



# Resident Handbook

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## Daily Groups

### **Wake-up at 7:00 am**

- Wake up/shower/breakfast

### **Personal Plan for the Day (PPFD)**

- Each morning we share our “Personal Plan for the Day”
  - Monday, Tuesday, Wednesday, Thursday: 8:00 am
  - Friday: 9:15 am
  - Saturday, Sunday: 9:00 am

### **Reflections**

- Each night at 10:00 pm the House Captain calls Reflections Group
  - In this group each resident shares an inventory of their day.
  - We ask ourselves, "Was I selfish, dishonest, resentful, or afraid today? Do I owe anyone amends?"
  - We admit when something was our fault and forgive if it wasn't.
  - We make amends to anyone we may have harmed, "Cleaning *our* side of the street."
  - We try to set right any new mistakes in our words and behaviors as we go along. We learn to live peacefully and calmly with each other.
  
- Little Creek's cardinal rule is that no one goes to sleep with a resentment.

## House Rules

### **Bathrooms**

- Showers, toilets, and floors must be cleaned at least twice per week.
- Sinks and mirrors must be cleaned daily.
- Leave nothing on the sink. If you don't have a toiletry case, one will be provided.
- Do not use another residents' toiletries.
- Limit your showers to ten minutes.
- Leave the shower curtain fully extended and make sure the floor is dry before leaving.
- Do not flush anything but toilet paper. If the toilet becomes clogged, notify staff immediately.
- Turn the bath fan ON when using the bathroom.
- Empty the trash every morning and replace the toilet paper as needed.
- Hang towels only on towel hooks or racks, *not* on doors or dresser drawers.
- Used towels are exchanged weekly.
- Do not keep more than one bath towel.
- Respect others who share the bathroom, clean up after yourself.
- Turn off the faucets, lights, heat, and fan before leaving.

### **Bedrooms**

- Never enter another resident's room without that resident present. *No Exceptions.*
- Must be kept cleaned and organized throughout the day.
- Must be able to pass inspection at 8:15am and 3pm.
- If you're not in bed; it must be made, and have no clothes, books, etc., on it.
- Beds-When making your bed, fold the top sheet 5 inches over the comforter at the head of the bed. Do not store anything under the bed.
- Sheets- Not to be seen hanging below the comforter off the sides of the bed; tuck them in. Change sheets weekly.
- Carpet- Vacuum daily, especially *under* the bed.
- Shoes- Keep them lined up along the edge of the bed or put them neatly in the closet.
- Dressers- Keep only a few items on them and keep them neatly organized.
- Closets- are to be neatly arranged with no items piled on the floor or on the shelves.
- Cork Bulletin Boards- for pictures or papers. Don't take the board off the wall and do not tape or pin anything directly on the walls. Pictures displayed on the board must not be offensive or embarrassing to others.
- Clothes-must be on hangers, in drawers, or in the hamper. *No Exceptions.*
- Trash- empty *every* morning.
- Electric Baseboard Heat- dressers and any other items must be at least 6 inches from the heater.
- Lights and fans- they are to be turned off when you are not in your room.
- Group meetings are not allowed in bedrooms.
- Doors are NEVER to be locked.
- Food, cups, glasses, and bottles are not allowed in bedrooms. Violations will result in loss of privileges.
- **Rooms are subject to search at any time.**
- **Cash or valuables are not to be left out on dressers, nightstands, etc.**

### **Bedroom and Bathroom Heat**

- In warm months, thermostat is turned OFF.

- In cold months, set the thermostat to “comfort zone” when you are in the room and set it to 60 degrees when leaving the rooms.
- Never turn up another residents heat as a prank. This is a fire and safety hazard. Violators will be evicted.

### **Buddy System**

- For the first 30 days, new residents are paired with a 'Buddy.'
- The Buddy is a senior resident that can answer your questions about house routines and is also responsible for familiarizing you with house rules.

