

POLICIES AND PROCEDURES AGREEMENT CONTRACT

Welcome to *The Ray of Hope Maternity Program/Transition to Hope Program* at Sunlight Home. We are different than other shelters that provide a temporary place to stay. We are a program designed to offer a safe and loving family environment, as well as case management, counseling, parenting classes, financial guidance, education, access to medical services and infant supplies. We are a structured environment that provides everything needed to take care of you and your baby. This is a 1–3 year program designed to help you succeed in becoming independent as you raise your family.

To be allowed into the program and to remain in the program, Sunlight Home requires its residents to agree to the following policies and procedures:

Security and Safety- Why? The gift of a safe, healthy, and respectful home!

I understand that:

- Arriving residents' belongings will be searched by a staff member upon arrival into the home.
- That a security alarm will be set every evening from 10:00 pm to 7:00 am.
- Windows or doors are NOT to be opened while the alarm is on (10:00 pm- 7:00 am).
- I will not be allowed off premises between the hours of 10:00 pm and 7:00 am without the director's consent.
- All house doors that open to the outside will always be locked.
- The alarm is wired to the police station and a \$250 fine will be charged to Sunlight Home if there is a false alarm. If the alarm is deliberately set off, the resident responsible will pay the fee to the police station.
- A keyless entry system is in place at Sunlight Home. I will be given a code that is exclusively mine. DO NOT allow anyone else to use it.
- An electronic reader records all codes entering and exiting the building.
- Internal and external security cameras may be present in the common areas for my safety. These include the living room, lobby, parking lot, backyard, office, and front porch.
- I will abstain from drugs, alcohol, smoking, vaping, sex, and use or possession of any kind of weapons while in this program. This applies to on the premises, as well as off the premises, including any outside activities.
- Random drug testing is at the discretion of the staff. I will be asked to leave the program if a drug test is positive.
- Wholesome music will be the music of choice.
- I must respect the privacy of others by knocking and waiting for permission to enter any room.

- Staff will not be allowed to enter a room unannounced.
- Staff reserves the right to inspect my room at any time with another staff member present to witness the inspection if necessary.
- The office door will be locked at bedtime. There is no entry without permission.
- Personal possessions shall not be left in the common areas. (Common areas are any areas that are not resident bedrooms).
- Fire extinguishers are kept in the kitchen by the refrigerator and in the residents' laundry room.
- If any staff, resident, or volunteer has an accident that causes them to bleed, all persons involved in assisting the accident victim or cleaning up body fluids must first put on protective gloves (which are kept under the kitchen sink)
- The first aid kit is in the kitchen drawer next to the pantry.

Meetings and Counseling- Why? Remember we are more than a shelter- we are concerned with helping your mind, body, and soul!

I understand that:

- I am required to have a mental health evaluation and if required, treatment to enter the program. If refused, I will not be allowed to move into the home.
- Professional individual counseling will be required once a week or as requested by the Director and/or therapist.
- If I have a history of addiction, I will be required to work a 12-step program or a similar program.
- House meetings are provided as a part of building the home's community and support system. Attendance at all house meetings is mandatory.
- Outings are designed to build support systems with your housemates and are a privilege to be a part of. These outings are generously donated, and you are expected to attend, be polite, and send a thank you card after an event.
- I am to meet with the Director at least once a week to discuss my progress.
- I am to attend a weekly home Bible Study.
- I am to keep the curfew that is set for all appointments and outings. Changes are not allowed without the Director's consent.
- I am to attend a Sunlight Home approved church once a week.

School and Work- Why? Remember we are more than a shelter- we are helping you reach your education and work goals!

I understand that:

- If I do not have a high school diploma, I will attend VoTech or the GED adult education program.

- I am to keep current with my studies and assignments required for my education.
- I agree that employment and education will begin on my move-in date (exceptions are made if residents are close to their due date or unable to work due to doctor's orders).
- I am to attend educational workshops set up by the Director.

Confidentiality- Why? The gift of privacy and respect!

I understand that:

- Confidentiality is to be always upheld, in and out of the home.
- Everyone is to be called by their first names only.
- I may never give out the physical address of Sunlight Home.
- All incoming mail will be retrieved from the mailbox by staff or the Director.
- All mail is to come through the Director. The Director will distribute after screening.
- When business mail is received, the Director may make a copy for your file.
- Mail from a jail will be returned to the sender to protect you and the other residents. Mail to be sent to a jail will not be approved.
- I am not to be in contact with former residents who have been asked to leave Sunlight Home.

Visitation- Why? The gift of a calm home and privacy!

I understand that:

- I am not to have visitors for the first 30 days after entering Sunlight Home.
- For my protection, there will be no outings with anyone outside the Sunlight Home Program in the first 30 days.
- All visitors must be approved by the Director with a 24-hour notice. Visitation will take place in the formal living room under supervision of a staff member.
- If a visitor arrives without notice, they will be asked to leave - no exceptions.
- If someone is not a resident, board member, volunteer, or employee, they are considered a visitor and their visit must be pre-approved.
- If the boyfriend/father of your child is abusive, there shall be no physical, written, or verbal contact with him during your stay.
- I am to be accountable by asking the Director for approval to leave the home. Prior approval is obtained through the Director with 24-hour notice.
- Only family members and friends that I place on my visitor's list (whom are approved by the Director) will be allowed to visit me at Sunlight Home.
- Visitors will be responsible for their own food, lodging, and transportation.
- Visitors will be permitted in common areas only.
- Visits away will be occasional and pre-approved.

___ I am to bring all appointments to the attention of the Director and ask them to be put on the house calendar.

Housekeeping- Why? The gift of an ordered home!

I understand that:

___ I am to do daily community chores and consistent housework assignments, both inside and outside as determined by staff.

