

First Nations Youth Rehabilitation Centre
Walgwan Centre



Rules and Regulations Booklet

Name of youth

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Welcome

Welcome! We are happy to have you here at the Center and we look forward to a productive time with you. This document is your guide to the program's regulations. Please read it carefully. If you have any questions, please ask. We will answer them with pleasure. Once again, welcome to the Walgwan Center.

Behaviour Expectations

Being at the Walgwan Center, we hope you will want to make this place your temporary home. You are a member of our family. Maintaining a home-like atmosphere is expected from you. This includes:

- Demonstrating respect for yourself and others.
- Accepting responsibilities for your own behaviour and also behaving in a socially acceptable manner.
- Taking care of your room by keeping the area clean and behaving in such a way that you do not damage your surrounding.
- Accepting that the staff, the adults in our family, is the individuals in authority.

Cardinal Rules – Tolerance Zero for Drugs, Alcohol and Violence

Drugs – Alcohol – Solvents

All clients are expected to remain free of drugs, alcohol and solvents. In order to meet this expectation, the following precautions may be used:

- Room searches will be conducted in the presence of the clients occupying the room any time if deemed necessary.
- Personal belongings, searches of all items brought in are conducted by staff members. These searches, in the presence of clients, are done at admission, for postal packages, after shopping and at departures.

Relatives and visitors

Relatives and visitors entering the Center will not be allowed in if intoxicated or "high". Any relatives or visitors attempting to bring in inappropriate substances will be reported to law enforcement.

Violence

- Any form of violence towards staff members and youths is unacceptable, i.e., causing deliberate harm to another individual, whether verbal or physical
- Any destruction of the Center materials, other clients' belongings and your own is unacceptable, for which you will be held accountable for your actions.
- As a result of the violent actions, you will be held accountable and make resolutions to end the negative behavior, by a loss of activities or replacing or fixing what was destroyed or stolen and providing an apology.

Code of Conduct

Clients of the Center will respect themselves, others, property and equipments at all times. Language that is deemed abusive or socially unacceptable is not permitted. Clothing and personal items that advertise alcohol, drugs, or are sexually explicit in nature are unacceptable.

Required Clothing

Hats - tuques – sweatshirts – pants – t-shirts – swimming suits – underwear – socks – winter boots – pajamas – mittens – gloves – gym shorts – jogging pants – raincoat – shoes – sneakers – slippers – winter coat.

Items not permitted

White out – tape players – lighter – recorders – knives – markers – scissors – glue – spikes – aerosol cans – metal hanger – mouthwash – lighter fluid – bandanas-
laptops

- I-pods, mp3's are allowed but used on personal time only (1:15-1:45) Music will

be screened prior to use. If some pieces of music are not allowed, an attendant will extract them from your reader and put them on a storage media. It will be given back to you on your departure day.

- Sunglasses may be used for outside activities only (encourage use for outside purposes).
- Belts may be used but will be kept by staff when not used (these will be available in your personal items box).
- No fans, alarm clocks or humidifiers will be permitted in the rooms due to cords

Smoking Policy

Smoking in the Centre is not allowed. The designated smoking area will be outside. Youth will not be allowed to carry cigarettes, lighter and matches at any time. Cigarettes will be kept in the educators' office in small fridge. Smoking is only allowed at scheduled breaks. Cigarettes will be distributed by the staff only when outside at the designated smoking area. If a youth does not have his/her own cigarettes they may not borrow or purchase cigarettes from other youth. We strongly suggest that the youth arrives with his carton of cigarettes.

There is only one designated smoking area outside:

Outside the exit door near the classroom, 50 feet away from the building.

The area used for smoking will depend on where the clients are at the time of the break (outings).

Smoking is not allowed during outdoor activities or field trips other than scheduled smoking breaks. Smokers entering the Centre will be asked to participate in a non-smoking program as part of their rehabilitation. They will be presented with a non-smokers' program by their tutor. They will be monitored by the staff and encouraged to become a non-smoker. Only clients with consents from parents will be allowed to smoke (signed consent form by parent/guardian).

