

SAFE FAMILY MINISTRIES **(SFM)**

Program Design and Length:

SFM is Christ-centered, Bible-based residential discipleship and life-transformation program. Ours is a *MINIMUM ONE-YEAR* residential transitional facility for a transformational life-style change. The one-year commitment is intended to help achieve the goal of successful independent living. We do this by facilitating the establishing, outlining, and working toward increasing levels and stages of individual goals (Personal Discipleship Plan) through supervision, teaching, training, mentoring, and counseling, combined with progress evaluations and achievement reports. Residents meet with counseling staff twice each week and receive 30-day evaluations to help measure their progress.

Much time, study, and effort are involved in the plan of SAFE Family Ministries to ensure that it will function as a HOME. The following Guidelines provide a safe, secure, respectful environment to allow each resident to succeed in living a life of healing, wholeness, and hope. These guidelines are not optional for the Resident (R), and are supervised by our Staff.

General Guidelines

The “30-Day” Period:

There will be an initial 30-day “Black-Out” period for every resident that chooses to come into the program. The first 5 days of occupancy are an adjustment period which begins the first day. All belongings will be stored and locked up in a secure room until such time as staff has an opportunity to go through all the belongings. PJ’s and anything you may NEED for that 5-day block should be packed separately so staff can check through those belongings the first day.

Someone will be assigned to accompany the new R and to explain the finer points of how things work. This person will answer questions and be the ‘go-to’ person for the new Resident.

During the 5-day block, R is to go NOWHERE outside of Hope House without a “Buddy.”

Meals will be eaten in the dining room, and interaction with the other R is encouraged. The only phone calls that can be made are to children and must conform to telephone policy.

During the remaining 25-day “Decompression” period, R must abide by the following guidelines:

- No phone use, except calls to children, doctors, attorneys, courts, or DSHS. All non-official telephone calls must be pre-scheduled and will have a time limit. All telephone calls must be supervised by Staff, a House Mom, or designated person.
- R is not to leave the premises of SFM without permission and an approved escort. Permission only granted for verifiable medical, court, and DSHS/CPS/legal appointments.
- Required to attend Sunday morning and other church services at Dayspring Baptist Church.
- Cannot work off premises and cannot look for work until approved to do so by Program Director, unless employed prior to enrolling in program.
- Letter writing and/or journaling is encouraged.

Drug, Alcohol and Tobacco FREE Environment

SFM is an Alcohol, Drug, and Tobacco-Free facility. No tobacco, alcohol or non-prescription drugs are allowed ANYWHERE on-site. Prescription drugs are allowed if they are specifically prescribed to the R by a licensed medical professional and they fall within the parameters of our "Medications Policy".

- Random drug tests will be given by Staff. SFM will be financially responsible for test.
- Random room searches will be performed to ensure an Alcohol, Tobacco, and Drug-Free environment.

Employment:

As part of the transitional and transformational living program, R will be strongly encouraged to secure and maintain employment at some point. Resident must actively pursue employment as soon as Counseling Staff recommends it. Once recommended, R will actively search for work at least 2 working days a week and secure employment that does not inhibit successful completion of the program.

Program Fees and Associated Expenses:

The goal is for the R is to graduate the Program and to leave SFM financially responsible and independent. The following guidelines will help achieve this goal:

- Program Fees are due at the time of approval for entrance into the program. If R has no personal resources for Program Fees, R will need to secure sponsorship from other sources. A financial plan will be set up with SFM Administration.
- Thereafter, fees shall be paid the first of the month on payday and are to be paid directly to SAFE Family Ministries.
- R will establish a budget as well as a savings or other banking account.
- R will be responsible for the following expenses:
 - Transportation
 - Health Needs
 - Probation, legal fees and expenses
 - Restitutions
 - Child Care
 - Anything else that reflects a responsible lifestyle

Financial Advising:

Resident will meet with a financial advisor as scheduled for assistance with organizing, establishing and maintaining appropriate spending and saving habits.

Counseling

All Counseling sessions with a Staff Counselor will usually be scheduled the week prior to the appointment and attendance is mandatory unless other arrangements are made. Psychiatric guidance may also be scheduled at Counseling Staff discretion or upon Resident request.

