



GUIDELINES FOR GROUP LIVING

Because Safe Haven is a group home and does, at most times, represent many different households, the following guidelines must be discussed in light of Safe Haven's Motto: Let's BUILD each other UP, NOT TEAR each other DOWN!

Guidelines are outlines that are used to encourage the right way to do something. Guidelines, when willingly followed, bring greater personal freedom and liberty.

On the other hand, rules function as law. Rules are an absolute boundary and may be necessary to promote unity while living together in an unrelated household.

It is the desire Safe Haven to have rules only when absolutely necessary, and implement guidelines instead. Guidelines may be negotiable when approached with a right attitude. It is our desire not to legislate but rather to lead by example and encouragement.

In general, it is expected that a resident of Safe Haven will take proper care of themselves and their domain. This includes daily healthy hygiene habits, taking care of their personal living area, and helping keep the home clean and orderly.

Guidelines are subject to change. From time to time the Houseparents may choose to "be flexible" by allowing an occasional exemption or modification to a guideline. When this happens residents must not assume this means the guidelines have changed permanently.

GENERAL HOUSE RULES:

- Upon admission to the home, an inventory of your belongings will be made by the Houseparents. This is for your protection and to safeguard your belongings.
- Please inform the Housefather of any needed repairs in the house.
- Need to be in your bedroom at 10:00 p.m. and lights out at 10:30 p.m. Downstairs is off limits from 10:00 p.m. until 7:30 a.m. unless permission is granted or in the case of an emergency. Weekend hours will be at the discretion of the Houseparents.

SPIRITUAL LIFE:

"It is impossible to please God without faith. Anyone who wants to come to Him must believe that there is a God and that he rewards those who sincerely seek Him." Hebrews 11:6

- Prayer will take place before each meal.
- You will be attending church with your Houseparents and the other residents. This includes Sunday mornings and other special services. Meeting with other Christians builds friendships and support.
- You will participate in family devotions. During this special time you can share your thoughts and questions with your Houseparents and other residents.
- Daily personal time "quiet time" is encouraged to reflect upon your spiritual journey.
- During your stay you will learn much about God and yourself. You will be encouraged to make choices that will lead you to a personal relationship with God.

YOUR RESPONSIBILITIES:

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17

- You are responsible for picking up after yourself. Do not leave your things lying around the house. If you leave your personal items outside your bedroom overnight they may be collected and stored by the Houseparents. Having them returned to you will require a conference with the Houseparents.

CHORES:

- Everyone will participate in daily tasks.
- Chores are rotated and assigned weekly. The chore schedule is posted weekly. You are responsible for their completion. Houseparents will check the work.

MORNING ROUTINE:

- Morning activities start at different times. All residents should be up and fully dressed, have their rooms in order and have breakfast eaten before they leave the house and/or begin their day.
- Weekdays residents are to be down stairs dressed and ready to start the day at 7:30 a.m. On weekends residents are to be downstairs dressed and ready to go at 8:00 a.m., unless otherwise directed by the Houseparents.
- Residents who are too sick to participate in the daily schedule must stay in bed the entire day.

BEDROOMS:

- Beds need to be made and rooms need to be neat before you leave for the day or by 10:00 a.m. Please return water cups or bottles to the kitchen each morning. Once a week the trash needs to be taken out, beds changed, and the rooms vacuumed. Once a month the rooms need to be deep cleaned. Your Houseparents will instruct you further on what this involves.
- Please do not re-arrange the furniture without permission from the Houseparents.
- Lights need to be turned off when you leave the room. Please turn off lights whenever you find them on and not being used (bathrooms and halls).
- Each room has a bulletin board to hang your posters, notes, and pictures. Do not hang items on the walls, doors or furniture.
- There is no eating or drinking anything except water in the bedrooms. Use a coaster or paper towel to protect the furniture.
- Your room is a place for you to enjoy. No one is allowed in your room except for your roommate. Do not go into anyone's bedroom except your own. Inviting others into your bedroom is not allowed.
- Please do not sleep on top of the bedspread. Pull it down and sleep between the sheets.
- Room checks may be performed by the Houseparents at anytime.

LAUNDRY:

- You will be responsible for doing your own laundry, including sheets and towels. You will be assigned a laundry day by your Houseparents. Please complete your laundry on your scheduled laundry day.
- The Houseparents will show you how to operate the machine and give you supplies. Do not overload the machines.
- Please clean washer and dryer surfaces after each use, and empty the lint tray before and after using the dryer.
- Emergency laundry time is available by obtaining approval from the Houseparents and scheduling around other people's laundry times.

PERSONAL WELL-BEING:

"Don't you understand that your body is a temple of the Holy Spirit, who is in you . . . therefore, honor God with your body. For God has bought you with a great price. So use every part of your body to give glory back to God, because He owns it." 1 Corinthians 6:19-20

- You are required to shower daily and to keep your hair clean. Schedules will be worked out when necessary. Please be considerate of the time

spent in the bathroom. Do not leave your towels, washcloths, or toiletries in the bathroom.

- Take pride in your appearance and let your inner beauty shine through. Your hair should be combed, teeth brushed twice daily, and clothes neat and clean. Iron and ironing board are available in the laundry room for your use.

