



## KEYSTONE

### STRUCTURED LIVING FOR WOMEN Admissions 225-450-7659

**Medical Director:** Dr. Smita Prasad

**Description and Eligibility:** A three-quarter (3/4) way house is a chemical free living center. It is designed as an extended care program for clients who have completed a twenty-eight day treatment program and merit an additional period of support and structure. Due to limited space, placement depends on availability of beds, client's progress, dedication to recovery and need for additional structure. New intake must inform of any medical, physical, or mental health issues that will hinder their ability to comply with all house rules. Women arriving at the house will be required to take a drug screen as well as a pregnancy screen.

**Medications:** NO mood altering medications are allowed at Keystone. Even if they are prescribed, if they are mood altering, they may not be taken. All medications prescribed or over the counter must be approved by house manager. Subutex, Suboxone, Methadone or Neurontin (Gabapentin) are not allowed at Keystone. Redline energy drinks are NOT allowed at Keystone.

Bob Marley or other mellow drinks are NOT allowed at Keystone.

**Rent:** \$100.00 deposit/processing fee and \$140.00 move in fee is due upon day of arrival and is non-refundable. The move in fee covers the first week of rent and your first drug screen. After the first week then rent, which is \$140.00 per week, is due every FRIDAY. If you leave the house for any reason, no money will be refunded. Falling behind on rent is unacceptable. Talk to house manager before you let this happen. First week is prorated \$20/day with \$100.00 deposit.

**Curfew:** 11 pm Sunday through Thursday and 12 midnight Friday and Saturday. If you experience a problem with getting home on time for the curfew, you must call or text the house manager. Exceptions to curfew due to employment must be cleared by manager.

**Buddy System:** For the first month you must have an approved buddy with you anytime you leave the house. An approved buddy is someone NOT on the buddy system and has been at Keystone for more than 30 days. There are approved buddies outside of Keystone and a list will be posted. Your sponsor is an approved buddy. See house manager for any questions. As long as you owe rent money you are on contract. The definition of being off contract is that you have resided at Keystone Structured Living for 30 days, obtained a job, sponsor, home group, comply with all house rules and are paid full in rent with a zero balance. If for any reason you go back to a negative balance of \$1.00 or more you are put back on contract.

**Monitor System:** As long as you reside at Keystone you will check in and out with a monitor. You must text the monitor when you leave the house and when you arrive home. Tell them where you are going

and who you will be with. If your plans change in any way text the monitor all changes. The monitor will always check in with the house manager.

**Drug Screens:** Client is responsible for paying \$10.00 for any drug screen. All clients returning from overnight pass will be screened and payment of screen is required before you leave on pass. Random drug screens will be given based on: old behaviors, late for curfew, habitually not checking in with the monitor, etc....

If you screen positive for anything, you will be asked to pack your stuff and leave Keystone immediately. If you have used drugs or alcohol, you do have a choice to return to detox, and come back to Keystone on a 30 day contract. If you want to dispute your drug screen, you must still leave Keystone, until which time you get a blood test and the result comes back. You must obtain this blood test within 24 hours of your leaving the house.

**Overnight Pass:** No passes will be given until you have completed your first month. All requests for passes should be discussed in advance at the prior house meeting.

You must meet the following criteria and rules for all passes:

1. No more than 4 nights a month (no more than 2 nights consecutively).
2. Your rent must be caught up by the day of your pass.
3. No passes will be approved while on contract.
4. \$10.00 drug screen fee is due before you leave on pass.

**Children:** Your child may sleep over with you on weekends or when it works best with your work schedule. A request should be made at the prior house meeting before you want your child to spend the night. You may not ask a client to watch your child for you. If you leave the house, your child must go with you.

**Men:** Men are not allowed in the house at any time. Men may pick you up and drop you off in the driveway. No lingering. Men are not allowed to get out of the vehicle. No exceptions!!!!

**Visitors:** All visitors to Keystone must be sober and are subjected to drug screening. Visitors must remain in the kitchen, living area, or back patio. Visitors are not allowed in your rooms. Sponsors are always welcome to visit you at Keystone and we encourage them to come. It is acceptable to meet with your sponsor in your room when doing step work.

**Quiet Time:** Quiet time is from 10pm until 9:30am. T.V.'s are to be turned off or turned down during quiet time. If you want to play music during these times, use earbuds. Do not use your phone in your room during quiet time and do not talk loudly outside, be considerate of your roommates. TV's must be turned off when you are not in your room.

**Mandatory Meetings:**

1. House meeting is every Monday at 7 pm. All passes must be discussed at this time as well as future doctor appointments and children visiting.
2. You are required to attend a minimum of four (4) AA meetings a week. (one big book study and one education is required). You must get your Keystone House meeting sheet signed by the chairperson at every meeting you attend. You will turn in your sheet at the house meeting. **Bring your big book to all meetings.**
3. If your treatment center refers you to IOP, it is required that you attend all IOP sessions. Exceptions to some mandatory AA meetings will be made on an individual basis for IOP participants.

4. You are required to meet with your sponsor face to face at least once a week for a minimum of one hour. During this meeting you and your sponsor should be working on step work, reading AA approved literature, etc.
5. Big Clean is mandatory. Big clean will occur immediately after the first house meeting of the month.

**Sponsorship and Home Groups:** You must get a sponsor within 2 weeks of coming to Keystone. You must notify the house manager of the name and phone number of your sponsor. Service work is important for spiritual growth. You are required to join a home group. Participate in your home group by setting up chairs, making coffee, cleaning up after the meeting, join a service committee, chair a meeting, etc...

