

# **Burning Tree Programs General Information & Client Orientation**

(Condensed Version-for informational purposes only)

## **Allowance**

Clients are required to establish allowance funds to use for group outings. Clients may request up to \$25.00 per week and \$50.00 once a month for special occasions however, clients are not permitted to have more than \$25.00 on them at any time. The allowance fund is separate from the treatment and medical account. Clients are responsible for keeping the account liquid. Family members are required to send funds directly to the Chief Financial Officer, rather than to the client's attention, to be deposited into their allowance account. Please do not send money or credit cards directly to clients under any circumstances. Allowance is given out on Friday of every week.

## **Automobiles**

Personal automobiles or other transportation are not permitted.

## **Buddy System**

All clients are assigned a buddy. All new clients will be on a two week shadow contract with their buddy. When a client has a question/concern they are to speak to their buddy and/or community peers prior to addressing the concern with staff. Every client is just as responsible for their buddy as they are for themselves. If consequences are handed out for a client, they may be applied equally to the buddy.

## **Chores**

Chores are mandatory; this includes the first day of treatment and the last day of treatment. Chores times are Monday through Friday 7:00 a.m. to 8:30 a.m. Saturday 8:00 a.m. to 9:00 a.m.

## **Confidentiality**

Clients may share their own experience at Burning Tree with anyone they wish but may not share anything about other clients with anyone, including other clients, family or alumni. Non-compliance with confidentiality is grounds for discharge.

## **Contraband**

Clients are prohibited from possessing any of the following: Alcohol in any form, illicit drugs, pornography, mail order catalogs, non-approved magazines, DVD'S or VHS tapes, I-Pod's, MP3 players, weapons of any kind, pictures with party scenes/alcohol/drug use/sexual or implied sexual content. All prescribed and over the counter medications should be submitted to staff for monitoring.

## **Curfew**

The time period in which the clients are to remain in their assigned dorms at the end of each evening is 10:45 p.m. to 6:00 a.m. Exception: Clients can access staff during curfew for medical or psychiatric emergencies.

## **Dorms**

No food in dorms. Clients are allowed to visit other client's rooms except for members of the opposite sex.

## **Dress Code**

Clothes should be clean and laundered on a regular basis. Shorts should be no higher than the knees. No provocative clothing, such as tank tops, spaghetti straps, two piece bathing suits, tight fitting garments, spandex or equivalent, gang attire or clothes that will allow any exposure of the stomach, under arms or chest. Clients must wear shoes at all times when outside assigned dorm room. Women must always wear a bra. Clients must follow clothing guidelines both on and off Burning Tree property.

## **Groups**

Late arrival or leaving group early is unacceptable. Violators will be assigned consequences or their actions may result in a non compliant discharge. No eating or drinking beverages (except water). No profanity, ganging up on peers or dominating group time.

## **Gym**

Hours are posted in the gym. Males and females may not work out together.

## **Kitchen**

Open daily 6:00 a.m. to 6:30 p.m. No cooking of food or creating dirty dishes after the dinner meal and before the kitchen re-opens at 6:00 a.m. Fruit is available to eat after the kitchen is closed. Popcorn may also be eaten after dinner on Fridays and Saturdays during movie time. Gloves must be worn when handling food that others will eat, including reaching into containers of food.

## **Lights Out**

Lights out is defined as being in assigned dorm, in assigned bed with all lights turned off. Hours: Sunday through Thursday 11:00 p.m. Friday 12:00 Midnight and Saturday 1:00 a.m.

## **Mail**

Clients are entitled to mail privileges at all times. Other than letters or cards, the only acceptable items to ship to a client will be stationary, stamps, envelopes, cigarettes, phone cards and personal hygiene items. Family members are requested to only send items that are legitimately required to meet the needs of the client. Burning Tree provides all the food, drinks and snacks required to sustain life for its clients. Packages containing food, drinks, seasonings or condiments is not allowed and will be returned to sender. Family members are requested to report to staff any suspicious or strange requests they receive from clients.

**Incoming mail** should be directed to the name of the client and addressed as follows:

### ***Burning Tree Lodge***

#### Letters

Client's Name  
C/O Burning Tree Lodge  
P.O. Box 1178  
Elgin, Texas 78621

#### Boxes and bulk mail

(Must be sent by Federal Express or UPS):  
Client's Name  
C/O Burning Tree Lodge  
122 Fisher Road  
Elgin, Texas 78621

### ***Burning Tree Ranch***

#### Letters

Client's Name  
C/O Burning Tree Recovery Ranch  
P O Box 757  
Kaufman, Texas 75142

#### Boxes and bulk mail

(Must be sent by Federal Express or UPS):  
Client's Name  
C/O Burning Tree Recovery Ranch  
2837 County Road 101  
Kaufman, Texas 75142

Clients receive mail on Monday, Wednesday and Friday at 4:30 p.m.

