

EXODUS TRANSITIONAL CARE FACILITY, INC.

Rules for Residents

1. SOBRIETY

No drinking of alcoholic beverages or use of non-prescribed drugs on or off the premises will be allowed. ANY VIOLATION WILL RESULT IN THE TERMINATION OF RESIDENCY and you will not be allowed consideration for readmission for a minimum of 60 days. Continuous sobriety is necessary for continuous residency. Immediate termination of residency is assumed if resident reverts to drinking or using.

2. MEDICATION

Medication will be centrally located in a locked file in the Director's office. Residents will self administer medications when needed according to the medication schedule posted with the full knowledge of the Exodus House staff. No medication is to be given from one resident to another. It is the residents responsibility to get medications when they are needed.

3. MEALS

Evening meals are provided Monday thru Friday. Each resident must inform their counselor by noon if they are not to be here for the evening meal. Every resident is responsible to prepare their breakfast as well as weekend meals. Meal hours are as posted in dining room. The kitchen area is to be cleaned up and dishes are to put in cupboards by the prescribed times. No one but the cook or assigned help is to be in the kitchen between 9 a.m. and lunch and again from 1 p.m. to supper. Food supplies are available for residents to fix snacks, etc. at times other than stated above. All food and drinks are to be consumed in the dining area or lounge with all regular meals consumed in the dining room.

4. RESIDENT ROOMS

Each resident is expected to keep himself, his clothes and bedroom area clean and neat. Beds shall be made daily, sheets and pillow cases changed at least once a week, clothes put away, floors and furniture dusted daily, and bathrooms cleaned after use at all times. Should rooms be repeatedly unkept all persons sharing the room will be responsible. The staff reserves the right to search a residents room and/or property if there is suspected chemical usage by a resident.

5. RESIDENT WORK ASSIGNMENTS

The resident work assignment schedule runs from Tuesday thru Monday. Surface cleaning and replenishing of supplies are to be done daily. On Monday evenings, a complete and thorough house cleaning is expected. All residents are required to participate in the rotation of work assignments. Work assignments for each individual are decided by staff. No changing of work assignments without staff approval. Residents not working or going to school will be assigned additional duties in conjunction with the weekly work schedule. House duties are to be done on weekends by residents in the house as assigned by the relief manager.

6. HOUSE SCHEDULE

All residents must be up by 8:00 a.m. and have showers, rooms cleaned, beds made, and breakfast finished by 9 a.m.

Evening closing hours are 12 midnight during the week; 1:00 a.m. on Friday and Saturday. All residents are expected to observe these hours, unless permission to come in late or leave for the weekend has been arranged with the staff in advance. Address and telephone numbers should be given to the counselor prior to leaving (the sign out book should also be filled in.)

7. PASSES

Upon completion of the first 30 days of treatment residents may request a pass to visit family and friends. A pass is a privilege earned by the individual resident and will be approved or disapproved by the counseling staff based on individual program performance. Be sure you check the pass request policy posted on the bulletin board and understand it thoroughly. You will need to designate who will be picking you up and transporting you back to the house. Your driver will need to come in to the house and present ID to the staff member on duty as well as sign the driver log book both when you leave and when you return. Upon return you will need to check in with the staff member on duty.

8. PHONE

A pay phone is provided for use by all residents. A maximum time limit of 10 minutes per call is required as a courtesy to all residents. The house phone is for house business only and is to be used by staff only. During your first 30 days you are allowed phone calls only with staff permission.

9. VISITATION

Unless otherwise specified, family and friends may visit any evening a resident is not scheduled for counseling, group therapy, or a mandatory house activity and on weekends. All visitors will be asked to provide ID to the staff member on duty. All visiting must be done on the first floor of the building. Visiting hours are as posted unless special consideration is given by the staff member on duty. Should any visitor exhibit irresponsible behavior they shall be subject to termination on their visitation privileges.

10. SMOKING

Smoking is allowed outside only, when weather permits. Staff will designate when smoking will be moved indoors. At that time smoking is only allowed in the basement meeting room. Please use ash trays provided when smoking inside or outside the building. Make sure all cigarette butts are completely out before dumping into butt cans. Do not borrow or loan cigarettes, money, etc., to or from other residents. If you are in need of such items, please talk with either your counselor or other house staff.