RESIDENTIAL LIFE

Resident Handbook will be given to each R upon entry into the Program. Each R is to keep her copy of the Handbook in her room and know where it is at all times.

Curriculum:

Upon entering the Program, every Resident receives several items that are part of the basic curriculum taught here. Each R is responsible for keeping track of and using her own copy of these items. Lost curriculum costs \$25.00 to replace and will be charged to Resident's account.

Meals:

All meals will be prepared in our kitchen and served/eaten in the Dining Room of Hope House. R is responsible for her own breakfast and lunch, including those of her children (if applicable). Dinner will be cooked/served by R Kitchen Teams on a rotating schedule. Kitchen is open during SPECIFIC HOURS. Any exceptions must be prearranged with Staff. If R is going to be away and wants a meal saved for her, R must leave a written request in designated area prior to leaving the premises. If R uses this service, R will be responsible for her own clean up.

Mothers with children will be responsible to teach/require children's appropriate conduct at dinner. When children have difficulty, the Mom will remove them from the room and/or postpone their meal until other residents have eaten.

No food or meals are to be eaten in the living room of either Hope House or Faith Manor. Food is not allowed in Resident rooms. Food is not to be taken to resident rooms.

Dinner will be served at 5:00PM. If R is on-site, **DINNER ATTENDANCE IS MANDATORY.**

Food:

Each R is responsible for contributing to the purchase of staple foods for the "House". The contribution amount is determined by several factors and will be specified for each R by the Executive Director.

There is an "Approved Foods and Guidelines" list which every R is to use when purchasing food – either for herself or for the House. Food purchased that falls outside these parameters is contraband and will be confiscated. Any exceptions (for birthdays, etc.) must be pre-approved by Staff.

Mail:

Outgoing mail should be placed in basket in Reception office.

- R is responsible for postage.

- R who leaves for work early should place mail in office before leaving.
- R agrees not to subscribe to magazines or other material while in the program.
- R will not use this address as a permanent address.
- R releases to SFM Staff the right to inspect all mail and to confiscate mail they deem detrimental to R or the Program.

Temporary address is:

RESIDENT'S NAME

P. O. Box 935

Chehalis, WA 98532

Room Care, Laundry Facilities and Appliances:

Another goal of the Program is to develop ladies who are good stewards of what God has provided. This entails caring for and cleaning what we have. "Clean-as-you-go" is the general policy, especially in shared areas.

R is responsible for cleaning her own room as well as doing personal laundry, towels, and linens. Clean lint trap on dryer after every load. Laundry day will be scheduled weekly.

When cooking: if you spill, boil-over on the stove or in the microwave, or make any other mess, clean up after yourself.

NO FOOD ALLOWED IN RESIDENT ROOMS. Crumbs and dirty dishes attract pests.

Staff will inspect rooms daily to ensure basic health standards are met.

Staff will also schedule pest control if needed.

Household Chores:

Keeping the home and property clean is R responsibility. Each R will have a Daily Chore as well as a Weekly Chore. Each chore is to be done as needed, not just once a day or once a week.

Some jobs are divided into TEAMS and scheduled accordingly. The expectations for each task are provided and posted.

TEAM and individual Chores are rotated on a regular basis.

All R are expected to participate in any major projects.

Music, Movies, Photos, Art:

Must be Christian-based. Only what is uplifting/purifying and honors God is permitted.

Hard rock and rap music is discouraged. Local Christian radio is recommended.

Sound level on music/movies should be respectful of all R. If your music can be clearly heard outside your room it is too loud! If asked to lower volume, R is expected to do so.

Dress and Personal Hygiene:

R is to be appropriately dressed at any time outside of R room (includes under garments).

Sexually provocative attire is prohibited, as is clothing that is not "SAFE-appropriate" (slogans or advertisements for example).

STAFF WILL MAKE FINAL DECISION ON APPROPRIATENESS OF ATTIRE.

- Shower first then dress appropriately for the day before 9:00 AM.
- Hair should be clean and well groomed each day.
- Donated clothing may be used only by Staff permission.
- **No borrowing or loaning** of clothing, shoes or jewelry.
- No new body piercing or tattoos while living at SFM.
- No pajamas except after 8:00 PM and before 9:00 AM.

