

## HANNAH'S HOUSE GUIDELINES

(11/2015)

We are looking forward to sharing our home and getting to know you during your stay here with us. We are here to support you and help you to create a life plan and build self-sufficiency. In order for our home and this program to run smoothly, we have established the following program guidelines. These are non-negotiable and will be followed at all times. Failure to follow program guidelines will result in dismissal from the program.

### WHEN YOU ARRIVE

- Mothers will be loaned a number of items upon their arrival to Hannah's House. Items include but are not limited to furniture, a mini crib, a changing table, bedding, linens, and more. Therefore, no mother is allowed or needs to bring her own furniture, linens, or bedding to Hannah's House. One maternity or body pillow is acceptable.
- You may only bring what can fit comfortably into a small bedroom. Mothers will be asked to consolidate or downsize their belongings if too much is acquired during your stay.
- Mothers are required to move in their own belongings. You may have one person outside of Hannah's House assist with this process.
- Move in days are individually scheduled; however, move in days will be limited to Monday through Friday between the hours of 10:00 AM and 5:00 PM.
- All clothing will be placed in the dryer immediately at the highest heat for 45 minutes. All other items will be sprayed with de-natured alcohol. This is to ensure bed bugs do not become an issue at Hannah's House.
- All mothers' belongings will be searched upon entry to the program.
- Mothers will be asked to fill out a check-in log which will include information such as what is in your room, any damage you may see in your room prior to moving in your belongings, etc.
- Mothers will be given time to settle into their rooms; however, it will be expected that mothers meet with the Executive Director within 24 hours of their move-in time in order to establish a weekly goal setting meeting and to acquire any needed materials.

## HOUSEKEEPING

- All mothers will be up at 7:00 AM. It is your responsibility to get yourself up. You will have an alarm clock provided. House managers will assure mothers are out of bed at 7:10 AM. A verbal will be given to any mother not out of bed.
- Beds will be made, rooms picked up, babies ready to go, and mothers will be downstairs for devotions at 7:30 AM.
- Each mother is responsible for keeping her belongings picked up throughout the rest of the house (i.e. desk mailboxes, changing table, etc). This must be done daily before leaving for any activities.
- Mothers will not be excused during instructional classes, devotions, etc. You need to make sure you take care of bathroom needs, etc. prior to all meeting times.
- Each mother will participate in the daily and weekly tasks of housekeeping and cooking. The Lead House Manager will create a chore/meal chart that is expected to be followed. Mothers will be able to sign up for chores during the weekly house meeting.
- Chores must be completed daily between the hours of 4:00 PM and 5:00 PM and checked by a house manager. After a house manager has checked your chore, they must sign off on it on the chore chart. If a house manager has not signed off on a chore, other staff will assume this chore has not been completed. If school or work schedules conflict with chore hours, your chore must be completed no later than 9:30 PM.
- Laundry is done according to a set, weekly schedule. Each mother is responsible for doing her own laundry and assisting with household laundry when needed. If you don't have a full load, please ask if there is anything from the household that could be added. Laundry room must be cleaned up after washing is finished (no leaving clothes in/on dryer). All laundry needs to be completed on your scheduled day between the hours of 8:00 AM and 10:00 AM or 12:00 PM and 9:00 PM.
- There will be daily room inspections completed by house managers to ensure proper habits are being formed and to keep mice and health issues at a minimum. Verbal warnings will be issued if your room is found to be unsatisfactory. If you have questions regarding room cleanliness expectations, please talk with a staff member.
- Diapers need to be disposed of properly (in a trash can in your bedroom or in the kitchen) and are not to be thrown away in the bathroom trash cans. Soiled diapers are to be taken

outside to the Granger bin immediately. Bedroom trash cans are to be emptied daily.

