



**Adult & Teen Challenge**  
of Central Canada

# In-Residence Program Orientation Guide

Updated March 2026

# Table of Contents

|  |    |
|--|----|
| What is Adult & Teen Challenge of Central Canada?.....               | 2  |
| What are the goals of the In-Residence Program at ATCCC?.....        | 2  |
| What is required for me to join the In-Residence Program?.....       | 3  |
| What is the process to get admitted into the program?.....           | 3  |
| How much do I have to pay to join the In-Residence Program?.....     | 4  |
| If I am accepted, what will happen when I arrive?.....               | 5  |
| What do I need to bring if I am accepted?.....                       | 5  |
| What should I NOT bring to the program?.....                         | 6  |
| What is life like in the program?.....                               | 6  |
| What is the Work Experience Program?.....                            | 7  |
| What are “devotions”?.....   | 7  |
| What is “time management”?.....                                      | 7  |
| What will I study?.....  | 7  |
| How will my progress and/or completion be evaluated?.....            | 8  |
| How will my personal funds be managed while in the program?.....     | 8  |
| What if I require prescription medication while in the program?..... | 8  |
| What can I expect for medical care while in the program?.....        | 9  |
| What are the behavioural expectations for life in the program?.....  | 9  |
| What happens if I want to leave the program?.....                    | 9  |
| How can my family be involved or support me?.....                    | 10 |
| How can I stay in contact with my family members or friends?.....    | 10 |
| Appendix A: Program Requirements.....                                | 12 |
| Appendix B: Medical & Criminal Record Search.....                    | 13 |

# Welcome to the Program!

We are excited that you are interested in beginning your recovery with the In-Residence Program at Adult & Teen Challenge of Central Canada (ATCCC)! This guide will take you through many of the questions you may have before joining the program, and give you next steps you can take in your journey.

## **What is Adult & Teen Challenge of Central Canada?**

Adult & Teen Challenge of Central Canada is a faith-based recovery organization that offers live-in programming, community-based support groups, and drug awareness programming in schools. We believe real change comes from what God can do through us. Our program is rooted in a belief in God and the freedom He reveals through the Bible. In our professional experience, faith-based recovery has provided the most successful care available for overcoming addiction and beginning a new life.

ATCCC is also a registered charity, and subscribes to strict fiscal standards of operation through CRA and the Canadian Council of Christian Charities. We are governed by a board of directors and an Executive Officer Team, with daily operations handled by a Leadership Team and support staff.

ATCCC is an accredited organization that is compliant to the standards set out by the ATCCC National Office located in Springfield, Missouri. An accreditation review is conducted every three years. You can find out more by visiting <https://teenchallengeusa.org/accreditation>

## **What are the goals of the In-Residence Program at ATCCC?**

One of our primary goals is to teach you how to take responsibility for your own life, through modelling and supporting a culture of responsibility. We all need to own the responsibility for our thoughts, choices, and life patterns. Painful experiences can contribute to life-controlling addictions, but cannot be a reason for remaining in addiction. We will help you to take a responsible look at your life to help you learn valuable lessons, and to make space for healing to begin. Your negative experiences do not need to dictate your future.

God offers freedom from addiction and destructive behavior. While society may promise freedom outside of His established boundaries, that path often leads to entrapment and a life out of control. ATCCC creates an environment in the In-Residence program where you can experience God's goodness, learn about His plan for your life, and begin to grow and change as you take control of your life. You

will establish new boundaries and enjoy the freedom that comes from living within them. The In-Residence Program provides time and space for you to face your fears, your failures, your disappointments, and your successes. We want you to become all that God intended you to be.

## **ADMISSIONS**

If you are looking for life change, remember you will not miraculously transform overnight. Change demands a process over time, and students in the In-Residence Program must be willing to commit to whatever time is needed to change. Many times, students have spent years trapped in their addictions, and it requires time before they are truly ready to receive and use the proper tools to change.

The In-Residence Program offers progressive stages of treatment according to each student's needs in their recovery journey. Please see Appendix A for an overview. While completing the graduate phase of the program is considered optimal, we realize there are circumstances that may dictate a shorter program stay. Later in the orientation guide we will outline the different phases of the program.

