



NORTH WIND WELLNESS CENTRE

Assisting to achieve balance in life

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RULES AND REGULATIONS

Welcome to NWWC, the following rules and regulations are put into place with your safety, well-being and health, foremost in mind. Treat each person, their property, their opinions, their values and belief systems with respect. Treat others as you wish to be treated yourself. We teach others how to treat us. Treat yourself with respect and others will follow your example.

BEHAVIOUR

1. **ANY TYPE OF OPPRESSION** - racism, sexual harassment, gender, religious discrimination, and lack of respect to faith/belief– **WILL NOT BE CONDONED** - will be dealt with immediately, and is grounds for dismissal. Keep in mind that we are inclusive.
2. No swearing. Swearing at another person is lateral/verbal abuse. Habitual swearing is a learned behavior and can be unlearned. It is not deemed as abuse unless it is intended to offend others.
3. Absolutely no intimate relationships allowed.
4. Honesty and Accountability is paramount (way of living)
5. Only one participant (at a time) in the office during phone calls, signing out or medication dispensing etc.

EXTERNAL CONTACT

1. **No visitors are allowed** during the treatment program, except for the graduation ceremony held on the last day, when family and friends are welcome to attend.
2. **Local Participants:** Be advised that a strike will be given to participants if family/friends come to visit during outings in the community, sweats or in-house meetings.
3. **Phone calls are allowed.** Contact with family will be allowed via your cell phone, when signed out and the internet when at the library. Writing letters continues to be encouraged (stamp, paper, and an envelope is provided). Parcels and packages are your responsibility and we will not deliver to or from the centre.
4. There will be absolutely no external contact method or contact place arrangements to be made with family or friends.

5. All incoming/outgoing communication will be handled through our office or our staff. Staff will take all incoming calls. Mail will be taken to the post office on Tuesdays and Fridays. Exceptions to the phone rule are (only if you have no cell phone).
 - a) The Friday before graduation, one 10-minute maximum call.
 - b) Employment Insurance reporting.(Friday evening cell phone use)
 - c) Pre-approved parole/probation, bail, telephone appointments.
 - d) Family emergencies (emergencies are defined by the on-duty counsellors and management).
 - e) Cell phone use on approved times.

DAILY ROUTINES

1. All participants will be woken up by 7:00 am, with a knock and you must respond with Good Morning .There will be no wake-up calls given to participants before 7:00 am. It is the participant's responsibility to request their meds and personal hygiene items (razors, etc.) between 7:30 - 8:00 am and to be on time for sessions.
2. Participants are expected to make their beds each day and keep their rooms tidy.
3. Breakfast and clean-up is over at 8:15 am and kitchen is off limits until first break.
4. Group sessions are mandatory; no one is to leave during session without permission.
5. Hats and non-prescribed sunglasses are not to be worn in session.
6. Presence is mandatory for the morning smudge, night smudge and sharing circle, and sweat lodge ceremonies. The only exception is when a female participant is on her moon.
7. Meals will be taken together at the dining room table, not in other rooms. Everyone will be present in the kitchen, at 12:00 pm and 5:00 pm for a moment of thanks prior to lunch and dinner – programming takes priority.
8. Check chore list daily, chores will be designated and rotated on a weekly basis. Participants are expected to complete chores before 6.00 p.m. Staff will not do any of the chores for participants. Kitchen chores done by 6:30 pm
9. .Lights out: Sunday to Thursday at 11:00 pm, Friday and Saturday at 12:30 am.
10. Room checks will occur nightly by the on-duty counsellor- leave door ajar.
11. Programing fluctuates based on our holistic approach; and therefore, sessions are subject to change.
12. Everyone is expected to wash their own dishes and silverware used at lunch time.

