

# HARRIETT'S HOUSE

## RESIDENT HANDBOOK



## WELCOME STATEMENT

Welcome to Mary's Sanctuary, a place of refuge, respite, and restoration. We are so happy you chose to partner with us in your healing. Our program was developed to offer comprehensive care physically, emotionally, educationally, and spiritually. We want you to experience safety, stabilization, healing, and a new life. Our goal is to provide you with a loving, safe, and supportive environment so that you can have the opportunity to grow, heal and attain your goals. We believe, regardless of who you are or what you have done, you should be received with non-judgment and compassion. We believe that through a transformational relationship with Christ, your past is no longer who you are; you can be used for **AMAZING** things in Him.

### **Mission Statement**

Harriett's House is a faith-based Christian Organization. Our organization was created to combat human trafficking in all forms and to bring freedom and healing to women who have been sexually exploited through raising awareness, educating communities, and providing restorative care.

### **What we believe**

As a Christian organization, we will attend worship services on Sunday mornings and special occasions, have daily devotion and Bible studies, celebrate Christian holy days, and use Scripture as our authority and guide. Our program has been designed to bring about transformation, not behavior modification. We believe that only Jesus Christ, through the power of the Holy Spirit, can produce the deep, heart-level change that completely transforms every area of your life.

Updated July 28, 2025

## PROGRAM OVERVIEW

Our Program is designed to be 18 months in length with a goal that you will make a clear and firm decision to leave some things behind and open yourself up to the future God has for you.

In the beginning phase, we're both "checking each other out." We're learning about you and seeing if this program can help you reach your goals and you are making some important decisions about your future. The first five days in our program are a grace period to allow for your adjustment to the schedule.

We will determine progress based on five main areas:

1. **Compliance** –Are you able to follow the rules without conflict? Are you willing to try new things?
2. **Consistency** –Are you able to follow the schedule and follow through on completing activities?
3. **Community** – Are you showing a willingness to open up and engage in the community?
4. **Coping** –Are you receptive to learning new strategies/tools and integrating them into your daily life?
5. **Commitment** –Are you willing to do the hard work that it's going to take to have a new life?

During the first 48 hours you will be given the opportunity to rest and get acclimated to your new environment. You can rest, eat, sit in during group activities, and have personal time. After the 48 hours we will begin to get you adjusted to the program. During this time staff will go through the resident handbook, teach you how to operate the dishwasher, washing machine and dryer. Staff will demonstrate how to do your chores and share expectations for keeping your bedroom clean. You will begin to participate in classes on the first Monday after you arrive. You will be assigned a laundry day and will attend case management as scheduled.

## What to Expect in the beginning Phase

Your first few weeks at Harriett's House you will come to realize that you will have a safe and warm place to sleep, three meals a day, caring people who want to help you, and a lot of time to just EXHALE. Don't let yourself get anxious about tomorrow. The food will be here. The staff will be here. No one is going to harm you. You will be safe.

It will be easy to take advantage of what Harriett's House has to offer. What will be hard is "detoxing" from the fast-paced life of survival, letting go of the thoughts, behaviors, and relationships that have kept you in a dangerous cycle. You may start to feel restless or begin to question your decision. You may disagree with a rule or think you should be entitled to something you don't have. When that happens, consider what you are getting versus what you had to give up. A wise person counts the cost before making a rash decision.

Some things to think about:

- *Why did I come here in the first place?*
- *What was so great about where I was?*
- *What am I getting here that I can't get on my own?*
- *What would I be going back to if I left now?*

Your body will also be going through a lot of changes in this phase. You will be working on a normal sleep pattern and eating regular, healthy meals. You may even be weaning yourself off medications. If you haven't had a menstrual cycle in a while, it often starts up again. If you have been high for a long time, you will start to feel the normal sensations of life, like pain, and that may seem foreign to you. Allow your body a chance to heal. Talk to staff about what you are experiencing.

