



Resident Handbook

Life House Maine
PO Box 1043
Brunswick, ME 04011
Phone: 207-409-1407
info@lifehousemaine.org

Table of Contents

Overview.....	4
Welcome.....	4
Christ-Centered Home.....	4
Home Security.....	4
On-Site Public Events.....	5
Confidentiality.....	5
Admission Process.....	5
Eligibility.....	5
Onboarding Process.....	5
Local Medical Provider.....	6
Father of Child.....	6
Drug Testing.....	6
Laundering All Clothes at Entry.....	6
Storage.....	6
Adjustment Period.....	7
After Adjustment Period.....	7
Visitors.....	7
Infants (0-12 months).....	7
The Charlane M. Chapman House.....	8
Common Areas.....	8
Living Room & Den.....	8
Bedrooms.....	8
Bathrooms.....	9
Laundry Room.....	9
Kitchen and Dining Room.....	9
Staff Office / Bedroom / Bathroom.....	9
Outside Areas.....	9
House Guidelines.....	9
Appointments.....	10
Bedtime.....	10
Civil Ordinances.....	10
Conduct.....	10
Curfew.....	10
Dress Code.....	10
Finances.....	11
Fire Drills and Emergency Meeting Place.....	11
Grievance Procedure.....	11
Health Insurance.....	12
Home Furnishings.....	12
Household Tasks.....	12
Issue Resolution.....	12
Language.....	12

Lights Out.....	13
Morning Routine.....	13
Mail.....	13
Medications.....	13
Naps.....	13
Overnight Emergency.....	14
Pets.....	14
Privacy.....	14
Room Inspections.....	14
Sick Days.....	14
Tobacco, Drugs, and Alcohol.....	14
Weapons.....	15
Electronics and Media.....	15
Cell Phones.....	15
Social Media, Computers, and Wi-Fi.....	15
TV, Movies, and Music.....	16
Food & Meal Times.....	16
Food Shopping.....	16
Meal Prep.....	16
Breakfast and Lunch.....	16
Evening Meals (5:00 p.m. to 7:00 p.m.).....	17
Resident Meetings.....	17
Team Meetings.....	17
Individual Meetings with Staff.....	17
Training & Support Visitors.....	17
Faith-based Meetings.....	17
Transportation.....	17
Transportation Services.....	17
Private Vehicle.....	18
Services.....	18
Classes.....	18
Parenting.....	18
Life Skills.....	19
Resident Goal Plan.....	19
Birthing Plan.....	19
Career Plan.....	19
Education Plan.....	19
Financial Plan.....	20
Transitioning.....	20
Transition Plan.....	20
Adoption Placement.....	20
Miscarriage Policy.....	20
Violations.....	21
Reasons for Dismissal.....	21

Dismissal Notices.....	21
Miscellaneous.....	21
Policy Updates.....	21

Overview

Welcome

Life House Maine provides a mentoring and parenting curriculum in a caring community, without regard to race, national origin, socioeconomic status, or religious affiliation.

We welcome you to Life House Maine. Please review and familiarize yourself with these guidelines of the Resident Handbook as you begin the application process. We look forward to walking with you in this exciting and challenging new chapter in your life.

Christ-Centered Home

The Charlane M. Chapman Maternity Home is a Christ-centered community. Operating under this caretaking philosophy, we uphold the following standards:

- Our staff and volunteers serve with compassion and integrity, rooted in their personal Christian faith..
- Music and television programming in common areas are selected to remain consistent with our family-friendly, christian values.
- Residents are invited to participate in various faith-based activities, including weekly church services, in-home Bible studies, and communal prayer (including grace at meals).
- To maintain a respectful atmosphere, we ask that residents ensure their language and attire are appropriate for a shared, faith-focused environment.

Non-Discrimination Policy: Life House Maine does not discriminate based on religious affiliation or faith preferences. Participation in faith-related activities is entirely voluntary.

Home Security

Your security is important. For the protection of both residents and volunteers, there are video security cameras located in common areas inside and outside. Including; outdoor entryways, driveway, kitchen, living room, and second floor hallways. There are no cameras in private rooms, bathrooms, etc.

Exterior doors are kept locked at all times, with code-entry locks. You are responsible for keeping your room secure by keeping your bedroom door locked.

