



## HOPE LANDING RECOVERY PROGRAM RULES AND GUIDELINES

**NOTE:** Hope Landing Recovery Program is not a medical facility and therefore does not have resources to provide for chronic or acute health issues. Ladies are expected to be in reasonably good health when they arrive that does not require any type of special attention. Ladies who often or repeatedly take sick days may be re-evaluated for residency here to determine if more intensive care is needed. If it is determined that a woman is ineligible for residency in HLRP, it is the woman's own responsibility to make housing arrangements and arrange transportation.

**Activities:** HLRP has scheduled activities that are mandatory for every woman in the program to participate in, including: meetings, counseling, educational groups, classes, special occasions and giving back to the community.

**Alcohol & Drugs:** Don't do them. Drug & alcohol screening will be taken at random times. Testing dirty, refusing to test or possession of anything drug related are all grounds for dismissal. Do not eat poppy seeds or drink energy drinks while you are here as you may test positive. Honesty is the best way to approach this subject.

**Appointments:** If an appointment is needed, (i.e. doctor, lawyer, probation, etc.), you must meet with the house mom to discuss a possible date for the appointment and must coordinate the appointment at the convenience of drivers and what fits best with the House Schedule. A team member must approve weekend appointments and appointments made outside a 30-mile radius. When this is the case, you may need to find your own transportation. All drivers must be approved by HLRP staff.

**Automobile:** If you have a job you may buy a vehicle. If you already own a vehicle, the vehicle may be kept at HL recovery house and used for your personal use after your 40 day probationary period AS LONG AS the client is employed. Any use of clients personal vehicle must be pre-approved by the HLRP leadership team or staff.

**Bathroom Courtesy:** Each of you is responsible for removing all shower items, when leaving shower. You must shower at least every other day and no more than once a day. WASH HANDS before leaving the bathroom. Do not flush sanitary napkins, tampons or other foreign objects down the toilet. Do not leave hair tools... irons, dryers etc. plugged in when not in use.

**Bed Area:** each of you is to keep your area clean and neat at all times. All clothing must be put away. Hair products, make-up and other toiletries are to be kept neat and together. Beds must be made every day. Books and papers should be stacked neatly and kept orderly. Rooms must be clean before leaving premises. No food or drink in rooms unless closed canned soda (not allowed until resident is in second phase and working) or water bottles. Rooms and all personal property can and will be searched randomly by staff.

**Bible Study:** CBS Bible study is to be worked on in spare time.

**Borrowing:** No borrowing or lending of ANYTHING.

**Cell Phones:** Clients may not have cell phones during their stay at HLRP.

**Church:** When attending church services, you are required to sit with a staff member. No talking, eating, note passing or any disruptive behavior. Bathroom visits are to be made before and after service only.

**Classes:** You must attend all classes and program activities, unless excused by a Leadership Team member. You are expected to be respectful to facilitators at all times and to be prepared for class on time.

**Community Service:** This is a mandatory part of the program (25 hours) and is the client's responsibility to work with the house mom to schedule.

**Conflicts:** When there is a conflict with an individual, it should be taken care of on an individual basis with that person, quickly and quietly. You are encouraged to approach others in a calm, respectful manner and articulate how they feel using "I feel" statements. If this does not seem to work, bring it to House Mom or staff at hand. Whether this approach works or not it is the client's responsibility to inform house mom using the CHIT system.

**Curfew:** Curfew nightly is 10:00 PM. [Lights Out is 10:30pm on Sun -Thurs nights and midnight on Fri and Sat nights.]

**Documentation:** You are responsible for the documentation (WEEKLY PLANNING SHEET) of chores, meetings, financials, and related staff signatures. (IF IT IS NOT WRITTEN DOWN, IT DIDN'T HAPPEN). If you have documents you want kept locked, there will be a safe place provided. Clients are required to obtain social security card, library card and MO driver's license (or MO ID card if ineligible for driver's license).

