Definitions:
Guidelines are an outline that is used to encourage the right way to do something. Guidelines, when willingly followed, bring greater personal freedom and liberty.

Rules function as law. Rules are absolute boundary and may be necessary to promote unity when living together in an unrelated household.

Guidelines that are ignored will become a rule. Rules restrict the freedom of self-determination for one, in order to preserve the freedom for all.

It is the desire of Safe Haven Maternity Home to have rules only when absolutely necessary and implement guidelines instead. Guidelines may be negotiable when approached with a right attitude. It is not our desire to be legalistic but rather to lead by example and encouragement.

Required activities:

Each resident is responsible each day to:
- Make bed
- Pick up clothes
- Personal care: brush hair, shower and brush teeth
- Keep closet clean and neat DAILY (use laundry baskets for all dirty clothes)
- Keep bathroom tidy
- General housekeeping duties, as designated
- Residents that have not finished high school are required to enroll and attend GED preparation classes (M-F)
- Residents that have finished high school are required to attend college or job seeking classes (M-F)
- Attend Life Skills classes (M-F)

Each resident is also responsible to attend:
- community service, as scheduled
- Sunday evening trainings, when offered
- House meetings: held every Tuesday at 2:30pm

Additional meetings may be required that educate residents on subjects such as pregnancy, nutrition, parenting, childbirth, preparing for the future, finances, 12-step and/or those that are designed to bring unity or relationship among the residents.
### Daily Routine:

#### Monday – Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:00am</td>
<td>Wake Up</td>
</tr>
<tr>
<td></td>
<td>Make Bed</td>
</tr>
<tr>
<td></td>
<td>Shower</td>
</tr>
<tr>
<td>5:00pm</td>
<td>Dinner prep</td>
</tr>
<tr>
<td>6:00pm</td>
<td>Dinner (Fri. on your own)</td>
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<tr>
<td>6:30pm</td>
<td>Dinner Cleanup</td>
</tr>
<tr>
<td>9:30pm</td>
<td>Quiet Time</td>
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<tr>
<td>10:00pm</td>
<td>Bedtime (resident in their private rooms)</td>
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</tbody>
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#### Saturday & Sunday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00pm</td>
<td>Wake Up</td>
</tr>
<tr>
<td>6:00pm</td>
<td>Dinner (Sat. on own)</td>
</tr>
</tbody>
</table>

Morning activities start at different times, residents must be up in time to be ready for daily activities. All residents should be up, have their bed made, room clean, prepared themselves, and eaten breakfast before morning activities begin. Residents enrolled in school or working on their GED need to be in the main room at 7:30am most weekday mornings. Residents that have completed school need to be in main room at 9:00am most weekday mornings. If the schedule changes, Safe Haven staff will inform the residents the night before.

Sunday through Thursday all residents must be in their rooms at 10pm. LIGHTS OUT in the bedrooms is at 11pm. Quiet time in the house is from 9:30pm to 7am. Friday and Saturday evening curfew will be 12am.

### Meals & Snacks:

All residents are required to be at the main meal around 6:00pm whether they are hungry or not. This is a family time when the activities of the day and plans for tomorrow will be discussed.

Snack food is available at all times. Residents are free to help themselves, but snacks may not be used to replace regular meals. No snacks should be eaten after 4pm on weekdays, until after the dinner meal is completed.

Remember, food may only be eaten in the kitchen. NO FOOD, candy or drinks, are permitted anywhere else in the house. ONLY WATER is permitted in the bedrooms unless special arrangements have been made with Safe Haven staff.

Food and drinks are not permitted in the TV room, except for water.

If you have a special dietary need or would like to request a specific food item, please feel free to discuss with the house staff.

### Activities:

**ALL** girls are to participate in activities unless given special permission by Safe Haven staff. The only exception to this will be when the resident’s work or school schedule conflicts with the activity, the resident is sick or when excused by a doctor’s note.

