

Welcome to Woodlake

New Patient Orientation Packet

Addiction Solutions

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Welcome to Woodlake Addiction Recovery Center

Mission Statement

The Woodlake Addiction Recovery Center philosophy is that chemical dependency is a primary, chronic, progressive disease affecting a person's mental, physical, and spiritual well being. Lasting change can occur when all aspects of the disease are treated. Our mission is to offer a holistic approach in addressing the addiction as well as the underlying issues contributing to the addiction.

What's going on here?

Individuals who have experienced serious problems due to mind-altering drugs and destructive behaviors come to Woodlake to learn how to make positive changes in the way we think and make decisions. You are in charge of your treatment; there is nothing anyone can do for you or to you that will magically make you life better. Only you can do that. While here, you can practice thinking differently, acting differently, and feeling differently from what you are used to.

What am I supposed to do here?

First, make a decision that today you will not drink alcohol or use drugs. Once you make that decision then you are free to follow our daily activities. This schedule will take you step-by-step and day-by-day to a healthier way of living. You agree to follow the schedule and rules at Woodlake in exchange for treatment.

Why all the rules?

We have other clients living here that are sharing rooms and facilities with a common desire to reduce problems in their lives. Our staff, using their years of experience, developed procedures (rules) to reduce problems between residents. The house rules and schedule will be explained to you during your orientation.

Will I have a counselor?

Yes, depending on the day of the week you are admitted, you will be assigned a counselor. Your counselor will visit with you and develop a basic plan for your treatment.

Do I have to attend Alcoholics Anonymous?

Yes. Part of our treatment program includes introducing you to Alcoholics Anonymous, Narcotics Anonymous, and Cocaine Anonymous. People who work these 12-step Programs very often live satisfying lives. That's a goal for you. When you leave treatment, you will have friends that you have met in AA, NA, or CA to help you stay focused on what you want in your life.

To Bring	Not To Bring
Any prescription medications in original container	Excessive Make-Up, Jewelry, Clothing or Cash
Comfortable, appropriate clothing – no more than 7 pairs of clothes (no leggings)	Weapons of ANY Kind
2 pairs of shoes (closed toe) and 1 pair of shower shoes	ANY Aerosol Cans
Alcohol Free Mouthwash	Hair Dye or Hair Dying Chemicals
10 socks, underwear, and bras	Nail Polish, Nail Glue, or Nail Polish Remover
2 workout outfits	Perfume or Cologne
3 pajamas	Picture Frames
Toiletries	Crafts or Art Supplies (including coloring books)
Names, Addresses, and phone numbers of anyone you would like to have involved in your treatment	Electronics (Cell Phones, Cameras, MP3's, Laptops, Radios)
1 Carton of Cigarettes or Chewing Tobacco (sealed packages)	Candles or Incense
All food must be non-perishable and individually wrapped for safety purposes.	Reading Material that is not Spiritual or Recovery-Related
3 towels and 5 hand towels (not required)	Perishable Food Items
12 pack of soda (not required)	Sugary or Junk Food
Pillow and blanket (not required)	Energy Drinks
Battery- operated fan (not required)	Open Containers of Food or Drinks
	Inappropriate Clothing: <ul style="list-style-type: none"> - Drug or Alcohol “Logo” clothing - Excessively tight clothes - Torn or Ripped jeans or T-shirts - No sleeveless shirts - Short Shorts or Skirts (1 inch above knee)
	Pets will not be allowed on property
	Glass of any kind is allowed i.e. containers, bottles, etc.

** All guidelines subject to change at Woodlake’s discretion if in best interest of the facility

Woodlake Schedule

All activities are MANDATORY. All patients are expected to show up and participate in scheduled activities, unless excused by the Medical Director.

MEN: Monday – Thursday		MEN: Friday	
6:30 AM	Wake/ Room Clean	6:30 AM	Wake/ Room Clean
6:40 AM	House meeting/Check In	6:40 AM	House Meeting/ Check In
7:00 AM	Medication (if needed)	7:00 AM	Medication (if needed)
7:35 AM	Men Prayer then Breakfast	7:35 AM	Men Prayer then Breakfast
8:10 AM	A.A.	8:10 AM	A.A.
9:15 AM	FCC's	9:15 AM	FCC'S
10:00 AM	CD Process Group	10:00 AM	CD Process Group
12:45 PM	Prayer then Lunch	12:45 PM	Prayer then Lunch
1:15 PM	Medication (if needed)	1:15 PM	Medication (if needed)
1:45 PM	Education	1:45 PM	Education
4:00 PM	Exercise**	4:00 PM	Exercise**
4:45 PM	Mail Time	4:45 PM	Mail Time
5:00 PM	Phone Time **	5:00 PM	Phone Time **
5:30 PM	Prayer then Dinner	5:30 PM	Prayer then Dinner
7:30 PM	Meetings	7:30 PM	Meetings
8:30 PM	Medication(if needed)	8:30 PM	Medication (if needed)
10:00 PM	Prepare for Bed	11:30 PM	Prepare for Bed
10:30 PM	Lights Out	12:00 PM	Lights Out