## **MEALS/COOKING/GROCERY SHOPPING**

- Evening meals are eaten together as a family at the table at 6:00 PM. Mothers may be excused from this due to work or school schedules only if they submit a late request form. Late request forms need to be submitted at least 24 hours in advance. The mother may eat breakfast and lunch on her own and will be responsible for **immediate** cleanup (no dishes, bottles, etc left in or beside the sink). Dishes are to be washed, dried, and put away immediately. If there are dishes left in or by the sink or in the drainer, all mothers will receive a verbal warning since staff cannot prove who did not take care of the dishes.
- Each mother is responsible for cooking one meal per week for the entire household. This means dinner should be ready to be served at 6:00 PM on your scheduled evening to cook.
- Every meal will be planned the week prior during house meetings. All meals must include a meat, vegetable, and starch- creating a well-balanced meal. Meal choices and needed grocery items need to be placed on the grocery list by the conclusion of the house meeting. Meals will be reasonably priced. It is at the discretion of the house manager as to what is reasonable. If you cannot think of something to cook, the group can brainstorm a meal to make. The pantry and freezer needs to be checked in order to use foods we already have on hand. If you are using something from the pantry or the freezer, make sure to label it with your name and the scheduled night it is to be used.
- When grocery shopping is completed, it is the mothers' responsibility to put all groceries away properly. Items to be used for scheduled dinners need to be labeled with the name of the mother cooking and the scheduled night it is to be used.
- If it is your night to cook, it is also your night to clean up from dinner. This means that the person who cooks washes all dishes used by everyone and also cleans the stove, counters, and pots/pans, as well as properly storing of any leftovers. Leftovers need to be labeled with the date in which they are stored. Any leftovers not labeled will be thrown out. Leftovers that are more than three days old will also be thrown out.
- Hannah's House will provide the basic, day-to-day food. Our grocery budget will only be used to purchase items within the five food groups. If you want something special or outside of what the Lead House Manager is purchasing, you will be required to purchase

those items on your own. This means using your own food assistance or cash. If you purchase items for yourself, you may place your name on the items and make sure they are stored properly. Items not labeled with a name are considered to be house food.

- WIC food items are to be shared with the entire house.
- Grocery shopping is done every Tuesday at 1:00 PM. All grocery items should be placed on the grocery list no later than 9:30 PM on Monday evenings. Items not on the grocery list will not be purchased.
- Each mother is responsible for helping to create the grocery list each week, helping to collect coupons for each week, and assisting the Lead House Manager in going to the grocery store. It is not required that all mothers go to the store each week, but mothers are required to go to the store with the Lead House Manager at least once per month.
- There will be no food eaten anywhere except at the dining room table or in the kitchen (exceptions can be made for special events by staff only). NO FOOD OR DRINK (except water) is allowed on the second floor EVER. (It draws mice and bugs.) Please note that baby formula/bottles may be used anywhere in the house.

## **CLOTHING/HYGIENE**

- *Street* clothing must be worn in the living area. No pajamas (with the exception of pajama pants) worn on the first floor at any time. A bra should always be worn when on the first floor. If a staff member feels that your clothes are not appropriate you will be asked to change.
- Proper personal hygiene is expected of each mother for her own benefit and that of her baby. Daily showering, brushing teeth and regular shampooing of hair is mandatory. Clean clothes are to be worn at all times, and deodorant is to be used daily.
- You will be assigned a time for showering each day. Showers may last up to 10 minutes, but no longer. (This includes the amount of time it takes to dry off, clean out the bathtub, and be decent enough to walk down the hall to your room to get dressed.) Showering times are 8:00 AM, 8:10 AM, 8:20 AM, and 8:30 AM. If times need to be arranged outside of these due to work or school, please talk with the Executive Director during your initial meeting.
- After washing/showering, please properly store towel/washcloth in your bedroom. Towels/washcloths are not to be left in the shower or bathroom at any time. **Do Not** put

wet items in the laundry baskets or leave on floors or wood surfaces.

- The shower will be cleaned after each use. This means removing hair from the sides of the bathtub and drain.
- Personal items will not be shared **and** will be kept in your room. This includes razors, toothbrushes, shampoo, conditioner, body wash, bar soap, brushes, makeup, and other personal items.
- Personal/hygiene items can be earned through the Baby Bucks program.