During activities the residents are to **stay together as a group**, under the supervision of Safe Haven staff.
Chores & Household Duties:
Residents are assigned and responsible for household duties that are supervised by the staff or volunteers. These duties will be assigned weekly and included in each resident’s personal schedule.

Bathroom Courtesy:
Each resident, if necessary is assigned a shower schedule. If needed, residents with school/work have priority. Safe Haven staff is there to help you stay on task and adhere to schedules. The shower schedule is designed to work with daily commitments and will be posted, if necessary.

The residents should replace toilet paper when necessary and are to rinse out the tub/shower and sink after each use. Personal items are to be stored immediately after their showers in their designated places.

Sanitary napkins and tampons are to be wrapped in toilet paper and put in the wastebasket in your room; not flushed down the toilet or left in the bathroom wastebasket.

Residents should report any plumbing concerns or problems to Safe Haven staff. This information should be logged so that repairs can be scheduled by the Executive Director.

Residents should wash their hands each time they use the bathroom to maintain good hygiene. Safe Haven staff will talk to residents that are not doing so, to remind them of the importance of hygiene.

Bedrooms:
There will be DAILY room checks of the bedrooms to make sure bedrooms are kept neat and tidy. Residents will be called back to their rooms if they do not pass inspection. Room checks or room searches may be done at ANYTIME staff deems it necessary.

Residents must launder the bed sheets once a week. See the laundry schedule for when this occurs.

Nothing is to be left on top of the beds during the day except for pillows, stuffed animals or dolls if the resident chooses. Nothing is to be stored under the bed.

Beds are to remain in the designated place to avoid fire hazards. Bulletin boards are for pictures and posters. Nothing is to be put directly on the walls.

Residents may not enter bedrooms beside their own assigned room, even when invited.

To maintain a standard of health sanitation, food and drinks are not allowed to be eaten or stored in bedrooms or any area outside the kitchen. Personal shelf space is provided, in the pantry, for the residents’ personal food and items.

Linens/Bedding
Each resident’s bed will be made up for her prior to her admittance. Bedding will be laundered by residents for occupied rooms and by staff for unoccupied rooms each week. Residents are responsible for making their own beds each day.

Bath towels will be laundered as needed and stored in the linen closet. Residents are to hang wet towels on the towel racks provided. Make up is to be removed with toilet or tissue paper, not linens.

Each resident is responsible for laundering (washing, drying and storing) house laundry, before she leaves, unless she is physically unable.
Laundry:
A laundry schedule for the week will be assigned by the House mother. Exceptions to the schedule can be made, when necessary, with staff permission.

All laundry should be completed by 10:00pm and items should be removed from the machines promptly. Each resident is responsible for their own clothes, sheets, towels and bedding they use, and to fold and put away any HOUSE LAUNDRY they wash/dry. The remainder of the laundry will be done by the housemother.

Meal Preparation:
Meal time is a time when residents will learn important living skills such as basic nutrition, menu planning and budgeting.

In an effort to keep the kitchen area void of chaos only the staff, volunteer and/or residents who are preparing the meal should be in the kitchen during meal preparation. Meal preparation should be initiated with EVERYONE IN THE KITCHEN WASHING THEIR HANDS.

Meal planning, shopping, prepping and cooking is every resident’s responsibility. If you do not know how to do any of these, Safe Haven staff is available to assist. If in doubt, just ask.

Safe Haven does not allow any dinner meals to be planned or cooked using boxed or packaged ingredients; only recipes from scratch are permitted giving residents the opportunity to learn new skills and plan nutritious meals at a reduced budget.

Food should be put away immediately and not left out for safety and sanitation purposes.

Seconds may be had once everyone has been served.

Each resident is responsible to scrape, rinse and place their dishes into the dishwasher following the meal. If the dishwasher is full of clean dishes, please unload it. If your dish finishes a load to wash, please turn the dishwasher on.

The resident whose dinner night it is, is responsible to unload the dishwasher before bedtime at 10pm.

