General Behavior

1. Each resident agrees to abide by the rules and requirements, or they will be asked to leave.
2. Residents are required to treat staff, volunteers, and housemates with kindness and respect.
3. No illegal/street drugs or alcohol allowed during residency at CALM.
4. No Loud yelling or aggressive behavior is allowed.
5. Gossiping is not permitted, and residents are encouraged to problem-solve issues constructively to avoid unnecessary drama or misunderstandings among residents.
6. Visitors are not allowed inside the CALM House except for current residents, staff, volunteers, or accompanied visitors with advance notice and permission from a CALM Representative.
7. Residents will attend all meetings, classes, and sessions that are required. Residents are to be on time; not just coming in the door at the time of class, but in their seat before time of class.
8. No pets/animals of any kind are allowed inside CALM House.
9. Residents are encouraged to meet with visitors by using their daily pass time. This can be at local parks, restaurants, or other family-friendly environments. Daily passes (In accordance to the Phase Program) must be approved by a CALM Representative and the resident must indicate their plans by signing in/out on the communication board by the front door.
10. Dating is not allowed while a resident of CALM House.

Resident Room

1. Residents will keep their assigned room clean. Beds must be made, and trash will be taken out daily to the outside dumpster at the front of the residence. All soiled diapers are to be double bagged and taken out immediately after changing.
2. No candles, room fresheners, or plug- in scents are allowed in the bedrooms.
3. Residents will be assigned daily tasks on a rotating basis to clean the CALM House.
4. Food must be stored in the pantry and consumed in the dining area. No eating or drinking is permitted in the bedrooms.
5. Clothing must be kept in dressers, totes, shelving, or boxes and not left on floors or on

unoccupied beds.

1. Beds must have a mattress pad cover and made each day.
2. Residents may have 1 suitcase or duffle bag that closes and fits securely under the bed.
3. Laundry must be done at least once a week on assigned days; soiled bedding must be washed the same day and bed remade.
4. Bedroom floor must be vacuumed and mopped, furniture dusted, and bed linens washed weekly.
5. BEFORE leaving Calm House for daily pass time or weekend pass approved request rooms are to be cleaned! Including trash bins emptied, clothing put away, and beds made. Calm should be tour ready!

Sleeping Arrangements

1. No co-sleeping is allowed. Residents and children are provided with a bed or pack N play and must sleep in their own bed for safety. Infants may be rocked back to sleep during the night but then placed back in their own bed to sleep.
2. CDC’s Safe Sleep Environment guidelines will be followed which include placing infants on their back to sleep, no pillows/blankets in the bed, and no sleeping on the couch, chair, or adult bed.

Bathroom

1. The bathroom is to be wiped down after each use (cleaner provided). This includes wiping out the sink and vanity top, bathtub, and shower walls, plus using a towel to wipe any water dripped or splashed on the floor during family’s use. This also includes brushing out the toilet. No clothes or towels will be left in the bathroom.
2. Showering is limited to 15 minutes and total bathroom time limited to 30 minutes. Residents will do all grooming (hair/make-up) in their assigned room.
3. Razors, curling irons, cleaners, personal items, and cosmetics must be stored out of reach of children.
4. A trash can liner must be used.
5. Dirty diapers/pullups must be double bagged and taken out immediately to outside trash bins.
6. Sanitary napkins/tampons will be wrapped before placing in the trash. Do not flush them.
7. Deep cleaning of bathroom floor (sweeping and mopping), shower curtain cleaned and sanitized, and toilet and sink sanitizing will be conducted weekly on Saturdays. If the bathroom is shared, Saturday cleaning will rotate on a weekly basis.
8. Wet towels can be hung dry on the towel racks in each bathroom.

Personal Appearance

1. Showers and personal hygiene i.e., brushing teeth, using deodorant, and maintaining hair are required daily. All residents and children will shower/bath daily, children before bedtime.
2. Clothing must be washed, clean, and appropriate for the time of day (residents and children must be dressed in daytime clothing after breakfast).
3. Attire: Clothing must be modest, fit appropriately (no sagging clothing), and free of printed material depicting rebellion, drug use, pornography, cursing, or alcohol. The clothing should always be modest (no skin showing between the shoulders and upper thigh with shorts not being extremely short showing the upper back of the leg) and bras are always to be worn when in the common area of CALM House. Residents who are inappropriately dressed will be told by the CALM Director or authorized representative to change their shirt or shorts, and the resident will do so in a good spirit, with no arguments. Modest attire includes being dressed or in a bathrobe outside of the bathroom; do not come out of the bathroom with only a towel on. Bathrobes are not allowed during day hours. No bare feet: socks and/or shoes must always be worn in the house.

