



## *New Day* ~ POLICIES & GUIDELINES

Welcome to New Day! Thank you for taking some time to read over and familiarize yourself with the following policies and procedures, which are meant to keep everyone at New Day safe and clearly informed.

### 1. WHEN YOU GET HERE:

- a. New residents are encouraged to bring no more than two standard sized garbage bags full of personal belongings. Residents who bring more than this amount will need to find alternative storage.
- b. All bedding is provided for at New Day. Residents have the option to bring a personal pillow.
- c. Residents who own vehicles are permitted to use and operate them once they have provided the Recovery Skills Facilitator with copies of their driver's license and valid car insurance papers; however, they are not permitted to have other residents in their vehicle *at any time*.

### 2. ZERO-TOLERANCE:

- a. There is no illicit drug use at New Day, and there *is* random urine testing of residents during their stay.
- b. There is zero tolerance for violence or abuse that includes verbal, physical or psychological (slamming doors, yelling, silent treatment etc.)
- c. Weapons, pornography, and lottery tickets are not permitted. Drug use and drug paraphernalia are not permitted.
- d. In-house, intimate/physical relationships are prohibited between residents who are living at New Day

### 3. MEDICATION

- a. Residents are responsible for their own medication administration, and are to keep their personal medications in their bedside table in their room.
- b. All medications need to be picked up at the pharmacy, **no** deliveries.
- c. Residents are not to share medications, including over-the-counter medications (ie: ibuprofen, acetaminophen) Any other over-the-counter medications coming into the house need to be discussed with Recovery Skills Facilitator prior.
- d. Residents on methadone are accepted at New Day; however, they cannot bring methadone into New Day *at any time*. Daily prescription pickups are to be picked up daily at **Safeway Pharmacy** located at **3280 Oak Street B** (intersection of Oak & West King Edward/25<sup>th</sup> Avenue). Hours ~ Mon – Fri 8am to 10pm ~ Sat 9am – 7pm ~ Sun 10am – 6pm Alternative arrangements need to be made for weekend carries. There are absolutely **no** narcotics on site at New Day.

### 4. SMOKING

- a. Chrysalis Society does not supply tobacco products or tobacco paraphernalia. New Day is a non-smoking environment. The *only* designated smoking area at New Day is located in the back yard. Please use ashtrays and keep area tidy. The designated smoking area hours are from 6:00am – 11:00pm; residents are not permitted to use the area outside these hours.

### 5. DO'S:

- a. All residents are required to have an outpatient Addiction Counsellor that they see and use on a regular basis.
- b. Residents at New Day need to access their own family doctor or physician. Those who have no family doctor or physician can access medical care through a community walk in clinic.
- c. All residents are expected to actively pursue their personal short term and long term goals (ie: training, p/t work, day treatment, volunteer work, education, counselling, parenting program etc.).
- d. All residents are required to attend six self-help meetings per week, with the exception of women who are attending a full-time program. Those who attend a full-time program are required to attend 4 self-help meetings per week. Self-help meetings can be 16-Step meetings or 12-Step meetings. Meeting attendance is to be documented in the Meeting Log book, which is kept by the Sign In/Out book.
- e. Residents are encouraged to explore and create alternative environments and situations that do not put them at risk for relapse, and therefore are discouraged from being in the downtown east side or in other environments where drug use is central or frequent (ie: bars, pubs, casinos etc.).
- f. All residents are expected to dress in a respectful and appropriate manner, with consideration to community and surroundings.
- g. All residents are to fill out their weekly personal progress report and review it with the Recovery Skills Facilitator.

### 6. DO NOT'S:

- a. Cell phones are permitted; however, they must be turned off and are not to be used within the house. New Day reserves the right to confiscate a cell phone for a period of one week after forewarning when this policy is not respected.
- b. Residents are not to enter another resident's room, unless invited.
- c. Residents are not to move themselves into another bedroom within the house.
- d. There is no lending or borrowing between residents *at any time*.
- e. No holes are to be put in the walls in bedrooms or common areas.
- f. No food or drinks are permitted outside the kitchen area, except water.
- g. No food or supplies are to be taken out of New Day.
- h. Residents are not to use hair dye in the house.
- i. Residents are **NOT** to give the staff emergency cell number out to anyone.

**7. GENERAL HOUSE EXPECTATIONS:**

- a. All personal belongings are to be kept in bedrooms.
- b. There is a Sign In/Out book by the door - all residents need to sign out when leaving the house, and sign in upon returning. All residents must return home by 11:00pm, Sunday – Thursday; on Fridays and Saturdays women need to be home by midnight unless special circumstances permit – this needs to be discussed with the Recovery Skills Facilitator.
- c. All residents are expected to be up and dressed by 9:00am Monday - Friday.
- d. All residents are required to be present and *at the table* for dinner at 5:00pm at New Day Sunday through Thursday. On Fridays & Saturdays, residents prepare their own meals and are not required to be home for dinner at any set time.
- e. All residents are required to be present at the weekly in-house meetings held every Wednesday from 3:00pm – 5:00pm, and to schedule personal plans around this time. Everyone is encouraged to practice self-care and engage in social activities within the house on Wednesday evenings.
- f. Out of shared consideration for everyone in the house, residents are expected to remain home while doing their laundry *for the entire duration of both wash and dry cycles*.
- g. Residents are expected to be mindful and considerate of the neighbors and noise levels etc. – especially after 10:00pm. New Day is a *residential* recovery home, and our ability to remain so depends on our consideration and respect for our neighbours and community.