**Dress Code:** Modesty is required at all times. No provocative dressing.

- Bras are required any time we are not at home and straps must be covered. No strapless bras outside home.
- While at meetings or in public places, no strapless or spaghetti straps tops, neck lines revealing cleavage, short shorts or skirts, underwear showing, bare midriff or extremely tight-fitting clothing.
- Skirts or shorts that are wider than they are long are not allowed outside of the house. You must wear appropriate sizes. While client is standing with arms at sides, skirts and shorts must fall below fingertips.
- No extreme styles, excessively baggy clothing or preferential gang colors allowed.
- Do not wear clothes that are too small or show too much.
- Dress code around the house is at the mom's discretion.
- If a staff member asks you to change, do not argue, she will not change her mind. All outfit choices are subject to approval of the house mom or staff.

**Drug Testing:** Drug testing will be done when you arrive at the house, at random and upon returning from passes, by any staff member or leadership team member. For your own benefit, do not eat poppy seeds or drink energy drinks in rehab or in this program. **Ever.**

**Entertainment:** Music must be Christian only. We ask that the volume of the music be adjusted to a level that does not bother those around you and is turned off before bed.

- *Volume on everything goes down at 9:00 PM.*
- Movies with excessive blood, such as vampire or 'slasher' movies are not allowed.
- No scary or demonic movies are allowed.
- All movies must be G, PG and PG-13
- Staff may ask you to turn off a movie or change the channel. You are encouraged to speak up if a scene or movie is disturbing or triggers a past trauma. You must respect this without comment.

- Some educational films may be required.

**Exit:** When a woman leaves, a staff member will do a personal property search. HLRP is not liable for any personal property left by a client and will not store extra items. Mail will be returned to sender. Ladies who terminate early are **not allowed** to ‘drop by’. Women in the program are not allowed to socialize with women who have left the program early or have been terminated.

**GED:** all clients who do not have HS diploma will be required to obtain GED.

**Provision:** In some situations (determined by Team Members) a lady will be allowed to store a small number of personal items for 30 days after leaving IF her leaving is because she has graduated from the program or for some significant reason cannot take her belongings with her immediately. This provision is **NOT** for someone who decides they no longer want to participate in the program. This provision will be determined on a “case by case” basis.

#### **House: General Rules**

- Room assignments may be changed at the discretion of the staff. You are to respect the personal property of your roommates at all times and are expected to treat each other with respect and dignity. The following guidelines concerning the home are as follows:
- DO NOT enter rooms that you do not sleep in!
- We often have guests, family, friends, donors. **THE HOUSE SHOULD ALWAYS BE PRESENTABLE FOR A WALK THROUGH AND TOUR AT ANY GIVEN TIME; FAILURE TO DO SO WILL RESULT IN A CONSEQUENCE.** Always clean up after yourself, especially in the kitchen and your bedroom, before leaving premises.
- **You are not permitted to open the door for anyone while in 40-day probationary period.** Always get a staff member. Same applies for answering the phone and getting the mail.
- Upon completion of probationary period (40 days), you may ask to open the door only when you know the person who is knocking.
- You are expected to have minimal contact with anyone outside the immediate premises, including the neighbors, unless on a pass or with staff approval.
- NO weapons, drug paraphernalia, gambling, pornography of any kind allowed in the home. NO occult books, movies, emblems, jewelry, pictures or cards relating to the occult or used for occult purposes allowed.
- No cell phones and you may not use other peoples’ cell phones.
- TV is to be off at 9:00 PM during the week – NO EXCEPTIONS – and 11:00 PM on Friday and Saturday nights. This rule is at the discretion of the House Mom; if she prefers, she can turn it off earlier.
- Lights out will be 10:30 PM from Sun – Thurs nights and 12am on Fri and Sat. If you would like to read quietly past 10:30 PM and you are able to get up by 6:30 AM and complete the day’s assignments, you may do so provided it does not bother others in the room.
- No obscene language or cursing. We will insist that you work on this while in the home. Foul language towards another client, or staff, is considered verbal abuse and is **grounds for dismissal.**
- You are asked to turn lights off when you are finished using them and/or leaving the room.
- No one is allowed to be in the big refrigerator without permission unless getting ice or while on cooking duty.

**Housekeeping and Chores:** You will be assigned specific household chores and responsibilities, and the Chore List will be posted each Monday.