## **Outgoing mail**

Outgoing mail is sent out on Monday, Wednesday and Friday. Outgoing mail sent by clients must include the return address with the client's first and last name. The outgoing address must include a first and last name.

## **Massages**

Massages are scheduled every Sunday. Cost \$30.00 for 30 minutes. The individual that is paying for the client's treatment must approve massages in advance. This fee will be deducted from the client's Medical Account.

## **Medications**

Clients shall not have any prescription or over the counter medication, with the exception of inhalers, unless approved by the consulting physician. All medications must be turned into staff.

## **Medical Problems / Illness**

If a client feels ill, they must alert staff on a medical slip and staff will determine whether a doctor's appointment is required. If a client has been excused from participating in groups, they must remain confined to their rooms until the following day.

## **Personal Items**

Personal items are to be sent by mail from client's family. Clients are not permitted to have other client's families or their sponsors shop for them.

## **Sign In and Out Procedures**

Clients leaving on Therapeutic Leave must have approval from staff in writing. Clients must sign out and sign in when going on Therapeutic Leave. All clients must immediately submit to a urinalysis and breathalyzer test upon return.

## **Sleeping/Laying Down**

Not allowed Monday through Saturday until after the 12-step meeting. Clients may sleep or lay down and only in their assigned beds on Sunday.

## **Tobacco Products**

Tobacco products of any kind must be furnished to clients by family members. Burning Tree and its staff are prohibited from purchasing or assisting in the purchase of any tobacco products for a client according to the rules that govern our licensing. Tobacco products may be sent by mail to client. Clients are only allowed to use tobacco products in the approved smoking areas both on property as well as off property. If a client has a desire to become tobacco free and feels they need assistance, he/she may put a written request to staff for the purchase of nicotine patches or gum. The cost of the purchase would be deducted from the client's medical account. The use of tobacco products will not be allowed if a client is sick in quarters.

## **Telephones/Pagers**

Pagers and cellular telephones are not allowed. Telephone use is not allowed when off Burning Tree property. New clients must wait 10 days before making their first phone call. Telephones will be provided by Burning Tree as follows: Two 5 minute phone calls per week. Phone times: Wednesday after 4:00 p.m. and Sunday after 3:30 p.m. Clients may utilize Wednesday phone privileges to call only their sponsor. No phone calls are to be made to conduct personal business, longer than 5 minutes, or outside of Burning Tree phone times, unless approved by staff. Phone calls may be withheld due to loss of privileges depending on the status of the community. Clients are not to make phone calls for other clients.

## **Television, CD Players, Radios**

Burning Tree provides television in common areas as follows: Friday 4:00 p.m. to lights out; Saturday 7:00 a.m. to lights out; Sunday 7:00 a.m. to lights out (to be turned off during dinner). Personal televisions are not allowed. Personal radios and CD players are to be used with headphones and only in client rooms.

## **Twelve Step Meetings**

Clients will attend all Twelve Step meetings in accordance with the posted schedule. All meetings are mandatory unless excused by the client's counselor, an administrator, or physician. Clients are not to arrange meeting with anyone at Twelve Step Meetings.

## **Van Behavior**

Traveling in a van is a daily experience. Clients must wear seat belts. Staff is in control of seating arrangements and climate control. No use of van audio systems or personal headphones.

## **Visitation**

Visitation is the 1<sup>st</sup> or the 3<sup>rd</sup> Sunday of every month. The Sunday designated for each client is based on which counselor to which they are assigned. The Visitation schedule is as follows: Visitors may arrive on property from 11:15a.m. – 12:00p.m. All adult visitors are required to attend Orientation from 12:00p.m. – 1:30p.m. Visitors who arrive late will be denied visitation. Visiting with loved ones is scheduled from 1:30p.m. – 4:00p.m. Visitation is a privilege. The client must request visitation privileges in writing 30 days in advance to be approved by staff. Clients are limited to a maximum of 3 visitors.

## **Burning Tree Programs Discharge Criteria Checklist**

Your progress in treatment is the main consideration for discharge. This form is to be presented in staffing by the client for discussion and consideration.

1. Has this person had an honest change of personality that will be sufficient to recover from alcoholism/drug addiction?
2. Is this person emotionally stable?
3. Has this person begun to replace self-centeredness with a genuine consideration of others?
4. Is this a realistic view of the disease and its power?
5. Are there other problems evident?
6. Are there other dependencies that have replaced drinking and drug use for the time being while relapse is waiting?
7. Is there humility, willingness, honesty, discipline, forgiveness, compassion and other spiritual qualities in your behavior?
8. Is the person living in the solution, letting go of control, not in a clash of wills with direction? Is it real?
9. Has the client addressed the wreckage of your past?
10. Have they participated in Family Program?
11. Is there employment or living arrangements that are conducive to recovery?
12. Are there legal problems, financial concerns, relationship problems, or health problems, and how are these to be coped with in the future?
13. Is the person following Burning Tree Rules?
14. How is he/she handling confrontations?