

## RESIDENTIAL TREATMENT FACILITY RULES

- Telephone: Monday – Friday: 5:30 PM to 10:00 PM- Two calls daily Saturday – Sunday: 10:00 AM to 10:00 PM-Three calls daily. All calls limited to 10 minutes.
- Passes: No passes granted during primary. After 2 weeks of secondary, client becomes eligible for a day pass. After 30 days of secondary, client is eligible for an overnight pass.
- Any use of personal cars must be approved before admission. Keys will be turned in to staff member.
- All clients are responsible for payment of any medical/dental appointments and any medications prescribed for client.
- Items may be dropped off to clients in the Administrative Office, during Business hours, M-F, 8a-5p, ONLY. If this time is inconvenient, items may be mailed to the appropriate address listed below
- All incoming mail must be addressed to P. O. Box 2590, Columbus, MS, 39704, if mailed through the USPS. Mail sent by UPS or FED EX should be addressed to 770 Golding Road, Columbus, MS 39702. Mail is delivered and picked up Monday - Friday. No mail is delivered or sent out on Sat. & Sun. Stamps may be purchased in the administrative office.
- All visitors must be approved by staffing team prior to visitation - Sundays 1:00 PM – 4:00 PM. All visitors are required to attend lecture/film before visitation. *Approved visitors include immediate family members, only. Picture IDs are required*
- All clients are subject to random drug screens and rooms may be searched at any time.
- Personal radios, including headphones, are allowed at scheduled times. No other electronics are allowed including laptops, ipod, cell phones, MP3, cd player, personal cds
- Eating and drinking is allowed in the dining room and on the patio, only.
- Clients are responsible for their own laundry. Laundry detergent is provided. Scheduled times are assigned.
- TV hours are after 5:30 PM, Monday - Friday; After chores are completed, Saturday - Sunday. No TV or radio during visitation, meals, or any other scheduled activity.
- All clients are required to be present at mealtime.
- No eating allowed after 10 PM.
- Clients are expected to be on time for all activities/classes.
- No eating or drinking on the van.
- No borrowing or lending of clothes, money, etc.
- No sleeping or lying down during the day without permission from staff member. Naps may be taken after 5:00 PM.
- Bedrooms are off limits except to those residing in room.
- No candles/ incense may be burned.
- Clients are assigned daily chores and are also responsible for cleaning their bedroom/bath.
- All medications, including over-the-counter meds, will be kept in a locked closet. Clients are responsible for notifying staff of when medication is to be taken.
- Clients are not allowed to lie down or prop feet on furniture.
- No sexual behaviors or acting out will be permitted.
- Daily inventory forms are to be completed by 10 PM.
- Smoking is permitted in designated area, only. This applies to residents and visitors.
- There is to be no contact with persons who leave the RH program before completion
- Clients must be out of bed at 6:00 AM, M-F; 7:00 AM Sat; 7:30 AM Sunday.  
Lights out 10:30 PM Sunday-Thurs; 12:00 AM Fri & Sat.

## REASONS FOR DISCHARGE

- Any use of alcohol or drugs, including unapproved OTC medications.
- Non-compliance with Recovery House policies and insubordination toward staff
- Returning late from a pass
- Refusing to take alcohol/drug test
- Shoplifting or other criminal charges while a resident at Recovery House, Inc.
- Negative attitudes, lack of involvement or participation

Those who are discharged for any of these reasons will be required to leave immediately. It is the family's responsibility to pick up client. Recovery House does not assume responsibility for anyone after discharge.

## DRESS CODE

- No sleeveless shirts if the armholes are too big, so that undergarments can be seen
- No see through clothing, clothing with holes in it, no ripped clothing (including blue jeans)
- No tube tops or spaghetti strap tops
- No spandex
- Bras are to be worn at all times, except at bedtime
- No tight fitting clothing
- Shorts and skirts should be no shorter than 4" above the knee
- No alcohol or drug messages allowed on clothing
- Shoes must be worn at all times, except at bedtime
- Hats/bandanas may not be worn

## ITEMS THAT YOU NEED

### Pack enough for 10 days

- Comfortable clothing- blue jeans, sweats, t-shirts, shorts, etc.  
Bring clothing appropriate for the season and changing of the seasons, if applicable.  
A nice outfit for outings
- You will need a swimsuit during summer months- one piece or tankini
- Coat- heavy coat for the winter, light jacket for spring & summer
- Tennis shoes
- Personal bath & beauty products- shampoo, conditioner, tampons, makeup, hair styling products, hair dryer, etc.
- Cigarettes (if you smoke) - no cigars
- Towels- you will be issued 2 towels and 2 bath cloths upon your admission. If you want more you may bring your own.
- Petty cash - consumers will have the opportunity to purchase cigarettes and stamps on Tuesday and Friday, each week. Also, on Friday, a store is set up for clients to purchase any personal items needed. **All personal hygiene/ other items needed after admission must be purchased in Recovery House store.**
- Calling card

Bed linens & pillow, washing detergent, toilet paper, etc. are provided by Recovery House. Do not bring any food, including candy, gum, drinks. All meals and snacks are provided. There is a drink machine at Recovery House, and the drinks are 60 cents each.

## ITEMS THAT ARE PROHIBITED

- Pump bottle hair spray (aerosol cans only)
- Body splash
- Perfume that has a screw top
- Mouthwash with alcohol (alcohol free mouthwash allowed- must be new, sealed bottle)
- Any other product, containing alcohol that is in a container in which the top can be unscrewed- this does not include lotions, shampoo, etc.
- Weapons of any kind
- Drugs/alcohol
- Unapproved medication
- Any food/drink items (includes candy, gum, etc)
- Cigars or specialty cigarettes (Black & Mild, Clove, etc)
- Electronics- cell phone, ipod, ipad, mp3, laptop, gameboy, etc.
- No outside reading material allowed- books, magazines, etc.
- Stuffed animals
- Photo albums- any photos displaying alcohol, drug use, partying

**This is a partial list - all belongings will be searched to remove any items that are prohibited**