On-Site Public Events

The Charlane M. Chapman house is primarily a maternity home for moms and their babies, but LHM reserves the right to host organizational public events on site. This may include, but is not limited to: Open House Events, Grounds Cleaning Events, Fundraising Events, or Dinners with LHM supporters & partners.

Residents are invited and encouraged to attend these events. Visitors attending these events will be limited to first floor kitchen/living room areas, and the outdoor grounds.

Confidentiality

Many young women who come to Life House Maine have a concern for confidentiality. Life House Maine will respect each resident's wishes that all her counseling and personal issues will remain strictly confidential. Please do not share information about other residents or situations that arise in the home with each other, volunteers, or anybody else outside of the home. Release of information forms will be provided for all service providers.

Admission Process

Eligibility

We accept expectant women who are in need of a place to stay during their pregnancy + up to one year after delivery. Moms with newborns up to 6 months old would be considered on a per case basis.

Additional Requirements

- Must be 16 years of age or older.
- Does not have additional children in custody.
- Does not own any pets.
- Must be able to read, comprehend and abide by all requirements specified in this Resident Handbook.
- Must be intellectually able to complete adult-level verbal interactions and behavioral norms.
- Must read and sign the Resident Agreement form.
- Must pass a drug and criminal background check.
- Must be a US Citizen or show documentation of an active path to citizenship.
- Additional eligibility requirements may be considered at the discretion of LHM.

For the safety of all involved, residency may be denied if you have currently or recently been charged with or convicted of a criminal act.

Onboarding Process

1. Review the Resident Handbook to better understand the services we provide, and the daily expectations in our home.

2. Provide us the personal data (first, middle, last name, social security) we need to complete the Criminal and Drug background checks.
3. Provide 2 personal references, that we can call.
4. Schedule an in person or virtual meeting with our LHM Onboarding Team.
5. Plan the final onboarding date with final paperwork signing and personal belongings moved in.
6. The steps outlined above typically take 1-2 weeks.

Upon receipt of all the necessary information, test results, and background check, you will be notified if you have been admitted to the program or placed on a waiting list. Once accepted into the program, residents should plan to remain in the program for the full term of their pregnancy and may continue in residence up to one year after the birth.

Local Medical Provider

The Charlane M. Chapman House is located in Oxford County, Maine. Residents have the option of selecting a medical provider associated with one of three area hospitals;

- **MaineHealth Stephens Hospital** (Norway),
- **Central Maine Medical Center** (Lewiston)
- **St. Mary's Regional Medical Center** (Lewiston)

LHM provides transportation for all medical appointments for these providers. Applicants receiving care from another provider would need to transfer to the local provider.

Father of Child

If the father of your child is involved and if you plan to have ongoing contact, you and the father must meet with the Senior House Coordinator prior to you entering the program. The interview, conducted off site, will provide an opportunity to talk about expectations and to answer any questions you or the father may have. If there is a concern of offender behavior, Life House Maine retains the right to request no contact.

Drug Testing

Life House Maine reserves the right to request results of a clean drug test and will require ongoing random testing. As you enter our program we appreciate honesty if you have recently used any illegal drugs. We will request a baseline and expect a clean screen in 30 days. Please provide Life House Maine with a list of prescription medications that you are currently taking because they may also appear on the screening.

Laundering All Clothes at Entry

Everyone moving in has outside laundry. Upon arrival all clothing items will be washed, sanitized and dried.

Storage

Life House Maine provides limited storage. All personal belongings that residents bring with them during onboarding must fit in their assigned bedroom & closet. Storage is not available for larger items.

- **Allowed items** including, but are not limited to; Clothing, toiletries, books, games, plants, radio, TV.
- **Denied items** including, but are not limited to: Furniture, stoves, refrigerators, weapons, bicycles, pets (including fish, hamsters, mice, snakes, etc.)

Adjustment Period

This is a period of **two weeks** when residents will be expected to spend their time at the home. Visits from friends/family would also be limited during this time. This will be a time of adjustment to your new home, a time of recovery for some, time to get adjusted to a new environment, and time to determine if the home is right for you. During this adjustment period you will be meeting your house family, and learning the daily routine.

