

Perry Center Resident Policies

Welcome to the Perry Center!

We want your time with us to be meaningful and worthwhile. The Perry Center is a safe environment that offers life skills training and Christian spiritual growth experiences in a residential setting. It is our desire to provide the help, education, and encouragement you need at this time in your life.

The following policies are designed for your safety, as well as to provide the framework for your stay here to be a valuable encounter with God. Our hope is that your experience here provides the love and support you need to make the best decision for you and your baby.

A. General Residential Policies

1. Smoking, Alcohol, and Other Drug Use

The entire property of the Perry Center (any indoor or outdoor space) is a smoke-free, alcohol-free, and drug-free zone. This policy is for the health and safety of all concerned, including you and your unborn child. Additionally, if a resident under 18 years of age is found to have alcohol, tobacco, or drugs in their possession, they will be referred to local juvenile authorities. Any resident of any age found in possession of illegal substances will be referred to the legal authorities. Refer to N.D.C.C. 23-12-9 to 23-12-12.

North Dakota state law considers alcohol or drug use by a pregnant woman as child abuse. If you are concerned about your tobacco, alcohol, or drug use or have a history with addiction, please speak to staff about it during your intake interview and we will assist you in getting appropriate help. Your well-being and the safety of your baby is our top priority! If you struggle with addiction concerns, it is essential you meet with an addiction counselor in the community and attend a support group to reside at the Perry Center.

2. Rent

Your monthly rent payment will not exceed \$400 per month for your room, board, and services. If you come to the Perry Center with children, the monthly rent amount increases by \$100 per month per child. (Example: You and your toddler are admitted. Your monthly rent payment will not exceed \$500 per month: \$400 for you, plus \$100 for your toddler.) Rent is due on the first of each month. You may give your payment to the House Parent or Director. A budget will be done with each resident to assist in learning to manage your money. A signed rental agreement will be completed and can be reevaluated during your stay.

3. Bedrooms

Rooms should be kept neat and orderly at all times and will be checked frequently by staff. Each resident will have a key to her room. If lost, another key can be purchased for \$5.00. A common kitchen and TV area is provided; therefore, no personal TV's, refrigerators, space heaters, or microwaves are allowed. No food or drinking are allowed in bedrooms. Residents are not allowed in each other's bedrooms unless they are roommates. Visiting between residents can be done in the commons area.

4. Assigned chores

Residents are expected to complete daily and weekly chores so that everyone can enjoy a safe and clean environment. The list of chores and directions on how to complete them will be posted. If chores are not done properly, you will be asked to redo them. Upon completion, the resident and staff must sign off on the chore list.

Daily chores: All residents are expected to keep their personal space clean every day. Your personal space includes: 1) your assigned room, 2) your assigned bathroom, and 3) whatever space in the commons area you make use of in the course of the day.

After each evening meal, all residents are expected to remain in the kitchen area and assist with clean up until all kitchen clean up is completed.

Weekly chores: Household cleaning chores will be assigned weekly to each resident. You are expected to do a thorough cleaning of that area as well as a daily check for general cleanliness.

5. Meals & Food

Each resident must apply for WIC and any other appropriate assistance. The WIC coupons and food support programs are for you. This food is intended for your use and should remain where you are residing. It will be kept in the refrigerator and cupboards, labeled with your name. We do encourage you to use your assistance for the meals that are prepared during your stay. Everyone will provide milk and meal supplies to fulfill the weekly menu.

Each resident is responsible for preparing their own breakfast and noon meal using their WIC food items and other items they have purchased. Of course, leftovers and other food purchased by the Perry Center is available to residents as well. No cooking of food is allowed between meals, as healthy snacks and leftovers (to warm up) are always available. The evening meal is always eaten together family style.

Additionally, each resident will be expected to assist staff in the preparation of at least one evening meal per week. Do not panic if you do not know how to cook! Staff is there to teach you how to prepare meals safely and to keep your diet nutritionally balanced.

All residents assist in evening meal clean up. If you are unable to be present for the evening meal due to an appointment or work schedule, please let staff know 24 hours in advance.

6. Resident Earning Program

After daily and weekly chores are completed, residents may choose to complete extra chores in order to earn rewards through our Resident Earning Program. Hours worked on extra chores may be redeemed for such things as baby clothes, baby equipment, maternity clothes, transportation, babysitting, etc. (supplies depend on donations). Earnings for rewards are equivalent to \$8.00 per hour and will be rewarded for work completed efficiently and thoroughly. See staff to participate in this program.