### **Captains**

#### **House Captain**

- A senior resident.
- Chairs the nightly Reflections Group.
- Keeps count of residents and gets them organized for groups or activities on time .
- Wakes up all residents in the morning with the help of Blue and Green Side Captains.
- Holds residents accountable for completing the chores they are responsible for.
- Has the ability to dispense penalties or additional chores (only with staff permission).
- Acts as the middleman between residents and staff for house conduct and responsibilities.

#### **Green and Blue Side Captains**

- Checks rooms before the group leaves the house and ensures that the heat, fans and lights are off in all rooms, bathrooms, and hallways.
- Ensures all windows are closed in bedrooms.
- Reports any problems found in the rooms to the House Captain and Staff.
- Assists the house captain in waking residents up in the morning.

#### **Dog Captain**

- Walks the dogs every 3-4 hours.
- Keeps food and water bowls full at all times.
- Notifies Barbara when dog food supply is low.
- Keeps dogs away from tall grass and bushes during 'tick season.'
- Keeps dogs from eating anything while outside, particularly, deer and rabbit droppings.

### **Cars**

- After 30 days and with the Director's approval, residents can earn the privilege of having a car if they are employed or attending school.
- Vehicles are subject to search by Staff at any time.
- Vehicles are subject to mileage check before and after use.
- Keys must be given to staff; violations will result in loss of car privileges.
- Residents are mandated to receive UA and BT following use of their vehicles.

### **Central Air Conditioning**

- Do not touch the central air conditioning thermostats.
- Keep all windows closed when the central air heat or cooling is on.

### **Chores**

- **You're responsible to know your chore and keep your assigned area clean all day.**
- Chores must be completed before morning group.
- You *must* transfer and teach your chore to someone else *and* inform staff if you're going to be absent ...i.e. leaving before chores for work or school, or on a home visit.
- The Chore List is posted on the refrigerator.

- Keep your assigned chore area clean throughout the day.

### **Coffee Usage**

- Resident coffee intake is monitored for caffeine abuse.
- Any coffee brought into the house will be locked in the kitchen storage closet.
- Any resident intentionally putting more than one bag in the coffee maker will lose privileges.

### **Common Bathrooms**

- Please be sure to flush and put the lid down after using common bathrooms.
- If you finish a roll of toilet paper, please replace it.

### **Community Day**

- Every Monday is Community Day; the purpose is to focus on your personal recovery, your treatment needs, and to spend quality time with one another and limit outside distractions.
- The following items are not permitted on community days:
  - Cell phone
  - iPod
  - MP3 player
  - TV
  - Van radio

### **Computers**

- Residents are on a computer blackout for the first 30 days.
- Residents are not permitted to use the Staff computer at any time.
- Computers may only be used for school, work, obtaining employment, or looking for housing.
- You are only permitted to keep your personal laptop at the Lodge if you are in school or your job requires you to have access to it.
  - Laptops are kept locked in the Staff Office.
- Weekends: Computer hours are 1:00 pm until lights out.
- Weekdays: Computers hours are 2:00-3:00 pm and after Reflections Group until lights out.
- Laptops must remain downstairs at all times, *no exceptions*; violations will result in loss of your laptops and other electronics.
- **PROHIBITED WEBSITES:** Facebook, Twitter, MySpace, YouTube, Skype, gambling, dating, pornography, music downloading websites, multi-player online games, and torrent file downloading websites.
- All web site traffic is monitored and logged.
- Music cannot be downloaded onto Little Creek computers. Music may be kept on a USB drive to be transferred to your music device or you may download music to your device when you are on a home pass.

### **Cubbies**

- Each person is assigned a cubby near their bedroom for books and stationary. Please keep them neat and organized.
- Cubbies are to be emptied upon discharge.

### **Dogs**

- *Are never allowed upstairs or on any furniture.*
- Never call the dogs upstairs or throw meal scraps to them.

- The dogs are the responsibility of all residents, not just the Dog Captain.
- If you witness the dogs making a mess in the house, clean it up.
- Never let them off their leashes when outside.
- Never mistreat the dogs in any way or feed them anything other than dog food.

