

SAMARIA HOUSE GUIDELINES

GENERAL INFORMATION

1. No Smoking
 2. Possession of drugs, alcohol, cigarettes or other tobacco products are ground for immediate dismissal.
 3. All prescribed medications must be approved and kept in the Program Director's office.
 4. A resident's personal property may be examined at any time by a staff member.
 5. You need to have permission for everything! If this guideline manual does not give you permission for something, you need to ask staff every time.
 6. All extra curricular activities for residents require a note. No note, no privilege.
 7. No selling, trading or lending of any personal property. This is prohibited.
 8. Residents are not to sign for parcels/deliveries, or collect the mail. Please direct the person to a staff member.
 9. When donations of food, clothes or materials are brought to Samaria House, it is the responsibility of the resident to personally direct them to a staff/volunteer member. At all times a thankful and gracious attitude is to be displayed towards those who donate to this ministry.
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RESPONSIBILITIES AND EXPECTATIONS

1. Do not manipulate staff or the rules.
 2. Be grateful and do not complain.
 3. Residents will be held accountable for property damage.
 4. No cursing, slang or racial slurs.
 5. Give thanks for meals, share your appreciation not your complaints.
 6. Residents are required to participate in all avenues of the program (physically, mentally and spiritually).
 7. It is expected that all residents know the house/program rules and schedules. This includes being ready and on time.
 8. Proper respect is to be given to staff, volunteers and other residents.
 9. Samaria House is to remain a safe environment for women seeking help. Fighting and threatening will not be tolerated and may be grounds for immediate dismissal.
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RESIDENT CONTRABAND POLICY

(ITEMS RESIDENTS ARE NOT ALLOWED TO HAVE IN ROOMS)

1. All food items
2. All beverages. The only beverage allowed in the room is water.
3. Any weapons: this entails any object deemed potentially dangerous by the staff.

4. All glue and solvents
5. All nail polish and remover

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6. Mouthwash
 7. Matches, lighters and candles
 8. CD's/tapes NOT approved by staff
 9. Cell phones/pagers
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BOUNDARIES

1. Entry to any office without permission is strictly prohibited
 2. All residents are required to stay within our property boundaries unless accompanied by staff or volunteer. This is to ensure safety of the family member as well as promoting a good relationship with our community. If the resident leaves the property without supervision it is understood that she has chosen to leave the program and is not allowed to return to the property. After completing nine months in the program, women are allowed to go off property without supervision.
 3. While out in public (including in church), residents will be accompanied to the washroom by a staff/volunteer. After completing nine months in the program, women are allowed to go without an escort.
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ROOMS

1. No Resident is permitted in any other residents room. Each lady needs privacy and private time.
 2. Rooms are to be kept neat and clean, with beds made when not in use.
 3. Nothing is to be hung on the walls, **nor is any furniture to be moved.**
 4. Dressing or changing is not permitted in rooms if you have a room mate. This should be done in the bathroom.
 5. Room checks will be done by staff each morning.
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DRESS CODE/GENERAL APPEARANCE

1. Proper hygiene is mandatory (ie. Daily showers – maximum 5 mins. Brushing of teeth, deodorant, etc..)
2. The dress code for all residents should be modest, feminine, clean and neat. You may wear a modest amount of jewellery. Body piercing is not permitted, however you may wear 2 ear piercings on each ear.

3. When dresses, skirts or shorts are worn, they should be knee length. No hoods or hats are to be worn in the house or classroom.
4. Hair color must be limited to natural hair colors.

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COMMUNICATION

1. After the 30 day period visitations will be evaluated on an individual basis and accommodations will be made with consideration to individual time completed in the home, individual situation, and on the home's ability to accommodate the individual situation.
2. Any items brought by outside visitors will be left at the Program Directors office and dispensed from there.
3. Incoming mail will be held at the office for the first 30 days. It is a requirement that all mail received for the first 9 months must be opened under the supervision of a staff member.
4. Telephone calls other than emergencies are not permitted for the first 30 days.
5. Phone calls will be limited to 15 minutes maximum.
6. No long distance calls are permitted from the home. If you wish to make long distance calls, you will be required to use your own calling card.
7. Personal phone calls are to be made after 6pm and Saturday and Sunday during appropriate times. Exceptions are made for women with children under the age of twelve.

