



We are looking forward to sharing our home and getting to know you during your stay here with us. In order for our home to run smoothly and have order, we have established the following rules.

**Rachel's Home reserves the right to alter these rules when provoked.**

**General:**

1. Dinner will be eaten as a family unless a client has work or there are extenuating circumstances. All clients will be expected to help in the preparation of the meal in some way. Unless the House Parent(s) specify otherwise, breakfast and lunch may be eaten on your own within the allowed time.
2. Clients will eat what is prepared unless they have special medical needs or a food allergy. The House Parent(s) will try to vary meals to allow for everyone's favorite from time to time.
3. All clients must be dressed appropriately when occupying public living areas. Wearing of underclothes without robes is unacceptable. Tank tops, and Daisy Dukes are to be discouraged. Any additional decisions of appropriate clothing will be decided by the House Parent(s).
4. Take proper care of yourself for your own benefit and that of your body. Shower and shampoo regularly. Clean clothes, and deodorants are to be worn.
5. After showering, towels and wash clothes are to be hung up to dry. Do not put any wet items in the laundry hamper, or leave them on the bathroom floor.
6. This is a Christian home, there will be no demonic, satanic, nazi, gang, sexual explicit or inappropriate symbolisms or messages displayed anywhere in the home. Likewise, clothing items displaying any such symbols, or inappropriate materials, are not to be worn. Any additional decisions of appropriate symbolism and messages will be decided by the House Parent(s).
7. There will be no using of the Lord's name in vain, or any use of foul and vulgar language or conversation, and all additional inappropriate language will be determined by the House Parent(s). Likewise, words spoken in anger will be greatly discouraged, and if continued may lead to possible discipline.
8. Have consideration for others at all times. Please refrain from loud noises. Any radio/stereo in your room may be played at the station of your choice with the agreement of your roommate and the House Parent(s). The radio/stereo is to be kept at a reasonable volume. All personal music titles such as tapes, CD's, or MP3's, etc... are to be approved by the House Parent(s).
9. Clients must respect other's privacy and property. Stealing will be grounds for dismissal.
10. Lying will not be tolerated, if a client is discovered lying it will be grounds for dismissal.
11. Attendance at weekly group meetings are required. They are for your use to provide useful information, and act as a time to share concerns, feelings, manage conflicts, and solve problems.
12. Clients will meet regularly with the Executive Director/House Parent(s) to discuss options, and planning for your future. If professional counseling is needed, you or your parent(s) will be responsible for the fee.
13. Clients are responsible for their own personal property.
14. All persons are responsible for expenses incurred while at Rachel's Home, this includes your own medication and damages to the home, or any of it's property.
15. No daytime or nighttime soap operas, such as, Gossip Girl, 90120, The Vampire Diaries, etc..., all other T.V. Shows are up to the House Parent(s). Clients can not have TV's in their rooms.
16. Clients are not allowed to put any holes, or hang any nails in the walls of the home.
17. Clients are not permitted to divulge any personal information about other clients to anyone outside of the Rachel's Home ministry, with the exception of any illegal activities to the proper authorities. Breaking of confidentiality will be grounds for dismissal.

18. If you have a conflict or complaint with another client, please try to reconcile the difference between yourselves before bringing the issue to the House Parent(s).

### **Housekeeping:**

1. The upkeep of your room and your belongings are your responsibility. You are also responsible to keep your belongings picked up throughout the house.
2. Participation in daily housekeeping is required, and you will be responsible to accomplish your chores. Chores will be assigned on a weekly basis by the House Parent(s).
3. Laundry is to be done between the hours of 8am and 9pm. Each client is assigned a day to do their own laundry. If you do not have a full load, please ask if anything could be added.

### **Expect the Following:**

1. The House Parent(s) will receive one morning and one evening off each week. The Relief House Parent(s) will be scheduled to come to the house at that time.
2. The House Parent(s) will get one 4 day weekend a month. The Relief House Parent(s) will stay at Rachel's Home or the Client(s) will stay in the Relief House Parent's home during that time.
3. You are required to attend weekly prenatal care and parenting classes, unless you are making an adoption plan. If you work, we ask that you schedule this time off, with your employer.
4. Special classes are conducted periodically at Rachel's Home, teaching several subjects such as crafts, independent living skills, and more. Clients are expected to attend these classes unless work interferes.

