

Transformation Living Center

Student Handbook

January 2023



- **Bringing men out of destructive lifestyles, through the transforming power of Jesus Christ**
- **Emphasizing Biblical discipleship**
- **A solid work ethic**
- **Skills Training**

**256942 E. County Road 49
PO Box 88
Fairview, OK 73737**

Transformation Living Center Student Handbook

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Introduction and Purpose

Nothing in this handbook will be considered a “right” with the exception of those items listed in the “Student Rights” section. All rules are subject to change by staff. The purpose of TLC is to reach out to, love, and disciple adult men; who use life-controlling substances, or have life-controlling problems. In order for any student to be successful in our program, he must first be willing to allow God a chance to help him, and then subsequently submit to the aid of TLC staff and TLC program structure.

An integral part of the program involves the elimination of former lifestyles. To that end, the following rules and regulations have been developed to help the student eliminate some of these former areas of temptation and difficulty. They are also designed to teach the student self-discipline, and are valuable tools for living with others in peace and harmony. This handbook was prepared for those contemplating entrance into the TLC program, and for those who wish to become students. After reading it, you will then be able to decide if you are ready to take that step.

TLC is not the right choice for everyone! Only those who are genuinely sick and tired of the way they are living, and **DETERMINED** to pursue a deep personal relationship with Jesus Christ should apply for enrollment.

TLC is a drug-free recovery program. Our method of withdrawal is “cold-turkey” without medication. TLC is also a tobacco free property.

We normally require a pre-induction detoxification program for those with severe physical addictions.

The rules at TLC are strict, as you will see. **These rules are not set to make you miserable; rather, they are designed for your protection and growth.** Most students come to TLC because they have been unable to handle the pressures of living a responsible life in a sinful world. These rules are intended to provide the structure for our students to find freedom from a variety of bondages, through developing a relationship with Jesus Christ. If this is what you want, then TLC is for you!

SPECIAL NOTE: In accordance with John 4: 16-18 TLC does not recognize Common Law Marriage.

TLC IS A CHRISTIAN ORGANIZATION FOUNDED UPON BIBLICAL PRINCIPLES. OUR STAFF AND STUDENTS ARE GUARANTEED AN ENVIRONMENT FREE OF EMOTIONAL, SEXUAL, AND PHYSICAL ABUSE OF ANY TYPE.

PRIVILEGE LEVELS

Students at TLC also obtain Privilege Levels that correspond with their program phases. These privilege levels are earned through various means, but are generally dependent upon the student's behavior and trustworthiness. Levels will be given at the director's discretion.

Privilege Level 1

1. Adjustment period and "Dead time".
2. No weight room admittance, TV, or game times.
3. No visits, mail, or phone calls (except those of a legal nature).
4. No woodworking or shop privileges.
5. Must do devotions in the classroom area at your cubicle.*
6. Students on **Privilege Level 1** for 3 months incur the possibility of suspension or dismissal.

Privilege Level 2

1. 4 visits a month. (See visits for hours)
2. Must do devotions in the classroom area at your cubicle.*
3. May use weight room or shop in "Free Time". You may play ball, horseshoes, golf, etc.
4. 20 minutes per week phone time.

Privilege Level 3

1. Eligible for all **Privilege Level 2** listed above.
2. 5 visits per month. (See visits for hours)
3. 20 minutes per week phone time.

Privilege Level 4

1. Eligible for all **Privilege Level 3** listed above.
2. 6 visits per month. (See visits for hours)
3. May take devotions in room or in classroom area. *
4. May use TV during free time.
5. 30 minutes per week phone time

Privilege Level 5

1. Eligible for all **Privilege Level 4** listed above.
2. 6 visits per month. (See visits for hours)
3. May take devotions anywhere on TLC property. *
4. May use TV during free time.
5. 30 minutes per week phone time

* Devotions are considered your daily free before 7:45am and from 6:00-6:30pm.

RULES AND REGULATIONS

Everyone entering the TLC program will be subject to a complete search of person and possessions, in order to eliminate any forbidden items. We also reserve the right to check anyone's person or possessions at any time while in the program. The student's wallet, cards and money will be held in an account. Items will be **disposed** of at the discretion of TLC Staff if brought onto the property.

