

New Life Women's Center HANDBOOK OF RULES 2008

Welcome! The staff of New Life would like to extend a warm welcome to you. We pray that your time with us will be pleasant, educational, and life changing.

Now that you are here, it is necessary to become acquainted with the rules and regulations of this training center. This booklet outlines our procedures; it is your responsibility to know the information contained in this Hand Book of Rules and every effort should be made to abide by them.

We want to make this crucial time in your life a learning and growing experience. Please feel free to inquire about any information contained in this handbook. If you have any problems please see a staff member, we will help you in any way we can.

Our prayer for you is that you will be totally changed by the power of God, and that you will discover God's specific direction and purpose for your life!

GROUP LIVING AND RESPONSIBILITIES

As a student you must adhere to the agreements listed in this handbook. **You will be responsible for all tasks, assignments and rules.** This handbook is designed to help you understand our expectations of you and what you can expect from us.

Group living is not always an easy arrangement. However, it can be fun and enjoyable when everyone assumes responsibilities and abides by the rules.

When difficulties arise between two individuals you are expected to first try resolving the issue by talking with the other person involved. **It is never appropriate to talk to another student about problem issues with staff or other students.** If you cannot resolve the issue you must talk to the appropriate staff and first explain what actions you have taken to resolve the issue correctly.

Any and all meetings/discussions involving a dispute must include all parties involved, no exceptions.

Activities

All students are required to fully participate in all activities unless given special permission in an extreme situation.

Students must stay with the group during activities/outings at all times, unless given proper permission by staff in charge.

Appointments

All appointments must be coordinated through the New Life office. Probation appointments can be scheduled for the next month as long as it remains on the same day and time. Immediately upon return from your probation appointment, you must submit your next month's appointment card into the office for calendar confirmation. Other approved monthly appointments **must be submitted prior to the fifteenth of each month** for the next month's schedule, except in an emergency. Fill out a **student appointment request form** located in the bottom file slot outside the office door. Place completed form in proper folder. Students are not allowed to set their own appointments.

Medical and dental visits are only made in emergency situations and must be pre-approved by the director. Students must fill out a **student appointment request form** located in the bottom file slot outside the office door. Place completed form in proper folder. Staff will make appointments in accordance with procedures and availability of staff. Students are fully responsible for all medical, dental and prescription expenses.

Bathroom Courtesy

All Students are required to clean up after themselves at all times.

Put away all your personal belongings in their designated place. Nothing should be on the countertops, including curling irons, etc. Personal hygiene items are to be kept in bathroom caddies at all times. Extra supplies should be stored on shelf above hanging clothes.

You will be assigned a shower, sink, toilet, towel rack, laundry basket and shower caddy. **Use only your assigned facilities during your designated time only,** including washer and dryer use.

Shower schedule is posted on the bulletin board in the dorm. Each student is **allowed a maximum of fifteen minutes** to shower, dress and exit the dressing room. Be ready when it is your turn.

No nudity!

When entering and exiting the shower dressing area, you must be fully dressed. No dressing in the laundry room, dorm, open bathroom area, or toilet area.

Door must be closed when using the toilet.

Throw toilet paper in the trashcan. Sanitary napkins and tampons are to be wrapped in toilet paper and placed in the wastebasket - DO NOT flush down the toilet.

Remember: Always leave toilet seats up, clean up after yourself, flush toilet and wipe seat/stool if necessary.

Wash your hands before leaving the bathroom!

Beds

Beds are to be made correctly as instructed before breakfast every day. Sheets must be washed **at least** every other week on your designated washday. **Do not use bed spread as a blanket.** Bed spread should be folded down to the foot of the bed each time you lay on your bed for a nap or for the night. Periodically bedspreads will be washed AT STAFF DIRECTION only. You must request permission to wash your bed spread in the event of an accident.

Nothing is to be stored under the beds, except school materials in the bottom drawer.

Do not over load drawer!

Bedtime

You are to be in your bed at 9:00 p.m. for personal devotion time.

Use restroom before 9:00 p.m.

NO talking, moving around, or sleeping from 9:00 to 9:45p.m.

