

Varetto Recovery Resident Handbook

Welcome to Varetto Recovery - Alan's House!

We're so glad you're here. Varetto Recovery - Alan's House is a recovery residence that provides a safe and supportive environment for people working on their recovery journey. This handbook explains what you can expect while living here and what we expect from you. Our goal is to help you build a foundation for long-term recovery and independent living.

Our Mission

At Varetto Recovery, we believe that recovery is a journey of strength, compassion, and transformation. Our mission is to provide a safe, supportive environment where people can rebuild their lives, rediscover their purpose, and thrive beyond addiction.

Alan's House Values

1. Recovery – No alcohol, drugs, or misuse of medications in the home.
2. Respect – Respect yourself. Respect your fellow residents. Respect the home and the operators.
3. Accountability – Take responsibility for your actions and grow from your mistakes.
4. Community – Support each other's recovery.
5. Growth – Use your time here to move forward.

Daily Living Guidelines

- Recovery First: No alcohol, drugs, or paraphernalia allowed. Random drug tests may happen.
- Community: Attend at least 2 recovery meetings/events per week (AA, NA, SMART, church recovery, etc) and the weekly house meeting.
- Chores: Everyone shares responsibility for keeping the home clean. Chores are assigned weekly by the house manager. Some housekeeping services may be provided. If this is the case, you are required to abide by any guidance the house manager provides in ensuring housekeeping can perform their tasks. Housekeeping may need access to your room for cleaning. The house manager will notify you if this is the case.
- Curfew: 11 PM Sunday–Thursday, 12 AM Friday–Saturday, unless approved for work.
- Visitors: Allowed in common areas only, with house manager approval. No overnight guests.
- Quiet Hours: 10 PM – 7 AM.

- Respect: No violence, threats, harassment, or theft. If you need something, please ask. We will work with you to ensure your basic needs are met.

House Meetings

We hold weekly meetings to review house business, check in with each other, and build community. Attendance and participation is required. If you have work commitments, please let us know at least 48 hours prior with documentation of any conflicts. If you are unable to attend two or more consecutive meetings and are not engaged in resident expectations, you may be asked to leave. Community is at the heart of recovery.

Conflict Resolution

- First, try to talk calmly with the person. Did you take the time to truly understand what the issue is? Are you seeking to resolve the issue or be right?
- Give the other party some space and don't allow things to escalate. Come back to the conversation at an agreed upon time.
- If that doesn't work, bring it up at a house meeting or with staff.
- Violence or threats are not tolerated and may result in immediate discharge.

Drugs & Alcohol

- If you relapse, your safety comes first. Please be honest. Relapse does not automatically equal discharge. We will work with you to understand the circumstances of your relapse and how we can support you through it. Things don't always go according to plan, and we understand that.
- Depending on the circumstances, a relapse may mean you need to leave the house. If this is the case, we will try to connect you with treatment or safe housing. If the relapse poses a safety concern to you or others in the house, you may be asked to relocate immediately. Failure to comply will result in a call to law enforcement.

Emergencies

- Medical: Call 911 right away.
- Overdose: Staff or residents may administer naloxone if trained. Then call 911.
- Fire: Exit immediately and meet outside at the designated spot.

Leaving the Program

- You may leave when you feel ready for independent living. You will need to provide notice as outlined in your resident agreement.
- If you break house rules, you may be asked to leave immediately.
- We will always try to provide referrals and resources when you exit.
- Community is important. Stay connected with us! If you are leaving on good terms, you are welcome to return to events or, as a resident, should the need arise.

Community Expectations

- Keep your space and the common areas clean. Pick up after yourself. Leave the space better than you found it.
- Communicate openly and honestly. Vulnerability is strength. Strength is hope. Hope is Recovery.
- Encourage others in their recovery. Build others up. Keep everyone accountable. Be the support they need.
- Focus on building a healthy lifestyle: work, school, service, or volunteering.

We're in this together.

Recovery is not a solo journey. Thank you for choosing Varetto Recovery - Alan's House to be part of your path.

House Rules

- Recovery is first and foremost. You are responsible for your own success.
- No smoking, chewing, or vaping in the house. Smoking is allowed in the designated area and all butts, trash need to be disposed of in the appropriate receptacle.
- Clean up after yourself.
- Make your bed and keep your room cleaned up at all times (fold and put away laundry, empty trash, nothing on the floor, etc.)
- Do not make changes or move furniture in your room without permission or you will not receive your deposit back.
- Sort trash and recycling appropriately and use the assigned bins outside. Place the bins at the curb on assigned pick up days.
- Everyone is responsible for keeping common areas clean and will be assigned chores within the house. You are expected to complete your assigned chores.
- Theft will not be tolerated and will result in immediate termination from the house.
- No consumption of any substances at the residence. Use at the house will result in immediate termination.
- No visitors are allowed in bedrooms.
- No overnight guests.
- No pets are allowed in the house.
- Curfew and quiet time are at 10pm unless otherwise approved by staff or lead residents. Approvals are limited to family engagements, work, emergency, or house activities.
- No weapons of any kind may be brought into the house by your or your guests. This will result in immediate termination from the house.
- Do not touch or use other people's items or food without permissions.
- Excessively large or soiled laundry will need to be taken to a laundromat and cannot be washed in the house laundry appliances.
- Damage to appliances/electronics in the home outside of regular wear and tear may be withheld from deposits.
- Computers provided at the house are the property of Varetto Recovery. If you are found to be on any prohibited sites, you will be banned from the computers and may threaten the privilege for all other residents.
- You will be required to work, attend school, or volunteer at least 20 hours per week while living in a Varetto Recovery Home.
- You are required to provide a cell phone number and verified emergency contact at intake. If we are unable to reach you during your time living in the house, you will have 24 hours to respond before we contact your emergency contact to collect your belongings. Failure to collect your belongings after 7 days will be considered a forfeiture of your belongings and they will be discarded or donated.
- While living in the home, you are subject to a Urinary Analysis (UA) or breathalyzer at any time without notice. Refusal to comply or a positive result are grounds for termination and removal from the house.

- Recovery is a community process. Holding one another accountable is part of the program. You are expected to report any illegal activity or rule violations of others in the house.
- You are expected to attend 2 mandatory functions each week (AA, NA, Celebrate Recovery, Smart Recovery, etc.), obtain a sponsor, and work your program during your stay at the house.
- There is a mandatory house meeting every Wednesday from 6pm-8:30pm. Attendance is required. Missing this meeting without prior approval may result in termination and removal from the house.
- Any vehicles left on the premises 7 days after a resident departs or is removed from the house, will be removed at the owner's expense.
- Varetto Recovery is not liable for damage to or theft of personal property.
- You must be fully clothed at all times in common areas meaning a top and bottom with some kind of foot covering (socks, slides, slippers, etc.).
- Use of candles, incense, wax melts, aromatherapy, diffusers, salt lamps, or any other item deemed a fire hazard, is not allowed in the house.