

House Rules, Expectations and Guidelines

Introduction

Forward House is a second stage addictions recovery transitional housing program for men.

Once admitted, you can live at Forward House (FH) from a minimum commitment of six (6) months up to three (3) years. FH is not just housing, you will be expected to attend FH programming and you will be expected to begin transitioning towards active community participation such as volunteering, attending academic programming or employment.

We have three (3) separate houses, each with its own live-in peer staff. You will be expected to work with staff to create and follow through with a recovery plan and program schedule.

Program Expectations

You are required to attend scheduled FH classes, community programming, medical appointments, and mandatory court appearances, do chores, maintain a tidy room and participate in ongoing FH weekly case management (i.e.. 1-1 counselling, goal setting, etc.).

MANDATORY PROGRAMING:

AA Overcomers Meeting: Mondays at 1pm in the classroom

Stress/Anger Management: Thursday at 1pm

If you are unable to attend these programs due to work, you **MUST** complete these programs in the community and provide confirmation of attendance.

The expectation is that during your stay at Forward House you will demonstrate good personal hygiene (i.e.. showering and putting on clean clothing, brushing your teeth and combing your hair daily, cleaning up after yourself, etc.), take all prescribed medications required to maintain your mental health and attend all necessary medical and legal appointments.

This includes keeping your room clean and tidy. Free from debris and clothing on the floor, beds made.

House Guidelines

To keep a positive atmosphere in the house, **The following are NOT acceptable:**

- Violence, uttering threats, swearing (including during phone conversations and visits), put-downs or negative comments toward others.
- Pornography.
- Television programs or movies with explicit sex, occult negative spiritual content with harmful intent, or a focus on alcohol, drugs, or violence.
- Drug paraphernalia.
- Gang paraphernalia, bandanas, colours, signs/gestures, talk or logos.
- “Jail” talk, labelling, name calling, etc.
- Movies or Xbox games not approved by the staff.
- Lending of money, selling of items, or borrowing/lending personal property among participants and/or staff.
- Gambling.
- Attending bars, lounges, gambling/BINGO facilities, etc.
- Soliciting or engaging in the services of a person exploited through the sex trade.

Confidentiality

- Respect the privacy of other participants.
- Do not share private information about Forward House, staff or other members residing here.

Payment for Room and Board

Room and board payments are non-refundable, even if you vacate the premises (voluntarily or due to a breach or dismissal) part way through a paid month and you are on self-pay. EIA rates are pro-rated.

Self-Pay

- If you are self-paying, your monthly room and board will be \$720/month (subject to change)
- You will be expected to pay for your room and board at the beginning of each month for the duration of your stay at FH.
- Not paying your rent on time may result in a breach or dismissal from the program.

Employment Income Assistance (EIA)

- If you are on Employment Income Assistance (EIA), they will pay a portion or up to the full amount of your room and board directly to Forward House. This is based on your financial situation. You will be responsible for any shortfall between the rent and EIA Allowance. The Forward House Team may be able to help you apply for “Rent Top-Up”.

Smoking

As of April 1, 2020, smoking or the use of vapour or e-cigarettes will not be permitted inside any residential spaces, as per [The Smoking and Vapour Products Control Act](#). All smoking must be done outdoors and in a designated smoking area.

<https://web2.gov.mb.ca/laws/statutes/ccsm/s150e.php>

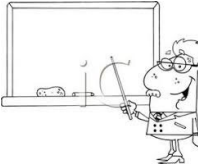
<https://www.gov.mb.ca/health/tobacco/laws.html>

THERE IS NO SMOKING PERMITTED IN ANY OF THE BEDROOMS FOR ANY REASON

Substance Use

- The use of alcohol or drugs is not permitted during your stay at FH.
- Participants may be asked to submit to random drug and alcohol testing.
- Refusal to submit to drug or alcohol testing is grounds for a breach or dismissal from the program.