Forbidden Items

- ◆ **No letters, postcards, or pictures of or from anyone who does not meet the requirements of the "contact list"**
- ◆ **No alcohol, drugs, drug paraphernalia (prescription medications must be approved).**
- ◆ No candles, or incense
- ◆ T-shirts bearing worldly sayings or advertisements inconsistent with the philosophy of TLC
- ◆ **No personal Knives or weapons of any kind.**
- ◆ No reading material or literature. We have all the reading material you need.
- ◆ Cars, motorcycles, bicycles or skateboards
- ◆ Nothing related to the occult (witchcraft, astrology, etc.)

General Rules

1. **No talking back or arguing with staff, no displays of temper or rebellion.**
2. **No talking to other students about dropping out of program or trying another program.**
3. **No grumbling or complaining.**
4. **No negative talking about staff or program.**
5. **No talking about street life, drugs, or reminiscing about past sinful pleasures.**
6. **No counseling other students or seeking counsel from other students.**
7. No leaving the property unless accompanied by staff or approved chaperone.
8. No talking about suicide to other students. Talk to staff about this issue.
9. No profane or loose language. If you need clarification staff will assist you.
10. No physical or verbal abuse of staff or fellow students.
11. No singing or playing of secular music.
12. No fighting, name calling, sarcasm, harassment, or horse-play.
13. No going back to beds during day (except weekends).
14. No stealing (taking other's property w/o permission).
15. Do not grab, handle, or pickup children of staff or visitors without permission.
16. No contact with staff pets without permission.
17. Place court cards with name, date, time, & location, on bulletin board provided.
18. Do not abuse or damage TLC property.
19. Remember "Golden Rule" Do unto others as you would have them do to you.
20. Do not contact staff during off hours (after 5:00pm or weekends) unless it is an emergency.
21. You may not be on welfare while in the TLC program.
22. No personal electronic devices allowed. iPod, iPhone, iPad, Tablet, etc.
23. Do not wear hats inside buildings except shop.
24. Students may not move furniture or other items in the building without permission from staff.
25. Be sensitive to the feelings of others and **Communicate!**

Rules Governing Various Activities

Note: You will be expected to be on time for all activities. One good way to insure this is to be **early**. Attentiveness, cooperation, and participation will be expected at all times.

You will not be allowed to leave in the middle of the activities for any reason. Breaks will be allowed in the middle of class times. Use the restroom and get your coffee during this time. In case of illness, notify staff member in charge. Sloppy dress and grooming are never in order.

Musical Instruments: students must have permission from staff member on duty. Instruments must not be played after 9:00 p.m. or before 9 a.m.

Off Limits

The following areas are off limits without staff permission:

- ◆ Office's area and office equipment
- ◆ Staff apartments, houses, or rooms
- ◆ Television, DVD and computers (With the exception of TV room during approved use)
- ◆ Workshop, tools and tool area (With the exception of free time allowances)
- ◆ Vehicles
- ◆ Kitchen, (this includes the refrigerator/freezer except for meal and special times)
- ◆ Pantry (except for meal prep and special times)
- ◆ Clothes Closet
- ◆ Class room equipment
- ◆ Outside TLC boundaries except for specified walking area

Mail, Phone Calls, Visits & Passes

All mail, phone calls, visits, passes are subject to staff approval at all times. Privileges are at the discretion of the staff. Any of these may be withheld if behavior warrants discipline. In addition, any relationship that proves detrimental to the student may be terminated by the decision of the staff.

Mail

- ◆ Do not go to mailbox. A staff member will handle all mail coming in and out.
- ◆ All mail will be opened in by the staff in front of the student, and will be checked for anything that might affect the welfare of the student.
- ◆ A student may write or receive as many letters as desired; however, the student will supply their own stamps.
- ◆ All mail in and out, **Must have a name and a return address printed in the upper left-hand corner.**

Mailing address: Transformation Living Center, 256942 E. County Rd. 49, Fairview, OK 73737

Phone Calls (Hours) Friday 5:00pm – 7:00pm, 8:00pm – 9:00pm

The number of calls allowed is according to the following privilege levels. All phone calls will be with a staff member present. Private phone calls are prohibited.