Phones

1. CALM House office phone may only be used for emergencies or with permission from the Director.
2. Residents are required to maintain a working cell phone so they may be reached by daycare or CALM Representative in the event of emergency.
3. Cell phone use is not allowed during meals and prohibited after the dinner meal until chores are done and children are bathed and/or ready for bed. If necessary, the House Manger will request the resident(s) to place their phone(s) in a basket, or other location, not to be used until the House Manager deems it appropriate. Residents need to interact with their children, like reading a book and creative activities, instead of streaming videos from YouTube, TikTok or other streaming services.
4. Cell phones will not be used when staff or volunteers are speaking with residents.
5. When not charging cell phones, the charger is to be unplugged.
6. Step outside into the backyard, or into your bedroom, with your child(ren) if privacy is needed to make or receive a personal call.
7. Adults must talk quietly while on the phone. No loud or aggressive talking is ever allowed, that also includes cursing or swearing.
8. Cell phones must be switched to “silent” during class times. Texting or answering phone calls, unless it is an emergency, dealing with their child, about housing, or something similar, is not acceptable in class.
9. All Electronics must be silenced and put away at the charging station each night by 10 pm.

Television

1. A written request must be submitted and approved by the Director before placing any new apps on the TV. Downloading an app without permission will result in a write-up.
2. No televisions or other gaming devices are allowed in resident rooms.
3. No TV or screens allowed at mealtimes.
4. The main house TV will only be on during the times of the day listed below:
	1. Weekdays
		* Mornings – 8-8:45 am (children’s programs only)
		* Evenings – 7-8 pm (children’s programs only)
		* After all children are asleep – Start time: dependent on time children are asleep

 End time: off at 9:45

* 1. Weekends
		+ Mornings – 8-10 am (children’s programs only)
		+ Afternoon – 1-2 pm (children’s programs only)
		+ Evenings – 7-8 pm (children’s programs only)
		+ After all children are asleep Start time: dependent on time children are asleep

 End time: off at 10:00 pm

Kitchen/Meals

1. Residents are responsible for a healthy, budget-friendly breakfast and lunch using food purchased with their EBT. If a resident is not enrolled upon entry into CALM, CALM will provide food as needed until that resident can obtain food stamps and a functioning EBT. Each resident will be assigned to make an evening meal weekly for all residents with food purchased by CALM. We partner with the Destin Harvest program for free food. The truck comes to CALM every Wednesday or Friday. Dependability of Destin Harvest is determined upon food availability.
2. Breakfast hours are 7am-9am; Lunch hours are 11am-12:30pm; Dinner hours are 5-6:30pm. Only snacks are allowed between kitchen hours and the kitchen must be cleaned up afterward. No preparing of meals or use of kitchen after 8:30pm unless needing to make bottles or get a drink.
3. When residents cook for the house, duties include prepping the meal and preparing the meal to have it ready on time for evening dinner. If a mentor is needed to learn to cook, a volunteer will help. Budget friendly recipes are in a green notebook next to the refrigerator.
4. Children are not allowed in kitchen during meal preparation and should be placed in a

highchair or other safe area while stove or sharp objects are being used. Children may not be seated on counters or tabletops at any time.

1. Evening meal cleanup is the responsibility of all the residents. Counters, stovetop, microwave, and all other appliances must be cleaned after every meal. Dishes should be rinsed and placed in the dishwasher. Pots and pans should be hand washed, dried, and put away.
2. Kitchen spills must be cleaned up immediately.
3. Leftover food stored in the fridge or cabinets must be properly stored in a sealed container such as a Tupperware container or Ziploc bags and dated for one week from that date; label with painters’ tape and sharpie. (This keeps it clear whether leftover food items are good to eat or not.)
4. Residents understand that certain meals during the week are scheduled outside of CALM House and there may be opportunities when a family may come in to cook a meal on Saturdays/Sundays. Dinner is provided on Monday by Chick-fil-A (dine-in event) and Friday by Domino’s Pizza. On Tuesdays, at Crosspoint’s Celebrate Recovery, meals will be paid for by CALM.
5. No Cell phones, TV, or any other media while eating at the table.

Pantry

1. One shelf is designated for household food and meant to be shared by all residents.
2. Each resident is assigned a shelf in the pantry, the fridge, and the freezer for foods purchased with their own resources.
3. Foods purchased by CALM may not be given away to non-residents. Any excess food will be donated to Caring and Sharing with approval from a CALM Representative.
4. No children are allowed in the pantry without full supervision from their mother.