General Behavior:

- Residents are expected to follow the instructions of House Moms and other Staff.
- Respect each other using politeness, consideration, a low speaking voice and good manners.
- Profanity loses privileges and results in consequences.
- Phrases such as “I’m sorry/please/thank you/excuse me/forgive me/I forgive you” are to be a part of R conversation every day.
- Do not lend or borrow money.
- **Shut and lock door at all times** when not in room. When in room, either leave key in the lock or on the pin that is eye-level on the door.

Phone Policy:

- Do not make or receive phone calls or text messages during scheduled classes, activities, events, or house meetings.

House Telephone:

The House telephone phone is located at a designated place and will be used only at designated times. Residents can purchase phone cards for long distance calls after 30 days of Residency. No long distance calls made unless you have a phone card.

- Answering house phone is the responsibility of the HM. If a HM is not available, a designated person is to answer.
- **DO NOT** give any verifying information about another R. If R caller is asking for is not available, simply take a message. Be sure to write it down and place the message on the Message Board.
 - **Do not** give Info of where R is (if R is not home) is not allowed. Even if caller says it is an emergency, **we will not give out any information.**
 - Hang up if caller becomes persistent.
 - Notify HM or other Staff as soon as possible.
 - Anyone in residence less than 60 days must pre-schedule all personal calls. These calls are to be supervised and will have a specified time limit pursuant to PDP of R.

PHONE SCHEDULE:

- **M-F** phone may be used during R free time (after chores/obligations completed) until 10:00PM.
- **Saturday** phone may be used during afternoon & evening free time (after all chores/obligations completed) until 11:00PM.
- **Sunday** phone may be used after all obligations are completed, from 11:00AM-8:00PM.

Failure to comply with telephone rules will result in loss of phone privileges beginning with restriction for 3 days.

CELL PHONE POLICY:

There is a Cell Phone Policy posted in Hope House. The following is a summary of that Policy:

- Cell phones **may be allowed after 60 days** at the discretion of the Program Director. This is NOT automatic — cell phones are a privilege, not a right. Any resident who allows another resident to use her cell phone without Staff permission will face consequences up to and including dismissal from the program.
- Do not ask to use HM phones or the phone of another R.
- Phone calls limited to 15 minutes.
- First 30 days calls may be made to R children/legal/medical/DSHS, etc., and must be scheduled with Staff and properly supervised.
- All calls will be monitored by a HM or the SFM Staff until resident has received approval of Program Director.
- Cell phone is to be turned in during all classes, 1-4, and every night before Lights Out. Phone is to be surrendered WITHOUT ARGUMENT any time a HM or Staff member asks for it.

Classes and Activities:

All residents must agree to a *MINIMUM* of one year of unbroken participation in the SAFE Program.

A PERSONAL DISCIPLESHIP PLAN (PDP) is developed by the Counseling Staff for each Resident. Graduation from the Program is contingent upon successful completion of the PDP.

All classes and activities are MANDATORY. Any exceptions must be pre-approved. The schedule of all general classes and activities is provided at time of occupancy.

Each PDP includes:

- Participation in SAFE classes and completing the assigned homework daily.
- Participation in on-site Bible Studies.
- Participation in other specialized classes, on- and off-site. Specific need to be determined by Counseling Staff.
- Meeting with Counseling Staff as scheduled, at least twice weekly.
- Meeting/speaking with Mentor at least once each week.

- Special events, retreats, visitation.
- Sunday morning worship and Sunday School, with occasional potluck/Bible study.

Community Meetings:

Purpose is to share information, provide R with opportunity for input, and involve R.

- There is a weekly House Meeting each Sunday afternoon to discuss what is and is not working. Residents may suggest topics for discussion.
- Time and day of additional meetings will be posted.
- Will involve items, which are applicable to R and will review policies and guidelines.
- Meeting notes will be taken. If R misses the meeting, it is her responsibility to read and initial the minutes.

Staff meetings will be held at various times and R is to respect that time and not interrupt unless an emergency (hurt or dying). A note may be placed under door with name and problem. Staff will get to it ASAP.