After Adjustment Period

After your adjustment period, requests for time away from the home will be considered. LHM maintains the right to deny any leave of absence due to various reasons, including the health of the pregnancy, adherence to house guidelines, and knowledge of visiting an unsafe or unhealthy environment.

It should not be a place of partying, smoking, drinking, use of drugs, or any other activity that presents safety concerns to you and your baby.

LHM does not provide babysitting or daycare services. Any leave of absence, would include the resident's newborn child.

Visitors

Likewise, after your adjustment period, requests for personal visitors will be considered.

Visitors are not allowed in the bedroom areas of the house, except if one is given special permission such as family, maintenance, or service providers. Visits with family and friends are a privilege that may be denied if determined they are not an appropriate influence on the resident..

Infants (0-12 months)

You are welcome to stay at Life House Maine until your infant reaches 12 months old. If you are working, volunteering, or in school, you are expected to find daycare for your infant. Staff and other residents will not be responsible for watching any children for more than 15 minutes at a time unless special arrangements have been made in advance.

Residents should not solicit other residents, or house guests to watch their child while on the premise. Residents should be in the same room or vicinity to their child at all times when at the home.

The Charlane M. Chapman House

Common Areas

Common areas of the house include the living room, den, bathrooms, laundry room, kitchen, dining room, and outside areas including the porches, lawn, and driveway.

Personal items should not be left in the common area. Both guests of residents or LHM are welcome in the common areas only. Residents should dress appropriately as they would in any public space.

Living Room & Den

The den and living room on the first floor are common spaces where residents can relax, enjoy the view, watch TV, play games, and simply socialize with one another. You are responsible for picking up any personal items you bring into those common areas.

Bedrooms

Each resident is assigned their own private bedroom. The resident maintains the same room assignment for the duration of their stay.

Bedrooms are to be solely occupied by the assigned resident. Other residents, family members, or other outside visitors are only permitted for short periods of room viewing only. The bedroom door must remain open whenever there is a visitor in the bedroom.

Group gatherings with other residents/visitors are not permitted in bedrooms.

Residents are encouraged to use their rooms for their intended purpose, as overnight accommodations. Using the downstairs common areas (including outdoor decks) as their living space - foster healthy relationships with other residents and volunteers.

Residents are responsible for maintaining all bedroom protocol including the following;

- Keeping the room door shut and locked when not in use,
- Shutting off all electronic devices, when not in use, including radios, fans, lights, etc.
- Supplemental heating devices are not permitted in the bedrooms including; electric or gas portable heaters/stoves, or any open flame heat sources, including candles.
- The room environment is maintained in a manner consistent with the whole house including;
 - Keeping windows closed during the heating season.
 - Keeping window screens on year around.

- Food prepared in the kitchen is not allowed in the bedrooms. Meals are eaten in the Kitchen/Dining area only.
- Rooms are kept tidy and cleaned, and will be subject to regular inspections by staff.

Bathrooms

You will be assigned a shared bathroom on the second floor of the house. Each resident is responsible for cleaning the shared bathroom. A small space is provided for your personal toiletries. Towels and washcloths are provided. Used towels should be brought back to your room until laundry day.

Laundry Room

The laundry room is located on the second floor of the house and is kept locked. You will be assigned a day to use the laundry room. Hampers are provided in your bedroom.

Laundry supplies will be provided for you. It will be your responsibility to perform this task on a regular basis. Towels and face cloths need to be washed and returned to the linen closet. In addition to personal items, each resident is responsible to wash her bed sheets every week on designated laundry day. The dryer lint trap needs to be cleaned out after every use.

Laundry should be completed and out of the laundry room by 9 p.m. Please do not leave laundry baskets or dirty laundry in the laundry room. Laundry room should be kept clean and tidy. Our laundry facilities are free to use for the residents who reside in Life House Maine. Please do not bring outside laundry into the Home.

Kitchen and Dining Room

The kitchen and dining room are used for meal preparation and consumption, and need to be maintained by whomever uses the space. All dishes, glasses, cups, and utensils need to be rinsed and placed in the dishwasher or washed in the sink, dried, and put away. Pots and pans need to be washed in the sink, dried, and put away. Tables and countertops need to be wiped down, and floors swept (if needed).