Women tell us the single hardest part of this phase of the program is "being up in my own head." Just press through it. Talk those thoughts out. Write in a journal. Compose poetry. Make artwork. Let yourself be okay with your own thoughts. Once you start to feel optimistic about your future and start dreaming about possibilities, you may be ready to take some bold next steps.

At your 3<sup>rd</sup> month with us, together we will assess your progress and readiness to move forward. You have options:

- Many women choose to continue with the program to continue building towards a new life. Our program offers support for getting an education, learning job skills, and continuing your therapeutic and spiritual growth.
- Some women have a safe and supportive home to which they can return. That's not everyone, but if that's you, together we can build a Family Reunification Plan.
- Some women are ready to move to independence, and that means taking on responsibility for your own income, housing, personal care, and relationships. We will help you think through all that goes into doing life on your own.

BOTTOM LINE: You won't be doing this alone. We are here to help you take those courageous steps of leaving the past behind and reaching out to grab what is ahead.

## PROGRAM AND SCHEDULE

Your schedule during the beginning phase is pre-determined. You are expected to actively participate in all groups and responsibilities. The specific activities or programs may change, but this schedule has been designed to help you where you are now and prepare you for your future. The general schedule is:

### ***Mondays – Friday (except Holidays)***

7:00 am Wake up – medications, fresh air, personal readiness and breakfast  
7:30 am You are expected to be dressed and at the table for Morning Devotions. Devotions are led by the staff and last *at least* 30 minutes. After Devotions, you have time to take care of chores and personal readiness.  
9:45am The Supervisor will begin to make rounds to check rooms and chores.  
10:00am In the first phase you will have a specific curriculum to follow. In later phases, Academic time is specific to your education path.  
12:00pm Lunch  
1:00pm In the early afternoon you will either have case management, appointments or groups.  
3:00pm The rest of the day is scheduled into fitness and other activities  
4:15 pm Person responsible for dinner will prepare the meal  
5:00pm Dinner is served by resident according to schedule  
7:00pm Programming or Personal time  
9:00 pm Devotions and wind down time  
10:00pm Personal Quiet Time – you can read, journal, or engage in other quiet activities in your room until ready to fall asleep

### ***Saturdays***

8:00 am Morning Devotions  
10:00 Chores  
12:00 Outing based on available activities, weather, and  
5:00 pm Dinner  
7:30 pm Programming or Game Night  
11:00 pm Personal Quiet Time

### ***Sundays***

9:30 am Church as a group  
Sunday afternoons are a time to relax with art, crafts, and entertainment.  
5:00 pm Family Dinner  
7:30 pm Movie and Discussion or Game Night  
10:00 pm Personal Quiet Time

## **PHASES OF CARE**

**Phase 1 Respite** (0-3 months) Residents will focus on stabilization with an emphasis on safety, sobriety, and dealing with trauma. Individual therapy will begin in this phase. Residents will also develop self-care, life, and relationship skills.

**Phase 2 Renewal** (3-6 months) Residents will start academics including acquiring a GED or continuing education. There will be continued focus on therapy, self-care, life, and relationship skills.

**Phase 3 Redirection** (6-12 months) Residents will continue with one-on-one therapy and academics. They will begin to receive job training, resume writing, mock interviews and will be encouraged to get a job. We will establish relationships with a few local businesses to employ our residents. Residents will be able to work certain hours so they can continue their education in the morning and work in the afternoon or evening. When residents secure a job, they will be given limited access to a burner cell phone.

**Phase 4 Restoration** (12-18 months) Residents will continue in all areas in the previous phase and will be encouraged to start saving money so they will have funds available when they leave the program. They will plan with their case manager the next steps and transition from our program.

## **ACADEMICS**

Residents are required to do 2 hours of academic work per day Monday – Friday, no matter what your educational background. We will provide classes, materials, and support to meet you at your current grade level, and plenty of books to read, brain games, puzzles, etc.