Leave Requests: Resident is limited to one night a month away from the campus with the right to earn a second night away during the month on a different weekend. The night away will be either a Friday night with return on Saturday evening by 8:00 PM or a Saturday night until Sunday after Church. A Sunday morning worship service is to be attended (bring bulletin to House Mom upon return.)

Requirements for approval are as follows: Chores, homework, class attendance, counseling and rules all must have been done as required. Attitude toward all those in leadership, including house moms must not be an issue.

An additional requirement to earn a second night is that a resident must complete a mission project.

Requirements for the mission project:

1. A written proposal of project which must require at least 4 hours per resident.
2. At least 2 residents to a team for mission project.
3. Proposal must be given to Program Director on the last Wednesday of month prior to proposed project.
4. Approval of Program Director is required.
5. Signature of staff is required after each portion of project is completed.
6. Must obtain Staff signature upon completion of the project.

For time away:

1. Leave Request form must be completed, and approved.
2. No back to back (consecutive) weekends
3. Married residents may be given another night away to spend time with husband and children only.
4. For single residents no boyfriends (current or ex), no fiancés on outings.

Staff has discretion to approve or disapprove details at all times.

Smoking:

Beginning January 1, 2012 SFM is a non-smoking facility. Because of the spiritual, financial, and physical burden smoking creates, it is no longer allowed. Resident will be expected to follow this policy on and off SFM campus. Violations will be subject to consequences including forfeiture of leave, phone privileges, extra chores, a 30 day block, or other consequences determined by SFM Staff.

School:

Residents will not attend school of any kind without prior Staff approval.

Sign In/Sign Out:

R and children must sign the In-Out Log sheet in Hope House when leaving and returning to premises.

Time leaving and approximate time returning is the RULE. **If R cannot get home at designated time, R must call SFM Staff and explain delay.**

Personal Vehicles:

No use of personal vehicle unless pre-approved by the Program Director. If a vehicle must be brought to SAFE, keys will be kept by the Staff. Based on progress in program, R may have limited use of car and keys with the approval of Program Director. Appropriate use will be required to retain this privilege. Staff will monitor.

Children:

Up to two children (no males over 8) will be allowed in room with R.

A loving, nurturing, disciplined, safe environment will be provided by mom.

Mothers with children will be able to enroll them in local schools. Transportation is by school bus, other transportation is responsibility of the Mother.

Medical and dental care is responsibility of Mother.

Baby-sitting/child care is the responsibility of the mother and is not the responsibility of HM, Staff or other Residents.

Medical Care:

Resident's physical well-being/health is important. Upon enrollment, R will disclose medical needs and health insurance/care she has: Private insurance, WA State policies, Federal, etc.

The expense of the medical care is the responsibility of the R.

SFM will assist R with scheduling and receiving medical care as needed.

If R has a fever/illness, it must be reported to Staff prior to returning to bed or missing work/scheduled activities.

All RX's must have prescribing physician's name, the script number, dosage, directions, and any refill date and be secured in Med Room by Staff.

- R is also responsible to report any non-prescription (over-the-counter) meds to Staff.
- All meds are overseen by Staff or HM and recorded after each dose taken.
- No narcotic medications are allowed at SFM.
- No resident is allowed to pick up her own prescriptions.
- All Dr. and hospital after-care orders will be given to House Mom.

Visitors:

Residents are welcome to have visitors. All visitors must have prior approval by Staff. R may have visitors after successful completion of 30-day Black-Out. **Approved visits are on Saturday from 1:00PM to 5:00PM ONLY. Exceptions require a "Leave Request" and pre-approval of Program Director or Counseling Staff.**

- Each visitor must sign in and their conduct is responsibility of the R. It is expected that all visitors will observe same courtesies as R living at SFM.
- No visitors in private bedrooms except R own children.
- All visitors are subject to a random on-premise drug test. If test shows "positive", visitor will have to leave immediately and will lose privilege of visitation.
- All bags/purses/suitcases/shoulder bags or other storage items subject to inspection and/or held upon determination of Staff. Visitors are encouraged to leave all personal items locked in their vehicles.
- **NO dating and no similar relationships are to be formed while R is in the Program.** Married R will be guided by Counseling Staff to maintain/repair marriage if possible.

