

Providence Ministries Women's Recovery Program

Guidelines and Policies

The following guidelines are in place to provide a safe, alcohol and drug free environment for all program participants. These guidelines will be enforced.

I. Alcohol and Drugs:

1. There is a zero tolerance policy for alcohol and drugs of any kind anywhere on the campus. This includes any mood-altering drugs, over-the-counter medications, enhancements or stimulants such as Monsters, Rock Stars, 5-hour energy, or diet pills/stimulants. We reserve the right to test for alcohol and other drugs at any time. **DRUG TESTS AND BREATHALYZED WILL BE DONE RANDOMLY.** Staff members are required to be present while resident voids. All bulky clothing should be removed and pockets emptied prior to voiding. Resident must void with one hand visible.

A positive test will result in immediate expulsion from the program. Should a resident fail to void within 75 minutes, this will be considered a positive result.

2. If a resident is on a prescription medication upon entering the program, they must make arrangements for continuation of that medication while in the program. If a resident desires to go off of any medication or taper down, they must have a doctor's release stating they no longer need the medication or how the medication may be safely decreased. **If a resident refuses to take a prescribed medication, they will be required to sign a medication refusal document with a staff member as a witness.**

3. All medications, including over-the-counter medications, will be kept in a med box and will be provided to the residents by the supervising staff member as prescribed. Aspirin, acetaminophen, or ibuprofen will be provided if needed.

4. Room inspections may be conducted at any time. As per the above stated zero tolerance policy, if any drugs, alcohol, or drug paraphernalia of any kind are found in a resident's room, it will be confiscated, the program director will be notified, and the participant will be asked to leave the program immediately.

II. Tobacco Use:

1. Cigarettes are the only form of tobacco use permitted. No roll your own cigarettes, snuff, chew, or e-cigs/vapors are permitted. Smoking is only permitted outside in the designated smoking areas. Please use the butt cans that have been provided. **We do not permit smoking anywhere inside the buildings or vehicles.** Smoking is not permitted on the upstairs deck at Rocky Face 1. Smoking is only permitted in the designated areas around Providence, the schoolhouse, or at locations designated by house parent on outings.

III. Transportation:

1. If a resident requires transportation to or from the airport or bus station there will be a \$50 charge. Please discuss this in advance with a staff member as soon as you are aware, so we will have time to make the necessary arrangements.

IV. Residents:

1. Upon entrance into the program, your picture will be taken for identity purposes in your chart only. A staff member will review the following forms, which will require your signature:

A. Release of Liability Form

B. Audio/Video Acknowledgement Form

C. Authorization for the Release of Information

D. Authorized Visitation List

2. No personal vehicles will be allowed on the premises.

3. We are a Christian facility, and our appearance needs to reflect Godly character. Clothing should fit appropriately. Skin tight clothing, clothing that drags or sags, and clothing with holes will not be permitted. If you wear leggings/skinny jeans, you must wear a top that comes to your mid-thigh. **Absolutely NO leggings, shorts or flip flops at thrift ever!** If you wear shorts outside the residence, ("outside the residence" includes schoolhouse, other residences and thrift) they must come to your knee. Skirts and dresses must also come to the knee. If you wear a tank top or sleeveless shirt outside the residence, the straps must be a 3 finger width and the back must be covered. Clothing that promotes alcohol, drugs, rock music, lewdness, or any unchristian ideas in general is not permitted. On outings, the staff will clarify what is appropriate.

4. Unnatural hair colors are not permitted. (Pink, blue, green, etc.) Any hair dye must be approved by staff prior to purchase and application. Also, no unnatural colors for makeup, i.e. black lipstick etc.

5. No jewelry or body piercings will be permitted except earrings, necklaces, wedding ring and a watch. No more than two earrings in each ear that are on the lobes. Clear "studs" may be worn in piercings not listed above at residence, but are not allowed when leaving campus.