Students may use restroom facilities between 9:45-10:00pm.

Lights out and no talking after 10:00pm

NO sleeping during the day except with expressed permission by staff.

Friday - lights out at 11:00 PM

All students are required to get up and out of bed at designated times to prepare for the day. Out of respect for all students, students are not allowed to get out of bed and begin the day until 15 minutes prior to time set for wake up; **NO EXCEPTIONS!**

P/S: Remember everyone is not a morning person.... Keep noise level down at all times!

Borrowing

There is to be NO borrowing or lending of ANYTHING. If you do not have sufficient funds for necessities, you must submit a student request form for assistance.

If you would like to bless another student with an item, you must clear it through the Director first.

Check In

When you arrive, all of your belongings will be checked in by a staff member and recorded for your protection. Upon return from a weekend pass or return from day out, staff will inspect your personal belongings thoroughly and at times be required to inspect your person.

Check Out

It is our desire that every student who leaves, will leave as a graduate. However, **if a student leaves prior to graduation they may not have contact with any student in the program.**

Current students may not associate with unapproved students at any time while in the program.

Upon your scheduled departure a staff member on duty will check you out, to insure you have all your belongings, all documents are signed, all meds and monies are returned.

Remember, we are here for you even after your departure, to assist you in your success.

Church

We attend a local church Wednesday night and Sunday morning, unless otherwise notified. Periodically we will also visit other local churches and meetings.

All students must use the restroom **before leaving** for church; only in special conditions will we as a group make a bathroom trip.

Chewing gum and candy are not allowed in church services, classes or groups. There is no talking or note writing once service begins. **Do not begin to put your Bible and belongings away until the Pastor/Speaker has dismissed the service, class, etc.**

You must bring your Bible, notebook, and pen with you to church and all meetings; **all students are required to take notes and turn them in by 8:00 am the following morning for recording.**

All the students and staff sit together as a group during church services and classes. You must sit beside or in front of staff at all times. All students are to stay in the church building until the staff in charge is ready to leave and must leave when staff informs them it is time to depart. If in the middle of a conversation, be gracious; interrupt stating your party is leaving.

Note: Under special circumstances, family members may be approved to attend Church services and sit with you as a part of the New Life group. Church services are not family visitation time. There is no talking or writing notes once service begins, and you must part ways when the New Life group is ready to leave. It is the student's responsibility to inform their family what the New Life service rules are. Students and their family must adhere to the rules or privileges will be revoked. Only older children who are able to sit still and not talk are allowed to sit with the New Life group.

COMPLETION OF PROGRAM

New Life is a twelve – eighteen month program; All graduations are held on an individual basis.

Graduation criteria:

- (1) Submission to God and to those He has placed in authority over you.
- (2) The successful completion of **ALL assigned curriculum.**

- (3) Development of Life Skills and Character Building. Ability and demonstration of incorporating materials/skills you've learned into your relationships, family visits and everyday life here at New Life. Consistently display your ability to deal with daily challenges correctly.

It is essential to work toward changing your responses to life's stresses and develop a healthy approach to problems and challenges. Leaving prematurely may result in your falling back into old lifestyles.

- (4) Changes in your outside environment. There may be times when a student may be ready to graduate but because of her outside circumstances, it would not be beneficial at that time, therefore delaying graduation until the situation is resolved.

When a student nears her exit date, a new phase of reviews and target training will begin. Staff works with each student to locate the remaining areas of need and develops a plan to accomplish the necessary tools to finalize her efforts here at New Life. Before final exit, staff, student and family members meet to work through remaining family issues, develop communication and short term plan the student's next steps.

DISCIPLINE

Discipline for non-compliance and wrong attitudes will be given. Extra work details, restriction from privileges, essays, or dismissal from the program will be implemented.

"My son, do not make light of the Lord's discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he adopts as a son." HEB. 12:6

Actions that result in immediate dismissal:

1. The use of alcoholic beverages, tobacco products, illegal drugs and prescribed or non-prescribed medications not issued by staff.
2. Weapons of any kind (i.e., firearms, knives, clubs, etc.) on New Life property or in your possession.
3. Fighting, threats, and intimidation and inappropriate behavior.
4. Any sexually related incident.
5. Leaving the New Life Program or property without expressed permission from staff.
6. Excessive written warnings.