## **MEDICAL**

- All mothers will be asked to do regular, random urine tests at the request of staff. This may mean an upfront cost to you. Residents with a history of substance abuse (use of alcoholic beverages, non-prescribed medication, or illegal substances) will be required to attend Celebrate Recovery.
- All mothers must be under a doctor's care. If, upon arrival here at Hannah's, a mother is not already under medical care, we will provide referrals for appropriate care, and appointments must be made within two weeks of arrival.
- All mothers will attend childbirth classes (Doula is acceptable and can come to the house), go to doctor appointments, and follow medical recommendations. If bed rest is prescribed, this will be mandated, no exceptions.
- A list of prescription medications, including dosage and times to be taken, must be submitted at the time of acceptance to Hannah's House and updated as needed during your time at Hannah's House. All medications, prescribed and over the counter, will be kept in a lock box. This includes prenatal vitamins, Tylenol, and other non-narcotic medications, as well as baby medications (unless they need to be refrigerated). All medications must be in their original containers. Medications not in the original containers will be disposed of. Mothers will only have access to their medications at appropriate dosage times or with staff permission.
- Medications are not to be shared with any other person. Sharing of medication will result in immediate dismissal. This includes any prescription or over the counter medication. Mothers are responsible for having their own Tylenol or similar medication available to them if needed. No medication will be kept at Hannah's House to be used as community

medication.

- Mothers will be expected to participate in all Hannah's House required programming. Those who are unable are expected to get a doctor's note excusing them from specific activities. The request will be verified by the Executive Director with the doctor.
- Mothers will be excused for two weeks (three weeks in the case of a c-section) from outside programming after the birth of their child(ren). This includes work, school, church, volunteering, or any other activity which would require a mother to leave the house. Activities in the home will still be required such as Bible study, budgeting, study skills, and house meetings. Two weeks starts the day you enter the hospital. (Exceptions can be made in extreme circumstances.)
- Mothers will be excused from cooking and chores for one week (two weeks in the case of a c-section) after the birth of their child(ren). One week begins from the day you enter the hospital. (Exceptions can be made in extreme circumstances.)

## **COUNSELING**

- While mental health counseling is not mandatory for every mother, the need for counseling will be assessed and discussed during weekly goal setting meetings. If counseling is determined to be necessary, referrals will be given.
- Mothers will be required to keep a daily journal. This will be checked periodically during weekly goal setting meetings, but will not be read. Journals will be provided to mothers upon arrival to Hannah's House.

## **SPIRITUAL**

- Christian church attendance is required on Sundays. Mothers are required to attend Church in the City with the service beginning at 11:00 AM and concluding between noon and 12:30 PM. It is required that each mother takes sermon notes each week. Sermon notes are to be turned into the Executive Director no later than Monday morning at 7:30 AM. Please note that if you have a specific denomination that you are a part of, you may still go to the church service of your choice at another time. However, it is expected that you participate and attend the Church in the City service at 11:00 AM.
- If a staff member is presenting at another congregation, it is expected that mothers attend

the service with them. This is the only exception to missing the Church in the City service.

- Mothers may not work, go to school, volunteer, or participate in other activities on Sunday mornings in order to ensure that church attendance is kept.
- If a mother is unable to attend church due to illness, oversleeping, etc., a make-up assignment will be given to the mother by the Executive Director.
- Mothers are required to participate in regular daily devotions, which are led by the staff member on duty. Devotions will take place Sunday through Saturday at 7:30 AM. Mothers are required to reflect on the daily devotion in their Hannah's House journal. Any mother who begins work or school prior to 7:30 AM must submit an early release form at least 24 hours in advance in order to be excused. Devotions are expected to be done on your own prior to leaving the house for the day if this is the case.
- Mothers are required to participate in a weekly Bible study, which will be held on Monday evenings. Mothers are required to take notes and reflect on weekly Bible studies in their Hannah's House journal. These will be reviewed in weekly goal setting meetings.
- Mothers are required to participate in weekly study skills sessions, which will take place on Wednesday evenings. These sessions will include a self-led Biblical lesson and the memorization of a Bible verse.
- Weekly prayer meetings will be held on Wednesday mornings from 9:00 AM – 10:00 AM. All mothers must participate unless excused for work or school.