### **What is required for me to join the In-Residence Program?**

- Minimum of eighteen (18) years of age upon entry
- Physically and mentally able to participate in the program
- Admission and acknowledgement that you have a life-controlling problem
- Sincere desire to seek answers to the difficulties that you are experiencing in dealing with life's problems
- Willingness to consider biblical solutions, and to be teachable
- Commitment to fully participating in all aspects of the In-Residence Program and remaining in the program as long as possible

*\*If you are court-ordered to the program for a length of time, you must commit to the entire program, however long that takes for you.*

### **What is the process to get admitted into the program?**

1. Complete the application form online (link below), or fill out a printed application and submit to your closest ATC Community Office.  
*\*Applicants from a provincial or federal correctional institution must contact their lawyer to complete an application form.*  
Click the Apply Now button on this page:  
<https://teenchallenge.tc/services/inpatient/>
2. You will be contacted by a Community Office Staff for an interview within 48 business hours of your application being received. The interview will either be

conducted in person or over telephone or zoom. During the interview, the Intake Coordinator will ask you a series of questions and discuss whether the In-Residence Program is right for you.

3. Have the **Adult & Teen Challenge of Central Canada Pre-entrance Medical Clearance Form** completed by a physician and returned to the Community Office Staff. The form can be found on our website [here](#) or in Appendix B in this guide. Please note that the results of the blood work required on the **Pre-entrance Medical Clearance Form** will need to be picked up from the doctor who ordered the blood work and turned in to the Community Office Staff.
4. Complete and submit a recent criminal record check. A request form can be found in Appendix B of this guide. The results of the completed criminal record check will need to be turned in to the Community Office Staff.

\*The completed Pre-Entrance Medical Form, completed criminal record check and completed bloodwork results can be delivered to the community office in person, or emailed to [admissions@teenchallenge.tc](mailto:admissions@teenchallenge.tc)

If you are accepted into the program, an entry date will be set, dependent on available spaces. Accepted individuals will remain on a waiting list if there is no available space at that time. While on the waiting list, accepted applicants are expected to remain in contact with the Community Office Staff, or they may be removed from the list.

## **How much do I have to pay to join the In-Residence Program?**

ATCCC charges an admission fee of \$1000 (non-refundable) to cover entry costs. The admission fee can be paid by cheque, credit card, or e-transfer. Cheques should be made out to "Adult & Teen Challenge of Central Canada." E-transfers for admission fees being paid by the applicant themselves should be sent to [funds@teenchallenge.tc](mailto:funds@teenchallenge.tc) with the applicant's full name and the words "admission fee" in the notes. E-transfers for admission fees being paid on someone else's behalf are eligible for a tax receipt and should be sent to [donations@teenchallenge.tc](mailto:donations@teenchallenge.tc) with the applicant's full name and the words "admission fee" in the notes.

In addition to the admission fee, the budgeted cost for student care varies from \$4500-\$6500 per student, per month, depending on which campus you are enrolled in. Daily operational expenses are covered through a combination of donations, contract work, and our Work Experience Program. For eligible students, we provide assistance with applying for government programs like Employment and Income Assistance (EIA) in Manitoba or the Ontario Works or Ontario Disability

Support Program (ODSP) in Ontario to help offset this cost. Students are also asked to encourage their family and friends to become monthly partners, or to donate themselves regularly, to further assist in covering the cost of their care.

### **If I am accepted, what will happen when I arrive?**

Upon arrival at your centre, you will meet with a program staff to complete entrance forms. Staff will thoroughly check all of your personal belongings to ensure you have what you need, within what is permitted. Your personal belongings such as a wallet, cell phone, and personal identification will be stored securely while you are in the program.

Anything that is not permitted or considered contraband will be secured in a storage container. You will not be given access to this container unless approved and accompanied by a staff member. Any paraphernalia or medication that is not approved (already opened or not adequately labelled) will be appropriately disposed of by a staff member.

