

Mary's Mantle

A Catholic Residential Home for Expectant Mothers

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MARY'S MANTLE'S HOUSE GUIDELINES

The following guidelines have been developed to help you understand our expectations of you while sharing a home at Mary's Mantle's Ministries. The guidelines are written to help all residents thrive in an environment that is productive, healthy and secure, so that all may live in harmony.

Residing at Mary's Mantle is dependent on adherence to program guidelines. The program guidelines are to prepare you for the most important responsibility of your life: being a responsible parent. Another goal is to help you reach your best physical, emotional, financial and spiritual potential.

PROGRAM

Successful completion of the program requires focused participation in each of the following components: Education/ Employment, Financial, Medical, Substance Abuse/ Mental Health, Housekeeping/Chores/Dorm Room, Religion/Morality, Visitors/Visitation, Home Security, Weekend Pass, Relationships, Telephone, Music/T.V./Videos, Computers, Automobile, Curfew, Length of Stay, Health/Nutrition, Non-Compliance/Conflict Resolution. Each of these components is described below.

Mary's Mantle Residential Program consists of three Levels:

Level 1: Temporary Shelter: consists of the first 21 days following admission.

During this time you will:

Participate in a concentrated time of establishing yourself within the home and the program.

By the end of the third week it is your responsibility to **submit in writing a request** to be approved for Level 2.

The request will include a **work plan** that set achievable and measureable personal and vocational goals with objectives for successful completion of the program **and** a projected weekly schedule that will guide you in your work towards self-sufficiency.

Each client may be working on a different level, with different expectations and responsibilities, according to the circumstances of her situation.

Level 2: Residential Living: Consists of prenatal period beyond Level 1 and ending at end of pregnancy. During this time you will:

Participate in all program requirements outline in this handbook.

One month prior to your delivery date, it is your responsibility to submit in writing a request to be approved for Level 3.

The request will include a work plan that outlines your goals with objectives for residing at Mary's Mantle with your infant.

Level 3: Post-Partum Residential Living consists of a three month period residing at Mary's Mantle with your infant. During this time you will:

Participate in all program requirements outlined in this handbook.

EDUCATION/EMPLOYMENT

Requirements of the program include:

Combined minimum of 30 hours per week

Working or actively seeking work

Attending Work First

Going to school

Volunteering within the community

Attendance at any structured in-house job related educational opportunity, minus recreational or spiritual activities.

Your time will be recorded on the Residential Timesheet

Employment and/or volunteering must be of a respectable nature

If you are not employed upon admission, our staff will assist in meeting these requirements. Some options may include guiding you through the application process with Department of Human Services, directing you in finding volunteer opportunities, etc.

As stated previously, you will be expected to provide in writing a plan for meeting this requirement before you are invited to remain beyond Level 1 at Mary's Mantle.

FINANCIAL

The objective of the Financial Accountability Program is for the residents to have saved as much money as possible during her stay. Documenting your income and expenses assists in this process.

To participate in this program you will be accountable to Mary's Mantle's staff for your finances in order to guide you towards self-sufficiency. This will be achieved by:

Developing a budget,

Periodic budget accountability meetings with staff,

Submitting receipts for all monies spent,

Submitting monthly bank statements documenting your deposits and the amount in your bank account,

Be responsible for the handling of your budget and finances.

You will be required to open and maintain a bank account. For those with questionable credit or a poor financial track record (bad checks, etc.) you may choose to secure your money in the ministry's safe. Your account must be opened before you will be considered for entry into Level 2: residential Living at Mary's Mantle. If you have no income upon admission, you must open your account within 1 week of receiving income.

Every resident has the financial obligation to pay a monthly residential fee of \$100. Once you have successfully completed 21 days and are approved for Level 2: Residential Living, you will be expected to begin paying your residential fee. The due date of your fee will be determined by the Residential Manager and will be based upon your circumstances.

In addition to the residential fee, you are required to contribute \$120 per month toward the cost of food. This is payable in either cash or you may choose to use your food assistance (food stamps). Also, our residents contribute a part of their WIC as needed.

MEDICAL

To ensure a healthy pregnancy and postpartum period, you must be under the care of a board certified physician and agree to comply with medical directives. You are expected to **submit a Medical Information Form completed by your physician upon admission.** If you do not have an OB-GYN, Mary's Mantle's staff can assist in locating a local OB-GYN.

Additionally, you are expected to utilize an approved visiting nurse service either provided by your health insurance or a public health nurse.

Upon admission a release of information form must be signed.

A doctor's note is required if a resident is unable to work or has physical limitations. The staff may contact the physician to clarify the limitations.

