

# Captive Hearts House Rules

*The following pages are guidelines we feel necessary to complete this program successfully. We are grateful for you and the opportunity to provide a safe, loving home where you can learn without distractions. We recognize that some distractions are very difficult to let go; please remember many are only temporary and really are necessary for your success. Our goal is to bring healing through a very living and active God, and to equip you to go back into the world able to make a difference in your own life as well as the lives of others.*

## **Activities:**

Residents must attend and participate in home support meetings. For clients referred by DAS, Probation or other county agencies, it is understood that their requirements will take precedence to the home meeting schedule.

## **Appointments:**

If an appointment is needed, (i.e. doctor, lawyer, probation, etc.), the resident is responsible to write it in the appointment book during the available times for transport. **Director must approve weekend appointments and appointments made outside a 30-mile radius.** In these cases, resident may need to find her own transportation. Appointment book is located by the phone.

## **Bathroom Courtesy:**

Residents are given two bath towels to use while at Captive Hearts. No additional towels are allowed due to space and laundry. Please DO NOT bleach towels or bedding, bleach is only for rags. Clients are responsible for removing **all** shower items when leaving the shower. Each client has a space for toiletries so dressers can be free from these items. Residents must shower every other day and no more than once a day. Leave used towels hanging in the bathroom, not in the laundry room with the rags. **Please do not flush sanitary napkins, tampons or other foreign objects down the toilet.**

## **Bedrooms:**

Rooms must be clean at all times and beds are to be made when resident arises in the morning to the satisfaction of staff. Bedding must match and be kept neat. Residents must keep the bedding they are given until they leave and **are not allowed to trade or exchange sheets or blankets without permission from Program Director.** No one is allowed to return to bed in the morning without permission from the staff, until after dinner. Residents are not allowed in another resident's room. Everyone must be on their own bed by 10:00 pm Sunday through Thursday, and 12:00 am Friday through Saturday. No resident is allowed outside between 10:00 pm and 6:00 am, even on weekends. This is grounds for immediate termination.

## **Borrowing:**

No borrowing or lending. This rule is at the discretion of the House Manager.

## **Coffee:**

Coffee is allowed at Captive Hearts but should be consumed no later than 1:30 pm. No energy drinks. If there is a special occasion in the evening, coffee may be made at the discretion of staff person on duty.

## **Conflicts:**

When there is a conflict with an individual, it should be taken care of with that person quickly and quietly. Residents are encouraged to approach other residents in a calm, respectful manner using "I feel" statements. If this does not seem to work, resident should report to staff. Our goal is to bring resolution and reconciliation to both parties, not to seek someone to blame or punish. Staff are capable and willing to mediate a Conflict Resolution between effected parties, which at times will include the entire group. Residents are always encouraged to come to Directors (LeeAnn or Cyd) with any concerns they may have regarding the home, staff or other residents.

NOTE: Should a resident make gross accusations, start negative rumors or share confidential information outside of the home, it is grounds for dismissal.

## **Conflicts:**

NO whispering or secretive conversations; it is rude to those around you and can make newcomers feel unwelcome. You are responsible to keep your voice to an acceptable level that does not disrupt other conversations around you. Residents are to treat one another and staff with respect and dignity.

## **Dismissal:**

Any dismissal requires justifiable reason and fair procedure. By signing this contract, it is agreed that a resident understands and accepts the purposes and values of Captive Hearts Recovery Home. Should the behavior of a resident consistently conflict with our purposes, or the resident is not prepared at this stage to accept the conditions of the home, then it is a decision on the part of the resident to leave. Your recovery is important to us and we are here to work with you toward your goals; however, after three write ups, a resident may be dismissed or placed on a Final Contract. These rules are an attempt to maintain a peaceful environment. If everyone follows these regulations, the house will be self-governing and have a much more pleasant atmosphere.