7. Curfew and Quiet Times

Quiet time in the building generally starts at 9:00 pm and continues through 7:00 am. The building is locked for resident safety. You will need to ring the doorbell to gain access. Doors are monitored by a security system for your safety and protection.

~For minors (age 17 years of age and under), curfew is 9:00 pm Sunday through Saturday with the exception of 10:00 pm on Fridays.

~Adult residents have Sunday through Saturday curfew of 9:00 pm and with the exception of 11:00 pm on Fridays.

Check with the House Parent or the person on duty if a late check-in is needed. No one is to leave or return to the building after curfew as you will set off an alarm and be locked out.

8. Appearance and Clothing

All residents are expected to be fully dressed modestly and appropriately by 9:00 am. Short shorts, any tops showing your midriff, spaghetti straps, and other revealing clothing are not allowed. No bare feet are allowed outside of the bedroom/bathroom area. You must be dressed appropriately for classes and Bible Study. Shoes must be worn in the commons area and hallways. No pajamas can be worn out of the bedroom/bathroom area. Only full coverage robes are permitted in the common areas and only after 8:00 pm.

9. Free Time

Residents are allowed up to two (2) evenings out to socialize per week. This must be planned in advance with staff on Monday of each week. All classes, supper clean up, and assigned chores must be completed before socializing. Residents over the age of 18 may leave the building during free time but must sign in and out. Residents under the age of 18 will be required to have permission of a parent/guardian and approval by Perry Center staff to leave the facility. You may request a pass to go to a family member or volunteer's home for the weekend or during holidays. Group activities (community events, etc.) are sometimes scheduled on weekends. If you are not spending a weekend at a family member's home, the following applies: Saturdays are a free day for running errands or visiting friends, except for scheduled group activities. You must give details of your plans to the person on duty and on the sign out sheet. Sundays are always a day for worship service attendance for all residents. After worship services, you are encouraged to invite visitors to see you from 3:00 pm to 5:00 pm. The Program Manager or the Director are

the only staff able to approve passes and visitors. A visitor sheet must be completed and given to the Program Manager for approval on Wednesdays of each week. Visitors or pass approvals will not be approved by contacting the Program Manger or Director on weekends or after 5:00 pm during the week.

10. House Meetings

House meetings are weekly events that all residents must attend. This is an opportunity to discuss issues within the Perry Center that affect all residents, such as chore schedules, group activities, relationships with each other, menu items, etc.

11. Miscellaneous Important Items

Hygiene- All residents are expected to bathe or shower, brush their teeth, use deodorant, and change clothes every day.

Laundry- Washers and dryers are provided; however each resident must purchase their own detergent and dryer sheets. Laundry loads are not to be started after 9:00 pm. There will be a signup sheet for times posted on the door if needed. You are responsible for washing your own bed linens weekly. Please remove your laundry from the laundry room when your scheduled time is up.

Mail- mail will be handled by the staff or put under your bedroom door.

House/Cell Phone/Computer Use- There is a house phone available for your use. You will need to purchase a phone card to make long distance calls. We encourage calm and kind conversations and a time limit of 5 minutes per call. If conversations are not appropriate, staff will kindly encourage you to end the conversation. Cell phone use of any kind, including texting, is not allowed during any in-house classes, meetings, meals, or Bible Study times. We can prohibit cell phones in the building if they are disrupting others or preventing a peaceful environment. Please inform your callers that there are no phone calls allowed after 9:00 pm on the house phone.

A personal computer is approved only for high school or college purposes. A house computer is available to residents that is connected to the internet. Everyone is encouraged to go to the library if they need to use the computer as well.

Television – TV will not be available for entertainment during in-house classes, meetings, Bible Studies, evening meal preparation, mealtime, and mealtime clean up. TV time and content is at the discretion of the staff.

Movies, Books, Music, Games, and Other Forms of Personal Entertainment – Only movies with “G” or “PG” ratings are allowed. ANY item with occult (Ouija Boards, tarot cards, crystals, horoscopes, witchcraft, etc.), violence, or sexual themes will not be allowed in the building. Any material of this nature in any form found on the premises will be disposed of, regardless of ownership.

B. Program Policies

1. Medical Care

All Perry Center residents must be receiving ongoing and regular prenatal care. You may choose your own physician or staff can refer you to one. There are quality hospitals in this community. All medical appointments are expected to be kept and to be attended on time. At each medical appointment, you are responsible to have your physician complete an “Update Form” for your Perry Center file and return it to staff. You will have the opportunity to attend childbirth classes.