## **SCHOOL/EMPLOYMENT/VOLUNTEERING**

- Continued education is required if a mother has not received a high school diploma or GED. Mothers are required to attend all classes (through Advent House, Michigan Works, or high school, if eligible) unless a doctor's note is given as an excused absence (for extreme situations only—if you can go to the mall, you can go to school). If you receive a doctor's note, you will be expected to stay in your room all day with the exception of getting food and using the bathroom.
- Once a GED, or high school diploma, is earned a mother will immediately begin employment searches. The only exception is by a medical release from working prescribed by a physician and then SSI must be applied for.
- Employment should be secured during the hours of 9:00 AM and 5:00 PM, and you must be

able to maintain participation in all Hannah's House programming. If you must leave the house before 8:00 AM or get back after 6:00 PM, you must complete and get approved an early release form and/or a late request form. These forms must be submitted at least 24 hours in advance. No working between the hours of 9:30 PM and 6:30 AM. No exceptions.

- Mothers are required to work, be in school, or volunteer a minimum of 25 hours per week. This means a mother can be going to school, working, volunteering, or doing a combination of the three for a minimum of 25 hours per week. In order to keep track of hours, mothers are required to keep weekly activity log sheets. Mothers must track where they have been and for how long each day. Hours will be calculated during weekly goal setting meetings. Blank activity logs can be found in the door of the Executive Director's office.

### **TELEVISION, CD PLAYERS, RADIOS, STEREOs, LAPTOPS, ETC.**

- All radios are to be off or at very low volume during quiet hours (from 9:30 PM to 7:00 AM). At no time shall the volume be loud enough to interfere with the activity of another person. The only stations allowed at Hannah's House are Smile FM, Shine FM, and Family Life Radio.
- Movie choices and volumes are at the discretion of staff.
- CD's and DVD's may not be brought into our home without staff approval. Inappropriate CD's or DVD's will be confiscated immediately and stored until you exit the program.
- Televisions, laptops, and other electronics are not allowed in the mothers' bedrooms. Laptops and other electronics needed for work or school will be stored each night no later than 9:30 PM and returned each morning at 8:00 AM.
- Television shows and movies, which promote loose morals and lack of values or "R" rated movies, will not be allowed.

### **TELEPHONE**

- At no time will a mother answer the Hannah's House phone. A mother is also not permitted to use the phone for personal use. If it is an emergency, a mother must ask a staff member permission to use the phone.
- Cell phones will be stored with the house manager no later than 9:30 PM each night and returned by 8:00 AM the next morning.



- Mothers' phone calls may be monitored by the house manager, who has authority to ask a mother to end the phone call if the nature of the call is disruptive to the home.
- Cell phones are only to be used on the first floor. Immediate write-ups will be issued for failure to follow this rule.

## **CARING FOR BABY**

- Diapers, wipes, clothing, or other items needed for baby can be earned through the Baby Bucks program.
- Your baby is your responsibility. Staff are not available to care for your child and are NEVER available for babysitting.
- Mothers may not watch other mothers' babies.
- Your child is your first responsibility. Your needs, wants, and desires always come second to the care of your child.
- Baby's bottles are not to be propped for feeding at any time.
- Babies are never to sleep in bed with a mother. Babies are to sleep in their own space such as a basinet or crib.
- You will be assigned a time to bathe your baby. Babies will be bathed regularly. Baby bath times are in the evenings and may only last up to 15 minutes, but no longer. Baby bath times are 8:00 PM, 8:15 PM, 8:30 PM, and 8:45 PM.
- Prior to any instructional class, devotion, etc., mothers need to make sure babies are changed and have bottles and other needed items prepared and handy. Mothers will not be excused during scheduled classes, devotions, or meetings.
- Mothers who have lost or surrendered previous children must show evidence of lifestyle changes conducive with being an effective and loving parent or be seeking out adoption options upon delivery.