Privilege Level 1: No phone calls

Privilege Level 2: 20 minutes total per week.

Privilege Level 3: 20 minutes total per week.

Privilege Level 4: 30 minutes total per week.

Privilege Level 5: 30 minutes total per week

It is your responsibility to set timer and end your phone privilege on or before time. **If you stretch one you lose one!**

No incoming phone calls except emergency to either 580 227-5008 or 580 227-6059

No Personal Cell Phones are allowed at any time.

Photos

All photos in your possession must be approved and initialed by the Exec. or Assist. Director.

Adjustment period

The first two weeks of the program will be an adjustment period for all students. This is to help make your transition into the program as easy as possible, by eliminating outside distractions. During this time you will not be able to make or receive phone calls. No visits allowed during this time. You may make one 5-minute phone call within the first 24 hours, in order to take care of needed business. At the end of this adjustment period, the student will be evaluated by staff, concerning commitment, sincerity, and cooperation. At that time a decision will be made whether the student will remain in the program.

Visits

Visits will be by immediate family only (brother, sister, mother, father, children, grandparents). Girlfriend's are not family. In some circumstances a child's mother will be allowed to come on visits. We discourage visitation with anyone who is actively using illegal substances or overusing alcohol.

- ◆ All visitors must sign in to the visitor register. Greet your visitors on the porch.
- ◆ No going to visitor's vehicle unless approved by staff.
- ◆ After the Adjustment Period, you may qualify for an "In-visit"
- ◆ Visiting hours are from 1:00 p.m. to 6:00 p.m. Saturday and 1:00pm to 5:00 pm Sunday.
- ◆ No gifts or food or "goodies" are allowed. This includes tobacco.
- ◆ Letters and cards only that will be opened in from of staff.
- ◆ All money received from visitors to be placed in a donation envelope and turned into staff.
- ◆ Staff must check all items brought to a resident before they are given to the resident.
- ◆ If two or more visitors come on the same day, they will count as one visit.

The number of visits you will receive is determined by your privilege level. See privilege level section for details. If your visitors would like to see the campus (including your dorm room), tours will be provided by the staff members on duty. You may visit in the Great Room, the Dining Room, and roped area. You are not allowed to leave the facility during visits.

Church Visits

On Sundays you will attend church in morning or probably evening. When attending church do not bring tobacco products along. Dress neatly. The group will walk in together. We are not there to mingle in the crowd. Sit together in the area provided for Sunday School. Use the restroom between worship sessions. Walk together to the worship time and sit together. No bathroom breaks during worship. If your family wants to attend the church, we are going to that is ok. No contact will be allowed. If contact is made it will count as a visit.

Students/Children

After the Adjustment Period, with staff approval and eligibility, students who have children may be allowed to have a visit each week with the children. These visits will be at the facility. Children will be supervised by parents at all times during visits. If children are left unsupervised visits may be cut short and restricted.

Dorm Rooms & Rules

Dorm Rooms

- ◆ Each student will be assigned a bed, dresser and part of a closet. There will be no changes unless approved by staff.
- ◆ Because of limited space, students need to carefully select items to be brought to TLC. Accumulation of items while at TLC will be limited.
- ◆ Student's rooms/assigned areas are private. Students are not permitted to visit other student's rooms without the permission of the staff. This includes standing in the doorway and chatting. No part of your body may cross the threshold of the doorway.
- ◆ Everyone is expected to take care of his clothes and personal belongings, keeping everything put away.
- ◆ Leave shower and sink clean when finished.
- ◆ There will be nothing pinned, taped or tacked to the walls without staff permission. No writing on the walls or woodwork. Items must be approved and initialed by a staff member before they are displayed.
- ◆ Students must keep their area of the room neat at all times, beds made, floors clean, etc. Keep it clean. Part of our journey is to learn discipline.
- ◆ Students may not use the bathroom for the first 30 minutes after lights out.

