

Visitation House Rules

Please note: Rules are subject to change at the administration's direction and is up to the residents to gain any clarification of rules by speaking with the Program Director or and an administrator. Residents may always come to the Program Director with any questions and/or concerns that they may have. Any violations of the rules by the residents may lead to termination of residency.

Announcements

Residents must check announcements for which they will be held responsible.

Bedrooms

Each resident will be expected to maintain the cleanliness of her room: making her bed daily, doing her laundry, and keeping personal belongings organized. Resident's belongings may be searched by the Resident Director or Leadership Committee if needed at any time. Room checks will be completed by 12 noon everyday. No clothes are to be anywhere except closet, clothes hamper, or in the dresser. There is no paper or trash to be on the floor and garbage is to be emptied daily if needed. Please do not bring any food or drink (except water) into your bedroom at any time. Exceptions are residents with infants for bottles.

Behavior

Be honest, polite, and courteous. Be respectful and responsible. Listen and follow directions.

Give each other privacy, especially the Program Director, after 9 pm (unless there is an emergency).

No physical abuse. No verbal abuse. No stealing. Any kind of aggressive or violent behavior or any use of vulgar or abusive language is never tolerated. .

Chores

Because the upkeep of the house is important, each resident will be assigned chores. Some chores will be done daily and some weekly. The list of chores and how to complete them will be posted. If chores are not completed properly, you will be asked to do them over. Checks will be done to ensure tasks are completed.

It is the responsibility of the resident to be aware of her duties for each day, and no privileges will be allowed until these duties are completed.

Church Services

Residents are required to attend a church service of their choice each weekend.

Classes

Classes will be conducted on a regular basis. The schedules of the residents will be taken into consideration. Information on classes will be posted and points will be awarded for attendance and participation.

Computers

Computers are available for educational purposes, job searches, and resume writing. Use of computer to check e-mails are permitted with a 15 minute time limit.

Confidentiality

Confidentiality must be maintained at all times. All information which you learn about each other while in residence at Visitation House is expected to be kept confidential, and not shared with others outside the house.

Curfew & Quiet Time

Quiet time in the house is from 10:00 pm until 7:00 am on Sunday-Thursday & from 11:00 pm until 7:00 am on Friday & Saturday.

Curfew is 9 pm on Sunday-Thursday and 11:00 pm on Friday & Saturday.

Dress

All residents are expected to dress modestly and appropriately. Short shorts, any tops showing your midriff and other revealing clothing are **not** allowed. **No** bare feet are allowed outside of the bedroom/bathroom area. All questionable garments will be judged individually. Any staff member may request a resident to change her clothes for any reason. Compliance without complain will be expected.

Drug Testing

All residents are subject to random drug testing. Residents will be given notice and will be required to submit to drug testing within one hour.

Grievance Procedure

Any resident at Visitation House is allowed to write a formal grievance. Please complete grievance form and return to Program Director or contact a Board Member listed near phone.

Home Visits

Overnight visits away from home are not permitted.

House Meetings

House meetings will be held at least monthly and are mandatory. Dates and times will be posted in advance.

Hygiene

All residents are expected to bath/shower, use deodorant, and change clothes on a daily basis.

Laundry

Laundry facilities are available. Laundry room hours are from 9:30 am until quiet time.

Laundry day assignments will be posted. You are responsible for washing your own bed linens

weekly and your own towels.

Lights Out

Lights out will be thirty (30) minutes after quiet time (Sunday-Thursday 10:30 pm and Friday & Saturday at 11:30 pm). Residents will be in bed by lights out. There will be no exceptions.

Mail

Mail is to be collected by Program Director only and will be distributed to the residents in their personal assigned mailboxes.

Meals

Each resident is responsible for preparing their own breakfast and noon meal using their W.I.C. food and any other available food. Leftovers are also available to be used by residents. Each resident will have a shelf in the kitchen to place food as well as markers and tape will be provided to mark your food. Any unmarked food is available for any resident at any time.

