

## HOUSE RULES FOR RESIDENTS FORM

In order to have love and harmony in the house, the following rules have been established so everyone's rights and privileges will be observed, and you are required to follow them.

### DAILY SCHEDULE:

- 7:00 a.m. Time to get up. Not before.  
If you are working, the house manager will go over your schedule with you.  
Dress yourself and your children.  
Make your bed and straighten up your room.  
You must get up and dress even if you are not going to eat.  
You may do laundry if it is your assigned day between 7:00 a.m. and completed by 9:00 p.m. and during quiet time. Please do not schedule any appointments on your assigned laundry day.
- 7:45 - 8:45 a.m. Breakfast is prepared and served by the House Manager.  
Everyone does dishes and straightens kitchen.  
Breakfast is over and dishes done by 8:45.
- 8:50 - 9:30 a.m. In-house Bible study.  
Every resident must attend unless working, or have a court ordered appointment.
- 9:30 - 10:30 a.m. Do cleaning assignments for the day. These are assigned by room number.  
All residents must do their cleaning assignments before leaving the shelter unless you have prior approval from the house manager.
- 10:45 a.m. Room and cleaning assignments will be checked by House Manager.  
You may wash your hair or take a bath or have free time.  
Make sure you review and follow your Weekly Schedule Form before leaving the shelter for the day.  
Sign out with your name and destination.
- 12:00 p.m. House Manager prepares and serves lunch.  
Everyone helps with dishes and clean up.
- 1:00 - 3:00 p.m. Study time and quiet time. You may stay out or in during this time.  
(House manager may use this time to go over Mark 4's with you)  
This is quiet time. Small children nap.  
You are encouraged to study the Bible at this time.  
No one is to leave the house or return during this time unless you have prior approval from the house manager.
- 3:30 p.m. When the House Manager is available an afternoon snack is prepared and served by House Manager only.  
Good time for sharing from your personal Bible study.

## **HOUSE RULES FOR RESIDENTS FORM (Continued)**

- 5:30 p.m. All residents must be in shelter. This is mandatory.
- 5:45 p.m. Prepare for dinner. Make sure you and your children have used the restroom and washed your hands if necessary. Make sure you are down stairs and ready to be called for dinner.
- 6:00 p.m. Dinner is served. House Manager prepares dinner and will call you to be seated. Everyone must come to dinner, help serve and clean up.
- 7:00 p.m. Bedtime preparations for infants, toddlers, and pre-schoolers.
- 7:30 p.m. Bedtime for all infants, toddlers, and pre-schoolers. Children age 5-8 prepare themselves for bed.
- 8:00 p.m. Bedtime for children age 5-8.
- 9:00 p.m. Bedtime for all young people age 9 and over.
- 9:00 p.m. Bible study (Only if your not able to attend the regular morning Bible study due to work, social services appointment or court appearances) This time can be adjusted IF all 3 house managers agree.
- 7:00-9:00 p.m. Evening baths may be taken by residents and their children who are gone all day. Use this time to prepare lunches for the next day and clean up afterwards.
- 9:00-10:00 p.m. Bathroom is available for washing and brushing teeth. House manager will make bathroom schedule if necessary.
- 10:00 p.m. **EVERYONE IN BED, SETTLED DOWN, LIGHTS OUT, READY FOR SLEEP.** This rule is strictly enforced. (Only night lights may be left on).

### **SATURDAY**

General house cleaning day. Everyone completes their cleaning assignment and receives their Bible study to be completed on their own. Please make sure House Manager checks your cleaning assignments before you leave for the day. Saturday is a day to enjoy with your children or visit extended family.

### **SUNDAY**

We all go to church together at the church selected by Sheepfold staff and we all sit together at church.

Everyone returns to the house right after church. Sunday is a day of fellowship and rest at the shelter. You may go out for a walk or go to the park up to 2 hours. Only planned outings are allowed on Sundays.

