



# RACHEL HOUSE

TRANSITIONAL LIVING FOR WOMEN

## Mission

Rachel House exists to offer women a place to find freedom, renewed hope, and rebuild their lives. We believe that true freedom from addiction comes through faith in Jesus Christ. We strive to help people become:

- Spiritually Alive.
- Mentally Sound
- Emotionally Balanced
- Socially Adjusted
- Physically Well

## Vision Statement

We exist to help as many women as possible find freedom from addiction, renew hope and rebuild their lives.

## Expectations

Upon admission to Rachel House, you will complete a contract that outlines what is expected of you by Rachel House staff and the goals that you would like to work on during your residency. It is expected that you will maintain regular contact with your case manager, who will be primarily responsible to help you achieve your goals. The contract will be re-assessed on a monthly (or as needed) basis through a monthly Progress Report, where you document the progress of your goals to date. Our average length of stay is 3-6 months. Rachel House staff are here to support you in the completion of your stated goals and responsibilities during your residency. This includes: daily chores, attending appointments, weekly house meetings, Celebrate Recovery and church, doing job searches/working, volunteering, going to meetings or securing future housing etc. Please note that we do not accept clients who are employed as bartenders, or who serve alcohol as part of their work while they are in residence. Staff will contact your primary worker(s) on a monthly basis to review and give them an update on your goal plan. You will also be required to provide verification of Celebrate Recovery attendance. You are expected to keep recovery and sobriety your top priority while you reside at Rachel House. You will refrain from actively involving yourself in other community member's disease by not keeping secrets about other resident's chemical use, house violations or abuse.

**Any acts of discrimination, racism or harassment (physical or verbal) will not be tolerated.**

## House Hours and Curfews

**Residents are expected to be out of the house Monday through Friday from 9:00 a.m. to 4:00 p.m.** Exceptions can be negotiated with staff in the event of illness or shift work. Curfew from Sunday to Thursday is 9:00 p.m. sharp; with lights out at 11:00 p.m. Curfew on Friday and Saturday is 10:00 p.m. sharp, with lights out at 12:00 a.m. Residents requesting additional time must have approval from director. Any resident coming in late must contact staff immediately. Failure to do so will result in disciplinary action or termination of residency.

## Weekend Passes

After a client has been in Rachel House for 30 days then they have the privilege of going on a weekend pass. One weekend pass per month is granted by the house manager. The weekend pass must be turned in to the House Manager the Friday BEFORE you want to take the weekend pass. Passes with overnights with a significant other are only permitted for couples who have children together or married couples. In addition to that, passes are approved to go see your children, or to go visit immediate family. Once the pass request is turned in to the house manager, then the person(s) that you are going on pass with will be verified. Also, the exact address for the no just general town names are permissible. Lastly if the staff at Rachel House feels that the visits for the client are dangerous, or unsafe, the visit can be cancelled at any time.

**Leave Times Friday 5p.m. and return on Sunday at 5 p.m.**

**Rights and Responsibilities**

Residents of Rachel House have the following rights and corresponding responsibilities.

- The right to live in a drug, alcohol and gambling free setting and the responsibility to abstain from alcohol, drugs and gambling while living in residence. Random drug and alcohol screens will be administered to all residents. You may be discharged immediately under strong suspicion of use.
- The right to live in an environment, which is free from any form of physical or verbal violence, harassment and discrimination.
- The right to live in a smoke free setting and the responsibility to smoke only in designated areas outside of Rachel House.
- The right to have your belongings in Transition House and the responsibility to respect others' private property. Rachel House is not responsible for lost or stolen belongings. Residents are not to leave valuables lying around and should not be visiting another's room. **Theft of property, from either a fellow resident or Rachel House, will result in an immediate discharge.**
- The right to be treated with respect and dignity and the responsibility to treat others accordingly.
- **Failure to comply with any of the above conditions will result in a discharge.**

