

Resident Handbook

MAILING ADDRESS: PO BOX 942, HAMLIN, PA 18427 PHYSICAL ADDRESS: 359 EASTON TURNPIKE, LAKE ARIEL, PA 18436

570-689-2644 opt 2 | FAX 570-689-2744 www.littlecreekrecovery.org

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"

- o Monday, Tuesday, Wednesday, Thursday: 8:00 am
- o Friday: 9:00 am
- o Saturday: 9:00 am
- Sunday: Upon return from worship (approx.. 10:30am)

Reflections

Each night, upon return from 12-Step meeting, the House Captain will call Reflections Group

- o In this group each resident shares an inventory of their day.
- We ask ourselves, "Was I selfish, dishonest, resentful, or afraid today? If so, how and why? Do I owe anyone amends?"
- We admit when something was our fault and forgive if it wasn't.
- \circ 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 <u>no one</u> goes to sleep with a resentment.

*See monthly program schedule for specific group schedule

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 container, 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 bathroom 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 15 minutes prior to PPFD and at 3pm.

If you're not in bed; it must be made, and have no clothes, books, etc., on it.

<u>Beds</u>-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.

<u>Sheets</u>- 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.

<u>Closets</u>- are to be neatly arranged with no items piled on the floor or on the shelves.

<u>Cork Bulletin Boards</u>- 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.

<u>Clothes</u>-must be on hangers, in drawers, or in the hamper. *No Exceptions*.

Trash- empty in the morning if more than halfway full.

<u>Electric Baseboard Heat</u>- dressers and any other items must be at least 6 inches from the heater.

<u>Lights and fans</u>- 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. Residents can have a glass of water overnight, but glass must be returned to the kitchen prior to room checks.

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 7 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.

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

day.

You're responsible to know your chore and keep your assigned area clean all

Chores must be completed after 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 an appointment).

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 with limit outside distractions.

Computers

Residents are not permitted to use the computer for their first week in treatment.

Residents are not permitted to use the Staff computer at any time.

All computer use must occur at the computer desk.

Computer use will be monitored at staff discretion.

• Laptops are kept locked in the Staff Office.

Weekends: Computer hours are <u>after programming (PPFD/Chores/Adventure Trek) until 10:30pm.</u>

Weekdays: Computers hours are after the last clinical group of the day until 10:30pm.

Laptops must remain downstairs at all times, <u>no exceptions</u>; violations will result in loss of your laptops and other electronics.

PROHIBITED WEBSITES: Dating websites/apps, gambling, pornography, music downloading websites, multi-player online games, and torrent file downloading websites.

Social media can be used within appropriate therapeutic boundaries, which are subjective to each resident's case.

All web site traffic is monitored and logged.

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.

Dress Code

Sleeveless tops are only allowed in the gym.

Pajama pants are only allowed before PPFD and after Reflections Group.

Do not wear ripped or torn clothing.

Do not wear any clothing that promotes substance use or profanity (i.e. drugs, alcohol, sex, violence, etc.)

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 PPFD, this includes change of outfit. Clothing should be laundered regularly.

Drug Testing

Drugs, alcohol, and items containing alcohol (i.e. cologne, mouthwash, etc.) are not permitted on the premises.

o If a resident arrives with any of these items and they cannot be sent home immediately, they will either be thrown out, or confiscated until discharge.

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 upon admission, or new prescription.

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

Campfires are allowed in the outside fire pit, with Staff permission.

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, etc.)

Energy Drinks and Supplements

Residents are not permitted to purchase, use, or have in their possession any type of energy drink.

o i.e. Red Bull, Monster, Amp, highly caffeinated drinks.

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, with exception to food used by Chef Bob. There is no personal food.

Eating between meals is not permitted, except for designated snack times listed in the Kitchen Rules.

Gym

Gym hours are 7:00am - 10:00pm.

Residents are allowed to work out one hour per day.

Shirts, closed toed shoes, and spotters are required while working out.

Music is allowed at moderate volumes and must be turned off when unattended.

• Music containing drug/alcohol references, gang references, or foul language is not allowed.

Rack weights and clean up the area when finished.

Use white towels and Fantastic to wipe down equipment after use.

Never leave glasses, bottles, cans, towels, or clothing in the gym.

Domestication

On Friday mornings, "Fun with Rosie" takes place beginning after PPFD. During this activity, residents learn how to clean different parts of the house. <u>Resident participation is mandatory</u>. This is part of programming.

Hygiene

Showers are to be taken during the day and not after lights out.

Shower after using the gym, track, or any field work.

Sweaty or dirty clothes are not permitted at groups or meals.

Don't let dirty laundry pile up.

Laundry is not to be left pass the end of the cycle.

iPods and Music Players

Music devices that **do not** have access to WiFi are permitted.

Music devices will be handed out after the last clinical group of each weekday, and after programming on weekends.

Music devices must be turned in by 10:30pm. Any exceptions to this rule will be made by your Primary Counselor.

They are not permitted to be used during groups, meals, house meetings, vans, outside meetings, Adventure Trek, or other times to be determined with Staff discretion.

Violations will result in the loss of your music device.

Music devices can be confiscated if residents appear to use them as a distraction or to isolate.

You are only permitted to have one ear bud in at a time when you are in a common area in the house, as a safety precaution.

Kitchen

Read and learn the "Kitchen Hours and Rules" posted on the side of the refrigerator.

Between meals: Never leave your cup, glass, or dish on the counter or in the sink. Rinse them off and put them on the rack or in the dishwasher.

