**New Beginnings**

**Sober Living**

**Student Residence Handbook**

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**Welcome to Residence!**

We are so glad that you have chosen to call us home! New Beginnings Sober Living Student Residence is a very special place, where we value your mental and physical wellbeing, your voice, and your contribution as part of our community. To support you in your academic journey, we have a community of supports here to help you thrive, and our goal is to provide you with the opportunity to learn, grow, and challenge yourself in a safe and supportive environment.

In this handbook, you will find information about the residence, resources, and expectations of our program. We hope you find it helpful as something you can refer to throughout the year.

Once again, welcome! We are so happy you are here!

**Important Numbers**



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**Emergency Services**

**Your New Address**

New Beginnings Student Residence

1015 Highland Ave.

Windsor, ON, N9A 1R6

911

**Windsor Police Services Non-Emergency**

519-258-6111

**Executive Director, New Beginnings**

519-971-0973 Ext. 102

**Director of Operations, New Beginnings**

519-971-0973 Ext. 101

**Program Supervisor, New Beginnings**

519-971-0973 Ext. 127

**Resident Advisor**

To be provided upon admission

**Section 1: Introduction**

New Beginnings Sober Living Student Residence seeks to provide a safe, supportive, and hospitable living space for students in which our facility, programs, and services inspire academic achievement, commitment to sobriety, welcoming and inclusive communities, and engaging opportunities.

New Beginnings Sober Living Student Residence is open to any students in post-secondary education who align with our mission, vision, and values, particularly students who are 18-26 years of age. Our programming, services, and structures are set in place to facilitate the growth of residents and can foster the ability for students to learn how to maintain sobriety, live independently, feel welcome in our community, and achieve optimal physical and mental health. The safe environment of New Beginnings Sober Living Student Residence is a space that is optimal for students, and keeps parents/guardians’ concerns at ease because of the level of structure and supports in place. We strive to help students achieve an appropriate level of self-direction and independence while accessing support and making meaningful choices.

**Our Vision**: Maximizing potential through opportunities

**Our Mission:** Holistic programs for individuals, families, and communities, providing opportunities for growth and development.

**Our Value Statement:** New Beginnings values every person as unique while promoting growth through individualized, flexible, and collaborative service provision.

**Our commitment to diversity:** New Beginnings Sober Living Student Residence is a diverse community that celebrates people of all races, nationalities, sexes, ages, gender identities and expressions, affectual and sexual orientations, socioeconomic statuses, spiritual practices, and abilities. Every student has equal worth and deserves to be treated with respect and dignity. Any form of abuse, threat, or violence is incompatible with our values, and will not be tolerated.

**Our commitment to sobriety:** All students who live in residence must have a commitment to sober living. Students choose sober living for a myriad of reasons: to support academic achievement, for religious or cultural beliefs, for health and wellness, to maintain sobriety in recovery, etc. Residents must be committed to the expectation that there is zero tolerance for alcohol or drug use, and make this choice freely for themselves. It is critical to the success of this program that each member abide by these expectations.

**Section 2: Programs, Supports, and Services**

New Beginnings Sober Living Student Residence prioritizes connecting, preparing, and supporting students through programming, collaborations, and services that are accessible, innovative, and relevant. The following programs and services are available to all students.

**Substance Abuse Counselling**- Educational classes, clinical assessments, individual and group therapy, case management, referrals to specialized services, and treatment modalities including motivational interviewing, CBT, relapse prevention, crisis management, etc.

**International Student’s Welcome Program**- education and support to newcomer students as they integrate into Canadian culture. Topics include social and cultural support, financial stressors, mental health and well-being, and how to access services that are available in the community.

**Provincial Youth Outreach Workers**- Assist residents in accessing services and supports in the community to meet their needs and advocate on their behalf. Youth Outreach Workers can help with a variety of issues like finding a job, volunteering, applying for assistance, and meeting other basic needs such as clothing, food, and hygiene care.

**Risk Intervention and Prevention Program Social Workers-** Counselling support for residents who have multiple risk factors and challenges such as substance abuse issues, mental health issues, familial issues, unemployment, education etc.

**Education Support**- Connection to academic support, help with applications and applying for financial aid, encouragement, support towards academics, promotion of positive study habits and behaviour.

**Life Skills**- Access to weekly classes that teach activities of daily living such as shopping, laundry, housing, financial literacy, sexual health, medical needs, making community connections, and accessing resources.