7. Refusal to comply with New Life guidelines.
8. Continuously uncooperative attitude or sowing discord or strife.
9. Not having a sincere desire for help.

Actions that result in written warning (write-up):

1. Failure to be responsible for maintaining appropriate personal hygiene and maintaining your own personal environment (i.e., bathing, bed making, clothing, etc.).
2. Possessing items considered contraband.
3. Failure to attend or chronic tardiness to meals, church services, groups, classes and functions.
4. Inappropriate dress, hair, or makeup.
5. Not eating 80% or more of meals.
6. Not respecting staff **or student leadership**.
7. Verbal abuse toward New Life Staff or other students.
8. Students may be subjected to periodic house searches and inspections. This will include bedrooms, bathrooms, personal property, and your person. Items that are considered to be contraband will be confiscated and disposed of.
9. Packages, gifts, suitcases, clothes, or bags brought in from the outside, not given to staff for proper processing.

Three ‘write-ups’ will result in the loss of privileges or harsher disciplinary action being taken.

Note: Students are required to inform staff when they are aware of rule violation.

If a student has knowledge of another student violating rules and does not inform appropriate staff, it will result in disciplinary action and/or dismissal from program.

DORM

The dorm is a community living space for all students. Every effort should be made to respect each others quiet time and privacy.

1. It is never appropriate to knowingly conduct yourself in a manner that is annoying to others, i.e. closing doors/drawers, or talking too loudly.
2. During free time, if a student is sleeping, all other students must remain quiet or find a different place to fellowship.
3. Personal property and time must be respected by every student, no exceptions.
4. Students are not allowed to get into someone else's personal belongings.
5. Students are not allowed to rub other student's backs- feet- or shoulders, no exceptions.

Nothing is allowed on windowsills or on floor, except shoes in closet.

Dorm must be kept "Viewable" at all times. Personal items are to be kept in their appropriate places, nothing left on counters, beds, etc.

Staff Apartment is specifically for staff only. Students are not allowed in apartment with out management's permission and knowledge, no exceptions. Students may only knock on apartment door if there is an emergency or instructed by management.

DRESS CODE

Dress code guidelines are created to help you see the importance of modesty and restraint.

(If you have any doubts as to whether or not what you are wearing is appropriate, don't wear it)

1. Clothing is to be clean and **modest** at all times.
2. Shorts are not to be worn while in classes, group meetings, or church services and never to be worn more than 4" above your knee.
3. A bra must be worn at all times.
4. Undergarments are not to be visible. Thongs are not allowed.
5. Clothing is not to be worn too fitted/tight.
6. No clothing with negative advertisements.
7. Church attire on Wednesdays may be casual, but tasteful (use discretion).

8. Church attire on Sunday **no jeans**: skirt, dress, or nice pants, blouse, etc...

New Life is a home but it also maintains a professional atmosphere. You should always be neatly dressed and well groomed, including hair and makeup for all classes and meetings.

DUTIES

"Do your work as unto the Lord"

- You will be assigned and responsible for household duties.
- You are to begin your job schedule on time.
- Report unexcused tardy situations as soon as possible.
- **You must perform your own work details, unless otherwise directed by staff.**
- If your work details are not done completely and correctly, you will be instructed to correct your error or depending on the effort, you may be required to completely redo your job duty.
- As the need arises, you will be asked to cooperate in performing additional duties.
- Please, pick up after your self at all times; i.e.; straighten couch cushions and pillows when getting up, always push chair in, fold towel in bathroom after use, etc.

Note: As part of the New Life Program, students are expected to work at Angelic Resale as scheduled to help with financing and to develop good work ethic/job training. Your support of Angelic Resale is making this program possible for you and provides for your living expenses, classroom training, etc.

- All students who have community service hours to fulfill will complete them at either New Life, after hours, or Angelic Resale, as time allows.
- All community service guidelines must be followed, no exceptions.