FAMILY/CHILDREN VISITATION

1. Children visitation is provided to give mothers an opportunity to re-establish and/or maintain their relationship with their children. These visitations will be evaluated on an individual basis and accommodations will be made with consideration to individual time completed in the home, individual situation and on the home's ability to accommodate the individual situation. Arrangements will be coordinated through the Program Director, who must be notified in writing one week prior to anticipated visit. Each mother will need to make arrangements through her social worker or the children's care giver to have the child/children brought to the home.
2. Family visits ie. Parents, husbands or other family members other than children under the age of twelve are not permitted during the first 30 days. This allows each lady to adjust to her new surroundings without influence from family members and helps her to decide if the program is right for her. This includes telephone calls other than emergencies. After the thirty day period these visitations will be evaluated on an

individual basis and accommodations will be made with consideration to individual time completed in the home, individual situation, and on the home's ability to accommodate the individual situation.

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BEDTIME

1. Ladies should be in their individual rooms by 10PM and lights should be out by 10:30PM on Sunday through Thursday. Ladies are permitted to stay up until midnight on Friday and 11PM on Saturday. Bedroom lights may be kept on later if all occupants in the room agree to it.
2. You should not be in anyone else's room **at any time** since each group of ladies needs their private space.

MONEY

1. For security purposes, all money in your possession should be kept in an account in the Business Office. The home is not responsible for money that is stolen or misplaced if it is not kept in an account in the office.
2. To have a cheque cashed, sign the back of the cheque, put it in an envelope, and write your name and the amount on the envelope. Leave the envelope with the Office Administrator during designated times. Women may have their own bank account and have a choice of keeping small amounts of money in their room, **however the home is not responsible for any money lost or stolen from the women's room**. A piece of identification is required for your cheque to be cashed.

FINANCES

1. The monthly fee for staying at Samaria House is \$350.00.
2. This amount covers room and board plus study materials.
3. This money is non-refundable regardless of the reason for leaving.
4. It is not permissible for residents to loan money to each other.
5. It is a policy of Samaria House that staff or volunteers are not permitted to loan money to any resident. The Bible states the borrower becomes a slave to the lender. (See Proverbs 22:7).

CHURCH

1. Attending church service is part of our family life in God. You will be required to attend a morning and an evening church service.
2. You may attend the church of your choice provided your escort and transportation has been arranged by you, and approved by the Office.

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CHRISTIAN SERVICES

1. As part of our family responsibilities, each family member is expected to do some house/barn chores as needed. These requests are made on a rotating basis, and you cannot refuse house/barn chores.
2. If you are asked more than once in a day, it is because the person went down the list and had to ask you again.
3. The office will put together a weekly schedule, and if there are scheduling conflicts, each woman is responsible for arranging to switch with someone for another clean up that day.
4. Each family member must let the staff member on house duty know of any switches.
5. When being asked to do a house/barn chore, remember, "BE NICE". Think about the response you give. It should be one you would like to receive.

COUNSELLING

It is our goal that instead of developing a dependence on an individual you will learn through our program a deep trust and dependence on Jesus Christ. However, staff will be available for spiritual guidance and some counselling will be available to assist you with relapse prevention information, and to assist you to deal with personal and program issues, and to make healthier life choices.

OUTSIDE APPOINTMENTS

1. All appointments are coordinated through the Business Office. For the purpose of arranging volunteer transportation and escort support, please notify the Program Director in writing at least one week in advance.
2. There are certain days and times which are allotted for appointments, and you will

be informed of these times from the Program Director.

3. Transportation costs to appointments must be approved by your Social Development Case Worker prior to making your appointment.

DOCTOR AND DENTIST APPOINTMENT

1. For the first 30 days there will be no doctor or dentist visits, unless it is a previously booked Specialist appointment, or an emergency.
2. All doctor/dentist appointments are made through the Program Director.

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3. After you have completed 30 days, there is a limit of one appointment per month unless otherwise approved. You must have a Medicare card for your visits and Health card for prescriptions.
4. There are certain days/times which are allotted for appointments, and you will be informed of these times from the Program Director.
5. If your doctor/dentist is not in this area, you will be responsible for your own transportation with an approved volunteer.

DEVOTIONS

1. As a family member, you are required to participate, from Monday to Friday, in morning prayer with the staff and other residents. Individual evening devotions should be done in your room.
2. Reading or praying aloud is voluntary, based on your readiness, however your attention and respect are expected.