**Healthy Relationships**- Characteristics of healthy and unhealthy relationships, how to cope with and understand codependent and problematic relationships, and how to evaluate their own personal relationships.

**Art Therapy**- a creative forum for the expression of life challenges and triumphs.  The selection of materials and interventions are interwoven with therapeutic elements aimed at enhancing the physical, mental, and social-emotional well-being of students.

**Employment Support**- Assistance with job search, resume building, and interview preparation; ongoing support once employment has been obtained; intensive support beyond traditional job search and placement opportunities

**Mental Health and Wellness:** We are committed to supporting and promoting the mental health and wellness of our residents through a variety of wellness activities, psychoeducational presentations, workshops, as well as access to free, confidential counseling services.

**Section 3: Residence Advisor**

Resident Advisor’s (RA) encourage and foster the development of the students in all areas of their lives, and provide leadership for New Beginnings Sober Living Student Residence. This student is interviewed and chosen by displaying evidence of our mission, vision, and values, as well as the potential for student leadership. RA’s are trained by and meet regularly with supervisors of New Beginnings. This reflects our commitment to providing a quality atmosphere and experience for students.

The RA lives in residence and provides specific leadership and overall care and management for the residents. This includes leadership, coaching, crisis management, event planning, administrative support, responding to behavioural issues, and conflict mediation. They provide a supportive role and encourage other residents to maximize their student experience. They take part in an on-call program for support during evenings and weekends to assist with incidents such as noise, medical emergencies, conflicts, and to reinforce the code of conduct.

RA’s are trained in First Aid, CPR, and Non-Violent Crisis Intervention. They work to develop lasting relationships with the studnets, provide ongoing and individualized support, and maintain communication with New Beginnings Supervisors and Managers.

The RA may enter any room at any time and may conduct a basic search if they feel there is reason to do so (Ex: suspicion of drug or weapons possession).

**Section 4: Facilities & Spaces**

**Communication**

New Beginnings staff will contact your RA regularly with important information on things happening in and around the residence. This includes activities, maintenance notices, security updates, important dates, and upcoming events. The email address you provide to us upon move-in is what your RA will use to contact you with this information.

**New Beginnings personnel entering rooms**

New Beginnings personnel may enter your room or suite without prior notice for the following reasons: to ensure health, safety, or general community welfare, to make repairs to your accommodations and the equipment servicing it, to inspect the condition of your room or suite, to silence an alarm, to reduce or prevent water damage during a flood or pipe burst, and to investigate compliance with and possible breaches of the terms and conditions.

**Building Access**

In order to maintain a safe and secure environment, students will be provided with a key code to enter the facility and a key for their bedrooms. Keys and codes are not to be shared with anyone.

**Bathrooms**

Two separate bathrooms are located on the residence floor. These facilities include private stalls and showers. Students are expected to refrain from scrutinizing, judging, or categorizing another person’s gender identity and/or appearance.

**Laundry**

Complimentary laundry facilities are located on the residence floor. Students are to supply their own detergent, fabric softener, dryer sheets, etc. New Beginnings is not responsible for any laundry left unattended. Any mechanical difficulties with these machines should be reported to the RA.

**Common Rooms**

Students will find a common room equipped with a kitchenette, dining area, and living room with television and seating. Common areas are cleaned regularly, however, students are expected to clean up after themselves when using these facilities. Furniture can not be removed.

The common kitchenette has a fridge, microwave, dishwashers, and sink, as well as many other small appliances. Students are expected to use the equipment provided with care.

Additionally, students will have access to a full kitchen on evenings after 6:00 pm, and on weekends.

**Waste Sorting Bins**

Students are responsible for disposing of their own garbage and recycling in the sorting bins available. Please take care to place your waste in the proper bins.

**Cleaning Closet**

A cleaning closet is located on the residence floor, supplied with a vacuum, mop, and broom. Students are responsible for supplying their own cleaning agents and are responsible for cleaning their individual rooms.

**Custodial Services**

New Beginnings Sober Living Student Residence employs a cleaning company to provide cleaning services. Students can expect the custodial team to clean the washrooms and showers, pick up trash, and maintain hallways, lounges, and kitchen, however, they are **NOT** responsible to pick up after students. Students are expected to remove all belongings, papers, books, food, etc. from public and shared spaces. This allows the cleaning staff to use their time effectively.