All work assignments are to be done with excellence and with a good work ethic, whether at New Life, Angelic Resale, church, or else where.

FIRE ALARM PROCEDURE

In case of fire, notify a staff member immediately. Then walk; do not run to the nearest exit.

Close all doors and windows and turn off lights in your location.

At night, shoes and robes should be worn if possible, and a towel should be taken to protect your mouth and nose from smoke. A blanket may be substituted for these items if necessary.

GENERAL HOUSE REMINDERS

If the temperature in the house is too hot or cold, you should report it to the staff and ask them to adjust the thermostat.

You are not allowed to tamper with:

- Blinds
- Thermostat
- Fans
- Electronics
- Phones
- Computers
- Light Switches
- Overhead Sound/Speakers

Everyone is expected to be responsible for and cleaning up after yourself:

- Clean / Iron clothes.
- Be responsible for personal belongings.
- Be responsible for trash in the vehicle, living room, dining, room, bathrooms, classroom, and dorm.
- **Always** push your chair in, whether in dining hall, porch, etc. Straighten cushions and pillows, as well as throwing away used Kleenex when leaving living room.
- Closets and drawers are to be kept orderly. This is especially important since you will be sharing a closet.

Dorm and bathroom is to be kept neat at all times. Room checks will be made periodically throughout the day. Privileges may be pulled for uncleanness or lack of responsibility for personal belongings.

Dinnerware and glasses are to stay in the dining hall, never in the dorm rooms, porches or bathrooms. Only plastic glasses are allowed in bathroom.

Students are not allowed in Tool Shed with out Management's permission. Students are not to drive or operate any vehicle, machine, or power tool without permission. Students are not allowed to turn on/off Television/VCR/DVD/Stereo.

To cut operating costs, please remember to **turn off the lights when you leave an area.**

Keep the classroom door (exit to the outside), and the Great room doors closed and locked at all times. Only the office and kitchen doors may be left unlocked during the day.

HOME VISITS

Overnight home visits **can be earned** after your 180th day. They are **not guaranteed** to any student. You earn the right by completing classroom work correct and on time, showing staff that you are willing to make right choices and be responsible for your job duties and actions. Also, you must have a stable environment with a responsible family member to hold you accountable to follow all New Life rules and regulations.

Home visits are scheduled two weekends a month, in advance. Those students who qualify are only allowed to go home on those designated weekends.

Family must call office by the Monday before a scheduled weekend pass to make arrangements for students' visit. **Students are not allowed to make arrangements.** Students must fill out a weekend pass form for the next available pass no later than 8pm the Sunday before. When granted a home visit, students can be picked up on Fridays at 6pm and returned on Sundays at 6pm, unless otherwise notified.

Upon return to Center, family members must sign student back in and leave immediately – **NO EXCEPTIONS.**

Family counseling and mandatory weekend family assignments must be completed by students return on Sunday 6:00 pm or the next available weekend pass will be denied.

HYGEINE

1. You are responsible for your own personal hygiene. Neatness and cleanliness are required. Showers are to be taken a minimum of every other day. Brush teeth at least twice a day, use deodorant daily and keep hair clean and maintained properly.
2. Toilet paper, laundry soap and fabric softener is distributed once a month, the first Friday of the month. You will be given one roll of toilet paper for 2 weeks, it must last the two weeks.
3. Up to two extra toilet paper rolls at .50 per roll, may be purchased by students once a month only. A student request must be submitted the Monday before the first Friday distribution. No Exceptions~!
4. Used toilet paper should be thrown in waste basket.

LAUNDRY

You may wash clothes once a week at your scheduled time. You must do your own laundry. You need to be considerate in removing your clothes as soon as you are finished so that the next person on the schedule can begin their laundry. If you get behind schedule, it affects all those in line after you that day.

- Laundry detergent and fabric softener is distributed the 1st Friday of the month.
- Clothes should be washed on cold or warm settings.
- Always adjust water level according to the size load you are washing. (Do not overload)
- All laundry **must be completed by 6pm.**
- **Do not start laundry before 7:45am!**
- **Do not set dryer for more than 40 minutes at a time.**
- **Always remove lint from dryer filter after each use.**

House laundry is part of the job responsibilities for a student. She is the only one allowed to wash house laundry at designated time only.