___ There will be no food allowed in bedrooms. All meals and consumption of food will be in common areas.

___ I am to always have my room in order.

___ I will be given a laundry schedule and must do my laundry on that day. No laundry is to be left in the laundry room.

___ I am to clean up after myself in every room I am in.

Vehicles and Transportation- Why? The gift of independence!

I understand that:

___ If I have a car, I must allow a tracking application to be installed on my phone in order to use my car. Otherwise, a Sunlight Home employee must drive me.

___ My vehicle must have proper insurance, and I must have a valid driver's license to use my car.

___ If I do not own a vehicle, Sunlight Home will do their best to transport me to my medical, legal, and business appointments as well as any mandated activities.

Technology and Social Media - Why? The gift of Peace!**

I understand that:

___ Cell phones, laptops, smart watches, and iPads will not be available for the first 30 days. I will be allowed to use my cell phone during the first 30 days in the office or common areas with staff supervision - never in private rooms. All other phone calls can be made on the Sunlight Home landline.

___ After the initial 30 days, cell phones may be used. All cell phones will remain in the business office from 10:00 pm to 7:00 am.

___ If I do not have a cell phone, a prepaid Trac Phone may be provided to me when going to work or school if necessary.

___ I am to download Live360 or an equivalent application on my cell phone if I would like to use it.

___ I am to share my location on my device with all staff if I would like the privilege of taking my own car.

___ I am to allow the staff to place controls on my devices to monitor consumption of

media/messaging.

- All social media and pornography will be not be allowed. Any violation will result in a 2-week suspension with no cell phone. I will be given a Trac Phone during my suspension when going to school or work.
- Only one cell phone is allowed per resident. Any violation will result in a 2-week suspension with no cell phone.

Children- Why? The gift of responsible motherly love!

I understand that:

- I am to put my child to bed by 7:30pm (this may exclude nursing infants).
- I am to be always responsible for the close supervision of my child.
- My child will sleep in their bed/crib. They will not sleep in my bed.
- I am to place my child in daycare when necessary to be able to work or go to school.
- No children will be allowed to access the refrigerator or pantry.
- Children are always to have supervision outside.
- I am responsible for preparing my child's food, as well as serving and cleaning up after them.
- No children will be permitted near the stove or in the kitchen during cooking unless seated in a highchair.

Staff, Volunteers and Residents-Why? The gift of respect!

I understand that:

- Staff, volunteers, and other residents will be treated with respect - the same respect that I would like to be treated with; remember the golden rule.
- Behaving disrespectfully will result in a reduction of privileges or activities.

Refrain from Inappropriate Behavior-Why? The gift of self-control and courtesy towards others!

I understand that:

- For the safety of all involved, there will be no inappropriate behavior, such as shouting or acts of violence. This behavior will result in a written warning or termination from the program.
- I am to be a team player, which includes talking honestly with the Director and staff daily.
- If I have any questions concerning policies and/or procedures, they must be discussed with the Director.
- Gossip will not be tolerated. If I have a grievance with someone, I will go to that person to resolve it. If I cannot resolve it, I will address it with the Director.
- If I am caught gossiping and causing trouble through the household, I will be asked to leave.

I will go to the source of the problem - do not gossip with others.

Medication- Why? The gift of health and wellness!

I understand that:

- ___ Upon admission to Sunlight Home, I must surrender all prescriptions and over-the-counter medications to the staff who will place them in a locked medicine cabinet.
- ___ I am responsible for remembering to take my medication, asking for it on time, and following doctor/therapists plan for myself.
- ___ All medications will be administered to me by the staff and will be written down on a log with the date, time, amount, and reason given. If I refuse to take my medication, I will be required to sign a document confirming I was offered my medication as prescribed and refused to take it.
- ___ If I sign out of Sunlight Home during prescribed medication times, I may sign out the medication doses needed during the time that I am away.
- ___ Any other medication concerns will be handled on a case-by-case basis.

Immediate Termination from the Home and Program- Why? The gift of safety for others!

- ___ Any act of violence or any threat of violence - verbal or physical.
- ___ Any sexual overtures or contact between residents, residents and staff, or residents and children.
- ___ Possession of drugs, alcohol, vaping instruments, smoking, or weapons on or off the premises.
- ___ Having guests without the permission of the Director.
- ___ Theft or stealing.
- ___ Recurring disrespect to any member of the house.

Written Warnings: Why? The gift of clear and consistent expectations!

****3 written warnings will result in termination****

- ___ Breaking confidentiality by discussing other resident's personal affairs.
- ___ Failure to comply with scheduled activities.
- ___ Unexcused failure to keep appointments and curfew for outings and appointments.
- ___ Lying about your whereabouts.
- ___ Entering the office after bedtime without permission.

Verbal Warnings: Why? The gift of a new start!

****3 verbal warnings will result in 1 written warning****

- ___ Use of profanity, obscene or street talk.
- ___ Not doing chores/keeping the house clean and/or my room clean.

- ___ Lying about smaller matters.
- ___ Gossiping.
- ___ Other inappropriate behaviors as observed by staff, volunteers, or the Director.
- ___ Breaking house curfews for unexcused reasons.

I understand that I will be evaluated by the content of my character. If I commit to something, I am expected to keep my word. I understand the policies and procedures of Sunlight Home and I understand what constitutes a verbal warning, a written warning, and the consequences given due to my behavior. I understand that the Director has the right to ask me to leave at any time if my actions warrant it. I understand that my time at Sunlight Home is an opportunity to live in a loving, safe, and supportive environment, and I will do my best to appreciate the home and the people who are helping me.

Resident Signature

Date

Director Signature

Date

****Exception in Transitional Program**