Thank you for your interest in this Program at Henwood Treatment Centre. Admission to the Program is by application only. All information in the application is confidential. Allow five to 10 days for processing of your application.

Henwood is wheelchair accessible.

Henwood is smoke-free both in the facility & on the grounds.

Your guide to the application

- **Complete the first six pages of the application form.** A referral source may help you with the process of completing page 6. Remember to complete & sign all necessary portions.
- **A physician must complete pages 7, 8 & 9 of medical assessment.**
- **Henwood requires a completed & signed application form before an admission date can be set.** Mail OR fax all nine pages of the completed application with proper signatures, to Henwood.
- **Keep these first seven pages for reference.**
- **You must call the admission office at 780-422-4466 to ensure your application is received and book your admission date.**

**PLEASE NOTE:**
A room and board fee of $40 per day is charged for Alberta residents. (Out of province residents, contact Henwood Admissions office at 780-422-4466). The average program is 19 days, in which case the room and board cost is $760. Henwood can assist individuals explore possible financial solutions if they are without funds. This fee is payable upon admission and does not cover your transportation ion and personal expenses. Cash, Certified Cheque (payable to Alberta Health Services), Visa/MasterCard, and Debit Card are acceptable forms of payment.
HENWOOD TREATMENT CENTRE

Guide for Prospective Clients

Do not come to Henwood until you have confirmed your admission date and time directly with the Admissions office at Henwood.

1. a) Admission dates will not be given until Henwood receives a completed application and it has been reviewed. This includes the medical portion. Three signatures are required on the application by the applicant.

   b) After you have sent in your application form, it is your responsibility to call the Admissions Office at 780-422-4466 to ensure your application has been received and to book your admission date.

2. Depending on what you are taking, our Nurse may need to speak to you about your prescription or over the-counter medications.

3. Should your medications change prior to coming to Henwood, please call our Admissions Office at (780) 422-4466 between 8:00am-4:00pm, Monday to Friday. If you arrive with non-approved medications, your admission may be delayed.

4. If you are having difficulty staying off drugs or alcohol, call the Recovery Centre at (780) 427-4291 or George Spady at (780) 424-8335. You must have a minimum of five (5) days of clean time from alcohol and drugs to participate in the program.

5. Do not schedule any appointments (personal, legal, dental, or medical) for the period while in treatment at Henwood. You need to focus on your treatment program the whole time you are here.

6. Henwood has dorm style accommodation. There are no individual rooms.

7. Henwood’s visiting hours are: 
   - Wednesdays: 7:00 pm - 8:00 pm
   - Fridays: 7:00 pm - 9:30 pm
   - Sat. & Sun.: 2:30 pm - 9:30 pm

Checklist of suggested items to bring:
- Your current Alberta Health Care and/or current month Social Services Card.
- Henwood is a SMOKE FREE both in the facility and grounds. You will not be allowed to smoke during treatment.
- Casual clothing, recreation wear for indoor and outdoor activities and non-marking gym shoes.
- Toiletries: shaving supplies, shampoo, bar of soap, toothpaste, toothbrush, personal hygiene items, etc.
- Housecoat, pajamas and slippers or sweat suit and slippers.
- A travel mug with lid or water bottle. Or you can purchase one at Henwood.
- Two locks for dorm locker and storage locker, if needed. You can purchase these from Henwood.
- Some spending money in case you decide to purchase craft materials, treatment related books or items from the vending machines.
- Change for payphone or calling cards. Local calls are free.
- A watch
- Unscented laundry supplies. These can be purchased from Henwood as well.
- We accept Cash, Visa, Mastercard & Debit. No ATM on the premises. You will need to do all of your banking prior to arriving.

Please note: If paying by cash, bring only small bills.

Henwood is not responsible for lost, stolen or items left behind.

Towels & linen are supplied. Feel free to bring your own pillow and/or comforter.
**Do Not Bring:**

- Large sums of money
- Cell phones, pagers, laptops, clock radios or any music/video recording devices such as iPods and MP3's, gaming devices
- Knives (any sharp objects)
- Scented products such a body sprays, perfume, cologne or aftershave due to allergic reactions
- Weapons
- Office or school work
- Clothing with alcohol/drug/gambling logos or sayings
- Pornography, adult magazines or posters
- Health food supplements
- Herbal remedies
- Clothing that does not cover the midriff or are low cut
- Expensive Jewellery
- Mouthwash with alcohol
- E-Cigarettes or vaporizers

**The Program**

*Henwood’s Program consists of workshops, group counselling, self-help meetings and leisure activities that occur throughout the day and evening hours. The program runs during the first weekend and you may go out on pass during the second weekend. One on one counselling is scheduled once a week. Completion of the program occurs at noon of the third Friday.*

**Client Searches**

*In order to increase the safety and security of staff and clients, searches may be made of client belongings upon admission and returning from off-site time. Packages may be also searched.*

**Clothing**

*We suggest that you bring comfortable clothing to wear during your stay here. All extra clothing must be safely locked in your locker so it is important not to bring too much clothing. Some clients prefer to bring one nice outfit to wear at their graduation.*

**Medication**

*You must bring three weeks worth of all prescribed medications with you when you come for treatment. All medications must be turned in to Health Services for dispensing. **NOTE:** Over-the-counter medications, herbal, dietary or vitamins that we cannot identify will not be dispensed.*

**Telephones**

*Due to our confidentiality policy, we do not respond to telephone enquiries about your participation in treatment in Henwood. If anyone phones for you, we will not confirm that you are here. Telephone messages will only be taken for clients, if it is an emergency and returned in the presence of staff, or from a professional such as a social worker, probation officer, etc. Clients can use the phones for personal calls. Any long distance charges require a calling card. Cell phones must be turned in upon admission.*

**Safekeeping**

*Henwood is not responsible for lost or stolen items. Lockers must be locked at all times. Items not allowed are held in separate storage lockers that will have one lock of your own and one of Henwood’s.*

**Recreation Facilities**

*A full-size gymnasium, creative leisure room, and exercise equipment are available year round. Seasonal outdoor activities include a nine-hole golf course, cross country skis and snowshoes. Suitable clothing and footwear is necessary as you are required to participate in supervised and unsupervised leisure activities as part of your program.*
Laundry Facilities
Washers and dryers are available at no charge. Washing supplies are available for a small charge from the Front Office. An iron can be signed out.