## **GENERAL**

- There will be NO horror, demonic, satanic, Nazism, gang, sexually explicit/inappropriate or violent symbolism or language displayed anywhere in the home. These are not to be worn on clothes, jewelry, hung on walls or anywhere else in the house, as well as music and television choices.

- There are only two parking spaces available to Hannah's House, which are reserved for staff use. Therefore, mothers will not be permitted to park or keep personal vehicles on the property/site of Hannah's House. Mothers are not permitted to drive staff vehicles. If you have a vehicle, arrangements must be made prior to your arrival.
- If you are staying at Hannah's House and have your own vehicle, you must hold a valid driver's license and automobile insurance. Staff will not permit mothers to drive under any other circumstance. Failure to follow this rule will result in disciplinary action and possible dismissal from the program.
- You must apply for any assistance for which you are eligible. (i.e. WIC, Cash Assistance, Food Stamps, Daycare Assistance)
- **Smoking is prohibited inside and on the property of Hannah's House. If a visitor smokes, he/she may not do so on our property.**
- The use of foul/vulgar language or conversation is not allowed at the home. One week grace will be given of verbal reminders on appropriate language. After the one week grace period, mothers and visitors will be required to pay \$0.25 for every swear word. The definition of a swear word is left up to staff. Taking the Lord's name in vain is always considered a swear word. (Please note this rule applies to visitors, as well!)
- Mothers MUST respect other mothers as well as their privacy and property. Stealing will not be tolerated. You are not allowed to enter, for any reason, another mother's room. This means no socializing in one another's rooms.
- Unless changing, you are to keep your bedroom door open.
- Lying will not be tolerated. Lying will result in dismissal from the program.
- Attendance at house meetings is required, plan accordingly. These meetings provide useful house information, as well as time for each mother to express feelings and concerns. This is also when our life skills meetings will take place. At a mother's first house meeting they will be required to give the rest of the house a short bio of who they are and what brought them to Hannah's House.
- Attendance is required at regular instructional classes (budgeting, shopping, cooking, child care, nutrition, parenting, etc.) as laid out in your weekly schedule and may be adjusted during weekly goal setting meetings. If special classes or meetings arise, you will be notified in advance and are expected to attend and participate.

- Full participation and cooperation with the budgeting program is required! This means being accountable for all spending and adhering to a savings plan. It also means showing all receipts and working diligently with your budgeting mentor. Women that place higher value on toys like cell phones or giving money to other people instead of saving for housing and future needs should seek other housing options.
- Hannah's House cannot be responsible for mothers' valuables. It is suggested that money not be kept upstairs. A savings account and/or a safety deposit box are recommended.
- Every individual is responsible for any damages caused by her own actions.
- No lighted candles or incense will be permitted in any area of the house.
- At all times the authority of any staff member must be respected and any decision made by her is final. All problems should be worked out with the staff member on duty. If, however, there is a serious problem you feel has not been properly resolved, a grievance procedure is available to mothers. This grievance (mother complaint form) should be filed with the Executive Director within ten days of the incident and the Executive Director will follow up with the mother within 48 hours. Mother complaint forms can be found in the Executive Director's door.
- If there are reasons to suspect house rules are not being followed, a staff member may enter a mother's room without permission and spot checks may occur.
- Curfew is 6:00 PM daily in order to eat dinner and be present for evening programming. If work or school runs later than 6:00 PM, a mother may submit and get approved a late request form (which must be submitted at least 24 hours in advance). A mother may not return to the house later than 9:30 PM, no exceptions.
- Quiet hours are observed from 9:30 PM to 7:00 AM. Mothers are expected to be upstairs no later than 9:30 PM. Lights out is 10:30 PM. DO NOT come downstairs for food, etc.
- You will notice you have an hour from the time you are required to be upstairs to the time of lights out. During this time you may read, listen to the radio quietly, write in your journal, work on study skills assignments, memorize your weekly Bible verse, do crossword puzzles, draw, etc. If you need other suggestions, please talk with a staff member.
- All volunteers deserve our respect. At Hannah's House we extend double honor to all our volunteers. Please remember these individuals are involved in the ministry because they love the Lord, you, babies, and the ministry of Hannah's House. Always show appreciation for

what they do. Do not take advantage of their graciousness.

