



GRACE & MERCY TRANSITIONAL HOUSING FOR WOMEN & CHILDREN HANNAH'S HOUSE RESIDENTIAL RECOVERY PROGRAM FOR WOMEN

EXPECTATIONS & GUIDELINES

Community Care of Northeast Indiana's residential programs (Grace & Mercy and Hannah's House) primary purpose is committed to an atmosphere of respect and courtesy for all residents, staff, and volunteers. Our expectations and guidelines are designed to promote this goal offering a safe, secure, and healthy living environment for you and your children.

WELCOME

As a resident, you, your family/dependents, and your visitors are expected to always support the environment by upholding the expectations that are agreed to by each resident. This will contribute to making this an enjoyable residence to live in.

Considering the limitations and demands that group living presents to residents, the following expectations have been developed so that all may reside in an arranged and cooperative manner. You are responsible for understanding the expectations and guidelines of the house and requesting any assistance from the staff.

BEHAVIORS & ATTITUDE

In life, we must learn to change our behaviors and attitudes to meet the conditions around us, rather than expecting our environment to adjust to our personal desires. Our primary purpose is to provide an atmosphere of respect and courtesy for all residents, staff, and volunteers.

BELONGINGS AND LIVING SPACE EXPECTATIONS

All residents are responsible for washing their own clothes, towels, and bed sheets weekly, along with maintaining a clean-living environment. Clothing and personal towels or bedding should not be left in the drier, as it prevents others from using the machines. We ask that you dress modestly. Robes should be worn while in the hallways and outside the room when dressed for bed. All modest parts must be covered outside of your room and shower. Anyone bringing personal belongings for a resident must be an immediate family member or have prior approval from designated house staff.

BUILDING/HOUSE SAFETY EXPECTATIONS

All residents should allow designated staff to open front, side or back doors for any visitor, staff, or resident. At G & M please do not leave the front, pantry or north door wedged open if you or anyone goes outside temporarily for the safety of the house and the individuals in it.

Sign yourself (and children living at G & M) IN AND OUT each time when leaving and returning to any home. Use the Sign In/Out binder in the lobby where you must put your name, time out, expected return time, the time you return, where you are heading, and then initial. Report any injury or accidents to supervising staff immediately occurring at any Community Care of Northeast locations.



Residents will refrain from visiting/socializing outside on property with anyone not involved with Hannah's House or Grace & Mercy (including parking lot, front porch, yard, designated smoking area outside).

CHILDREN LIVING or VISITING - GRACE & MERCY

Staff understand it may take 1- 2 weeks for your child to learn the expectations of the house. Children must be supervised at all times by a parent or caregiver; Grace & Mercy staff are not responsible for supervising your children and/or Grace & Mercy is not responsible for injuries. We encourage all parents to seek out childcare prior to job searching and employment.

Children should be encouraged to play with toys - it promotes the development of their imagination in addition to fine and large motor skills. Children should also be encouraged to play outside in good weather. Read books, do planned activities with them - develop their intellect. TV should be limited to 1 hour at a time or 2 hours for movies or electronics. Parents are responsible for making sure toys, books, and games are picked up in all common areas after their children have played with them. This includes the kids' playroom with each usage.

Please, no slime, play-doh, or Kinetic sand are allowed on the premises.

Parents are responsible for making sure that their children's snacks, dishes, cups, and drinks are cleaned up and put away after use. No items are to be left on the dining room table overnight. Any spills, messes from markers, paint, or other activities are the parents' responsibility to clean up immediately. Children living or visiting Grace & Mercy are not allowed to open the front, kitchen, or side doors for any visitor or resident or exit out any door without their parent 's consent.

Children are always to treat other adults & children living in the residence with respect. If a child is having behavior issues, the parent needs to take the child to their room to have a time out period in order to not disturb other residents. Children are expected to treat possessions of Grace & Mercy with respect. We understand normal wear and tear, however, we should teach appreciation and respect for any item.

CHILDREN'S ELECTRONICS AT GRACE & MERCY

Electronics for all children under the age of 18 which might consist of tablets, computers, & phones can be available between the hours of 9am-8pm. Items should be turned in by 8pm nightly and are locked up in the medication closet overnight. Special arrangements are made for school-age children with school devices.

CURFEWS FOR RESIDENTS & CHILDREN

Residents are expected to be in their rooms no later than 10pm Sunday – Thurs. & 11pm Friday and Saturday. Curfew for all children is 8:30pm weekdays, and 9:30pm on weekends/vacations per parent arrangement.