Grocery Shopping:
Each resident is responsible for meal planning and grocery shopping. The purpose of this is to develop life skills in budgeting, meal planning and preparation on a budget. Each resident is responsible to purchase a minimum of $130 in groceries ($200 if with child) each month with their food stamp card allotment, not to exceed 70% of their monthly allotment. Receipts for all purchases are required for bookkeeping purposes.

All food & WIC items placed in community storage become community property. To avoid community usage, be sure to write your name on your items and place in resident fridge. Each resident is assigned a dry goods shelf; personal food and beverage items should be placed on your individual shelf. If this process is not followed, community usage can happen and items will not be replaced.

Beverages
Residents are welcome to have as much water, milk, herbal teas and juice as they like. Other beverages are to be used in moderation to improve overall health. No energy drinks are allowed on the premises.
Personal Belongings:
There are a few things that can be done to safeguard personal belongings. Unfortunately, periodically there are residents that will take someone else’s things. Each resident should write her initials in the tags at the back of all her clothes.

Any money should be given to staff to be locked in a secure location in the designated envelope with the resident’s name on it. See policy on money.

Safe Haven values their residents. If anyone is caught stealing, it could be grounds for their immediate dismissal. Should this become a problem, unannounced room checks of everyone’s personal areas will be made.

Unannounced room checks may be done at the discretion of Safe Haven staff.

The residents should not borrow or lend anything. If items are loaned, Safe Haven is not responsible for any loss or damage to these items. If a resident has a need, she should notify staff as to her need, so that arrangements can be made to provide her with this item.

The residents will be supplied with the following items: shampoo, soap, toothpaste and deodorant. These will be stored in a cabinet designated by the Housemother. Safe Haven staff can replace these items after being shown the empty container by a resident.

Money:
For the protection of the residents and to help them get started with saving for their future, all residents’ income (from all sources) will be collected by the program manager and distributed as follows:

- Any monies up to $100 per month will be distributed back to the resident, by the program manager, as a monthly allowance each month. If a resident has a child they are to receive $125 per month. This money covers diapers, wipes, phones, cigarettes, and other personal expenses. Upon the residents’ written request, any portion of $100 may be put into savings to be distributed to the resident upon leaving the program.

- Any monies over $100 per month will be divided 25% to a savings fund and 75% for program services, up to the maximum of $500. Any remainder will go into savings. See Financial Explanation.

- Residents who are unable to pay the $500 should talk to their placing agency or other community resource agency and seek assistance to cover this expense. If any resident is unable to come up with funding for their program services, the resident is able to volunteer in the home and community at a rate of $10.00 per hour until the room and board is paid in full.

- The savings amount, less personal expenses (i.e. telephone calls), will be returned to the resident upon their departure. The savings will be paid in two payments, 75% within 48 hours of departure and the balance 31 days later. This will allow for the processing of the phone bill in case there were any long distance calls made by the resident.

- A resident’s financial situation differs case by case and no one is turned away based on their inability to pay. Residents should not discuss their financial arrangements with other residents due to the individuality of each person’s situation.
Vehicle Policy:
Personal vehicles are allowed but only by resident’s who have a valid driver’s license, current registration and insurance. Proof of which shall be given to Safe Haven staff prior to any resident driving and/or parking a vehicle at Safe Haven.

Safe Haven Maternity Home has a van to accommodate basic need transportation (ie, school, shopping, community service, etc.)

Translink is to be used for all medical appointments. Residents can schedule their transportation by calling 888-518-8160.

Dress Code:
The residents of the maternity home are expected to be clean and modestly attired at all times. Because we are all created differently, it is understood that this will translate into “different strokes for different folks.” However, the following are the guidelines that individual preferences and choices must be made within.

All residents are encouraged to wear comfortable and loose fitting clothing on a daily basis. Underwear is required with all daily attire and must be completely covered at all times. No halter or mid drift tops, no tight jeans or tight shorts or see-through clothing. Shorts and skirts must be modest and must not reveal the buttocks when bending over.

All makeup and jewelry should be in good taste.

