**C.A.L.M. HOUSE RULES FOR RESIDENTS**

 *CALM Director, Executive Board, and House Manager will collectively be referred to in this document as “CALM Representative”.*

**FIRES AND OTHER EMERGENCIES**

1. An Emergency Action Plan for emergency situations and procedural responses is posted.
2. Fire drills will be conducted each month, participation is mandatory for all residents.
3. In case of fire, residents are required to gather their children, exit the residence through the nearest exit, and walk to the designated meeting location. Evacuation routes are posted on the back of each bedroom door and in common areas.
4. In case of medical emergency, call 911 and immediately notify a designated CALM Representative.
5. In case of weather emergency (i.e., hurricane), residents will be directed to the nearest county designated hurricane shelter. A CALM Representative will notify residents of evacuation timeframe and contact them again when the residence reopens.

# **PRIVACY AND SECURITY**

1. External doors and windows will be closed and locked when not in use.
2. Each resident will be issued 1-bedroom key and 1 medicine cabinet key on a lanyard. Lost or misplaced keys will be charged a $10 replacement fee.
3. Residents may not enter another resident’s room.
4. Medications, cleaners, toxins, sharp objects, or other hazardous items must be secured out of the reach of children.
5. No weapons of any kind are allowed on CALM property.

# **ROOM CHECKS/SEARCHES/MAINTENANCE**

1. Personal belongings will be inspected upon entry and as needed for safety.
2. Bedroom and bathroom checks will be conducted by 9am daily and 11am on Saturdays. Checklists are posted for reference. Not passing a bedroom/bathroom check will result in a written warning. Three warnings = 1 Formal Write-Up
3. Resident mail may be opened by addressee only. If mail is suspected of containing unauthorized/illegal material or substances the mail will be opened by the resident in the presence of a CALM Representative.
4. Maintenance personnel will provide advance coordination before entering resident rooms for the purpose of performing work order requests. In the event of emergency, permission and/or prior notice is not required. 24-hour notice will be provided for routine maintenance.

# **SMOKING/DRUGS/ALCOHOL**

1. Smoking or tobacco products may not be used inside the CALM House. Smoking is restricted to the designated area in the backyard. Residents may not leave their children unattended to go smoke and will arrange for another resident to watch their children 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 is not allowed on or off CALM property during residency.

# **VISITORS**

1. Visitors are not allowed inside the CALM House without express permission approved by a CALM Representative with advance notice.
2. 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 (IAW the Phase Program) must be approved by a CALM Representative (usually the Director). The resident will sign in/out on the communication board by the front door.

# **CURFEW AND QUIET TIME**

1. Curfew is 5:30 pm to allow time for evening meal, baths/showers, and bedtimes. Residents working until 6 pm and picking up from daycare at 6:30 pm have a 7 pm 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 ~9:30 pm until 7 am the next morning. Bedtime for children is 8:30 pm and quiet time will be observed from the hours of 10 pm-7 am daily.

# **SLEEPING ARRANGEMENTS**

1. Co-sleeping is not 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 includes placing infants on their back to sleep, no pillows/blankets in the bed, and no sleeping on the couch, chair, or adult bed.

# **CHILDREN**

1. Children will always be supervised whether indoors and out.
2. Persons under the age of 18 may not be on CALM premises without a parent or authorized adult.
3. Shouting, spanking, or corporal punishment is not permitted in the CALM House. Alternative positive parenting discipline strategies, like redirecting, time-out etc., will be utilized and should be modeled by all CALM Representatives/volunteers.
4. Residents may not sleep while their child is awake.
5. Staff or volunteers will not provide unplanned childcare without prior notice and approval. Childcare must be scheduled with a qualified, screened, CALM-approved sitter.

# **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. Modest means no skin showing between the shoulders and upper thigh with shorts not being extremely short showing the upper back of the leg.
	1. Bras are to be worn when in the common areas.
	2. Residents who are inappropriately dressed will be informed by the Director or CALM representative to change their shirt or shorts; the resident will do so in good spirits, with no arguments.
	3. Bathrobes are worn when outside the bathroom; do not come out of the bathroom wearing only a towel. Bathrobes are only allowed after bathing.
	4. No bare feet: socks and/or shoes will be worn in the house.