6. No cell phones are allowed. Other various electronic items are not allowed including but not limited, iPod, Kindle, iPad, personal music players, or anything

that receives a Wi-Fi signal. Personal DVDs are allowed but must have administrative staff's approval. No secular music is allowed but Christian music is encouraged (CD's are allowed to be played on the "house-owned" CD players in common areas).

7. When shopping, the supervising staff member must approve the items you intend to purchase before checking out. **No purses are to be taken into the store.** A fanny pack or small wallet/change purse can be used. **WHILE SHOPPING YOU MUST STAY WITH THE SUPERVISING STAFF MEMBER AT ALL TIMES.** No more than \$50.00 is allowed to be for shopping each week, even if there has been a return. No more than \$15.00 (this is including in your weekly \$50.00 maximum) is to be spent at thrift.

8. Do not loan money or clothes to other residents because this often causes conflict. If you want to give someone something, it is a gift not a loan.

9. Residents must maintain their personal hygiene, which includes a daily shower, clean clothes, etc. Personal cleanliness is a must. If this becomes a problem, you may be asked to leave.

10. Providence Ministries is not responsible for accidents that happen to you or your property. A Release of Liability form will be signed during your intake process at, or shortly after, your arrival.

11. Residents are not permitted to speak to males for more than 45 seconds. No notes or letters are to be passed between the male and female residents. If a resident is found to have communicated with a male resident, she must leave the program immediately.

12. No romantic/sexual relationships are to be initiated with anyone in or affiliated with the Providence Recovery Programs (men or women), another resident's family member, or another individual not affiliated with Providence Recovery Programs. This will result in immediate dismissal.

13. Residents are to stay together in church with house parent(s). Former residents, whether graduates or residents who have been discharged, may not sit with or talk with current program residents in church or other program attended activities.

14. Residents are not permitted to eat, smoke, or drink in any Providence Ministries vehicles.

15. Residents are not to enter the schoolhouse or other residences without permission (this includes the transitional residences).

16. A resident may use the phone once after arriving (if she has arrived alone), to inform her family that she has arrived safely.

17. After one week (starting on the resident's 7th day) a resident may use the phone for up to twenty minutes per evening. If family members need to contact a resident, they will need to call Providence and speak to a staff member of the woman's program to receive an updated status or leave messages for the residents. Residents may use office phones if needed for issues before 5 p.m. with staff approval.

18. Calls can be made after 5:00 p.m. until 9:45 p.m., Sunday through Thursday, and until 10:45 p.m. on Friday and Saturday. You will be able to use the phone on

Sunday, after morning church and before evening church. The phone can be used after Sunday evening church until 9:45 p.m. (with preference given to the west coast clients). **Phone calls should not last over 20 minutes.** Phone logs must be used anytime a resident needs to make a phone call (this excludes calls made from the office).

19. Phone conversations with previous residents can be detrimental to residents who are still in the program and is therefore prohibited. Residents are not to call other residents' family members.

20. All visitors should dress modestly. Please pass this on to family members who will be visiting you. Due to Covid-19 protocol, all visitors will need to wear a mask while on campus.

21. On Sundays residents are allowed to visit with members of their **immediate** family (father, mother, sister, brother, husband, grandparents, children, or approved female sponsor) **after church from 1-3pm or 3-5pm.** (this includes out-of-state families also). Special arrangements can be made for family members visiting from over 4 hours distance. Due to Covid-19 protocol, some or all of the visitation guidelines may be effected at any given time.

22. If a resident desires a Sunday family visit, they must complete a visitation request form on or before the Friday community group for administrative approval. Residents are not allowed to leave the campus during visitation.

23. Any clothes, groceries or personal items brought by a family member must be searched by a houseparent prior to turning over the items to resident. Residents may only have two bags of approved purchased items.

24. Upon arriving at church, residents should go directly into the building with house parents. Do not get up during church. If you must use the restroom, a house parent will accompany you to the restroom. When church service ends, residents are to leave the building with house parents and go directly to the van. This eliminates unnecessary contact with males.

