



Guidelines

Retreat

Every resident at Amethyst House will be on RETREAT for the first 7 days. While on RETREAT there will be no telephone or computer privileges, no visitors and no outings.

Following RETREAT access to telephone and computer, visitors and outings will be discussed weekly and an individual plan will be developed with the Recovery Support Worker for each resident based on the stage of your recovery and your goals.

Chores

Doing chores are part of developing routine, responsibility and skills. All residents will be responsible for maintaining Amethyst House by doing chores. Chores include but not limited to: preparing meals and nutrition breaks; cleaning up after meals and nutrition breaks, cleaning the Shower/Bath Room and shared bathrooms; tidying, vacuuming, mopping and dusting common rooms and hallways such as the Residence Lounge and Library, Group Room and Healing Room; maintaining the gardens; taking care of recycling and garbage; kitchen and other laundry.

Chore assignment will be assigned on a rotational basis by room number on a weekly basis.

Confidentiality

Confidentiality and the security of personal information is taken very seriously at Amethyst House. You will be fully oriented to the confidentiality policy at intake. All residents are to respect the confidentiality and personal information of other residents, staff, volunteer, visitors and neighbours. Respect means keeping information that you come to know about another person to yourself.



Computer Use

A computer is available for clients who have completed RETREAT. The computer is in the HUB for use at specified times. The computer can only be used for 20 mins a day per client. Clients must sign up in the Hub to use the computer during the specified times. Computer Use Guidelines are posted in the HUB.

Computer Use Hours

Monday to Friday	7:30 – 8:50am	Sat and Sun	9:00am-12:50pm
	11:30am – 12:50pm		6:30-11:00pm
	7:30 – 10:30pm		

Community Recovery Meetings

Following RETREAT Amethyst House residents in the Supportive Recovery phase of their program are expected to attend a minimum 3 community recovery meetings per week. These include 12 Step, Smart Recovery and other local recovery- focused self-help groups. A list of available meetings will be provided. Residents will attend meetings in a group or be accompanied by an approved safe friend.

Curfew

Residents who are on out at Community Recovery meetings in the evenings are required back at Amethyst House by 9:30pm.

Bedtime is 10:30pm Sunday to Thursday and 11:30pm on Friday and Saturdays. Bedtime means: television off, kitchen closed, telephone and computer usage complete. Residents are in rooms, quiet and lights out one half hour after bedtime: 11pm Sunday to Thursday, 12 midnight Friday and Saturday.



Electronics

All electronics including but not limited to: laptops, tablets, cell phones, mp3 players, Ipods and cameras will be turned in to staff upon arrival and securely stored.

House Meetings

On Wednesdays between 3:30 and 4:00pm there is a House Meeting which everyone must attend. At these meetings we will discuss issues related to communal living.

Group Sessions

Group sessions are one hour long with long breaks in between groups. There is no food or drink allowed during the group sessions. All residents in Stabilization and Supportive Recovery are expected to attend all group sessions.

Laundry

All residents are expected to do their own laundry using the facilities provided. Residents' laundry will be done Monday to Saturday. Sunday is reserved for general Amethyst House laundry. You will be assigned a day to do your laundry. Your laundry must be completed on your assigned day. Laundry soap will be provided.

Meal Times

Meals are served at the specified and posted times. Please eat your meals during this time as meals will not be available at other times. The only exception is if you will be away at an approved appointment.

Medications



Residents taking prescribed medications including psychotropic drugs and Methadose must be stabilized on the medication.

Residents are responsible for the cost of any and all medications and supplements.

All medication including vitamins and supplements must be blister packed by the pharmacist prior to arrival at Amethyst House.

All medications (prescribed or OTC), vitamins and supplements must be given to staff immediately upon arrival.

Medications will be securely stored and available to residents four times per day. See daily schedule for specific times. Staff will observe and record.

There will be no PRN medication available.

If and when adjustments need to be made to medications or renewals are required residents will see their own family physician if they have one or be seen by the Amethyst House walk-in clinic on a Thursday morning. We recommend that all new or refill prescription medication be filled at Rexall Drug store in Courtenay.

