



You're worried about your substance use and want to make changes to improve your quality of life. Checking in for a stay with us will help you make that happen.

This brochure contains information about your stay and how the rehab process works.

**Centre de réadaptation
en dépendance de Saint-Philippe**

6 rue Foucreault

Tel.: 450-659-8911, ext. 0

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Code of conduct

Residential withdrawal management and addiction rehabilitation services

ADMISSION GUIDE

Services provided

We will support you with professionalism, respect, and compassion throughout your journey of personal growth and habit change. Our residential (live in) withdrawal and addiction rehabilitation services are offered in English and French in a bilingual environment.

Your stay will allow you to:

- Go through the withdrawal process safely.
- Stabilize your physical and mental health conditions.
- Take stock of how to stop using.
- Start taking steps toward change.
- Plan for your discharge (social reintegration, various steps¹).
- At your request, family or couple's meetings can be arranged to promote a safe and healthy return home.



The team

- **Psychosocial workers:** human relations officers, educators, and clinical activity specialists
- **Nursing staff:** nurse clinicians acting as assistants to the immediate supervisor, auxiliary nurses, and registered nurses
- **Administrative staff:** administrative agent, manager, and professional coordinator
- **Support staff:** maintenance worker, night security guard, cook

¹ During your stay, you'll have the opportunity to file for employment insurance, social solidarity, etc. You can discuss this with a case worker during your stay.

Before your stay

Congratulations on your decision to enter rehab. This process takes a lot of strength, courage and determination. We recommend you read this document before arriving, in order to benefit from your stay as much as possible.

Medication

When you arrive, we will review your regular medication with you. Your regular medication and the medication used for your treatment will be prescribed by one of our doctors for the length of your stay. The cost of the medication used to treat you during your stay will be fully covered by the institution. To ensure a safe withdrawal process, over-the-counter natural products are not permitted.

Luggage

You may bring **one piece of luggage** that is easy to carry.

Bring comfortable clothing that respects the dress code (see Appendix A). Since there are laundry facilities onsite (laundry soap is provided), please limit the amount of clothing you bring.

A pillow, bedding, washcloths and towels are provided during your stay.

All food, snacks and beverages are included. For food allergy reasons, please refrain from bringing in food from the outside.

When you arrive, based on the reasons for your admission and to ensure your health and safety, a staff member will search your luggage in front of you. We will ask for your consent, but please note that the search of your luggage is mandatory to have access **to its contents, in accordance with the rules regarding permitted items in our establishment.**



What to bring

Miscellaneous

- Clear water bottle
- Health insurance card
- Spending money (for the convenience store)
- Three-ring binder (a folder is provided; the binder is optional)

Clothing

- Pyjamas (mandatory) and slippers
- Indoor shoes, shower sandals
- Seasonal clothing for outdoor walks (coat/boots/mittens/hat)
- Outdoor shoes or boots

Personal hygiene

- Toothbrush and toothpaste
- Deodorant;
- Shampoo and conditioner
- Soap
- Hairbrush
- Razors and shaving cream
- Contact lens solution
- Skin care products
- Blow dryer
- Tampons/sanitary pads/period underwear

- _____
- _____
- _____

Banned items

Miscellaneous items			
Not allowed			
<ul style="list-style-type: none"> Animals Sharp objects, knives, blunt objects: 	<ul style="list-style-type: none"> Utility knife (X-ACTO) Scissors Knife/gun/pocket knife 	<ul style="list-style-type: none"> Drugs, alcohol and paraphernalia Mouthwash containing alcohol 	<ul style="list-style-type: none"> Vaping liquid containing THC Unsealed vaping liquid or capsules

Allowed/controlled-access items

Hygiene products	
Allowed	Controlled access
<ul style="list-style-type: none"> Aerosol hygiene products (e.g., hair spray) Alcohol-free mouthwash Nail clippers Nail file Eyebrow tweezers Perfume Nail polish 	<ul style="list-style-type: none"> Nail polish remover Razor Razor blades

