

Burning Tree

Client Orientation

Allowance

Clients are required to establish allowance funds to use for group outings and donations for 12 step meetings. The monthly budget for allowance is \$125.00 and the weekly allotment is based on the scheduled outing for the week. Clients are not permitted to have more than \$25.00 in their possession apart from special events and any cash remaining above \$25.00 must be turned in to staff. The allowance fund is separate from the treatment and medical account and each client is responsible for keeping their allowance account liquid. Family members are required to send funds directly to the facility that the client is residing in, to the attention of the office administrator (rather than to the client's attention). This money will be deposited into the client's allowance account. Family members are asked not to send money or credit cards directly to clients under any circumstances. Allowance is given out every Friday after chores at 9:00 a.m. until there is no one left in line. The budgeting form must be completed and presented to staff in order to obtain allowance each week. Each client is responsible for obtaining their own allowance. The only exceptions are if a client is going to be off property, is in an individual session, is participating in the Family Program, or is SIQ (Sick in Quarters). If a client will not be present, they are responsible for asking their buddy to get their allowance on their behalf. This written request must be signed and state that a specific client may receive a specific amount of money. If a client forgets to obtain their allowance, they will not have another opportunity to get their allowance for that week.

Animal and Reptile Policy

It is not out of the ordinary to come into contact with coyotes, wild dogs, snakes, mice, lizards, turtles, ants, wasps, bees, horses, cattle, etc. Clients are not permitted to touch or tease such animals, insects and reptiles. If a client encounters a potentially hazardous animal or reptile, they must notify staff immediately. Clients may not touch or play with any unknown stray animal that may wander on to the property. Clients are not permitted to feed the dogs anything but dog food. At the Ranch, dogs are not allowed inside BTRR buildings.

Automobiles

Personal automobiles or other personal means of transportation are not permitted while in Phase I as transportation will be provided by Burning Tree. Clients in Phase II are permitted to have a car with staff approval, a valid driver's license, proof of automobile insurance, and vehicle registration.

Bars, Clubs or Liquor Stores

During therapeutic leave or any other unsupervised period of time, clients are prohibited from patronizing any establishment whose main purpose is the sale of alcohol or is sexual in nature.

Buddy System

All clients are assigned a buddy upon admission. When a client has a question or a concern they are to speak to their buddy or a peer prior to addressing the concern with staff. Every client is 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. New clients are on a 7 day shadow contract upon admission and a boundary contract for 14 days in which during this time new clients may

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have no contact with the opposite sex. Please refer to the buddy checklist for additional buddy responsibilities.

Chain of Communication

Do not approach staff without following the chain of communication unless it is a true emergency. The chain of communication is as follows: buddy, peer, form submitted to office, Counselor (in writing), then Program Director (in writing). Requests are to be placed in the metal box at the tech office.

Chores

Chores are mandatory; this includes the first day of treatment and the last day of treatment. Chore times are Monday through Friday 7:30 a.m. to 9:00 a.m. and Saturday 8:30 a.m. to 10:00 a.m. All clients must sign in for chores no earlier than 7:15 a.m. and sign out no later than 9:15 a.m. (8:15 and 10:15 on Saturdays). All clients must watch the safety video and sign the release before using any power equipment. Any questions or concerns regarding chores are to be directed to the chore leaders. The chore leaders report directly to the Client Care Assistant or maintenance staff. Clients are to be dressed appropriately when reporting for chores, and must wear closed toe shoes.

Client Behavior off Burning Tree Property

While off property, clients are expected to behave as Burning Tree ambassadors, hold one another accountable, and remain with staff or assigned buddy group during outings, alert staff immediately if any client is violating guidelines, leaves, or threatens to leave against staff advice. Clients are prohibited from leaving 12 Step meetings, purchasing medications, drugs, alcohol, or cigarettes or using any public or private telephones. Smoking is allowed in designated areas only. If there is not a designated smoking area, smoking is not permitted.

Confidentiality

Clients may share their experience at Burning Tree with anyone they wish but may not share anything about other clients with anyone, including fellow clients, family or alumni. Non-compliance with confidentiality is grounds for discharge. Please refer to group rules and guidelines for more information.