Dorm Rules

Rooms must be kept looking respectable at all times. Inspections will be made without notice. Violations may result in re-assignment of quarters.

1. Turn off lights, water faucets, and fans when not in use. Conserve wherever possible.
2. Clean up after yourself when using the sink or combing your hair in the bathroom.
3. Don't use other people's belongings without permission!
4. Maximum effort must be made to get along with the other students.
5. Games must always be put away after use. It will be your responsibility to keep the whole dorm area, living room and great room neat and free from any clutter.
6. Games and music may only be played at designated times and by those who have earned the privilege.
7. You are not to add or subtract pieces of furniture and or decorations to your room, without permission from the director.
8. Remember to close your curtains prior to undressing, if in view of the window.

No personal property is to be sold or traded.

9. If a student's snoring is bothering you, go to his doorway, call his name, and ask him to turn over. ***Do no touch the person or enter his room!***

Clothes Closet

We have some clothes available. Ask a staff member if you have a need an item of clothing.

Tobacco Policy

Smoking is permitted in the smoking area by the picnic table or in the greenhouse if it is raining. Smokeless tobacco is allowed but no spittoons and no spitting in trash cans. No Smoking is allowed during free time and before and after class and meals. Smoking may or may not be allowed on jobsites. No tobacco is allowed on any church visit.

Dress Appearance

Dress code applies at all times while the student is in the program. This includes during visits, passes, etc. Modesty is a must. No tight-fitting clothes will be permitted.

1. Hair must be combed for all meals and activities.
2. Half-shirts, tank tops, and fishnet shirts are not allowed.
3. Sunglasses are not to be worn inside.
4. Do not wear the following to classes: ragged shirts, work shirts, dirty clothes.
5. If you lack any needed articles of clothing or toiletries, see your counselor. TLC will strive to meet these needs as God supplies the means. Students are asked to take only what they need.
6. Anytime students are not in their rooms with the doors closed, they must be dressed neatly with shirts tucked in, and they must have footwear.
7. Shorts, jeans or slacks are required when you are out of your room.
8. Shorts must be half the distance from the bottom of the buttocks to the knee or longer. No spandex tights will be allowed.
9. Hair will be kept above the top of the ear. Haircuts will be provided when the staff deems it is necessary. If the student has money and wants to pay for his own hair cut, it may be done on an "out visit". If no "out visit" is available, he may apply to his counselor to have it cut in town.
10. Beards will not be allowed. Sideburns must be no longer than the bottom of the ear. Mustaches must be well trimmed. Goatees are allowed but must be trimmed and short.
11. Shirts are to be buttoned and the shirttails with tapered tails will be tucked in.
12. Shirts must be worn at all times and are to be buttoned.
13. Shoes and socks or sandals, must be worn at all times.
14. Men must shave each morning.
15. Head coverings are not to be worn inside.

Note: If a staff objects to your attire you must comply without question.

Schedule

Wake Up

You are responsible for setting your alarm for the required wake up time. Failure to be up on time will result in discipline. Alarm clocks must not be set to go off before 6:00 a.m. Loud alarms will not be permitted.

You must shower at least once a day. This may be done in the evening or in the morning. There is a **5-minute** time limit.

You must make your bed and straighten your room before breakfast. Failure to do so will cause you to miss breakfast. Special regard must be given to those still sleeping or having personal devotions. Please do not yell, sing loudly, or play instruments before 9 a.m. Please respect the schedules of the staff.

Devotions

This is a time set aside for prayerful reading of God's Word. A staff member will show you what is required. Remember to bring your Bible, paper, and a pencil or pen. Dig in and get all you can from this time, and above all, remember to make your devotions personal!

Praise and Worship

We pray, sing, and praise and worship the Lord, along with other rewarding activities. Enter in and worship. The Lord is worthy of our praise, and we benefit from giving praise too

Classes

On Monday through Friday, we have Bible classes & life training. Each one is geared to helping you live a consistent, fulfilling life, according to God's standards. Classes may be lecture style or interactive discussion and study. Homework may be given and is expected to be completed. All students must complete class assignments even if they have already been thru those sections before. Take care of restroom breaks or other business before or after class or during break.