2. Appointments

Always check the house schedule when making appointments for WIC, doctor, or other appointments. Try to schedule similar appointments on the same day and near the same time as other residents’ appointments in order to help us be efficient with gas costs and staff time if you need a ride. Always schedule your appointments around the in-house class schedule. All appointments must be recorded on the House Schedule on the wall next to the refrigerator.

3. Visitors - Female friends can visit with prior arrangements with the Director or Program Manager.
~Male visitors may visit in the building only on Sunday afternoons from 3:00 pm to 5:00 pm or by other prior arrangements with staff. They must wait outside or in the entry area for you, and will remain in the living room area during the visit.
~Parents/Guardians of minor residents are allowed to visit at any time. Other family members may visit as approved by staff. You may visit your family and friends away from the facility during your free time.

4. Children- Each resident is responsible for their own children. You must keep your child or children in your sight at all times. Residents and staff cannot watch or babysit another resident's or staff member's children during their stay at the Perry Center. If you choose to let staff or other residents hold your baby you are liable and you must be present in the room. Never leave your child alone with staff or residents.

5. Home Visits

Home visits are allowed every other weekend, unless other arrangements have been made. Overnight visits are for approved family members only. No overnight visits will be granted for stays with boyfriends or friends. Weekends begin at noon on Friday and end at 5:00 pm on Sundays. The parent/guardian and the staff will arrange home visits for minors. These arrangements should be finalized 24 hours in advance of leaving. Overnight visits are not allowed during the week. If a holiday falls during a weekday, the Perry Center will follow the school vacation schedule. The staff may grant a weekend home pass if the resident has completed all of her in-house responsibilities before departing and is actively participating in programming. Beginning the 8th month of pregnancy, out-of-town visits can occur only if a doctor has given written permission to travel. A pass sheet must be filled out and handed in to the Program Manager by Wednesday each week for approval of the pass.

6. Signing Out

You are required to sign in and out on the sheet in the kitchen area every time you leave and return. Residents must be specific as to who they are with, where they are going, and provide a phone number and/or address where they can be reached. For your safety, please notify the on-duty person of your plans as well.

7. Transportation

You are responsible to make and get to all your appointments on time. Staff may supply transportation to and from medical, WIC, and Social Service appointments that are scheduled on appointment day, but only if staff is available and the request is submitted in writing 24 hours in advance of the appointment. The first ride each week is free, but additional rides in that week are earned through the Resident Earning Program.

Independence is encouraged, and you are expected to learn how to use the public transportation system. The Program Manager can assist you in applying for a reduced-priced city bus ticket (unlimited bus use for \$15/month). There is a bus stop right next to the Perry Center, at the corner of 7th Avenue South and 45th Street South.

~Any resident that is 18 years old or older, has completed high school or a GED program, and is employed or actively searching for employment may bring an automobile for her use during her stay at the Perry Center. Proof of a valid driver's license, current auto insurance and registration, and license plate number is required. If you have your car at the Perry Center, please be aware that you are not allowed to provide a ride to any resident that is under 18 years old without written permission from their parent or guardian. We highly encourage you not to give rides to other residents regardless of age.

8. In-house Classes

Regular classes scheduled at the Perry Center are designed to enhance your experience and abilities during this period of your life when you are faced with so many life-changing decisions. Some examples of topics covered are life skills, independent living skills, decision-making, adoption vs. parenting, newborn care, loss and grief, physical exercise, and single parenting. All residents are required to participate in appropriate classes. Please check the calendar to see what time classes are. Your appointments with the Program Manager will be posted on her door and other required events will be posted on the calendar located in the commons area.

9. Counseling & Advocacy

The Program Manager's office is located right in the Perry Center and is available to provide one-on-one Christian-based counseling. All residents will meet with the Program Manager at least once per week. Group counseling may

also be available. The Program Manager will also teach classes, assist you in planning and decision-making, be a support person, help coordinate services, and make appropriate referrals.

10. Spiritual Growth

Residents are provided the opportunity to deepen their relationship with God and further their walk with Jesus as their personal Savior through a variety of activities.

- ~ If a resident does not have a personal Bible, one will be given to her.
- ~ A prayer of thankfulness is said before each meal.
- ~ Daily devotions are held after each evening meal.
- ~ All residents attend Bible Study, which is held in-house, one to two times per week.
- ~ Staff is available to pray with the residents at any time it is needed or requested.
- ~ Every Sunday all residents attend worship services. A staff member or a volunteer may accompany residents to services in order to ensure their security and comfort in a new spiritual community. Church attendance is mandatory. You can attend the church of your choice. You will be required to have a bulletin to give to the Program Manager verifying you went to church.