Contraband

Clients are prohibited from possessing any of the following items: alcohol in any form, illicit drugs, pornography, mail order catalogs, non-approved books, magazines, CD's, DVD's, or VHS tapes, burned CD's, weapons of any kind, pictures exhibiting party scenes/alcohol/drug use/sexual or implied sexual content. All prescribed and over the counter medications must be in the original labeled container and submitted to staff for monitoring.

Curfew

Curfew is defined as time period in which the clients must remain in their assigned dorm/building at the end of each evening. Please refer to the client schedule for nightly curfew times. Clients may always access staff after curfew for medical or psychiatric emergencies.

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Dorms

Name tags are to be on all beds at all times. Clients may have fruit, popcorn, water, sodas, and coffee in the common area of the dorms. At the Lodge, the common areas of the dorm are defined as the hallway, the great room, the kitchen and the dining room. At the Ranch, popcorn may be stored in the kitchen areas of the dorms. Clients may have only water in their dorm rooms. The only exception to this rule is when client is SIQ (Sick in Quarters) as they will eat all of their meals in their room. Clients are required to keep their rooms neat, clean, and in order at all times and the windows are to remain closed. Clients of the same gender are allowed to visit one another's room with another room member present; clients of the opposite gender are not. Visitors are not permitted inside dorms unless approved by staff.

Dorm Chores

Dorm inspections occur any time per staff availability. Dorm chores are to be completed by 7:30 a.m. Monday thru Friday and 11:00 a.m. on Saturday and Sunday. Clients are expected to maintain their dorm chore throughout the day.

Dress Code

Clothes must be clean and laundered on a regular basis. Sleeveless shirts and shorts above the knee are not permitted. Provocative clothing, such as tank tops, spaghetti straps, bikinis, tight fitting garments, spandex (or the equivalent), or clothes that allow exposure of the stomach, under arms, legs, and chest are not allowed. Gang attire or articles of clothing that glorify drug or alcohol use are not permitted at Burning Tree. Jeans or pants with holes, rips, tears and/or distressed material above the knee are not permitted. Appropriate attire must be worn while sleeping. Pajamas, sleepwear, bathrobes, and slippers are not permitted outside client dorm rooms unless there is a true emergency. Clients must wear shoes and women must wear a bra at all times when outside of their assigned dorm room. Men's swim trunks may only be worn when swimming or at the pool. Clients must follow clothing guidelines both on and off Burning Tree property.

Electrical Appliances/Devices

All electrical devices are to be turned off when not in use with the exception of clocks and dehumidifiers. This includes, but is not limited to lights, televisions, radios, and stoves. Clients have the option to leave the fans on in their dorm rooms to increase air circulation. At the Ranch, the ceiling fans in the great room are to be on at all times.

Emergency Procedures

Emergency drills are to be treated as real emergencies.

Ranch Fire Alarm: When the fire alarm sounds, all clients must immediately proceed to the concrete area at the flagpole. Under no circumstance is a client permitted to re-enter a building after gathering at the meeting place prior to staff dismissal (not even to rescue someone). Clients are to form a circle and wait for further instructions from staff.

Ranch Severe Weather: In the event of a tornado or severe weather warning, staff will alert clients and gather them in the main house and take shelter in the basement.

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Lodge Fire Alarm: When the fire alarm sounds, all clients are to immediately proceed to the volleyball court in front of the main building. Under no circumstance is a client permitted to re-enter a building after gathering at the meeting place prior to staff dismissal (not even to rescue a person or a dog). Clients are to form a circle and wait for further instructions from staff.

Lodge Severe Weather: In the event of a tornado or severe weather warning, staff will alert clients and direct them to take shelter in either the dorm bathrooms, the staff bathroom, the UA room, or the storage room next to the tech station.

Five Minute Rule

Clients must be present five minutes early to all scheduled activities and van departure times. If a client is not five minutes early, they are considered late. If a client is late for a van departure time, the immediate consequence is that the van will not leave.

Gossip

Gossiping is not allowed at Burning Tree. If a client has a concern regarding another client, they must talk directly to that client or bring it up in group. Clients are not permitted to talk about someone who is not present.