# **PHONES**

1. The CALM House office phone may be used for emergencies or with permission from the Director.
2. Residents are required to maintain a working cell phone so that they may be reached by daycare, housing offices, volunteers or a CALM Representative in the event of emergency.
3. Cell phone use is prohibited during specific times; see Daily Schedule. Residents’ phones will be put away and on silent during TV screen-free time to foster intentional positive parent/child interactions.
4. Cell phones, TV, or any other media are not to be used while eating at the table.
5. All electronics must be silenced and put away at the charging station each night by 10 pm.

# **TELEVISION**

1. No televisions or other gaming devices are allowed in resident rooms.
2. No TV or screens allowed at mealtimes.

# **TRANSPORTATION**

1. Transportation arrangements to/from appointments is the sole responsibility of the resident.
2. Residents are to use Medicaid, if applicable, as a source of transportation for any medical appointments for either themselves or their children.
3. Residents are discouraged from ridesharing with other residents and are required to make their own transportation arrangements to/from work/daycare to equip and empower them on their path to independence and self-sufficiency. Sharing short trips, e.g., to Walmart, are allowed.
4. Residents may only ride with CALM-approved volunteers.
5. Children must always ride in a child safety seat appropriate for the size and age of the child in accordance with 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 if she needs.

# **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 vehicles at CALM.
3. Residents may not wash their car or utilize the facility vacuum to clean their personal vehicle on CALM property and are encouraged to visit the local car wash.

# **GENERAL RESIDENCE CLEANING**

1. Residents will be assigned daily household chores to maintain a clean facility.
2. Residents are required to clean up after themselves and their children throughout the day.

# **KITCHEN**

1. Residents are responsible for breakfast and lunch on their own using food purchased with their Food Stamps. Each resident will be assigned to make an evening meal once a week for all residents with food purchased by CALM.
2. Breakfast hours 7 am-9 am; Lunch hours 12:15 am-1:15 pm; Dinner hours 5-6:30 pm

Only snacks are allowed between kitchen hours and the kitchen must be cleaned up afterward.

1. Children are not allowed in the kitchen during meal preparation and should be placed in a highchair or other safe area while the stove or sharp objects are being used. Children may not be seated on counters or tabletops at any time.
2. Evening meal cleanup is the responsibility of all 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.
3. Leftover food stored in the refrigerator or pantry must be properly stored in a sealed container such as Tupperware or Ziploc bags.
4. Kitchen spills must be cleaned up immediately.

# **FOOD**

1. The two uppermost pantry shelves are designated for household food and meant to be shared by all residents.
2. Each resident is assigned a shelf in the pantry, in the fridge, and in 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 & Sharing with approval from CALM Representative.

# **BEDROOMS**

1. Residents will keep their rooms clean. Trash will be taken out daily to the outside dumpster. A cleaning list is located on the back of each resident’s door.
2. If dirty diapers occur overnight, they must be taken out immediately in the morning.
3. Candles, room fresheners, or plug-in scents are not allowed in the bedrooms.
4. Eating is not permitted in the bedrooms.
5. Clothing will be kept in dressers, clothes baskets, shelving, or storage boxes/totes and not left on the floor or on unoccupied beds.
6. Beds will be made each day. Beds will have a mattress cover to protect against accidents.
7. Laundry will be done at least once a week on assigned days. Soiled bedding will be washed the same day and the bed remade.
8. Bedroom floor must be vacuumed and mopped, furniture dusted, and bed linens washed weekly.

# **BATHROOMS**

1. The bathroom is to be wiped down after each use. 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. Clothes will not be left in the bathroom.
2. Showering is limited to 15 minutes and total bathroom time limited to 30 minutes. Residents will do grooming (hair/make-up) in their assigned rooms.
3. Razors, curling irons, cleaners, personal items, and cosmetics must be stored out of reach of children.
4. A trash can liner will be used.
5. Sanitary napkins/tampons will be wrapped before placing them in the trash. Do not flush them.
6. Deep cleaning of the bathroom will be conducted weekly on Saturdays. If the bathroom is shared, Saturday cleaning will rotate on a bi-weekly basis.
7. Wet towels can be hung to dry on the towel racks in each bathroom. Additionally, the bathroom window can be left open to help with air flow and humidity concerns.

# **LAUNDRY ROOM**

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.
3. If during the evening sheets get wet or stained, residents will wash them first thing in the morning. Emergency washing needs will be allowed and coordinated with other residents.