

Hosea's House Ministries
RESIDENT POLICIES AND PROCEDURES

Resident Responsibilities

The responsibilities of Hosea's House have been established to insure that we all get along and learn to live with others. We expect our resident to put forth their best effort to work together to create an atmosphere good for one's self, other residents, and the staff.

TRUST is the foundation of everything that we do at Hosea's House. We believe that each resident will try to do her very best to work with our staff and other local agencies to accomplish her goals. Before a resident is placed in the home, a background check is to be provided to the staff and references are checked. Potential residents who are in violent and dangerous situation that may pose a threat to our staff or other residents will be referred to the Center for Women & Families in Louisville, Kentucky. Before a resident is placed in the home a Goals Plan will be drawn up for that resident. We will sit down with each resident and write out a plan of strategy to achieve self-sufficiency and a new life for her and her family. If staff deems necessary for resident to receive outside counseling, then it will be mandatory for continued residency.

Weekly fee: We do not allow our residents to work for the first 60 days of residency so that they can be immersed into the programs and build relationships within the home. The fee of \$30.00/week is sponsored for them during this time and residents are required to volunteer twice a week as a way to repay the sponsors. **After 60 days**, residents are required to pay the weekly fee. A fee of \$50.00/week is required for food. However, if food stamps are provided, the fee is reduced or eliminated based on the amount of food stamps provided.

Visitors: Visiting days and hours will vary for each resident as approved by the staff. All visitations must be scheduled at least one hour prior to the time of visitation. All visitors must come to the door, ring the doorbell, and be introduced to the staff on duty. **All visitors are restricted to the public areas only.** No resident may visit in or sit on a car outside. Male visitors may not be on the premises without the knowledge of or permission of staff member, and then only in living room and dining room areas. **No visitors are permitted to visit a residents' room.** All residents of Hosea's House will be expected to be kind and courteous to all visitors and guests. **RUDENESS WILL NOT BE TOLERATED AT ANY TIME.**

Security: No one should accompany a resident anywhere on the premises except to the public areas. A resident should never give their door code to any other individual, including their children. Each resident is responsible for locking her own room door. All doors and windows on the home will be locked and the alarm will be engaged.

Alcoholic Beverages and Drugs: Will Not Be Tolerated! A resident will not use, consume or possess any drugs and/or alcoholic beverages. The staff person on duty will document any violation at the time of violation. Violation of this rule will be cause for immediate termination of our services and could involve law enforcement if necessary. **No Exceptions!** Random drug testing will be completed at our discretion. Failure to comply will result in termination from Hosea's House.

Social Engagements: Each resident must sign in and out when leaving the property and provide information as to destination and a telephone number where she can be reached. Residents are not permitted to patronize establishments that would reflect negatively on the reputation of the Hosea's House. If you have a question regarding the reputation of an establishment, ask before going. **A staff person must certify that all responsibilities have been fulfilled before a resident can leave.**

Curfew: Residents with children must return to the house **before 9:00 p.m. every** evening to prepare their children for the 9:00 p.m. bedtime. All other residents must return **before 9:30 p.m.** every evening. Residents must advise the staff if they are unavoidably delayed and not able to return before curfew. Abuse of curfew will be grounds for termination of services. **Two written warnings will result in termination.**

Personal Time in the Home: Residents and children are to be fed and fully dressed by **10:00 a.m.** every morning. Residents are also to be out of their rooms by 10:00 a.m. every morning. Residents, who are not scheduled to work or attend classes during daytime hours, are **not** to remain in their rooms. Residents may use the common areas for reading, crafts, meditation or study.

Personal Grooming: Residents may dress casually but proper dress will always be expected in public areas (this includes the wearing of bras and panties). No robes or sleeping apparel will be allowed in the public areas at any time. Residents should bathe themselves and their children daily, keeping their hair and clothes clean. Modest dress is required. No clothing that reflects pornography, slang, inappropriate/rude/cruel wording is allowed.

Personal Property: Each resident and staff person will respect the personal property of all others in the house/residence and of the volunteers that help us. No resident should enter another resident's room without permission. No resident will take anything that belongs to another person or use another person's property without permission. Residents will not leave any personal property lying around the house especially in the bathroom. Staff persons have the authority to enter all rooms in the case of any emergency or to perform spontaneous room checks. Room inspections are held weekly.

House Keeping Standards: It is our policy to keep a neat house inside and out at all times. Trash must be taken out at least daily and, if needed, more often. Garbage cans are located outside. Please refer to duty schedule for your appointed time to empty trash.

Each resident is responsible for cleaning the bathroom after **each** use. Please respect others! You are to thoroughly clean the tub and shower with the cleaner provided after each use. The sink must also be cleaned and any water wiped up off the floor. Wash out potty-chairs with cleaner and water. The toilet bowl must also be cleaned after each use with the cleaner provided.

Furniture and other items are not to be moved from one room to another. If a resident wishes to change rooms, she will be required to thoroughly clean the room she vacates. Residents with seniority will have preference of available rooms. **No one may move any furniture without the permission of the House Administrator.**

Each resident is responsible for her room. Her room is to be kept clean, which includes dusting and vacuuming weekly. The beds are to be made up and the floor picked up each day. Clothes should be hung in the closet or folded and put in the dresser. No clothes or other items are to be hung or placed on or in the baby beds. NO FOOD OR DRINKS ALLOWED UPSTAIRS.

Each resident is responsible for cleaning the kitchen after she uses it. The table, counter tops, refrigerator, stove top, front of cabinets, and the microwave are to be wiped down with anti-bacterial spray which is provided. The floor is to be swept and spills are to be wiped up. **Never use the dishcloth to wipe anything off of the floor!** A mop is provided for your use. Dishes are to be washed and put away after every use. When you are finished using the kitchen you are to leave it clean and sanitary.