Groups

Clients must arrive on time to group and stay until they are dismissed. No eating or drinking beverages except water, no profanity, ganging up on peers, or dominating group time.

Gym

Hours are posted in the gym and on the bulletin board. Males and females may not work out together and no one is allowed in the gym alone.

Haircuts

Burning Tree invites a hair stylist to come to the facility on the 4th Sunday of each month. Clients must sign up no later than 3:00 pm on the Wednesday before the stylist arrives. The sign up list is available on the bulletin board near the tech office and is limited to 15 clients. At the Lodge the cost is \$10.00. At the Ranch the cost is \$13.00 and the money is due at the time of sign up with no exceptions. In order for the stylist to come to the Ranch a minimum of 5 clients must be signed up in advance. The hair stylist provides wet cuts only and does not offer services such as coloring, dying, or perming, or sales of hair care products. Clients may not cut each other's hair or share clippers.

Kitchen

The kitchen is open daily from 6:00 a.m. to 6:30 p.m. (7:00 p.m. on Wednesday). Cooking food or creating dirty dishes after the kitchen closes is not allowed. Glasses and cups may be used for beverages, and fruit & nuts are available after the kitchen is closed. Popcorn may be eaten only during TV time on weekends. Gloves must be worn when handling food that others will consume and head covering/hairnets must be worn during meal preparation for the community.

Laundry Facilities

Clients must share the laundry facilities at their assigned dorm. The laundry room is open from 6:00 a.m. until lights out seven days a week. Clients are asked to use only the directed amount of

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detergent in the washing machines and to clean the lint filters in the dryers before and after each use. Clients are not permitted to overload machines, dye clothing, remove another client's items from machines, or leave clothing lying in the laundry room. Washers and dryers are not to be used during chore time for personal items and must be turned off when the community is off property. Clients are asked to check pockets of garments prior to loading machines to ensure that foreign objects do not clog and damage the equipment. Clients must remove clothing from machines as soon as the cycles are finished to allow everyone a chance to use the facilities.

Lights Out

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

Mail

Throughout the course of treatment, families may send clients letters, cards, clothing, personal hygiene items, school supplies, cigarettes, books, CD's and other miscellaneous items. Food, gum and breath mints are not allowed. Clients must provide written consent for any person or business that sends mail to them.

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

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

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 St.
Elgin, Texas 78621

Any questionable items such as CD's, movies, books (see contraband section for more detail), letters from unapproved sources and letters without a full return name and address will be sent to the client's Counselor for approval prior to distribution. Burning Tree distributes mail to clients on Monday, Wednesday and Friday from 4:30 p.m. until no one is left in line. If a client is unable to retrieve their mail due to individual session, doctor's appointment or another staff scheduled activity, they will be able to get their mail at another time subject to staff availability. If a client chooses to do something else during the time set aside for mail distribution, they must wait until the next scheduled mail time to receive their mail. Clients are not permitted to have other client's family or sponsors shop for them. If a client receives an item of clothing, and they already have the maximum number of the items currently in their inventory, they must donate or

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send an item home in order to receive the new item. If the client chooses to send an item home, they must obtain a box or envelope, pack the old item in the box, and properly address/label the box. The box must be sealed in front of a staff member for verification that the item(s) over inventory have been shipped home. The client must then estimate the amount of money that it would cost to mail the box and put cash (from their allowance) in an envelope. This will be mailed by the staff member who gets mail from the post office on the next run. This staff member will then provide the client the change (if any) in the envelope provided. Clients will not have access to the newly shipped item until they have donated or shipped the old item. Therefore, these items will be held in the tech office and must be logged in and out by staff and initialed by the client. The maximum hold time for each item is 2 weeks. If a client does not retrieve an item within the 2 week timeframe, the item(s) will be shipped back to the sender without notice and the shipping cost will be deducted from the client's next allowance disbursement.

Outgoing mail will be taken to the post office Monday through Friday. Mail must be received in the designated receptacle no later than 7:30 a.m. for the mail to go out each day. All outgoing mail must have the full name of the client, the correct return address and correct postage.

