

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

This program is fluid and ever changing. Changes will happen within this program as the need arises.

***The terms CALM Program Director, Executive Director, and House Manager may be used interchangeably and are all CALM authorized or designated or alternate representatives.***

### PRIVACY AND SECURITY

- Residents are responsible for ensuring that all external doors and windows are kept locked at all times. C.A.L.M. House Board members, staff, and volunteers will not be held liable for any household member's failure in this matter. It is the responsibility of each resident to keep their bedroom and medicine cabinet key available at all times. The CALM Program Director or designated representative cannot guarantee that staff will be available to unlock doors at any time. **Schedule 1, 2, or 3 medicines will be stored in locked cabinet in House's office.**
- Residents are not permitted into each other's rooms. Each resident will be issued two keys (bedroom and medicine cabinet) on a lanyard. If the key is lost or misplaced there will be a \$10 charge to receive another key for the resident's assigned room.
- Do not allow entry to the C.A.L.M. House to anyone except other residents, staff, or volunteers.
- The rights and property of all residents and staff must be respected. Concerns should be discussed with the CALM Program Director or alternate authorized representative.
- All medications, cleaners, toxins, sharp objects, and other unsafe items will be kept out of reach of children.
- No weapons of any kind may be in the possession of residents, legal or not.

### ROOM CHECKS AND SEARCHES

The CALM Program Director, staff, or volunteers do not open mail received by a resident unless a previous incident involving the resident indicates that the mail is suspected of containing unauthorized, dangerous, or illegal material or substances, in which case it may be required to be opened by the resident in the presence of designated personnel. A room check will be performed daily for cleanliness and adhering to the C.A.L.M. House Rules.

A room search of personal belongings may be conducted at any time if deemed necessary for the safety and wellbeing of everyone in the C.A.L.M. House. Maintenance personnel may enter the resident's room without permission or notice in case of emergency. If non-emergency access is required, the resident will receive a 24-hour notice.

## **FIRES AND OTHER EMERGENCIES**

1. In case of fire, leave the C.A.L.M. House by the nearest exit and walk to the designated meeting location. Evacuation routes are posted in the common area shared by all residents and on the back of each bedroom door.
2. Fire drills will be randomly conducted, and participation is mandatory.
3. In case of medical emergency, call 911 and immediately notify the CALM Program Director or designated representative.
4. In case of weather emergencies, i.e. hurricane, families will be required to relocate to the nearest county designated hurricane shelter. C.A.L.M. House staff will notify all residents of the evacuation timeframe and contact them when the house will be reopened for normal services.

## **GENERAL GUIDELINES FOR RESIDENTS**

### **SMOKING**

1. Smoking is not permitted anywhere in the C.A.L.M. House.
2. Smoking is not permitted in CALM Chapel.
3. There will be a designated smoking area at the back of the garden.

### **QUIET TIME**

1. Living in a community requires respect for each other's needs. All residents must observe a quiet time from 10:00 PM to 7:00 AM.

### **CURFEWS**

1. All residents will be in the CALM House by 8 PM. The alarm will be set, and the door closed for the evening.
2. Curfews are for IN HOUSE TIME. All activities, including baths or showers, are to be completed by this time to maintain the C.A.L.M. House schedule.

### **VISITORS**

1. No visitors are allowed in the C.A.L.M. House or on the property.
2. Residents are not allowed to entertain visitors on the CALM property, and are encouraged to visit local parks, restaurants, or family friendly environments. Residents must notify the CALM House Manager of plans by signing in and out on the board provided by the front door at all times.

### **CHILDREN**

1. For their safety, each child must be supervised AT ALL TIMES, both indoors and outdoors.
2. No child may open the outside doors other than the playground door.
3. No person under age 18 may be on the property without his or her parent or guardian unless they are part of the Teen-Sit after school program.
4. With rare exception, staff or volunteers may provide childcare.