Laundry Room

Remove your clothes from the washer/dryer as soon as they are done.

Don't leave clothes in the machines overnight.

Clean the lint screen before and after using the dryer.

Ask Staff for help with machine operation and detergent use.

Turn off lights when exiting laundry room

Lights Out

Sunday through Thursday: 11:00pm Friday and Saturday: Midnight

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

For US mail: For Fed Ex or UPS:

Little Creek Lodge
P.O. Box 942
Hamlin, PA 18427
Little Creek Lodge
359 Easton Turnpike
Lake Ariel, PA 18436

All mail or 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 PPFD, 12:00 pm, 5:00 pm, and 10:00 pm.

Medical staff must approve the starting, stopping, changing of medications or dosages.

Do not share any medication with other residents. This will result in immediate discharge.

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.
- O 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 <u>made payable</u> to the <u>resident</u>. The resident will be asked to endorse the check and that amount will be added to their account.

Residents are not allowed to lend money to one another, sell items to other clients or purchase items from other clients.

Phones

House Phone

Residents are not permitted to make phone calls within their first week here (7 days). There is a 7-day blackout.

Residents are allowed to use a Lodge phone to have 3 incoming/outgoing calls under Staff supervision per week.

- Phone calls to sponsors are not counted.
- Calls are documented on the Client Phone Log to assure clients are kept to 3 calls per week

Calls are not to exceed 10 minutes. Violation of this rule will result in the loss of this privilege.

Only L4 (line 4) is to be used.

Staff will not tell the caller that you are here unless you signed a release for that caller.

Little Creek: (570) 689-2644 opt 2 Fax: (570) 689-2744.

Cell Phones

Residents are permitted to have a cell phone after 30 days with **Primary**

Counselors approval

- Emotional First Step Packet must be completed and presented
- Must be active with a sponsor
- Must be in good behavioral standing
- Must be an active participant in all treatment programming

Phones are kept in the Staff Office when not in use.

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 your Counselor, or repeated violation of house rules will result in loss of privileges.

You are responsible for turning your cell phone in by 10:30 pm each night. If you do not put your phone in, your phone privileges will be revoked for 1 day (Community Days do not count). If turned late multiple times, See Violation Statement below.

You are responsible for charging your phone. Please keep your charger and any headphones or earbuds in your room.

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 privileges.

Recycling containers are located in 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 on Mondays, Wednesdays, and Fridays for clients by a staff member.

Resident needs are considered and scheduled by staff.

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:

o 1 or more years of continuous sobriety, completed 12 steps with a sponsor who has worked the steps, has a home group.

Staff

Disrespect of Staff in any form is grounds for discharge.

Tobacco/Vapes

Cigarette smoking is allowed *only* in the permitted area.

Cigarette butts must be put in ashtrays and *never* inside garbage cans.

Chewing tobacco is not permitted.

Little Creek permits the use of the following approved e-cigarette devices:

- o Juul (uses pre-filled pods)
- Vuse (uses pre-filled pods)
- O Disposable vapes such as Bang, Puff, Hype, etc.

Clients are not permitted to refill their pods with vape juice.

No vaping in the house, at meetings, or in vans. Allowing another resident to use a vape or vaping at inappropriate times will result in loss of privilege and your device will be confiscated and returned upon treatment completion.

Transportation

Transportation is provided for residents for doctor appointments and other requirements.

All individual rides outside a 5 mile radius will be charged to the residents' personal account at the rate \$30/hr. This includes the time to the destination as well as the time it takes for staff to return to the facility.

TV

Weekdays from 7:00 - 8:15 am (for news and sports only), and after 3:00 pm. If you have a 3:00 group scheduled on a particular weekday, you are permitted to watch TV after that group has ended.

Allowed on weekends after 8:00 am.

TV is not permitted after 11:00 pm Mondays-Fridays and after 12:00 midnight on Fridays and Saturdays.

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, vaping, and tobacco use are not allowed in the vans.

Use of radio and content of music permitted, is at the driver's discretion.

Personal music devices and phones are not permitted in the vans without staff permission.

Visitation

Residents are not permitted to have family visits for at least the first week they are in treatment.

Residents are eligible for visitation after they have been here for at least one week and with prior staff approval.

Residents are allowed 2 family visits during the duration of their stay at LCL.

Initial visitation is limited to immediate family only.

Visitation is from 11:30am-4pm on **Sundays only**.

All items brought by family must be checked by Staff *before* they are taken to rooms.

All visitors must enter the Lodge through the main entrance downstairs, no exceptions, and must sign-in the visitation log.

Outside animals or pets are not permitted in the facility.

Visits with Significant Others

Visits from a significant other may be considered after one week and require Primary Counselor approval.

They are permitted on Sundays from 11:30 am to 4pm.

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.

Workbook

The Emotional 1st Step Packet is each resident's first assignment and must be completed within 2 weeks. If it is not completed within 2 weeks, staff may implement consequences including loss of privileges.

Residents must have their Emotional 1st Step workbook reviewed by their Primary Counselor.

Upon review by their Primary Counselor, residents must present this 1st Step to the rest of the community.

VIOLATION STATEMENT:

Electronics (Phones/Music players/laptops/computers, etc.):

- o 1st Offense: lose electronic for 24 hours.
- o 2nd Offense: lose electronic for 1 week.
- o 3rd Offense: lose electronic for duration of treatment.

If another resident provides an electronic or vape to a resident with revoked privileges, that resident will lose their privileges.

Prayers

Acceptance Is the Answer

This widely used saying is found on page 417 of the Big Book 4th 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 TheeTo 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.