### **What do I need to bring if I am accepted?**

- Admission fee of a \$1000 (see above for payment options)
- Health card, or proof of medical insurance
- Photo ID or driver's license (if available)
- Personal money for deposit into student bank account (if available)
- A Bible (if you do not own a Bible, one will be provided)
- Notebook, paper, pens, pencils
- Bedding (size determined by each centre, but typically twin size. If you do not have bedding, some will be provided for you)
- Work clothes
- Recreation clothes (jeans without holes, sweats, shorts, hoodies)
- Church/Chapel clothes (including collared shirts, and casual slacks or dress pants)
- T-Shirts (no suggestive or offensive graphics, foul language, or secular bands/musicians)
- Underwear and socks
- Shoes, steel-toed boots, and sneakers
- *\*recommended\** inexpensive digital watch (without internet connectivity) for time management
- Winter jacket, hat, gloves, etc.

### **What should I NOT bring to the program?**

- Food of any kind
- Cologne or perfume
- Secular music or literature
- Tobacco (in any form), matches, or lighters
- Knives or weapons of any kind
- Cell phones, laptops, tablets, or any devices with wifi capabilities
- Over-the-counter medication (unless arranged and approved by Program Director)
- Pictures of people outside of immediate family members
- Protein powder, work out supplements or creatine
- Workout or gym equipment (free weights, pull up bars, bands etc.)

## PROGRAM OVERVIEW

### What is life like in the program?

Maintaining and upholding a schedule will bring stability to your life as you work toward recovery, and help to keep you safe. Daily life is scheduled by the program staff, so that there is never any wondering where anyone is at a given time. Staff reserve the right to adjust the schedule without notice, at their discretion, and will notify you of the changes when they occur.

**\*\*see sample schedule\*\***

| <b>Monday</b>   |                          |
|-----------------|--------------------------|
| <b>6:00 AM</b>  | Wake up/Meds             |
| <b>6:20 AM</b>  | Personal Devotions       |
| <b>6:40 AM</b>  | Breakfast/Clean Up       |
| <b>7:30 AM</b>  | <b>Work Experience</b>   |
| <b>4:00 PM</b>  |                          |
| <b>4:30 PM</b>  | Time Management          |
| <b>5:30 PM</b>  | Dinner                   |
| <b>6:00 PM</b>  | Clean Up                 |
| <b>6:30 PM</b>  | <b>GSNL/PSNL Studies</b> |
| <b>8:30 PM</b>  |                          |
| <b>8:45 PM</b>  | Group Devotions          |
| <b>9:15 PM</b>  | Time Management          |
| <b>10:00 PM</b> | Dorm Life/Meds           |
| <b>10:30 PM</b> | Lights Out               |

Each day will include time at your Work Experience Placement, chore assignments, personal and/or group devotion time, personal and/or group studies, as well as “time management” blocks to take care of personal tasks.

(see question below)

## **What is the Work Experience Program?**

The Work Experience Program is designed to develop responsibility and vocational success through supervised work experience. This part of the program provides the opportunity for you to take an active role in your recovery, and develop a strong work ethic, self-discipline, dignity, and self-esteem while gaining experience on different job sites as well as workplace certifications. ATCCC staff or supervisors approved by ATCCC supervise all job sites.

NOTE: your work with the Work Experience Program does not provide personal wages. All income generated helps offset the cost of living and program expenses.

*For a more comprehensive overview of how ATCCC allocates its funds, you can refer to the Annual Report on our website ([www.teenchallenge.tc](http://www.teenchallenge.tc))*

## **What are “devotions”?**

Devotions refers to the time spent personally learning about and connecting with God. This includes prayer, reading The Bible, and responding to either in a journal. You will be expected to have your Bible and a journal with you for each scheduled devotional time.

## **What is “time management”?**

Rather than engaging in “free time” between scheduled study, meals, and work, students in the program are expected to use their “time management” blocks to complete any additional tasks or responsibilities they have. This could be finishing course work, journaling, cleaning in the centre, or participating in recreational activities if all other tasks are complete.