Classes & Meetings

- Be in class and ready to participate five (5) minutes prior to start time.
 - Be respectful of the teachers and fellow attendees.
 - No food, beverages or electronics permitted in the classroom.
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- Classes and class related assignments are a priority.
 - Participants will be given a PROGRAM SCHEDULE to commit to, based on recovery planning, which is part of the expectation to live here.

Use of TV, X-Box, Phone and Weight Room

- TV and X-Box are to be turned off at 12:00 midnight.
- The hours for TV usage are M-F 5:30 p.m. – 12:00 midnight, weekends TV is permitted during the day except for supper time.
- The weight room is open except for during class time.
- The member telephone (located in the main house) is not available during mealtimes (11:45 a.m.– 12:30 p.m. and 4:45 p.m.– 5:30 p.m.) and between 11:00 p.m. – 7:00 a.m.
- Telephone calls are limited to 15 minutes, up to 4 times per day, including both incoming and out-going calls. This does not mean one 45-minute call.
- Three-way calls are not permitted.
- Using your phone time to make calls on behalf of other participants is not permitted.

Use of Cell Phones

- Should you choose to own a cell phone you are solely responsible for the purchase of the cell phone and any costs associated with owning a cell phone (i.e., contract fees, data, insurance, etc.)
- Cell phones are not permitted during any house meetings, classes, or mealtimes.
- Due to privacy, you are not permitted to take video or photos on Forward House property or of Forward House members under any circumstances.

Security

- FH has both interior and exterior surveillance equipment in all three (3) houses, except for bedrooms.

- Tampering with any security equipment or FH property such as cameras, tv timers, smoke detectors, etc. is prohibited and grounds for discipline and/or dismissal from the program.
- We reserve the right to search your room, vehicle.
- Upon entering or leaving the property, we reserve the right to initiate a clothing or baggage search of members or visitors, if contraband is suspected.
- You and your belongings may be searched during your intake session and all clothing must be washed upon entry following our bed bug policy.
- Knowledge of any participant participating in criminal activity during his stay at FH will be reported to law enforcement and/or his probation officer. You may be breached or dismissed from FH.
- All legal issues and criminal involvement such as court orders, probation, bail, recognizance, no contact orders, etc. must be disclosed to FH upon intake.
- Participants are not permitted to enter or hang out in the other's houses.
- Do not go into another participant's room.
- If you do not live in the main house, the second floor is out of bounds.
- You are not permitted to have ongoing contact with individuals who have left FH under negative circumstances (i.e., a breach, asked to leave by staff for problematic behaviour, etc.)
- All packages and/or mail are to be received by the Executive Director.

Curfew

- All participants must be on the property from 11:00 p.m. until 7:00 a.m., unless an arrangement has been made with FH staff to accommodate employment schedule.
- All court and probation ordered curfews must be followed. FH is obligated to report all curfew violations.
- Failure to adhere to the curfew may result in a breach or dismissal from the program.

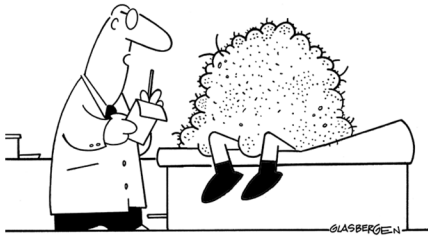
Visitors

- Approved visitors are welcome during designated visiting hours only.
- All visitors must present photo identification to the office at the time of the first visit.
- Visitors are allowed in the common areas of the main house only and are not permitted inside your bedroom.
- Visiting over the property fence is not permitted.
- Do not visit anyone who is a guest of another participant.
- There will be no inappropriate touching, groping, kissing and/or sexual behaviour during visits.
- Individuals on probation, with No Contact Orders (NCOs) or any other court conditions are not permitted to visit.

Children

- Children who are approved for visitation are only to be cared for and disciplined by their own parent/caregiver.