### **Dress Code**

- Sleeveless tops are only allowed in the gym.
- Sweatpants are only allowed in the gym, during Jordan's exercise group, before PPF, and after Reflections Group.
- Pajama pants are only allowed before PPF and after Reflections Group.
- Do not wear ripped or torn clothing.
- Do not wear hats or hoods in the house.
- Pants should be worn at the waistline, not below.
- Be showered, dressed, and presentable for the day by PPF.

### **Drug Testing**

- Drugs, alcohol, and items containing alcohol (i.e. cologne, mouthwash) are not permitted on the premises.
  - If a resident arrives with any of these items and they cannot be sent home immediately, they will be thrown out.
- If a resident is found with drugs, alcohol, or paraphernalia, they will be discharged immediately..
- Any over-the-counter items and prescription medications must be given to staff when they enter the house.
- Residents are subject to random testing. Refusal is grounds for discharge.

### **Emergency Procedures**

- Fire drills will be performed at various times according to state regulations.
- During any fire drill or emergency evacuation, all residents are to calmly exit the house using the nearest exit and proceed directly to the shed located on the driveway. All residents must remain there until directed by Staff to return inside.

### **Fires**

- Bonfires are allowed in the outside fire pit.
- *Never* put anything in the fire other than paper, kindling, and wood.
- If the fire will be unattended, it must be extinguished.
- Fire of any type is never allowed in the house. (i.e. using lighters, matches, candles)

### **Energy Drinks and Supplements**

- Residents are not permitted to purchase, use, or have in their possession any type of energy drink.
  - I.e. Red Bull, Monster, Amp, highly caffeinated drinks as Mountain Dew, Sun-drop, or drinks containing taurine are not allowed.
- Protein powders or supplements containing creatine or other energy boosting additives are not allowed. Ask staff if you have any questions.

### **Food**

- Any food in the house is accessible to all residents. There is no personal food.
- Eating between meals is not permitted, except for designated snack times listed in the Kitchen Rules.

### **Gym**





- The TV must be off and residents in their rooms at lights out.
- Only reading or desk lamps are allowed to be on after lights out.
- Residents who are not in their assigned rooms at lights out may have privileges revoked at the discretion of Staff.

### Mail

- |                       |                           |
|-----------------------|---------------------------|
| ➤ <u>For US mail:</u> | <u>For Fed Ex or UPS:</u> |
| Little Creek Lodge    | Little Creek Lodge        |
| P.O. Box 942          | 359 Easton Turnpike       |
| Hamlin, PA 18427      | Lake Ariel, PA 18436      |
- All packages must be opened with a staff member.

### Meals

- Lunch and dinner are eaten together as a community. *No Exceptions.*
- The chef will ring the bell when it's time to eat.
- Meals are not over until everyone is finished.
- *No one* gets up from the dining table until the House Captain calls clean up.
- If you have any food allergies or special diet, notify staff immediately.
- If you have any strong dislike for a particular food, notify the chef.
- Residents are offered a variety of options during meals and are not permitted to prepare a different meal.
- *Do not* go behind the counter to prepare your own meal unless given Staff permission.

### Medications

- All prescription and over-the-counter medications must be turned into Staff upon arrival.
- Notify Staff of any allergic reactions to medications.
- Medications are dispensed each morning after PPF and each night after Reflections Group.
- Notify Staff immediately when starting, stopping, or changing, medications or dosages.
- Do not stop or adjust medications without the Director's approval or a note from a doctor.
- Do not share any medication with other residents.

### Meeting Room

- *Food is not permitted downstairs—no exceptions.*
- Do not leave glasses, cups, cans, bottles, or trash anywhere in the meeting room area. Violations will result in loss of privileges.
- When drinks are allowed, they must be placed on tables, never on the floor.
- Shoes are not allowed on furniture.
- *Do not* leave any personal items in the meeting room area, especially clothing.

### Meetings

- When leaving for meetings, residents must wait for Staff permission before getting into the vans.
- Residents are expected to be on their best behavior at meetings. Please do not be a distraction.
- Get a coffee or use the men's room *before* the meeting starts or *after* it's over.
  - Do not get up during the meeting
- The meetings are free, but if you get a coffee, make a contribution.
- Cigarette butts are *never* to be thrown on meeting property. Violations will result in the loss of this privilege.