Cleavage must also be covered at all times. Tank tops must be 2-3 finger widths or wear a shirt over or under it. Only one piece bathing suits are acceptable attire for swimming.

Pajamas and all sleeping attire are to be worn only in the bedrooms. Pajamas, nightgowns, tee shirts and under wear may be worn as night wear to bed. When leaving the bedroom in bedclothes, other residents should not be able to see your skin.

Sweats and pajamas are not to be worn outside of the house.

Stomachs are not to be exposed and examined outside of the bedroom areas.

Safe Haven staff will make the final determination as to whether a resident’s clothing is appropriate or not. If in doubt, please ask.

Communication:
Swearing and vulgar language will not be tolerated in any part of the maternity home facility or property or while in the presence of staff or other residents.

Residents are encouraged to be positive at all times. When a question or problem arises, please go one on one to resolve the issue and then ask for assistance if that does NOT resolve the conflict. Safe Haven staff is available 24/7 to assist. If these 2 steps do not resolve the conflict, a house meeting will be called to address the problem and the executive director will be present.

Speech and communication should be honoring and uplifting. Although every household will have conflict, conflict is for the purpose of resolution, not wounding. Residents are expected to approach conflict with this goal in mind an if there is a need for help, they should bring a staff person in to help bring resolution. Conflict resolution is a skill that can be learned. Please ask for help.
Personal computers are not allowed. Computers will be available for supervised use for learning opportunities. Personal internet usage will be determined on an individual basis.

Text messaging is prohibited between staff and residents at all times.

**Confidentiality**
Confidentiality is the preservation of privileged information about someone else. This information can be obtained because of group living situations and within the development of relationships. Each resident at Safe Haven Maternity Home is entitled to complete confidentiality not only by staff but also by other residents. It is Safe Haven’s policy that all information about every resident is strictly confidential and stays within the walls of the home. Any information or knowledge you may have about a resident’s life or situation is not to be brought to the attention of other clients in the home. To protect privacy and dignity, we ask that you acknowledge and affirm your intent to keep all information confidential and will not share any information outside of the home. Breaking confidentiality could result in immediate termination from Safe Haven’s program.

If you have a safety or criminal concern it should be brought to a staff member to look into. Please refer to our grievance policy to handle concerns with staff members and follow its directive.

If there is a concern of abuse or neglect please immediately report to a Safe Haven Maternity Home staff so we can ensure the safety of the abused/neglected individual and assist you in filing a report through the abuse hotline at 855-503-SAFE (7233). Reporting a valid case of abuse/neglect is not a breach of confidentiality.

**Telephone Usage:**
Residents may be in possession of their personal cell phones between the hours of 9:00am and 9:00pm Monday through Thursday of each week. On weekends they may keep their cell phones at all times beginning Friday at 2:00pm through Sunday at 9:00pm. The housemother on shift will ensure that these guidelines are followed.

Residents are not to use their personal cell phones for anything other than necessary calls, such as long distance calls they need to make. The phones are not allowed:
- When the resident should be interacting with the community or other house members
- Mealtimes
- Chore times
- While their child is awake and needing attention

Residents are not allowed to loan out their phone for a housemate to use.

Residents may have assigned phone times for personal calls when necessary. Any personal call made before their assigned hour needs to be cleared with the Housemother. Business calls may be made during the day, at any time. Any long distance calls should be made collect or charged to a calling card; Safe Haven cannot assume the costs of long distance calls.

If these rules are not followed and residents disregard the telephone usage guideline, privileges could be revoked for one or all household residents.

INCOMING CALLS on the staff line should be answered by the house staff and calls on the resident’s line should be answered by residents. No incoming calls on the resident’s line are allowed between 9:30pm and 8:00am.
Telephone contact between the resident and birthfather will be determined on a case by case basis. The father’s role is valued, but we also want to protect each young woman, as we believe she is to be treated with honor and respect.

**Entertainment:**
TV is not to be turned on until 5:00pm and must be turned off at 10:00pm on weekdays and 12am on Friday and Saturday. Please use discretion while choosing TV programs. The TV is a community entertainment center and programs need to be in good taste for the viewing pleasure of all residents, and in accordance with the goals and objectives of the maternity home.