Meals

- ◆ You will be expected at all meals.
- ◆ You will come to the meals neat and fully dressed
- ◆ Good manners will be expected at all times.
- ◆ No food may be taken from the dining room or kitchen to the other areas of the house.
- ◆ It is of the utmost importance that you are on time for the meal call. Tardiness for a meal may cause you to forfeit that meal.
- ◆ If you are late for breakfast, you will not eat but you must go to the dining room and check in with the staff on duty
- ◆ There will be no grumbling about the food
- ◆ Clean up after yourself. Do not leave cups, bottles, etc. lying around.

Work Crew

You may not continue to hold your current outside job while in TLC and its vocational program. Work at TLC is provided for you to aid in your character development. Work detail will include such tasks as: cleaning, yard work, wood-cutting, gardening, special details, material processing, and general maintenance, remodeling, welding and various other trades. **Approved safety eyewear must be worn at all times on all work projects.** Gloves, hardhats, & other safety equipment may be required on specialized jobs.

General Guidelines Pertaining to Work

- ◆ Work hard and do a good job
- ◆ Do not use tools without permission
- ◆ If you finish your assigned task, see your crew leader for a new assignment
- ◆ Return all tools, cleaning supplies, and utensils to their proper place when finished.
- ◆ Keep a positive attitude
- ◆ Each student will serve on the kitchen crew

Free Time

- ◆ Put this time to good use (Writing letters, build friendships, Bible studies, etc.)
- ◆ No one in TV room unless you are at that privilege level.
- ◆ Any request by a student to construct anything for personal use, recreational use, or as a gift, must be submitted to staff.
- ◆ Games may not be played in the dining area while people are eating.

TV and DVD

If available these will be operated by staff and those with permission only. Generally speaking, the programming will be Christian, sports, selected movies, or documentary in nature. The exception to this is students may operate TV in the TV room on free time.

Prayer and Fasting

Try it sometime.

Recreation / Exercise

All healthy students are required to participate in group athletic activities. You are encouraged to take part in as much as physically as you are able. Walking area from bridge to west fence of business next door. TV, weight room, walking, shop activities are allowed according to free time and levels.

Quiet Time / Lights Out

See weekly schedule for quiet time, lights out, and other scheduling details.

Laundry

Coordinate your laundry times with other students which teaches you to cooperate.

You are responsible for washing your laundry.

The laundry room opens at 8:00 a.m. and closes at 9:00 p.m.

Do not run washer or dryer during class times.

Wash your bedding once a month.

Student Accounts/Personal Items

You are to turn in all monies, check book, and credit cards, phones upon entrance to the program. They will be kept in a safe. You will be given a receipt for the items turned in. If you have money and are not paying program dues you should give it to the TLC program.

Prescriptions

Staff will distribute all medications, prescriptions, vitamins, etc. If you need medication, you are responsible for asking a staff member for that medication at the appropriate time. All medication which is taken orally, must be taken in front of a staff member. TLC is not equipped to administer any psychiatric medication.

Medical Needs

We pray for the sick. If you need a doctor, inform a staff member, who will make the necessary arrangements. **The student will pay their own medical bills!** We are not able to provide medical or dental care. Unless extremely sick, you will be expected to get up, take a shower and get ready for the day. If you are still too sick to take part in the day's activities, you will then return to bed upon staff approval. If you are sick, you will remain in your room the rest of the day until the next morning, except to use the restroom. Meals consisting of broth and crackers will be brought to your room if you need it. No visiting with other students while sick.

Advising

If you have a problem, please feel free to talk to a staff member. If he can't talk right then, please be understanding and find another staff member, or set up another time. At times, staff members will seek you out in order to speak with you about a situation. Please try to be open at these times and allow God to minister to you. Staff will schedule a time to meet with each student at least once a month one on one. If you need to meet more often that will be arranged. Staff will counsel you in spiritual issues that address life.

Don't seek life advice from other students.

