



FAMILY GUIDELINES

Thank you for your interest in Saint Child!

We're proud of the warm, nurturing family environment we maintain here. As with any family, we have some rules that help us all get along well together, as well as encouraging a positive atmosphere for emotional and spiritual growth.

OUR FAITH

We are a Christian household, and want to give each resident the opportunity to grow spiritually. Two of the ways we do this is through church attendance and in-home devotions.

- Residents are required to attend church with us Sunday mornings. (Residents will also have the opportunity to participate in other church activities and services in the community.)
- A blessing and devotion will be given at each dinner meal.
- All residents will be required to participate in a weekly in-home Bible study.
- Personal devotions are encouraged.

SCHEDULE

Sharing a living space with several other people can be difficult. For that reason, we have to coordinate schedules.

- Bedtime is at 10:00 p.m. Sunday through Thursday; and by 12:00 p.m. on Friday and Saturday.
- Overhead lights must be out at these times. The last one up turns out all the lights. Repeated offenses can result in lost pass time.
- Residents are expected to be out of bed at least an hour before they need to leave for school, work or other appointments, and no later than 8:30 a.m. Please use this time to shower/bathe, tidy your room, prepare your breakfast and clean your dishes.

- The House Mom will wake up residents at 8:30 am, with the exceptions of illness and a newborn under 6 weeks old.
- Saturday wake up time is at the discretion of the Resident Assistant and Sunday depends on the time Sunday morning service begins.
- Time management is an essential life skill; therefore, residents are expected to be on time for all family/House activities and for personal activities.

COURTESY

We strive to keep a fun, nurturing family environment. When conflict arises, we deal with each other gently and respectfully.

- Our words hold the power of life and death; therefore, we speak kindly and with encouragement to one another, even when we disagree.
- Verbal outbursts will not be tolerated.
- Honesty is very important. Any resident presenting false or misleading information or withholding information, may be asked to leave the program immediately.

GENERAL EXPECTATIONS

- It is at the discretion of the House Parents to withhold pass time for infractions or if dismissal from the program is necessary.
- **No illicit or illegal drugs or alcohol are allowed on the House property.** Possession of such items will result in dismissal from the program and proper authorities will be contacted.
- **We are a No Smoking facility,** smoking in or around the property is not allowed. Off site smoking can result in dismissal from the program
- Due to maintaining safety from drugs and drug paraphernalia and theft, Saint Child retains the right to periodic and unscheduled searches of residents' rooms.
- When a resident leaves the premises of the home, she must use the sign-in/sign-out sheet to remind others of where she is going, and when she is going to be home.
- A resident found to be going to places other than what has been agreed upon, may be asked to leave the program immediately.
- No borrowing or offering money will be allowed between any resident, staff member or volunteer.
- There will be no borrowing or using others personal items such as cell phones, ipods, computers, etc.
- There is no asking or offering of rides in residents personal cars.
- No selling of items (cell phones, bus passes, etc) will be allowed.
- At any given time, no more than \$20 cash will be allowed for each resident to have in their possession.
- For your safety we ask that all money be deposited into a checking account or put under lock and key in the office.

HOUSEKEEPING

All of us help with the necessary daily tasks of housekeeping to keep the House in good condition.

- Beds are made and bedrooms tidied before residents leave for the day or no later than 9:00 a.m. We often give tours to potential residents and others, so your personal space must be clean.
- Each resident will receive specific chores to do throughout the week, like vacuuming a room, sweeping steps, dusting etc., in addition to tidying her own room. The House Mom will assign these tasks weekly.
- All residents will do their own laundry, including towels and sheets on a weekly basis. With each room is assigned a specific day of the week for laundry.
- Laundry is expected to be removed from the dryer, folded and put away before the end of your laundry day.

FOOD

Nutrition is critical during pregnancy and nursing. We all enjoy the occasional sweet or salty snack. However, a steady diet of junk food is not healthy for you or your baby.