**Facilities Rules and Regulations**

*I understand and agree to the following rules, guidelines and standards.*

- I agree to keep recovery and sobriety my priority while I reside at Rachel House. I agree to attend 3 meetings a week such as CR and Church. I will refrain from actively involving myself in other community member's disease by not keeping secrets about other resident's chemical use, house violations or abuse.
- I agree to arrive on time for all house meetings. All cell phones and cameras are prohibited at house meetings.
- Weekly House Meetings, recovery meetings and Church are mandatory. If your work schedule conflicts with the house meeting or church, you must have approval from the director to miss the meeting.
- It is mandatory that the client must inform their employer that they reside in a sober living house and have to be able to make weekly meetings.
- I understand that I must participate in Celebrate Recovery at least one time a week and attend (you can attend as many recovery meetings as you wish) church on Sundays.

**Association**

- I will not have or engage in relationships of any nature with other residents
- I will not ask for money, gifts etc. or receive these items from other residents.

**Disciplinarian Scale**

- First offense-write words/extra meetings
- Property restrictions
- Fourth offense-revoke weekend pass

\*Discipline is taken on a case by case basis, therefore every case is different and the staff have the authority to enforce discipline as they feel appropriate.

**Accountability/Loss and Theft**

- Residents are required to sign in and out with date, time and location each time they leave the house. I agree to let Rachel House Staff know where I am at all times. Failure to record whereabouts will result in disciplinary action or termination of residency
- Rachel House is not responsible for any loss or theft of personal property, including money, jewelry, food or clothing
- Rachel House prohibits residents from loaning/ sharing items. Money, food etc.

### Common Areas

- Residents are required to remain in common areas of the house throughout the day (if not at work). You may retire to your room any time after 4 PM. Bedrooms are not for congregating.
- I must be fully dressed (in appropriate clothing) at all times
- I will respect all members of the household
- I understand that I am expected to clean up after myself before leaving any common area

### Kitchen

- The Kitchen is to be deep cleaned weekly as assigned and daily after each use. Residents are responsible for cleaning up after themselves after each use.
- Do not leave food you are preparing unattended EVER
- Resident will take inventory each week and dispose of any expired food items
- Dishes, utensils and home appliances belong to Rachel House. Do not remove these items.
- Each person will be assessed a “food fee” per person based on the amount of food stamps that the person gets per month or based on their amount of their paycheck.

### Laundry Area

- A laundry schedule will be provided to me by Rachel House Staff.
- I understand that my scheduled day is the only day I can do laundry
- Wipe down the machine and clean all vents after each use

### Bathroom/Shower

- I understand that only one person will use the bathroom at a time. I will be respectful of my time in the shower
- Shower must be cleaned after each use
- Personal property will not be left in the bathroom

### Bedroom

- I understand that my bedroom was designed by Rachel House. I will not move the furniture, add pictures, put holes in the walls or write on the walls. I will be respectful of the belongings. Residents will be responsible for adding holes or any damage to the walls or furniture
- Rooms are always subject to random search. And they will be checked on a weekly basis.
- Each client will be provided 1 large tote to put in the basement to be allowed to have a space to store and switch out out of season clothes. All others need to be stored with either friends or family.
- No eating in bedrooms at any time
- No burning of wax candles or incense is allowed

### Cell Phone Use

- I understand that cell phones are prohibited during house meetings and classes.
- Cell phone may be used only in the bedroom. I will refrain from talking loudly at night while others are sleeping and keep my ringer on silent after 11 PM
- NO SPEAKER PHONE IN PUBLIC AREAS.

### Smoking

- I understand that smoking is only permitted outside on the back porch. I will not smoke in the house EVER. I will clean all cigarette filters and keep the area clean. Failure to adhere to this may result in loss of smoking privilege. Repeated offenses may result in residency termination

### Parked Cars

- The car must be approved prior to being brought onsite. It is not acceptable to just have your vehicle dropped off with no preparation.
- Rachel House must be provided with the vehicle make, model and registration, no uninsured cars allowed on premises
- Must be secured at all times

### Relationships

- Rachel House strict policy: Absolutely no dating is allowed during residency. This includes off-site interaction between residents and staff or resident and resident. I understand that failure to comply will result in termination of residency
- In order to protect the privacy of all of the residents Rachel House does not allow visitors in the house at any time.
- All couples must be enrolled in and attending couples counseling.