DRUGS & ALCOHOL

Drugs, alcohol, illegal substances, and weapons are prohibited on the premises of Grace & Mercy and Hannah's House which includes; building, parking lot, personal belongings, and any vehicle. Residents can expect random drug/alcohol testing during their stay.



ELECTRONICS – PERSONAL & HOUSE USAGE

TVs, game systems, or computers whether personally owned or property of Grace & Mercy and Hannah's House are not allowed at any time in a resident bedroom. The house tv remote should only be used by adults and should be turned off during mealtimes. We do not allow "R" rated television, movies, music videos or games to be watched or played on any TV in any room, including resident rooms in the facility

TECHNOLOGY PRIVILEGES AT GRACE & MERCY

Residents receive technology privileges after completion of a boundary class and after the first 30-day Phase. (Cell Phone, Computer, Tablets) Residents can have one cell phone during their stay at Grace and Mercy. Turning in a fake cell phone will result in a rule violation write up and possible termination. Under no circumstances is a resident to use another resident's cell phone. It is your responsibility to make sure staff have your current cell phone number, even if it changes. Failure to provide a current cell phone number will be considered non-compliance.

Technology is never allowed during meals, workshops, one on one with staff, meetings, at employment or after 10:00pm unless approved by Staff. Social Media sites are monitored for positive posting.

Only Christian/Worship music allowed to be played on both house premises. Residents at Hannah's House will be provided with M3P Players for personal use.

EMPLOYMENT

When you obtain employment during your tenure as a resident of Grace & Mercy Residential Program, you authorize Grace & Mercy to notify your employer in the event of your dismissal from the program. Residents are responsible for their own transportation to and from work.

Residents will be expected to be at work when scheduled, calling off only when a fever/vomiting is present and/or a serious issue arises. In the case of a call-in, a doctor's note is required. If a fever/vomiting is present, you are contagious and will need to be quarantined in your room for the rest of the day around your doctor's appointment to help prevent others from getting sick.

If you want to leave your job, you must first find alternative employment, then give & fulfill a two-week notice. Residents must inform staff of employment status and any changes.

Residents not employed will volunteer weekly for 10 or more hours at the Community Thrift or staff-approved location. Residents employed part-time will volunteer 5 hours weekly. Individuals with alternative income sources and cannot work must volunteer 10 hours weekly at a preapproved location which can include Grace & Mercy.

EXPECTANT MOMS AT GRACE & MERCY

Birth-related leaves includes 6 weeks off from employment including heavy weekly chores. Around 3 weeks after birth, the resident is expected to attend in-house studies and after 6 weeks, resume all classes, chores, activities, and employment. Must be covered when breastfeeding outside of your room.



FOOD & KITCHEN EXPECTATIONS

Our homes receive many donations of food from community partners. The items in our food pantry, refrigerator and freezer are available for meals for any resident & (children living at Grace & Mercy.) Personal purchases can be placed in a bin designated for you and your family. Please let our staff know if you struggle with bulimia or anorexia. Food is only allowed in the kitchen and dining room areas. Water with a lid is allowed throughout the house and encouraged for children and adults alike. Some exceptions are morning coffee with a lid during devotions.

Residents are responsible for making breakfast & lunch for themselves and their children. Dinner is prepared by a rotating list of residents assigned by staff. Healthy eating is encouraged; dinner must be a balanced meal.

All residents and children are expected to eat dinner together at 5:00 p.m. You must notify staff in advance if you plan to miss dinner.

Each resident is responsible for washing her own dishes, glasses, and silverware and those of her children. Older children are encouraged to wash their own dishes. Parents are responsible for cleaning up the chairs, highchairs, floor, and table where their children ate. The cook must wash and dry all pots, pans and dishes used to prepare dinner. If arriving home after dinner clean up, you will be responsible for your own clean up.

HOUSE SCHEDULES

Monday - Friday residents are to be awake and out of bed by 7:00 a.m. Weekends by 9:00 a.m.

You are to be showered, dressed, bed made, chores and personal devotions completed by 9:00 am weekdays. At G & M resident room doors must be closed by 8:30pm to respect quiet time for other residents. Hannah's House resident room doors are to remain open. Weekday group devotions are at 9am for both houses.

Chores are assigned during your 1st or 2nd week at our homes. House chores are on a rotating schedule.