11. Medication Policy

All medications are locked up in a medication box. Only staff has access to this medication box. The staff are trained regularly to follow the procedures for safe and effective use, storage, and disposal of prescribed and over the counter medications. All medications must be taken as prescribed by a physician or qualified health professional. Residents and their children will have their medication use monitored.

Protocol Medication Orders

- If your physician has standing orders, please supply a copy to the staff. Examples of standing orders are laxative, antacids or pain medication.
- All medication orders will be reviewed by the prescribing physician when needed (frequency is based on the type of the medication, the dosage amount, the length of time the resident has been on the medication, and concern with side effects and adverse reactions) to determine appropriateness and effectiveness of the medication.
- Do not start or stop medication without consulting a doctor.
- Written orders from a physician must accompany all prescribed medication or medication changes. These orders will be documented on the Medication Monitoring Record (MMR) by the staff.
- The MMR will be used for each resident. Staff will be responsible for filling out the MMR and the resident should be involved. Please use only black pens not blue or other colors. Please do not scribble on the MMR. Read the MMR and fill out each area upon admit and monthly thereafter. The House Parent and Resident Assisant will complete the MMR. At the end of each month, the MMR will be given to the Director for review and to be filed. If a resident refused medication or is not taking them properly, the Director will be informed immediately.
- Over the counter meds will be documented on the back of the MMR. The date, time, and amount given will be written. Then the staff must sign at the end of the sentence. Please check with a pharmacist or physician to make sure the resident is able to take an over the counter med before giving those medications to avoid unsafe medication interactions. The resident has responsibility for this, as well as their medication.
- Staff will complete the disposal of the medication during a resident's stay at the Perry Center. Any out dated medication, medications left behind or medication that a resident is no longer taking will be given to the Director. A form will be completed that shows the medication has been disposed of properly and form will be filed in the resident's file.

Storage of Medication

- Medication must be stored as directed on the label.
- All medications, both prescription and over the counter (including vitamins), must be stored in a medication box that is locked at all times.
- Medications must be properly labeled and stored in the original bottle. If the medication comes with the resident upon admit, it must be in the original bottle, labeled with their name, name of medication, and dosage.

C. Community Activities Policies

1. *Mentor Program*

Mentors are volunteers from the community that are meant to be a friend and spiritual mentor to you during your stay at the Perry Center. You and your Mentor will meet on a frequent basis and will develop a trusting relationship that will hopefully last beyond your stay at the Perry Center. She will be as involved as the two of you determine is appropriate or needed. She may be your childbirth coach. She may attend Lamaze classes with you. She may be willing to help you with rides to appointments, or a weekend visit to her home to stay with her family. She may take you to church or to a community-based Bible Study. Each Perry Center resident is assigned a mentor as soon as possible after arrival. The depth of the relationship is up to you and your mentor.

2. *Education*

North Dakota state law requires that any person under the age of 16 must attend school.

~Additionally, the Perry Center requires that any resident under the age of 18 that has not completed their high school education must attend an educational program toward the goal of achieving their high school diploma or equivalency degree while residing at the Perry Center. There are several options from which to choose. The Program Manager will assist you in a referral to the program of your choice.

~If a resident is 18 years old or older and has not completed their high school education, the Perry Center requires attendance at an Adult Basic Education program and regular progression toward the achievement of a General Equivalency Diploma (GED) while residing at the Perry Center.

3. *Employment*

Employment is required for all residents who have achieved their high school diploma or GED. The Program Manager will work with you on creating goals in this area as well as exploring other life goals. If the resident has not obtained paid employment within the first 30 days following her admission, employment classes and additional volunteer activities at the Perry Center and at the Family Life Thrift Store are expected. Residents must volunteer at the thrift store until employment is obtained.

~Once you are successful at obtaining employment, your schedule needs to be arranged so you do not work during in-house classes, house meetings, Bible Studies, Wednesday evenings or Sunday mornings. Give a copy of your work schedule to staff and notify them of any changes so staff can assist in transportation and coordination of house activities. Resident may only work part-time, so that self-care and programming are taken care of first.

~ Copies of proof of income (from employment, TANF, or other assistance) must be provided to the Program Manager monthly.

~Remember: The in-house programming activities at the Perry Center are the priority on your schedule in order for you to fully benefit from your time with us.

5. *Resident Earning Program*

Extra chores may be assigned to residents as part of consequences or when a resident is unable to pay rent. Additionally, residents may volunteer to complete extra chores to earn rewards.

A resident timesheet is available to keep track of extra chores completion. Hours worked may be redeemed for items from the donation room (diapers, baby items etc) and transportation.

