

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

CALM Program 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 child(ren), exit residence through nearest exit, and walk to 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 designated CALM Representative.
5. In case of weather emergency (i.e. hurricane), residents will be directed to the nearest county designated hurricane shelter. CALM Representative will notify residents of evacuation timeframe and contact them again when residence will reopen.

PRIVACY AND SECURITY

1. External doors and windows must always 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 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 into the program 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 CALM House or VenYou. Smoking is restricted to the designated area at the back of the garden. Resident 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 entering the program will be encouraged to formulate a plan to implement quit-tobacco strategies.
3. Residents may not use illegal drugs or consume alcohol on or off property while in the

CALM program.

VISITORS

1. 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.
2. Residents are encouraged to meet visitors using their daily pass time at local parks, restaurants, or other family friendly environments. All daily passes (see Phase Program) must be approved by a CALM Representative and the resident must indicate plans by signing in/out on communication board by front door.

CURFEW AND QUIET HOURS

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 evenings and Life Groups with advance written notice/approval from the Director.
3. 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.

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.

CHILDREN

1. Children will always be supervised whether indoors and outdoors.
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 within the house 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. All 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.

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. Clothing must be modest, fit appropriately (no sagging clothing), and free of printed material depicting rebellion, drug use, pornography, cursing, or alcohol.

PHONES

1. CALM House office phone may only be used for emergencies or with permission from

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 prohibited starting at 5pm and lasts until child(ren) go to bed each evening. All resident phones must be put away and on silent during screen-free time to foster intentional positive parent/child interactions. Phones may be retrieved with permission from the evening house manager after children are in bed.

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.

TRANSPORTATION

1. Transportation arrangements to/from all appts is the sole responsibility of the resident.
2. Residents are required to apply to EC Rider public transportation to be available as needed.
3. Residents are to use Medicaid, if applicable, as a source of transportation for any medical appointments for either themselves or their child(ren).
4. Residents may not ride-share 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.
5. Residents may only ride with CALM-approved volunteers.
6. Children must always ride in a child safety seat appropriate for the size and age of the child in accordance to state laws. This applies to any vehicle in which the child(ren) rides. Moms are responsible for ensuring the car seat(s) is properly installed. If needed, someone can help a mom with installation if she needs.
7. Residents are responsible for ensuring that car seats are properly installed.

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 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 EBT. Each resident will be assigned to make an evening meal once a week for all residents with food purchased by CALM.
2. Breakfast hours 7am-9am; Lunch hours 11am-12:30pm; Dinner hours 5-6:30pm
Only snacks are allowed between kitchen hours and kitchen must be cleaned up afterward.
3. 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.
4. 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 & placed in dishwasher. Pots & pans should be hand washed, dried, & put away.

5. Paper towels should be used to dry hands (per Health Department)
6. Leftover food stored in fridge or cabinets must be properly stored in a sealed container such as Tupperware or Ziploc bags. Aluminum foil may not be used to wrap refrigerated foods per health department guidelines.
7. Kitchen spills must be cleaned up immediately.

FOOD

1. The top pantry shelf is 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. Bedrooms must be cleaned and tidied with trash emptied daily.
2. Dirty diapers must be double bagged and removed immediately to outside trash bins. If dirty diapers/pullups occur overnight they must be taken out immediately the next morning.
3. Clothing must be kept in dressers, totes, shelving, hamper or boxes and not left on floors or on unoccupied beds.
4. All beds must have a mattress pad cover and must be made each day.
5. Residents may have 1 suitcase or duffle bag that closes and fits securely under bed.
6. No food allowed in bedrooms; all food must be stored in pantry and consumed in dining area.
7. Laundry must be done at least once a week on assigned day; soiled bedding must be washed the same day and bed remade.
8. Bedroom floor must be vacuumed and mopped, furniture dusted, and bed linens washed weekly.

BATHROOMS

1. Bathrooms are shared by residents, staff, and volunteers and must remain clean with a dry floor.
2. Showers are limited to 15 min; total bathroom time limited to 30 min
3. A trash can liner must be used.
4. Dirty diapers/pullups must be double bagged and taken out immediately to outside trash bins.
5. All sanitary napkins and tampons must be wrapped before placing in bathroom trash.
6. Bathtub and sink must be cleaned after each use and shower curtain spread open to dry and prevent mildew.
7. Deep clean of bathroom floor sweeping and mopping, shower curtain cleaned and sanitized, and toilet and sink sanitizing will be conducted weekly on Saturdays. If bathroom is shared, Saturday cleaning will rotate on a weekly basis.
8. Razors, curling irons, cleaners, personal items and cosmetics must be stored out of reach of children.
9. Wet towels must be placed directly in bin between washer and dryer. No wet towels allowed in bedrooms or left in bathroom.

LAUNDRY ROOM

1. Clothes, towels and bed linens must be washed on assigned day. Emergency wash may be done at other times after coordinating with other residents.
2. Resident is responsible for ensuring that their wash is promptly removed from washer when cycle is finished, immediately loaded into dryer, and put away as soon as it is

finished. Laundry may not remain left sitting in washer or dryer.

3. Assigned laundry time is twice a week. If the sheets get wet or stained, residents will wash them first thing in the morning. Emergency washing needs are allowed with permission.