Residents are to ask permission to turn on the T.V. before 5pm. All chores and personal cleanup must be completed before this request could be granted.

Only “G” or “PG” rated movies are allowed in the house. “PG-13” may be shown with staff approval. Exceptions to this can only be granted by the Housemother or Program Manager.

Radios and CD players will be authorized in the rooms by the Housemother or Program Manager. Any music must be approved by the Housemother.

NO SEXISTS, RACIST, VIOLENT, SATANIC, OR SEXUALLY EXPLICIT MUSIC OR MOVIES WILL BE ALLOWED.

Safe Haven staff will confiscate any inappropriate music or materials and will return them to the resident at their departure.

Safe Haven staff has the final decision to determine any program’s appropriateness. If in doubt, please ask.

**Smoking:**
Smoking is not prohibited but is highly discouraged, as it is extremely harmful to the health of the mother and to her unborn baby. Therefore, all smoking may only be done outside in the designated smoking area. Lighting of cigarettes on the walk to the smoking area is NOT PERMITTED. This is NOT a communal smoking area, only one person/one cigarette at a time in this area.

No smoking is permitted in the house or van at any time. No smoking for residents under the age of 18 is permitted.

Smoking cessation classes will be offered and encouraged for all residents.

**Drugs and Alcohol:**
Drug and alcohol use is prohibited while in residence at the maternity home or on its premises. Possession of such or returning under the influence would result in a referral to an appropriate rehabilitation facility and could result in dismissal from the program.

Drug testing is random and may be done at any time without notice.

**Blessing Closet:**
Various groups and individuals may donate clothing. Please set these items in the staff office and mark them with a “Needs checked” sign (signs will be located on a shelf wall). The Housemother or volunteer will sort and launder the items deemed appropriate. These will be stored neatly in the staff
office. There will also be toys, blankets, and baby items available that will need to be checked for usability.

Residents need staff permission before taking things from the Blessings Closet. She should also replace unwanted things neatly. Failure to do so, could mean her not having access to these items in the future.

Job Policy:
Residents may have a job that is between the hours of 9am and 9pm if transportation is to be provided by Safe Haven, and 7am and 10pm if resident has their own transportation.

Permission to the leave the property:
Arrangements to take a resident off the property must be made 24 hours in advance. Permission must be given by Safe Haven staff before the resident leaves the property. Residents may not leave the property with the birthfather of the baby unless arrangements have been made and approved by Safe Haven staff. Residents are permitted to leave the house for a day with approved guest only one day a week with approval.

Residents need to log the time period and destination in their personal log book for all outings.

Church Services:
Church attendance is supported and encouraged. Transportation will be arranged by the Program Manager to get a resident to and from the service of her choice. Attendance through the service is needed and knowledge of early departure may jeopardize continued attendance.

Meetings & Support Group Activities:
Residents can and are encouraged to attend A.A./N.A. meetings or other support groups if prior arrangements have been made with the Program Manager and transportation can be provided. Attendance through the entire meeting is important and leaving early can jeopardize further participation. Meeting attendance needs to take place during daytime hours; evening meetings can take place 2 nights per week, at the discretion and scheduling by the Program Manager and Resident House Mother.

Meetings CANNOT be during house scheduled activities (ie, school, meal, bedtimes, etc.).

Residents needing meetings are encouraged to go to meetings, especially when on pass.

Weekend Passes:
Requests for Weekend Passes from Safe Haven need to be filled out and turned in to staff by Wednesday. Requests will be reviewed by the Program Manager with a decision for the resident by Thursday. A Weekend Pass Request form must be filled out for periods longer than a couple of hours. A form that has not been completely filled out will be denied.

Guests Visiting at the Home:
Friends and family are welcome to visit. Please check with Safe Haven staff before inviting your guest over. Families are always welcome, but all guests, including family needs to make arrangements 24 hours before the visit. This arrangement should be made directly by the visitor with Safe Haven staff.

