- Applying a small amount of insecticidal spray to treat your bags and shoes to protect you and the agency from bed bugs (Staff will be supervising to ensure that this process is being followed correctly).
- Completing all necessary paperwork with the staff.



- Please note: you are required to bring any prescribed medications with you. Staff will store them for you in a secure place, and you will be asked to take your medication regularly, as prescribed.
- We are unable to conduct a move-in if you show up without any belongings.

Please note: You are only able to bring two bags (approximately the size of regular green garbage bags) of clothing and personal toiletries into the house. If you bring more than this, we will ask you to send it home or store it elsewhere. We are not able to store excess belongings for any resident. In addition, we are unable to provide a safe lock-up for valuable items. You will be provided with a footlocker to store your belongings – locks are not permitted to be used on these containers. Closet space is also available in your rooms. If you bring more items into the house during your stay that create clutter or exceed 2 bags. You will be asked to remove the additional items.

- Bring enough clothing for about 2 weeks. We have laundry facilities, which you are welcome to use during posted hours. Bring any toiletries that you need (i.e., toothbrush, toothpaste, razor, shaving cream, etc.). We sometimes have these available if you do not have your own. Please do not bring any products that contain alcohol with you (i.e. mouthwash, cough syrup, colognes). We are a scent-free environment.
- If you do move into Transition House, staff will ask to see the bags that you bring into the house during your stay to ensure that you are not bringing in additional belongings. We conduct regular room checks as well. All bags and belongings are to be presented to staff upon move-in for inspection. We also require that any time you bring **any** other belongings into the house, these are also shown to the staff for approval.
- Unfortunately, we are not able to accommodate any personal furniture or large electronics. Cell phones, Laptops and Tablets are permitted. We are not responsible for damage to or loss of these items. We regret that we are unable to provide storage space for other belongings that you may have.
- Do not bring weapons of any kind into the house. This includes pocket and utility knives.
- Do not bring any clothing that contains pictures, logos, or slogans that may be offensive or triggering to others. Wearing hoodies in the house is not permitted.
- Staff; reserve the right to ask you to remove any item that we consider to be inappropriate for the safety of the house.



There will be no exceptions to these policies and procedures.

Failure to follow through on these procedures or comply with house structure and expectations may lead to discharge. *We sincerely regret the inconvenience that this may cause you, but we very much want to ensure the safety and comfort of all of our residents. Thank you very much for your cooperation.*

Sign _____

Date _____