



HANNAH'S HOUSE GUIDELINES

Revised 04/06

We are looking forward to sharing our home and getting to know you during your stay here with us. In order for our home to run smoothly and have order, we have established the following rules.

HOUSEKEEPING

1. All residents will be up, dressed, beds made, room clean, breakfast/clean-up finished by 10:00 a.m. (This will be adjusted if classes start earlier.) Each resident is also responsible for keeping her belongings picked up throughout the rest of the house.
2. Each resident will participate in the daily and weekly tasks of housekeeping, cooking, and grocery shopping. These will be on a rotation basis and posted weekly.
3. Laundry is done between the hours of 10:00 a.m. - 8:00 p.m. Laundry must be finished by 9:00 p.m. Each resident is assigned a day to do her own laundry. If you don't have a full load, please ask if there is anything from the household that could be added. The laundry room must be cleaned up after washing is finished.
4. Chores are to be done and checked by house parent before extracurricular activities (i.e. signing out, visitation, television, etc.).

GENERAL

5. Evening meals are eaten together as a family. All residents will be expected to help in some of the meal preparation and cleanup. The resident may eat breakfast and lunch on her own and will be responsible for **immediate** cleanups.
6. Street clothing must be worn in the living area.
7. Proper personal hygiene is expected of each resident for her own benefit and that of her baby. Daily showering, brushing teeth, and regular shampooing of hair is required. Clean clothes and deodorants are to be worn.
8. After washing/showering, towels and washcloths are to be hung up properly on your towel rack to dry. Do Not put wet items in the laundry baskets.
9. Personal items will not be shared **and** will be kept in your room. This includes razors, toothbrushes, and other personal items.

10. There will be NO 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.
11. There are only two parking places available to Hannah's House, and the Director and House parent reserve these for use. Therefore, residents (during their stay at Hannah's House) will not be permitted to park or keep personal vehicles on the property/site of Hannah's House. Residents are not permitted to drive staff vehicles.
12. You must apply for any assistance for which you are eligible. (ie. WIC, DHS Grant, Food Stamps, Daycare Assistance) WIC and food is to be shared with the household.
13. **Smoking is prohibited inside Hannah's House.** It is strongly discouraged as a health risk to the unborn babies and as a cause of low birth weight. (If a visitor must smoke while here, it is only allowed in the designated areas outside.)
14. The use of foul/vulgar language or conversation is not allowed in the home.
15. Residents MUST respect other residents as well as their privacy and property. Stealing will be grounds for removal from the home.
16. Lying will not be tolerated.
17. Attendance at weekly house meetings is required. These meetings provide useful home information as well as time for each resident/house parent to express feelings and concerns.
18. Attendance is required at regular instructional classes (budgeting, shopping, cooking, child care, nutrition, etc.).
19. Hannah's House cannot be responsible for residents valuables. It is suggested that money not be kept upstairs. A savings account and/or a safety deposit box is recommended.
20. Every individual is responsible for any damages caused by her own actions. Residents are not allowed to have lighted candles or incense.
21. At all times the authority of the house parent must be respected and any decision made by them is final. All problems should be worked out with the house parent. If, however, there is a serious problem you feel has not been properly resolved, a grievance procedure is available to residents. This grievance form should be filed with the Director within ten (10) days of the incident.
22. If there are reasons to suspect house rules are not being followed, the house parent may enter a resident's room without permission and spot checks may occur.
23. All residents will obey curfew hours.
Weeknights, (Sunday through Thursday) - curfew 9:00 p.m.
Weekends, (Friday & Saturday) - curfew 11:00 p.m.

Curfew violations will result in restrictions on freedom.

24. NO FOOD OR DRINK is allowed to be eaten outside of the kitchen and dining room. (It draws mice and bugs.)
25. Quiet hours are observed from 11:00 p.m. until morning. Residents are expected to be upstairs at 11:00 p.m. Lights out by 11:30 p.m. unless special permission is given.
26. All volunteers deserve our respect. At Hannah's House we extend double honor to our volunteers. Please remember these individuals are involved in the ministry because they love the Lord, you (our residents), babies, and the ministry of Hannah's House. Always show appreciation for what they do. Do not take advantage of their graciousness.
27. Never try to seek a donation for yourself from a volunteer or community member. This is always improper.
28. Any donations, which come to Hannah's House, are the responsibility of the ministry staff. Never sort through, distribute, or take items without the express permission of the House Parent or Director.
29. If you are seeking shelter at Hannah's House because you are currently in an abusive relationship, you must first obtain a restraining order against the abuser before being accepted as a resident.
30. If you are on probation you must provide information about your case to the director, and you must abide by the terms of your probation during your stay at Hannah's House.
31. At no time will a resident answer the door unless the housemother, director, or a volunteer is present and aware of it.
32. Residents are responsible for securing their own transportation to and from Hannah's House.

MEDICAL

33. All residents may be asked to do regular, random urine tests at the request of staff. Residents with a history of substance abuse (use of alcoholic beverages, un-prescribed medication, or illegal substances) will be required to attend a support group or individual counseling. Refusal to comply with the urine test, support group, or counseling will be cause for eviction.
34. All residents must be under a doctor's care. If, upon arrival here at Hannah's, a resident is not already under medical care, we will provide referrals for appropriate care.
35. All residents will attend childbirth classes, go to doctor appointments, and follow medical recommendations.