Laundry

1. Clothes, towels, and bed linens should be washed as needed. Coordinate with the other residents for washing needs. Emergency washing will be done as soon as feasible.
2. Residents are responsible for ensuring that their wash is promptly removed from the washer when the cycle is finished, immediately loaded into the dryer, and put away as soon as it is finished. Laundry may not remain left sitting in the washer or dryer. They are to adhere to the laundry schedule unless approved for a different day by the house manager or director.
3. Laundry is to be done between the hours of 8am-7pm.

Play Areas (including backyard)

1. Moms must always supervise children at play. Children aged 4 and younger must remain under constant supervision. If there are two or more families with children playing, parents may share the responsibility of watching them.
2. Toys will be placed in the appropriate storage area when playtime is over.
3. The backyard must remain tidied up and cleaned after all playtimes. A clean yard is a happy yard.
4. Depending on the ages of the kids in the house, will determine what toys are allowed within the children’s common area. Age-appropriate toys are expected to be used for the safety of all children.

Smoking/Illegal Drugs/Alcohol

1. Smoking or tobacco products may not be used inside CALM House or on property. Smoking is restricted to the designated area at the back of the garden. Residents may not leave their child(ren) unattended to go smoke and must arrange for another resident to watch their child(ren) before taking a smoke break.
2. Residents will be encouraged to formulate a plan implementing quit-tobacco strategies.
3. Illegal drug use or alcohol consumption are NOT allowed on or off CALM property during residency.

Money and Gifts from Volunteers or House Managers

1. House managers, volunteers, and those associated with CALM will refrain from lending money to residents to pay a bill or make a purchase that resident cannot afford to pay or purchase with their own money. The practice of borrowing money does not align with the CALM philosophy of striving to empower our moms.
2. Purchasing of random gifts for residents should be avoided as it may lead to jealousy. Very small inexpensive gifts may be allowed for birthdays, holidays, or special recognition such as finishing the program etc.
3. Before a resident moves in with a volunteer or house manager, this must be presented to the Executive Board.

Cleaning

1. Residents will be assigned rotating daily household chores to maintain a clean facility. Schedule is posted on the house refrigerator.
2. Residents are required to clean up after themselves and their children throughout the day.
3. Quarterly “deep cleaning” will be accomplished with the help of all residents.

Children

1. Children will always be supervised whether indoors and out.
2. No person under the age of 18 may be on CALM premises without a parent or authorized adult.
3. Shouting, spanking, or corporal punishment of any kind is not permitted in the CALM House. Alternative positive parenting discipline strategies (time-out etc.) must be utilized and should be modeled by all CALM Representatives/volunteers.
4. Residents are responsible for their own children and may not sleep while their child is awake.
5. If multiple residents’ children are playing, the parents may share the responsibility to watch them.
6. Staff or volunteers will not provide unplanned childcare without prior notice and approval. Childcare must be scheduled with a qualified, screened, CALM-approved sitter.
7. Toys must be picked up and placed in the appropriate storage bins when outside playtime is over so yard maintenance (mowing etc.) can be conducted.

Holidays and Weekend Passes

1. Residents may leave the premises during holidays such as Thanksgiving and Christmas between 9:00 am and 5:30 pm. Other holidays may be considered for this privilege, but approval is not automatic.
2. Approval from the Director is mandatory for any destination where the residents and children will spend the day.
3. Once the Director approves, the House Managers and POCs will be informed, and no changes will be permitted.
4. Overnight stays outside of CALM House are not permitted.
5. Residents must adhere to their phase program's daily pass times from Monday through Friday, which allows a certain amount of free time away from the house according to their phase. They must inform the house manager or director of their destination; no one is to leave without informing them.
6. Residents may earn weekend passes by completing daily or weekly tasks, subject to the Director's approval. Requests for weekend passes should be submitted by Thursday at 2:00 pm.
7. There will be no text communication during the director's off time. All communication will be through email. If the director or another board member cannot respond to the request, then the answer is no until it can be discussed with the director during business hours.
8. Before the director's vacation, all requests for leave must be written down and given to the house managers, substitutes, and the Point of Contact (POC). This information will be emailed to the house managers, substitutes, and the POC. Times and locations for leave or holiday are to be strictly enforced. Any lateness or change of location must be reported to the POC and the director.