Discipline & Conflict

Try to remember that the rules are here for your benefit. When you break these rules, problem areas of your life are brought to the surface. In order to grow from these incidents, discipline will be given when deemed necessary by staff. It is important to understand that there is a difference between discipline and punishment.

* Punishment is to inflict a penalty for an offense relative to the wrong committed.

* Discipline is to train in correction directed toward mature Christian living.

At TLC we are in the discipline business and not the punishment business so it is important that you remember that discipline is not punishment to make you miserable, rather, it is a means by which you can overcome problem areas and grow in your Christian life (see Hebrews 12:5-11). If break the rules, you may be assigned: extra work, loss of privileges, probation, etc. Your attitude toward the discipline will make it positive or negative.

Dealing with Conflict

In dealing with conflict with another student, your pattern for action can be found in Matthew 18:15-17. Verse 15 states the first step (Go to the brother alone. Talk to him personally to settle the matter). Verse 16 reveals step two (take 1 or 2 others; these must be staff members in your case).

Please remember that your attitude makes all the difference. If you have a question about the reason for a rule, politely ask the staff to explain. If you are still not satisfied, the best response is to simply accept it. In the case that you have a serious problem with a staff member, or a house policy; and you have made several unsuccessful attempts to resolve it, you should then see the Director, or staff member in charge.

Grievances

Any grievances you have with TLC staff, policies, or procedures can be brought to the attention of the Director by following the procedure below:

1. Submit a written statement to any staff member. Grievance forms are in the outgoing mail basket.
2. If the grievance is against a student hand it to any staff member.
3. If the grievance is against a staff member hand it to another staff member.
4. This statement will be reviewed and you will be involved in resolving the situation. The director will make a decision. If you are dissatisfied with the decision it can go to the governing board to resolve.

Termination

If a student leaves the program prematurely, either by dismissal, or of his own choice, the following things should be remembered:

- ◆ Turn in class notebooks, towels/washcloths, library books, extra TLC clothing, and any other items belonging to TLC.
- ◆ Take all personal effects with you. TLC will not be responsible for anything left behind.
- ◆ A staff member must help you pack, and accompany you to the vehicle.
- ◆ A one month waiting period will go into effect before you will be considered eligible for re-admission. Re-admission to the program is not guaranteed.
- ◆ If you are readmitted, you will start completely over in the program without credit for previous time, or course work. Upon reentry to TLC, the mandatory "adjustment period" will be 4 weeks in duration, rather than 2 weeks.

- ◆ Students who leave TLC before completing the program will not be allowed to attend any TLC functions or mingle with TLC students at public functions.
- ◆ If the student is on legal bond and leaves the local sheriff will be notified.
- ◆ In the event student is removed from program or leaves program and has no permanent location with family other place to reside they will be allowed a phone call. They will then be dropped off by the local library.

Student Rights

Students shall have the following rights:

1. The right to give informed consent, or to refuse treatment or medication, and to be advised of the consequences of such a decision. He also has the right to know about the cost and third-party coverage of treatment; including any limitations on the duration of services.
2. The right to grievance procedure.
3. The right to a humane and safe environment, free from abuse, neglect, and exploitation.
4. The right to dignity and personal property.
5. The right to receive a complete explanation of student rights, in clear understandable terms.

TLC's HIV Policy

TLC accepts students from varied backgrounds and walks of life. Because of their former lifestyles, some students may have contracted communicable viruses, including HIV. Both educational and hygienic policies are in place to insure a safe environment.

Confidentiality

Without your signed consent, it will not be acknowledged to persons outside TLC that you are, or are not, enrolled. TLC has a policy of confidentiality for all students. Conversation with staff, meetings, correspondence, and other internal transactions are confidential.

Knowledge concerning students, or circumstances as a result of a relationship, are considered confidential, and will not be disclosed to persons or family members outside the ministry, without the student's signed consent.

TLC has a Legal Requirement to report all instances or confessions of child abuse, or suspected child abuse, to the proper local authorities. The instance will be written down and given to the director, and he will act within the bounds of state laws, which make it mandatory to report the alleged abuse. The staff member, to whom the report was given, must submit the WRITTEN report to the director within 24 hours.