Maintenance

All maintenance needs are to be written on the maintenance clipboard near the tech office. Clients are not to repair or attempt to make repairs, unless directed to do so by staff. Maintenance requiring immediate attention like running water or safety hazards should be written on the clipboard and reported to staff verbally as soon as possible.

Massages

Massages are scheduled every Sunday. The individual paying for each client's treatment must approve massages in writing in order for clients to be eligible for massages and the cost is deducted from the client's medical account. On family visitation days, clients with visitors may not receive massages. The massage list is posted on the bulletin board near the tech office and clients must sign up by 3:00 p.m. on Wednesdays in order to get a massage for the following Sunday.

Meals

Breakfast 6:00 a.m. to 9:40 a.m. (except during chores) Clients prepare their own meal.
Lunch 12:00 p.m. to 1:00 p.m. (11:20 a.m. – 12:25 p.m. on Tuesdays) Clients prepare their own meal.
Dinner: Thursday through Tuesday 5:30 p.m. to 6:00 p.m. and Wednesday 6:00 p.m. to 6:30 p.m. (Food must be available for arriving guests until 7:00 on Wednesday)

Meals will be served only at designated times and are to be a community experience. Clients are encouraged to take as much food as they want, but are asked to eat what they take. All community meals must be served with linens on the tables (tablecloths and cotton napkins) and all clients must be present before meals are served. Any special dietary or nutritional needs must be reported to staff. The assigned cook crew is responsible for preparing the meal, cleaning the kitchen, ensuring that the trash is put into the dumpster and washing the linens. Clients are not allowed to prepare separate meals at dinner unless approved in advance by staff for

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medical/health reasons. Plastic cups, bottles, cans, reading material and hats/hoods are not allowed at the dinner table. All members of the cook crew may begin cleaning up 10 minutes before dinner ends, except for in house meeting nights. Clients are to remain at the dining room table for the full 30 minutes and may leave when they are excused by staff.

Medications

Clients shall not have any prescription or over the counter medication in their possession, with the exception of inhalers, unless approved by the consulting physician. Any medication in a client's possession must be approved by staff. Clients are not permitted to share medication with other clients. Vitamins and mineral supplements will be permitted with a doctor's approval and will be locked in the med cabinet in the tech office.

Medical Problems/Illness

If a client feels ill, they must alert staff on a medical slip. Staff will determine whether a doctor's appointment is required. If a client is experiencing a non-emergency medical or dental problem, they must complete a medical slip and turn it into the metal box near the tech office.

Miscellaneous

Clients are not to create, post, or remove any signs. All trash must be in a trash bag and the trash bag must be tied securely before it is placed in the trash bin. Clients may not walk on the grass except in approved areas. Clients are expected to clean up after themselves at all times. At the Ranch the golf carts are off limits to clients, except in cases of true emergencies. Clients are not permitted to put their shoes or feet on furniture unless approved by staff in advance for medical reasons. Clients are not permitted to keep toothpicks or straws in their mouths at any time.

Personal Items

Clients may not leave unattended personal items such as books and backpacks in common areas overnight. Clients may not leave soda cans, coffee cups or dishes unattended during groups or other scheduled activities. At the Ranch clients may store personal items in the cabinets below the bookshelves in the main house until curfew each night.

Pool Table (*Lodge only*)

Please respect the use of the pool table; balls and accessories are to be used to play pool only. Please don't lean on the table or use the table for anything other than pool. Food and drinks are not permitted to be on or near the pool table.

Sick in Quarters (SIQ)

If a client is sick they must report to the Client Care Assistant or Operations Assistant (Tech on weekends) prior to the start of chores in the morning. If they are too sick to get out of bed, it is their responsibility to have another client report to the Client Care Assistant or Operations Assistant (Tech on weekends) on their behalf. Clients who are sick are required to stay in bed until the following morning. These clients may not smoke or make phone calls. The sick client is to notify their buddy who will bring meals to their room. Staff may deliver mail to SIQ clients based on time and availability, however this is not guaranteed. The sick client's buddy is responsible for checking on the SIQ client throughout the day and report any concerns or OTC requests to available Operations staff.