Movie Night

Every Saturday night is movie night from 7-9pm in the Residence Lounge. The group will select the Movie. Movies that depict extreme violence, violence against women, graphic drug use, discrimination or sexist attitudes, pornographic or extreme sexual content are prohibited.

Neighbours



Amethyst House is located in the quiet Old Orchard neighbourhood. We are surrounded by single family dwellings and we will be respectful of our neighbours. We will show respect by refraining from: smoking except in the designated area, not yelling or using foul language; not playing loud music; maintaining the yard and gardens.

Outings

To assist in developing skills and habits to maintain your recovery, staff will assist you with planning outings.

All outings must be approved and include your destination, route, time of return, who you are going with and a plan for your safety.

Personal Space and Belongings

You are responsible for your room. You will be given a key to your room so that you can lock it when you are not in your room. While you are in your room please leave the door unlocked. Staff have a key to your room.

We recommend that you have staff secure all personal belongings that are valuable including, cigarettes and money, in your individual locker in the HUB. We encourage you to practice good personal boundaries and not to loan or share your personal belongings. Amethyst House is not responsible for any lost or stolen items or personal effects.

Do not invite other residents into your room. Your room is for your personal use only.

To keep Amethyst House free from pests and rodents no food or drink is permitted in your room.

Your room will be outfitted with a bulletin board on which you are encouraged to post pictures etc. If you would like to post other than on the bulletin board you will be provided sticky tack. Tape and tacks are not permitted.



Your room will be furnished with a bed and night stand, a desk and chair, cubbies with baskets for storage and a place to hang clothes. You will be provided with bedding and towels for your stay.

Residents are responsible for keeping their own room tidy and clean. Beds are to be made in the morning.

You will be responsible for laundering your own linens and clothing while you are at Amethyst House.

Safety

Feeling safe is an important part of recovery.

Upon your arrival staff will examine your personal effects. Any unauthorized items will be confiscated or stored safely for you while you are residing at Amethyst House.

Behaviors that make people feel unsafe will not be tolerated. Those who behave in physically or verbally threatening way or take physically, emotionally, sexually or financially harmful actions toward other residents, staff, volunteer, visitors or neighbours may be asked to leave.

Scents

Amethyst House is a scent free facility. Clients, staff, volunteers and visitors are asked to be mindful that there are people who have a negative reaction to scents and not to wear or use scents. This includes but not limited to nail polish remover, hairspray and fragrances.

Security

Amethyst House is equipped with a fully operational fire suppression system and emergency and disaster plan. You will be oriented to it upon arrival.



Windows and doors will be alarmed at 11:15pm every night and unarmed at 6:30am each morning. The alarm system is monitored through the night. During the day staff have access to a panic button in the event of a serious emergency.

In the event of any threat to personal safety or property damage emergency services will be called.

Smoking

Amethyst House is a non – smoking residence. Smoking is allowed in one designated area and for specified hours only. The designated area for smoking is in the back yard, away from windows and doors. A shelter with seating is provided. Please use ashtrays and keep area tidy. Designated smoking area hours are 6:30am to 11:00pm.

Amethyst House does not supply tobacco products. We recommend that you keep your tobacco secure in your locker in the HUB for safe keeping. You can access your tobacco during medication times. We recommend you take what you need for the day or until the next medication time.

Television

Televisions are available in the Residence Lounge and the Group Room. Television viewing hours are as follows;

Monday to Friday	7:30 – 10:30pm	Saturday and Sunday	11am – 5:30pm
			6:30-10:30 pm

There will be no television viewing available in the Residents Lounge during weekend visiting hours or during Saturday night movies (7-9pm) or in the Group Room if there is another meeting or group using the room.

The televisions are shared and all residents need to participate respectfully in the decision about what to watch. If you join the viewing part way through a program, the program concludes before a change in program viewing is made.



Television programs that depict extreme violence, violence against women, graphic drug use, discrimination or sexist attitudes, pornographic or extreme sexual content are prohibited.

Testing for Substances

Urine tests will be required upon staff request.

Visitors

Following RETREAT clients may arrange for, as part of their individual recovery plan, visits with appropriate family and friends. Visitors who have been approved as part of your recovery plan are welcome at Amethyst House between 1 and 4pm on Saturdays and Sundays. In some circumstances visits with children may be arranged outside of weekend visiting hours.