**Employment:** It is the policy of Keystone that you have full-time employment within 2 weeks of your arrival. You are required to put in a minimum of three (4) job applications per day until employment begins. One (1) of the applications may be submitted by computer. If possible, your job should be during daytime hours. All other times must be approved by house manager. The job you get should not be detrimental to your recovery. Absolutely no nightclubs, bars or any other establishment along these lines. If you have any questions as to whether or not your job is suitable then you should speak to the house manager. You are to provide your work schedule to house monitor. Any money you earn cash or check is to be turned over until you are caught up on rent.

**Wakeup Times:** Until full time employment is gained all clients must be up and out of the house from 10 am until 2 pm Monday thru Friday seeking employment. You may not spend all day sleeping. Get up and be productive. Get with house manager on suggestions for service work. Service work is required of clients with pending employment.

**Transportation:** All rides must be lined up at least 48 hours prior!!! This is being considerate of others. Do not ask a roommate the day of to bring you somewhere. This is a rule and if you break this rule there will be consequences. Plan ahead!!!!

The city bus stop is located nearby on Airline Highway and Florida Blvd. Be familiar with the times it passes. Get with house manager for a bus schedule.

You may drive your own vehicle while at Keystone. Parking is limited at the house and consideration should be used. Restriction can prevent you from using your car.

**Washing Clothes:** Keystone will provide their own laundry detergent. Washers and dryers are provided for Keystone clients' laundry needs. They can be used at any time. Be considerate by promptly removing clothes from washer and dryer when complete. You can only wash or dry clothes when you are here for the entire cycle. NO EXCEPTIONS!

**Food:** Each client is responsible for providing for her own food. Leftovers should be in a covered container. Label all food items.

\*Food stamps: Eligible clients should see the house manager for information on obtaining food stamps immediately after their arrival.

**Chores:** Chores are checked daily by the monitor. Complete your chore BEFORE 9:30 am EVERYDAY. A list of chores is posted on the bulletin board in the den/kitchen area. You will be assigned a chore each week. Chores are effective from Sunday after house meeting to Sunday before house meeting. It is your responsibility to check the list to see what your chore is for the week. House manager will give a description of chore requirements if needed. Be familiar with the description so that you know what is

expected of you. Check your chore in the afternoon and if it needs to be repeated then by all means do so. Consequences will be given for chores not being completed.

**Bedrooms:** Each client will be assigned a room and a bed. The client's responsibilities are to make your bed each morning, dust your furniture and keep all shoes and clothing neatly put away. DO NOT LEAVE THE HOUSE WITHOUT YOUR BED MADE! Due to limited space, at the house manager judgement there will be a limit to belongings brought in.

If you are to leave Keystone for any reason your belongings will be packed and held for a maximum of two weeks and then will be brought to a donation center. We DO NOT hold on to your belongings. (with an exception if you were to go to detox/treatment and return to Keystone Structured Living, failure to return would result in items being brought to donation center.)

**Bathrooms:** Be considerate when using the bathrooms for bathing and showering. Limit your time in the bathroom. Do your make up, hair, etc... in your bedroom. Do not leave any personal items in the shower/tub or on the bathroom counter. Take your personal hygiene items to and from the bathroom with you. The bathroom should be clean when you leave there. Wipe out the tub and/or spray the shower before leaving the bathroom. NO EXCEPTIONS!

**Kitchen:** All dishes will be cleaned IMMEDIATELY after use. This means washed, dried, and returned to its proper place before leaving the kitchen. Make sure oven and stove are turned off when finished being used. Anyone not following these guidelines will face strict consequences!

**Living Room:** T.V. should be turned off at 10 pm on the week days and 12 midnight on the weekends. Be considerate of the volume late at night. When no one is in the living room, T.V. should be turned off.

**Doors:** No one is allowed to use the front door or the sliding glass doors in the front room. These should remain locked at all times and only used in emergencies. Everyone will enter and exit through the side door. This door is to remain locked at all times as well. If you are found to have left the door unlocked there will be a \$50.00 fine due with your next weeks rent.

**Computer Time:** Limit computer time if someone else is waiting. Computer time is for job applications, food stamps application, and Medicaid application only!!!!

#### **Accountability:**

A. Concealing information about another client breaking any rules or if you know that someone in the house is using or drinking, you are required to alert the house manager. If you do not you will be asked to leave.

B. Do not touch another clients food, drink, or belongings. It is considered stealing and you will be asked to leave the house.

C. It is mandatory to contact the house manager immediately if:

1. You have reason to believe one of your housemates are using or drinking.
2. One of your housemates is going to the hospital seeking treatment excessively.
3. One of your housemates did not come home during the night.
4. You have reason to believe there are unapproved prescription meds in the house.

**\*\*There will be absolutely NO female relations in the house. If you insinuate or approach another housemate you will be asked to leave immediately.\*\***

**Consequences:** Depending on the situation and the rule broken the following consequences will be given:

- A. Write Big Book pages 60-63
- B. Fine (\$5-\$50)
- C. Extended contract
- D. Placed on buddy system
- E. Pass privilege taken away
- F. Curfew restriction
- G. Asked to leave the house

If you are asked to leave the house for any reason you have 15 minutes to pack your belongings and leave the property. If you leave on bad terms with Keystone Structured Living you are not allowed at ANY Keystone Structured Living properties for Men or Women.