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"I'm going to prescribe something to reduce the amount of lint produced by your belly button."



Meals and Snacks

- ALL meals are served in the main dining room.
- Be at meals five (5) minutes before in case there are announcements.
- Food and snacks are only allowed in the main dining room or the kitchen area of each house.
- All personal food items may be kept in the fridge in your house. Please put your name on it.
- Drink and eat only what belongs to you.
- You are expected to clean up after yourself (i.e. clean up any take-out containers, drink cans, chip bags, coffee cups, etc.)
- If you are going to miss supper, and want a plate saved you must ask staff in advance.

Medications

- FH is a sober living facility, the use of legal, illegal, or mood-altering substances is strictly prohibited unless prescribed by a doctor and may be grounds for breach or dismissal from the program under the discretion of the Executive Director.
- All medication must be handed to Forward House staff upon entry into the program.
- All prescriptions are dispensed through Tache Pharmacy and are delivered in pacmed form directly to FH by Tache. All communication with Tache Pharmacy will be done on behalf of the participants by FH staff.
- Medications, including vitamins, are dispensed by FH staff at the designated times. Medications must be taken in the way they are prescribed and done in the Medication Room in the presence of FH staff.
- Passing or selling your medications to other members or refusing to take your medication is not permitted.
- The use of medicinal marijuana products is strictly prohibited.
- If you are excused from class due to sickness, you will not be permitted to have weight room access, or video game and/or phone privileges.
- **Staff will not be responsible to remind you to take your medication at the designated med times.**

Chores

- All participants will be assigned a chore as noted on the schedule.
- If you are unable to complete your chore due to an excused absence (i.e. attending an appointment or church), you will be expected to have it completed upon return.
- If you are unable to complete your chore during the assigned time due to school or work, you will still be assigned a chore to be completed at another designated time.
- You are responsible to do your own laundry between the hours of 9:00 a.m. and 10:00 p.m. (do not remove someone else's clothing from the washer or dryer and do not leave you laundry in the washer or dryer after cycle is completed)
- You are expected to keep your room clean and tidy (i.e., bed made, clothes and personal items off the floor). You will be given a checklist to let you know what is expected. There will be regular room checks. **DO NOT** leave personal items in the bathroom.



Staff are not responsible for reminding you to complete your chores or maintain your room. Failure to maintain the rules and expectations may result in discipline.

Stepping Forward Program

Within the first six (6) months at Forward House you will be working with staff as a part of **Phase 1 Stepping Forward Program**. You will discuss your goals with staff and stabilize. Once you are ready, staff will assist you to go back to school, volunteer, or begin looking for employment and/or search for permanent residence, this is the perfect time, provided that you are not under a court order.

Forward House staff will assist you in planning your next steps. We encourage everyone to move forward at a pace that is comfortable.

Should you choose to move out of Forward House we will help you take the necessary steps and make sure that you have an adequate exit plan including support and resources to make the transition to living on your own as easy as possible.

Once you are ready to transition out of FH, we will work with you and your EIA worker (if applicable) to make the best decisions for your future. We will require one (1) months' notice and rent is expected to be paid up to and including your last day at FH. When you move you will be responsible for taking all your belongings at your time of departure. If you choose not to take your belongings, they will be held for fourteen (14) days, after which time they will be disposed of or donated. We are not responsible for the loss of or damage to your property at any time. After you move your mail will be "Returned to Sender".

Staff at Forward House are on site 24/7 and here to help where necessary. It is your responsibility to be straightforward and honest with staff and follow the rules, regulations, and guidelines. A violation of such may result in a reprimand, discipline, a breach, or a dismissal.

Signing the rules demonstrates that you understand and accept the rules and regulations of Forward House; however, it does not constitute or imply that you have been accepted into the program.

I, _____, understand and agree to the rules, regulations and guidelines of Forward House Ministries Inc.

Name of Participant

Signature

Date

Name of Witness

Signature

Date