Each resident's rent is \$400 per month. See the following chart for hours of ACTIVE job searching or extra chores necessary to earn rent.

Money needed for rent	Hours per week need to pay rent
\$400.00	20 hours of work
\$300.00	15 hours of work
\$200.00	10 hours of work
\$100.00	5 hours of work

6. Community Service/Volunteering/Earning Program at Family Life Thrift Store

Each resident is required to volunteer two hours a month at Family Life Thrift Store. These hours will be to give back to the community. The first two hours will be mandatory monthly and will not be counted as earning hours.

Any hours after the first two will be attached to the Resident Earning Program per the Perry Center Policies. The policy states that each hour is equivalent to \$8.00 per hour, as long as the work is completed efficiently and thoroughly.

Each resident should be able to keep up with parenting, school, work, programming, appointments, and house chores to be able to work more hours at the store, so that we can assure they can take care of their personal and family needs.

Any hours after the first two will be approved by the team, which includes the House Parent, Resident Assistant, Program Manager, and the Director

If the team approves more hours, the resident will sit down with the Program Manager during counseling sessions and develop a wish list for mom and baby of items they would like to earn. This list should be realistic and meet their basic needs. The list will not include large items such as furniture since we do not have storage space for these items while they live at the Perry Center. If a resident is moving out, then large items may be attainable.

The Thrift Store Manager will approve all items the resident is working towards and have the final decision if the items are earnable or not, due to public needs.

The Program Manager/Counselor will shop with the resident to confirm the items the resident earned are on the wish list and not items that cannot be stored at the Perry Center.

The House Parent will keep track of the resident's timesheet of hours of work on a monthly basis. The Family Life Thrift Store Manager will then sign off on the timesheet to confirm the hours are correct and complete.

The Perry Center Director and Thrift Store Manager will plan the resident's work schedule.

Residents who are unable to pay rent may volunteer at the Family Life Thrift Store to pay for rent, but this must be preapproved.

Residents are responsible to find daycare for their children while they are volunteering at the Family Life Thrift Store, whether volunteering or participating in the Resident Earning Program.

Residents are responsible for all transportation to and from the store. We encourage you to walk to the store since it is within walking distance.

Bonus: Each resident that completes extra hours at the Family Life Thrift Store will be able to use their experience on a resume to apply for retail jobs in the future. A letter of reference will be given to each resident volunteer upon request if she meets the criteria established by the Thrift Store Manager.

D. Consequences

There are rules, laws, guidelines, and policies that are in place to protect us on a daily basis. If any of the guidelines are broken in our daily life, there are consequences.

At the Perry Center, the following consequences have been established to protect and teach natural consequences for breaking policies. Some examples of policies that may not be broken are violation of curfew; missing programming, including the house meeting, appointments with the Program Manager or outside professionals, or other classes offered through programming; or not attending church weekly.

We would like to reassure potential residents that life is a journey of learning with great consequences at times. We will support each resident through the learning process by having natural consequences for their behaviors.

Level	Consequence
1st Incident	Verbal reminder of policy. Identify the behavior and how it leads to consequences.
2nd Incident	Verbal reminder of policy and extra chores.
3rd Incident	Verbal reminder of policy, extra chores, loss of privileges such as computer, phone (can be used for emergency such as 911), passes, TV, and/or other privileges.
4th Incident	Meeting with the resident, staff and/or family members and/or outside professional working with the resident, which would include the Director. At this level, a plan for discharge may be implemented.
Critical Incident	Immediate discharge if residents, children, or a staff member is in danger. This includes but is not limited to threats or acts of violence, acts considered "hate crimes," weapons, and illegal drugs or alcohol used or brought to the premises.

The above policies maintain a workable environment between the Perry Center residents and staff. The Perry Center reserves the right to evict residents who refuse to abide by, or continually abuse the policies. We can discharge you at any time if we determine your stay is no longer therapeutic for you or others. The eviction and discharge can occur without using the incident scale above. You have 30 days from the date you are discharged to retrieve your belongings. We do encourage you to take your belongings with you at the time of discharge. There are no extensions offered beyond the 30 days.

A discharged resident may have their items put into the front entryway for them to collect. The Perry Center is not responsible for the property due to release of belongings sheet. By signing this form as well as the release of responsibility form, you understand and agree that your items may be placed in the entry for pick up.

By signing this form, I agree to follow the policies, forms, and rules during my stay at the Perry Center.

Resident Signature: _____ Date: _____

Perry Center Staff Signature: _____ Date: _____