## HOUSE RULES FOR RESIDENTS FORM *(Continued)*

### **GENERAL RULES:**

#### **DAYTIME HOURS**

Our program is designed to help you accomplish as much as possible in the six months you are with us. The following guidelines are required to help you use your spare time wisely:

1. The House Manager will sit down with you within the first few days and go over the Mark Four program which is a goal setting program.
2. While you are with us it is expected of you to make productive use of your time, setting goals, making steps towards accomplishing those goals and working toward independent living.
3. During the day, after Bible study and your chores are completed, to leave the shelter you must have permission from the House Manager. She must know what your agenda is, where you are going and when you will return. You must call the shelter with any changes to your schedule once you are out and bring verification of all your appointments back to the House Manager.
4. You are not allowed to spend time at locations such as the Mall, coffee shops, etc. or visit with friends or family. You are allowed to visit family **only** on Saturdays. You are not allowed to ride in other resident's cars.

#### **IN YOUR ROOM**

1. Hang towels and wash cloths on hooks provided in your closet. Wash your towels on your laundry day. Do not hang towels over furniture. If hooks are not available, use hangers.
2. Make your bed properly. Hang clothes or put them away neatly.
3. Wash your sheets once a week on your scheduled laundry day.
4. Keep your room neat: Dust, vacuum, etc. according to cleaning schedule.
5. Do not keep any food in your room. (candy, snacks, etc.) Absolutely no eating or drinking in your room. (Except for water)
6. Do not re-arrange furniture or bedding on beds. Close your blinds at dusk. **DO NOT HANG ANYTHING ON WALLS.**
7. No TV's or radios are allowed in your room.
8. No visiting in each other's rooms by adults or children.

## **HOUSE RULES FOR RESIDENTS FORM (Continued)**

### **IN THE BATHROOM**

Be courteous and thoughtful of other people. Please limit your time in the bathroom. Those working and attending school must have first priority.

1. Baths may be taken between 10:30 a.m. and 9:00 p.m.
2. Before your bath, ask if anyone needs to use the bathroom.
3. Wash tub with cleaner after you or your children use it.
4. Do not leave towels, clothes or toiletries in the bathroom.
5. Never leave small children unattended in bathroom, especially in bathtub.
6. Sanitary napkins or tampons must be put in plastic baggy and wrapped in a paper sack. Ask House Manager for these items when needed.
7. Do not put diapers in bathroom wastebasket! Each diaper must be put in plastic bag and tied then taken to outside trash can.
8. If necessary, please clean the toilet after you or your children use it.
9. Do not walk around the house with your hair in a towel.
10. Leave bathroom promptly. Hair and makeup are to be done in your room.
11. TURN OFF BATHROOM LIGHT WHEN YOU LEAVE THE ROOM.
12. KEEP THE WINDOW OPEN DURING THE DAY AND LEAVE DOOR OPEN WHEN NOT IN USE.

### **LAUNDRY**

1. Do not use the washing machine without receiving instruction, even if you think you already know how to run it.
2. Washing must be done on assigned day starting after 7:00 a.m. Laundry must be completed by 9:00 p.m., if necessary. Do not schedule appointments on your assigned wash day.
3. There must be enough items to make up a load, but do NOT overload machine or washing privilege will be taken away.

**NO WASHING ON SUNDAY!!**

## HOUSE RULES FOR RESIDENTS FORM (Continued)

### KITCHEN

1. Floors must be swept after each meal, and mopped after evening meal.
2. Do not open refrigerators or freezers. Food may not be taken from cupboards. (HOWEVER, MOTHERS MAY MAKE BOTTLES FOR THEIR BABIES AND PACK LUNCHESES FOR THE NEXT DAY).
3. No personal food may be kept and no food or snacks are to be brought to the house. Save your money!!
4. Absolutely no coffee, drinks or snacks in your room or anywhere outside of dining room.
5. Children are not allowed to fix snacks for themselves. Small children are not allowed to serve themselves at the table.
6. Children cannot play in kitchen.
7. No gum chewing in the house.
8. No resident may make tea or coffee, only the House Manager.