- Chores will rotate on a weekly basis, and the staff may ask that additional duties to be performed as necessary, such as upkeep of the grounds.
- Chores must be completed before leaving the premises.

**Kitchen:** You are responsible for cleaning up after yourself in the kitchen.

- Each Lady must pick up their plates, silverware and food once they are finished eating.
- ALL DISHES ARE TO BE CLEANED, DRIED AND PUT AWAY, OR RINSED AND PLACED IN THE DISHWASHER. ANY DISHES REMAINING IN SINK WILL RESULT IN DISCIPLINARY ACTION.
- Snacks are permitted in the living room provided you clean up after yourself when finished.
- Snack times are 10:30, 2:30 and 7:30. Breakfast is at 8:00 am, lunch is from 11:00 am to noon and supper is between 5-6 PM, depending on the schedule that evening. Kitchen must be left clean and orderly at all times.
- You must follow health & safety procedures in the handling of food preparation & thoroughly WASH YOUR HANDS WITH SOAP before preparing food and keep all kitchen surfaces clean and sanitized after each meal. MUST use gloves when handling food.
- NO CUPS, snacks or anything else should be left on the counter.
- Leftover snacks must be labeled when storing in the refrigerator.
- Unclaimed cups/dishes will result in a house discipline, so train yourself to keep track of your cups.
- Clients will be expected to plan and prepare some meals and are responsible for arranging this with the house mom.
- Cups without lids are not permitted past the dining room.

**Laundry:** You are responsible for doing your own laundry and are assigned a laundry day.

- Please do not fill the washing machine to the top, as it will break the machine.
- Do not leave the premises during your laundry time with the dryer going.
- Clean the area by removing lint from the lint screen, fabric softener sheets, spills, after each use for the next person.
- If you have an appointment during your scheduled laundry day, you must ask another Lady to trade days.
- You are responsible for washing and folding your own linens (sheets, blankets, pillowcases, towels, etc.)
- Use the proper amount of detergent, bleach and dryer sheets.

**Mail & Packages:** Hope Landing staff has the right to open all mail. At the staff's discretion, mail may be held and filed. All communication is restricted to immediate family members **only** (you will be asked for a list of three). No written correspondence with inmates in jail or prison allowed. We mail your letters for you.

**Medications:** All prescription and non-prescription medications must be approved by staff.

- All medications are kept in your personal box and locked in our med safe.
- Vitamins do not have to be locked up but supplements, such as for sleep, must be kept in med cabinet and monitored by staff.

- Ladies who take prescription medications will be required to relinquish their medications to HLRP Staff, who will secure said medications in the med safe, upon intake in the program. (Medications will be dispensed by Hope Landing staff twice daily).
- No opioids, any type of addictive meds, mind- or mood-altering medications, including psych drugs.

**Meetings:** You must attend all required classes and meetings to complete each phase of the program. You are expected to be respectful to facilitators at all times and to be prepared for class on time. Restroom breaks should be taken **before and after class** only.

**Mornings:** You are allowed to be up by 6:00 AM but are required to be up by 6:30 AM. Do not come downstairs before 6:30 AM unless there is an emergency.

- 7-7:30 AM is quiet time with God
- Do not continue to sleep while alarm rings
- You are expected to be dressed and ready for the day by 8:00.
- Praise and worship is 8:30-9 AM and is considered a group

**Personal Property:** All Ladies entering Hope Landing Recovery Program agree to a personal property search by staff in their presence. All Ladies agree to random room searches not in their presence. You are strongly encouraged to lock valuables, cash and credit cards in the med cabinet. Staff must search all packages before they come into the home. Any items received by anyone outside of HLRP must be received by staff first, searched and then distributed.

**Pharmacy:** We ask that Ladies use pharmacies that are pre-approved by the Leadership Team. This saves time, gas and confusion. It is your responsibility to write the date on the calendar when you need to get your medications. It is also your responsibility to remind the driver to go to the pharmacy while you are in the vehicle.