Staff Office / Bedroom / Bathroom

The staff office is not considered a common area. It may be used for meetings with staff. The staff bedroom and bathroom are private areas.

Outside Areas

The outside areas are for your use. Enjoy the grounds and the view. Just a reminder, there is no smoking on LHM property. Sunbathing is not allowed on the property grounds.

House Guidelines

The following house rules have been established to maintain a positive living/learning environment at Life House Maine. You are expected to be familiar with and follow all house rules. If you are a minor (under 18) you may find exceptions to certain rules and/or additional rules that apply to you. These house guidelines are subject to change on short notice.

Appointments

During your stay at Life House Maine, you will likely have several off-site appointments that you will need to attend. You will need to submit your proposed weekly schedule and any personal appointments, meetings, or outings outside of Life House Maine in a timely manner. You must notify the Housemother of all off-site activities and/or appointments. The Housemother must be notified of any unplanned additions to your schedule.

Communication between the Housemother and resident is very important. The Housemother needs to know when the resident plans to be away from Life House Maine. Please inform her of the dates of your departure and return, and your phone number. Daily responsibilities, appointments with Staff, and tasks are expected to be completed before you leave for outside appointments, unless determined otherwise by staff.

Bedtime

All residents should be out of the common area by 10 p.m. each night. You should be in your room by that time. You may read or do quiet activities before turning off your lights. No TV or electronics after 11 p.m. as this could interfere with another resident's sleep or quiet time.

Civil Ordinances

You, not Life House Maine, will be responsible for the consequences resulting from your breaking any city, state, or federal law. We will not provide bail for residents. Please let us know if you have any restraining order, outstanding warrants, court dates, or unpaid fines during your residency.

Conduct

You are expected to be courteous and polite to other residents, the staff, and all those visiting Life House Maine. Requests made by the Staff must be respected. Profanity, graffiti, and destruction of property are not allowed. Stealing will not be tolerated.

Curfew

At Life House Maine we have a daily curfew Sunday-Thursday at 9 p.m. and on Friday & Saturday it is 10 p.m.

Dress Code

You will be encouraged to dress modestly. Foul language and/or obscene symbols printed on clothing will not be allowed. Casual/daytime wear of jeans, slacks, sweat suits, or shorts should be modest and in good repair. Pajama pants are not considered appropriate daytime clothing. Nightgowns, pajamas, and robes may be worn in the downstairs area only after 7 p.m.

Staff members on duty will make a determination of appropriate dress when questions arise. You may be asked not to wear certain articles of clothing while residing at Life House Maine. Sunbathing is not allowed on the property grounds.

Finances

Since many items you may need at Life House Maine are provided for you, it is a good opportunity to start saving money for future needs like rent deposit, car, and other odds and ends that you may need once you transition from Life House Maine to independence. We suggest you open a bank account. Life House Maine is not responsible for money lost or stolen when kept in a resident's possession.

Fire Drills and Emergency Meeting Place

Fire drills and reviews of emergency procedures will be performed periodically. All house members and staff on premises will be required to participate.

Each room has a map that locates the closest exit. In case of a fire drill, emergency evacuation, or other emergencies proceed to the nearest exit from your location and head to the meeting place at the farthest end of the driveway at the front of the building. Staff will call 9-1-1. Nobody will be allowed to re-enter the building until authorized by emergency personnel.

There are two portable fire escape ladders on the second floor.

- One in the **staff bathroom** window, facing the backyard.
- One in the **front-right bedroom** (when facing the road). The ladder is positioned for the side window.

Grievance Procedure

If you have a concern or complaint about a Staff member or volunteer, and cannot resolve the issue between you, report your concern to the Housemother or Senior House Coordinator who will conduct an investigation and make a determination on the matter.

If you have a concern regarding the Housemother, report your complaint to the Senior House Coordinator who will investigate and make a determination on the matter.

If you have a concern regarding the Senior House Coordinator, you may report your concern in writing to the Board of Directors (P.O. Box 1043, Brunswick, ME 04011). The Board will hear your case at the next scheduled board meeting and respond to you within two weeks of the meeting. If your concern is urgent, the Chairman of the Board may call a special meeting to discuss the

matter.