### THE CHILDREN

1. All children must eat at the dining table.
2. No high chairs may be used in carpeted areas.
3. When outside, keep children in back yard.
4. No balls are allowed in the backyard. All yard toys must be put away after play time. Use a ball check out system for park use only.
5. Children must be supervised by mothers at all times, inside or out.
6. Do not ask other residents to babysit. This is not allowed.
7. Do not allow toddlers to walk around house with their bottles or sippy cups. Wherever they drop it or put it down, it will make a spot on carpet or furniture.
8. All diaper changing must be done in your own bedroom!! Do not change diapers on other beds or couches! Always put a towel or pad under child when changing diapers. Each diaper *must* be put in a plastic bag and tied tightly then placed in trash can outside, when the baby is changed. All diapers are to be disposed of in covered trash cans only.

This is a Christian home and no yelling, slapping or cursing of your children will be allowed. Those things only destroy your child's love for you, they do not correct the problem. Ask your House Manager for help in this area. There are many helps available to you.

## HOUSE RULES FOR RESIDENTS FORM (Continued)

### YOURSELF

1. NO POSSESSION OR USE OF ALCOHOL, DRUGS, OR WEAPONS WHILE YOU ARE HERE.
2. If you stay out all night for any reason, you must leave the next day.
3. DO NOT LEND OR BORROW MONEY OR ANY OTHER ITEMS FROM OTHER RESIDENTS.
4. Smoking is NOT allowed in or outside the Sheepfold home. We are a non-smoking facility. Smoking is NOT allowed after our 5:30 p.m. curfew. You MUST take your children with you at all times when leaving the house.
5. Do not go in the manager's quarters, the food room, or the shed without permission.
6. Only the house manager may operate the T.V., video, and radios unless you have prior approval.
7. There can be no contact with abuser, boyfriend, male friends, spouse, etc. while you are here.
8. You must notify us if you are on medication or under a doctor's care.
9. No fake nails of ANY kind.
10. Excessive body piercing is not allowed. You must be able to have an acceptable appearance to acquire a job. (example: small simple nose piercing may be acceptable. If you have a tongue piercing you must replace it with a flat plastic plug). This is all at the discretion of the office and/or house manager.
11. No magazine subscriptions or other subscriptions of any kind.
12. Any offensive tattoos must be covered.
13. You are not allowed to bring your personal computer or any other electronic devices to the shelter unless approved by staff.

Each day needs to include a step, no matter how small, toward reaching the next goal you have set for yourself. Each new day is a gift for your future.

### OTHER

1. Do not tell the shelter address to *anyone* or you will be asked to leave. Only use the office address for your mail. Do not use the P. O. Box.
2. Do not go to the neighbors for any reason.
3. Do not park in front of neighbors' houses. If spaces in front of shelter and in shelter driveway are full, go around the corner, or find a space between houses, but never park directly in front of a neighbor's house. Use back entrance if applicable.
4. Do not leave shelter in groups. Just yourself and your children.
5. Be *very* careful in driveway. Always drive with caution and watch for children.
6. Conserve lights and other utilities as much as possible in all rooms. Make sure all fans in bedrooms are turned off if gone for the day.
7. Sign out when you leave the house, putting time you will return, and sign in again when you come back.
8. Notify House Manager by 10:00 a.m. if you will not be home for lunch. If you have made a lunch it must be eaten the same day.

## HOUSE RULES FOR RESIDENTS FORM *(Continued)*

### WHEN YOU LEAVE

1. Be sure to give your House Manager your address and phone number where you can be reached so office can forward your mail and messages.
2. When your stay with us is over, you must make arrangements for your mail right away at the Post Office. Otherwise, after two weeks, we will have to return your mail to sender.
3. Everything you have brought to the shelter must be taken with you when you leave. We cannot be responsible for anything that is left. If it is physically impossible for you to take all your things, you must make arrangements for your things just as soon as possible. We cannot keep them for you.
4. Do not take anything with you that was in the room when you came.
5. Leave your room clean and neat.
6. We pray that your time with us has been a blessing to you, and we ask that you fill out an Evaluation of Your Stay form to help us improve our shelters.