**Music Studio**

There is a music studio on the first floor of New Beginnings, equipped with recording equipment and instruments. Students are able to access this service in conjunction with another program, such as when working with a Youth Outreach Worker.

**Gymnasium**

Students have access to a full gymnasium on a regular basis. A calendar of available times will be shared by the RA, and will be posted on the gymnasium doors. Students are not to enter the gymnasium outside of the available time slots. Please be respectful of any equipment and follow the posted guidelines for use.

**Quiet Study Room**

Residents will find a common room designated for quiet academic studying, reading, meditating, etc. The room includes comfortable seating and a coffee bar. For the enjoyment of all, please leave furniture in the study.

Some helpful tips to help New Beginnings and the environment out!



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* Turn off and unplug appliances when you leave the room
* Use cold water to wash your clothes, and only do full loads of laundry
* Take short showers
* Report leaky faucets to your RA
* Recycle

**Moving-In Process**

Students will be provided with a scheduled move-in day. Please adhere to your schedule for move-in. There is no guaranteed availability for an early move-in.

**Moving-Out Process**

Students are required to vacate within 24 hours of their last academic commitment for each contracted term. Upon moving out you must hand in your key to the RA or Program Supervisor. Your room will be inspected for cleanliness and damages. Whether accidental or intentional, the individual accountable for any damages will be financially responsible. Move furniture back to its original position, remove all personal belongings and dispose of any garbage. Notify your RA in advance if you require access to the service elevator to move belongings.

**Reapplying to Residence**

Watch for signs and email notifications informing you about the process to reapply for residence. Readmission will be contingent upon student conduct history. Your application will be scored based on this factor.

**Summer Residence Opportunity**

New Beginnings Sober Living Residence provides summer residence for any current or new students who need accommodation in Windsor due to summer school, job opportunities, etc. Space is limited, therefore, to secure accommodation for the summer months, priority is given to current students and those coming for next Fall. All applications will be accepted on a first-come, first-serve basis. All policies remain in effect throughout the summer.

**Section 5: Security and Safety**

New Beginnings Sober Living Student Residence provides safe and secure accommodation, but we always encourage residents to be alert and aware of their environment at all times. The RA lives in residence and can respond to emergency situations as needed. Additionally, there is always a New Beginning’s manager on-call. The safety of our residents is our number one priority. The guidelines listed will help ensure everyone’s safety. Compromising security measures in the residence is not acceptable. Criminal activity may be referred to the police.

* Residence rooms should be locked at all times. Residents are responsible for ensuring they lock their doors when they are not present in their unit.
* Do not give anyone your door code and do not lend out your key or leave it lying around.
* Do not leave valuables in a visible location.
* Do not open doors or allow guests to enter unless you personally know the individual and are willing to take responsibility for them when they are in the residence.
* Report any suspicious person or behaviour to the RA
* Do not store large amounts of cash in your room.
* Report all damaged locks, lights, and other safety hazards to the RA
* Turn off electrical devices when unoccupied as they may overheat and cause a fire

**Smoke-Free Residence**

Smoking of any kind, including tobacco, cannabis, e-cigarettes, and vaping is prohibited on New Beginnings Sober Living Student Residence property. Residents who wish to smoke must leave the premises to do so.

**Fire Evacuation Procedure**

You must be aware of New Beginnings Sober Living Student Residence evacuation procedures. Familiarize yourself with the location of all emergency exits, stairwells, and fire pull stations. If you discover fire, sound the alarm. If you hear the alarm, evacuate the building immediately. Fire drills are conducted on a regular basis. If you have indicated that you may require assistance evacuating the residence in an emergency, you will be contacted by your RA to develop a personal fire safety plan.

**If you discover a fire**

1. Leave fire area immediately
2. Close doors behind you
3. Sound the fire alarm: pull the manual station
4. Call the fire department from a safe location: 911
5. Leave the building by the nearest exit
6. Do not use the elevator

**Upon hearing a fire alarm**

1. Leave the building by the nearest exit
2. Close doors behind you
3. In an orderly manner, leave through the exit/stairwell and proceed to the designated meeting area outside as quickly as possible. If a particular exit is blocked, or you see fire or smoke, use an alternate exit/meeting place.
4. Remain outside and away from the building until an announcement is made for you to re-occupy the building.
5. Students who require assistance evacuating should follow their Fire Safety Plan as outlined.