**8. FOOD:**

- a. Breakfast is from 7 – 9:30am Monday – Friday. Breakfast includes toast, hot or cold cereal, fruit and yogurt. Weekend breakfasts include pancake, french toast, bacon, sausages and eggs.
- b. All residents are responsible to clean up after themselves when they eat snacks. Snacks include fruit, toast w/ peanut butter, jam, or cheese whiz.

**9. CHORES:**

- a. All residents are to complete their weekly chores, which include meal preparation. Chores are rotated and distributed fairly on a weekly basis.
- b. Morning chores are to be completed before leaving the house, unless doing so isn't possible because of attendance at day programs or work, in which case chores are to be completed upon returning to the house.

**10. WEEKENDS:**

- a. On Fridays, all residents need to fill out the Weekend Plan sheet and place it by the Sign In/Out book *before* leaving for the weekend. It is important that residents follow through with their plans.
- b. After the first weekend at New Day, residents can choose to stay overnight with family or friends. They must return by 4:45pm Sunday, prior to dinner. Those who are scheduled to prepare dinner need to be back by 3:30pm.

**11. TELEVISION & PHONE:**

- a. Monday – Friday: the television can be turned on after dinner clean-up is completed; it needs to be turned off by 11:00pm. On weekends (Saturday & Sunday) the television can be on until 12 midnight. Please be mindful of program content – the viewing of violence, drug use, and sexual content is discouraged. Light-hearted, humorous and/or uplifting programming is encouraged.
- b. Please be mindful of the time spent on the house phone. There are 9 residents in the house – a maximum of 15 minutes per call is suggested so the phone remains equally available to everyone.

**12. RENT:**

- a. All residents are responsible to pay their rent on time
- b. Rent is due by the 1<sup>st</sup> of each month and needs to be hand delivered to the Administrator at Chrysalis' Head Office: #218 – 3369 Fraser Street, Vancouver ~ 604-325-0576.

**13. MOVING OUT:**

- a. One month notice is preferred when residents decide to leave.
- b. If residents spontaneously decide to leave New Day, their belongings can be held for up to two weeks. Former residents will be responsible to contact the office (phone: 604-325-0576 or email: admin@chrysalissociety.com) to set up an appointment to retrieve their belongings (Monday - Friday 9am – 5pm @ New Dawn).
- c. Residents who are asked to leave are prohibited from calling the house for 30 days in order to maintain safety within the house.
- d. Residents who do not provide two weeks notice before moving out of New Day forfeit the monetary equivalent of two week's rent.



## *New Day* ~ GROUP GUIDELINES

Thank you for taking some time to read over and familiarize yourself with the following guidelines, which are meant to ensure that the group is a safe, respectful time and space for everyone.

### 2. **THE ACTUAL SPACE:**

- a. Respect the space
- b. Clean up after yourself.
- c. Leave the space as you found it, if not better
- d. Bring only requested items to group
- e. Keep one foot on the floor at all times to stay grounded

### 13. **CONFIDENTIALITY:**

- a. What is said here stays here
- b. What happens here stays here except in cases where harm is caused
- c. Leave street business on the streets

### 14. **NON-CONSTRUCTIVE PARTICIPATION:**

- a. Lateness
- b. Being judgmental (includes racism, sexism, homophobia etc.)
- c. Making assumptions
- d. Intentional harm (verbal or otherwise)
- e. Aggressiveness (ie: heavy sighs, rolling of the eyes, posturing)
- f. Interrupting
- g. Cross-talking
- h. Shutting down ideas
- i. Being distracted
- j. Distracting others
- k. Being inattentive
- l. Falling asleep

### 15. **CONSTRUCTIVE PARTICIPATION:**

- e. You are responsible for your own attendance and opportunities
- f. Lateness and absence is between the facilitator and the participant
- g. If you need a break, say so, and the group will decide
- h. Be on time (for group & from breaks)
- i. Stay focused on the subject or topic
- j. Sit in a circle so everyone can be seen
- k. Everyone has an equal chance to be heard
- l. Listen
- m. Be respectful
- n. Have respect for other's situations (past & present)
- o. Expect different experiences
- p. Accept feedback
- q. Treat others how you would like to be treated

Everyone is responsible for the guidelines and ensuring that they are being followed.