## **CASE MANAGEMENT**

You will have a weekly meeting with our Case Manager. Her job is to help you identify and overcome obstacles that may get in the way of your healing. Her focus is to attend to urgent needs such as:

- Medical Issues & Insurance
- Pharmacology/prescriptions
- Legal Identification & Reporting

## **CHORES**

You are responsible for the maintenance and cleanliness of your bedroom area and specific common space chores. Do your own chores to the best of your ability. Chores may be reassigned based on illness or absence. Chores are assigned by the Program Director and rotated weekly.

Chores average about 30-45 minutes of work per day.

Chores will be checked daily. If you fail to complete your chore or it's done poorly, you will be required to go back and do it again. If you need instruction, just ask.

## **COUNSELING**

Counseling will start in phase 1. We will get you connected with a therapist where you will attend weekly sessions.

You will have access to a range of resources for self-directed therapies, books, and materials you can work through at your own pace. If you are struggling with an issue or question and would like some suggestions for materials, please reach out to us.

## **COMMUNITY MEETINGS**

Community meetings occur weekly and are intended to discuss rules, review the handbook, group living concerns, and seek resident input. The Community Meetings are led by the Program Director. A Community Meeting can be called at any time there is a problem involving the whole household.

## **SPIRITUAL GROWTH**

We believe that healing happens from the inside out. It starts with your spirit and engages your mind and body. As a Christian organization, we will attend worship services on Sunday mornings, have daily devotions, Bible study, celebrate Christian holy days, and use the Scripture as our authority and guide.

You will be offered a wide range of materials and people to help you grow in your own spiritual journey. Staff and volunteers are available to pray and learn with you, at any time.

We are not trying to make you become a Christian. We know only the Holy Spirit can put that desire in your heart. We are here to help you explore your questions, doubts, and fears, and give you a safe place for you to explore on your own. If you seek the services of a pastoral counselor, spiritual director, or clergy, please advise any member of the Care Team.

## RESIDENT EXIT

There are four ways you can leave Harriett's House:

1. **Poor Exit**- In other words, you walk out. If you do, within 12 hours your room will be cleaned out and all items taken to thrift. Harriett's House is not responsible for any financial or emotional loss due to the discard of your belongings. If you are on parole or probation, or under house arrest, your court official will be called immediately.
2. **Provoked Exit**- You violate a major rule and HH asks you to leave the program. HH will assist you in making arrangements, but in most cases, you will need to leave immediately. You will be given no more than 2 hours to pack up your room and arrange for your own transportation from HH.
  - The offenses that lead to immediate expulsion from this program are:
    - compromising the security of self or others
    - breaking confidentiality
    - using drugs or alcohol in any form
    - stealing
    - sexual or otherwise inappropriate contact with any volunteer, staff, or resident
    - acts of verbal abuse or physical violence towards self or others
    - any illegal activity or attempt to engage in illegal activity
    - repeated and willful violation—without attempt to correct behavior—of lesser rules
    - pregnancy that was undetected during your arrival – we will help make arrangements for you to transfer to another program
  - If you are disruptive about leaving, your belongings will be packed up for you. If you do not pick up your items within 48 hours, or make arrangements for them to be picked up, your belongings will be taken to the thrift store or discarded. Any items that you have secured will either be returned to you or we will attempt to contact a family member to return those items. Any items held by HH that are not picked up within one week of your departure will become the property of HH.
3. **Premature Exit**- You choose to leave the program before completing your goals. HH will work with you to make a plan, but you must leave within 48 hours. You still leave with a blessing. Any future contact with HH must go through the Executive Director.
4. **Planned Exit**- Either you have not fully completed the program and are transitioning to another program, or family reunification, or you have completed the program (Graduation) and moving to family reunification or independence.