HYGIENE

1. Do not leave the water running while brushing your teeth.

2. Laundry days are Wednesday and Saturdays 7:00 am to 10:00 pm for personal clothing, No Exceptions! A sign-up sheet is available to secure a turn for everyone. If missed would have to wait for next turn, Sundays would be linen/sheets and a participant would be assigned as part of chores. Only that designated person would have access to the laundry room that day.
3. Disposable gloves are to be worn by all participants when entering the dining area and preparing any food in the kitchen. A warning will be given for non-compliance the first time and a strike given for any further non-compliance.
4. Minimize laundry/shower time (we have water delivered). Limit showers to 5 minutes once a day.
5. Use disposable razors only, do not share your personal razor with others. We follow universal blood rules. There is a Sharps disposal container in the counsellors' office for disposal of razors.
6. Yoga mats and equipment are to be disinfected with the pre-mixed spray after each use.
7. Dress code: NO short shorts, No cleavage, NO bare midriffs, NO Butt crack, Dress respectfully.
8. Men must wear shirts at all times, except at the pool and the sweat.
9. During the night, if you need to be outside of your room please make sure you are properly covered. No bare skin showing.
10. Please be fully dressed for breakfast.

HEALTH AND SAFETY

1. If you are sick or injured you must stay in your room and are not allowed any phone calls or TV for the day.
2. All participants must stay home for the evening. When someone is unwell.
3. It's the participants responsibility get caught up on all missed homework and handouts. When unwell.
4. Please wash your hands frequently and use sanitizer regularly in order to protect yourself and others from the spread of colds, flu, COVID-19, etc.
5. Cleanliness is important. There is laundry facilities and detergent available for washing clothes.
6. Do not share cigarettes, pop, or anything else that can pass on germs from your mouth.
7. Smoking and vaping is only allowed in the designated area at the centre and on outings.
8. No strong perfumes, colognes or any other strong scented product at the centre, out of respect for people with allergies.
9. There will be no horseplay, running, or swearing in the building.

CONTRABAND

We take your recovery seriously. Anything may be confiscated if safety issues warrant it. **Any medication bought on an outing must be turned in to the on-duty Counsellor.** Products and paraphernalia that will be confiscated or held upon intake are:

Confiscated Items:

- a. All energy drinks of any brand and are not to be consumed.
- b. Anything with the flammable/explosive symbol on it
- c. Shoe polish, fingernail polish, etc.
- d. Pornographic material (any sex-related magazines depicting sexually explicit pictures or articles of clothing with sexually explicit or demeaning words or pictures on them)
- e. Drug or alcohol culture clothing (articles of clothing carrying marijuana leaves, beer labels etc. pictures and/or slogans)
- f. Candles or incense.

Held Items:

- g. All prescription medication and all OTC (over-the-counter) medications as Tylenol, Ibuprofen, Nicotine gum and patches or vapor paraphernalia.
- h. Mouth wash, mouth/breath sprays
- i. Heavy perfumes and colognes, after-shaves, aerosol cans
- j. Knives, razors, nail clippers and any sharp implements
- k. Cell phones, hand-held video games, cd players, walk-mans, mp3 players, iPods, DVD players, laptops, clock radios, cameras, all DVDs and **any hand held devices.**

BUILDINGS

1. Turn off lights when leaving a room. Turn off television if not being used.
2. Everyone is expected to clean up after themselves.
3. No smoking in any buildings. Smoking is permitted in the designated area only, which is at the picnic tables. Please dispose of your cigarette butts in the cans provided for this purpose. Do not throw them on the ground. Smoking in front deck is totally forbidden and a strike would be issued for every incident.
4. Do not hang anything on bedroom walls.
5. Do not take the session room chairs out on the veranda.

GROUNDS

1. **ADMINISTRATION OFFICE IS OFF LIMITS.**
2. Participant use of any hand tools and/or motorized tools, equipment, belonging to NWWC is forbidden. This directive includes the use of an axe for chopping wood, under the supervision of a staff member for ceremonial purposes only.
3. Walks are encouraged but only with the permission of the on-duty Counsellors. No male/female duo is allowed to walk alone. No participants are allowed to walk on the Alaska Highway.

OUTINGS

1. No participant is allowed to wait in the van or be outside until all chores are complete.
2. AA/NA meetings start Sunday after Intake and attendance is mandatory.
3. Staff will not buy tobacco products for participants. Participants may buy their own on outings..
4. Recreational outings are scheduled for evenings, after the first week (at the discretion of the Recreation Coordinator). No participant may stay behind at the centre and all chores must be completed before leaving the facility. No participant is to leave the recreational premises and participants are not to be left unsupervised.
5. Gambling such as purchase of scratch tickets and Keno, etc. is prohibited.

