



Rules and regulations

1. Contraband-

- Upon entering the program, after orientation, The Evers 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, The Evers staff will immediately call law enforcement, and you will be unsuccessfully discharged from the program. If alcohol or weapons are found, you will be immediately discharged. The Evers staff will do random searches of your personal items and your bedroom without any warning. If contraband is found, it can lead to dismissal.

2. Recurrence of Use Policy & Procedure

- If a client is to relapse, she should immediately notify Cathy McClellan, the program director. Honesty goes further than lying. Relapsing does not necessarily mean

you will be discharged from the program. It is looked at case by case. It is to the director's discretion.

3. Guests and Visitors

- There are no guests or visitors allowed on the property or in the house without Evers staff 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 common areas. **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 are not to 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 8 pm curfew. The only exception will be for clients that are at work. We 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 Evers 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 Evers 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 pay stubs and your work schedule.

6. Medications

- All medicine is to be given to Evers Staff. The client is required to purchase a lock box so the medicine can be locked away and put in the office. Every Monday the staff will give the residents their medication for the week. The clients will be given a log to initial stating they received the correct dosage.
- **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 she wants to talk to the director about, she 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 tests she is given.

11. Cell Phones and Social Media

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

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 90 days.
- Each client is responsible for their own vehicle and cannot hold The Evers House, The Evers House 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 to 6-12 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 are required to pay your remaining balance, or we will turn it into a debt collector. 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.
- 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 chores, using drugs and alcohol, bad behaviors, not acting appropriate in class, etc...

15. Program Fees

- Rent is due weekly. It is \$115.00 per week. This includes electricity, housing, water, and case management. The first two weeks (\$230) is due upon entering the program. You cannot fall behind on fees. If you do, you can be dismissed from the program.

16. Family Day

- Upon entering the program, you are on a 30 day "probationary" period. Meaning that the client cannot have a family day for the first 30 days. After the "probationary" period, the client is permitted one family day per week for 8 hours (curfew is still 9pm) as long as the client is current on her fees. The family must be preapproved by Evers Staff. No visits with significant others unless married.

17. Personal Belongings

- Each client must accept responsibility for **ALL** of their property. Clients are advised to not bring expensive items to the house and if you do, do not flash the items and brag about them. 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 The Evers House and its staff **IS NOT** responsible for anything lost, stolen, or damaged.
- Each client is to only bring 2 suitcases and her hygiene. You cannot bring an excess of items or accumulate them while being in the program. You will not hoard items, there must be room for everyone's belongings.

18. Mandatory Classes & Events

- The program has five **MANDATORY** classes per week. Your work schedule must work around the classes, this is non-negotiable. The classes take place Monday

night, Tuesday night, Wednesday night, Thursday night, Friday night, and church Sunday morning.

- The ladies need to arrive no later than 5pm and be ready to leave the house for the classes.
- One day a month the clients and staff will volunteer. It is important to give back to the community.
- The ladies will ride together in the van for all mandatory functions.

19. Emergencies

- In case of an emergency, call 911 then Cathy McClellan at 8506307820. If for any reason Cathy does not answer, you are to call Jennifer at 8503583478.

20. Medical

- The Evers House and its staff must have full medical disclosure. We need to be aware of all appointments and who your doctors are.
- 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 The Evers House program.

Printed Name

Date



THE
Evers House

- Upon entering The Evers House, it is a non-negotiable requirement to download and install Life 360 on to your cellphone and join our group. If you do not have one upon entering, you must install when you get one. This is to ensure your safety and to hold you accountable for your whereabouts.
- You must join our group chat chain text message when you enter the program.

Client Signature

Date



Antidiscrimination Claus

Longleaf Outreach, DBA "The Evers House," and its affiliates does not and shall not discriminate on the basis of race, color, religion (creed), gender, marital status, disability, military status, or sexual orientation.

If you feel that you are being discriminated against in any way, please call Cathy McClellan at 850-630-7820.

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