

Important – Please Read This Special Policies & Prohibited Items

Your Admissions Information Packet contains a great deal of important and useful information regarding program policies and procedures. This sheet highlights **4 Topics which merit particular attention.**

- 1. PACKING RESTRICTIONS:** Just as airlines restrict the size and number of bags a passenger may have, the DUIL Program **restricts the volume of clothing and personal items a client may bring.** It also requires that everything be **packed following specific guidelines.**

NO “REGULAR LUGGAGE” IS PERMITTED TO ENTER THE BUILDING.

All possessions (other than medical devices and a fan) **must be packed in a disposable container, such as a plastic trash bag** or a duffel which you are willing to discard. A purse/handbag, (washable material, no larger than 12” x 12”) for money and other personal items is also permitted. Upon your arrival, **your clothing and other personal items** (excluding medically related items and a fan) **will be transferred to a 30”x 40” laundry bag. Whatever doesn’t fit must be sent home – so make sure your ride stays until you have been checked-in.** (You will be given a large, heavy-duty, plastic trash bag to use when packing to leave the program.)

Complying with the volume restriction should not be overly difficult taking into consideration that all bedding and a bath towel are provided by the program, and coin-op laundry machines are available for use during your stay. Remember, **if you should have too much, you will be required to send home the extras.** Please refer to the separate “Admissions Information” handout for specifics on what clients may and may not bring. **The back page of this handout also has some packing hints.**

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2. Tobacco-Free Policy: Use of all tobacco products (cigarettes, cigars, chewing tobacco, snuff, etc.) is prohibited by anyone while on the premises. Additionally, the program prohibits all clients from bringing any tobacco products, lighters or matches into the program. Anyone found in violation of this policy will be discharged. Please inform any persons accompanying you on admission day that they will not be allowed to smoke while on the premises. This includes while they are waiting in the parking area, even if inside their vehicle.

3. Prohibition of All Electronic Communications and/or Entertainment Devices, Including Cell Phones and Computers: In order to focus attention on program content and encourage positive interaction amongst participants, clients are not permitted to bring in any devices of this nature. The list of prohibited items includes cell phones, pagers, PDA's (Blackberry-type devices,) laptops, TV's, DVD players, radios, electronic games and music players of any kind such as iPods or other mp3 players, CD players, tape players and other similar items. In order to protect client privacy, **cameras are not permitted.**

4. Over-the-Counter Medications, Vitamins and Nutritional Supplements Policy:

- **OTC Medications:** The DUIL Program makes available a number of common over-the-counter medications to meet the occasional needs of its clients. The "Admissions Information" handout contains a list of these items. If, after reviewing this list, you determine that there are **other OTC medications which you may require that are not listed or if you use any OTC medications on a regular (daily) basis, you may bring them with you.** In order to do so, however, **you must provide a doctor's note** at the time of admission which specifies those

items the doctor indicates are appropriate for you. A doctor's note is also required should your approved dosage of any OTC medication not be in accordance with package directions.

- **Vitamins/Nutritional Supplements:** Clients wishing to bring **any type of vitamin or dietary / nutritional supplement** to the DUI Program must present at the time of admission **a note signed by a medical doctor** listing all vitamins or supplements which the doctor indicates are appropriate for the client to bring to the program.
- **All OTC's, Vitamins and Nutritional Supplements must be in their original, factory-sealed containers.** All such items, including the doctor's note, must be packed together (preferably in a zip-lock bag) and placed where they will be readily accessible at check-in. **Clients who bring any type of over-the-counter medication, vitamin or supplement without a doctor's note or in a previously opened container will have the option of either:**
 - Sending the items home with their ride.**
 - or**
 - Discarding the items prior to admission.****Those not wishing to do either will not be admitted to the program.**
- A client may opt to obtain a doctor's note post-admission and have any listed OTC's, vitamins or supplements mailed to them while attending the program.

Over for "Packing Hints"

To Help Avoid Problems At Check-In Follow These Packing Tips

- ✓ **Remember, No Regular Luggage is permitted.** You must bring your belongings in a disposable bag such as a plastic trash bag. Should you arrive with a suitcase or similar item, you will be required to transfer your possessions to a plastic bag before entering the building. To avoid this quite possibly, unpleasant experience in the parking lot, don't bring luggage.
- ✓ **Pack only the amount of comfortable, casual clothing you really need for 5 to 7 days.** Plan to do laundry once or twice while here. Tee shirts, sweat shirts, jeans, shorts, casual shirts, sweaters and slacks work well here. You are likely to feel overdressed in a three-piece suit or nice dress and high heels. In cooler weather, wear your heaviest clothes (jacket, boots, etc.) and pack the lighter ones. To help avoid the possibility of losing small items, it is suggested that you limit your jewelry to the basics, the items you will be wearing most of the time.
- ✓ When loading your bag, place your **shower shoes and any other shoes** in the bottom. You should not need a large wardrobe of shoes, one or two extra pairs should be sufficient.
- ✓ If you bring any books or magazines, place them in the bottom as well. You will have some, but not a lot, of time to read. Limit reading material to one or two items.
- ✓ **Clothing** should be folded neatly and stacked in the bag.
- ✓ Gather all **toiletries** together and place them inside one or two plastic zip-lock bags, or perhaps in a plastic supermarket bag. Place this on top of your clothing.
- ✓ Do the same for any **medications**, prescription or over-the-counter, and keep your doctor's note(s) with them.
- ✓ The zip-lock bag technique also works well for managing such things as pens, paper, notebooks, stamps and other small items.