Clients Responsibilities

We encourage you to adopt this new lifestyle change, which entails, demonstrating respect for the Centre's codes of living, including during the outdoor and indoor activities, making sure that your space and others are well respected, taking note of

your daily assigned chores, maintaining the upkeep of your room (bed, clothing, towels). Each morning, before breakfast, your bed is made; clothing put away, towels picked up and you are ready for the day (pyjamas are not acceptable to wear for the day) The sweeping of the floor will take place during days of major cleanup (Saturdays).

Telephone Calls

The staff will monitor all incoming and outgoing telephone calls. No collect calls will be accepted. Time limit for incoming or outgoing calls will be 15 minutes. You are granted one call per week (an extra phone call can be earned when you have kept your rooms clean for five days out of seven. Incoming calls may be limited as need may arise (there might be exceptional cases).

- No calls to be made or received on Monday, Tuesday, and Wednesday; because other activities are taking place. (418-759-3075)
- In case of emergency, the family can call and leave a message, and exceptions can be made if it is considered an emergency;
- Calls to be made and received are as follows:
 - Thursday between 6:00 pm and 6:30 pm
 - Friday between 6:00 pm and 6:30 pm
 - Saturday and Sunday between 11:00 am and 8:45 pm
- A copy of our phone schedule will be provided during the welcoming interview;
- Youths can receive calls from their workers any day, but it must be stressed that these calls must be between 1:00 and 1:30pm (arrangement are made by your worker and tutor)
- A call to a worker by the youth can only be done in the presence of their Tutor. The purpose of the call will be to receive clarification or issues that need to be discussed, but this privilege and must not be abused.

Physical Fitness

It is important during your stay at the Centre to improve your physical fitness. All activities will be organized by the staff, they will include; outdoor and indoor activities. For example: basketball, soccer, volleyball, bowling, swimming, floor hockey, walking, jogging, fishing, canoeing, and hiking (some activities are subject to change based on seasons and weather)

Personal Hygiene

You are responsible for your own personal hygiene. Everyday and throughout the day you are to maintain good hygiene. Because of the number of youths in our program, we are using shower schedules. You are expected to respect the shower schedules. The staff may remind you of this responsibility if you happen to forget.

Nutrition

Having good eating habits can be learned easily and is important for a healthy life style. You will be given three balanced meals per day. You will be given a maximum of one serving per meal with fruits and vegetables available to you as well) You will also be given healthy snacks in between meals, three snacks per day. A nutritionist has reviewed the meals in order to ensure that you will be provided with the nutrients you need to succeed in your day.

House Policy

- Mind-altering substances are not permitted.
- Respect others, personal space and property.
- Helping one another with chores, schoolwork, and personal program goals are highly favoured.
- Make staff aware of your whereabouts at all time, which demonstrates responsibility and maturity.
- Borrowing of money, clothing or belongings is not welcomed.
- Respect scheduled time frames for smoking, television, emails & video.
- Bedrooms are off limits for visiting (this is your personal space). Other areas can be used to visit friends, such as the living area.
- Being mature and responsible is helping one another to clean space after an activity.
- Outside clothing must be kept in the principal entrance closet, which include coats and shoes)
- Slippers must be worn when inside the Center.*they will be provided should you not have any)
- Tea, coffee and hot chocolate will be prepared for meals only (Breakfast, Dinner and Supper).
- Eating and drinking at the dining table only.
- Dishes and utensils should be left in the dining and kitchen area at all time.
- Arguing, or fighting is not permitted, discuss your frustrations with staff and

- the person involved.
- Running in the Centre is not welcomed, should you feel the urge to run, ask a staff member to help you reach this goal.
 - Always knock before entering any room and wait for the ok to enter, it shows your interest and respect for others.
 - No nagging, or harassment, you will be answered in a timely manner.
 - Talking behind others' back or gossiping, shows that you have not learned to deal with issues first hand, we can help you overcome this, should it become a problem.
 - Wake up call is at 7:15 a.m. everyone must be out of bed by 7:30 a.m.

Consequences for not respecting the "lifestyle"

- Loss of allowances
- Early bedtime
- Loss of outing activities
- Loss of privilege, ex. : personal time
- Essay writing, apology letter etc.