Client Chores
During the second week of treatment, all clients are expected to help with some cleanup chores. Duties and the chore list will be explained during orientation.

Health Services
Nursing staff are on duty daily until 7:30 pm and provide assistance to clients with medical concerns. When necessary they will arrange appointments with our doctor who visits the facility twice each week. All prescribed medication is dispensed to clients as required from the Health Services office.

Dietary
Clients with dietary concerns will be interviewed by a nurse and they advise our cafeteria when a special menu is required. Our standard menu is on a four-week cycle and meets Canada Nutrition Guidelines.

Transportation
You are required to arrange your own transportation to and from Henwood. Edmonton Transit schedules five bus trips each week day. This bus route connects with the LRT system, providing transportation throughout the city.

ONLY ETS Route # 302 has direct stops to Henwood.
ETS Route # 184 does not go to Henwood.

No buses directly from Alberta Hospital Edmonton to Henwood Treatment Centre.
Alberta Hospital is approximately a 4 km walk door to door.

There is ample client parking available with access to plug-ins in the winter months.

Funding
If you are without financial support, please contact Henwood to discuss possible options for seeking the necessary funding.
Making the Most of That First Weekend at Henwood

Most clients are ready for some "down-time" after their first week in treatment. This first weekend can be used for visiting with others; for practicing your leisure, self-entertainment, and time management skills to do some individual recovery work; and to get some rest, relaxation and quiet time after a busy week of treatment.

In addition to your workshops, you can watch treatment and recreational videos, read treatment and recreational books, journal, socialize, have alone time, get some physical exercise, have a leisurely bath or a nap, and do a variety of other self-care activities. A balance of all these things is often enjoyable for clients, and they are good recovery skills to develop.

For clients who have no visitors, or whose expected visitors do not show up: This can happen for a variety of reasons and can be a time for you to refresh yourself. Make solid weekend plans as outlined above before the weekend, and get help from your counsellor if you need it. Have a plan for yourself in case you find yourself feeling emotional when other clients have their families visit. Remember that there are staff in the building that can help you if this happens and journaling about it can help too.

For clients with visitors: Your visitors can be with you in the cafeteria, front lobby, client centre and outside in appropriate weather. You cannot take visitors beyond the public area of the building.

For visits with children:

DO CONSIDER THE AGES OF THE CHILDREN AND THEIR ROUTINES AT HOME.

- For safety and sanitation reasons, there are no toys here for children to play with, so they should bring toys or activities from home that you could play with them, and books to read to them so they can enjoy your attention.

- You can play the table games in the cafeteria with your older children, but due to lack of insurance coverage, visitors are not permitted in the gym or to use other Henwood equipment.

- Visiting hours on weekends are long, and being here from 2:30 - 9:30pm would be too long for most children. A shorter, structured visit built around the child’s eating/sleeping/playing routines often is more pleasant for parents and children alike.

DO SUPERVISE YOUR CHILDREN’S BEHAVIOUR.

- Parents are expected to supervise their children, which includes keeping them in sight and in the public parts of the building where visitors are allowed, and ensuring that children’s noise and activity level is not such that it interferes with others.

- For school-aged children doing something with them (coloring, playing a game, going for a walk) while you ask about how they are and how their week has been, will get better answers than sitting across a table in the cafeteria. The older the children, the more this is true.

DO MAKE YOUR CHILDREN THE FOCUS OF THE VISIT.

- Making the children the center of your attention will help to make the visit satisfying for you and for them. If you want to speak at length to the adult who is bringing them, the visit would be better planned to occur without the children present.
DO HAVE A PLAN FOR YOURSELF IN THE EVENT YOU ARE UPSET WHEN THEY HAVE TO LEAVE:
- You can talk to staff, write in your journal, talk with other clients, or do something physical (like go for a walk).

For visits with adults:
DO GIVE SOME THOUGHT TO WHO IS COMING AND THE PURPOSE OF THE VISIT.
- Some clients expect a pleasant visit that does not involve talking about problems or anything "heavy". Others plan to talk about those things during the visit. In either case, it is a good idea to talk with your visitor in advance if you can, about what each of you expects from the visit. If you agree to talk about shared problems, you might want to do it for an agreed-upon length of time and not the entire visit. This would be an example of the type of visit that would be better had without children present.
- If your visit becomes unpleasant for any reason or seems too long to you and YOU want to end it that is YOUR right. You can explain that you need some time to yourself after a busy week in treatment. If you need some help with asking your visitor to leave, tell the staff.

DO LET YOUR VISITORS KNOW THAT THEY MUST NOT BE UNDER THE INFLUENCE OF MOOD-ALTERING SUBSTANCES WHEN THEY COME TO HENWOOD.
- If you become aware that your visitor has been using/drinking please ask them to leave. If this is difficult for you, please tell the staff and they will ask the visitor to leave.

DO TELL STAFF IF AN UNWANTED VISITOR ARRIVES TO SEE YOU.
- You can choose not to see visitors if you wish. You can ask the staff to ask them to leave if you do not want to do it yourself.