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Sign In and Out Procedures

Clients leaving on therapeutic leave must have approval from staff in writing. Clients must sign out when leaving on pass and sign in on returning from pass. Clients may be asked to submit to a urinalysis and/or breathalyzer test upon return. If a client has a prescribed medication that they are scheduled to take while on pass, the client must sign out their medication prior to departure from the facility. The client is then required to sign medications back in immediately upon return from pass.

Sleeping/Laying Down

Clients are not allowed to sleep or lie down Monday through Saturday until after the 12-step meetings. However, if a client does not take sleep medication, they may lie in their beds during the week and may take naps on Saturday during free time. An approved nap/lie down list is posted on the bulletin board near the tech office. All clients may sleep or lay down in their assigned beds on Sunday.

Sponsor Passes

A sponsor pass must be completed and turned in to the metal box near the tech office no later than 7:30 a.m. on the Tuesday before the date requested for consideration by staff. Unless a client has an approved sponsor pass, all scheduled groups and meetings take precedence over sponsor meetings.

Swimming Pool/Sun Bathing

Male	Female
Monday & Thursday during personal and Rec/Leisure time	Tuesday & Friday during personal and Rec/Leisure time
Sunday 9:00 a.m. to 12:00 p.m.	Sunday 1:00 p.m. to 4:00 p.m.

The following is not permitted at the pool: horseplay, diving, jumping, pushing, throwing people into pool, running, smoking, glass containers, radios, cut-off clothes, speedos, bikinis, or thongs. Women may only wear one-piece bathing suits or the equivalent (tankinis that do not expose the stomach or midriff are acceptable). Male clients are not permitted in or around pool area during female swim times and vice versa. Clients must wear appropriate attire to and from the pool area. There is no lifeguard on duty so please swim at your own risk. If clients use the pool to swim or sunbathe, all window shades in the great room must be down. At the Ranch the window shades in the kitchen hall and Room 2 are to be down and at the Lodge all the window shades in Rooms 1-5 are to be pulled down during pool times. The first client to the pool is responsible for letting down the blinds and the last one out of the pool is responsible for raising them.

Telephones

Phase I clients may not have cell phones and may not use any phone off Burning Tree property. New clients must wait 10 days before making their first phone call. Clients have access to the phone for one 5 minute call each Sunday to contact family only. If the caller is unable to reach the designated recipient, they may try another approved family member or try again later. Clients may not split their 5 minutes on more than one call. Clients may also make one 10 minute call every Wednesday to approved sponsors only. Phone times are on Wednesday from 4:00 p.m. to 5:55 p.m., 6:30 p.m. to 7:25 p.m. and 8:30 p.m. to 10:00 p.m. and Sunday from 3:30

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p.m. to 5:25 p.m., 6:00 p.m. to 7:25 p.m., and 8:30 p.m. to 10:00 p.m. Phone privileges may be withheld for breaking rules or based on the status of the community at any time. Clients may not make phone calls for other clients and clients that are sick in quarters (SIQ) are not permitted to make phone calls. Clients on Phase II may have cell phones based on staff permission and such privileges may be revoked at any time as a consequence for client behavior. Please refer to the Phase II guidelines for further information on Phase II cell phone guidelines.

Television, CD Players and Radio

Burning Tree provides television in common areas and viewing times are on Friday beginning at 4:00 p.m. until lights out and Saturday and Sunday from 7:00 a.m. until lights out. TV's must be turned off during dinner and during all other community scheduled events. Personal TV's, DVD players and laptops are not allowed. Clients may listen to personal CD players outside of their rooms; however they may not use them during chores or on the vans. Clients are asked to be mindful when walking in parking lots and on the driveway while wearing headphones. Radios are allowed in the dorms and gym, and clients may listen to them without headphones. A radio may be played in the kitchen during chores or in dorms if clients have to GI due to weather. Clients may have non-video MP3 players or iPods (staff is required to check the content in the devices during admission or upon receipt in the mail).