The Board's response will be sent to you within 1-2 days of the date of the special meeting. There are no appeals beyond the Board of Directors.

Health Insurance

If you have medical insurance, you are solely responsible for contacting your insurance company for verification of coverage for a dependent child and for pre-certification. Life House Maine is not responsible for any healthcare expenses. Life House Maine will assist with signing up for programs such as: MaineCare,

Home Furnishings

Bed linens, towels, wash cloths, and curtains, are provided. All such items must remain at Life House Maine when you are discharged from the program. All furniture and permanent fixtures such as beds, bureaus, nightstands, mirrors, bulletin boards, and bookshelves, etc. are to be left where you found them.

Only staff may move such items. Nothing can be taped, tacked, nailed, or attached in any way to any wall, door, mirror, etc. without prior permission from the Housemother. You are welcome to bring personal items to personalize your bedroom. Personal items brought into the common space should not be left in the common space, but should be brought back to the resident's room.

Household Tasks

Life House Maine is a shared space. Please treat it with respect and keep it clean and presentable. We ask: If you use it, put it away. If you drop it, pick it up. If you dirty it, wash it. If you take it out, put it away.

Each resident living in the home will regularly participate in household tasks assigned by the Staff. Tasks include vacuuming, dusting, washing floors, and other light household chores. Each resident is responsible for keeping her room clean. Tasks of the day need to be completed by 11 a.m. and prior to leaving the home each day, unless excused by staff.

Issue Resolution

You are expected to make every effort to get along with other residents. Ask a staff member to mediate if you have a conflict with another resident. Any problems that arise with staff should be brought to the attention of the staff personally and respectfully. If no resolution is reached, you may initiate a grievance procedure.

Language

We strive to create a supportive and encouraging atmosphere by using affirming language. We discourage language that may stereotype an individual due to race, religion, background, or

history. Avoid using curse words or inappropriate language. Understand that our residents and volunteers come from a variety of backgrounds and experiences, and that each person deserves respect and mutual consideration.

Life House Maine supports the adoption decision. Some residents may be considering adoption as an alternative to raising their child. Please be respectful of other residents who are making an adoption plan and avoid making comments that could sound critical of adoption. An example might be, "I could never do that."

Lights Out

Lights out for the entire house is 11 p.m. unless you are attending to the needs of an infant. Residents should not sleep in the living room. Staff will perform a quick check before the lights go out to make sure everyone is in their room.

Morning Routine

Monday-Friday days start at 8:45 a.m. Breakfast and shower must be completed by this time, unless given permission by the Housemother for a day of extended rest. If you wake up early, please be considerate of other residents and maintain quiet until 7:00 a.m.

Mail

When you come to Life House Maine, you will need to personally notify individuals and organizations of your change of address. When you leave Life House Maine, you will again need to personally notify individuals and organizations of your change of address. Please notify staff if you are expecting a package.

Medications

All prescription medications, including diabetic supplies, must be kept in its original prescription bottle, labeled with your name, and kept in your personal lockbox for the safety of all others. It must not be stored in your purse. You need to follow the instructions from your doctor, taking prescribed medications as directed. Over-the-counter medications may be kept in your room preferably in your lockbox. Over-the-counter medications may not be shared.

You are responsible for prescription costs and co-pays that are not covered by insurance or MaineCare.

You, not Life House Maine, are responsible to remember to take your medications prescribed by the doctor. We do not administer medication, as we are not a medical health treatment center.

A list of all prescription medications must be kept updated with the Senior House Coordinator.

Naps

Naps are permitted after daily obligations have been completed.

Overnight Emergency

If you experience a problem during the night, please knock on the staff's door. She will be happy to assist you. If there is not overnight staff that night, call the LHM Number (207-407-1407). Leave a message if someone does not answer.

Pets

No pets are allowed at Life House Maine.

Privacy

Residents are not allowed in other residents' rooms without the other person being present, or without being invited to come in by the other resident. You are encouraged to socialize in the common area (living room/den/dining room).

Room Inspections

Life House Maine has the right to do random room inspections. Your bedroom should be kept neat and clean. Your bed should be made. Room inspections are completed with the resident present.