### Safety

- I understand that the guidelines and standards are put in place for my recovery and for the safety of the residents. I will be notified of any revisions/ updates/ changes to the house guidelines and rules implemented
- Any guideline or policy will be posted on the bulletin board in library room of Rachel House
- I understand that weapons, knives, explosives and fireworks are not allowed on the premises. **Possession of these items is means for immediate dismissal from residency.**

### ETOH/Drug Free Environment

- I will not possess any drugs, alcohol or mood-altering substances. This includes nonalcoholic beer/wine. No drug paraphernalia is allowed. This includes hookahs and rolling papers. Failure to report items or possession of items will result in immediate termination of residency.
- If someone in the house is finding ways for themselves or helping others find ways to illegally pass a drug screen then it is grounds for immediate dismissal.
- I agree to random searches by Rachel House Staff. I understand that Rachel House is a drug/alcohol free environment and the rooms belong to the house.

## Medication

- All prescription medication will be locked up for safe keeping by the director
- All medication changes must go through the MD. Each client must see an MD before medications are changed.
- Medications are self-administered in front of the house manager, case manager or director.

## Vivitrol and Dr. Kindred

It is required that the client be a patient with Dr. Kindred to manage the Vivitrol injection. His office requires meeting with a counselor for 1:1 and also group therapy. These are requirements if they say it is necessary, failure to exhibit compliance in this area could warrant dismissal.

## Checking in and Out

Residents are required to sign in and out with date, time and location each time they leave the house. You are expected to let Rachel House Staff know where you are at all times. Failure to record whereabouts will result in disciplinary action or termination of residency. Staff should be kept informed of your daily activities as they pertain to your goal plan including: meetings, or appointments etc.

## House Meeting

House meetings are held on Sunday evenings at 6:30 p.m. **Attendance is mandatory.** On Sunday evenings we also assign chores and cooking nights for the upcoming as well as pass on important information discussed at our staff meeting.

## Meals

Residents are required to be home for dinner every night unless they have to work. Dinner is at 6pm. If you are preparing dinner Monday, Wednesday or Thursday you must be home promptly at 4 pm. Tuesday dinner will be provided by Celebrate Recovery prior to the mandatory CR meetings. Each resident will be responsible for providing their own meals for breakfast and lunch each day and on the weekends. Rachel House has a limited supply of food should you require assistance until you obtain full time employment.

## Cooking

You will be asked to prepare at least one meal per week. This is an important life skill and extra support and assistance is provided as needed. Meal preparation assignments will be given at the Sunday night House meeting for the following week. You are responsible for: set up, grocery shopping (meat will be provided) and clean up. On Saturday and Sunday each resident is responsible for her own meals. You are encouraged to cook and eat together but it is not required. Consistent failure to follow through with this responsibility will result in a discharge.

## Chores

You will be assigned chores to complete daily before leaving the house for work or volunteering. On Saturday's everyone participates in a "Super Clean Up" of the house. This includes extra work in addition to your regular chores as well as cleaning up your bedroom. Please note: Super Clean Up should be completed by 11:00 a.m. or before you leave for the day. Consistent failure to follow through on chores will result in a discharge. **You are always expected to maintain a clean-living area . Failure to maintain a clean-living environment will result in disciplinary action. Residence and their belongings are subject to inspection by Rachel House Staff at any time.**

## Fees

You will be required to pay fees while living here. All rooms are a weekly fee. Fees are as follows:

- \$200 non-refundable administration fee and \$115 first week rent is due upon or before arrival.
- \$115 is due each week there after on Friday before 5:00 pm. The resident who does not pay their rent at Rachel House accepts full responsibility of all court and legal fees should legal action become necessary.
- Rachel House residency fee covers residents' room, heat, hot water, electricity, basic cable and WIFI.
- Acceptable forms of payment: cash or money order only. No personal checks or debit cards accepted.