When leaving the program, each girl is responsible to wash, dry, fold and return everything in her bundle to the staff. Please, clean your area well for the next student who will come behind you.

MAIL AND PACKAGES

All incoming and outgoing mail is filtered thru the New Life staff. Mail privileges are given on your 30th day in the program and limited to approved immediate family members only.

Money received will be deposited into your personal account to be given out once a week for outings. Please refer to your day out procedures.

All mail is to be mailed through the New Life office only, not at mail boxes, Angelic Resale, etc.

If you loose your mail privileges as part of a disciplinary action, your mail will be held until your privileges are restored.

MARRIAGE RELATIONSHIPS

Regulations for students who are married are the same as other students, unless an unusual situation arises, which will be dealt with on an individual basis.

MEALS

Students are asked to report to breakfast at 7:55 am so you are seated at 8 am, unless otherwise advised.

Lunch is served normally at 12:30 and dinner at 6:00.

Due to varying schedules, please wait to be called to the dining hall for lunch and dinner.

Only students assigned to the kitchen are permitted in the kitchen, pantry, and refrigerator.

Only students assigned to the kitchen are permitted during meal preparation.

Wash your hands before dealing with the food in any way. Wash frequently.

Do not use the spoon that you are cooking with to taste the food you are preparing.

Check on the menu for any additional food preparation instructions.

Students may not fast meals without staff permission, only given due to sickness or group fasting.

Students are required to eat a minimum of 80% of each item on their plate, except in extreme situations.

Single servings are normally given; second helpings when available will be offered.

The kitchen staff strives to make your meal times enjoyable, but we ask you to remember this is not a restaurant. It is expected of you to eat what is set before you with a good attitude. **Please no special requests or privileges.** If you have a true issue with a food that makes you sick, fill out a student request form and we will try to work with you. No food or drink is allowed outside the kitchen and dining area.

After the meal, please scrape leftover food into the trash, and stack plate neatly on the island in designated area.

The head kitchen staff (including student leader), is responsible for making sure all kitchen and dining hall guidelines are followed and must report any misconduct to Director. Head kitchen staff is responsible for ensuring all meals are prepared and served according to instruction, insure all students respect and abide by rules and chores are completed correctly. **Students are required to follow student leader's instruction as their authority.**

MEDICINE

All medicine is kept in the office. Only designated staff can dispense medicine. As we have the means we will provide certain "over the counter" medicines, i.e. Tylenol, which will only be given up to 2x a week.

Medications are given 3x a day: breakfast, lunch, and dinner.

All medication is to be taken in the presence of a staff member, and medication log must be initialed.

Should you require any prescription medication you will be responsible for the payment.

No narcotics are allowed on premises!

Drugs that are not prescribed are only given at staff discretion.

MENTORING

Our mentoring program comes from a Christian perspective. Mentoring is available on an as needed basis. Students may request mentoring time by filling out a student request form. It is the responsibility of each student to ask for assistance and inform leadership they need to talk through a problem or issue. Students will meet with Staff Mentor a minimum of twice per month. From time to time Staff Mentor may request additional student sessions.

Your mentor may give you an assignment such as journaling, tape series, book, or report. It is very important that you have it completed by the next session. You may work on your assignment during Personal Pace time, nightly Devotions, as well as your free time.

If you have not completed your homework assignment, your Mentor has the right to refuse to mentor you for that session. You will lose your free time until you complete your assignment.

Unauthorized staff, students, or guests are not to mentor under any circumstances.

It is the student's responsibility to report any unauthorized mentoring/counseling to the Director.

MONEY

Every student is set up with a "Personal Needs Account" (PNA). The funds sent to you by family are deposited into your PNA and available to you in \$20 increments every Friday. The funds are to be used for your personal hygiene items, supplies you may need, or fun money. If you need to check out more than \$20.00, you need to write a list of your needs and have it approved by the Director before you turn in your request for

funds. If your use of funds is questionable or abused, the contributor of your funds will be contacted and your use of funds maybe suspended.