Chores

Chores schedule will be posted and all clients will be assigned the following chores:

- Setting the tables
- Clearing the tables
- Washing the tables
- Dishes
- Sweeping
- Vacuum
- Bathrooms
- Windows
- Cleaning the spiritual room
- Evening clean up
- Cleaning the van

*** All cleaning products are handled by the staff ***

Expectations from the youths

- Participate in welcoming interview
- Respect bedtime and wake up time applied by the staff.

- Attend and participate in workshops and group assemblies/transitions
- Attend and participate in program activities and outings
- Participate in school program
- Participate in talking circle and cultural activities
- Keep a personal journal
- Respect telephone calls schedule
- Respect your space and your surrounding as well as those of others
- Be responsible for school supplies received upon arrival
- Respect confidentiality
- Be responsible for your personal intervention plan and reaching your goals
- Ask for help and inform staff when in need of support

Additional Information

- No gambling of any sort
- Staff offices are staff spaces, they need to be respected at all time
- All storage area are out of bounds
- Stealing, vandalism will not be tolerated and judiciary procedures or reimbursement will be applied if deemed necessary
- Old behaviours, such as bragging about past substances use, aggressive verbal and physical behaviours, sexual activities are not to be discussed with other youth, but can be shared with your tutor

Corner Store

Once a week, on Wednesday evening, you will go to the corner store. You could use money allocated from the chores. You will be restricted to buying 3 small items totalling a maximum value of \$3.75. When buying cigarettes, you will be allowed a maximum value of 12.75 \$. Items purchased are snacks and are to be eaten that same evening and will not be put in your personal box for later use. No food or drinks will be allowed in the bedrooms.

When going to the corner store only two youth at a time may enter the store while accompanied with a worker, the others remain outside with the rest of the group. This procedure also applies when we will go for the privilege requests

Native Traditions and Spirituality

The purpose of this component is to instil or revitalize pride in each person's heritage and thereby building good awareness and self-esteem and respect for one's own culture. The Centre promotes and encourages native traditions and spirituality as a

component of the holistic approach. However, we recognize differences for each and respect individuality and personal beliefs.

Native Traditional & Spiritual Activities

- Smudging
- Talking Circles
- Sweat Lodge Ceremony
- Sweat Grass Ceremony
- Sunrise/Morning Ceremony
- Powwow
- Mending to grand fathers for sweat
- Beadwork
- Making baskets
- Cedar bough picking
- Berry picking/hazel nut picking
- Fishing
- Native Arts and Crafts

*** Some activities are subject to change due to season change ***

Family Visits and Procedures

A first family visit to the Centre is possible only after the first month into the program, this does not guarantee an automatic visit, but will be assessed by staff.

The clinical team of the Walgwan Centre will assess the visit requests. The visit request must be done in writing and with two weeks notice.

Main Entrance

The main entry/exit door for clients is the door by the large closet situated between the multi-purpose and laundry room.

Television

The scheduled time for the TV is to be followed. When scheduled to watch T.V, the group must reach a consensus on that to view. If an agreement on what to watch cannot be made, the decision will be left to the staff on duty.

Music – Radio Stereo

As part of the Walgwan Center objectives, clients are encouraged to have more contact with their native culture. Therefore, the center is encouraging clients to listen native cultural music more often, so as to have a better appreciation and understanding of native music. Staff will be encouraging the clients to listen to native or relaxation music. During times when the music is scheduled, the group must agree upon the selection of music (i.e. Rock/Dance). Since the whole group will be listening to the same stereo. Youths who have brought their own MP3 or I-pods may use their items during personal time. Music with vulgarity or messages about drugs, violence etc, will be put in your personal box and returned to you after you have completed your program. Your music will be screened upon your arrival.

Computer Use

Use of the computer will be during scheduled times only, unless an educator specifies another time as part of an activity in either the multi-purpose room. The computer is to be shared by all clients. Therefore, a time limits will be set as to how long a client will be allowed to use the computer during emails (max 15 minutes). The educators on duty will determine the use of computers at other times (weekends, personal time, etc.).