- Hunger during pregnancy can be unusually intense; therefore, healthy snacking is encouraged between meals – fruit, veggies, milk, etc.
- The House Mom will monitor intake of junk food.
- You are responsible for preparing yourself a healthy breakfast and lunch every day. Breakfast is between 7:00 a.m. and 9:00 a.m.; lunch is between 11:30 a.m. and 1:00 p.m.
- Dinner is shared together as a family each evening at 6:00 p.m., and it is important we follow a regular dining schedule daily.
- Each night, residents take turns planning and preparing a meal for the whole family. This is a tremendous opportunity to try new things and expand culinary skills; as well as, a chance to encourage each other as we grow in our kitchen abilities.
- If it is your assigned evening to cook, begin preparations no later than 5p.m.
- Each resident helps with washing dishes, setting the table and sweeping the kitchen floor.
- Throughout the day, each resident must wash her dishes immediately following her own meals and snacks. This means if the dishes in the dishwasher are clean, please put them away instead of leaving dirty dishes in the sink.
- If you bottle feed your baby, you are expected to put bottles and nipples in the dishwasher or hand wash and put away.
- Food is not allowed in the formal living room, but you may enjoy snacks in the family room while watching a movie.
- Always remember, you must clean up after yourself! If you repeatedly do not clean up after yourself, loss of pass time may result.
- Food is not allowed in resident's bedrooms. Water bottles are allowed upstairs, but use coasters on wood furniture and clean up spills promptly.

- Exceptions to this guideline are during the first 3 days after having your baby, bed rest due to sickness or by doctors' orders. Any other exceptions are under the House Mom's discretion.
- Each resident will grocery shop with the House Mom on a weekly basis and purchase items from a planned grocery list, with the understanding that all food brought into the House becomes available to the whole family.
- It is expected you will learn to budget your resources, including food stamps and WIC, wisely and will purchase healthy food. Items generally considered junk food, must be pre-approved by the House Mom and added to the grocery list before going to the store.
- The kitchen closes at 8:30 p.m. Please try to prepare any evening snacks prior to that time.

DRESS

All dress must be modest and appropriate for activities scheduled both outside and inside the home.

- These dress items are prohibited:

Excessively tight pants or shirts, clothing that reveals underwear, bras or mid-drifts (including shirts revealing trunk of body when lifting arms) and clothing that is sexually suggestive, gang-related or otherwise in conflict with the values of Saint Child.

- Residents must wear appropriate undergarments when in public portions of the House.
- All clothing choices are subject to staff approval.
- Residents must wear appropriate clothing when leaving their bedrooms.
- If you do not have appropriate clothing upon your arrival, Saint Child will be able to assist you with this need.

PERSONAL HYGIENE

This may seem instinctive, but we welcome residents from a wide range of backgrounds, with different ideas of what level of personal hygiene is acceptable. To maintain consistency and to assist in the development of healthy habits, all residents are expected to adhere to a basic daily routine; which includes, but is not limited to:

- A bath or shower, being careful to conserve water.
- Keeping hair washed and healthy.
- Washing your face.
- Brush your teeth twice a day, morning and night, and use mouthwash when necessary.
- Residents are asked to use a deodorant or antiperspirant every day.
- If you do not have basic toiletry items, we will assist you in obtaining what you need.

MEDICAL CONSIDERATIONS

We want you and your baby to be happy and healthy. For that reason, we cannot support behaviors that may endanger the health of your baby.

- If a resident is found using or possessing alcoholic beverages or drugs not prescribed by her physician, she will be asked to leave the program immediately.
- Smoking is prohibited while at our home. This rule must be observed by all residents and their visitors. If a resident is found smoking, we assume the resident is telling us she desires to leave Saint Child.
- If a resident smells like smoke upon entering the premises, it will be the House Parents' discretion to apply consequences up to 3 times and/or dismissal from the program.
- All residents will attend childbirth classes, go to medical appointments, and follow the doctors' medical recommendations completely. All doctors' directives will need to be reported to the House.
- Saint Child offers residents many resources for learning about the processes of pregnancy and childbirth. In addition to providing classes, Saint Child has an extensive reading library and video collection. Residents are responsible and encouraged to maintain a healthy pregnancy to the best of their abilities.

COUNSELING

Whether residents already have a counselor or use one provided by Saint Child:

- Residents are required to participate in a weekly/monthly counseling session.
- These counseling sessions remain personal and confidential between counselors and residents.
- A Release of Information will be requested so that the Director can be apprised of any emergency situations that may arise.