MEN: Saturday		MEN: Sunday	
6:30 AM	Wake/ Room Clean	6:30 AM	Wake/ Room Clean
7:00 AM	Medication (if needed)	7:00 AM	Medication (if needed)
7:45 AM	Prayer then Breakfast	7:45 AM	Prayer then Breakfast
8:45 AM	Meditation Group	8:45 AM	Meditation Group
9:30 AM	BIG CLEAN	9:30 AM	Break
10:00 AM	Spiritual Gathering	10:00 AM	Group
12:00 PM	Prayer then Lunch	12:00 PM	Prayer then Lunch
1:00 PM	FAMILY VISITATION	12:30 PM	Men Free Time
5:00 PM	Family Visitation Ends	1:00 PM	Big Clean
5:30 PM	Prayer then Dinner	4:00 PM	Men Free Time
7:30 PM	Meetings	5:00 PM	Phone Time **
8:30 PM	Medication (if needed)	5:30 PM	Prayer then Dinner
11:30 PM	Prepare for Bed	7:30 PM	Meetings
12:00 PM	Lights Out	8:30 PM	Medication (if needed)
		10:00 PM	Prepare for Bed
		10:30 PM	Lights Out

Gym Schedule		Phone Schedule	
M/W/ F	5:00 PM -7:00 PM	Tuesday	5:45 PM – 7:15 PM
T/ TH	4:00 PM - 4:50 PM	Thursday	5:45 PM – 7:15PM
Saturday	11:00 AM - 4:50 PM	Saturday	5:45 PM – 7:15 PM
Sunday	11:00 AM – 4:50 PM		

WOMEN: Monday – Thursday		WOMEN: Friday	
6:30 AM	Wake/ Room Clean	6:30 AM	Wake/ Room Clean
6:40 AM	House Meeting/ Check In	6:40 AM	House Meeting/ Check In
7:05 AM	Prayer then Breakfast	7:05 AM	Prayer then Breakfast
7:30 AM	Medication (if needed)	7:30 AM	Medication (if needed)
8:10 AM	A.A.	8:10 AM	A.A.
9:15 AM	FCC's	9:15 AM	FCC's
10:00 AM	CD Process Group	10:00 AM	CD Process Group
12:15 PM	Prayer then Lunch	12:15 PM	Prayer then Lunch
12:45 PM	Medication (if needed)	12:45 PM	Medication (if needed)
1:45 PM	Education	1:45 PM	Education
4:00 PM	Exercise**	4:00 PM	Exercise**
4:45 PM	Mail Time	4:45 PM	Mail Time
5:00 PM	Prayer then Dinner	5:00 PM	Prayer then Dinner
5:30 PM	Phone Time**	7:30 PM	Meetings
7:30 PM	Meetings	8:30 PM	Medication (if needed)
8:30 PM	Medication (if needed)	11:30 PM	Prepare for Bed
10:00 PM	Prepare for Bed	12:00 PM	Lights Out
10:30 PM	Lights Out		

WOMEN: Saturday		WOMEN: Sunday	
6:30 AM	Wake/ Room Clean	6:30 AM	Wake/ Room Clean
7:10 AM	Prayer then Breakfast	7:10 AM	Prayer then Breakfast
7:30 AM	Morning Medication	7:30 AM	Morning Medication
8:45 AM	Meditation Group	8:45 AM	Meditation Group
9:30 AM	Break	9:30 AM	BIG CLEAN
10:00 AM	Spiritual Gathering	10:00 AM	Spiritual Gathering
11:30 AM	Prayer then Lunch	11:30 PM	Prayer then Lunch
12:00 PM	Women Free Time	1:00 PM	FAMILY VISITATION
1:00 PM	Big Clean	5:00 PM	Family Visitation Ends
4:00 PM	Women Free Time	5:00 PM	Prayer then Dinner
5:00 PM	Prayer then Dinner	7:30 PM	Meetings
5:30 PM	Phone Time**	8:30 PM	Evening Medication
7:30 PM	Meetings	10:00 PM	Prepare for Bed
8:30 PM	Evening Medication	10:30 PM	Lights Out
11:30 PM	Prepare for Bed		
12:00 PM	Lights Out		

Gym Schedule		Phone Schedule	
M/W/ F	4:00 PM -4:50 PM	Tuesday	5:30 PM – 7:00 PM
T/ TH	5:00 PM - 7:00 PM	Thursday	5:30 PM – 7:00 PM
Saturday	5:00 AM - 7:00 PM	Saturday	5:30 PM – 7:00 PM
Sunday	11:00 AM – 4:50 PM		