DISMISSAL

1. The family can only be effective through the cooperation of all members. On occasion, a woman may be asked to leave. If you are dismissed from the program, or if you decide to leave, you are to take all your belongings upon departure. Items left will become the property of Samaria House. A staff member is to be present in the room when a woman is packing to leave the program. You may reapply to the program after 60 days.
2. Reasons for dismissal may include but are not limited to:
 - a. Smoking

- b. Drug Use
 - c. Physical Altercations
 - d. Not Working Your Program
 - e. Non-Compliance to these guidelines, may be interpreted as your non-readiness for this program, and you may be asked to leave.
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PERSONAL BELONGINGS

- 1. All clothing items except coats must be stored in assigned dresser and/or in storage container under your respective bed. Outer wear clothing ie. Boots, coats, shoes must be kept neatly in respective bedroom.
- 2. Due to limited storage space, you are to keep your personal items to a minimum. You may be required to return unnecessary items at your expense.

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FIRE SAFETY PROCEDURES

- 1. Fire Drills will be held on regular intervals. In a fire drill or actual fire, these procedures must be followed to ensure your safety and that of other family members.
 - a. Walk: do not run to nearest exit
 - b. If you are unable to exit via the hallway, close your door and exit using your window fire ladder.
 - c. Assemble in front of the Learning Center and line up with your roommate.
 - d. Remain outside until instructed to return to the building.
 - e. Everyone must exit the building during the alarm.
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LAUNDRY GUIDELINES

- 1. Each family member is responsible for her own laundry.
 - 2. Laundry is to be done according to the Home Laundry Schedule unless an exception is allowed by the house staff.
 - 3. See Home Bulletin Board for Laundry Schedule
 - 4. All laundry items must be removed from the laundry area at the end of your designated laundry time. Any items left will be removed by staff.
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MEALS

1. Women must be present for meals Monday through Friday and Sunday. Being present during the first 15 minutes of meals is mandatory. Saturday is the only optional day.
2. In keeping with recovery work literature, healthy eating is a vital part of this program.
3. No food or drinks, with the exception of water is to be taken to your rooms. Caffeinated coffee & tea is limited to two per day.
4. Fasting is not permitted without approval from Program Director.

MEDICATION

1. When you enter the program, your medication will be checked to ensure program acceptability. Only non-drowsy medications are permitted.
2. All medications will be held in a secure place by the staff, and made available when needed. The staff member will supervise you taking your medications.

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MUSIC AND ENTERTAINMENT

1. You may listen to Christian music on an approved walkman/discman only during your free time.
 2. If you do not currently have Christian CD's or tapes, please check with the staff and some may be available. If it is not to your liking you may purchase some on your next shopping day.
 3. All music must be approved.
 4. Please adjust the volumes to a level that does not disturb those around you, and so that you can hear others speaking to you.
 5. Ipods, MP3 players will be checked by a staff member and no radios are permitted.
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TELEVISION AND MOVIES

1. Television is available from 6PM to 10PM Sunday through Thursday.
2. An additional television is located in the laundry room area for taped programs that a resident may want to watch during regular TV time when others are using the main TV.
3. All programs and/or videos must be approved by staff. Those containing bad language, sexual scenes or violence are not acceptable.

READING MATERIALS

1. All reading material must be approved.
 2. Only Christian materials or appropriate books may be purchased. Non-appropriate materials may include but are not limited to such things as horror, murder, pornography, gossip magazines, etc.
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PASSES

1. Day passes and weekend or holiday passes are not permitted before the five month period. After you complete 5 months, you are allowed a maximum of 2 passes/month.
2. A pass request must be put in to the Program Director at least two weeks prior to anticipated leave. Passes are approved on a case by case basis.
3. Transportation to and from, must be arranged and approved, prior to receiving a pass.