Electronic devices	
Allowed	Controlled access
<ul style="list-style-type: none"> Audio device such as MP3 player (without camera or microphone) E-reader <p>The use of audio devices is restricted to your room.</p>	<ul style="list-style-type: none"> Cellphone Car keys and remote starters Electronic tablet (iPad or other type) Computer and peripherals Smart watch Audiovisual equipment Video game console Any other banned electronic device

Recreational items ²	
Allowed	Controlled access
<ul style="list-style-type: none"> Books, magazines, newspapers, crosswords, sudoku puzzles Craft supplies (no toxic, sharp, heat-producing or bulky items)³ Exercise equipment (e.g., yoga mat, resistance bands) 	<ul style="list-style-type: none"> Dumbbells (4.5 kg/10 lb. or less) Musical instruments <p>Heavier weights are prohibited.</p>

Smoking accessories	
Allowed	
<ul style="list-style-type: none"> Vaping device 	<ul style="list-style-type: none"> Vaping liquid or capsules (new, sealed containers) Cigarettes

² There are many recreational items and activities available onsite

³ If you are unsure, ask your case worker.

5 golden rules

Here are the five golden rules of the residential integrated withdrawal management and addiction rehabilitation services.

They are needed to maintain a safe and harmonious environment that's conducive to rehabilitation. Please read them carefully.

If you break any of the golden rules, **you may** be asked to leave.

1 Respect	<p>We place a great deal of importance on self-respect and respect for others. Vulgar, sexist, sexual, racist or homophobic remarks toward other residents or staff members, and discrimination of any kind, will not be tolerated.</p> <p>“I show respect for myself and others through my attitude and language.”</p>
2 Substance use and gambling	<p>Alcohol and drug use will not be tolerated during your stay. Comments that promote substance use will not be tolerated. Buying, trading, sharing and selling drugs (prescription or otherwise) is also prohibited. Smoking and vaping are prohibited indoors. Gambling and betting are prohibited.</p> <p>“I’m exploring a substance-free environment where I’m learning to manage my cravings.”</p>
3 Violence	<p>There is zero tolerance for violence of any kind:</p> <ul style="list-style-type: none">• Verbal, physical, or psychological violence, and bullying;• Aggressive, belittling or threatening behaviour;• Inciting inappropriate or illegal behaviour. <p>If you're having trouble managing your emotions, we can recommend appropriate ways to express them.</p> <p>“I’m helping to create a safe and pleasant living environment.”</p>
4 Sex and intimate relationships	<p>Sexual contact and intimate relationships are forbidden at the centre and anywhere on the grounds. Close, exclusive relationships and excessive physical or emotional closeness are to be avoided.</p> <p>“I’m learning to develop healthy and appropriate relationships with others.”</p>
5 Theft and vandalism	<p>There is zero tolerance for theft and vandalism of any kind.</p> <p>“I have respect for my environment and other people’s property.”</p>

Your arrival

When you first arrive, it's normal to experience feelings of fear or apprehension about this unfamiliar process. It's a new environment, with new people; it will take some time to adjust. Rest assured, we're here to answer your questions and help you settle in.

You can talk to the case workers and nurses at any time. Whether you have a question, need advice, or are having a hard time, we're ready to listen.

On admission

Administrative agent

When you first arrive, you'll be greeted by the administrative agent, who will ask you to hand over your cellphone, medication, health insurance card, and car keys.

Nursing staff

A member of our nursing staff will meet with you to assess your health condition and follow up with the doctor, who will see you if needed.

Psychosocial staff

A case worker will meet with you to answer your questions about the code of conduct and your stay. They will search your luggage and lock up some of your belongings (see the section on banned/allowed/controlled-access items). You will be assigned a single or a double room and given a tour of the centre.



During your stay

Winning conditions

Here are some winning conditions that will help you achieve your goals during your stay:

- Be honest, tolerant, open-minded and non-judgmental with yourself and others.
- Take the process seriously and do the work.
- Participate in group activities, meetings, tasks, and group life in general.
- Contribute to creating a positive atmosphere and harmony within the group.
- Stay focused on your personal goals (it can be tempting to help another resident, but this can distract you from your goals).
- Follow the schedule and be on time.