Tobacco Products

Tobacco products of any kind must be furnished to clients by family members via mail. 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. Clients are only allowed to use tobacco products in the approved smoking areas both on and off property. The use of tobacco products will not be allowed if a client is sick in quarters. If a client has a desire to become tobacco free and feels they need assistance, they may turn in a medical slip to request to see a physician for treatment and the cost will be deducted from the client's medical account. The use of nicotine lozenges or nicotine gum is prohibited.

Twelve Step Meeting Etiquette

Clients are required to attend all Twelve Step meetings in accordance with the posted schedule. The meeting/van list is posted each day on the client bulletin board near the tech office at 4:00 p.m. daily. All meetings are mandatory unless excused by the client's counselor, an administrator or a physician. Clients are not permitted to leave the meeting for any reason without prior approval from staff; this includes using the restroom or obtaining beverages and/or food. Clients are encouraged to use the restroom before the meeting begins to eliminate moving around during the meeting. Burning Tree clients are expected to dress and act respectfully and to seek out and talk only to "the winners" (those who are staying sober and practice the Twelve Steps as a way of life). Clients are prohibited from reading, writing, wearing hats/hoods and engaging in side talk during meetings. Clients may only bring conference approved literature inside meetings and are asked to refrain from talking about treatment or group experiences at meetings. In an effort to support singleness of purpose, clients are asked to respect the AA traditions and to introduce themselves only as an alcoholic in AA meetings. Alcoholics are welcome in CA; therefore clients may introduce themselves however they feel most comfortable when in a CA meeting. If a client is called upon to share in a meeting, they are asked to do so *only* if they have had an experience with the topic. Clients are asked to be polite to all who

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← approach them, but not approach members of the opposite sex. Clients must return to the van within 15 minutes of the meeting ending unless given special written permission to do otherwise. Clients are not to arrange to meet with anyone at Twelve Step meetings other than their sponsors. →

Van Behavior

The following guidelines are to provide structure and safety to the passengers: no eating, drinking, smoking, using smokeless tobacco, nicotine lozenges, open or un-opened drinks, candy, or chewing gum in van. Clients must wear seat belts in the manner that the manufacturer intended; vans will not depart until everyone is belted safety. Staff is in control of seating arrangements and climate control. Clients may not roll down the van windows without staff permission. Rude behavior towards fellow motorists or pedestrians or behaviors that could distract the driver are prohibited. Vulgarity or offensive verbal/behavioral displays toward peers and/or staff is not allowed. Reading lights, flashlights and personal CD players are not permitted on Burning Tree vans.

Visitation

Visitation is scheduled on the third Sunday of every month and is limited to family members unless approved in advance by the treatment team. Visitors may arrive on property between 11:15 a.m. - 12:00 p.m. Guests that arrive after 12:00 pm will not be permitted to attend visitation. All adult visitors are required to attend an orientation meeting with Burning Tree staff from 12:00 p.m. - 1:30 p.m. Clients may visit with their families from 1:30 p.m. - 4:00 p.m. All clients must attend the Gratitude meeting from 11:30 a.m. - 12:30 p.m. on visitation day, unless they have children visiting. Clients must request visitation privileges 30 days in advance for approval by staff and are limited to a maximum of three adult visitors, but may have additional visitors under the age of 17. Client visitation requests must be submitted on a "Visitation Slip" and placed in the metal box near the tech office. Requests submitted after the cut off day will not be accepted. Approved visitors must abide by posted guidelines and are to read the confidentiality statement, sign in, and obtain and wear a name badge upon arrival. In an effort to protect client confidentiality, cameras, video cameras, or tape recorders are prohibited at Burning Tree. Clients and visitors are prohibited from taking walks or otherwise isolating themselves from Burning Tree staff. Goods may not be exchanged from guests to clients and vice versa. Packages, gifts and/or supplies brought by visitors will not be accepted, all items must be mailed to clients. Guests may not bring food, candy or drinks, and food will not be provided to visitors, with the exception of holiday celebrations. Visitors with small children may bring snacks for the children in their care, if desired. Visitors must stay in designated areas and may not enter client dorms. Visitation is a privilege and may be withheld at any time based on client behavior or a therapeutic decision by the treatment team.