Lunchtime is from 11:00 am until 1:00 pm.

Residents will prepare an evening meal with the assistance of the Program Director to be served each evening Sunday-Thursday. Dinner will be served at 6:00 pm; residents should be home by 5:30 pm on these days to prepare for dinner. Residents will be assigned an evening meal to prepare once a week. Every resident needs to check weekly menu for list of items needed to prepare the meal assigned. Preparing the meal, eating together, and assisting in clean up is mandatory unless excused by Program Director. Residents need to notify the Program Director by 3:00pm if they are unable to eat with the group.

Pets

Residents may not have pets.

Phone Calls

There is a phone in the kitchen area for resident calls and usage is dependant on phase guidelines. Residents may use the house phone with 15 minute limit per phone call. The residents' phone is available for local calls only. No phone calls are allowed (incoming or outgoing) after 9:30pm out of courtesy for residents who are trying to sleep. No phone calls are to be taken or made during required meetings, meals, or prayer. Cell phones are permitted following the phase guidelines on for those residents in phase 3. Excessive or disruptive cell phone calls will not be tolerated.

Point System

Residents will receive points for attending classes & activities or church services, completing chores, community service, as well as other point earning opportunities posted. Points can be redeemed for baby clothes and various other baby products.

Prescriptions

Prescription medication, other than prenatal vitamins and iron pills, must be kept in the Program Director's office.

Property

Visitation House is not responsible for residents' property if lost, stolen or damaged.

Signing Out

You are required to sign-out and sign-in every time you leave and return. The sign-out sheet is located in the Dining Room. Residents must be specific as to who they are with, where they are going, and a phone number and/or address where they can be reached if available. The Resident Director/ Program Director must know where a resident is at all times. Important contact numbers will be provided to residents upon their admission into the home. The Program Director must know of a resident's work, school, and visitor and appointment schedules one week in advance.

Smoking, Alcohol, Drugs

Visitation House is a smoke free building & property. Smoking is not permitted on church property. For the health of the baby we strongly encourage to refrain from smoking during your pregnancy.

The use of illegal drugs and alcohol are strictly forbidden while living at Visitation House. All residents are subject to random drug testing at the discretion of Visitation House staff.

Transportation

You are responsible to make and get to all your appointments on time. Arrangements may be made with the Program Director for rides to medical, WIC, and Social Service appointments, in writing, one week in advance for new residents. Residents are expected to use Votran bus system for all transportation needs.

Television

The television will not be on during classes or evening meal time. The television must be turned off at quiet time - 10 pm on Sunday-Thursday and 11 pm Friday-Saturday. Television is a privilege, not a right, and failure to adhere to the rules will result in suspension of that privilege for up to one week. Residents are allowed to watch APPROVED television programming from 5:00 pm until quiet time if household duties are completed. Residents are only allowed to view G, PG, and PG13 rated movies, unless given prior approval by Visitation House staff.

Visitors

No visitors are allowed inside Visitation House! Residents may meet visitors in the parking lot for pick-up/drop-off only. Visitors are not permitted to linger on property.

Wake-Up

All residents should be awake and out of bed by 7:00 am Monday-Friday and 9:00 am on Saturday & Sunday. Residents are responsible for setting their own alarm clocks.

Weapons

Absolutely no weapons (guns, knives, etc) can be kept inside the home, on the property or in

vehicles. Residents and visitors in possession of weapons on Visitation House property will be reported to the police.

Rule Violations

Three Step Process to Continue Residency After Rule Violation

1. Verbal Warning – documented on paper, signed by Program Director, resident, and witness.
2. Written Warning – written warning for second rule infraction signed by Program Director, resident and witness.
3. Evaluation Interview for Continued Residency – Leadership Committee will meet to discuss continued residency of resident. Committee will issue written plan in order for resident to continue occupancy or will present case to Advisory Board for decision to remove resident from Visitation House program.