### **Medical:**

1. No alcoholic beverages or unprescribed drugs are allowed on the premises. If a client is smoking inside the house, found using drugs, or has any drugs or alcoholic beverages in her possession, it will be grounds for immediate dismissal. If anyone is discovered with an illegal substance the proper authorities will be notified.
2. You will attend childbirth classes, and go to all doctors appointments. You will follow the doctors recommendations and instructions.
3. All prescription medications are to be checked with the House Parent(s). The House Parent(s) will dispense all medication whether prescription or otherwise to any client who is a minor.
4. Smoking is prohibited at Rachel's Home.
5. All expenses for medical care, medication, vitamins, etc... will be paid for by the client/parent(s) if not covered by Medicaid.

### **Religion:**

1. Church attendance is required. You will attend church with the House Parent(s), or attend church at a church where you already are involved, provided transportation is available.
2. You will be expected to participate in Rachel's Home nightly devotion.
3. There will be prayer for every meal.

### **Visitation:**

1. Rachel's Home considers the first 3 weeks an adjustment time for the client and the House Parent(s), and no direct contact will be allowed between a boyfriend/birth-father and the client in the home during that time. A boyfriend/birth-father will only be allowed at Rachel's Home if a male staff member is present, and all visits will be at the discretion of the House Parent(s). If the House Parent(s) believe a boyfriend/birth-father's visits are interfering with any part of the client's involvement at Rachel's Home he will be discouraged from visiting.
2. We ask that all visitors including boyfriend, family, and friends give ample notice (Typically 24 Hours) when planning a visit. This is necessary as the schedule is quite full at the house, and proper timing may need to be appropriated.
3. Clients will be allowed overnight visits after they have been at Rachel's Home for 3 weeks. These visits will be allowed twice a month and must be pre-arranged, scheduled, and have the permission of the House

Parent(s). Additional visits need to be arranged with the House Parent(s). **There will be no overnight visits of males permitted.**

4. Clients will be allowed overnight stays with friends, and relatives after they have been at Rachel's Home for 3 weeks, and at the discretion of the House Parent(s), \*and natural parent(s). An attempt should be made by the House Parent(s) and the Client(s) to coordinate overnight stays, during the House Parent's time off. Once visiting arrangements have been made, they will not be changed in the middle of a visit except for extreme circumstances. A sign out slip should be used to report the absence. **There will be no overnight stays with boyfriends/birth-fathers permitted.**
5. The House Parent(s) and Executive Director/Board Member will be required to meet with your friends and boyfriend/birth-father before allowing a client to go out with them unsupervised, to ensure there will be no disruptions in the program. A sign out slip should be used to report the absence.

**School and Work:**

1. School attendance is required if you have not received a high school diploma, or G.E.D. Clients are required to attend all classes unless they obtain a doctor's note or have permission from the staff.
2. Obtaining a job is required if you are not attending school. If you are in school you can have a part time job, provided you are capable of maintaining satisfactory grades.
3. If employed, you are responsible for transportation to and from work and any other expenses that are work related. You are required to work with a Rachel's Home staff person on budgeting your money. *Because Rachel's Home does not charge any fees for services, you have an opportunity to save the majority of the money you earn, and use some of it for spending money and paying on debts.*

**Phone and Internet:**

1. Clients are require to obtain permission before making any phone calls. All long distance calls are to be made collect or using a phone card.
2. Clients are not to answer the phone, allow either a staff member or the answering machine to receive the call. Clients are not allowed to operate the answering machine.
3. All personal phone calls should be limited to 15 minutes.
4. Internet use will be allowed for school related assignments. Otherwise, Internet access will be allowed based on priority and time, and inappropriate Internet use will no be tolerated.

**Discipline:**

1. Discipline problems will be handled by the House Parent(s).
2. If a client is unwilling to adjust to the living arrangements, other clients, staff members, or any of the rules and regulations. It may be determined that placement is not appropriate and the client will be asked to leave.
3. If you have questions or concerns, address them to the House Parent(s), or discuss them in group.
4. If a client decides to leave and wishes to return at a later date, they are required to go through the admittance process again.

The above guidelines have been established for your benefit in an effort to provide a structured and calm atmosphere while you are a client of Rachel's Home.

By signing the line below, you agree to follow the guidelines and rules of Rachel's Home.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_