It is not our policy to purchase transportation for you to exit our program. This will be your responsibility. When the decision has been made that you will be leaving the program, all case management services will be discontinued. Once you leave Harriett's House, you are not to contact any existing resident or staff, beyond the Executive Director. If you leave the program prematurely, you may submit an application to come back into the program. You must wait 6 months before submitting an application unless otherwise agreed upon by the Care Team.



# HEALTH & MEDICATION MANAGEMENT

## EMERGENCIES

Medical professionals define an emergency as a life-threatening situation. If you believe you are experiencing a medical emergency, you must alert staff. Staff will assess if the issue is life-threatening and if so, call 911 immediately.

For non-emergencies, Staff will determine the course of action. This may include calling the Program Director or Executive Director for a second opinion.

## ILLNESS

If you show signs of illness, Staff will determine the need for medical care or in-home care. At the Staff members' discretion, you may be excused from program activities.

## MEDICATIONS

Any medications, prescribed, over the counter and/or homeopathic, are kept in a locked cabinet. You must take all prescribed medications as prescribed by your physician and the Staff member will document each in the medication log. No medication can be discontinued without the consent of your doctor. Only medications taken as needed may be declined.

## MEDICATION PROTOCOL:

YOU WILL MEET WITH THE PROGRAM DIRECTOR TO FILL YOUR MEDICATION ORGANIZER WEEKLY

1. It is YOUR responsibility to remember to take your prescribed medications.
2. You will wait at the doorway of the Staff office one at a time and indicate the medication needed.
3. You are to bring a glass of water with you and cannot leave the office until you have ingested the medication. The Staff member has the right to verify that you took your meds.
4. You and the Staff member will sign the log to keep a record of what you have taken.
5. You are required to take all prescribed medications. Refusal to do so may result in your exit from the program. All changes to medication protocol must be approved by your Doctor.

If you need to take over the counter medications, such as a pain reliever, for example, you must ask the Staff member for those items and follow the same process.

You should avoid herbal supplements, caffeine, and nicotine if you are taking medications as they may impact the ability of prescribed medications to work.

## YOUR BEHAVIOR

### ACT OF VIOLENCE OR THREAT

This program considers an act of violence or threat to be one where the individual (1) feels unsafe and (2) has made a verbal instruction or request to the aggressor and she has failed to respond to the request. For example, if someone steps into the personal space of another and fails to step back when requested, that would be considered a threatening gesture, and it will not be tolerated and could result in your exit from the program.

#### Acts of Violence or Threat might be:

- Posturing, standing over someone in an intimidating manner
- Raising one's hand over another (with or without an object)
- Escalated verbal violence
- Hitting or throwing objects in the household

### CONFLICT MANAGEMENT

When a conflict arises between residents, you are to resolve it using the Grievance process. Failure to use constructive strategies for conflict management may result in a withdrawal of privileges or dismissal.

#### Disrespectful actions include:

- Name calling
- Making faces or gestures to evoke a response
- Failing to lower your voice when requested
- Failing to leave the scene of a conflict when requests
- Unwanted personal contact

In a conflict situation, we will first agree on the parties directly involved in the conflict. All other persons must be excused. A Staff member will serve as moderator unless the staff person was involved in the conflict (in such case, a second staff person will be called in to moderate-if this cannot be done at the time of the incident a "cooling off" period will be advised until a second staff member can be present).

### CONVERSATION

You are encouraged to be friendly with other residents. REMEMBER, some residents may be here under threat, may be sensitive to certain topics, or may not be comfortable sharing the details of her life and experiences. **Repeating confidential information about another resident is grounds for termination from this program.** Any resident who feels a conversation is too personal, intrusive, or threatening should excuse herself from that conversation immediately. **Conversation that boasts about or glamorizes "the Life" (or any kind of exploitation or violence) will not be tolerated.**

When attending activities in the community, you are not to reveal you are a part of Harriett's House. This includes but is not limited to participation at the YMCA, Celebrate Recovery, Church attendance. This is to protect the confidentiality of all residents.