**Fire and Life Safety Equipment in Your Room**

Each room and common area have a smoke detector. Carbon monoxide detectors are located throughout the residence as per Windsor Fire Department guidelines. These detectors are extremely sensitive and a small change in the environment can cause them to go into alarm. Steam, smoking, burning food, aerosol sprays, incense, candles, portable heaters, and talcum powder can all cause the detector to go into alarm. Hair dryers or straighteners that burn hair or hair products can also cause an alarm.

Items that are NOT permitted in residence are:

* Candles
* Incense
* Vaping or Smoking
* Open flames of any kind
* Appliances with open coils or burners

**Harassment and Abuse**

Freedom from bodily harm, sexual assault, domestic violence, threats, harassment, or damage to personal property by others is a legislated right. Any student who denies another student or staff member of those rights will be in breach of the residence contract and may face criminal charges.

**New Beginnings Liability**

New Beginnings is not liable, directly or indirectly, for any loss or theft of personal property, or for damage or destruction of such property by fire, water, or other causes. New Beginnings assumes no responsibility whatsoever for injury to a student or guest which occurs in the student’s assigned room or any other part of the residence as a result of the conduct of the student or guest, including, without limiting the generality of the foregoing, injuries arising from engaging, participating in, attending, or watching a dangerous, careless, or reckless activity, or fights, contests, games, parties, sporting events, or from assault, impairment, intoxication, consumption of drugs/alcohol, or arising from damage to or the unauthorized alteration, removal, or disabling of any part of the residence. The student releases New Beginnings from any and all actions, claims, or proceedings in connection therewith.

New Beginnings shall not be liable for the failure to provide accommodation in a room in the residence which is contracted for herein when such failure is caused by fire, explosion, water, Acts of God, civil disobedience, vandalism, war, riot, a pandemic or epidemic, government action or rules, or any other situations beyond the reasonable control of New Beginnings.

**Emergency Contact**

Each student shall provide New Beginnings with and shall allow New Beginnings to contact their emergency contact or next of kin, at the discretion of New Beginnings, in cases of emergency, or in cases where a student’s conduct represents a risk to the safety, security, and/or wellbeing of the student.

**Section 6: Building Services**

**Mail and Packages**

Mail and packages must be addressed to your legal name, and will be delivered to your RA on a daily basis. Students will receive an email notification when a package or letter is received.

**Service Requests**

Students are required to report any damage made, witnessed, or observed immediately. To report a maintenance issue, please submit it in writing to your RA. In absence of an RA, requests are to be made to New Beginning’s Program Supervisor. We will respond to service requests as soon as possible.

**Residence Code/Key**

Students will receive one code that allows for access in and out of the building, as well as one key for their bedroom. You are responsible for your code and key. Under no circumstances should you lend or give out your code or key to guests or other residents. You are to report a lost or damaged key immediately to your RA. A $25.00 replacement fee will apply to lost keys and a $10.00 replacement fee will apply to damaged keys.

**Cleaning and Housekeeping**

All students are responsible for the cleanliness of their rooms. Common spaces are cleaned by external staff. Notices may be posted indicating if and when a space is scheduled for cleaning. Cleaning staff regularly clean common areas such as hallways and lounges. It is the responsibility of students to clean up after their personal use of common areas in residence. Students are expected to take shared responsibility in encouraging those responsible for damages or messes to come forward and speak with their RA.

**Internet Access**

New Beginnings Sober Living Student Residence provides wireless access to all bedrooms, lounges, and spaces in the residence. Wireless access points are located throughout the floor. Service disruptions, although rare, do occur from time to time. New Beginnings is not responsible for any loss, cost, or liability caused by Internet services being unavailable.

**Heat/Air Conditioning**

New Beginnings Sober Living Student Residence has a two-pipe air conditioning system. The system will be turned to heating in the winter months and air conditioning in the summer months. You may receive notifications when units or filters are scheduled to be replaced.

**Pest Control**

Keep your bedrooms neat and tidy, with no food left uncovered, to avoid attracting pests. If you suspect a pest issue, notify the RA immediately and our protocols will commence. New Beginnings has an established and successful procedure for the unlikely event that a case of bedbugs is confirmed. We will work closely with students who suspect that bedbugs may be present in their rooms.