VISITATION

Saint Child's visitation policy emphasizes the importance of residents learning to establish new and helpful relationships. During residents' first week (including one weekend) in the home, all outside contact will not be allowed. This allows new residents to integrate into the House routine. While we understand it may be hard to be separated from friends and family, this time apart also provides an opportunity for you to evaluate how your friends or family are contributing to your ability to make healthy choices for yourself and your baby.

After the first week, visitation with friends and family will adhere to the following guidelines:

- Parents are welcome in our home with the understanding that they will notify the House Mom or Resident Assistant 24 hours in advance to work out arrangements for the visit with us. Sunday afternoon visits may be arranged after church until 7 p.m. only. Other visits are to be arranged with the House Mom.

- We want to meet your friends and relatives; relatives and friends will be allowed to visit on the same basis as parents. (If a resident's parents object to a visitor, this will be given serious consideration on our part.)
- Residents will not be allowed to leave the House with family or friends unless the House Parents/Resident Assistant's approval is given.
- Saint Child residents can earn Pass Time to be used to spend time with friends on Friday evenings, Saturdays and Sunday afternoons. This time with your family and/or friends will be at the discretion of the House Parents. Pass Time will not be allowed if chores are not completed prior to leaving or family guidelines are not followed.

Here is the schedule for Pass Time for all weekends:

	<u>Pass Time for Minors age 17 and below</u>	<u>Pass Time for Adults age 18 and above</u>
Friday	After school – 9:00 p.m.	1:00 p.m. – 10:00 p.m.
Saturday	8:00 a.m. – 9:00 p.m.	8:00 a.m. – 10:00 p.m.
Sunday	After church – 7:00 p.m.	After church – 7:00 p.m.

- Family and friend visitations are allowed in the living room, dining room or family room only. Guests are not allowed on the second floor of the House (or in any bedrooms). This area is reserved for our residents and their babies.
- Any resident desiring an overnight visit away from the House must be arranged with the House Parents a minimum of 3 days in advance. These visits will not occur more than twice monthly or until a resident has been in the House for two full weeks. Also, once visiting arrangements have been made, they may not be changed during the visit.
- Residents will not be allowed to stay out all night with anyone other than their parent/guardian or those approved by staff in advance.
- Overnight visits are only allowed on Friday night to return Saturday by 10:00 p.m. (for adults) and 9:00 p.m. (for minors).
- No birthmother will be allowed to go on overnight visits after 34 weeks of pregnancy.
- Immediately after the birth of baby, residents will not be permitted to go out on an overnight pass. Residents cannot use overnight passes on two consecutive days until the infant is at least six weeks old.
- In addition to the above visitation guidelines, all residents will be expected to adhere to sexual abstinence while being in the Saint Child program. NO EXCEPTIONS! We will assume if you do not comply that you no longer wish to stay at Saint Child and will be dismissed from the program.

WORK

If a resident has graduated from high school or completed her high school equivalency test, she is required to participate in one of the following activities for at least 20 hours per week:

- Employment
- Attend college level coursework at a local community college trade school
- Seek job training and/or volunteer placement

SCHOOL

All residents of Saint Child are required to attend school or work at least 20 hours per week.

- If a resident has not graduated from high school, she will attend school or study towards her high school equivalency test.
- A resident is encouraged to participate in any school-sponsored activity according to her physical ability, if her grades are eligible for such activities.
- If a resident's grade falls to a "D" or lower in any school subject, she will be required to attend Study Hall for the remainder of the that grading period and/or until the grade is raised to a "C" or better. Study Hall will be held at the dining room table Monday through Friday. Residents will have 30 minutes to one hour per subject per day in whichever subjects are below average.

PHONE USE

All residents are expected to use the phone in a courteous manner. Please be considerate of other members of the household who may be waiting for a call or wanting to call out. Misuse of the phone privileges will result in restricted use of the telephone.

- Phone call time limit is 20 minutes.
- No phone calls will be made in or out after 9:30 p.m.
- If a call is taken for another member of the House, make sure to write down messages carefully and thoroughly.
- Collect calls will not be accepted unless special permission is given.
- There is no long distance available for residents' use.
- If vulgar language or arguing on the phone is taking place, residents will be asked to discontinue the call.
- Personal cell phones are permitted for use only in the main family area of the House. No cell phones are permitted in residents' bedroom area.
- To be considerate of everyone else's quiet time, all phones must be turned into the House Mom or Resident Assistant by 9:30 p.m. every evening.
- Loss of Pass Time will result if any of the above phone guidelines are not followed.
- Crude or vulgar texting will result in loss of cell phone for a minimum of one week or as deemed necessary by the House Parents or Director.