- *The following are not permitted at meetings:* talking to women, wearing hoods or hats, chewing tobacco, spitting on sidewalks, foul language, drug glorification, cell phones, or music players.
- When the meeting is over, help put away chairs and tables *before* going outside.
- Ask staff if you need clarification on these rules.

### **Music Studio**

- Music projects can be worked on at scheduled times with Staff.
- Unscheduled use is at Staff discretion.
- Residents must always ask to use the studio, it is a privilege.
- Must be kept clean and the equipment not abused.
- Drinks and food are *never* allowed in the studio.

### **Petty Cash**

- Cash, credit/debit cards, checkbooks, etc. must be turned over to the office upon arrival.
- A personal “account” will be created for each resident from which they can withdraw.
- Withdrawal amounts will vary according to the resident’s need such as smoking, additional counseling, doctor appointments, passes, and personal items.
  - Residents cannot withdraw more than \$30.00 at a time.
  - Withdrawals can be made on Mondays, Wednesdays or Fridays during Banking Hours with Rosie
- Account deposits are to be sent to our office in the form of a check made payable to the resident. The resident will be asked to endorse the check and that amount will be added to their account.
- When a resident gets a job, all pay will be turned into the office as received.
- Cash pay should come with a note from the employer stating the amount paid.
- Residents are not allowed to lend money to one another.

### **Phones**

#### **House Phone**

- Residents are allowed to use a Lodge phone to make 3 outside calls under Staff supervision per week.
  - Phone calls to sponsors are not counted.
- Calls are not to exceed 10 minutes. Violation of this rule will result in the loss of this privilege.
- The Phone Log must be filled out by Staff for each call.
- Only L4 (line 4) is to be used.
- Night time calls are limited to your immediate family or sponsor only.
- Staff will not tell the caller that you are here unless you signed a release for that caller.
- Little Creek: (570) 689-2644 Fax: (570) 689-2744.

#### **Cell Phones**

- Residents are permitted to get a tracfone or have their smart phone after they have been in treatment 30 days, they have completed their Emotional 1<sup>st</sup> Step, and they have obtained a sponsor.
- Phones are numbered and kept in the Staff office when not in use.
- Phones are given out after 11:00 am and must be turned in prior to leaving for outside meetings in the evening.
- Phones can never be borrowed from, or shared, with other residents
- Phones are never allowed at meetings or in vans without Staff permission.
- Excessive use of phones, calling or receiving calls from individuals not approved of by the Director, or repeated violation of house rules will result in loss of privileges.

## Recycling

- *All cans and bottles are to be placed in the recycling containers.*
  - Repeated violations of this rule will result in ALL residents losing their store and soda machine privileges.
- Recycling containers are located in the gym, the main meeting room area, and in the kitchen/dining area.
- Recyclables are not to be used as ashtrays or spittoons.

## Religious Services

- Residents are free to attend local worship services but must be transported and accompanied by Staff. Arrangements must be made before 12:00pm on Friday.

## Shopping

- Trips to Rite Aid, convenient stores, and local stores are made periodically.
- Resident needs are considered and scheduled by staff.
- Residents must ask Staff *before* leaving for nightly meetings, if they need to stop somewhere.

## Sponsors

- It is suggested that residents ask Staff how to select a sponsor before asking someone.
- Little Creek Lodge Staff members are not permitted to sponsor residents.
- Minimum sponsorship requirements:
  - 1 or more years of continuous sobriety, completed his 5<sup>th</sup> step with a sponsor who has worked the steps, has a home group.
  -

## Staff

- Disrespect of Staff in any form is grounds for discharge.

## Teams

- The wings of the house are divided into Green and Blue Teams.
- Green 0 to 30 days
- Blue 30 to 90 days

## Tobacco

- Cigarette smoking allowed *only* in the patio area.
- Cigarette butts must be put in ashtrays and *never* in inside garbage cans.
- Chewing tobacco is not permitted.