- Included in all fees is the use of common rooms, yard and laundry facilities.

Failure to pay fees on a regular basis may result in a discharge. **Please note, fees are nonrefundable.**

### **Social and Recreational Activities**

Rachel House offers several recreational activities, including: theatre, movies, music, games, crafts and sporting events. This is an excellent way to develop new interests. Participation in volunteer events is encouraged and the events are paid for by the house or volunteer. Please note: Most events are hosted by volunteers and we want to be respectful of their time. Before you sign up for a scheduled activity, please ensure that you will be able to attend.

### **When You Leave**

Please return any and all items (i.e. Linens, towels and pillows) to staff before moving out. Rachel House is not responsible for articles left behind. In the event of an unplanned discharge, Rachel House will hold your belongings (including medications) for 3 days. Any unclaimed items will be properly disposed of and/or donated.

### **Other**

Rachel House is a safe, clean and supportive environment. In the unfortunate event that you have a slip/relapse while residing at Rachel House do not return to the house under the influence of drugs or alcohol. In doing so you place staff, residents and yourself at risk. This will significantly impact your chances of using Rachel House in the future. If you relapse, please get yourself to a safe environment i.e. detox, shelter, a friend or relative's place. Call Rachel House as soon as possible to let us know what happened and that you are safe. If you have any questions or concerns, please feel free to speak with the staff.

### **Intake Procedures**

**When you arrive for move-in, please allow at least 3 hours for the process.** Thank you for helping us to keep Rachel House a clean and safe place for all. In order to keep our house free of bed bugs and other pests, we really appreciate your cooperation in following these guidelines when moving in.

Residents must be available to take the following steps when they move into the house:

- Taking a drug and alcohol screen test.
- Putting the rest of your clothing into the washer/dryer on hot settings (items that have been dry cleaned may be put through the dryer only).
- Completing all necessary paperwork with the staff.
- Please note: you are required to bring any prescribed medications with you. Staff will store them for you in a secure place, and you will be asked to take your medication regularly, as prescribed.

**Please Note: You are only able to bring two bags (approximately the size of regular green garbage bags) of clothing and personal toiletries into the house.** If you bring more than this, we will ask you to send it home, or store it elsewhere. We are not able to store excess belongings for any resident. In addition, we are unable to provide safe lock up for valuable items. Closet and dresser space is available in your rooms.

- Bring enough clothing for about 2 weeks. We have laundry facilities, which you are welcome to use during posted hours. Bring any toiletries that you need (i.e. toothbrush, toothpaste, razor, shaving cream, etc.). We sometimes have these available if you do not have your own. Please do not bring any products that contain alcohol with you (i.e. mouthwash, cough syrup)
- If you do move in to Rachel House, staff will ask to see the bags that you bring into the house during your stay to ensure that you are not bringing in additional belongings. We conduct regular room checks as well. All bags and belongings are to be presented to staff upon move in for inspection. We also require that any time you bring **any** other belongings into the house, that these are also shown to staff for approval.
- Unfortunately, we are not able to accommodate any personal furniture or electronics, except for cell phones and iPod/mp3 players, and clock radios in the house. We regret that we are unable to provide storage space for other belongings that you may have.
- Do not bring weapons of any kind into the house. This includes pocket and utility knives.
- Do not bring any clothing that contains pictures, logos or slogans that may be offensive or triggering to others.
- Staff reserve the right to ask you to remove any item which we consider to be inappropriate to the safety of the house.

**There will be no exceptions to these policies and procedures. Failure to follow through on these procedures or to comply with house structure and expectations may lead to discharge. We sincerely regret the inconvenience that this may cause you, but we very much want to ensure the safety and comfort of all our residents. Thank you very much for your cooperation.**