

Transition House  
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### 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 your primary worker. It is expected that you will maintain regular contact with your primary worker, who will be primarily responsible to help you achieve your goals. The contract is valid for 4 weeks and is re-assessed on a monthly (or as needed) basis through a monthly Progress Report, 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, doing job searches/working, volunteering, going to meetings or 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. Staff will contact your primary worker(s) on a monthly basis to review and give them an update on your goal plan. You will also be required to provide verification of attendance at meetings.

### 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. Exceptions can be negotiated with staff in the event of illness or shift work. Curfew from Sunday to Thursday is 11:30 p.m. sharp; with lights out at 12:00 a.m. Curfew on Friday and Saturday is 1:00 a.m. sharp, with lights out at 1:30 a.m.

### 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 may be discharged immediately under strong suspicion of use.
- The right to live in an environment, which is free from any form of physical or verbal violence, harassment and discrimination.
- 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 be visiting 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.
- **Failure to comply with any of the above conditions will result in a discharge.**

### Facilities

- Pay telephone - please keep conversations no longer than 10 - 15 minutes per call.
- Computer - please limit use to approximately 20 - 30 minutes per evening.
- 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. at night.
- 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.

## **Checking In and Out**

It is important that you check in with 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 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 6pm daily. If you are preparing dinner Monday through Saturday, you must be home promptly at 4 pm; Sunday is 2pm.

## **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 is 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 4pm 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: kitchen is closed at 8:45 am and at curfew each evening for cleaning. Consistent failure to follow through with this responsibility will result in a discharge.

## **Chores**

You will be assigned a chore to complete on a daily basis. 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 chore as well as cleaning up your bedroom. Please note: Super Clean Up should be completed by 11:00 a.m. or before you leave for the day. Consistent failure to follow through on chores will result in a discharge.

## **Fees**

You will be required to pay fees while living here if you are: working or collecting E.I, Pension or Disability Support. Fees are calculated on a sliding scale from \$2 to a maximum of \$10 per day, depending on your income. Failure to pay fees on a regular basis may result in a discharge. Residents are permitted to receive Ontario Works assistance while residing at Transition House. Please note, 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 events are paid for by the house. Please note: if you sign up for a scheduled activity, ensure that you will be able to attend.

## **Discharge Survey**

Before you leave we would ask that you complete a brief discharge survey. Your feedback is important and will help us to plan for the future.

## When You Leave

Please return any and all items (i.e. linens, towels and pillows) to 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 and/or donated.

## 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, please get yourself to a safe environment i.e. detox, shelter, a friend 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.
- 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 in order 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.

**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 safe lock up for valuable items. You will be provided with a foot locker to store your belongings – locks are not permitted to be used on these containers. Closet space is also available in your rooms.

- 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)
- If you do move in to 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, that these are also shown to staff for approval.
- Unfortunately, we are not able to accommodate any personal furniture or electronics, with the exception of cell phones and ipods/mp3 players, and clock radios in the house. 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.
- Staff; reserve the right to ask you to remove any item which we consider to be inappropriate to 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.**