LHM reserves the right to enter any bedroom if we believe that property, or individuals in the room are at risk.

Sick Days

If you feel sick, notify a Staff member on duty. You must get permission from the Staff on duty to be excused from meals and household responsibilities. In case of an extreme need, you will be taken to the emergency room or 9-1-1 will be called to transport you.

Tobacco, Drugs, and Alcohol

Life House Maine is a smoke-free, drug-free, and alcohol-free facility. The use of drugs, alcohol, or tobacco is strictly prohibited on the property. This includes, but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, marijuana, electronic cigarettes, vaping products, pipes, and similar devices. You will not be allowed to possess or use alcohol, illegal drugs, and/or marijuana whether you are on or off the premises.

We reserve the right to perform room and vehicle checks at any time if there is a reason for concern. As a condition of residing at Life House Maine, random drug testing will take place. A positive test or possession of drugs or alcohol may result in discharge from the program.

Weapons

Weapons of any kind are prohibited on all Life House Maine properties, including your personal vehicle when parked on Life House Maine property. Weapons include but are not limited to the following:

- Any snap-blade or spring-blade knife regardless of the length of the blade
- Any "taser public defender" or other similar electronic immobilizer which causes, by means of an electrical current, a person to experience muscle spasms and extreme pain, followed by unconsciousness

Although Maine is an open carry state, guns of any kind are not allowed on the premises. We reserve the right to perform room and vehicle checks at any time if there is a reason for concern.

Electronics and Media

Cell Phones

Common courtesy phone usage is expected, including not having private conversations in public spaces, and no phone usage during meal times

Residents are responsible for all maintenance and expenses associated with their phone. LHM is not liable for any phones that are lost or damaged.

To respect the quiet and sleep of others, phone calls should not be made during the quiet hours of 11 PM to 7 AM except in case of an emergency. Please limit your cell phone use, as attention to your baby's needs and daily obligations should come first..

Social Media, Computers, and Wi-Fi

Life House Maine provides free wireless internet for all residents in the house. Internet use is a privilege that should not be abused. Content viewed needs to align with the values and family-environment of the home. Violent, pornographic, dark (demonic) or vulgar content is strictly forbidden.

While living at Life House Maine we ask that you be courteous and modest. Do not violate the confidentiality agreement by posting pictures or personal information about other residents. If it comes to our attention that you are posting derogatory or leading statements about Life House Maine or other residents, you will be asked to remove the inappropriate post.

LHM monitors all devices using the house WIFI connection. All activities and sites visited are tracked. LHM reserves the right to block any device or website that violates the LHM internet policy.

LHM makes every effort to ensure continuous internet access in the house. But due to

maintenance, weather, or other circumstances, the system will be down at times. Residents should not assume 24/7 internet access.

TV, Movies, and Music

Television and movie viewing should be done in accordance with the standards of Life House Maine. Violent, pornographic, dark (demonic) or vulgar content is strictly forbidden.

Staff on duty reserve the right to say no to inappropriate programming. Local radio stations are approved for listening in your personal areas. Staff on duty select the music for the common area.

Food & Meal Times

Food Shopping

Purchasing food for the home is a shared responsibility between residents and Life House Maine. Most residents will use their allotment of WIC, SNAP, and other government aid to purchase their own food of choice. Resident purchased food will be labeled accordingly, with each resident using an assigned segment of the refrigerators.

LHM will provide enrollment assistance to those who do not currently have WIC, SNAP, and other government aid.

Life House Maine will supplement the staple grocery items that will be shared by all residents.

A monthly food menu will be created with your WIC food items. This will include healthy snacks and food that you want for breakfast and lunch. You can work with the Housemother to create a shopping list that will be taken with you to the grocery store. Good food is essential to good health and well being for you and the development of your baby.

Meal Prep

All meals will be eaten in the kitchen/dining room area. Limited food or drinks will be allowed in your room. All dishes must be returned to the kitchen, washed, and put away daily. For fire safety reasons, no microwaves, coffee makers, toasters, mini refrigerators, or small appliances will be allowed in the bedrooms.

Breakfast and Lunch

Morning and noontime meals are based on your own schedule and prepared by you. Food that you have purchased for personal use should be clearly marked with your name and stored in your assigned cupboard or refrigerator space.