11. VAN USE

The house van is to be used for resident business or house business only. The van usually makes two trips to West Bend and the surrounding area daily. Once in the morning and once in the afternoon. Appointments should be scheduled accordingly and counselors made aware of all appointments at least a day in advance. Where ever possible residents are encouraged to car pool or make arrangements to provide their own transportation. Any additional use of the house van must be approved by the staff member on duty. If used for AA or NA meetings, at least 6 residents must be going to the meeting. Use of the house van is a privilege which can be revoked by staff at any time.

12. DISRUPTIVE BEHAVIOR

Uncooperative behavior or behavior which causes disharmony among the residents can constitute sufficient grounds for termination of residency.

13. RESIDENT COMMITMENT

All residents are asked to make a 90 day personal commitment to treatment upon entering the Exodus House program. For the first 30 days each resident is allowed out only with staff approval and phone calls or other contact with family and friends is not permitted.

14. ADMISSION

Each resident will be assigned to a counselor during their stay at Exodus House. This will allow each resident the opportunity of having someone specific available to discuss any personal concerns with them that may come up. Upon admission, personal belongings may be checked by staff. Rooms may be checked at any time. Absolutely no smoking in bedrooms or in the attic! This is a STATE LAW! No Gambling allowed.

15. RESIDENT PERSONAL ITEMS.

No firearms are permitted.

Any valuables, or large amounts of money, should be left with the director for safe keeping. Exodus House cannot assume responsibility for articles or money stolen from residents' rooms.

16. BUDGETING, EMPLOYMENT, EDUCATION

Upon admission, every resident will work with a counselor to set up a budget to fit his individual situation. A savings account will be included except in extreme cases.

Except in pre-arranged situations, each resident must have or be seeking full or part time employment or be involved in a recognized structured training program.

17. T.V., RADIOS, STEREOs, CELL PHONES

All residents are allowed to have their own T.V.'s, radios, and stereos if space is available. In addition, two T.V. sets are available in our lounge areas. However, in keeping with the treatment philosophy of our program we request that all T.V. use be limited to evenings (after 5 p.m.) and weekends. Free time during the day, hopefully will be used to gain knowledge of the illness of alcoholism. T.V.'s, stereos, and radios downstairs must be off as of curfew and devices in your rooms must be off as of 10 p.m. Any units in your room, must have the volume set at a reasonable level (Should not be heard outside of your room!). Should T.V., radio, or stereo privileges be abused, disciplinary action will be taken. Cell phones are permitted only with prior staff approval. Anyone found with a cell phone without staff knowledge or approval will be subject to consequences.

18. LINEN POLICY

Upon admission all residents will be issued appropriate bedding and other linens. Used linens shall be turned in weekly and clean linens issued. No new linen will be issued unless old linen is turned in. When residents leave, their room is to be entirely cleaned. All bedding is to be turned in to the house manager or other staff member, who will check the room. You may be charged cost for any missing items.

19. AA/NA MEETINGS

It is essential for all residents to attend at least three AA/NA meetings a week. The house meeting on Thursday evening is mandatory for all residents not employed 2nd shift. Besides the Thursday house meeting residents should attend 2 out of the house meetings to broaden their experiences and contacts in the AA/NA community. The weekly meetings may consist of 2 AA/NA meetings. The required AA/NA meetings are based on a week which runs from Thursday morning to Wednesday night. You must have your signed meeting slips in by Wednesday night at curfew.

20. INDIVIDUAL AND GROUP THERAPY

All residents must be prompt for individual and group session times. If you are late for group, disciplinary measures will result, however, if you are late for one to one counseling you will lose the session and disciplinary measures will result. There is no smoking during individual or group sessions. Residents may not leave group for any reason without permission from the group facilitator

OVER→→

Infraction of these rules can result in assignment of extra duties, extension of 30 day restriction, full house restriction or termination of residency.

I agree to cooperate with the above rules and do fully understand them.

(SIGNATURE)

(DATE)

Exodus 08/07