- Never try to seek a donation for yourself from a volunteer or community member. This is always improper.
- Any donations coming into Hannah's House are the responsibility of the ministry staff. Never sort through, distribute, or take items without the express permission of a staff member.
- If you are on probation you must provide information about your case upon admittance to the program, and you must abide by the terms of your probation during your stay at Hannah's House. Failure to do so will result in mandated reporting by the Executive Director to your probation officer.
- At no time will a mother answer the door unless a staff member or volunteer is present and aware of it. A mother will also, at no time, check the house mail, unless asked to do so by a staff member or volunteer. Your mail will be secured and put in your desktop mailbox.
- Mothers are responsible for securing their own transportation to and from Hannah's House. Staff members are NOT available to provide transportation. There is one exception to this rule in that staff will do their best to help with transportation a week before a mother's due date and a week after delivery. Staff may be unavailable to help at this time, but are certainly willing if available and able. Other options for transportation include the bus, a taxi, a family member, or a friend.
- Mothers will meet weekly with the Executive Director and the Lead House Manager to go over goal planning, log sheets, journals, etc. Short and long-term goals will be discussed and plans created to reach those goals. Goal setting meetings will be on Wednesdays between the hours of 1:00 PM and 4:00 PM. Meetings can be set outside of this timeframe only if work or school schedules are a conflict.
- If there is a need to meet one on one with the Executive Director an appointment must be made.
- Each mother will be matched one on one with a woman of faith in the community upon entering the Hannah's House program. The pair will be required to meet once per week. (Please note this program will not begin until 2016.)

## **BABY BUCKS PROGRAM**

- Mothers may earn baby items, clothing, hygiene items, etc. through the baby bucks program. (See attached.)

## **VISITATION**

- The first 30 days are considered a probationary period and are an adjustment time for the mother(s) and staff. All visits and activities will be restricted during this time. Approved activities during the first 30 days include the following appointments: DHS, WIC, Doctor, School/Education, Employment, Shared Pregnancy Classes, Hannah's House Recreation, and Family Emergencies at the discretion of the staff member on duty.
- Mothers must fill out a visitation sheet with their admittance paperwork prior to coming to Hannah's House. This includes four people the mother wishes to be a visitor during her stay at Hannah's House. A background check will be performed on each person listed. Those with child abuse or neglect, violent crimes, or with questionable histories will not be permitted to visit Hannah's House for the safety and security of other residents and staff.
- After the mother's probationary period, visitations will take place according to the visitation schedule. Mothers will be assigned either a Thursday or a Saturday each week when visits will be allowed. Visits will take place between 1:00 PM and 4:00 PM.
- All visitations must be coordinated with the staff in advance. Visitation forms must be filled out prior to visits taking place. If you are scheduled a Thursday visit, your form is due no later than Tuesday at 5:00 PM. If you are scheduled a Saturday visit, your form is due no later than Thursday at 5:00 PM. If your form is not submitted and/or approved, your visit will not take place.
- No visitors are allowed on the second floor of Hannah's House at any time.
- Mothers must notify staff of their destination, who they are with and return time before leaving and going with friends and/or relatives.
- Mothers must sign out prior to leaving with the time they left, where they will be, and when they plan on returning to the house. The return time must be as close to the time a mother thinks she will get back. A general estimation is not acceptable. If you sign out until a specific time and know you are going to be late, it is your responsibility to call the staff member and let them know. If you get back sooner than what you signed out and did not

communicate with staff, it is possible you may be locked out until a staff member arrives.