We encourage you to follow these winning conditions. The case workers will be there to support you and help you find realistic ways to respect your commitment and move toward your goals. **“Having rights also implies having responsibilities related to respect, safety, and the well-being of the group.”**



Rules of conduct

The rules of conduct are based on our values of **honesty, respect, non-judgment and tolerance**. They aim to:

- Maintain a positive environment conducive to a productive stay that will help you achieve your goals.
- Avoid problems in the living environment and between residents and staff.
- Allow everyone to develop the skills needed to achieve their goals.

In the event of repeated violations that hinder your progress and interfere with group life, we will take the necessary actions to ensure a healthy living environment and help you achieve your goals.

These will be based on the seriousness and frequency of the violations. However, consequences will always be applied with compassion and common sense, from a teaching perspective.

Rooms

- It is forbidden to enter another resident's room.
- Rooms must be cleaned every morning before breakfast.
- For health and safety reasons, no food is allowed in the rooms.
- Improvements could be requested during room inspections.

Curfew

- Curfew is from 10:30 p.m. to 6 a.m.
- Showers and baths are not permitted between 10 p.m. and 6 a.m.

To help you recover physically and get back to good sleeping habits, we ask that you respect the curfew. We want to provide a **calm and peaceful environment** for everyone. Please keep your voice down in the dorms, refrain from making loud noises, and move around quietly.

Personal items

- Personal items under lock and key (controlled access) can be accessed on a predetermined schedule (some exceptions apply).

Schedule and activities

- You must participate in all scheduled activities (workshops, walks, relaxation).
- If you're late for a walk, you must report to a case worker. It is strictly forbidden to join the group once they have left the yard.
- To be excused from an activity, you need permission from a case worker before the activity starts.

Personal hygiene

- A daily shower or bath is recommended. You will be given 30 minutes for bathing.
- Residents must disinfect the bathroom after each use.
- Showers are permitted during free time.
- You must look after your oral hygiene.



Non-smoking environment

- Smoking is prohibited on the grounds, except in the designated smoking area.⁴
- The smoking area is located in the backyard (off the ground floor).
- Sitting is not permitted in the smoking area.
- Access to the backyard is permitted between 6 a.m. and 10:30 p.m. during free time.

To encourage **healthy habits**, we wish to avoid the smoking area becoming a gathering place. We would prefer that you spend your time doing positive activities.

If you'd like to take advantage of your stay to quit smoking, nicotine replacement therapy can be prescribed.

⁴ Inspections are carried out, and offenders and the centre will be fined for non-compliance with the Tobacco Control Act.

Living environment

- Individual and group chores are assigned according to a set schedule.
- You are not permitted to loan, trade, share, or give your personal effects to other residents.
- Please respect everyone's personal space. Physical contact (e.g., roughhousing, playing with each other's hair, hugging, massaging) is not permitted.

Meals, snacks, kitchen and dining room

- You must show up for all meals and stay in the dining room for 15 minutes.
- Please clean up after your meals and snacks.
- Only water is allowed in your clear water bottle.
- You can help yourself to the fruit basket in the kitchen between 7 a.m. and 10:30 p.m.
- For allergy and cleanliness reasons, it is not permitted to take food from the dining room.

Phone, mail and convenience store

- Phones are available at the centre for personal calls.
- The frequency and duration of these calls are limited.
- Cellphones may be used in special cases only and at times scheduled with your case manager.
- Any mail or urgent parcels received during your stay will be delivered to you by a case worker.
- Any mail received after you leave will be forwarded to your outpatient follow-up site.
- Visits to the convenience store are scheduled twice a week.

Visits and outings

- No visits are allowed during your stay.
- Your case manager may recommend that you involve your entourage during your stay. A clinical meeting could be scheduled.
- Members of your entourage are not permitted to join you on walks or on the grounds.
- You are not allowed to leave the grounds without permission, as this could be interpreted as a refusal to accept treatment.