## **DATING/SEX**

We advocate for a Biblical approach to intimacy, which includes celibacy outside of marriage. No intimate relationships are to develop during your time here.

## **DRESS**

For health and safety reasons, bare feet are not allowed outside of the showers.

Harriett's House has a modest dress code. Any items of clothing that do not meet the dress code will be kept in storage and returned to you when you leave the program. If you wear clothing that goes against our standards, staff will ask you to change and allow them to place the item in your personal tote in storage. When you attend any social outings, and when you go to the education building, please keep your clothing and footwear workplace appropriate.

Modest clothing should cover your breasts (including cleavage), abdomen, and butt, especially when wearing tight-fitting clothing. (Leggings, etc.)

Clothing must not display offensive language, such as cursing, crude remarks, racist symbols, alcohol, or drugs.

Attire must not indicate any affiliation with gangs through signs, colors, emblems, or symbols.

Swimsuits must be one-piece and cover your butt, or a 2 piece if your belly and butt are covered. For use in water sports, swimsuits must fit properly and provide coverage during activity.

You are expected to dress for the day. Residents may not leave the building in pajamas, robes, or exposed undergarments. Staff may send you back to your room to change if your clothing is not appropriate.

## **DRUG USE**

Drugs, alcohol, drug paraphernalia, or any substance legal or illegal, that is intended for personal consumption for the purpose of a sensory-altered experience, are prohibited.

Residents must comply with random drug testing/urinalysis/breathalyzer, at Staff discretion and will be subject to immediate dismissal if testing produces a positive result or if the resident refuses to be tested. In the event of an emergency surgery or a procedure requiring narcotics, a non-narcotic medication will be required to be prescribed as our program does not allow narcotics. We are a drug-free program and do not allow drugs.

## **FIRE**

Read and understand the posted information on fire safety. Become familiar with the designated escape routes and safe gathering location. Periodic fire drills will be organized by the Program Director. At this time, in the case of a real fire, you are to exit the building and meet at the designated location so everyone can be accounted for. Leave your belongings behind, as these can be replaced- human lives cannot! Practice safe habits, smoke only in designated areas, and be aware of the fire extinguisher locations.

## **GRIEVANCE PROCESS**

We encourage you to develop good conflict resolution and communication skills by working out your differences with one another in a calm and respectful manner. If you cannot, the grievance process is as follows:

### **Against another resident:**

1. Get a Grievance Form from the staff office and complete it calmly (and privately). Staff is willing to help you think through your responses, if you prefer.
2. Give the completed form to the Staff, discuss as needed.
3. Staff will identify a time and place to have a moderated discussion between you and the other person.

### **Against Staff/Volunteer:**

1. Submit your grievance form to the Staff on duty. She will determine how to address your concern.
2. You may appeal any decision of the Manager to the Director. The decision of the Director is final.

## **MAIL**

During your stay, your outside contacts are restricted to US Postal mail and your once-a-week phone call after your first 14 days. The case manager will work with you to obtain a safe at home address. Once you have your address, you will receive mail using that address.

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Residents are not permitted to give out the physical address of the property unless it is part of a Case Management action (e.g., legal form). Residents are allowed to write letters only to individuals that have been identified on their safe contact list.

Residents are not allowed to have correspondence with individuals who are incarcerated or in other treatment programs.

For your safety, the Director reserves the right to read any incoming or outgoing mail. Mail must be placed in an UNSEALED envelope and given to Staff before it can be mailed. The staff will provide a stamp and send the mail. You are limited to 3 stamps per week. Likewise, you are to open any mail or packages in front of Staff and that is subject to inspection.

## **MONEY MANAGEMENT**

This program provides for your basic needs; therefore, you should have little-or-no need for money. Because money can be a temptation or trigger for some of our residents, you are NOT to keep money where it can be compromised, on your person or in your room.

- We will hold cash, credit cards, and checks for any resident in a safe.
- Theft of another resident's possessions, including cash is grounds for dismissal.