Please advise your family that you are allowed only one deposit at the beginning of the month, unless you have an emergency.

All day out monies must be accounted for on a “Personal Funds Register” with receipts and remaining monies by Sunday 8pm. To receive money for the following weekend you must submit a day out request form for that amount by **Sunday 8pm** in slot outside offices.

If your request is not in on time or you have not adequately proven your expenditures the prior week, you will not receive money for that coming weekend.

Day out is usually on Saturday or Sunday.

Any money you receive after 12:00 p.m. on Tuesdays will not be posted until the following Monday.

Loans will only be considered if you have an urgent need. Loans will not be approved for more than \$10.00. Loans must be paid back with the next money you receive.

MUSIC

Only Christian music is allowed. This does not mean that we believe all secular music is wrong. We are simply attempting to create a spiritual atmosphere that is conducive to each student’s purpose for coming to New Life.

Students are not allowed boom boxes or personal tape/CD players. Music is played through the house system and all attempts are made to play a variety of sounds.

Classroom tape players are not to be used for anything other than classroom materials and must be kept on the property of New Life. Tape players may not be used at bed time.

OFFICES

All offices are off limits, except by invitation.

Students are not allowed to knock on office doors off the hallway or call staff’s name from hallway.

No student is allowed in any office without staff member’s permission and the inviting staff is present in the office, no exceptions.

All student requests must be submitted in writing on a “Student Request Form” and placed in the upper box outside the office door. Staff will contact you to deal with your

request within a 3 working day maximum. Students must wait for staff to contact them to deal with their issue, unless they have a true emergency.

Due to the close quarters of our facility, the hallway between the kitchen and classroom is a “No Talking Zone” between 9-5 pm, Monday – Friday. This is due to office practices and Mentoring sessions upstairs, when applicable.

Noise levels in the classroom and great room must be kept to a level that does not disrupt other business.

OPPOSITE SEX

You are not allowed to develop romances or date during your time at New Life. **There will be no pairing off with a member of the opposite sex at any time.** You are to stay with the New Life group. All relationships are to be as Christian brothers and sisters.

OUTINGS

Once a week we will go to Wal-Mart, etc. **as our schedule allows.**

When possible each student will be assigned two partners. You are not allowed to switch partners. You must stay within eye sight of your partners the entire time. No one is to walk alone, ahead or behind.

You may not buy cigarettes, stamps, secular music, or any unacceptable merchandise.

You may not go to the post office at the mall. You may not use the pay phones or unauthorized cell phones.

You may not go inside the following stores: any music stores or non-Christian bookstores or stores that promote New Age paraphernalia, or the Arcade.

You may not borrow money or receive items from an other student.

Any outing rule that you break may cause you to lose your outing privileges.

RELATIONSHIPS

As a new student, do not associate with only new students. We encourage you to get to know those students who have been in the program several months; this will speed up your growth and ability to settle in and get to know how the program works.

Relationships are key to a happy life. Most of us have problems with close relationships due to betrayal and rejection. One of the key elements here at New Life is to learn how to communicate effectively and prefer others which will result in good relationships. Although it is one of the toughest challenges, we find out a lot about ourselves and others through making the time to communicate and build relationships.

Remember the golden rule: “Do unto others as you would have them do unto you.” Treat the relationships you find here with respect and patience. Everyone, including staff is learning. As we grow together, the challenges will be there, but also the rewards!

RESPECT

Respect the rights and belongings of others.

There should be no "back talk" or arguing with staff members and/or other students. Learning how to communicate what we are feeling at the appropriate time in the appropriate way is essential for lasting freedom. Without the tools of self control, right communication skills, patience, etc., we will be vulnerable to resorting to our old coping skills of isolation, loneliness, drugs, alcohol, etc.

We encourage you not to dwell on your past life, but concentrate on developing a positive outlook on life, with new approaches, and habits.

Please respect the property and facilities of New Life.

When riding in vehicles, you should be courteous and respectful to others. Please **do not push buttons, move vents or visors, control the radio, etc.** Clean up trash and collect all your personal belongings.