Family Friday

Friday: 9:00 AM- 12:00 PM Family Education
Friday 12:30 PM Lunch: Main Dining Area
Friday: 1:30 PM- 5:00 PM Family Process Group

Patients NOT participating in Family Weekend: Friday's lunch will be eaten in your house

IOP Group Meetings:

Monday- Friday
9:00 AM – 12:00 PM

Monday, Tuesday, and Thursday
5:30-8:30 PM

The Golden Rules

While in treatment as well as any post- graduation visits, we expect you to follow our *Golden Rules*. We feel these are important for an overall positive treatment experience for everyone in our care. Violation of any of these rules may result in immediate discharge. Take your time to read through these rules and ask any questions you may have about them.

1. Please bring regular and most current home medications when applicable (preferably a week to 30-day supply). However, absolutely no controlled substances, prescription or other medications will be allowed unless prescribed by **OUR** Medical Director or the aboved mentioned home medications upon approval. (Anyone caught with drugs or other contraband will be discharged).
2. Drug Screens are done upon admission. Random drug screens will be taken to insure compliance. Patients who fail to provide a urine sample will be discharged. Patient will be required to remain with the nurse until a sample is given or they are discharged.
3. Sexual activity and/or physical contact are not allowed. NO ONE-ON-ONE INTERACTION! Patients must always be in groups of two or more of the same sex. No male/female contact unless in a group setting. NO PHYSICAL CONTACT WITH FORMER CLIENTS WILL BE ALLOWED!
4. No contact with anyone (male or female) when leaving facility Against Medical Advice (AMA).
5. Physical violence and/or threats to staff or patients, or destruction to property will not be tolerated. The possession of instruments that may be used as weapons is not allowed.
6. NO STEALING, NO GAMBLING!
7. Threats and cursing to any staff member will not be tolerated.
8. No smoking except in designated areas. No smoking during recreation or exercise. No smoking in any building. No dipping tobacco in the buildings.
9. Electrical appliances used in the bedrooms (curling irons, hairdryers, etc.) must be unplugged immediately after use. Radios, iPods, mp3 players, or any other electronic devices are NOT ALLOWED. NO CELLPHONES OR PAGERS ARE ALLOWED. If you bring a cell phone to the facility, it will be stored and secured in the administration office.
10. Anything discussed in Group Therapy must be kept confidential.
WHAT IS SAID IN GROUP – STAYS IN GROUP. WHO YOU SEE HERE, WHAT YOU SEE HERE, STAYS HERE!

Patient Rules

1. Grooming and Dress Code

Personal grooming should be done in the privacy of your room or restroom, at the appropriate times. Daily showering is required. Dress appropriately, be neat, and wear shoes and underwear at all times.

- a. Pajamas, loungewear and bathrobes are restricted to the bedrooms.
- b. Shower shoes and flip flops are only to be worn for showering/bathing
- c. **DO NOT LOAN/BORROW/EXCHANGE or SELL** clothes or jewelry
(Exception allowed by staff with staff in the transaction)

Appropriate Dress

Men: Clean and neat short or long sleeve shirts, t-shirts, long pants or shorts and shoes.

Women: Clean and neat short or long sleeve shirts, t-shirts, long pants or shorts and shoes.
Shorts cannot be more than 2 inches above the knee when standing.
Skirts or dresses have to be below the knee.

Inappropriate Dress:

- a. **Any hat or clothing item(s)** with drug, alcohol, profanity, violence, sexual, gang or gambling related logos, transfers, patches or embroidering.
- b. **Any sleeveless clothing**, clothing that does not completely cover the torso, tight fitting, overly loose fitting, seriously stained, with holes or tears.
- c. **Any skirt or dresses** that are above the knee. Any skirt or dress that has a split.
- d. **Pants** will be worn above the waist.
- e. **Footwear-** no high-heeled or strapless shoes wear. Shoes with laces will be laced at all times.
- f. **No sunglasses or hats** will be worn in the building at any time. Wear them and you will lose them.
- g. **No leggings or stretch pants**
- h. **No facial jewelry/piercings.** All jewelry on face must be removed.

You will be required to change your attire immediately if a staff member finds you dressed inappropriately.

2. Punctuality for Scheduled Activities

Each patient is responsible for being on time (5 minutes early) for **ALL** scheduled activities.