DRESS CODE:

MODESTY IS THE KEY when selecting clothes to be worn in the maternity home. The residents of Safe Haven are expected to be modestly attired at all times. The following are the guidelines that should be used:

- All residents are encouraged to wear comfortable and loose fitting clothing on a daily basis. Church clothing may be casual (pants are ok) as long as they are neat and appropriate.
- Pajamas and all sleeping attire are to be worn only in the bedrooms. When leaving the bedroom in bed clothes, a robe must be worn at all times. As a general guideline night clothes and robes are for the bed and bath area only.
- Underwear is required with all daily attire and must be completely covered at all times. You must wear a bra any time you are outside your bedroom or bathroom. Cleavage and belly must be covered.
- Stomachs are not to be exposed and examined outside of the bedroom areas.
- No tight jeans or tight shorts or see-through clothing is to be worn. All clothing must be modest and must not reveal the buttock when bending over or sitting down.
- If you are in need of clothing, please let the Housemom know.
- The Housemom will make the final determination as to whether your clothing is appropriate or not. If in doubt . . . ask.

PERSONAL CONDUCT:

“Make me truly happy by loving each other and agreeing wholeheartedly with each other, working together with one heart and mind and purpose.” Philippians 2:2

- The Houseparents are the authority in the home. The decisions they make are in the best interest of each woman and the home. You must honor their decisions and work cooperatively with the Houseparents. If you have a question about a decision, please feel free to ask for clarification.
- If a conflict arises between you and another resident or House staff, please refer to our “Grievance Policy”. We want to live at peace with everyone and the policy can help you work through the appropriate steps needed to resolve conflict. You are expected to follow this policy in all cases. The

Houseparents will be more than willing to help you through any conflicts that may arise.

- Discipline of all house residents is the responsibility of the Houseparents. If you observe inappropriate behavior, please report it to the Houseparents.
- Inappropriate language (swearing) will not be tolerated.
- Physical aggression of any type will not be tolerated.
- Treat others with respect and consideration.
- In deciding what is and what is not acceptable behavior, you are asked to consider this question: "Would I be embarrassed if God were standing here observing what I am doing?"

PERSONAL BELONGINGS:

- There are a few things that you can do to safeguard your things. Unfortunately periodically we do have residents that will take someone else's things. Please write your initials in the tags at the back of all your clothes. If an article of clothing does not have a tag, please make one. An inventory of each resident's property will be made at intake to help protect the residents' personal belongings. This inventory will be updated as items are acquired.
- If a resident has valuable items that she does not want to leave in her bedroom, she can give them to the Houseparents for safe keeping.
- If items begin disappearing, unannounced room checks of everyone's personal storage will be made.

EDUCATION:

"In Christ lie hidden all the mighty, untapped treasures of wisdom and knowledge."

Colossians 2:3

EDUCATION IS ESSENTIAL IN ORDER TO BUILD A STRONG, HEALTHY, AND SUCCESSFUL LIFE!

- Residents will be encouraged to pursue their GED if they have not graduated high school.
- Educational assistance will be provided if needed. Tutoring will be available.
- You will attend home-sponsored classes. GED assignments will need to be completed before leisure time.
- Other classes and education opportunities will be made available to each resident on an individual basis.

COUNSELING:

- You will talk with the Licensed Professional Counselor weekly, either face to face or by phone. During this time you will establish goals and work together as a team to achieve them. The goals will be based on your emotional, physical, and spiritual needs. The information shared with the LPC is confidential and will not be shared unless there is a concern that you are going to hurt yourself or another person.
- Your Counselor will be giving you valuable information on adoption and parenting.
- Periodically you, the LPC and the Houseparents, will meet and discuss the goals, progress made, and areas that need to be addressed if Counselor deems it to be necessary.

DRUGS AND ALCOHOL:

- Because the health of both mother and child is a special concern, drug and alcohol use is absolutely prohibited while in residence at Safe Haven. Possession or use of such can result in immediate dismissal. All residents and visiting family and friends shall also observe this rule.
- If you smoke, you must be willing to work toward quitting. You must buy your own cigarettes. Houseparents will help you to set a goal to quit. Smoking is not permitted inside the house.

MEALS AND SNACKS:

- All residents are required to be at all meals whether they are hungry or not.
- The evening meal is a family time when the activities of the day and plans for tomorrow will be discussed.
- Designated snack food is available, but may not be used to replace regular meals.
- Residents will participate in meal preparation as scheduled.
- Use gloves when getting ice.
- No food is allowed upstairs.

REQUIRED ACTIVITIES:

- Residents will be expected to participate in community volunteer work as scheduled by Safe Haven staff, and/or obtain a part time job. The following are also required activities:
 - Chores – personal and house
 - Appointments – doctors, counselors, etc.
 - Life Skills and HOPE Classes. Topics may include subjects such as pregnancy, nutrition, parenting, childbirth, adoption, preparing for the future, personal finances, crafts, or other studies/counseling that are

designed to build unity or relationship among you and the other housemates.