SICK DAYS

If you feel sick, go to the staff member on duty and have them pray for you. **If deemed necessary**, a doctor's appointment will be made at the earliest time, depending on doctor openings and staff availability.

Only in exceptional cases will a student be allowed to stay in bed, rather than participate in the activities of that day.

Only in cases of extreme need, will you be taken to the emergency room.

You are required to make up any classes that you miss because of sickness.

SNACKS

If you have purchased snacks while on an outing you need to be finished with them before you get in the vehicle to return home that day.

No food will be saved or stored for a student.

**NO FOOD OR DRINK IS TO BE TAKEN OR KEPT IN THE DORM,
INCLUDING CANDY.
NO EATING OR DRINKING IN THE VEHICLE.**

SUN BATHING

There will be no sun bathing on the premises of New Life Women's Center. On outings where appropriate, you may want to get a tan, please use wisdom. Getting severely sunburned is not wise. Sun burn is not acceptable cause to be excused from daily duties/activities.

TELEPHONE CALLS

**(Weekend Following)
Day 60**

Phone calls are permitted.
Each call is limited to 15 minutes.
1 outgoing call on Saturday and Sunday

You may talk to your immediate family members, listed on your approved call list only.

No long distance calls without a calling card.

You are responsible for setting the timer **before** making your phone call, promptly ending your conversation when the timer goes off, and **turning the timer off yourself**.

Only staff members are to answer the phone, unless otherwise instructed.

When a full day of activities is scheduled, whether in house or not, outgoing calls may be suspended for that day. This is at the discretion of the Staff.

VACATIONS

Thanksgiving

Those students who are approved may spend Thanksgiving Day throughout that weekend with approved immediate family.

Christmas

Approved students will be allowed to spend the holiday with family; these dates will be given weeks in advance so that you will have time to make arrangements.

Easter

Approved students who qualify for home visits during Easter will be allowed to leave on Good Friday.

VISITORS

Approved immediate family members only are welcome to visit after 90 days on Sundays for one hour on designated weekend visits.

Visitation schedule follows Student Weekend Pass schedule.

Approved family members who desire to visit with you must call by 5pm Tuesday prior to the weekend they want to make their visit, for approval and appointment time.

No children will be allowed other than students own children. All students are responsible for your child's conduct while at New Life. They must be respectful of house rules and other guests.

Students will be assigned an area for their visitation.

Family members must also get approval for any items brought to center and must render items at check in. **No food items will be allowed.** All guests must sign in and out at visitation. **All students are required to ensure their family leaves on time.** If your family is late arriving, they will still be required to leave at designated time. Students are not to make visitation arrangements.

MISCELLANEOUS

General House Points

- Use the Kitchen Entrance only.
- **Do not feed dogs** unless you are assigned that task.
(Including treats / **No table food**)
- Big dogs stay outside / Gracie & Mercy stay inside.
- Do not leave your books or personal belongings lying around the house.

Respect towards one another:

- Treat each other with respect at all times.
- If someone is having a difficult time and wants to be left alone, grant them that courtesy.
- Do not make any unnecessary noise while other students are resting, reading, or praying.
- Always conduct yourself in an appropriate manner with any interaction.
- Staff is to be respected at all times, under every circumstance.

Dining Hall:

- **ALWAYS** remove shoes, wipe dirt, and put in shoe rack.
- Push in your chair when leaving the table.
- Please do not bang dishes or slide pots and pans on island or counter.

New Life Handbook Agreement Form

Staff members have the responsibility to supervise students in areas that are not specifically mentioned in this handbook. We ask that you submit to the staff that God has put in authority over you realizing they have your best interest at heart.

I have read the "Rules Handbook for New Life". I understand what it says and agree to abide by the rules of New Life Women's Center.

I understand that if I do not abide by the rules, disciplinary action or dismissal from the program may result.

I understand I am to keep this Handbook in my bottom bed drawer. If I lose it or destroy this handbook, I am responsible for paying \$2.00 to replace it.

Signature of Student

Date

Staff