



Family Program – Program General Rules

Vision House is a private Christian non-profit service agency providing transitional housing. The undersigned understands that he/she will abide by the following rules and regulations. The undersigned is aware that the stay is on a month-to-month basis and with a maximum stay of 18 months. Failure to follow the program rules may result in termination of housing.

1. The use of controlled substances and/or alcohol is prohibited. Instances of noncompliance will result in termination of services. A no-tolerance policy is strictly enforced.
2. Upon requests by the Program staff or House Manager, clients may be required to take breath and/or urine analysis tests. Failure to do so on request will result in termination of services.
3. Destruction of Program property may result in arrest and expulsion.
4. If in recovery, termination of ongoing treatment programs or failure to attend three (3) AA, NA, church or approved support group meetings per week may result in expulsion.
5. Attendance is required at house meetings. If you are unable to attend, let the Case Manager know at least 24 hours in advance. Failure to attend may result in a recommendation of expulsion.
6. There will be a weekly meeting with the Case Manager and resident, failure to attend a weekly meeting will result in corrective action and may lead to expulsion.
7. As responsible adults, clients are expected to show respect for each other's property. Theft may result in arrest and/or expulsion.
8. Each person is responsible for keeping his/her assigned area (rooms, unit) reasonably clean. Odor, garbage and clutter affect everyone else and can contribute to fire damage or attract insects. Inspections will be done on a weekly basis or as needed. The Case Manager may assign household chores. Failure to keep assigned area clean will result in corrective action.
9. There is no curfew. Clients may come and go as they please. It is requested that residents let the Case Manager and the other residents know if they will be gone more than 24 hours or overnight. Clients must stay an average of five nights a week at the home; this must be their primary place of residence. **(Exception: The first 30**

days a resident cannot be away from the house overnight and has a 12 midnight curfew).

10. Failure to pay rent on time may result in expulsion.
11. Weapons are prohibited. Failure to comply with this rule will result in expulsion.
12. Repair needs must be reported to the Case Managers or House Manager in a timely manner. Clients are responsible for any damage to their unit.
13. No pets are allowed.
14. Keep noise within limits. Your right to enjoy yourself does not include a right to harass others.
15. Storage space is limited. No furniture or large items are allowed on the property without prior approval. Clients must remove all personal property from the premises upon leaving, whether voluntarily or upon dismissal.
16. If a female head of household, no male may be on the premises except in the parking lot to facilitate a pickup of a resident. The only exception is that male children residents living at VH may have male guests of like age.

If a male head of household, no female may be on the premises except in the parking lot to facilitate a pickup of a resident. The only exception is that female children residents living at VH may have female guests of like age.
17. Overnight guests are not permitted. All visitors must remain in the common areas of the home. Visitors are expected to obey all the rules while visiting Vision House. No guests are permitted without the undersigned adult being present in the home.
18. Guests must leave by 9:00 p.m. on school nights and by midnight on Friday and Saturday nights.
19. All residents who desire to drive/operate a motor vehicle must demonstrate a valid WA driver's license as well as current liability insurance. The insurance must be kept up to date.
20. Residents are only allowed to have one vehicle on the property per adult in the household. Inoperable or unlicensed automobiles may not be parked or stored on the Property, on or in any parking area provided for the Property, nor on any street or alley serving the Property.
21. All new clients will establish a budget within the first two weeks of residence. Budgets will be reviewed weekly with the Case Manager.

22. All new clients will establish personal goals and objectives within the first two weeks of residence.
23. Residents are required to obtain a credit report within a reasonable time of entry into the home.
24. The heat must be kept at reasonable levels – 70 degrees during the day and 68 at night.
25. The undersigned recipient agrees to release and hold harmless Vision House or any of its agents or employees from liability for any injury or damage to any property or person happening on or about the premises being occupied, or for any injury or damage to the premises or to any property of the undersigned or of any person contained herein. Also, the undersigned recipient understands that Vision House is not responsible for any personal property left when the unit is vacated.
26. Residents may not provide child care on a regular basis for other residents.
27. Residents must not physically touch or discipline another resident's child without permission of parent.
28. Residents will not physically touch, push, assault or threaten staff/volunteers/residents (see Assault Policy Statement).
29. Personal medicine must be stored in locked medicine cabinet provided by Vision House in the shared units. Any prescribed psychotropic drugs must be registered with a Case Manager.
30. Upon request, residents may have to complete additional paperwork throughout time at Vision House.
31. Children must be enrolled in school and attending daily. Children under the age of 12 may not be left alone or in the care of siblings under the age of 16 (exceptions to the rule must be approved by the Case Manager).
32. Observed child abuse will be reported to Child Protective Services.
33. Nothing can be stored on the deck or in front of resident's unit without approval.
34. Parents must take their children with them if they leave the premises overnight. They may not leave them with other residents.
35. All garbage must be properly disposed of in the correct garbage receptacle (including the recycle and yard waste containers). If garbage is left outside the garbage containers or improperly disposed of, corrective action will be taken.

36. All children under age five must be supervised at all times if playing outside on Vision House property. Children over age five must have immediate access to adult supervision (resident must be on the premises, awake and available to assist with any accidents or disputes) at all times.

POLICIES

ASSAULT POLICY STATEMENT

It is the policy of VH to prosecute all individuals who harm a staff person intentionally, regardless of the situation or location. This policy is essential to ensure the safety of all staff as well as to hold accountable the individual guilty of the assault. Any staff person assaulted is required to file a police report regarding the incident.

POLICY FOR SEIZURE

It is the policy of VH to confiscate any items that are harmful to residents or individuals living in Vision House.

EXIT POLICY – PERSONAL INVENTORY

If a resident ever chooses (or is asked) to leave the program before completion, he/she is expected to complete exit paperwork and has 30 days to remove all of his/her personal belongings. He/She may not “drop by” unexpectedly, but must call the Case Manager and arrange a time to get the belongings. After 45 days, any unclaimed property will become the property of VH to dispose of at its discretion. If a resident’s keys are not returned, he/she will be charged for the making of new keys and lock replacement.

PROGRAM EXPECTATIONS

You are expected:

- To strictly follow guidelines/activities detailed in a contract that will be negotiated with your Case Manager upon entry into the program
- To respect yourself, housemates and staff
- To choose friends and activities that lead to your success
- To develop a plan for your education/career goals with a Case Manager
- To obtain a job (or education or vocational school) within your first two months in residence and maintain employment for the entire stay at the house

- To attend and participate in house meetings
 - To participate in household duties as assigned
 - To respect each other's right to confidentiality and privacy
 - To establish a goals and objectives plan and work on it daily
 - To pay rent in accordance with VH guidelines
 - To work with the Case Managers to establish a permanent housing plan before completion of the program
-

Signature of Applicant(s) _____

Date _____