



## **Resident Handbook**

### **Phase ONE**

Phase 1 is a minimum time period of 30 days and includes working Steps 1-4 in the NH curriculum. During this time strong boundaries will be set and enforced for the participant's spiritual discipline and protection.

1. The participant will be under total accountability at all times. She will be placed in a "buddy" group with girls who are farther along in the program for support, strength, encouragement, guidance and accountability.
2. The participant will not be allowed a cell phone during this phase of the program. She will be allowed one monitored 5 minute personal call per week if all assignments are complete.
3. The participant will be required to attend church services every Sunday, as well as other services and groups outlined in the agenda.
4. No visits will be allowed during this phase except for minor children. Those visits will need to be set up one week in advance.
5. The participant will be required to work a minimum of 20 hours a week on the following until full time employment is obtained:
  - a. Job search
  - b. Community service work
  - c. Fundraising Activities
  - d. House work / chores
6. The participant will be expected to pass all UA's and be in full compliance with house rules in order to advance to Phase 2.
7. Curfew is 9:00pm for this phase

## Phase Two

Phase 2 is a minimum time period of 30 days and includes working Steps 5-8 in the NH curriculum. During this time some of the strong boundaries will be loosened up.

1. The participant will be allowed to attend the church of her choice with an approved sponsor.
2. The participant will be allowed a cell phone during this phase of the program. This is a privilege that is exclusive for those who earn it. If at any time you are caught allowing phase one participants to use your phone, it will be taken and you will drop a level.
3. The participant will be allowed unsupervised visitation with immediate family members who attend the Sunday morning service. Those visits will need to be set up three days in advance. She may leave with her family after church and return to NH by 5:00pm.
4. After gainful employment is obtained and a work schedule of at least 30 hours a week is secured, participant will be allowed to reduce the community service hours to 10 per week.
5. "Buddy" groups could be reduced to one accountability partner.
6. The participant will be expected to pass all UA's and be in full compliance with house rules in order to advance to Phase 3.
7. Curfew is 9:00pm for this phase

## Phase Three

Phase 3 is a minimum time period of 30 days and includes working Steps 9-12 in the NH curriculum. During this time rewards and privileges will be added.

1. The participant will be allowed to attend the groups and meetings of her choice. At least three a week.
2. The participant will be allowed overnight passes with approved family members.
3. After gainful employment is obtained and a work schedule of at least 40 hours a week is secured, participant will be allowed to reduce the community service hours to 5 per week.
4. Participants in phase three will be allowed driving privileges including personal vehicles.
5. "Buddy" groups could be reduced to one accountability partner.
6. The participant will be expected to pass all UA's and be in full compliance with house rules in order to advance to Phase 4.
7. Anytime a participant fails a UA it will automatically result in demotion to phase one.
8. No one will be allowed to work more than 40 hours a week.
9. Participants in phase 3 and up will be the first pick for outside activities such as Goddard Center Concerts and events, and spiritual retreats and outings.
10. Curfew is 10:00pm for this phase

# *Policies & Procedures*

## I. Code of Conduct

Disrespectful behavior toward anyone will not be tolerated. Failure to yield to this rule will result in removal of privileges.

Residents will NOT use foul language. It will NOT be tolerated. This includes gossiping, back-biting, threatening, or violence of any kind. Violators will be dismissed or reprimanded.

Possession of drugs or alcohol will not be tolerated. Residents will be immediately dismissed if found to be in the possession of either. No mood altering enhancements or over the counter stimulants are allowed.

Meeting Etiquette: When you are attending ANY meetings, be respectful. This includes; house meetings, Bible studies, AA or NA, church, or any other organized meeting. Make sure you smoke and visit BEFORE or AFTER the meeting. Do not get up and down during the meeting. No talk out of turn. Make sure you go to the restroom before and not during the meeting. You can sit still and listen during the meeting, please be respectful.

Leave your cell phones in the car during meetings. Do not bring your phone to the meetings.

## II. Expectations and Daily Schedule

Intake procedure requires an initial drug test and complete search of you, your belongings and your vehicle. All residents will adhere to random drug tests and searches thereafter.

Space is limited; we allow one bag for garments & one for toiletries.

Residents are required to seek employment within two weeks. Residents are required to pay \$100.00 per week, or \$400.00 per month.

During intake, residents will surrender all monies including, but not limited to: food stamp cards, checks, credit cards, bank cards, child support payments, SSI, and Native American benefits. (Anything that can be converted to cash). These items will be inventoried and protected in your personal file. You may access your funds upon request with Director's approval. **After Phase One is over you will be allowed to keep these items.**

If you are on prescription medication upon entering the program, you must make arrangements for continuation of that medication as long as you are in the program. If you desire to go off the medication, you must have a doctor's release stating that you no longer need the medication.

Naomi House is a Christ Centered environment, all clothing jewelry, tattoos, and piercings should be modest and appropriate or covered up. Staff will determine what is or is not appropriate.

All clothing and personal items must be clearly marked with your name on them with permanent marker. Naomi House is not responsible for lost or stolen items.

All mail and packages are to be opened in front of staff. You may not have family or friends drop off anything to you.

Residents must maintain their personal hygiene, which includes daily shower, clean clothes, etc. Personal cleanliness is a must. Linens and clothes must be washed once a week. Strip your beds and wash the sheets and pillowcase once a week. Beds must be made at all times unless you are washing.