## **What will I study?**

The education provided through the In-Residence Program is designed to increase knowledge, build character, and exemplify the christian lifestyle through Christ-centred teaching, mentoring, personalized studies, and practical application. Students read scripture, study christian books, watch video teachings, and complete assignments both on their own (Personal Studies for New Life in Christ) and in groups (Group Studies for New Life in Christ). The studies and assignments teach biblical principles, and help students apply them to their own lives. Completion of the studies throughout the program are a requirement for completion of each program phase and, ultimately, graduation from the program.

## **How will my progress and/or completion be evaluated?**

Program staff will evaluate your progress every month, and make a plan for areas that need development. This evaluation includes the following areas:

- Spiritual growth
- Academic studies
- Workplace studies
- Social wellness

Your completion of the program will be determined in process with your Program Coordinator and Campus Manager and is not dependent on the date you enter the program.

## **How will my personal funds be managed while in the program?**

Funds can be deposited into the student's "in-house" account, which is managed by the ATCCC program. You may withdraw funds only if requested and approved by the program staff. Students are expected to balance their bank account by providing receipts for all purchases, and may only have their weekly allowance on their person at any time, unless otherwise approved by the program staff.

## **What if I require prescription medication while in the program?**

You must provide a plan to cover all medical expenses while in the program, and take all medication as prescribed. A medical doctor must approve any prescription changes, submitted in writing to ATCCC staff. Prescriptions will be managed by ATCCC via their pharmacy of choice, and no opened or used bottles of pills are permitted on program premises. (Our pharmacy will do their best to reuse opened bottles of pills when they bubble pack your medication).

Non-prescription vitamins will be locked in the medicine cabinet and need to be requested from staff daily.

Narcotic/Opioid style drugs, with numbing or sedative effects, such as morphine, heroin, and oxycodone induce drowsiness or euphoria and carry a high risk of dependence and addiction and are therefore prohibited within the program.

The use of certain medications such as Methadone, Suboxone, or Sublocade may necessitate a separate Treatment Agreement Plan, to be created in partnership with a medical doctor and approved by ATCCC Leadership.

## **What can I expect for medical care while in the program?**

All non-emergent appointments (i.e., chiropractor, physio, surgery) should be taken care of on your passes (more on this later). Emergent issues requiring appointments must be arranged and approved by your Program Coordinator.

A Provincial Health Card or proof of out-of-country insurance is required upon entry. ATCCC is not financially responsible to cover medical expenses for students while in the program.

## **What are the behavioural expectations for life in the program?**

The safety and well-being of the students in the In-Residence Program depend on showing respect to all students and staff. We expect students to speak kindly, without profanity, and to behave appropriately and respectfully when challenges arise. You will receive a Student Success Guide upon admission with more detail about how to navigate behavioural or relational challenges and disputes when they arise.

## **What happens if I want to leave the program?**

Our goal in the In-Residence Program is to help you on your recovery journey, and if you wish to leave before program completion, staff will discuss with you and work on a plan to help you stay and succeed.

If you still choose to leave, the following steps will be taken:

- Your primary approved contact will be notified about your decision to leave, either by yourself or program staff. Use of a phone outside of calling your primary contact will not be allowed.
- You will be asked to take all of your belongings with you at the time of departure. Any items left behind will need to be picked up within 7 days. At which point, they become the property of ATCCC.
- Students who depart ATCCC prematurely will not have access to their student bank funds for thirty (30) days after discharge. After thirty days, the student can make arrangements with the Campus Manager to pick up their student bank funds.

In order to support a safe and stable environment for the students remaining in the program, any student leaving prematurely will not be permitted to cause a crisis or disrupt the schedule, nor will they be allowed back on the premises following their

departure. Students who choose to leave will be permitted to re-apply to return to the program 30 days after they leave.

NOTE: Leaving the campus at any time without permission is considered leaving the program.

## **How can my family be involved or support me?**

We encourage families to support your time in the In-Residence Program by staying in contact via Program Coordinators and pre-approved phone calls and visits. As mentioned above, family members must agree to support the commitment to completion of the program, and not give assistance for an early exit. Family members are encouraged to be your greatest support to stay the course, and commit to life change. Program Coordinators will be the primary contact for your family to support your progress.