36. A list of prescription medications, including dosage and times taken, must be given to the house parent. Residents are responsible for storage and taking the proper dosage of their own medications.

SPIRITUAL

37. Christian church attendance is required on Sundays. Residents may attend church with the house parent or make arrangements to attend a Christian church with a church family. Residents must be able to show verification of church attendance (i.e., bulletin, sermon notes, etc.) if requested.
38. Residents are required to participate in regular devotions and a weekly house Bible study.

VISITATION

39. The first 14 days are considered an orientation period and are an adjustment time for the resident. All visits and activities (i.e., signing out, overnight visits, etc.) will be restricted during this time. Visits with immediate family, at Hannah's House, will be allowed at the discretion of the staff and/or house parent. Approved activities during the first 14 days are limited to the following appointments: FIA; WIC; Doctor; School/Education; Employment; Shared Pregnancy Classes; Hannah's House Recreation; and Family Emergencies at the discretion of the Director.
40. After the orientation period, ALL visitors must be introduced to and approved by the house parent or staff.
41. All visitations must be coordinated with the staff in advance.
42. Parents are welcome in our home with the understanding they will notify the staff twenty-four hours in advance to work out arrangements for the visit.
43. Residents must notify the house parent and post destination and return time before leaving and going with friends and/or relatives.
44. After 14 days, overnight home visits will be allowed twice a month. The home visits may begin at 10:00 a.m. Saturday. Residents must be back at Hannah's House by 5:00 p.m. Sunday. Home visits must be prearranged and scheduled by the house parent or director. Only emergency situations will extend home visits with permission from the house parent or director. Boyfriends may visit at Hannah's House only when a staff member is present. Males are never allowed on the second floor. **NO OVERNIGHT STAYS WITH BOYFRIENDS WILL BE PERMITTED.**
45. Dating will be monitored and allowed according to individual situations with house parent approval.

SCHOOL

46. Continued education is required if a resident has not received her high school diploma or GED. Residents are required to attend all classes unless a doctor's note or staff permission is given as an excused absence.
47. If a resident already has a high school diploma or GED and does not plan on continuing education, she will be required to get a job or do volunteer work unless she has a note from her doctor restricting her from these activities.

TELEVISION, TAPE & CD PLAYERS, RADIOS, STEREOS

48. All radios, stereos, CD players, etc. are to be off or at a very low volume during quiet hours (from 10:00 p.m. - 6:00 a.m.) At no time will the volumes be loud enough to interfere with the activity of another person.
49. Radio stations and volumes are at the house parent's discretion. No earphones are allowed downstairs. Misuse of this privilege will result in confiscation of the radio, stereo, earphones, or CD/tape player for one (1) week.
50. CD's and tapes may not be brought into our home without the house parent's approval. Inappropriate CD's and tapes will be confiscated immediately.
51. Televisions are not allowed in the resident's bedroom.
52. Television station's volume and time of viewing are at the house parent's discretion. Shows, which promote loose morals and lack of values or "R" rated movies, will not be allowed.

DISCIPLINE/CONSEQUENCES

53. Discipline problems will be handled by the house parent and/or Hannah's House staff. Typical discipline/consequences would be loss of privileges.
54. If a resident 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 resident will be asked to leave.
55. If a resident has any questions or concerns she should see the house parent first. If a resolution or answer cannot be reached, then she should see the director.
56. If a resident 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.

TELEPHONE

57. Residents shall be allowed to talk on the phone for 15 minutes per phone call for local calls. The resident will be required to use a calling or phone card to place long distance calls. Emergency long distance calls may be placed at the discretion of the staff.
58. No phone calls will be made or taken after 10:00 p.m.
59. Collect calls will not be accepted unless the house parent gives permission.
60. Residents will not be allowed to call unrelated men but may receive calls from them.
61. All resident calls must be received on the resident's line. The house parent will not answer the residence line or take phone messages for residents.
62. Resident phone calls may be monitored by the House Parent, who has authority to ask a resident to end the phone call if the nature of the call is disruptive to the home. No phone usage will be permitted upstairs.

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

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| First Offense: | A warning will be given and the rule will be explained. |
| Second Offense: | The resident will be given a restriction or additional chores for two weeks. |
| Third Offense: | The staff will assume the resident is telling us she desires to leave our home and will be asked to leave immediately. |

BECAUSE OF THE SERIOUS NATURE OF THE FOLLOWING RULES, ANY VIOLATION WILL BE GROUNDS FOR IMMEDIATE EVICTION.

62. Use of alcoholic beverages, un-prescribed medication, or illegal substances is not allowed! If there is suspicion of substance abuse or alcohol use, the resident will be asked to submit a urine sample for a drug/alcohol test. A positive result will be grounds for immediate eviction. Refusal by the resident to be tested for drug/alcohol use will be grounds for immediate eviction.
63. No physical violence or verbal abuse will be tolerated and will be grounds for immediate eviction.

By signing this document, the resident agrees to abide by the guidelines and acknowledges she understands the rules and has received a copy.

RESIDENT'S SIGNATURE: _____ DATE: _____

DIRECTOR'S SIGNATURE: _____ DATE: _____

Please keep a copy of the guidelines for yourself and return a signed copy with your application.