## **Dress Code:**

Modesty is required at all times. Because people have different ideas of what constitutes a modest look, we have guidelines. Our dress code is more about an awareness of time and place.

- Bras are required any time we are not at home and straps must be covered.
- No strapless shirts/dresses outside of home.
- No short shorts/skirts, necklines revealing cleavage, tummy or underwear showing outside the home.
- No extreme styles, preferential gang colors or excessively baggy clothing.

### **Drug Testing:**

Drug testing will be done on Sundays after pass and randomly through the week. If a client tests positive, we will retest. For your own benefit, do not eat poppy seeds or drink energy drinks in sober living or rehabilitation facilities.

### **Entertainment:**

No music with extremely derogatory lyrics or foul language is allowed. It is not the genre of the music that matters, but the content. Music before morning devotions is Christian only as we believe this is a consistent and positive way to start your day. Volume should be adjusted to a level acceptable to other residents in the home. Movies and television programs are at the discretion of staff. No movies with drug use are allowed. Movies with excessive blood or torture are not allowed as these have triggered PTSD episodes in the past. If a resident is bothered by what they see, they are allowed to change the program. All residents are asked to respect this without question. IF you know a program is bothering another resident, please offer to change it. Television times are from 4:00 pm to 10:00 pm, unless otherwise authorized by staff. Programs should be appropriate and respectful.

### **Exit:**

When resident leaves, a staff member will do a personal property search. Captive Hearts is not liable for any personal property left by a resident and does not have enough room to store extra items. Mail will be returned to sender. Mail will be returned to the sender. Residents who terminate early are not allowed to visit without permission from Director.

### **Facebook:**

No Facebook or other social medias while in the home.

### **Garage:**

There is currently no garage, however, there is a storage area in the sun room. Please do not go through any boxes or Rubbermaid storage containers; they are not yours.

## **House:**

Room assignments are at the discretion of staff. Residents are to respect the personal property of others in the home. The following are guidelines concerning the home:

- House should always be presentable for a walk through or tour.
- Clean up after yourself *before* leaving premises.
- Residents are not permitted to answer the door, always get a staff member or Resident in Charge.
- No cell phones while you are here. We have a landline you can use.
- Residents are encouraged to keep valuables in a box provided in a locked closet.
- Threats of any kind or obscene language towards another are grounds for immediate dismissal.
- We try to cultivate a family atmosphere where staff and residents treat one another with respect and dignity, therefore, foul language is not allowed.
- No perfume, cologne, perfumed lotions or body sprays due to allergies.
- Captive Hearts does random searches. Anything clearly not allowed will be confiscated and may not be returned.

**NOTE:** No information about the home, staff or residents is to be given out such as address, phone number, places we will be or meetings we will attend.

## **Housekeeping and Chores:**

Residents will be assigned specific household chores and responsibilities on a chore list in the hallway. Chore list rotates each Monday. Beds will be made and chores completed by 8:15 am. Staff may ask for additional duties to be added as necessary, such as upkeep of the grounds. Chores must be completed before leaving the premises. **Resident with hallway chore dumps vacuum each day.**

## **Kitchen:**

All residents are responsible for keeping the kitchen clean. Wash dishes in hot, soapy water. Do not put dishes away wet. Oven, stove and microwave must be wiped down after each use. Residents are asked to follow health and safety procedures in the handling of food and thoroughly wash their hands with soap before preparing food. Residents must wear gloves while cooking dinner. **Do not use metal in the pans.**

## **Laundry:**

Resident will be assigned laundry day. Please do not fill the washing machine to the top, as it will break the machine. Tennis shoes are not allowed to be put in the dryer. Clean the area by wiping down machines and removing lint from the dryer. **Residents are required to do at least one load of towels on their laundry day.**

## **Meal:**

Each resident is responsible for one evening meal per week. The meal should have some nutritional value and therefore must include **meat from the meat dept. at the store, and a cruciferous vegetable from the produce section. Dinner is served by 5:00 pm.** Resident may repeat recipes but not the same dish every week. You are encouraged to look up new recipes during your computer time. Everyone cleans kitchen after dinner except for the resident who cooked. No evening cigarette until the kitchen is clean.