25. If a resident has a current medical issue, arrangements will be made to get the resident necessary medical care. Residents should wait to schedule preventative medical care until they have completed the program and return home. If medical visits become excessive we reserve the right to charge \$50.00 for transportation (this is clearly stated in the financial agreement signed upon admittance).

26. Medication purchases or medical visit costs are not part of the weekly allotted \$50.00.

27. All identification cards, bank cards, gift cards, etc. must be turned in to house parent upon admission.

V. House Guidelines:

1. All residents are to be awake and out of bed by 7:00 a.m. The alarm is turned off at 6:30 am. All rooms must be clean, and beds must be made before 8:00 a.m. Rooms are expected to be clean and well-kept throughout the day. Residents should vacuum their room at least once a week including under the bed.

Residents are not permitted to lie down during scheduled groups and/or activities. Residents may lay down between 11am and 1pm if their chores are completed and they have had lunch.

2. Residents should keep all of their belongings on their side of the room, even if they do not have a roommate. Residents should not allow their possessions to overflow onto the other side of the room. Residents are only permitted to have one mattress on their bed. Anything out of place in a resident's room is subject to being confiscated. No holes are to be placed in the walls. Residents have access to cork boards by their beds to hang pictures, cards, etc. Any holes placed in the wall will be subject to a minimum \$25 repair and repaint fee.

3. No one is permitted outside of the residence after dark (between official sunset and sunrise time), except in the smoking area.

4. Assembly/Quiet Time should be spent reading your Bible, praying alone, and spending quiet time with God. You should not be smoking, watching TV, eating, doing chores, coming to the office, etc. This time is to be designated by the house mom.

5. Overhead lights are to be off at 10:00 p.m. Sunday through Thursday nights. On Friday and Saturday nights the overhead lights are to be off at 11:00 p.m. There should be no more visiting or talking once the overhead lights are off. Finish getting ready for bed before all lights are off. Everything but the bathrooms will be closed when the overhead lights are off.

6. Residents are not permitted to sleep anywhere but in their assigned bed, including couches. Residents are not permitted to be in another resident's room after lights out.

7. No resident is permitted in another resident's room, unless that resident is present.

8. Residents are not permitted in bed during the day unless they are sick. If a resident is sick, she will not be able to participate in any recreational activities for the entire day that she is sick (**TV, phone, limited smoking**). Resident must inform staff member when ill and be given permission by that staff member to remain at the residence during school or other activities.

9. All food and drinks must be consumed/kept in the kitchen or dining room. The only exception is during cookouts or special events. Drinks are permitted in the smoking areas. Water bottles are permitted in bedrooms and living room.

10. Residents must be at all meals on time and be present for the blessing. You do not have to eat, but we expect you to be there on time, in case announcements need to be made.

11. Supervising staff will monitor all television programming. This is a privilege, not a right. The TV will not be on until after 5:00 p.m., and must be turned off at 9:55 p.m. weekdays, and 10:55 p.m. on Friday, Saturday, and holiday nights, unless approved otherwise by a staff member. Consult house parents in choosing programs to watch so that television viewing will not be discontinued. Inappropriate or questionable television shows or movies will be approved by house parents. Do not lie on the floor, or put cushions on the floor while watching TV.

12. Moving of furniture, bedding, or room decor is PROHIBITED. Do not move any furniture for any reason without permission from staff. This includes mattresses. The cost of any items moved, taken, or removed will be due by the resident prior to graduation.

13. Make room for others on the sofas and couches. Be respectful as others may want to sit on the couch as well.

14. It is prohibited for food, furniture, appliances, games, and other household goods to be removed from one residence and taken to another without prior authorization from the Women's Recovery Director.

15. Please turn off all lights when you leave rooms, bathrooms or other areas that are not being used.

16. be mindful that our homes run on septic systems. Do not place anything other than toilet paper in the toilets (i.e. no tampons or sanitary napkins in the toilets)!