**NO** men are allowed on the property unless approved by staff!

### Transportation:

Bicycles – You may check out a bicycle for work or errands by completing the check-out form and waiver. A lock will be issued to you at that time. If you do not lock the bike securely and a theft occurs, you will be responsible for replacing the bike.

Naomi House Van – The Naomi House van is used for transportation to events, meetings, church and NH activities. After trips, the van must be cleaned and vacuumed.

Daily Schedule: Naomi House is a highly structured environment that requires commitment from every resident to follow a strict Monday-Saturday routine that begins at 6:00 a.m.

	<u>MON: [01]</u>	<u>TUES: [02]</u>	<u>WED: [03]</u>	<u>THURS: [04]</u>	<u>FRI: [05]</u>
6:00	Wake up, get dressed	Wake up, get dressed	Wake up, get dressed	Wake up, get dressed	Wake up, get dressed
6:30	Prayer- meditation	Prayer- meditation	Prayer- meditation	Prayer- meditation	Prayer- meditation
7:00	chores	chores	chores	chores	chores
7:30	breakfast	breakfast	breakfast	breakfast	breakfast
8:00	Bible study Grins & Gripes	Bible study TLC	Bible study	Bible study TLC	Bible study <b>Phase Promotion</b>
9:00	15 minute break Curriculum	Clean church	15 minute break Curriculum	Clean church	15 minute break Curriculum
10:00	Curriculum & Assignments	Curriculum & Assignments	Curriculum & Assignments	Curriculum & Assignments	Curriculum & Assignments
11:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00	AA meeting	AA meeting	AA meeting	AA meeting	AA meeting
1:30					
2:00	<b>JOB SEARCH</b> <b>Community service</b>	<b>JOB SEARCH</b> <b>Community service</b>	<b>JOB SEARCH</b> <b>Community service</b>	<b>JOB SEARCH</b> <b>Community service</b>	<b>JOB SEARCH</b> <b>Community service</b>
3:00	<b>JOB SEARCH</b> <b>Community service</b>	<b>JOB SEARCH</b> <b>Community service</b>	<b>JOB SEARCH</b> <b>Community service</b>	<b>JOB SEARCH</b> <b>Community service</b>	<b>JOB SEARCH</b> <b>Community service</b>
4:00	Dinner	Dinner	Dinner	Dinner	Dinner
5:00					
6:00	12 step study	CR Colvert Center	CHURCH	12 step study CR FBC	
7:00	AA meeting	CR Colvert Center	CHURCH	AA meeting	House of Prayer Bible Study
8:00		CR Colvert Center	CHURCH		

	MON: [01]	TUES: [02]	WED: [03]	THURS: [04]	FRI: [05]
10:00	Lights out	Lights out	Lights out	Lights out	Lights out
6:00	<b>SATURDAY</b>	<b>SUNDAY</b>			
6:30					
7:00					
8:00	BREAKFAST	BREAKFAST			
9:00					
10:00	Crafts/ activities	CHURCH			
11:00	Crafts/ activities	CHURCH			
12:00	Lunch	CHURCH			
1:00		LUNCH			
2:00					
3:00					
4:00					
5:00	Dinner	Dinner			
6:00	CHORES	CHORES			
7:00		House of Prayer Bible Study			
8:00					



Naomi House Residents will be required to attend all designated meetings. Bible Study is every morning at 8am. This is a requirement along with Church on Wednesday at 7pm and Sunday morning. Other meetings include: house meetings, outside recovery meetings, and Christ-centered 12 step meetings. The only exception for meetings is if you are working. **Sunday morning** service is **MANDATORY**. Do not schedule anything during this time- including work.

Chores will be assigned to you and rotated frequently. Participation in daily chores and yard maintenance is vital to community living. Residents not participating in assigned duties will receive a fine.

No one is allowed in bed during the day unless you are sick. If you are sick you will not be allowed to participate in any other activities. Be sure to get permission from a staff member if you are sick and need to lie down. No sleeping or lying on the couches.

TV's are prohibited in the bedrooms. During free time, residents will be allowed to watch approved media in the living room from 4:00 pm to 10:00 pm. No TV during activities, including dinner. Don't bring any DVD's , CD's, Mp3 players, books, or magazines into the house without approval.

10:00 pm is bedtime. If you work past 10:00 pm, please be respectful when you come in and be quiet while you get ready for bed.

### Smoking:

Smoking is allowed ONLY in the designated smoking area. If any evidence of smoking outside the designated area is found, smoking will be banned altogether. Smoking is a privilege. Be respectful.

Residents who leave Naomi House in rebellion or owing money will immediately forfeit their clothing, personal and financial possessions in lieu of outstanding debts owed to Naomi House. We ask for a three day “cooling off” period before making an appointment to pick up any property at Naomi House.

All monies for rent or any other financial responsibilities paid to Naomi House are non-refundable.

Certificates and letters of completion to the courts will be available ONLY AFTER your 12-step curriculum is completed and all debts to Naomi House are paid in full. Each resident must complete a video, audio, or written testimony about their experience at Naomi House.

Welcome!

I agree to abide by the rules of this facility. My signature below verifies my understanding that failure to adhere to these rules is grounds for termination. My signature gives permission for random drug tests and property searches while in the Naomi House program.

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Resident signature

Date