In a life-threatening situation, we will only release pertinent medical information to those medical personnel responsible for your safety. In this event, we will inform you ASAP.

Information may be provided to law enforcement agencies, if it directly relates to a student's threat, and or/commission of a crime on the ministry's premises, or against the staff.

By order of a court of competent jurisdiction, some information may be released without the student's consent.

Legal Assistance

- ◆ TLC does not provide legal assistance for students.
- ◆ Any student requiring legal aid will be referred to local agencies.
- ◆ All expenses by a student enrolled at TLC, will be the responsibility of that individual student.
- ◆ Attempts to resolve legal issues before entry, are required of all applicants.
- ◆ Should legal issues arise after entry, which the staff deems disruptive to a student's development, they may require a student to withdraw until the matter is settled.

TLC Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Out of bed 7:00am	Out of bed 7:00am	Out of bed 7:00am	Out of bed 7:00am	Out of bed 7:00am	Out of bed 9:00am	Out of bed Ready for Church as Required
Breakfast 7:45am sharp	Breakfast 7:45am sharp	Breakfast 7:45am sharp	Breakfast 7:45am sharp	Breakfast 7:45am sharp	Breakfast on your own	Breakfast on your own
Class 8:30-10:30am	Class 8:30-10:30am	Class 8:30-10:30am	Class 8:30-10:30am	Class 8:30-10:30am	Study Time 9:30-10:30am	Church time as required
Chores	Chores	Chores	Chores	Chores	Free Time	Church
Lunch 11:30-12:00	Lunch 11:30-12:00	Lunch 11:30-12:00	Lunch 11:30-12:00	Lunch 11:30-12:00	Lunch on your own	Lunch on your own
Work 12:00-5:00pm	Work 12:00-5:00pm	Work 12:00-4/5:00pm	Work 12:00-5:00pm	Work 12:00-5:00pm	Visits and Free Time 1:00-6:00pm	Visits and Free Time 1:00-5:00pm
Supper 5:00-6:00pm	Supper 5:00-6:00pm	Church as Scheduled	Supper 5:00-6:00pm	Supper 5:00-6:00pm	Supper on your own 5:00-6:00pm	Supper on your own 5:00-6:00pm
Free Time 6:00-6:30pm	Free Time 6:00-6:30pm	Church as Scheduled	Free Time 6:00-6:30pm	Free Time 6:00-6:30pm	Free Time 6:00pm	Church 6:00-7:30pm
Study Time 6:30-7:30pm	Study Time 6:30-7:30pm	Free Time After Church	Study Time 6:30-8:30pm	Study Time 6:30-7:30pm	Free Time	Free Time
Free Time 7:30-9:30pm Lights out 10:00pm	Free Time 7:30-9:30pm Lights out 10:00pm	Lights out 10:00pm	Free Time 7:30-9:30pm Lights out 10:00pm	Free Time 7:30 Lights out at Midnight	Lights out at Midnight	Lights out at Midnight

* Work will be from 8:00am -1:00pm during summer and class will be from 2:00-4:00pm. Summer is considered June thru September.

Contact Information

Administrative Director: Jay Bartel 580-227-5008 (cell)
 Facility Director: Mark Byfield 580-227-6059 (cell)
 Director of Education: Randy Parker 580-231-2194 (cell)

Suggested Personal Items to Bring at Intake

1- Heavy coat or jacket	Sweat pants	Work & dress belt
1 – Pair of Coveralls	6 – T shirts	3-Collared Polo/T-shirts
2 – Sweaters or sweatshirts	1 – Pair work shoes or boots	Khaki or jean shorts (No cutoffs)
2-Dress pants	Work gloves	Bible
2 – Button up shirt w/collar	7 – Underwear & socks	Pillow
1 – Pair dress shoes	Pajamas	3 – Bath towels/wash cloths
4 – Work pants (no holes)	House shoes & shower shoes	Notebook/pens/pencil
4 – Work shirts	Athletic shoes	Toiletries