SUBSTANCE ABUSE/MENTAL HEALTH

Mary's Mantle is a drug-free environment. We reserve the right to conduct random drug screens on all residents. If you have a known substance abuse history you may be required to have a substance abuse assessment, treatment and/or attend support meetings.

Substance abuse test results from other agencies must be submitted to Mary's Mantle. Using or possessing drugs not prescribed by a physician may be grounds for dismissal from the program.

Pregnancy is known to affect women's hormones, moods and behaviors. If you are undergoing mental health counseling or psychiatric treatment, you must continue with your care. If you have been diagnosed with a mental health issue in the past, but are not currently receiving treatment, you may be required to undergo a mental health evaluation, psychiatric assessment and/or participate in on-going psychological counseling when deemed necessary. A release form must be signed for the purpose of continuity and/or appropriateness of care.

HOUSEKEEPING, CHORES and DORM ROOM

In order to maintain a clean and orderly home, household chores will be shared equally among you and your housemates. Each resident is responsible to follow posted Infection Control Procedures. You will be responsible for a daily chore, in addition to the upkeep of your own room. Chores are assigned by staff and are posted weekly on a Chore Chart.

Preparation (cooking) of the dinner meal and kitchen upkeep are on equally shared responsibility. You will be assigned cooking and "after-dinner clean-up" on a rotating basis. You will prepare your own breakfast, lunch and snacks daily, and be responsible to clean up after yourself.

Residents are to be up, showered, dressed and breakfast eaten by 9am. Room check is 10am. Dorm rooms must be kept **clean** and **in order**. Clothes should be placed in their proper place, and bed made daily. Rooms must be cleaned weekly according to home guidelines.

You are not to consume or store food of any kind in your dorm room.

A washer, dryer and laundry products are provided for your laundry needs. You will be assigned a laundry day, and that will be your only day to do your washing.

The dorm wing is to be quiet after 10 PM every night.

RELIGION & MORALITY

Church attendance at a Christian church of your choice is required every weekend. If you do not have a church home or transportation to your church home, you will be expected to attend a local church. Arrangements can be made to attend church with a staff person.

- Your weekend work schedule must allow for church attendance.
- Participation in In-Home Bible Studies is required.
- Profane language is not acceptable within the home.
- Your body is God's temple. Therefore, dress attire must be kept modest. Staff has the discretion to request you to change into appropriate attire.

VISITORS & VISITATION

Any and all visitation must be prearranged through Mary's Mantle staff. Visits of a personal nature are to be scheduled during free time hours. Professional visitors (nurses, social workers, etc) are to meet the Residential Manager at the beginning of your visit. Volunteers are not to be asked to approve visitation.

The only male visitors allowed are the resident's own father and/or brothers at the discretion of the Housemother. They are to be seen in the living room. Additionally, no visitors are allowed in the staff quarters, or in the basement of the home.

Visitors who are disruptive or are a threat to the residents of the home will be asked to leave the home and will not be allowed back on the property. The police will be called if a visitor refuses to leave or demonstrates threatening behavior.

HOME SECURITY

Mary's Mantle recognizes that domestic violence is a serious issue. The ministry is committed to providing a safe environment for you, other residents, staff, and volunteers. Women admitted into the program who have a history of domestic violence must adhere to

the guidelines that have been set forth in order to protect everyone. Contact with your boyfriend is restricted.

- You shall not disclose the name or physical address of this location.
- No phone calls may be placed to your boyfriend from a ministry phone.
- If a restraining order is in place, you shall provide a copy to be placed in your file upon admission.

Furthermore, the manner in which you conduct yourself contributes to the overall security of the home. Violence of any form whether verbal or physical, will not be tolerated within the home. If you participate in violent behavior outside the home, you will experience the same discipline as if the incident had occurred in-house. This rule applies to physical violent behavior and language, as well as phone conversations (incoming and outgoing) and written communication.

Your room is your private space. Therefore residents are not permitted to enter another resident's room without permission. (Staff has the discretion to enter rooms at any time.) You will agree to respect the belongings of other residents, as well as the belongings of Mary's Mantle. Stealing will not be tolerated.

Violation of this policy is grounds for dismissal from this program. You may be assisted with placement into a more appropriate program.

Each resident is provided a small locker in which to place valuables and other property. Mary's Mantle staff will retain a key to the locker and are permitted entry into the locker at any time.