Curfews and Quiet Time

1. Curfew for all residents is 5:30pm to allow time for evening meal, baths/showers, and bedtimes. Residents working until 6pm and picking up from daycare at 6:30pm have a 7pm curfew.
2. Curfew exceptions include Celebrate Recovery on Tuesday or Wednesday evenings and Life Groups with advance written notice/approval from the Director.
3. The House Alarm will be armed each night from 9pm-7am. Bedtime for children is 8:30pm and quiet time for all residents will be observed from the hours of 10pm-7am daily.

Automobile and Transportation

1. Children must ride in a child safety seat appropriate for the size and age of the child IAW state laws. This applies to any vehicle in which the children ride. Moms are responsible for ensuring the car seat(s) is properly installed. If needed, someone can help a mom with installation and use.
2. Each resident who graduates from the six-month program, or is released voluntarily or dismissed from the program, understands it is her responsibility to remove her vehicle from CALM House property. If the former resident’s vehicle is left or abandoned on the property after 24 hours, the vehicle will be towed to an impound area, and the former resident is responsible for any fees incurred to retrieve said vehicle. The former resident also understands that CALM Organization, Inc. is not responsible for any acts of vandalism or acts of nature incurred by the vehicle while parked on CALM House property. The CALM Organization, stakeholders, and volunteers ARE NOT responsible for vehicles owned or operated by current or former residents.
3. Transportation arrangements to/from all appointments is the sole responsibility of the resident.
4. Residents are to use Medicaid, if applicable, as a source of transportation for any medical appointments for either themselves or their children.
5. Residents may not ride-share with other residents; they are required to make their own transportation arrangements to/from work/daycare/appointments to equip and empower them on their path to independence and self-sufficiency.
6. Residents may only ride with CALM-approved volunteers. A list of approved volunteers is located in the Mom’s Help Book.

Personal Vehicles

1. CALM is not responsible for damage to vehicles parked on CALM property.
2. Proof of valid driver’s license and insurance is required for all drivers and vehicles at CALM.
3. Residents may not wash their car or utilize the facility vacuum to clean their personal vehicle on
4. CALM property and are encouraged to visit the local car wash.
5. Residents are prohibited from using their personal vehicles to travel to the same destination if the rest of the house is utilizing the CALM van.

Work (After completion of an employment class) and Finances

1. Residents will meet with a job coach or a Vocational Rehabilitation professional, utilize CareerSource and the Welfare to Work programs as required.
2. Residents will initially attend 8 weeks of classes once admitted to CALM.
3. Residents will apply for a daycare voucher through the Early Learning Coalition (ELC) to reduce the cost of daycare. Residents will pay for daycare while they are working.
4. Residents are required to put all money earned into a bank account. We strive for residents to have saved at least $3,500 in a bank account before graduating and moving out. Residents are required to follow the advice of the Finance Facilitator and are not allowed to spend over $20 a week on non-essential items (e.g., fast food, Starbuck’s coffee, Amazon, or online purchases for items that are frivolous). A weekly budget sheet is required and will be checked. All expenditures over the $20 limit must be approved in advance by either the Director or the Finance Facilitator. Upon successful graduation, dependent on the resident’s current Phase, she will receive a cash award equal to the accumulation of Phase’s completed. Total not to exceed $275.
5. Curfew time is 5:30pm (i.e., return from work by 5:30pm w/exception).
6. Working on weekends is not allowed except under extreme circumstances. Exceptions will be approved by the Director and must constitute an extreme need and have valuable impact.

Emergency Stays off CALM Property

1. If there is an emergency that warrants the Resident to be off CALM property like at the hospital, the Resident will continue to follow the CALM rules.
* She must have permission to leave the hospital.
* If the Resident has children left at CALM, she must contact the designated caretaker of her children that she signed coming into CALM. The children must be picked up by that designated caretaker.

Medication

1. Scheduled or Class 1, 2, or 3 medicines will also be stored in the Resident’s bedroom, in their lockbox for the Resident’s sole access and self-medication. These medications will always be locked in the lockbox except during use and must remain locked when not in use. These lockboxes will be stored on top of their personal medicine chest or at a height out-of-reach from any children.
2. Any other prescription medication or any over the counter (OTC) medication will be locked in the Resident’s Medicine Cabinet in their room.
3. A fever is medically defined as a temperature of >100.4 at which time children can be given Tylenol or Motrin. If the fever goes down following intervention, the resident should still attend any scheduled classes and ensure that all those in contact with the child follow good handwashing protocols.
4. Random drug tests may be conducted without warning.

After Graduation

Each graduate will be asked to “check in” once a week for 4 months and a weekly phone check-in will be given to each resident who graduates for up to 4 months.