17. Residents must have permission to go walking away from the residence. You must get permission from a staff member to leave your residence. Residents must walk with one or more people. Walking in neighborhood is not allowed after dark. **Any resident that chooses to walk off the property or away from the group at a program activity will be immediately discharged.**

18. Linens and clothes must be washed once a week. This includes bed linens and towels. Beds must have a top and bottom sheet at all times, unless they are in the washer or dryer. You will wash on your assigned day. If you need to use the washer or dryer at other times, you will need to get permission from your houseparent.

19. Any packages or letters are to be opened in front of staff. Only staff is allowed to put mail in the mailbox or to retrieve mail from the mailbox. All money sent through the mail is to be given to staff to be put in the safe at Providence Ministries' main office. Families are encouraged to refrain from sending money directly to residents.

20. Everyone is responsible for helping clean up. Please do your part and clean up after yourself. If you see something dirty that needs to be cleaned, please clean it up. When doing assigned clean up or chores, please check with a staff member when you are done, to verify it was done properly. A cleaning chart will be maintained by the house parent for the home. Cleaning the bathroom after use will ensure it is sanitized for the next person.

Chores are expected to be completed **before the resident makes lunch** unless there is a medical reason to state otherwise.

21. Cooking charts will also be maintained by the house parent and rotated among residents on a nightly basis. Check with houseparent if you are unsure of your assigned cooking nights. Every resident is expected to cook on your assigned day.

22. WE ARE A BULLY AND HARRASSEMENT FREE FACILITY. BEHAVIORS SUCH AS, BUT NOT LIMITED TO TEASING, BODY SHAMING, SPREADING RUMORS,

RACIAL SLURS/RACIAL REMARKS, GIVING SOMEONE THE COLD SHOULDER, PASSIVE-AGGRESSIVE BEHAVIOR, AND/OR FIGHTING WILL NOT BE TOLERATED AND COULD RESULT IN IMMEDIATE DISMISSAL.

VI. Miscellaneous:

1. If previous graduates or former residents are present at any outside event (i.e. Rock Bridge, etc.), residents are not allowed to sit with or engage in conversation.

2. During class times, groups, videos, speakers, and other meetings, no letter writing, drawing, cards or other games, crossword puzzles (etc.) is allowed. **Confiscation of materials being passed between residents can occur (i.e. notes, scissors, art supplies, food, etc.)** Only class materials should be on the tables. There should be no sleeping or putting your head down during these times. **All residents should IMMEDIATELY return to class when informed that class is resuming.**

3. It is in everyone's best interest to report violations of Providence's rules and regulations to the staff immediately. If a resident is aware of violations and does not report them, it could result in dismissal.

4. If a resident needs something, they can simply ask a staff member and we will do our best to provide for the resident's needs. In the event that you have a need that we cannot fill, we will put you in touch with the appropriate agency or outside service. Residents are discouraged from soliciting help from church members or speakers without staff permission.

5. Only **approved** previous residents are allowed at graduations or campus 12-step meetings.

6. Please be on time and remain seated while in groups, classes, and church. Be sure to use the bathroom at break times. Bring all materials needed for group/class prior to the start time. Please restrict from getting up in class or church.

7. Cleaning schedule for the schoolhouse is clearly displayed in the kitchen area. The houses will rotate schoolhouse cleaning on a weekly basis. During the period the pool is open, the houses alternate weeks cleaning the schoolhouse with pool cleaning and care.

8. Any private information that is shared in group should remain in the group setting. Please do not discuss with others what was said in group to those who were not there (i.e. life histories, processing topics). This is to keep the group and all its members safe and ensure the integrity of the group and group members.

*****Infringement of the above rules can result in losing privileges (TV, phone, and/or smoking). Specific guidelines broken or chronic breaking of the rules can result in termination from the program. *****