5. Each resident is responsible for caring for their children who are awake and up. Residents may not sleep while their children are awake and active.
6. Corporal punishment of children (example: spanking) is not permitted in the C.A.L.M. House.
7. Staff or volunteers WILL NOT provide unplanned childcare. The residents must schedule childcare before leaving children onsite with a qualified, screened, CALM-approved babysitter.

### **PERSONAL APPEARANCE**

1. Participants are expected to attend to personal hygiene and appearance through;
2. Regular showers. Washing and combing hair. Brushing and flossing teeth. Applying deodorant.
3. Wearing clean clothes. Wash hands regularly, including before and after meals. Dressing appropriately for appointments. Dressing in clothing appropriate for the day after breakfast. Clothing or printed material depicting rebellion, drug use, pornography, cursing, or alcohol will not be allowed on the property. Not wearing 'sagging' clothes of any kind.

### **PLAYGROUND AND/OR BACKYARD**

1. Parents must supervise children at play at all times. Children aged 4 years old 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 playtime. 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.

### **PHONE**

1. With CALM Program Director approval, the house phone may be used to arrange for transportation, contacting employer, scheduling appointments, or similar needs. However, use of the house phone shall be strictly under the supervision of CALM staff, unless use is necessitated by an emergency.

### **TV**

1. There is only one television allowed at C.A.L.M. House and it will be placed in the common area. The program times will be decided by the CALM Executive Director or CALM Program Director.
2. No televisions are allowed in resident's rooms.
3. No gaming devices are allowed in C.A.L.M. House.

### **TRANSPORTATION**

1. Transportation to all appointments is the sole responsibility of the resident.
2. Staff will provide information about public transportation or organizations that may help.
3. Transportation to and from work, school, or children's school is not provided.

### **PERSONAL VEHICLES**

1. C.A.L.M. Organization, Inc. executive board, staff, volunteers, or affiliates, are not responsible for any damage to your vehicle, under any circumstances.
2. Proof of insurance is required for all vehicles. Unlicensed persons shall not drive cars.
3. Law requires that all children be in proper vehicle safety restraints. Failure to do so will result in the agency reporting the violation to the applicable authorities.
4. Washing cars on C.A.L.M. House property is NOT available to residents. DO NOT use the facility vacuum to vacuum your car.
5. Car seats must be in all vehicles used to transport children. Car seats will be checked for proper installation and placement. Each child must be in a forward facing car seat in the back seat of the car at all times. Infants will be placed in a rear facing car seat in the back seat and seat adjusted and secured. All car seats will be checked. Proper booster seats may be used when child reaches height and weight requirements for safety. ALL CHILDREN WILL BE IN A CAR SEAT SUITABLE TO THEIR AGE AND SIZE.

### **GENERAL CLEANING**

Household cleaning is the duty of the residents. The Program Director or designated alternate designate each resident's cleaning duties. It is necessary for each family to clean up after themselves throughout the day. Housekeeping must be done according to agency standards to maintain a healthy environment.

### **KITCHEN**

1. CHILDREN ARE NOT ALLOWED IN KITCHEN FOR SAFETY REASONS. Small children may be seated in highchairs or placed in a safe area way from the stove or sharp objects, if necessary during meal preparation.
2. DO NOT SEAT CHILDREN ON COUNTERS OR TABLETOPS.
3. Hours for kitchen use are 7 AM to 9 PM. After 9 PM for quiet snacks only.
4. Clean counters and stovetop, microwave, appliance faces, etc. EVERY NIGHT.
5. Use paper towels to dry hands (per Health Department).
6. Cleaning after dinner is done as a group. All adults will participate. Complete this task before moving on to other activities.
7. If snacks are prepared in the evening, the kitchen will be left clean and free of dishes and glasses.
8. All food placed in refrigerator or in cabinets must be properly stored in sealed container, such as Tupperware or Ziploc bags. ALUMINUM FOIL IS NOT USED TO WRAP REFRIGERATED FOODS PER HEALTH DEPARTMENT.
9. Clean any spills in refrigerator immediately with cleaner provided to include removing items and cleaning under them. Any spills on the floor or anywhere in the house must be immediately cleaned with cleaner provided. Special care must be given to sippy cups and any spillage of milk products. A clean house is a happy house.