**Section 7: Policies and Procedures**

**Residence Programming**

Residents are required to attend weekly house meetings as often as possible. The inability to attend a meeting must be reported in advance to the RA, and residents can miss no more than one house meeting per calendar month. The purpose of these meetings is to discuss issues that arise in the course of living in residence. The subject matter is determined by the RA. Students are given the opportunity to raise issues with the intention of making sure the needs of the residence are met. Students who miss a meeting will be sent an email reminding them that meetings are mandatory.

**Pets**

All pets are prohibited.

**Substance Free: Alcohol, Tobacco, Drugs**

New Beginnings Sober Living Student Residence is an alcohol, drug, cannabis, smoke, and vape-free residence. All students and guests are expected to refrain from the use of illegal non-prescription drugs, cannabis, alcohol, tobacco, and vaping products while in residence. Possession of alcohol, cannabis, or non-prescription drugs is prohibited. Any suspicion that a student is under the influence must be brought to the RA’s attention.

**Prescription Medications**

All prescription medications must be reported to the RA as soon as they are prescribed, and all medications must be taken as prescribed. All medications must be kept in your room and out of sight in a lockbox. Residents must handle syringes due to a diagnosed medical condition such as diabetes, must never use syringes in front of other residents, and must request a sharps container from the RA.

**Weapons**

In partnership with Windsor Police Services, New Beginnings Sober Living Student Residence does not permit weapons of any kind.

**Guests**

Students are responsible for their guests and their actions. Do not leave guests unattended in the residence. You must meet your guest at the door to allow them entrance and must walk them to the door to exit.

The laundry facilities are for students only, not for guest use. Guests must abide by all house rules.

Guests must leave by 11:00pm Sunday-Thursday, and 12:00pm Friday & Saturday.

Hosting guests overnight in residence is not permitted.

**Prohibited acts**

All of the following are prohibited in the residence: gambling, prostitution, buying/ possessing/ selling stolen property, operating a business, giving/receiving tattoos or piercings, viewing pornography in a public room or residence TV, pets, bullying, or harassment.

**Conflicts**

Any conflict which cannot be resolved between parties should be brought to the RA for mediation assistance. Alternatively, students may bring concerns forward in the weekly house meeting for discussion. Conflicts should not be allowed to affect the entire residence.

**Posters**

Posters or promotional material must be approved by the RA before posting. Students may only use sticky tack when putting up posters. You may be required to remove any material that is deemed to contribute to a negative environment.

**Illness**

Due to the communal nature of residence living, people suspected of being infected with a communicable disease with the potential to infect other residents are required to seek medical attention and inform the RA. To the greatest extent possible, disclosure of such information will be dealt with in a confidential manner. If you suspect that you may be ill due to COVID-19 or have received a positive test result for COVID-19 you must immediately contact the RA. You may be required to self-isolate and recover. Should New Beginnings be aware of non-compliance regarding self-isolation or quarantine, we will notify the local public health department for follow-up.

**Behaviour**

New Beginnings Sober Living Student Residence is an environment where residents are expected to respect and support one another. Any behaviour that creates an atmosphere that is not conducive to the mission, vision, values, and goals of this program can be considered disruptive behaviour and may result in eviction. Some examples of disruptive behaviour include:

* Repetitive conflicts or uncooperative behaviour
* Lying, stealing, manipulation
* Being in another resident’s room without permission
* Eating someone’s food or using their personal items without permission
* Aggression, intimidation, name-calling, threats of physical harm, physical harm
* Arguing/fighting with the RA or management team

**Relapse**

If a resident discloses the use of drugs/alcohol on-premises, or a relapse in their recovery, the substance abuse counsellor and/or the Supervisor will work with the resident to ensure protocols are followed. This may include a referral to withdrawal management, alternate temporary shelter accommodations, counselling, review of relapse prevention plan, etc. Eviction is a possible consequence.

**Student Guideline Acknowledgement Form**

The resident handbook describes important information about the New Beginnings Sober Living program. Since the information and guidelines described here may be subject to change, I acknowledge that revisions to the handbook and guidelines may occur. I understand that New Beginnings may supersede, modify, add to, or eliminate existing guidelines., I have received these guidelines and reviewed them with either a New Beginnings manager or the Resident Advisor. I acknowledge that I understand them and that it is my responsibility to comply with the guidelines in this handbook, including any revisions made to it.

Student’s name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_