BEHAVIORAL CONSEQUENCES

Protection of Residents:

If Staff believes R is a danger to herself, other R or Staff and/or is a disruption to SFM, appropriate medical/psychiatric/law enforcement procedures shall be instituted.

To protect individuals involved in the Program, any R with knowledge of another R violating rules or Program Guidelines must come forward and inform Staff. Failure to do so may result in dismissal from program.

Contraband:

SFM is a drug- alcohol and tobacco-free environment. R is always subject to personal property and room search. Random room searches and drug screenings are conducted and compliance is mandatory. **The following items are not allowed at SFM:**

- Non SAFE-Friendly reading materials, music, and/or movies (up to Staff discretion).
- Occult or sexually explicit material of any kind. Absolutely NO pornography.
- Alcohol, tobacco, addictive chemicals.
- Food items not on approved list.

- Clothing that is not SAFE-approved (Staff discretion).
- Weapons of any kind (up to Staff discretion).
- Any questionable items, R should ask Staff.

Unscheduled Leaving of Premise:

Leaving the premises/program without pre-authorization will result in an evaluation of the matter by SFM Staff. Consequences may include suspension or expulsion from Program.

Grounds for Disciplinary Action, Up To and Including Expulsion:

Failure to attend all assigned classes.

Failure to maintain steady progress in Program.

Failure to meet financial obligations.

Failure to maintain at least part-time employment once directed to become employed.

Failure to adequately complete chores and other assignments.

Absence without permission.

Repeated rule violation. Premeditated violations will receive double consequences.

Racial, ethnic, or other prejudicial slurs.

Violence against persons or property.

Aiding the violation of rules by another R.

Lying; stealing; gambling; dangerous pranks; disruptive behavior.

Abuse, exploitation, or violation of another R rights.

Cult or occult activities.

Disrespecting Staff/insubordination.

Possession or use of a dangerous weapon.

Medical or psychiatric complications SFM is not staffed to deal with, including acute withdrawal symptoms or failure to take meds as prescribed.

Possible consequences of above (subject to Staff discretion):

- Probationary period with specific parameters for change in R behavior/attitude. If a staff review finds you in failure to comply; you will be given a date to leave SAFE property.
- Re-start program from beginning with modified PDP.
- 15-day suspension (with open bed availability).
- Dismissal from program.

Grounds for dismissal without prior warning:

SFM is committed to providing a safe/secure/sober/dignified place of growth for those seeking a transitional/transformational lifestyle.

The following are circumstances/behaviors which ***will result in immediate expulsion:***

- Physical violence or the threat of violence
- Bringing or using drugs/alcohol on premises
- Sharing drugs/alcohol/tobacco with a minor on SAFE property
- Being under the influence of drugs/alcohol
- Sexual activity
- Abuse or threat of abuse
- Having knowledge of and failing to report any of above violations

Probation officers will be notified of expulsion.

Reinstatement of Residency

On rare occasions it may be possible for an expelled R to re-apply for and be approved for return to the Program. Should this happen, former Resident will be considered a New Applicant and be required to meet all application and screening criteria before reinstatement.

Fees for expulsion:

If the R is discharged because of rule violation or leaves the SFM Program for any reason, all personal belongings will become the property of SFM after a non-resident period of 72 hours. If arrangements are made for SFM to store belongings, a fee of \$3 per day will be charged to do so. If R room is cleaned by the Staff, a \$50.00 charge will be applied to the account of expelled R.

AFFIRMATION AND ACKNOWLEDGEMENT

By affixing my signature below, I _____ (print name) hereby state that I have read, understand, and agree to adhere to the above “SAFE Family Ministries Rules and Guidelines for Residency”. I also agree to comply with any future modifications made to said “Rules and Guidelines” during my participation in this Program. I also acknowledge that I have received a copy of these “Rules and Guidelines”, also referred to as the “Resident Handbook”.

Resident’s Signature

Date

Director’s Signature

Residency Start Date

Revised 1-12-2012

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Director's Signature Residency Start Date

Revised 1-12-2012

Revised 1-12-12