OVERNIGHT & HOLIDAY PASSES

Friday or Saturday night AND holiday passes may be given to you if you desire to spend time with family. Requests must be made in writing and received by the Case Worker NO LATER THAN THURSDAY preceding the requested day and will be reviewed for approval. **You are considered in violation of the guidelines if you leave for the weekend prior to receiving approval. Passes are contingent upon meeting all the requirements of the program. No more than one pass per month will be granted.**

RELATIONSHIPS

All relationships pursued by the client are encouraged to be those that are beneficial to her emotional, physical, and spiritual well being.

TELEPHONE

A shared telephone is provided for the residents for incoming and outgoing calls. Residents are expected to be courteous. Phone conversations should be limited during weekday business hours (9-5) and when others need to use the phone. Phone is to be returned to its station immediately after conversation ends. All phone calls will be logged in with phone number, name and reason for calling.

MUSIC, TELEVISION, & VIDEOS

Responsible, respectable viewing of television, videos and/or listening to music will be expected at all times.

Music, programs and movies must not contain satanic or vulgar content, profanity, violence, sexual content or lyrics. No R rated movies are allowed.

Television in the Family Room may be viewed after 5:00 PM Monday through Friday, provided your daily obligations have been met. Television viewing on the weekends is left to the discretion of responsible staff or volunteers.

COMPUTERS

Computers with internet connections are provided for your use. Their primary purpose is to assist you in planning for your future. This would include researching employment, educational opportunities, childcare arrangements, housing options, completing homework (if in school) and writing your resume. You are encouraged to complete your computer work during normal business hours (9-5), unless you work or are in school during the day.

The limited use of the computers for entertainment purposes will be permitted after 5pm Monday through Friday, and during the weekend, provided your daily obligations have been met. Any resident needing a computer for completing school work will be given precedence over residents using a computer for entertainment purposes. The following websites may not be visited on Mary's Mantle computers, or via cell phone while on ministry grounds:

- MySpace
- Facebook
- Twitter
- Youtube
- Dating sites

- Pornographic sites
- Gambling sites
- Pay-to-play gaming sites
- Websites containing any questionable material (ask staff if in doubt)

You may elect to play the games that are installed on the computer, such as Solitaire, Hearts, Mine Sweeper, Free Cell, etc. In addition, you may access online games through websites such as Pogo.com, Yahoo.com, and other similar free game websites. You are required to use good judgment in making your online choices. Any violation of computer guidelines will lead to disciplinary action, and resulting in forfeiture for future use of the computers.

Personal laptop computers are allowed. However, the use of the internet on a personal laptop or cell phone is prohibited. If your laptop or cell phone has internet access you will not be allowed to use those while on Ministry grounds.

TRANSPORTATION

Mary's Mantle understands that lack of reliable transportation can be a barrier to your success. The ministry is committed to assisting you with your transportation needs. The use of the SMART bus system is encouraged and supported. Additionally, with sufficient notice, transportation *may* be arranged through approved ministry volunteers.

You may have a car while at Mary's Mantle as long as you submit a current copy of car insurance, registration, and driver's license. Car maintenance is your responsibility.

CURFEW

You are required to be home by 5 PM Sunday through Friday for dinner. By 4pm if it is your turn to cook.

Sunday through Friday Free Time is 6-8pm, providing no class is scheduled and all chores are done.

Saturday Free Time is 12 - 8pm, subject to Housemother's approval and providing that no class is scheduled and all chores are done for the week.

Curfew must be strictly adhered to. A violation of curfew is considered a serious infraction and will lead to disciplinary action. Repeated violations of curfew may result in dismissal. House will be locked and alarmed at 10 PM daily.

HEALTH & NUTRITION

You are expected to make healthy choices for yourself as well as for your unborn children. Classes in cooking skills, prenatal nutrition, and the dangers of smoking, drinking, and drug uses, during pregnancy are an important component of the program and your participation is required.

All residents will gather at designated dinnertime (5:00-6:00pm.) In consideration of the person who has prepared the food, you are encouraged to eat the meal that is prepared. You must notify Mary's Mantle staff of any food allergies prior to admission.

SMOKING

Mary's Mantle believes that smoking is detrimental to you and your unborn baby's health and wellbeing. No smoking is permitted in the building or on the property.

DISCIPLINE

The staff of Mary's Mantle will utilize an information system to track noncompliance behaviors. Violation of these guidelines will result in points which will lead to loss of privilege or possibly termination from its program.

LENGTH OF STAY

Length of stay in the program is contingent upon your willingness to be a compliant and productive member of the house. You were admitted to this program on a voluntary basis; therefore, you reserve the right to sign yourself out at any time. Mary's Mantle reserves the right to dismiss you at any time.