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PUNCTUALITY

1. Times for all Samaria Home activities will be set by the clock in Samaria House kitchen. Please set your watches and clocks accordingly.
 2. Being on time is an important step in preparing you for life outside the program, and it enables other family members to count on you.
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SICKNESS

1. Residents must be in appropriate health conditions to attend all classes on a consistent basis. If you are sick, please notify the staff prior to morning prayer time. Someone will check with you later.
 2. Definition of sick – vomiting, fever or severe cold.
 3. Resident declared sick must stay in bed!
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SMOKING

1. Smoking, use of drugs and alcohol is not permitted while you are in the Samaria Family Program, whether you are on or off the premises.
 2. Any action you take which violates this hurts you and hurts us as a family.
 3. Any person smoking will be dismissed immediately!
 4. A session on helping you deal with your craving from quitting smoking and a relapse prevention survival kit will be made available to you.
 5. You may be requested to take a drug, alcohol or smoking test to indicate whether or not you have used these substances. Refusal to comply with testing may result in your dismissal.
 6. Smoking patches are NOT permitted.
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UNDERSTANDING THE GUIDELINES

1. When entering the home each woman is required to read the foregoing guidelines. It is then her responsibility to ask questions about anything that she does not understand.
2. If there is an issue that is not dealt with under these guidelines, please write your question on the back of this sheet and present it to the interviewer. The interviewer will then respond to your question in writing, on the back of this sheet (or other pages if required), and both question and answer should be initialled by both the interviewer and the person being interviewed.

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SAMARIA HOUSE FAMILY GUIDELINES AND PROCEDURES

It is our desire that our home be a place that is characterized by Christian principles and values, not rules. As family members we must love one another, demonstrate respect and cooperation, and meet the requirements, which are critical to our progress and effectiveness of the home.

These are our family values at Samaria House:

- We will treat everyone with dignity and respect
- We will not complain
- We will always be part of a solution, not the problem
- Our relationship will be guided by 1 Corinthians 12:12-27 ...'so that there may be no division in the body, but that the members may have the same care for one another...And if one member suffers, all the members suffer with it; if one member is honored, all the members rejoice with it.'
- We will support each one's potential and giftedness
- We will give service and do everything with excellence

ACCEPTANCE COMMITTEE

A prospective family member is a guest at the home for her first 30 days. Her acceptance into the program of our family is contingent on what is observed during this period. At the end of the month staff will evaluate with the woman if she is appropriate for the program and if it is appropriate for her. During this time she will also be able to evaluate if she wishes to continue. If she chooses not to continue or is seen to be inappropriate for the program, it will be her responsibility to provide her own means of transportation.

A proven means of transportation is to be arranged before being accepted in to the program.

I HAVE READ AND UNDERSTAND AND AGREE TO ABIDE BY THE SAMARIA HOUSE RESIDENTIAL GUIDELINES.

Signed this _____ day of _____, 2009.

Name

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ADMITTANCE PROCEDURE

Admittance must be a personal choice. Referral can come from any source but must be requested by the woman herself. We do not accept court mandated clients unless the woman requests that Samaria House be a part of her sentence.

Upon completion of an Application for Admittance and Medical Form an interview will be set up with the individual to assess whether or not she understands the program and the suitability to her needs. Although we do understand that it is difficult for anyone to commit to a six or twelve month program we don't want to waste valuable time and space for someone who needs and wants to be in the facility. Therefore, we ask that she commit to a 30 day assessment period which gives both the participant and the home a time to determine if each is suitable for the other. Assessment then will be every 3 months to determine goals, progress and any problems that need to be addressed.

All forms must be completed before entrance to the program. A monthly fee of \$350.00 is charged which covers room, board, books and supplies. Most women can apply for assistance through short term medical disability during their stay. This form must accompany other forms upon entrance if this is to be the method of payment. Other than emergency visits all doctor and dental appointments must be scheduled after the 30 day assessment period.

Our policy is to provide our clients with a drug free environment. Therefore we do not allow smoking patches, methadone or any mood/mind altering medications. Only medications such as those taken for heart, diabetes, thyroid, etc..are permitted. If a woman is using a medication for depression for example and decides she wants to enter the program, she must provide a letter from her doctor stating that it would be safe for her to stop taking this medication. This is for her safety as well as the other women in the program. All addictive substances (other than cigarettes) must be detoxed for 10 days before entering our facility.

Personal items may accompany the individual, however, since rooms are shared with another resident, space is limited. Inquiries as to what and how much to bring will be covered during the interview process.

If an individual is interested in applying to our program she may contact us by the following methods:

Write to us at:

God Is Able Ministries
2041 Route 105
Sheffield, NB
E3A 8H8
Attention: Admittance
Notes from meeting:

Email: olive@godisableministries.com

Telephone: 506-357-9596

Fax: 506-357-9668