- You are not to lend or give money to other residents.
- We will not loan or give money to residents.
- If a resident is experiencing financial hardship that requires funds, please make this known to the Director and if we can secure assistance for you, we will try.

## **MUSIC**

We appreciate that music can add to the household, but we also have different tastes in music. If all parties present agree with the selection, music may be played publicly at a respectful volume. We do not allow any music that is violent, racist, sexist, or profane and reserves the right to confiscate any offensive music.

Personal listening devices are NOT allowed during the First phase of our program. You will have access to a personal listening device beginning in phase 2. Harriett's House will loan you a CD player and an MP3 player. Staff will assist in downloading music for the MP3 player. The CD player may be used to listen to CD's we have on hand. Music devices need to be checked out and turned in daily.

## **PERSONAL TOUCHING**

Program staff, volunteers, and residents are required to respect the personal space of one another. There is to be no touching- out of correction or platonic affection- between residents, staff, or volunteers unless prior permission has been given. Appropriate forms of personal touch (once you have permission) include: handshake, comforting hug, high 5, etc.

Any form of sexual touching between residents, staff and/or volunteers is ground for immediate dismissal.

## **PRIOR AGENCY**

If you have been referred to this Program from another agency, keep in mind that you have chosen to leave that agency's program and services in order to participate in this Program. It may be best for you to cut ties with that former agency so you can move forward.

## **PROBATION/PAROLE**

Residents on probation or parole must inform the Case Manager of your reporting responsibilities and contact information for Parole Officer. It is also your responsibility- not ours - to ensure that all reporting requirements are met.

## **SISTER SABOTAGE**

Learning to get along with everyone takes work. We don't expect that you are going to love everyone else who shares the home, but you are to give it your best effort. The ONE offense that will never be tolerated is the intentional sabotage of another resident.

Causing another resident to "stumble" or get in trouble in any way will be grounds for immediate expulsion.

## **SOCIAL MEDIA**

You will not have access to any form of social media while in this Program. Attempting to get on the Internet for socializing is grounds for your dismissal from the program.

## **SMOKING/VAPING**

We are a non-smoking property, within the buildings. Residents may only smoke outside the home in the designated smoking area, at specified break times. All cigarette butts will be disposed of properly in a container provided.

There are no smoke breaks permitted after 10:00 p.m. lock-up or before 7:00 a.m. wake-up.

Items left in common areas will be discarded.

Harriett's House will provide 42 generic cigarettes per week, per resident until the resident has a job. Once the resident has a job, she will purchase her own cigarettes. Vaping is not allowed.

**Residents are NEVER allowed to "sell" cigarettes to one another.**

## **TELEPHONE**

Residents are not allowed to have personal cell phones. Residents are allowed to have a supervised phone call using the House/the staff's phone for 20 minutes/week and only for approved calls/contacts.

Telephone privileges will begin after the first 14-day period has ended.

**While using the phone, if you engage in any other activity beyond your approved call (texting, web surfing, etc.) your phone privileges will be taken away for a month.**

## **Television/Video**

We have limited television service. Residents will be allowed to watch movies during designated time in the schedule and during Evening Activities as planned.

- Television may not be used after 10 pm on Sundays- Thursdays, or after 11:00 pm on Fridays or Saturdays.
- The television may NOT be turned on before 5pm.
- Television will NOT be allowed if all household chores have not been verified as done.
- At the Residential Supervisor's discretion, an occasional documentary, educational video, fitness DVD, or Bible study can be viewed prior to 5pm with a follow up discussion and/or homework or project to follow. But ONLY educational/instructional/fitness or Biblical material before 5pm.

**Television privileges will be immediately withdrawn if it becomes the source of fighting and disagreement among residents.**

## **TOILETRIES**

Upon acceptance into the program, you will be presented with a starter basket of basic toiletries. We will restock these toiletries, as needed.