Visitors may visit in the formal living room, dining room or on the porches; not in the bedrooms.
Birthfather/Boyfriend Policy:
Birthfather’s are required to follow the same visitation procedure as above. Arrangements must be made with Safe Haven staff at least 24 hours in advance. Each situation will be evaluated on an individual basis. Visits with birthfather can take place only in an open, public area. There is to be NO PHYSICAL CONTACT, and they may not leave the property with the resident unless prior arrangements have been made and approved by the Program Manager. Dating is STRONGLY DISCOURAGED while in residency at Safe Haven. To visit a resident, the birthfather must have an initial visit with Safe Haven staff to be introduced to the program and all guidelines covered. During this initial visit Safe Haven staff will determine appropriate visitation privileges.

Only the birthfather can visit the resident. Boyfriends, if not the birthfather, cannot visit.

Marriage Relationships:
Regulations for girls who are married will be dealt with on an individual basis. Any direction for staff or volunteers regarding this will be directed by the Program Manager.

Gifts & Mail:
Gifts and mail may be sent to the maternity home post office address: PO Box 1822, Roseburg, OR 97470. Mail and gifts are considered to be confidential and will not be screened or opened by anyone other than the addressee but should be opened in the presence of Safe Haven staff. Packages delivered for residents not available will be placed in the staff office for safe keeping.

Residents are not to associate with those who are of a bad influence. This includes anyone involved in drugs, Satanism, occultism, or prostitution.

Departure:
As the time nears for the departure, it is expected that the resident will begin preparing herself, her belongings, and her room for leaving the maternity home.

All personal belongings must go with residents upon departure. Any belongings that are left behind without making special arrangements with Safe Haven staff, will be considered not wanted by the resident and will be discarded or given away.

On the day of departure a staff person will assist the resident with packing, making sure all her personal items go with her. The resident will be asked to return the items, on her inventory sheet, that were added while she was at Safe Haven.

Hospital Overnight Stays:
Only the guardian or parent may stay overnight with any resident under 18 years old at the hospital unless other arrangements have been approved by Safe Haven staff. Safe Haven staff will be available to stay if the guardian or parent is not available or we deem it necessary. Safe Haven staff will be the liaison between the resident family and hospital personnel. Blocking Safe Haven staff as a visitor, obtaining medical information, or blocking visits of the baby will NOT be acceptable. It will be conditions for immediate termination from the Safe Haven program. Should that occur, the resident and family would be completely responsible for any further needs or transactions of the resident.

Medical and Personal Information:
All medical arrangements (doctor’s appointments, dentist, optometrist, etc.) and special concerns are to be made by staff if the resident is under the age of 18. Medication administered by the staff will be kept in the medication closet. Any medical or personal information regarding the resident or baby will be given ONLY to the guardian or parent by our staff unless written authorized permission is
signed by the parent or guardian. The resident will have the choice to share information as she chooses to. All bills incurred that are not covered by insurance, Medicaid, or other resources are the responsibility of the resident and/or her guardian.

**Behavior Management Policy**
The following actions will result in a warning (write-up), corrective action, including referral to appropriate agencies and/or dismissal.

- Violating a no contact order
- Staff verbal abuse
- Association with known drug users
- Dirty urinalysis, possession of drugs, and/or being under the influence of any intoxicant
- Not being where resident said they were going to be
- Drug-a-log (talking about and/or glorifying drug or alcohol use)
- Violating house rules/guidelines

Physical violence of any type will not be tolerated. Violation of this rule could result in assault charges being filed. This rule extends to staff members also. We will not tolerate disrespectful treatment, threatening behavior, rudeness, verbal abuse, obscene language, deliberate harassment, causing division, or ganging up on any resident or staff. Any of these actions will result in a warning (write-up), corrective action and/or dismissal.

Corrective Action will be based on client development, repeated occurrences, and client skill set; done at staff discretion.

Three strike rule - Three warnings will constitute immediate termination from the program.