ELECTRONIC ENTERTAINMENT

All electronic usage, including computers, radios, ipods, cd/mp3 players, cell phone, etc. will be monitored by the Saint Child staff. The sites, stations, volume and time allowed will be at the discretion of the staff.

- No TVs or computers will be allowed in residents' bedrooms at anytime.
- CDs and tapes will not be brought into our home without our approval. All CD's are to be reviewed by the House Mom prior to playing.
- Personal cd/mp3 players, radios, etc. use is permitted until 10 p.m., if kept at a low, courteous volume. Misuse of this privilege will result in restricted use of the cd/mp3 player or radio for one week.
- During the day, Monday through Friday, no television is permitted, unless on medical bed rest or illness. .
- After 5:00 p.m., residents are allowed to watch television, if all chores, homework and case management tasks are satisfactorily completed for the day.
- The television and computer are turned off at 10 p.m. Sunday through Thursday.
- The staff will monitor television viewing. No R-rated videos or soap operas will be permitted. Programs rated PG-13 and lower are permitted with House Mom's discretion. The staff, regardless of rating, must approve all movies and videos.
- Crude sexual content, excessive violence or vulgar language is not permitted. Misuse of this privilege will result in restricted use of the television for a minimum of one week.
- Use of the resident computers is limited to 30 minutes, unless resident has prior permission from the House Mom for longer usage.

BABY CARE EXPECTATIONS

Saint Child staff's goal is to train each Mother to care for her baby in the most excellent manner.

- Pediatrician contact information will be provided to Saint Child prior to the birth of the baby.
- Baby monitors must be used once the infant is brought home from the hospital. This allows you to call for help or advice even during the night hours.
- As a new mother, you are responsible for maintaining a fully prepared diaper bag each time you leave the House.
- Feeding your baby is a time for nurturing and bonding, therefore, we encourage you to do so without any distractions. Modesty is an important quality of self-esteem, so a resident will use a baby blanket or scarf or shawl to cover herself and her infant when breastfeeding at all times.
- Bottles must be prepared in the kitchen only and must be washed in the dishwasher or hand washed after each & every use. (Otherwise, bacteria can make your baby quite ill!)
- All diaper changes will be completed at the changing table in your room or in the family room downstairs. You must dispose of diapers in your own personal diaper pail or take

out to the dumpster immediately. Do not use another resident's room, your bed or floor to change your baby-- accidents are common and messy with infants.

- Cloth diapers must be washed every other day and disposable diapers will be taken to the trash outside regularly. Do not dispose of diapers in any waste can other than the diaper pail in your room.
- You are responsible to empty your diaper pail every other day.
- Infants will sleep in the cradle, bassinet, or crib provided in your room. It is unsafe to sleep with a baby in your bed and this will not be allowed at Saint Child. A resident sleeping with her baby may be asked to leave the program immediately.
- NEVER leave an infant of any age unattended on a changing table, bed, sofa, etc.
- Saint Child is not responsible for childcare. You need to arrange for babysitting if you are working or need a break. If you communicate your needs in advance, the staff can help connect you with appropriate volunteers to watch your baby. This is however subject to availability and not to be used excessively.
- On Sundays, babies may be left in the care of the Church Nursery beginning at 6 weeks after birth.

AGREEMENT AND SIGNATURE PAGE FOR THE FAMILY GUIDELINES

We've prayerfully developed these policies in order to make Saint Child a pleasant, safe sanctuary for all its residents. Since it's impossible to anticipate every possible situation, Saint Child reserves the right to post additional House policies.

By signing this, I, the resident, agree to the following:

- I have read the above Family Guidelines.
- I am expected, and will choose to follow these guidelines.
- If I violate these guidelines, I understand this will result in a loss of privileges and may jeopardize my stay here.
- Saint Child reserves the right to dismiss me from the program if I withhold or present false information at the time of entrance into the program; as well as, the duration of my stay.
- Saint Child reserves the right to periodic and unscheduled searches of my room.

Residents Name – Printed

Signature of Resident

Date

Saint Child Staff's Name – Printed

Signature of Saint Child Staff

Date