Each program hosts a monthly Family Day. These days are a chance for your family members to also process the pain and challenges they have experienced as they journey with you. Adult & Teen Challenge is committed to helping whole families thrive and become more healthy in relationships.

Family members are also encouraged to join a Ready Now Recovery Concerned Persons group through a Community Office.

## **How can I stay in contact with my family members or friends?**

Contact with anyone outside of the program is a privilege that is based on a trusting relationship with the program staff. Upon entry into the program, your Program Coordinator will help you discern wisely who your approved contacts should be. All contacts will be thoroughly screened and given training so that they are equipped to support you in your recovery.

### Communication guidelines\*

- Phone calls
  - 2 phone calls per week
  - No incoming phone calls received
- Mail
  - Approved after a probationary period
  - Outgoing and incoming mail will be screened by staff
- Visits
  - Always in open spaces (no closed doors)
  - Approved and given entry by staff
- Off-site Passes

- Only with approved contacts
- Requested in writing, approved by staff in advance
  - Including hourly timeline describing activities
- Pass allowances may increase as you progress in the program
- Drug testing and searching for contraband will take place upon return from a pass to the program site

*\*The Student Success Guide you'll receive upon entry to the program will have more details about visits and passes*

## Appendix A: Program Requirements



### IN-RESIDENCE PROGRAM

We offer progressive stages according to each individual's recovery journey

|                            |                     | PHASE 1<br>Apx. 3-4 Months               | PHASE 2<br>Apx. 6-7 Months               | PHASE GRADUATE<br>Apx. 12-14 Months                                   |
|----------------------------|---------------------|--|--|---|
| Academic Studies Focus     | Group*              | 6  | 8<br>(14 Total) <b>Exam Required</b>     | 8<br>(22 Total)   |
|                            | Personal*           | 1  | 2<br>(3 Total)                           | 2<br>(5 Total)  |
| Therapy Sessions Focus     | Clinical Counsellor | 3  | 2<br>(5 Total)                           | Not required (but available)  |
|                            | Mentor              | 9  | 9<br>(18 Total)                          | 18<br>(36 Total)  |
| Vocational Workplace Focus | Participation Days  | 35                                       | 50<br>(85 Total)                         | 90<br>(175 Total)   |
|                            | Certificate         | N/A                                      | 1  | 2<br>(3 Total)  |
| <b>Next Steps</b>          |                     | Approved Phase Completion Plan           | Approved Phase Completion Plan           | Approved Graduation plan  |
| <b>Eligibility</b>         |                     | Off-Site THRIVE & Completion Certificate | Off-Site THRIVE & Completion Certificate | <b>ON-Site THRIVE, SURGE Application &amp; GRADUATION Certificate</b> |

\* Group Studies = OSNL Classes \* Personal Studies = PSNL Growth Plans

**Appendix B: Atccc Pre-Entrance Medical Clearance Form & Request for Criminal Record Search**

# Request for - CRIMINAL RECORD SEARCH

This form is to be signed and handed to a Police Station for a Criminal record search. Complete a criminal record search for the following individuals, including the transcript detailing charges and convictions. Adult & Teen Challenge of Central Canada Inc has a long-term residential addictions rehabilitation program. As an applicant for the program, I am required to submit a current criminal record search to Adult & Teen Challenge of Central Canada Inc. Should there be financial charges or fees for this search, they are my responsibility, and Adult & Teen Challenge of Central Canada Inc is in no way liable for those fees.

Printed Name: \_\_\_\_\_

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

Please forward this document (signed & dated) and a completed criminal record search to Adult & Teen Challenge of Central Canada Inc. long-term program contact as listed below.