Laundry: Each resident is responsible for washing her own family's clothing. Laundry may be done between the hours of **7:00 a.m. and 9:00 p.m.** Please be polite and remove clothes from the washing machine and/or dryer as soon as the cycle is complete, and take your clean clothes to your room and put them away immediately. Only full loads of laundry are to be washed at any one time. No rugs are to place in dryer. Residents will clean up the laundry area after each use. Resident should **never** leave any personal items in the laundry room. **Residents may not leave the house while clothes are in the washer and/or dryer.** You are responsible for your own laundry detergent and softener. We will make detergent and softener available to you whenever it is donated to the house for universal use by all residents.

Corporate Prayer Time: Prayer time is schedule weekly. Attendance is required.

Food Stamps: Food stamps will be used for food for family meals. Residents are required to provide receipts for the food purchased on their food stamp cards.

Non-compliance with the food stamp card will require submission of the card to Hosea's House staff for the purchase of food.

Family Meal Time: Meal times are at 6pm daily. Residents are required to be present for meals unless approved by the House Administrator in advance.

Chores: Each resident is assigned weekly chores. The chore list will rotate so everyone has a turn at each task. Procedure for each chore is described in the sign-in book and the day the chore is assigned is also listed. Chores must be completed on the assigned day, unless approved by a staff member. We will all work together to keep our home looking nice on the inside and on the outside.

Play: Children are to play in the playground and should not play in front of the home. Children are to be accompanied to the playground and supervised by a parent at all times. Playground equipment is to be treated with respect and taken care of.

Television: A television and DVD are located in the living room. These were donated for your pleasure and instruction. However, it is not intended to be a baby-sitter. During the day, it is not to be turned on except by permission of the staff. We do ask that only programs, which are appropriate in content be viewed. There should be not soap operas, talk shows, R-rated movies and/or television shows, or extremely violent or vulgar shows being viewed. If you are not certain what are appropriated, please ask for assistance. Television privileges will be taken away if the TV is left on when no one is in the room, if videos or DVD's are left in the machines, or if inappropriate shows are being shown. The room is to be kept clean and picked up before you leave the room.

Personal Cars: Personal cars may be driven to work, school, doctor, day care, grocery, church and other appointments if you possess a valid drivers' license, proof of insurance and current registration.

Telephone: There is phone access on the premises. This phone use will be monitored. All calls are required to have a 15 minute limit unless pre-approved by staff. **At NO time should the private phone number be given to anyone with the exception of employer, parents, and/or critical contact with the approval of staff.**

Baby-sitting: Residents or staff are not allowed to baby-sit for another resident.

Photos/Social Media/Newsletters: Hosea's House likes to publish photos or stories regarding the ministry and/or residents to update our supporters as to what is taking place within the ministry. We will not disclose names or personal information. If we have your permission to have your photo or story published, please sign and date the line below.

_____ Signature _____ Date

Authority: Authority is vested in the staff of Hosea's House. Insubordination will not be tolerated. Grievances may be presented to the Director within 24 hours of problems or difficulty. If necessary, grievances will be settled by the Board of Directors of Hosea's House.

Major infractions of the rules:

- ❖ Refusal to participate in the Hosea's House Program and strategy to attain self-sufficiency.
- ❖ Use of drugs or alcohol.
- ❖ Child abuse or neglect.
- ❖ Staying out all night.
- ❖ Smoking in the residence.
- ❖ Theft.
- ❖ Found in violation of the law.
- ❖ Continuing disrespect for the staff and other residents.
- ❖ Inappropriate behavior or speaking negatively about the home or staff of Hosea's House that negatively affects the reputation of the facility.
- ❖ Social Media postings containing reference statements or pictures regarding Hosea's House and/or any person residing in the house without permission.
- ❖ Any solicitation of funds, favors, material goods or exchange of private information of Board members or volunteers.
- ❖ Use of pornography or profanity in the house or on computer.
- ❖ Adjusting or changing the thermostat. Only the House Administrator is allowed to make changes.
- ❖ Entering staff's room without permission.

A resident who is reported to have committed any of the major infractions will meet with the Director as soon as possible after the infraction. They will determine whether the severity of the infraction warrants the resident's removal from the home and the program, and if so, when. **Hosea's House reserves the right to have the resident removed from the home immediately without notice.**

Minor Infractions of the rules:

- ❖ Not taking out your garbage.
- ❖ Forgetting to sign in or out.
- ❖ Not attending classes in or out of the home that you are schedule for.
- ❖ Not keeping your room clean.
- ❖ Not having your children in bed by 9:30 p.m.
- ❖ Not attending school, looking for a job or volunteering in when you are schedule for.
- ❖ Not obeying the rules of personal care.
- ❖ Not completing your assigned chores.
- ❖ Failure to respect others during night time hours.
- ❖ Not supervising your children at all times.
- ❖ Failing to turn off lights, radios, etc. when not in use.
- ❖ Not following visitation rules set by Hosea's House.
- ❖ Not paying your weekly fee on due date. If other arrangements have been made with the Director, you are expected to abide by the agreement that you made with them.

The House Administrator will document all infractions of the rules in writing. Infractions will be discussed with the resident to determine a course of action to be followed to avoid further infractions. The resident and staff person will sign both the infraction and the course of action. One copy will be given to the resident and another will be put in her file. Resident's refusal to sign the infraction may cause resident to be terminated from the program. Three written infractions will result in termination. **Hosea's House reserves the right to have the resident removed from the home immediately without notice.**

I understand and agree with the above Resident Policies and Procedures Document.

Date _____ Signature _____

Witness _____