## **TRANSPORTATION**

As part of Case Management, if your outside appointment requires transportation, the Case Manager will work to find a volunteer driver. You are not permitted to have a personal vehicle, take a cab, or use public transportation on your own.

## **PROPERTY**

Residents are expected to respect and care for this home and property. Any willful destruction or misuse of Program property may be cause for expulsion.

## **VISITORS**

Any visitors to the property including volunteers, therapists, Instructors, maintenance, will be pre-scheduled and staff will be informed about the visit. At no time will staff be required to answer the door if a visitor shows up unexpectedly to the property. The only exception is Case Manager, Program Director and Executive Director who may show up unannounced. When leadership comes to the property unexpectedly, please do not be alarmed. It does not mean there is an issue or that anyone is in “trouble”. Meetings are sometimes scheduled at the home for different purposes.

## **VOLUNTEER HOURS**

Each resident must complete 40 hours of volunteer service as part of successfully completing this program. Volunteering helps you develop good work habits and accountability. The Program Director authorizes what can be done for volunteer hours and will keep track of your progress. Volunteer opportunities will be explored in phase 2 of the program.

# **WITHIN THE HOME**

## **BEDROOM AREA**

You are to keep your bedroom area clean at all times. Staff will check rooms daily before the 10 am start of groups or academics. The checklist for cleanliness of a room check is:

1. Bed is made
2. Clothing put away
3. No items on the floor
4. No trash and the trash can have been emptied.
  - You are not allowed to visit another bedroom even if the resident assigned to that room is present at the time and the door is open.
  - You are not allowed to use any other room as personal space or sleeping quarters.
  - You must only have personal items in your room. Communal items such as craft/storage/furniture/blankets, are to be kept in common areas.
  - Each bedroom is equipped with a corkboard for your personal items to be displayed. Items may not be taped or displayed anywhere other than the corkboard.

## **CLEANING PRODUCTS**

We will provide the supplies and tools needed to support household chores. You may not purchase your own cleaning supplies or keep cleaning supplies in your room.

## **CLOTHING**

Upon acceptance into the program, if you do not have sufficient clothing, you will be provided with a starter wardrobe and toiletries. Please let staff know if you have a clothing need.

## **COMPUTERS/ INTERNET ACCESS**

Residents are not allowed to have personal computers or devices that access the Internet. Program computers are **for academic work only**, not for games, entertainment, Web surfing, or outside communications. Computer privileges can be withdrawn at any time for violation of these terms.

- *Any compromise to the computers, network, or security filters will be considered a security violation and grounds for dismissal.*
- *Using a computer or any Internet-enabled device to make contact with an unsafe or unknown person is grounds for dismissal from the program*
- *Using a computer to engage in illegal activity of any kind will result in you being immediately dismissed from the program*

## **CONSERVATION**

Please help us control costs. Turn off lights, fans, etc., when not in use. Do not let the water run while you are washing your face, brushing your teeth, or doing dishes.

## **CONTRABAND**

Any illegal substance or item used to ingest illegal substances that is found in a resident's possession will be confiscated immediately and may be grounds for immediate dismissal.

## **CONTROLLED ACCESS ITEMS**

Please be advised that the following items, if brought to this Program, will be held in secure storage and you will only have controlled access to these items.

- Prescription medication, Diet Pills, OTC medicines, homeopathic medicines
- Cameras or phones with cameras
- Secular Music and any music-playing devices
- Video games or other gaming devices
- Vapes and vape cartridges



## **FOOD**

All food is to be served and eaten in the dining room ONLY. No food is to be stored or eaten in the living areas, bathrooms, laundry room or bedrooms. Water ONLY is allowed in other areas. The evening meal is planned and prepared by residents. Meals are served family- style and all residents eat together, wait until everyone has finished eating to be dismissed and share in the clean-up. More information is provided in the Kitchen Guidelines document located in the Guideline Binder.