LEISURE TIME

1. Sunday is not a free day – daily schedule still applies.
2. No television or radio from 6:00 am to 6:00 pm, Television is off at 10:00 pm, weekdays (Sunday through Thursday) and 12:00 am weekends (Friday & Saturday). Watching television is a privilege not a right. Exception is any DVD which is part of the NWWC program.
3. All Blue Rays/DVDs will be locked in the office. Any Media-storage item purchased on outings will be confiscated and kept until discharge.
4. No sleeping on the couch – day-dozing or overnight.
5. No painting or craft should be work in the bedroom, use session's room.
6. Music is allowed only at a low volume in the session room.
7. The Quiet room is exactly that – a room to find quiet activities such as puzzles, reading, homework, etc.
8. No visiting in each other's rooms. Participants are only allowed in their assigned room.
9. Cell phone -You must sign out and sign in your cell phone at designated times, on designated days (No Exceptions).
 - a) Cell phone designated days are Wednesdays after chores are completed to 09:00 pm and Fridays and Saturday after chores are done to midnight.

- b) No pictures may be taken at any time. No videos may be taken at any time and no “Live Feeds”, due to the privacy/confidential policy.
- c) If found or caught doing any of the above (staff will search your phone), and you will lose your cell phone privilege.
- d) To use your cell phone is a privilege NOT a right!

CONFLICT RESOLUTION

In resolving conflict there will be no she said/he said. Differences of opinion will be dealt with by the following protocol.

- a) Go to the person in question: another participant, staff, counsellor. If you have a concern with a counsellor, address that counsellor, **not another**.
- b) If the issue cannot be resolved with the other person in a respectful manner, ask for a mediator, that both agree upon.
- c) If you feel that the mediation is not effective, ask for a reconciliation circle.
- d) If the reconciliation circle is not effective, participants (as a last resort) are encouraged to write their concerns in a letter to the Executive Director. Paper and envelope will be provided. Give the letter to the counsellor on-duty. It will be hand delivered to the Executive Director. The Executive Director will address the issue after a thorough investigation and her/his recommendation is final.

Unless pre-approved arrangements are made (Participant and Executive Director/Counsellor will make this decision together), **No Certificate of Attendance will be issued for those participants choosing to leave prior to graduation ceremony.**

ACCESS TO PERSONAL FILE

It is a participant’s right to access her/his personal file. A written request must be submitted to and approved by the Executive Director. This request needs to state the reason for accessing the information and must be requested within the fourth week of the treatment cycle. Once approved, the file must be read in the counsellors’ office in the presence of a staff member and at a time that at least two counsellors are on duty. Furthermore, this process must not interfere in anyway with programming.

Breach of any of these rules can result in immediate dismissal from the treatment program. Other causes for immediate dismissal are: three strikes, shoplifting, physical violence or

verbal abuse towards staff and/or participants. Strikes are applicable for any minor breaches, and strikes are given at the discretion of the counsellors on duty.

I, _____ understand to the best of my knowledge that by signing this document, I'm liable to be held accountable for my actions.

Participant

Date

Witness

Date

Travel Checklist

- All personal banking ,bills, rent, child care, etc. are taken care of
- Valid medical card
- Proper Identification (ID)
- Enough spending money for the duration of program
- Travel arrangements done including **Return** travel
- Blister packed medications, vitamins/supplements must be sealed and Epi-pen if needed
- Non-marking indoor runners or slippers
- Men – Large towel, sweat shorts, and a T-shirt
- Women – Large towel, long skirt, long dress or full length night gown
- Swimsuit
- Bath towel, hand towel, face cloth and a bath mat (extra towel for mat)
- Toiletries – shampoo, toothpaste, body soap, razors, feminine needs, etc.
- Musical instruments are allowed
- Smokers - bring enough cigarettes for the duration
- No outside appointments scheduled
- Weather appropriate clothing