- a. Infractions will be assigned if you are late for vital/meds.
- b. Take care of your bathroom business before the start of scheduled activities.
- c. You are to be seated 5 minutes before all group or education activity.
- d. At **10:30 pm** all clients are to be in bed with the lights off, Sunday – Thursday.
- e. **12 am** Friday and Saturday

3. Compliance with Medical Orders

It is the patient's personal responsibility to:

- a. Report to the nursing station for vital signs
- b. Report to the nursing station for scheduled medicines

- c. Comply with medical orders regarding diet

4. Disruption during Scheduled Activity including 12-Step Meetings

- a. Unacceptable behaviors include: cross-talk, talking and laughing inappropriately, sleeping or appearing to be asleep, passing notes, eating or drinking or “rude behavior” during a scheduled activity
- b. You are expected to respect others by remaining attentive during scheduled activities.
- c. After being cleared by medical staff you will be assigned a chore for the week. The chore list has instructions for performing your assigned chore.
- d. Patient is expected to participate in all program activity unless excused by medical staff.
- e. NO THREATS—VERBAL OR PHYSICAL
- f. NO HORSEPLAY

5. Personal Boundaries

- a. Pairing off or forming clicks is not allowed
- b. Physical contact between patients is not permitted at any time
- c. Giving or passing notes, messages, money, etc. to other patients is not allowed

6. Enabling

Individual change is essential for recovery. You will have opportunities to develop and practice new behaviors while in treatment. It is the responsibility of each patient to work for the common good of **the entire community**. When patients allow each other to disrupt the recovery program, without taking action, this is enabling. Enabling behaviors allow everyone to remain sick and in denial of their need for change. ***ENABLERS MAY BE GIVEN THE SAME CONSEQUENCES AS THE ONE WHO IS BEING DIRRRUPTIVE TO THE PROGRAM.***

7. Verbal Abuse

Verbal abuse is not allowed, including name-calling, cursing, and threats of violence (direct or veiled) and or sexual harassment. Patients need to practice appropriate behaviors at all times.

8. Physical Abuse

Physical abuse is not allowed. Anyone touching another in a physically aggressive manner (push, punch, kick, grab, slap, etc.) will be removed from the program and the police will be contacted. No horseplay.

9. Use of Telephone

Patients cannot use the phone for their first 72 hours of their treatment
(Exceptions will be made through the patient’s primary counselor)

- a. One call at a time
- b. Calls will be limited to 15 minutes
- c. PM calls when not in a scheduled activity as well as weekend calls when not in a scheduled activity
- d. A **30 minute break** is required between telephone conversations

Emergency calls will be granted with the permission of the patient’s primary counselor. Permission will be given in writing and the not must be presented to a staff member, in which will make arrangements for the call to be placed

Patient has the right to call their attorney at any time.

Violation of phone rules can cause a person to lose their personal phone rights for 24-hours or more

10. Facility Boundary Violations

You are not allowed to:

- a. Enter a bedroom other than one's own, exceptions for one's buddy can be obtained from one's counselor
- b. Enter into a counselor's office without them being present
- c. Approach a motor vehicle
- d. Walk a guest to their car
- e. Be in an off limit area, i.e., admission area (12:30-1:30pm), nurses station, intake area, and staff lounge
- f. Bedroom doors are to remain open until 10pm each day except when with a medical exception.
- g. Admission Building is off limits 12:30-1:30pm
- h. No food or drinks in Conference Center

11. Use of Electrical Appliances

Any electrical appliance used by a patient must be unplugged immediately after use or it will be removed and the patient will not be allowed to use it for twenty-four hours or more. This includes irons, curling irons, hair dryers, etc.

12. Abuse of Property

Includes the destruction of or any attempt to damage the property or furnishings. It is the facility's right to take legal action to reclaim the cost of destroyed or damaged property and furnishings.

13. Smoking

Anyone smoking inside the building will be discharged this includes smokeless tobacco. Smoking and the use of smokeless tobacco is allowed only in designated areas and during scheduled breaks and free time. Cigarette butt cans are provided on grounds; these should be used to extinguish cigarettes. No dropping butts on the grounds. Smoking or using smokeless tobacco in undesignated areas can cause you to lose your privileges for twenty-four hours or more.

14. Off Grounds Conduct

If taken by a staff member to an off-grounds medical appointment or other outside activity, you are to remain at the specified destination until the staff member returns. When taken off in a group, you are expected to remain with the group and the staff member at all times. Staff instructions are to be followed at all times. While off campus you are to act in a respectful manner following all social rules and regulations.

Woodlake Frequently Asked Questions

1. When will I get to call my family?
 - Seventy-two hours after your arrival to Woodlake you will be allowed a phone pass but only if your counselor approves it.
 - Phone passes are located in the big room on the wall.
2. When will I see my family?
 - Seven days after your admission to Woodlake you will be allowed to have visitors if your counselor approves.
 - Visitor passes are located in the big room on the wall.
3. If in need of supplies, how will I get them?
 - Your family may bring you approved supplies.
 - You may also order supplies through Woodlake's Patient Shopping.
 - Upon arrival, we ask that you place funds in a Patient Shopping Account.
 - Orders must be turned in by Wednesday and funds will be deducted from your Patient Shopping account accordingly.