

1. Contraband-

- Upon entering the program, after orientation, The Kenny's Staff is required to search your belongings. You CANNOT bring any drugs, alcohol, mind altering substances, or weapons of any kind. These items are prohibited. If drugs are found, Kenny's staff will immediately call law enforcement, and you will be unsuccessfully discharged from the program. If alcohol or weapons are found, you will immediately be discharged. Kenny's staff will do random searches of your personal items and your bedroom without any warning. If contraband is found, it will lead to dismissal.

2. Recurrence and Use Policy & Procedure

- If a client is to relapse, he should immediately notify the program director. Honesty goes further than lying. Relapsing does not necessarily mean you will be discharged from the program. It looked case by case. It is to the directors discretion.

3. Guest and Visitors

- There are no guests or visitors allowed on the property or in the house with the staff's approval. Sunday after church, you are allowed to bring someone over to visit. They must be pre-approved by staff. They are only permitted in the common area. NO ONE IS TO ENTER BEDROOMS!
- You are not to disclose the address to anyone without prior consent from staff.

4. Behaviors and Personal Relationships

- Sexual relationships are not permitted. This is a time to focus on yourself, not anyone else.
- You do not form any type of romantic relationship while in the program.
- Clients are not to borrow money from residents or staff.
- Stealing of any kind will result in being discharged that includes food, drinks, etc...
- There will be NO bullying, harassing, violence, passive aggressive behavior, slamming doors, cursing, mumbling under your breath, or acts of dishonesty from anyone.

5. **Curfews, Check-In, and Mondays**

- Clients must adhere to the 10pm curfew. The only exception will be for clients that are at work. We will require proof if you are working past curfew.
- Weekly schedules are required. They are to be filled out and turned in by 8 am on Monday. The schedules must be pre-approved by Kenny's staff. IF IT IS NOT ALREADY WRITTEN ON YOUR SCHEDULE, YOU CANNOT DO IT. Only in the case of emergencies can you deviate from your schedule and you **MUST** get approval from Kenny's staff.
- You will be provided with a journal when you enter the program. You need to write in it at least once a week. You need to write about your goals and accomplishments. It needs to be turned in every Monday morning.
- Also, every Monday, you must turn in your pat stubs and your work stubs and your work schedule.

6. **Medications**

- Clients are to hold their own medicine, staff reserves the right to do pill counts
- **ABSOLUTELY NO NARCOTICS!** The client is allowed to have mental health medication upon approval from the staff.

7. **Employment**

- All clients are required to have employment. If unemployed when accepted, the resident is to make it her full-time job to gain employment. All jobs must be approved by staff.
- You must give us the management contact information.

8. Sponsors

- Clients are required to have a sponsor through the duration of the program and should immediately begin seeking one upon entry.

9. Grievances

- Should a client have anything he wants to talk to the director about, he can privately text or call.

10. Drug Testing

- Every client is required to take drug screenings. They will be random.
- Every client is required to pay for the drug test he is given.

11. Cell Phones and Social Media

- Client for the first 30 days are to have a minimum cell phone usage
- Cell phones are not to be shared with other clients.
- Cell phones must be silent between 10pm and 6am.
- Phones must be turned off during class.
- If the client has a social media page, they are to add the director.

12. Warrants

- If the client has any outstanding warrants, the client needs to notify the program director immediately.

13. Cars

- If you have a vehicle, you cannot drive it for the first 30 days
- Each client is responsible for their own vehicle and cannot hold Longleaf Outreach staff, or its clients responsible.
- No one is to leave with another resident in their vehicle without permission.
- If your car is on the premises, it has to be in your name, legal, tagged and insured.

14. Departure, Discharge and Write-ups

- All clients are required to commit a minimum of 6 months. In order to graduate, the client has to achieve all items on the checklist attached, then give a 30-day notice of leaving. You cannot graduate unless you have met all requirements. You are not required to immediately leave once your commitment is up. If you get unsuccessfully discharged or leave before your commitment is up you're required

to pay your remaining balance, or we will take it to small claims court. If you paid in advance and you are being discharged unsuccessfully you **WILL NOT** receive a refund.

- If you are dismissed for disciplinary reasons, you are to pack up your things and leave the premises immediately. If you are not on the premises when you are discharged, the staff will “pack you out”. Then you must arrange a time to pick up your belongings within 5 business days.
- You are given 3 write ups, after your third, you will be discharged. You can be written up for being disrespectful, lying, keeping your room dirty, not doing your chores, using drugs or alcohol, bad behaviors, not acting appropriately in class, etc...

15. Program Fees

- Rent is due weekly. It is \$165.00 a week. This includes electricity, housing and water. \$250.00 is due upon entering the program for a deposit. If you fall behind on rent, you can possibly be dismissed.

16. Family Day

- Upon entering the program, you are on a 30 day “probationary” period. Meaning that the client cannot have a family day the first 30 days, you also must be current on your fees. After the “probationary” period, the client is permitted one family day per week for 8 hours (Curfew is still 10pm). The family must be pre-approved by Kenny’s staff.

17. Personal Belongings

- Each client must accept responsibility for ALL their property. Clients are advised to not bring expensive items to the house and if you do, do not flash the item or brag about it. Everything that you bring is YOUR responsibility to maintain and keep up with. If something is to happen to your items, you must notify staff, but Kenny’s staff is not responsible for anything lost, stolen or damaged.
- Each client is to only bring 2 suitcases and his hygiene. You cannot bring excess items or accumulate them while being in the program. You will not hoard items, there must be room for everyone's things.

18. Mandatory Classes & Events

- The program has 3 MANDATORY classes per week. Your work schedules must work around the classes, this is NON-NEGOTABLE. Church is Sunday morning.
- The clients need to arrive no later than 5pm and be ready to leave the house for classes.
- The clients will ride together in the van for all mandatory functions.

19. Emergencies

- In case of an emergency, call 911 then the director.
- We must have full medical disclosure. We need to be aware of all appointments. And who your doctor is.
- We are not a medical facility, and you cannot have any elective surgeries while in the program.

I have read and understand the regulations and rules for Kenny's Place of Grace

Printed Name

Date

Signature:_____