Adult & Teen Challenge of Central Canada  
83 Kate St. Winnipeg MB R3A 1J9

Web: [www.teenchallenge.tc](http://www.teenchallenge.tc)  
Email: [info@teenchallenge.tc](mailto:info@teenchallenge.tc)  
Fax: 204-949-9479  
Phone: 1-888-822-9992

# CONSENT FOR THE RELEASE OF INFORMATION

I hereby authorize:

---

(name of organization making disclosure)

To disclose records concerning:

---

(name of client)

To:

TEEN CHALLENGE OF CENTRAL CANADA 83 Kate St. Winnipeg MB R3A 1J9

I understand that such disclosure will be made for use in intake considerations and the determination of courses of action necessary as part of the rehabilitation program. I understand that my records are protected under the Federal Confidentiality Regulations and cannot be disclosed without consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except that action has been taken in reliance on it. If not earlier withdrawn, this consent expires thirty (30) days from the date of this letter.

---

Signature of Client

---

Current Date

# Pre-Entrance Medical Clearance Form

Fax completed bloodwork results to (204) 949-9479 or email at intake@teenchallenge.tc  
Note that the client must retain a copy of this document for intake purposes.

|               |  |
|---------------|--|
| Client Name   | Date of Birth <span style="color: gray;">YYYY/MM/DD</span> |
| Health Card # | Health Card Reg # (if applicable)                          |
| Height (cm)   | Weight (lbs)   |

**A MEDICAL DOCTOR MUST COMPLETE FORM BELOW THIS LINE**

|   |          |
|---|----------|
| Does the above have any physical limitations that would hinder them from doing normal manual labour? Please circle: | YES / NO |
| If "yes," please explain:   |          |

Does the above mentioned suffer from any of the following?

- Asthma
- Back Problems
- Diabetes
- Heart Problems
- Physical Handicaps
- Severe Allergies
- Symptoms of Covid 19

If you checked one or more boxes, please explain:

**ORDER BLOOD WORK FOR THE FOLLOWING**

- HIV
- HEP A, B & C
- SYPHILIS
- GONORRHOEA
- PREGNANCY TEST (FEMALE APPLICANTS ONLY)
- CHLAMYDIA

Does the above currently take any prescription medication?      YES / NO

If "yes," please list them below:

**THE ABOVE MENTIONED CLIENT IS PHYSICALLY CAPABLE OF PARTICIPATING IN A LONG-TERM PROGRAM THAT INVOLVES NORMAL MANUAL LABOUR NOT EXCEEDING THE MAXIMUM WEIGHT LIMITS FOR LIFTING BY CANADIAN LAW.**

|                                |                           |                                   |
|--------------------------------|---------------------------|-----------------------------------|
| Physician/Nurse Name (Printed) | Physician/Nurse Signature | Today's Date<br><i>YYYY/MM/DD</i> |
| Clinic Address                 | Clinic Phone              |                                   |

# Consent to Release Information

|                                |                |
|--------------------------------|----------------|
| I hereby authorize             | NAME OF CLINIC |
| To disclose records concerning | NAME OF CLIENT |

To Adult & Teen Challenge of Central Canada.

I understand that such disclosure will be made for use in intake considerations and retained client records in the ATCCC Long-Term Program. I understand that my records are protected under the Federal Confidentiality Regulations and cannot be disclosed without consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent except when action has been taken in reliance on it. If not earlier withdrawn, this consent expires thirty (30) days from the date of this letter.

|                  |              |            |
|------------------|--------------|------------|
| Client Signature | Today's Date | YYYY/MM/DD |
|------------------|--------------|------------|

# Instructions

- Bring the "Pre-Entrance Medical Exam" (this form) to a clinic and advise the doctor of its purpose;
  - For intake considerations into the ATCCC Long-Term Program.
  - For proof of medical clearance by a doctor to participate in the Long-Term Program that involves normal manual labour.
- Fill out and sign the "Consent to Release Form" (page 3) and give this to the clinic for their records.
- The doctor may return the signed "Pre-Entrance Medical Exam" form to you, or they may fax or email it to ATCCC.
- The doctor will then order bloodwork for the indicators outlined on the "Pre-Entrance Medical Exam" form.
- Bloodwork is completed at your nearest lab.
- The doctor may return the bloodwork results to ATCCC by fax or email when bloodwork is complete.
- A copy of the bloodwork results is securely saved to your client file and not shared with anyone outside of ATCCC.