## Transportation

- Transportation is provided for residents for doctor appointments, job interviews, and other requirements.
- All individual rides outside a 5 mi radius will be charged to the residents' personal account at the rate of \$20/hr.

## TV

- Weekdays from 7:00 - 8:15 am (for news and sports only), and after 4:00 pm.
- Allowed on weekends after 8:00 am.
- Staff monitors all TV use for appropriate content.
- TV is not permitted on Community Day (Monday).
- Sex, drugs, gang activity, or foul language are not allowed.
- If left on and unattended, the privilege will be removed.

## **Vans**

- Eating, drinking, and tobacco use are not allowed in the vans.
- Use of radio and content of music permitted, is at the driver's discretion.
- CD's or music players not allowed without staff permission.

## **Visitation**

- Residents are not permitted to have visits for their first 2 weeks in treatment.
- After the first 2 weeks, residents are allowed visits from their family members with Staff approval.
- Visits start at 12:00 pm on Sundays, and are by Staff approval only.
- Residents may spend the day off premises with family.
- All residents must be back at the Lodge by 4:30 pm on Sunday.
- All items brought by family/friends, or purchased while out, must be checked by Staff *before* they are taken to rooms.
- All visitors must enter the Lodge through the main entrance downstairs, no exceptions.
  
- **Visits with Significant Others**
  - Visits from a significant other may be considered after 30 days.
  - Visits from a significant other are only permitted with parental and Program Director's approval.
  - They are permitted on Sundays from 12:00 pm to 4:00 pm.
  - Public displays of affection are not permitted.
  - You must remain in public/common rooms while visiting at the Lodge. You are not allowed in your room at any time.
  - If you are caught engaging in sexual activity on the premises, you will be considered for immediate discharge.
  
- **Home Visits**
  - Home visits will be considered after the resident has been at the Lodge for 30 days.
  - Requirements for home visits: Completion of Home Pass Agreement, Director approval, parental approval, sponsor, completion of Emotional 1<sup>st</sup> Step.
  - Visits are for mending family relationships and rebuilding trust, not for rekindling relationships with old friends or significant others.
  - Residents are required to attend 1 AA/NA meeting daily.
  - Residents are to honor all staff and family rules established for the visit.
  - Residents are required to call their assigned LCL Staff Member to check in daily.
  - Drug testing, breathalyzer and search are *mandatory* upon return to Little Creek.

## **Workbook**

- The Emotional 1st Step is each resident's first assignment and must be completed within 30 days. If it is not completed by the 30<sup>th</sup> day, privileges will be revoked.
- Residents must have their Emotional 1<sup>st</sup> Step workbook reviewed by their Primary Counselor.
- Upon review by their Primary Counselor, residents must present this 1<sup>st</sup> Step to the rest of the community.

## Prayers

### Acceptance Is the Answer

*This widely used saying is found on page 417 of the Big Book 4<sup>th</sup> edition in the story Acceptance Was the Answer.*

And acceptance is the answer to *all* my problems today. When I am disturbed, it is because I find some person, place, thing, or situation – some fact of my life – unacceptable to me, and I can find no serenity until I accept that person, place, thing, or situation as being exactly the way it is supposed to be at this moment. Nothing, absolutely nothing, happens in God's world by mistake. Until I could accept my alcoholism, I could not stay sober; unless I accept life completely on life's terms, I cannot be happy. I need to concentrate not so much on what needs to be changed in the world as on what needs to be changed in me and in my attitude.

### Just for Today

*Reprinted from the Little White Booklet, Narcotics Anonymous:*

JUST FOR TODAY

Tell yourself:

JUST FOR TODAY my thoughts will be on my recovery,  
Living and enjoying life without the use of drugs.

JUST FOR TODAY I will have faith in someone in NA who  
Believes in me and wants to help me in my recovery.

JUST FOR TODAY I will have a program. I will try to follow it  
To the best of my ability.

JUST FOR TODAY, through NA, I will try to get a better  
Perspective on my life.

JUST FOR TODAY I will be unafraid. My thoughts will be on  
My new associations, people who are not using and  
Who have found a new way of life. So long as I follow  
That way, I have nothing to fear.