## **Medications:**

Any resident who is on or has been prescribed medications must immediately inform the Director. All medications must be taken as prescribed. Narcotic medications are not permitted. We have a zero-tolerance policy for drug and alcohol use on or off the premises. This includes, but is not limited to:

- Manufacture and/or distribution of any illegal or controlled substances.
- Misuse of prescription and/or non-prescription medications.

## **Meetings/Church:**

In all meetings, residents are expected to listen. Talking, eating, note passing or any disruptive behavior will not be tolerated. Residents are expected to conduct themselves with respect and dignity at all times during meetings or events. **NOTE: No information about the home or individuals living in the home is to be given out, such as address, phone number, places we will be or meetings we will attend.**

## **Mornings:**

Residents are allowed to be up by 6:00 am but must be up by 6:30 am. The first 30 minutes is quiet time.

## **Movie Etiquette:**

If noise levels become too loud to hear a TV program, any resident may ask for movie etiquette. This means for everyone in the room to be courteous and stop talking or move to a different place to finish their conversation. There are a lot of us in the house; asking for movie etiquette should not offend anyone; it is one way to help us live together in peace.

## **Nights & Weekends:**

There is always a staff member on the premises (Driver, House Mom or Program Director). There is someone here for you any time you need, but each have different jobs to do. Please respect staff's right to have some down time during the nights and weekends by following these simple rules:

- Be sure you get everything you need, including cigarettes, on your normal shopping day.
- Take responsibility to have your medications filled and ready for pick up from pharmacy Monday-Friday, before 4:00 pm.
- After 5:00 pm, try to save issues that are less immediate for the following day.
- Do not ask her to drive to unscheduled events or make special trips to the store.

## **Outside:**

Residents are allowed in the backyard only. The only time a resident should be in the front yard is when they are using the treadmill. Clients cannot go outside at all between the hours of 10:00 pm and 6:00 am. This is grounds for termination.

## **Romantic Relationships:**

During your stay here, there will be no romantic relationships allowed on or off the premises.

## **Quiet Times:**

Residents are asked to be mindful of others around them at all times and keep your volume moderate. Too much noise affects others in the home as well as neighbors. Quiet times are as follows.

- 6:30 am – 7:00 am Time spent reading Bible.
- 3:30 pm – 4:30 pm Homework or reading. (staff discretion)
- 9:00 pm–10:00 pm Volume in house and TV/stereo must be lowered.

## **Sickness:**

Residents who are sick will stay in bed all day and are not permitted to come out for social time or meetings.

**NOTE:** Captive Hearts is not a medical facility and therefore does not have resources to provide for chronic or acute health issues. Residents are expected to be in reasonably good health when they arrive that does not require any type of special attention. Clients who often or repeatedly take sick days or miss groups will forfeit their weekend pass and may be re-evaluated for residency to determine if more intensive care is needed.

## **Shopping:**

Shopping is scheduled for one day each week only. It is each resident's responsibility to purchase all necessary items needed for the week. Residents can pick their shopping partners and must

remain in each other's sight at all times. As a group, residents decide how much time is necessary in a store. Everyone must be back to the van within designated time or there will be consequences. If you do not get all you need for your weekly dinner or fail to make enough to feed everyone, you may receive a write up.

## **Smoking:**

NO vapes. NO smoking in the house. Smoking is designated to the backyard at the table and in the circle of chairs only. Please do not walk around with cigarettes as smoke comes in the windows. All cigarettes, ashes and butts must be deposited into designated ashtrays, cans, etc. **Cigarette butts are not to be left on the ground or in flower beds or yard.** Last cigarette of the night will be before 10:00 pm.