- If you arrive at the house after curfew without an approved late request form, you will not be allowed in the house and will be dismissed from the program. In the case of an emergency, proof of the emergency is required (i.e., discharge papers from the hospital, receipt from a tow truck, etc.).
- Overnight visitations are NOT permitted. A mother will not be allowed to stay overnight outside of Hannah's House and visitors will not be allowed to stay overnight at Hannah's House. Overnight visitations outside of Hannah's House will only be considered during emergency situations or the Thanksgiving and Christmas holidays. These will need to be arranged with the Executive Director and an authorization for overnight will need to be completed.
- On the whole, dating is discouraged while staying at Hannah's House. This time is to be spent learning how to improve yourself and your parenting. If you are in a relationship upon entrance, a dating plan will be established. AT NO TIME IS A SEXUAL RELATIONSHIP APPROPRIATE. If you become pregnant a second time while staying at Hannah's House, you will be asked to leave immediately.

## **DISCIPLINE/CONSEQUENCES**

- Discipline problems will be handled by Hannah's House staff. Typical discipline and/or consequences would be loss of privileges or baby bucks.
- If a mother is unable to adjust to the living arrangements; other members in the home; or any of the rules and regulations, the staff may determine that a placement in Hannah's House is not appropriate, and the mother will be asked to leave.
- If a mother has any questions or concerns, she should see the staff member first. If a resolution or answer cannot be reached, then she should make an appointment with the Executive Director.
- If a mother leaves and wishes to return at a later date, she must go through the complete intake/admissions process again and may be placed on a waiting list. Applicants are not eligible for admission after the birth of their baby.
- Please be aware that we have a strict no tolerance policy. If you know about something going on and do not tell a staff member, you are at fault as well and can be subject to the

same consequences as the mother who violated a rule. If you know and don't tell you are putting yourself, your baby, and your stay at Hannah's House in jeopardy. Mothers need to be forthcoming with information in order for staff to do their jobs.

Misuse or violation of any of the above rules will result in the following consequences:

**First Offense:** A verbal warning will be given and the rule will be explained. The verbal warning will be documented in the mother's case file and will be active for 30 days.

**Second Offense:** If the same rule is violated within a 30-day time period, the mother will be formally written up and the write-up will be kept in the mother's case file. Consequences will be given for a second offense which can be in the form of restriction of privileges, loss of visitations, additional chores, extra memory verses, Bible studies, papers, or loss of baby bucks.

**Three Formal Write-Ups:** The three write-ups do not have to be for the same rule violation; rather, this is for three total write-ups. At this point, the staff will assume the mother is telling us she desires to leave the program and will be asked to leave the program immediately.

**BECAUSE OF THE SERIOUS NATURE OF THE FOLLOWING RULES, ANY VIOLATION WILL RESULT IN IMMEDIATE DISMISSAL.**

- Use of alcoholic beverages, non-prescribed medication, or illegal substances is not allowed! If there is suspicion of substance abuse or alcohol use, the mother will be asked to submit a urine sample for a drug/alcohol test. A positive test will result in immediate dismissal. Refusal by the mother to be tested for drug/alcohol use will result in immediate dismissal.
- No physical violence, verbal abuse, threats of any kind, or intimidation tactics will be tolerated and will result in immediate dismissal.
- No visitors are permitted on the second floor of Hannah's House or in the home at all without a staff member present. Failure to follow this rule will result in immediate dismissal.
- If a mother is found to be having sexual relations during her stay at Hannah's House it will result in immediate dismissal.
- Sharing of any medication between mothers is not permitted and will result in immediate dismissal.

This program is a voluntary program and mothers could be dismissed from the program at any time for any reason. It will also be left up to staff if a behavior warrants an immediate formal write-up. Examples for bypassing a verbal warning and going straight to a formal write-up would be blatant disrespect towards a staff member or volunteer or complete disregard for Hannah's House rules or programming.

**By signing this document, the mother agrees to abide by the guidelines and acknowledges she understands the rules and has received a copy. The mother also understands that these rules are subject to change at the discretion of the Executive Director.**

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_