



The Magdalene Home

The Magdalene Home Resident Handbook

A Safe Environment

We want to make sure you and everyone in the home is safe. Therefore, no one is allowed to share the following things: the location of the home or anything about it, the names of anyone in the home or anything about anyone in the home.

Doors to the home are to be kept locked at all times. Windows are to be kept closed at all times. A security alarm system is used during the night as well as any time staff determines it's in the best safety for those in the home.

All knives, razors and chemicals are to be locked at all times. If a girl has shaving privileges, she will check out the razor from the house mom and return it promptly after her shower.

Required Activities

Each resident is responsible each day to:

- Make bed
- Pick up clothes
- Personal care: shower, brush hair and brush teeth
- Keep bedroom and closet clean and neat using laundry baskets for all dirty clothes
- Keep bathroom tidy
- Keep all personal items tidy
- General housekeeping duties, as designated
- Attend Life Skills classes

Each resident is also responsible to attend:

- Daily group devotion time
- Homeschool classes
- Sunday morning church
- Sunday evening and/or weeknight church and/or small group
- House Meetings: held every Friday, beginning at 8:30 AM, unless otherwise communicated.

Additional meetings may be required that educate residents on subjects such as pregnancy, nutrition, parenting, childbirth, preparing for the future, finances, Bible studies, and /or those that are designed to bring unity or relationship among the residents.

Every weekend all residents will complete their assigned house chore(s) during the designated time period, which will usually be Saturday morning but may vary depending on other activities scheduled. Weekend activities will vary but may include craft projects, devotion time, or other group projects in the home or outings to a park, church activity, or other activity.

Additional Information

All residents should be up, have their bed made, prepared themselves, and have eaten breakfast as well as cleaned up from breakfast **before** morning activities begin **every day**. Breakfast is at 8:30AM.

All residents must be in their rooms by 9:00 pm. Lights out in the bedrooms and in bed to go to sleep by 10:00 pm. Quiet time in the house is from 10:00 pm to 6:00 am, unless there is a special event or activity.

When possible, if there are changes to the schedule, residents will be informed the night before.

Meals & Snacks

All residents are required to be at the dinner table 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 with the exception of 1 ½ hours before regular meals. Residents are free to help themselves, but snacks may not be used to replace regular meals.

All food is available to all residents. If you purchase special items, expect to share. Please be respectful of all items purchased by others.

Food may only be eaten in the dining room. NO FOOD, candy or drinks, are permitted in your bedroom, ONLY WATER is permitted unless special arrangements are made with the house staff.

Food and drinks are not permitted in the living room, except for clear drinks and dry foods during movie times.

If you have special dietary needs or would like to request a specific food item, you can discuss this with the house mom.

Bedrooms and House Chores

There will be DAILY room checks of the bedrooms every morning to make sure bedrooms are kept neat and tidy. Nothing is to be put directly on the walls.

Residents must change their bed sheets once a week. This is done on the weekend when all the residents participate in doing house chores, which are assigned by the house mom. All house chores must be completed during the time period assigned to do them, and pass inspection to be considered for outings and other activities.

Often there are visitors touring the home, so the bedrooms and entire house must remain organized and clean at all times.

Room checks or room searches may be done at any time staff deems necessary.

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. An inventory of each resident's personal belongings will be made when you first come to the home. All money and valuable items will be kept in a safe in the office in an envelope with the resident's name on it. You will be provided a place to store your personal clothes and some of your other personal items in your bedroom.

You will be provided a place in the bathroom to store your personal bathroom items. You are not allowed to use anyone else's bathroom items or other personal belongings unless she gives you permission in the presence of a staff member or volunteer. It is otherwise considered stealing.

Residents must never share their hair brush, hair comb, hair clips, hair bands, toothbrush, chapstick, lip balm or other products that go on the lips, or deodorant.

It is recommended that the resident not receive more than \$40 a month for personal items. If there is a reason more than that amount would be necessary, please speak directly to the house mom to make arrangements.

If anyone is caught stealing, it will be grounds for their immediate removal from the home! Should this become a problem, unannounced room checks of everyone's rooms and personal storage will be made. Unannounced room checks may be done at the discretion of house staff.

Personal Space and Privacy

All residents must respect each other's personal space and privacy. You will always change your clothes privately in your bedroom or in the shower area with the door closed and not in the presence of other residents. **This is the only time bedroom doors will be closed.** Therefore, knock and wait for permission to enter your bedroom, when the door is closed during clothes changing times.