## **FOODS**

1. Nutritious food is available at no cost as a benefit of the C.A.L.M. House program.
2. No food items are to be given away to non-residents; however, overflow food will be donated to Caring and Sharing.
3. Let the Program Director or designated representative know if basic food items are running low.

## **MEALTIME**

1. Each family is individually responsible for preparing and cleaning at breakfast and lunch mealtimes.
2. Dishes and flatware should be rinsed and placed in dishwasher.
3. Pots and pans should be hand washed, dried, and properly stored.
4. Each resident will be preparing the evening house meal at least once or twice a week. They will work with an assigned partner, this includes meal preparation, cooking, and clean up, and is part of the teaching program at C.A.L.M. House.

## **BEDROOM CLEANING**

1. Bedroom and bathrooms will be tidied daily.
2. Clothing is to be kept in totes, placed in dressers, or in boxes if necessary. They are not to be left on the bedroom or bathroom floors.
3. Personal effects must fit inside the assigned space and room tote.
4. Participant may have 1 suitcase/duffle bag that closes and fits securely under bed.
5. Do not use unoccupied beds or drawers and totes as extra storage.
6. Absolutely no food is allowed in the bedrooms.
7. Laundry must be done, at a minimum, once each week.
8. Bedrooms and common area must meet fire code standards at all times.
9. Weekly duties include: vacuuming floor, dusting furniture, mopping and bed linens washed weekly, and other duties as designated.
10. Trash will be emptied daily and taken to trash cans.
11. All dirty diapers and pull-ups will be double bagged and removed immediately to outside trash cans. If this occurs at night under quiet time hours you will double bag and remove as soon as you and child are up in the morning. No dirty diapers are allowed to sit in bedrooms at any time to include pull-ups, etc.
12. Bedroom checks will be conducted daily. You are to have beds made. All clothing in storage or baskets and trashed removed from assigned room each day. Residents must wash soiled sheets and make the bed. This is a daily check. All bed linens including bedspreads must be washed weekly.

### **BATHROOM CLEANING**

1. Bathroom will be kept clean and the floor dry. Do not leave any clothing, wet towels etc. in the bathroom. We all use the bathrooms plus our guests. Please remember this.
2. All dirty diapers and pull-ups will be double bagged and removed immediately to outside trash cans.
3. All sanitary napkins will be wrapped before discarding in the bathroom trash can.
4. Bathtub and sink are to be cleaned after each use.
5. Shower curtain will be washed and sanitized weekly.
6. Leave shower curtain spread open to dry to reduce mildew.
7. Daily duties include: Floor swept and mopped, toilet and sink sanitized, and garbage taken to dumpster.
8. BATHROOMS ARE TO HAVE NO RAZORS, CURLING ITEMS, CLEANERS, PERSONAL ITEMS, OR COSMETICS WHERE CHILDREN MAY HANDLE THEM.
9. Clothes, towels, and bed linens are to be washed on the assigned day. Emergency wash can be done at other times after coordinating with CALM Program Director.
10. Residents are required to remove items from the washer when cycle is finished and load in dryer. Residents are responsible for the full wash cycle, from start to completion of all laundry.
11. Days Assigned:
  - a. Rooms 1 (Pink) and 2 (Green) – Monday and Friday
  - b. Rooms 3 (Purple) and 4 (Blue) – Tuesday and Saturday

### **LAUNDRY ROOM**

1. Clothes, towels, and bed linens are to be washed on the assigned day. Emergency wash can be done at other times after coordinating with the CALM Program Director.
2. Residents are required to remove items from the washer when cycle is finished and must transfer the items into the dryer themselves. Manager assigns cleaning of the laundry room.
3. Each resident is solely responsible for placing their laundry into the dryer.

**C.A.L.M. House offers single moms and their children the opportunity to work together and support one another in overcoming the challenges they face, preparing them for living independently as a single family after completing the program.**