Areas of Access:

Bedrooms

Bedrooms are private spaces of the clients. When educators enter the room of a client, he/she will knock and ask permission to enter (other clients are forbidden to enter each others room). The clients occupying the bedrooms are required to keep their rooms clean at all times and this verification will be done every morning with a room check. Clients sharing rooms are expected to respect one another's, privacy, space and belongings.

Rests and time alone in the bedrooms is not permitted until the scheduled time, except in cases where a client is sick or an educator feels a rest is needed - then the client will be allowed to stay in his or her room.

Night shift makes rounds periodically during the night with a flashlights to ensure your safety and whereabouts

Dining Room:

During meals, there will be no music or television. The youth, who had finished their

meal before other clients, will be asked to either stay at the table or wait in the living room until everyone has finished their meal. While waiting to be served you will be invited to sit on the couch and wait for your turn to be served

Living Room

It is prohibited to lie or have feet up on the sofa's, this being to respect the property of the Center and to allow all clients to have a place to sit. When viewing a movie the movie will be turned off while clients have their snacks at the table. No eating permitted on the carpet any longer

Kitchen

Clients are not allowed at any time in the kitchen unsupervised. Access will only be for caring out assigned chores that involve the kitchen area.

Educators Office

The educators' office is private. Clients wishing to enter must knock and request to enter and then may only enter if permission is granted by the staff.

Laundry Room

The laundry room will be accessible only as per scheduled hours to do the laundry. The laundry will be done under the supervision of the cook.

Spirituality Room

The spirituality room will be used only for Welieg'sipog, group discussion, and spiritual sessions.

Multi-Purpose Room:

This room will be used as a classroom only during school time. It will also be used for scheduled activities (i.e. pool, exercising, games, etc.) and other special activities. Important: Clients do not have access to the administrative area of the center, except during one-on-one meetings with their tutor in the conference room.

Ground Limits

Leaving the grounds of the center by oneself without the group and educators is not allowed. When outside around the center clients must stay on the Walgwan property and be in view of an educator at all times. In order to go for a walk, use the track and field, etc. Members of the center must go as a group accompanied by staff at all times.

FIRST NATIONS YOUTH REHABILITATION CENTER CODE OF ETHICS

The following is the code of ethics for the First Nations Youth Rehabilitation Centre, known as the Walgwan Centre situated in Gesgapegiag. The Walgwan Centre has adopted the Code of Ethics as defined by FOBAST, the Quebec Federations of Community Organizations & Volunteers Helping and Supporting Drug Abusers.

What is a *Code of the Ethics*? They are general guidelines introducing principles and proper conducts for our organization. The organization gives itself a code of ethics to protect the rights of individuals and to ensure that all involved within the organization will respect these rights. The main goal with the definition of our code of ethics is to encourage respectful and harmonious relationships between the clients and the staff. The organization has its Code of Ethics needed to be applied and respected along with laws and regulations already existing in our society.

1. THE ORGANIZATION'S MISSION

The main mission of the First Nations Youths Rehabilitation Centre / Walgwan Centre is to develop in each individual depending on substances, his or her autonomy and sense of responsibilities.

We intend to respond to this mission with the following means:

- 1.1. By an intervention marked with confidentiality and professionalism.
- 1.2. By an intervention deeply respectful of each person.
- 1.3. By an intervention aiming to give back to the individuals his/her dignity, well being and place in their community.
- 1.4. By an intervention aiming to integrate the strengths of each person as they develop through their adolescence and defining their own personality while looking forward to adulthood and new life styles.
- 1.5. By an intervention aiming for a social / community insertion proper to each individual.

