



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 in 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

At anytime that any suspicious activities or behaviours are perceived, a pat-down and body search will be conducted immediately for drugs search by a staff member.

1. Honesty and accountability are paramount (way of living). Focus on your own recovery because taking somebody else's inventory will not help.
2. **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.
3. No swearing. Swearing at another person is lateral/verbal abuse. Habitual swearing is a learned behaviour and can be unlearned. It is not deemed as abuse unless it is intended to offend others.
4. Absolutely no intimate relationships allowed.
5. Only one participant (at a time) in the office during phone calls, signing out, 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 an instant strike will be given to participants if family members and/or friends come to visit during outings in the community, sweats or in-house meetings; unless the other person is regularly attending such activities.

3. **Phone calls are allowed.** Contact with the family will be allowed via your cell phone when signed out and the internet when at the library. Writing letters continues to be encouraged (a stamp, paper, and an envelope are provided). Parcels and packages are your responsibility, and we will not deliver to or from the center.
4. There will be absolutely no external contact method or contact place arrangements to be made with family or friends. Should an encounter happen by chance, please sit apart from a family member or friend.
5. If an acquaintance is present at an outing/meeting participant must not engage with the person/s and keep visible distance apart.
6. 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 time is a privilege, not a right. Cellphones will be handed out on Wednesday night after chores are completed.

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. The participant's responsibility is to request their meds and personal hygiene items (razors, etc.) between 7:30 - 8:00 am and be on time for sessions. No exceptions
2. Participants must make their beds each day, keep their rooms tidy, and be subject to a room check.
3. Breakfast and clean-up are over at 8:00 am, and the kitchen is off-limits until the first break.
4. Group sessions are mandatory; no one is to leave during a session without permission, no standing up to do crafts or other stuff.
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 served at the dining room table, where everybody will eat together. 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. No food in bedrooms or session room, beverages only.
9. Check the chore list daily; chores will be designated and rotated on a weekly basis. Participants must complete chores before 6.00 pm Staff will not do any of the chores for participants. Kitchen chores are done by 6:30 pm
10. Lights out at 11:00 pm. No exceptions!
11. Room checks will occur nightly by the on-duty Counsellor - leave the door ajar.
12. Programing fluctuates based on our holistic approach, and therefore, sessions are subject to change.
13. Everyone must wash their dishes and silverware used at lunchtime.

HYGIENE

1. Do not leave the water running while brushing your teeth.
2. Laundry days are Wednesday and Saturday from 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 the next turn, Sundays would be linen/sheets, and a participant will be assigned as part of chores. Only that designated person would have access to the laundry room that day.
3. Disposable gloves and hairnets are to be worn by all participants when 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 the 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 ensure you are adequately covered. No bare skin showing.
10. Please be fully dressed for breakfast, and you must be fully dressed when in the kitchen.

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 participant's responsibility to get caught up on all missed homework and handouts when feeling ill or unwell.
4. Please wash your hands frequently and use sanitizer regularly to protect yourself and others from the spread of colds, flu, COVID-19, etc.
5. Cleanliness is important. There are laundry facilities and detergent available for washing clothes.
6. Do not share cigarettes/vapes, pop, or anything else that can pass on germs from your mouth.
7. Smoking, vaping, and chewing tobacco are only allowed in the designated area at the Centre. On outings should abide by rules at the destination.
8. No strong perfumes, colognes, or any other strong scented product at the Centre, out of respect for people with allergies and sensitivities.
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 images 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.
- g. Heavy perfumes, colognes, aerosol cans, and aftershaves (aerosol cans).
- h. Knives or sharp objects, including tools for crafts.

Held Items:

- i. All prescription medication and all OTC (over-the-counter) medications as Tylenol, Ibuprofen, Nicotine gum and patches or vapour paraphernalia.
- j. Mouth wash, mouth/breath sprays
- k. Razors, nail clippers and any sharp implements/tools, they can be signed out for usage if needed for day work or cultural activities.
- l. Cell phones and any other electronic devices.

BUILDINGS

1. Turn off lights when leaving a room. Turn off the television if not being used.
2. Everyone is to clean up after themselves.
3. No smoking in any buildings. Smoking, vaping, and chewing tobacco are permitted in the designated area only, at the picnic table. 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 nor perforate any opening in them.
5. Do not take the session room chairs out on the veranda.

GROUNDS

1. ***THE ADMINISTRATION OFFICE IS OFF-LIMITS.***
2. Participant use of any hand tools and/or motorized tools and 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 purchase 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 center, 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. Be aware that staff members have the right, at any time, to conduct random drug and alcohol testing on a participant.
6. Stealing or shoplifting is not tolerated and will be grounds for immediate dismissal.
7. Gambling such as the purchase of scratch tickets and Keno, etc., is prohibited.

LEISURE TIME

1. Sunday is not a free day – the daily schedule still applies.
2. No television or radio from 6:00 am to 6:00 pm; television is off at 10:00 pm. Watching television is a privilege, not a right. The exception is any DVD that 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. Painting and crafting must be done only in the session's room
6. Music is allowed only at a low volume in the exercise room.
7. The Quiet Room is precisely 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 the designated day (No Exceptions).
 - a) Cell phone designated days are Wednesdays after chores are completed, up to 9:00 pm.
 - 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/confidentially policy.
 - c) If found or caught doing any of the above (staff will search your phone), you will lose your cell phone privilege.
 - d) To use your cell phone is a privilege, NOT a right!

CONFLICT RESOLUTION

In resolving the 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, Executive Director, and Counsellor will make this decision together), **No Certificate of Attendance will be issued for those participants choosing to leave prior to the 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 must 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 any way 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 counsellors' discretion 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 Check List

- All personal banking, bills, rent and child care are taking care of
- Valid medical card
- Proper Identification
- Enough spending money for the duration of the program
- Travel arrangements are made, including **Return** travel
- Blister pack medication 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 nightgown
- Swimsuit
- Bath towel, hand towel, face cloth and a bath mat (an extra towel or bathroom 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