Saturday is Deep Cleaning of each resident rooms. Deep Cleaning is to be done prior to leaving the house unless there is a conflict with a resident's employment, to be completed upon returning.

MEDICATIONS

Certain medications are not allowed at Hannah's House and Grace & Mercy as management can provide a complete listing. Residents are not allowed to use or possess non-prescription drugs or toiletries that contain alcohol or mood/mind altering ingredients. Insulin-dependent diabetic residents will be required to speak with their doctor regarding their treatment and plan to use injectors or pens in replacement of hypodermic needles. All medication is locked up in the med-closet and available upon request during med hours. Prescription and over the counter medications that have an unreadable label will not be allowed.

PERSONAL BELONGINGS AND ROOM MANAGEMENT

Residents are allowed a limited number of possessions per site. Check with a supporting staff for a list of these items. You may be provided with a nightstand, desk, chair, along with bedding and beds for all individuals staying in the residence according to the application. No additional furniture will be moved into the residence or kept in the room without prior authorization from the supporting manager. All belongings must fit in this space, or you will be asked to have them removed. Lending personal belongings to other residents is not allowed. We ask that you not borrow or lend money from other residents.



Before leaving each room turn off all fans, radios, lights, curling irons, etc. Make sure your windows are closed and locked. Residents and their children, volunteers or mentors should not enter another resident's private room. Community Care of NEI is not responsible for personal articles belonging to residents.

ROOM MANAGEMENT AT GRACE & MERCY TRANSITIONAL LIVING

Doors to rooms are to be closed and locked whether you are in the house and if you should leave the building.

Each heating and cooling unit in resident rooms should be kept within the listed temperature on each unit. Residents and their children, volunteers or mentors should not enter another resident's private room.

PHONE CALLS

All family, friends, mentors, physicians, life-skill coaches, etc. of each resident will need to use the resident's room name & extension number to access the resident. If resident room name/extension number is not given, designated staff will not disclose whether the family is living at Grace & Mercy or Hannah's House. It is the resident's responsibility to inform each party and the process in which to contact within each home. When using phones at any facility, personal calls can be made after 5pm on weekdays. When making a long-distance phone call, ask the person to call you back. Phone calls are limited to a maximum of 15 minutes and Hannah's House Residents could have a scheduled designated day and time for personal calls.

PROGRAM EXPECTATIONS

Residents regularly attend weekly programs, morning devotions, and a church service of their choice which many of these programs/churches are mandatory. Devotions are Monday – Friday at 9am and Sunday morning for Church. Program expectations are also detailed in the Residential Phase Informational handout as a resident of Grace & Mercy and a resident of Hannah's House. You also will be required to attend special house events.

Programs take place at our homes, and with our community partners. All on site residents are expected to be in attendance for any class, meeting, or event to participate willingly. Each residents must be on time, be respectful to all facilitators, not sleeping during programming, and show up with a good attitude.

If external agencies require programs, classes, or visitations, these will be upheld and count toward the house's requirements. If an individual requests counseling or it is encouraged by staff and agreed on by the supporting Management, this could be an additional requirement.

RESIDENT COMPLIANCE POLICY / CHILDREN DISCIPLINE

Expectations for each resident are to follow the expectations and guidelines for living in our homes. Discipline violations would be followed by verbal and written communication.

Children must also follow the Grace & Mercy Regulations and Guidelines. If a child does not follow the guidelines, the parent must take care of the infraction. If the disobedience continues, the parent will receive a write up for the child's behavior.

RESIDENT LEAVES & PASSES at GRACE & MERCY TRANSITIONAL HOUSING

Passes during a residency are considered based on the phase completion and the individual's compliance with program requirements. Visitation passes are given to residents who are visiting designated approved family members and friends. Personal leaves could be due to a medical emergency, physical rehabilitation, surgery, birth of new baby, death of a close



relative, etc. All resident passes and leaves must have Management's approval. Overnight passes are given to a resident who has completed Phase 2.

After the initial 30-day period leaves & passes by the Operations Manager will be considered. Passes are a privilege, and approval will be determined based on the individual's compliance with other program requirements.

RESIDENT RENT

Rent begins accruing from the first day at Grace & Mercy and is \$125 per week or \$542 monthly due every Friday. This amount guarantees a bed, electricity, heat/AC, water, trash, Wi-Fi, laundry facility, and food at Grace and Mercy for the agreed upon individuals listed on the application. Everything else is a privilege and reliant on compliance with program guidelines. Nonpayment of rent while employed will result in a rule violation or possible termination. Rent comes before cell phone, cigarettes, pop, or any other wants, so make sure to prioritize this expense. Residents are encouraged to seek budget counseling from staff as needed.