### Lord's Prayer

*An homage to AA's kinship with the Christian Oxford Group. It is said at the end of meetings when the leader asks, "Whose father?"*

Our Father, who art in heaven,  
Hallowed be thy Name.

Thy kingdom come.

Thy will be done,

On earth as it is in heaven.

Give us this day our daily bread.

And forgive us our trespasses,

As we forgive those who trespass against us.

And lead us not into temptation,

But deliver us from evil.

For thine is the kingdom,

and the power, and the glory,

for ever and ever.

Amen.

## **Morning Prayer**

*This prayer is adapted from page 86 of the Big Book of Alcoholics Anonymous:*

God, direct my thinking today so that it be divorced of self pity, dishonesty, self-will, self-seeking and fear. God, inspire my thinking, decisions and intuitions. Help me to relax and take it easy. Free me from doubt and indecision. Guide me through this day and show me my next step. God, give me what I need to take care of any problems. I ask all these things that I may be of maximum service to you and my fellow man in the name of the Steps I pray. Amen.

## **Night Time Reflection**

*The Big Book, page 86, gives us a prescription for what to do before we go to sleep at night.*

When we retire at night, we constructively review our day. Were we resentful, selfish, dishonest or afraid? Do we owe an apology? Have we kept something to ourselves which should be discussed with another person at once? Were we kind and loving toward all? What could we have done better? Were we thinking of ourselves most of the time? Or were we thinking of what we could do for others, of what we could pack into the stream of life? But we must be careful not to drift into worry, remorse or morbid reflection, for that would diminish our usefulness to others. After making our review we ask God's forgiveness and inquire what corrective measures should be taken.

## **Ninth Step Promises**

*From the Big Book, p83,84:*

If we are painstaking about this phase of our development, we will be amazed before we are half way through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves. Are these extravagant promises? We think not. They are being fulfilled among us—sometimes quickly, sometimes slowly. They will always materialize if we work for them.

## **Prayer of St. Francis of Assisi**

*This is found in Step Eleven of the Twelve Steps and Twelve Traditions (pg 99):*

Lord, make me an instrument of thy peace!

That where there is hatred, I may bring love.

That where there is wrong, I may bring the spirit of forgiveness.

That where there is discord, I may bring harmony.

That where there is error, I may bring truth.

That where there is doubt, I may bring faith.

That where there is despair, I may bring hope.

That where there are shadows, I may bring light.

That where there is sadness, I may bring joy.

Lord, grant that I may seek rather to comfort, than to be comforted.

To understand, than to be understood.

To love, than to be loved.

For it is by self-forgetting that one finds.  
It is by forgiving that one is forgiven.  
It is by dying that one awakens to Eternal Life.

### **Serenity Prayer (Long Form)**

*Attributed to American theologian, Reinhold Niebuhr (1892 – 1971).*

God, grant me the Serenity  
To accept the things I cannot change.  
Courage to change the things I can.  
And Wisdom to know the difference.

Living one day at a time;  
Enjoying one moment at a time;  
Accepting hardships as the pathway to peace;  
Taking, as He did, this sinful world as it is, not as I would have it:  
Trusting that He will make all things right if I surrender to His Will;  
That I may be reasonably happy in this life  
And supremely happy with Him forever in the next.  
Amen.

### **Seventh Step Prayer**

*From page 76 of the Big Book of Alcoholics Anonymous:*

My Creator,  
I am now willing that you should have all of me,  
good and bad.  
I pray that you now remove from me  
every single defect of character which stands in the way  
of my usefulness to you and my fellows.  
Grant me strength, as I go out from here,  
to do your bidding.  
Amen.

### **Third Step Prayer**

*From page 63 of the Big Book of Alcoholics Anonymous:*

God, I offer myself to Thee-  
To build with me  
and to do with me as Thou wilt.  
Relieve me of the bondage of self,  
that I may better do Thy will.  
Take away my difficulties,  
that victory over them may bear witness  
to those I would help of Thy Power,  
Thy Love, and Thy Way of life.  
May I do Thy will always.