Reasons for Dismissal

A resident may be asked to leave Visitation House for the following reasons:

1. Violent or abusive behavior toward self or others.
2. Alcohol or drug use. Failure to agree to random drug testing.
3. Theft.
4. Possession or use of weapons.
5. Visitors on property without permission.
6. Any action that jeopardizes the safety of Visitation House residents, staff, or volunteers.
7. Consistent unwillingness to follow program rules as outline in the Visitation House Resident Handbook.

Exit Procedure

When a resident leaves, it is expected that she will give the Program Director two-weeks notice so that proper planning for her departure can take places such as exit interview, packing and removal of her belongings, forwarding her mail, etc. It is the resident's responsibility to pack and move all of her belongings; anything left behind on the day she moves over becomes the property of Visitation House. She also must fill out a change of address form with the US Post Office prior to leaving.

If there is any reason for the Resident Director or Volunteers to be concerned for the safety of the baby, a report may be filed with the Department of Families and Children. All efforts will be made to notify the mother before the report is made.

Baby Rules

1. Sleeping Arrangements

Babies must sleep in a crib or a bassinet. Babies must never sleep in a car seat, bouncy seat, swing, stroller, or any other kind of seat for more than 30 minutes. If a baby is still sleeping past this period of time, then the baby must be transferred to his/her crib or to other safe sleeping area.

**** At no time should an infant be left alone in an adult bed. ****

2. Changing Diapers

Please use a vinyl pad under your baby when changing him/her. Please do not change diapers on the dining room tables, couches, or any other inappropriate surface, especially without a vinyl pad underneath your baby – changing tables are best.

Please do not discard your baby's dirty diapers in the bathroom or kitchen trash cans. If you need to throw them out immediately, simply wrap the diaper in a plastic bag and throw them into the garbage can outside. Do not leave dirty diapers on the floor of your bedroom or in the hallway or any common areas.

3. Baby Monitors

Whenever your baby is out of sight, maybe you are talking on the phone, maybe the baby is taking a nap, and you must use a baby monitor. It is your responsibility to maintain it so that it has batteries and/or is fully charged and working properly.

4. Feeding

If you are giving your baby formula, or if you are pumping and giving your baby breast milk in a bottle, please make every effort to be the one to feed your baby. The time spent feeding your infant is very important for both mom and baby. Although it may seem like feeding your baby takes *forever*, those precious 20 minutes or so every 2-3 hours are exactly what your baby needs – consistent, comforting, and reassuring quiet time in his/her mother's arms as he/she gazes upon your face.

**** At no time should you prop the bottle with a blanket, etc in order to feed your baby. ****

5. Car Seats, etc

Please no car seats, bouncy seats, or other carriers on the dining room table or on the counters.

6. Meal Times

To the best of your ability try to keep meal times as a time for you to eat your meals without interruptions. Therefore, try to give yourself enough time before dinner (or after) to feed, change your baby, so that it is not always occurring when you are trying to eat.

7. Routine

After delivery of your baby and after your return to Visitation House from the hospital, it is expected that you will make every effort to establish a routine for yourself and your baby,

with emphasis being that the baby be prepared for bedtime, including breastfeeding or bottle feeding, possibly providing a bath, music, etc. This will be most helpful to you and your child, as it will be necessary that you both are able to rest and get on a routine.

Acknowledgement of Visitation House Resident Handbook

I acknowledge that I have been given Visitation House Resident Handbook and have reviewed the contents.

Placement is primarily the resident's responsibility. We are a transitional housing and are available to assist residents in any way we can. Resources will be provided to the residents.

Residents must uphold their individual contracts in order to maintain residency.

The Visitation House rules are designed to maintain a workable environment for all involved. The administration of Visitation House reserves the right to remove residents who refuse to abide by, or continually abuse, these policies.

I have read these policies and agree to abide by them.

Resident: _____

Date: _____

Visitation House Witness: _____

Date: _____