If a client has a health issue that causes her to deeply cough continuously—keeping other residents up at night or disturbing groups—resident may be asked to quit smoking while living at Captive Hearts.

**NOTE:** While we prefer that residents quit smoking, we respect your right to smoke. Please respect our right NOT to smoke by smoking in smoking areas only and not by the van or the back door. If you are going directly to the van from a meeting or otherwise, please do not smoke as you walk up to the van. Also, place half-smoked cigarettes in a plastic bag or plastic container, or they will be thrown away.

## **Sponsor/Mentor:**

Captive Hearts is a 12-step program and step work is required in order to live here. Each resident must find a 12-step sponsor within their first 30 days in order to go on Pass. Sponsor must commit to spending one-two hours per week with you on your steps. In order to graduate Captive Hearts Recovery Program, **residents must successfully complete STEP 8** with a sponsor. Residents are also encouraged (but not required) to get a mentor and are allowed an additional two hours out of the house to get coffee, shop, go to the beach, etc.

## **Telephone:**

Phone times are Mon – Thurs 4:00 pm – 9:00 pm; weekends 9:00 am – 9:00 pm. Residents are on a blackout from the phone for their first two weeks. This excludes children, probation, DAS and legal/medical calls. Residents are allowed three 15-minute personal calls per day, and all calls are to be recorded on the phone log provided. Residents ask staff before using phone.

## **Visits:**

Visitors are allowed in the living area and backyard only. Clients who are interested in showing the house must remember to ask staff first. This shows courtesy and gives privacy to other residents. Visitors who bring something to a resident must hand it to a staff person, not the resident. It's your responsibility to make sure your people are informed of the rules.

## **Walking:**

Walking is allowed under supervision only. Walks must be taken in a group and residents must return before the sun starts to go down. Please do not deviate from the itinerary. We, as well as Probation, should know where you are at all times.

## **Write Ups:**

A write up is a corrective measure we use in order to help clients change dysfunctional behavior. A resident can be written up for breaking any stated rule and/or any ongoing disrespectful behavior.

## **Weekend Pass:**

After resident has completed 30 days and met with a sponsor, weekend passes are allowed, but not overnight. **Saturday 10:00 am – 6:00 pm** and **Sunday 12:00 pm – 7:00 pm**. Captive Hearts does not transport clients to or from Pass. Pass plans along with sponsor plans are to be turned in no later than Wednesday afternoon. Should client fail to fill out *all* the information asked for on the Pass Plans form, or gives misinformation, resident should expect consequences and **possible termination** from the home. Residents are welcome to come home early from pass but must call first to ensure someone is here. Should you ever feel you are unsafe, please call! There are usually staff members who can come get you in an emergency. Any special passes taken during the week will be subtracted from pass hours on the weekend. Please remember that passes are a privilege and not a right. **The following are some requirements for going on Pass:**

- **Meet with sponsor to work on steps** for 1-2 hours each week.
- Complete **all** homework.
- Room must be neat and clean throughout the week. Bedding must match and not hang to the floor.
- Acceptably complete daily chore and double scrub.
- **Respect** to staff and other residents.

**Clients may face consequences as a house when rules are not followed which includes, but are not limited to, removal of privileges.**

I \_\_\_\_\_ have read and fully understand the rules of this home. I do hereby agree to abide by these guidelines while I am a resident of Captive Hearts Recovery Program.

I understand that if I do not abide by the rules, disciplinary action or dismissal from the program may be the consequential result. I also understand that the program fee is non-refundable. I understand and agree that all fees owed for months of residency **MUST BE PAID IN FULL IN ORDER FOR ME TO RECEIVE MY CERTIFICATE OF COMPLETION AND GRADUATION.** Rules are subject for review and revision at any time. Clients will receive appropriate warning and time to adjust.

Resident \_\_\_\_\_ Date \_\_\_\_\_

Staff \_\_\_\_\_ Date \_\_\_\_\_