- Other classes offered at Safe Haven
- Baby and Me Series
- Church Attendance
- Bible Studies

LEISURE TIME ACTIVITY:

WHAT WE FEED OUR MINDS AND IMAGINATIONS HAS A GREAT INFLUENCE ON WHAT KIND OF PERSONS WE BECOME

- **Television** - As time permits, appropriate videos and television can be viewed after dinner during the weekdays. The Houseparents have the final decision to determine any program's appropriateness.
- **Music and Equipment** – Music with explicit lyrics will not be allowed. All music will be up to the Houseparents' discretion.
- **CD Players** – CD Players will be provided in the bedrooms. No headphones or ear buds are allowed. The volume should be kept low enough so that the music is not heard outside the room. Radios and CD players are provided as a means of entertainment. If they become a source of trouble and arguments they will be removed.
- **Books and Magazines** - The Houseparents are the final authority for all books and magazines brought into the home. Magazines and novels will be provided at the home for your use. Residents may bring a small number of their own books and magazines to Safe Haven, but they must be approved by the Houseparents. Books and magazines not approved will be stored and released to the resident when they leave.

INTERNET USAGE:

- Internet usage is a privilege
- You will have an opportunity to earn time on the internet.
- Internet usage will be allowed one day a week: Monday, Tuesday, Wednesday or Thursday. The specific time will be scheduled by the Houseparents.
- If you reached your points' goal for the past 6 days, you are allowed 20 minutes.
- If you go over your allotted time, your next opportunity will be forfeited.
- Visiting questionable websites would be cause for grounds of loss of privilege.
- Downloading anything is strictly prohibited.

TELEPHONE USAGE:

- Use of pagers and cell phones are not permitted. You may bring your cell phone and the Houseparents will keep it for you.
- You must ask permission before using the telephone and let your Houseparent know who you are calling. All outgoing long-distance calls must be made collect or with a phone card. Phone cards are kept in the possession of the Houseparents until needed.
- All calls will be logged by the residents.
- Only staff is allowed to answer incoming calls or review messages on the answering machine. Exceptions to this rule may be granted by the Houseparents.
- There is a 20 minute limit on all phone calls. Only two phone calls per day.
- Phone calls will be allowed by those people that are on your contact list. This list will be updated periodically. You are not allowed to initiate contact with any non family male friends.
- The phone is only to be used between 7:30 p.m. – 9:30 p.m.
- Misuse of phone privileges will result in loss or restriction of use.
- Extra phone time may be granted at the discretion of the Houseparent as a reward for “beyond what’s required”.

TRANSPORTATION:

- Personal vehicles are not allowed on the property.
- All residents, regardless of which seat they are using in the vehicle, must wear seatbelts, as required by Texas State law.
- Residents are never allowed to drive vehicles belonging to Safe Haven, Houseparents, Relief Houseparents, Staff or any volunteer.

GIFTS AND MAIL:

- The Houseparents will get the mail from the mailbox. They will sort the incoming mail and give to each resident. If you want to mail a letter, please give it to the Houseparents.
- Safe Haven will provide four stamps per month. Additional stamps may be earned through the points system.

ILLNESS:

- If you become ill, please let the Houseparent know immediately so you can receive appropriate care.
- Being pregnant means many new aches and pains. You are expected to continue your regular routine. However, if you experience any unusual symptoms, please tell your Houseparent immediately, so you can receive appropriate care.

- If you need to be absent from work due to an illness, you need to get permission from the Houseparents. It will be your responsibility to notify your employer if you are going to be absent from work.
- All medications, including over the counter, will be given to the houseparent upon admission, and will be given out as needed. You are expected to take any medications prescribed by your doctor.
- You will follow all Doctor's instructions.

DOCTOR'S VISITS:

- The Housemom will accompany each resident to her scheduled doctor appointments. In order to ensure the best possible care of a resident while in the home, the Housemom will be present at all doctor examinations/consultations, as well. As much as possible, a resident's modesty will be respected and protected.
- Except for scheduled sonogram appointments, no one, except a staff person may accompany a resident to doctor visits.

SAFETY:

- Treat all visible blood as potentially infected. Universal precautions should be practiced by everyone, staff and residents.
- Gloves-disposable latex gloves should be worn when touching another person's blood, vaginal secretions, menstrual fluids, vomit, feces, urine, or surfaces that have been touched by these substances. Gloves should be changed after each use. Gloves should be kept with first aid kit in group care facility and in van or car.
- Hand washing is the most effective health care precaution for all viral and bacterial exposure. Use warm, soapy water. Always wash hands before leaving the bathroom and before eating or handling food.
- Properly wash and cover wounds, cuts, and any sores or rashes that ooze or have broken skin. Intact skin is the best barrier to infection.
- Use bleach (with sodium hydrochloride – Clorox) to clean up any visible blood or body fluids. One part bleach to 10 parts water.
- Sanitary napkins and tampons should be wrapped in paper and disposed of in the trash can. Trash needs to be emptied in the garbage can located in the main garage on a daily basis. DO NOT flush.
- Never share razors, toothbrushes, toothpaste, soap, washcloths, earrings, towels, personal clothes, hair brushes or makeup.