**Prayer:** Clients are expected to participate in all prayer and prayer circles.

**Respect :** You are expected to be respectful to others at all times in all situations.

- NO whispering or secretive conversations; it is rude to those around you. You are responsible to keep your voice to an acceptable level at all times that does not disrupt other conversations around you. When permission is given to answer the house phone, you are asked to do so politely and professionally (greeting the caller in a kindly, helpful manner, identifying oneself, then transferring the call or taking a message which includes the call back number, any message the caller wishes to leave and the time/date of call).

**Romantic Relationships:** No romantic relationships are allowed while Ladies are enrolled in this program.

Exception: husband and wife

**Telephone:**

- Phone calls may **ONLY** be made during scheduled FREE time or PERSONAL time by permission of staff.
- ALL CALLS are to be recorded on phone log by the phone. Rule subject to consequences if each call received or made is not logged in correctly.
- Phone calls must be supervised and may last **only 10 minutes**. An approved list of immediate family is required before calls can be made or received. No back-to-back phone calls.

- Phone may not be removed from its permanent location and all calls are made in the living room or dining room ONLY.
- Calls made to sponsor, doctor, lawyer and the like are not considered personal, however must be logged and approved beforehand.

**Screaming:** No screaming. Unless you are hurt or in danger, do not scream. Ever.

**Sickness:** All prescriptions must be approved by Leadership Team. Clients who are sick will stay in bed all day and are not permitted to use the phone, smoke or come out for social time or groups.

**Sign In/Out:** You must sign out/in on log sheet when leaving/arriving on property if you go anywhere. Log will include time out/in, destination & your initials or signature. Women in the 40 day probationary period cannot go anywhere alone.

**Social Media:** No social media of any kind. Including, but is not limited to, Facebook, SnapChat, Instagram and Twitter.

**Visits:** Visitors must be pre-approved by staff (scheduled appt only) and visits are subject to client's behavior, and must take place after the client has completed the 40 day probationary period. Visits are a privilege and not a right. Visitors who bring something to a Lady must hand it to a staff person, NOT the Lady. It is your responsibility to make sure your people are informed of our rules. Visits are limited to 6 hours maximum. No overnight guests or visits.

**Volunteers:** Volunteers are the backbone of the ministry and must be respected at ALL times.

**Walking:** Walking outside is allowed under supervision only. Walks must be taken in a group and you must return before the sun starts to go down. Please do not deviate from the itinerary. We, as well as Probation, should know where you are at all times.

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**Confidentiality:** You must adhere to our strict code of confidentiality. You must respect the right to privacy of other Ladies and are not to give out the names of Ladies living in the home. When answering the phone, you are asked not to acknowledge the presence or whereabouts of any other Lady, or to give the address or directions to the home. After finding out the name of the caller, you should find the Lady or write down a message and let her know. Designated Lady is the only Lady to check messages and it is mandatory for that Lady to write down all messages on the machine and let others know about the message. If a Lady does not want to accept calls from someone, let the staff and other Ladies know. Calls to Probation or to your sponsor will be done during regular phone hours unless it is an emergency.

**Security:** In the common areas (public areas) of the house, clients can expect to be on video surveillance. This is for the protection of everyone who lives in the house and people who volunteer in the house. Surveillance will be monitored by Hope Landing leadership team and staff as needed.

**Failure to comply/Consequences to breaking Rules:** Failure to comply with house rules and regulations will result in serious restrictions and/or penalties, including but not limited to: fines, additional chores, losing phone privileges, losing overnight pass privileges, losing weekend pass privileges [pass privileges are only available after accomplishing Phase I], losing outing privileges, losing TV privileges, and complete dismissal from Hope Landing as the Leadership Team/Staff sees fit. Ladies terminated from Hope Landing's Program must collect their personal belongings (under staff supervision) within one (1) hour of said termination.

**Ladies may face consequences given by house mom, leadership team and facilitators of classes when rules are not followed which includes but are not limited to removal of privileges.**

House rules and regulations are subject to change without notice at the discretion of Hope Landing staff. If such a change is determined necessary you will be informed.

Name (print): \_\_\_\_\_

Signature Applicant: \_\_\_\_\_ Date: \_\_\_\_\_