

ShortStop THP/TLP House Rules

Wayside Youth & family Support Network

1. Absolutely **NO DRUG OR ALCOHOL USE** is allowed while in the program. Weekly drug tests are conducted and mandatory for all participants. Failure to take a test on the night it is administered will result in a verbal write up and eventually lead to termination.
2. Participants must attend **MANDATORY** life skills meetings every two weeks on Thursdays from 4pm to 5pm. Participants can only be excused if they are working and or going to school at the time of the meeting. House meetings are also **MANDATORY** which occurs the **Last Tuesday of Every Month at 4:00pm**. Failure to attend either of these meetings will result in a verbal write up, and could eventually lead to termination.
3. Participants must comply with the following phases/levels and curfew times associated with them:
 - **Orientation Phase (first 45 days or more depending on participants progress in the program)**
Curfew – Sunday – Thursday 7PM, Friday & Saturday 9PM. No overnights allowed out of the program. Participants must be on a probationary phase of 45 days prior to submitting a petition of why they should begin the core phase of the program. At this time there is a review meeting scheduled and if the participant has met their immediate goals/program requirements the participant may be reviewed to the Core Phase.
 - **Core Phase (after a 45 day review has been held and staff feel that the participant has met their goals and program requirements)**
Curfew – Sunday – Thursday 9PM, Friday & Saturday 10PM Maximum of two overnights out of the program a week. Special allowances for vacations, holidays, etc. must be negotiated and granted permission by participants assigned Case Manager. Privileges vary based on Individual client and their situation/circumstances.
 - **Transition Phase (when a participant has housing in place and are in the process of moving out of the program)**
Curfew – 11PM Every Night. A maximum of three overnights out of the program a week.

If a participant is not meeting their immediate goals and program requirements the participant can be placed back on Level I / Core Phase until program requirements and goals are being met.

4. All participants must be in their **bedrooms by 12AM Sunday – Saturday**. Failure to do so will result verbal write up and continued disregard to the policy could result in termination. Residents are not required to go sleep after these assigned times; however, music and televisions are expected to be kept as a tolerable tone for participants to do so. Also, residents must stay in their rooms unless they need to go to the bathroom or speak to staff. If residents work past the required bedroom time, then they are expected to come back to the program, do assigned chore and get ready for bed.
5. **NO COOKING IS ALLOWED AFTER 9PM) LAST LOAD FOR WASHING IS 8:00PM LAST LOAD FOR DRYING IS 8:30PM.**
NO LAUNDRY IS TO BE LEFT IN MACHINES OVERNIGHT FOR WASHING AND OR DRYING
6. There are **no weapons or violent behavior** (i.e. physical altercations) of any kind allowed in the program. Failure to comply with this rule will result in **immediate discharge** from the program.
7. **No Smoking anywhere in the facility.** Participants **MUST** smoke outside regardless of weather conditions. If participant is caught smoking in the building then they will immediately be terminated from the program. There is no smoking after the bedroom curfew is enforced at night; residents are allowed to resume smoking the next morning as early as **5am**. Failure to comply will result in a verbal write up, which could eventually lead to termination.
8. **Destruction of Program property will not be tolerated,** and is the full responsibility of the responsible participant and could result in immediate termination from the program. Resolution or repair is to be arranged immediately.
9. Participants must contribute to the maintenance of a clean living space by **completing assigned chores and any additional cleaning that staff may request.** It is expected that **All PARTICIPANTS** will pick up after themselves. Failure to do so will result in a verbal warning and continued defiance of the assigned chore list could lead to termination.

10. There are **NO VISITORS** allowed in the program and **no hanging out in the rear of the building or in the neighboring developments.**
11. All participants are to use the front entrance at all times except in cases of an emergency and are responsible for keeping the back door closed at all times.
12. **Every resident living at ShortStop is required to be working and or going to school at least 25 hours a week.** Participants who are unemployed and are not enrolled in an education program must show proof weekly that they are job searching, volunteering, and or in the process of enrolling in an educational program.
13. **Non Payment of Rent.** Clients are responsible for paying rent by the 5th of each month. Failure to pay on time rent (3) consecutive will receive a written warning and level drop, 2nd violation=1 week suspension, 3 violation= 2 week suspension or termination. **Note: Program Staff is not responsible for alternative placement during suspensions.**
14. **No use of office phone or computers permitted.**
15. **Disrespect to other residents and or staff will not be tolerated at ShortStop.** This will result in a verbal write up, and if continued it could cause the resident to be discharged from the program.
16. **Curfew Violations.** All clients must abide by their curfew as specified by the level system. Clients who arrive back to the program 3 or more times in a week will be subject to a written warning. (3) Written warnings of any kind will result in a week long suspension. **(Program Staff is not responsible for placement during suspension period).**
17. **Overnights without Permission.** Clients who leave the program unexcused for an overnight or fail to return from the community without communication or proper documentation will be subjected to a 1-week suspension, first violation, followed by a 2-week suspension, 2nd violation and ultimately **termination for his/her 3rd violation.**
18. **Physical Altercation:** Physical Altercations of any sort will be consequence by immediate termination pending an investigation of all parties involved. The Program Director will make the ultimate decision if more than two clients are involved.
19. **These rules are subject to change at the discrepancy of ShortStop Staff.**

Program Participant Signature: _____ Date: _____

Case Manager: _____ Date: _____