Rounds and searches

To ensure your safety and that of others, staff members may search the rooms and your personal effects if they have reasonable and probable cause to believe that you are in possession of banned items and that your safety or that of others is in danger. You will be informed and present at the time of the search, and your consent will be requested.

Please note that we will always make it a priority to obtain your consent to any search or seizure, and to involve you in the process. If you refuse to allow us to search your room, you may be denied certain services.

Additionally, to ensure your safety during the withdrawal process, please note that a staff member will monitor your condition hourly throughout the night. We recommend you keep your door open to avoid being woken up during rounds.

How you'll spend your time

You should get involved in the activities as quickly as possible. This will create a feeling of pride, and being in "action" mode will keep you motivated and committed throughout your stay.

You'll soon notice that daily routines and therapy sessions follow a strict schedule. The goal is to get you used to being busy in a constructive, predictable way.

You'll quickly realize that there are many benefits to this, such as:

- Taking better care of yourself
- Completing tasks
- Improving your quality of life
- Etc.

Learning to follow a schedule will also be helpful once you're back at home. Routines and healthy lifestyle habits will help you stay on track and make it easier to achieve your goals.



A typical day

Wake up

- Get out of bed and clean your room

Breakfast

- Eaten as a group in the dining room

Morning

- Free time
- Themed group workshop
- Coffee break
- Personal work
- Break

Lunch

- Eaten as a group in the dining room

Afternoon

- Break
- Outdoor walk
- Health capsule
- Break
- Themed group workshop
- Free time or optional activity

Supper

- Eaten as a group in the dining room
- Free time
- Social/recreational activity

Evening

- Snack
- Relaxation workshop/ quiet time
- Free time

Curfew

- All residents must be in their room

Bedtime

- Lights out

When you leave

Discharge types

Stay completed

You leave on the agreed-upon date, based on the achievement of the goals set at the beginning of your stay.

Transfer

For your safety and well-being, your physical and/or mental health condition requires a transfer to another institution.

Stay terminated

We will terminate your stay in the event of any violation involving violence or the use of drugs or alcohol. Repeated violations may also result in the termination of your stay.

Early departure

You decide to end your stay. You must let the staff know before you leave.

Treatment refused

You decide to end your stay before completing the withdrawal process.

⁵ If you forget any personal items, you will have 30 days to pick them up, after which we will dispose of them.



Discharge procedure

Instructions:

- You should start packing your bags the night before you leave.
- You must vacate your room by 7:30 a.m.
- You are responsible for arranging transportation by 9 a.m. on the day of your departure.
- Remember to take all your personal items⁵ and your medication from the nurses' office (just before leaving).

Leaving can be a difficult time, rife with emotions. Your fellow residents will have played an important role in your journey. But we encourage you to resist the temptation to exchange contact information, since you need to focus on keeping up your good habits and working toward your goals.



Keep up the good work!

Congratulations on completing your stay with us!

We hope you achieved the goals you set for yourself. One more step on your road to recovery, this experience will have taught you tools, skills and lifestyle habits that will help you reach your goals.

The end of your stay here doesn't signal the end of your rehabilitation journey, but merely the start of a new chapter. We encourage you to keep going with our outpatient services and to get involved with other organizations and groups.

Annexe A: Dress code

Dress code (including sleepwear)

Because “a picture is worth a thousand words”:
respect my body, respect others, and be aware of the image I convey.

Upper body

- Clothing must cover the torso, ribs, shoulder blades, and the entire back and stomach.

Lower body

- Shorts, dresses and skirts must be an appropriate length. The team reserves the right to decide whether an outfit is appropriate and to act accordingly.

All clothing

- Clothing must not feature hateful or discriminatory messages, or depictions of drugs, alcohol, gambling, or other illegal activities.
- Fabrics must not be see-through.

Other details

- Removing clothing outdoors to sunbathe is prohibited.
- Shoes must be worn inside the centre at all times. Socks and slippers are permitted only in the dorms.



Questions