Evening Meals (5:00 p.m. to 7:00 p.m.)

Residents and Staff will work together to prepare family-style evening meals. You are expected to attend the evening meal unless excused by the Housemother. Everyone eating dinner should help with after-dinner clean-up before returning to their rooms. No cell phones at the dinner table. Invitations for guests to attend the evening meal on special occasions must be approved by the Housemother in advance. Residents may bring their own dinner to the evening meal if they do not prefer the prepared menu.

Resident Meetings

Team Meetings

Staff will schedule team meetings with all residents once a week at a designated time. These weekly meetings are a time for all residents to gather to discuss weekly schedules, household chores, and other matters that are of common interest. It is also a time to share information that will affect everyone, to make decisions about various events/activities, or to otherwise gather just to have fun. Team meetings are mandatory and must be included in your weekly schedule.

Individual Meetings with Staff

Staying connected with residents is extremely important. In addition to regular team meetings, and individual monthly reviews, residents may schedule individual appointments with Staff to discuss personal matters and/or receive guidance and support.

Training & Support Visitors

Residents should expect weekly visits from various support professionals, including a LHM Resident Advocate, Caseworking, Maternity nurse, etc.

Faith-based Meetings

Life House Maine is a faith-based organization. Residents are encouraged to take advantage of various faith-based meetings, including bible studies in the living room, and Sunday Services at a local church.

Transportation

Transportation Services

Life House Maine provides transportation for medical, religious and educational appointments within a 50 mile radius of the house. Requests for transportation beyond these parameters, will be considered on a per case basis. Transportation requests require a 2-3 day advanced notice. If you

need to change your appointment please give a 24-hour notice, so that transportation may be cancelled.

Life House Maine does not provide transportation for personal needs including; shopping at the malls, eating out, or visiting friends.

Private Vehicle

Residents are allowed to bring one personal vehicle to LHM. They will be assigned a parking spot. Residents will be responsible for moving the vehicle for snow removal.

Residents must provide a valid driver's license, vehicle registration, and proof of insurance. The car must also have a valid inspection sticker. Life House Maine is not responsible for any expenses related to your personal vehicle.

Services

Life House Maine offers a variety of services and enrichment experiences to residents of the maternity house, including the following:

Classes

- Pregnancy & Baby's 1st Year
- First Trimester: Prenatal Care, Eating for Two, Your Ultrasound Appointment and Your Developing Baby.
- Second Trimester: Emotions of Pregnancy, Bonding with your Baby, and Your Changing Body.
- Third Trimester: Getting Ready for Baby, Birth Coaching, Labor & Delivery
- Infants: Breastfeeding & Formula Feeding Problems & Solutions, Infant Expectations and Infant Hygiene, Infant Accidents and Illnesses, Infant Nutrition, Sleep and Crying, and Nutrition for Moms.

Parenting

Parenting isn't so much about complex secrets; it is mostly just day-in and day-out doing those small relational things that matter. The lessons give parents simple and powerful tools such as the three-count and boundaries.

Toddler Parenting Strategies include Sleeping, Bedtimes and Mornings, Tantrums, Whining, and Potty Training. Toddler CPR, Toddler Safety and Toddler Accidents and Illnesses are also covered.

Single Parenting - This lesson discusses the parent's responsibilities and gives tools to be a good single parent.

Life Skills

Healthy Relationships: A relationship can only be healthy if each partner understands and practices proper boundaries. This lesson stresses that each person is responsible for their own feelings, actions, and reactions – and they can choose to be in control.

Other classes include Body Image, Personal Finance, Developing your Life Plan, Anger Management, and Healing from past hurts. Bible Study Parenting Classes: Care Net of Mid-Coast Maine Case Management Services Resident Goal Plans

Resident Goal Plan

While you are a resident at Life House Maine, you will be expected to develop a personalized Resident Goal Plan (RGP) that may include: a birthing plan, a career plan, education completion plan, financial plan, and a transition plan. Your plan will be reviewed with you every 30 days while you are in residence (see Resident Goal Plan section of this handbook for details.)

