

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 and loving environment that offers life skills training and Christian spiritual growth experiences in a comfortable 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.

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!

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.

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 allowed in bedrooms.

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 their 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 one 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.

Each resident is responsible for preparing their own breakfast and noon meal using their WIC food items and other items they may have purchased. Of course, leftovers and other food purchased by the Perry Center are 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 in 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 by 3:00pm that day.

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 9:00pm and continues through 7:00am. 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 and 11:00pm on Fridays.

~Adult residents have Sunday through Saturday curfew of 10:00 pm, and Friday night curfew of midnight.

Check with the Houseparent or the person on duty if a late check in is needed. No one is to leave 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 9:00am. 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. 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. You must be dressed appropriately for classes and Bible Study.

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 their parent/guardian to leave the facility and approval by Perry Center staff.

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 may be gone from 8:00 am until 10:00 pm. 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. Visitors must be approved by staff ahead of time.

10. House Meetings

House meetings are weekly events that all residents 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 9:00pm. There is a signup sheet for times posted on the door. 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 each day by the staff.

House/Cell Phone Use- There is a house phone available for your use. You will need to purchase a phone card to make long distance calls. Cell phone use of any kind, including texting, is not allowed during any in-house classes, meetings, meals or Bible study times. Please inform your callers that there are no phone calls allowed after 10:00 pm on the house phone.

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

Movies, Books, Music, Games and Other Forms of Personal Entertainment - Movies with “G” or “PG” ratings only 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 destroyed and disposed of, regardless of ownership.

Visitors - Female friends will be allowed to visit per prior arrangements with staff.

~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 any of your free time.

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 the staff can refer you to one. There are two top quality hospitals in this community: Meritcare and Innovis. 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 resident’s 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. Signing Out

You are required to sign in and out on the sheet by the front door 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 also.

4. 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 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.

5. 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, and adoption vs. parenting, taking care of a newborn, loss and grief, physical exercise at YMCA, and single parenting. All residents are required to participate in appropriate classes.

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

7. 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.
- ~ Group daily devotions are held after every 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. Residents may be accompanied to services by a staff member or a volunteer in order to ensure their security and comfort in a new spiritual community. Church attendance is mandatory.

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 might 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 each Sunday, or 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. Home Visits

Home visits are allowed every other weekend, unless other arrangements have been made. Overnight visits are with 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 9:00pm on Sundays. Home visits for minors will be arranged by the parent/guardian and the staff. 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. Weekend home visit passes will be approved by the staff if the resident has completed all of her in-house responsibilities before departing and is actively participating in programming. Starting with the 8th month of pregnancy, out-of-town visits will be allowed only if a doctor has given written permission to travel.

3. Education

North Dakota state law requires that any person under the age of 16 years 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.

4. 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 will be expected.

~Once you are successful at obtaining employment, your schedule needs be arranged so you do not work during in-house classes, House Meeting, Bible studies, Wednesday evenings or Sunday mornings. Give a copy of your schedule to staff and notify them of any changes so staff can assist in transportation and coordination of house activities.

~ 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 completed. Hours worked may be redeemed for such things as items from the donation room (diapers, baby items) 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 Thrift Store

*Note: There is not monetary value to the hours earned at the thrift store or at the Perry Center. It is a voucher system where vouchers can only be used for merchandise at the store or baby items on hand. The vouchers have no monetary value.

Each resident is required to complete two hours a month at the store. These hours will be to give back to the community as community service. The first two hours will be mandatory monthly and will not be counted toward the earning hours.

Any hours after the first two will be attached to the Resident Earning Program under the Perry Center Policy. 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.

All items at the store will be placed on the store floor for customers to purchase and when a resident shops with the Program Manager the items can be picked out and picked up at that time. There will be no stock piling items.

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 random items that cannot be stored at the Perry Center.

The House Parent will keep track of the resident's timesheet of hours worked, on a monthly basis. She will then ask the resident to have the Thrift Store Manager sign off on the timesheet to confirm the hours are correct and complete.

Any scheduled hours not completed will be made up and only ½ the hour will be of credit. An example is that you were to work an hour and did not show up. When you make it up you will only get ½ of the hour towards the credit earned. If you are sick or cannot make it this is included and you must call the Thrift Store Manager to inform them of your circumstances.

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

Residents are responsible to find daycare for their children while they are working at the Thrift Store, whether volunteering or using the 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, weather permitting.

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 for such letter. The Thrift Store manager establishes the criteria.

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, which includes the house meeting, appointments with the Program

Manager or outside professionals, not attending church weekly, or other classes that are offered through programming.

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. 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 families 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 will be implemented if residents, children, or a staff member is in danger. This includes but is not limited to threats or acts of violence, acts considered a "hate crime", weapons, 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.

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

Resident signature: _____ **Date:** _____

Perry Center Staff Signature: _____ **Date:** _____