HH purchases only the food products necessary to support basic menu planning. We will not purchase the following type of food items:

- Bottled Water
- Candy or desserts (cake, cookies, pies, donuts, etc.)
- Protein powders/ meal substitutes /diet foods
- Expensive luxury food items (seafood, steaks, gourmet cheeses, nuts, etc.)
- Food for only one resident
- Soda or other canned beverages
- Religious observance foods

If you have food stamps, you may purchase these items with your food benefits. If you have a unique dietary need, please communicate that to the Staff. Harriett's House will provide all food until you receive SNAP benefits. When you receive these benefits you will purchase all food except dinner which will continue to be provided by Harriett's House. Your personal items must be labeled and stored in your assigned location.

## **FURNITURE/DECORATIONS**

Resident bedrooms contain generally the same set of furnishings. You are not to move furniture or decorations from one room to another. You are not to rearrange furniture or decorations in the bedrooms.

You are not to rearrange the furniture in any of the common rooms, unless directed by staff.

## **KITCHEN**

The kitchen(s) are for meal preparation or culinary classes only. The kitchens will be OPEN for meal prep and clean up during the hours of:

Monday- Friday	Saturday-Sunday
7:00 am – 9:55 am	8:00 am – 10:00 am
12:00 pm - 12:55 pm	11:30 am – 1:30 pm
4:15 pm – 8:00 pm	4:30 pm - 8:00 pm

## **LAUNDRY**

Laundry facilities are provided for your use. Two towels and 1 set of bed linens are provided for each resident. Towels and bed sheets are washed as a part of your personal laundry. You are assigned a laundry day and must do your laundry on that day or skip to the following week. Laundry pods are issued, as needed.

## PERSONAL ITEMS

We want you to be comfortable but remember: Storage space is limited. You are required to confine your personal items to your room space and the storage bins provided.

This Program is not responsible for personal belongings and cannot be held liable for replacing lost or stolen items. **We reserve the right to conduct room searches without prior notice.**

## PROHIBITED ITEMS

The following items are not allowed at any time in/around any associated Harriett's House property. Possession of these items is grounds for immediate expulsion.

- Drugs, Alcohol, Drug Paraphernalia, or any substance legal or illegal, that is intended for personal consumption for the purpose of a sensory-altered experience
- Any form of explosive device or supplies
- Knives, Guns, blade, razor, needles, or a weapon of any kind
- Anything related to the Occult
- Any personal device accessing the Internet

## STAFF OFFICE

The Staff office is not available to residents unless a staff member is present.

# OUTSIDE THE HOME

## LIBRARY

We schedule a library visit once a week. All items are checked out under our library card. This is a privilege and your opportunity to take advantage of all the free resources. **You will not be allowed to check out any resources that are rated R, or are profane, violent, terrorizing, cult, Wiccan, new Age, anti-Christian, or contain violence against persons.** Unsupervised computer use in the Library may be cause for immediate dismissal.

## OUTINGS/ACTIVITIES

We believe it is valuable to be connected to the community. As such we endeavor to provide you with a variety of community functions and special events. Participation in these activities is a privilege and consistent poor behavior may result in you being excluded from a special activity or a consequence in the household.

## WORSHIP SERVICES

All residents will travel to worship services together on Sundays. You are not required to worship, but you are required to follow the instructions of the Staff in terms of being under her supervision.

\*Any areas/topics not specifically discussed in this handbook will be determined at the discretion of the Care Team.

**HANDBOOK ACKNOWLEDGEMENT**

I HAVE READ AND HAVE HAD THIS HANDBOOK EXPLAINED TO ME AND I AGREE TO UPHOLD THE RULES AND REGULATIONS SET WITHIN.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

I HAVE EXPLAINED THIS HANDBOOK TO \_\_\_\_\_ AND FEEL SHE COMMUNICATED THAT SHE UNDERSTANDS AND WILL FOLLOW THE RULES SET WITHIN.

NAME \_\_\_\_\_

DATE \_\_\_\_\_