2. THE STAFF

- 2.1. The employer hires skilful staff, capable to meet the mission of the First Nation Youth Rehabilitation Centre and the clients needs. The employer takes care of his/her training and as needed his/her motivation.
- 2.2. The employer through his/her director assigns work task to each employee according to a particular position.
- 2.3. The employee has the responsibility and the task to provide quality services according to the task entrusted to him/her.
- 2.4. The employee is in charge of the resident's welfare and his/her growth during his/her rehabilitation according to the main mission: giving back to each individual his/her dignity.
- 2.5. Abstinence of the staff regarding substances (drugs or alcohol) is essential at work and while off duty.
- 2.6. They must have restrained attire and in good taste, it should not reflect and make suggestion that might harm the residents' progress.
- 2.7. To respect the residents' intimacy and honour, the staff must avoid through its attitudes actions and words, making judgments of value or violent acts towards the resident, thus always looking for the objectivity and professionalism. It is the duty of each intervener to denounce to his/her superior the violent actions he or she witnesses.
- 2.8. The employee must have irreproachable and respectful conduct toward the resident at the physical, mental, emotional or spiritual level. Moreover, he or she must notably abstain from developing intimate, sexual or love relationships with the resident. Sexual involvement with a client is unethical. Sexual involvement with a former client exploits emotions deriving from treatment and is therefore almost always unethical.
- 2.9. The employer/employee must work in a spirit of cooperation, essential to the quality of services because each task is interrelated and complementary.

- 2.10. The employee wants to improve his/her work and increase his/her skills by using the means put at his/her disposal by the organization or by his own initiative.
- 2.11. The employee intervenes with the residents within his/her own limitations, skills and mandates he or she entrusted with by the organization. The fear of exceeding ones limitation must not stop the intervener from intervening.
- 2.12. The employee cannot accept remuneration or advantages, as goods or services, from a resident for services rendered within the frame of his work.
- 2.13. The employer accepts volunteer staff, in as far as these meet the same objectives as the remunerated staff for occasional work tasks.
- 2.14. Training on the job is also possible within the frame of studies or employability. The same requirements bind the person on training as the regular staff.
- 2.15. The staff must make sure his/her private life and the private life of his her peers is respected.
- 2.16. The anonymity of each individual is strictly preserved at the Centre and in the milieu.
- 2.17. The resident must be assured that any information provided for his her progress is never divulged and that his/her file remains strictly confidential.
- 2.18. The files kept by authorized staff must show professionalism as the information in these are strictly necessary and without subjectivity.
- 2.19. The files are in a filing cabinet locked with a key and they are kept during (5) years from the residential program date.
- 2.20. To preserve the confidentiality of the files only the persons authorized by the management can have access to them within the exercise of their functions. A resident who wants to consult his/her own file does it with one of these persons.

3. THE RESIDENTS' RIGHTS (The users are named residents.)

- 3.1. The resident is entitled to specific information on the objectives, duration, costs, implications, restrictions and constraints inherent to the internal rehabilitation process. The person in charge of reception in therapy gives this information to the resident during the preparatory meetings and the registration.
- 3.2. The resident is informed that his/her file is always confidential, except in precise circumstances provided by the laws.
- 3.3. The resident has the right of access to his/her file. He or she makes a request to the coordinator who informs the resident of the procedure according to article 4.6 of the code of ethics.
- 3.4. The resident is entitled to the respect of his/her values beliefs, or sexual orientation.
- 3.5. The resident has the right to participate to any decision affecting his /her health condition or well-being.
- 3.6. The resident is entitled to the respect of his/her mental and emotional condition at the time when a formal commitment is requested of him/her.
- 3.7. The resident is entitled to be accompanied and helped by a person of his/her choice for any step he or she undertakes aiming for his/her autonomy and for taking responsibility whether for a step or a service provided by private, public or community organizations.
- 3.8. The organization has established a policy on external communication within the therapeutic spirit.
- 3.9. The resident has to limit his work for the organization to what is planned in the program within the framework of a regular maintenance of the premises put at his/her disposal as he or she was told upon arrival at the Centre. The work is accomplished without constraints.

4. ANONYMITY AND CONFIDENTIALITY

- 4.1. The staff must make sure his/ her private life and the private life of his / her peers is respected.
- 4.2. The anonymity of each individual is strictly preserved at the Centre and in the milieu.
- 4.3. The resident must be assured that any information provided for his / her progress is never divulged and that his / her file remains strictly confidential.
- 4.4. The files kept by the authorized staff must show professionalism as the information in these are strictly necessary and without subjectivity.
- 4.5. The files are in a file cabinet or archive room locked with a key and they are kept during (5) years from the admission date.

To preserve the confidentiality of the residents' files, only the persons authorized by the management can have access to them within the exercise of their functions. A resident who wants to consult his/her own file does it with one of these persons.