SMOKING/VAPING

Residents can smoke/vape in a designated location at each home in the back fenced area. Those living at G & M a personal vehicle is an accepted area to smoke too. The last cigarette /vape for the night is 9:45 p.m. Sunday through Thursday and 10:45pm on Friday and Saturday and no cigarette/vaping until 7am. There will be no giving/receiving cigarettes from residents, staff, and/or volunteers. There is absolutely no smoking or vaping inside the premises of Grace & Mercy or Hannah's House which includes resident rooms, bathrooms, living or family areas.

TRANSPORATION

Transportation will be provided for a resident living at Hannah's House either through a staff member, volunteer, or Wells on Wheels. Grace & Mercy residents will be asked to inform their means of transportation are aware of their schedule and the ride provided is confirmed 24 hours prior to transportation as needed. Wells on Wheels is local public transportation. Uber Rides are not acceptable for transportation. Refer to Resident Room Binder for more information.

VISITATIONS

Residents staying at Grace & Mercy and Hannah's House will have family, friends, children, and mentors who visit from time to time. Grace & Mercy has a scheduled time for visitation on Saturdays and Sundays from 1-4pm each weekend. Hannah's House visitation is Saturdays 1-4pm.

All visitors will need to provide a valid driver's license, complete a background waiver, and be approved by staff to be considered an approved resident visitor before any visitation. Visitors arriving are expected to enter only through the front door and sign in upon arrival and sign out upon departure. Supervising staff will allow visitors entrance into each facility. Visitors can be asked to leave at any time by supervising staff.

During the initial 30-day period, a resident will not be eligible for visitors without management approval.

VISITOR/RESIDENT EXPECTATIONS

Visitors must be living a recovery lifestyle and must adhere to all household expectations while on the premises. Visitors are only allowed in the living room, entryway, and dining room areas. Visitors are not permitted in the residential hallways, resident rooms, kitchen, and pantry areas. BATHROOM FACILITIES ARE NOT AVAILABLE DURING VISITATION,



except for resident's non adult children. No romantic displays of affection will be tolerated. All room doors are to remain open during the visit.

WEEKLY SCHEDULES at GRACE & MERCY TRANSITIONAL HOUSING

Residents complete a schedule of the upcoming week's activities which is due each Sunday by 8pm. Schedules include employment, appointments, weekly visits, staff appointments, etc. Weekly and Bi-weekly reviews of your progress will be scheduled with designated staff and attendance is always expected for phase completions. Schedules must be approved before leaving the house on Monday by the Operations Manager.

LIFESTYLE EXPECTATIONS

You acknowledge sole responsibility for all medical, dental, and other expenses owed for yourself and all third parties as a result of your acts or omissions whether intentional, negligent, or other, during your tenure at Grace & Mercy Residential Program / Hannah's House Residential Recovery Program.

No foul language or any type of negative talk about staff, other residents, volunteers, or the program.

We ask that you not correct other residents' children, except to prevent them from harming themselves. Refer the matter to a staff member.

Staff must be notified if you feel like harming yourself or others in any way.

Sexually explicit behavior is unacceptable to an adult or minor residing at Grace & Mercy and will result in termination.

Physical aggression, violence, or verbal threats towards anyone in the house, by the adult or minor, will not be permitted and will result in immediate discharge from the program. No exceptions.

Restitution for any destruction of property is required or charges will be filed.

UNDERSTANDING OF RESIDENTS RIGHTS RULES

CCNEI/Grace & Mercy Transitional Housing/Hannah's House will ensure that each resident has a voice in their recovery process. The organization understands that there could be guidelines that you think differently on. We have an open policy stating you have the right to be heard with your opinions, thoughts, and ideas during your time at our home.

Our residential homes give you and your family reasonable accommodations, with agreed upon arrangements for your financial obligations, recovery goals, relapse policy, and the protocol regarding personal property left upon departure.

I, _____ (NAME), have read and acknowledge these Expectations and Guidelines, and willingly will comply with Community Care of NEI Policies for myself (and children.) I understand that for



any reason Community Care of NEI reserves the right to change the Expectations and Guidelines, and if I am unwilling to abide by these policies, my stay could be terminated.

RESIDENT _____

DATE _____

STAFF _____

DATE _____