Every resident will be assigned an **LHM Resident Advocate**, who will facilitate this plan for every resident, with mandatory monthly meetings, documented goals and progress trackers. Resident engagement in this process is critical to their successful stay at the House. Non-participation or intentional behavior that conflicts with the RGP by the resident may result in dismissal from the home.

Birthing Plan

Residents are expected to share the birthing plan they have created with their physician including their choice of hospital, physician, and any specialist, etc. connected with their pregnancy care.

Career Plan

Whether you are currently employed or looking to change jobs, developing a solid career plan will set you up to succeed. An individual career planning process includes exploring your personal skills and career preferences, learning job search skills, writing a professional resume or completing applications, practicing interviewing skills, and developing essential workplace skills. Career Planning services are available through the Career Center in Lewiston or Oxford Hills/Nezinscot Adult Education program in South Paris.

Education Plan

High School Completion

If you have not completed your high school education, The Oxford Hills/Nezinscot Adult Education program can assist you in taking the High School Equivalency Test (HiSET) preparation courses and exams. HiSET has replaced the General Education Diploma (GED), is free to Maine residents, and is administered through local adult education programs. Alternatively, earning an Adult High School Diploma would satisfy state requirements for high school completion.

College or Vocational School

Counseling is available through the Oxford Hills/Nezinscot Adult Education program for those residents who have completed high school and wish to continue their education by attending a vocational school or college.

Financial Plan

One of the most important life skills is financial planning. Understanding your current financial situation and identifying areas for improvement will help you learn to manage your income more effectively, get out of debt, and plan for your financial future.

Transitioning

Life after Life House Maine

Transition Plan

Life House Maine provides temporary housing for pregnant moms and their newborn babies up to a year from their birth. Whether or not you choose to stay at Life House Maine until your baby is one year old, you will need a transition plan that outlines your permanent housing plan after you leave Life House Maine. Several other Resident Goal Plans will support setting you up for a successful transition from a maternity home to permanent housing. Length of Stay Residents may be accepted into Life House Maine at any stage of their pregnancy and may remain in residence up to one year after delivery. Specifically, the last day of the month, of their babies first birthday.

LHM reserves the right to end residency at their discretion, including an adoption placement, miscarriage, or violation of a house guidelines.

Under special circumstances, LHM will accept for review written requests for extension of residency.

Adoption Placement

If a resident makes an adoption plan for their baby, they may return to Life House Maine for up to one month following discharge from the hospital. The Senior House Coordinator may extend the stay at their discretion. The Staff will assist the resident in seeking alternative housing opportunities.

Miscarriage Policy

In the unforeseeable event of a miscarriage, a resident may be allowed to remain at Life House Maine for up to a month following discharge from the hospital. The Staff will assist the resident in seeking alternative housing opportunities. The stay following a miscarriage may be extended at

the Senior House Coordinator's discretion.

Violations

Policies are made to help all involved grow in love, consideration, and respect for God and one another. Life House Maine is a private institution and reserves the right to dismiss from our program any resident who fails to comply with the house guidelines.

Reasons for Dismissal

The following behaviors may result in dismissal from the program:

- Use or possession of drugs, marijuana, or alcohol
- Stealing and dishonesty
- Physical altercations with other residents, staff, or volunteers.
- Unapproved extended absence from the home.
- Repeated failure to comply with the house guidelines.

Dismissal Notices

Following are the standard candance of dismissal notices given to residents. LHM reserves the right to dismiss any resident immediately, when an unsafe, or violent behavior is exhibited toward other residents or volunteers.

1st Violation - Verbal

Residents who violate any house guidelines, or commit any of the **Reasons for Dismissal the first time** are given a verbal warning. This will be documented in their resident case notes.

2nd Violation - Written

Residents who violate any house guidelines, or commit any of the **Reasons for Dismissal a second time** are given a written warning. This will be documented in their resident case notes.

3rd Violation - Dismissal

Residents who violate any house guidelines, or commit any of the **Reasons for Dismissal a third time**, loos their privilege to reside in the home.

Miscellaneous

Policy Updates

Policies in this handbook may be changed by Life House at any time. Residents will be notified

when changes are made.

These guidelines are intended to be helpful for everyone. If you have any questions, please feel free to discuss with a staff member. We look forward to your stay with us at Life House Maine.