It is not appropriate to touch or caress someone else's hair, arm, or other part of the body even momentarily. Tickling each other, back rubs and massages are not allowed.

You will only sleep in the bed designated for you. When in your bedroom and not sleeping, you will only sit on your own bed. The only time you are allowed in your bedroom closet is when you are getting clothes to put on or putting clothes away.

Residents are never to enter the staff bedroom and staff bathroom. All residents will use the resident bathroom. Only one resident is allowed in the toilet area at a time, and that door is to be closed while in use. Only one resident is allowed in the shower/bath area at a time, and this is the area you will undress, shower, dry off, and get fully dressed. A new resident may only enter the shower/bath area after the current person is fully clothed and comes out of this area.

Dress Code

All residents are encouraged to wear comfortable and loose fitting clothing on a daily basis. Church clothing may be casual (pants are okay) as long as they are neat and appropriate. Under garments are required and must be completely covered at all times. (Exception: while sleeping residents do not have to wear bras) 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. Cleavage also must be covered at all times. Tank tops must be 2 finger widths or wear a shirt over or under it. Two-piece bikini-type bathing suits are permitted with t-shirt or cover-up at all times.

All sleeping attire must be modest, fully cover appropriate areas, and must be kept on while sleeping.

We have a maternity clothes closet with maternity clothes that are available for the residents to borrow while they are living in the home and must be returned upon exit. We also have two locations where we can sometimes take residents to get additional clothing and shoes when needed.

The house 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. It is also not allowed at any time during outings of any kind.

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. The house staff is available. If these 2 steps do not resolve the conflict, a house meeting will be called to address the problems. You can also put complaints or issues in the small black box if it is an issue you want privacy about.

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 and 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.

Telephone Usage

DESIGNATED PHONE TIMES for incoming calls is reserved for the **evenings until 9:00 PM**. No phone calls are permitted for the **first two weeks**. All calls must be documented. Because all residents share the same phone privileges and restrictions it is important to be respectful when receiving calls and to keep the length of all calls and the number of all calls reasonable. The house mom can remove phone privileges if necessary. Phone calls during class times, devotionals, meals, etc. is not allowed.

CELL PHONES, personal computers, internet, and all forms of social media are NOT permitted at all. This includes during outings.

PHONE AREAS are limited to the sitting room. At no time are phones to be used in bedrooms, bathrooms, the hallways, or outside. Only incoming calls from approved family members and friends will be allowed. Phone calls will be documented. Messages will be taken if calls are received outside of the normal phone hours. **Emergency calls are permitted at all times.**

Telephone contact with *BIRTHFATHERS* will be made on an individual basis. The father's role is valued, but we also want to protect each young girl, as we believe she is to be treated with honor and respect.

Entertainment

Watching movies is only done during times designated by house staff. All movie watching is a privilege that is earned. Those who have earned the privilege get to decide together which movie will be watched. If they cannot agree, a staff member will decide how the choice will be made.

Listening to music is only done during times designated by house staff. Getting to choose what music is played is a privilege. The house staff determines which resident(s) who have earned this privilege will get to choose the music to listen to each time it's allowed.

Only movies and music approved by house staff may be watched or listened to. The house staff has the final decision to determine if a movie being watched or music being listened to is appropriate. If it is not, it will be turned off and, if time allows, a new movie or CD will be chosen to watch or listen to instead.

The house staff will confiscate any inappropriate music or materials when a resident first enters the home and will store it to return it to them at their departure.

Smoking

Adult residents may only have one cigarette at a time and must walk down to the "smoking tree" before lighting the cigarette. Smoking during class times, devotionals, meals, etc. is not allowed.

Drugs and Alcohol

Drug and alcohol use is prohibited while staying in the home. This includes during all outings you have whether with house staff/volunteers or with family members. Possession of such will result in immediate dismissal.

Medical/Dental/Vision Appointments

The house mom, the assistant director, and the executive director will be listed on all medical/dental/vision records as the three people who have complete access to all medical/dental/vision information. One of these will take you to appointments and **will go into the appointment with you**. The only time they will step out of the patient room, if you want them to, is during a female physical exam that is checking on the development of your pregnancy or other OBGYN exam where you would be exposed and want privacy for it.

The purpose of having one of the staff being in the patient room with you is to help you understand what you're being told, encourage you, help ensure you are cared for properly, and assist you in decision making for you and your child. They will also help you in scheduling future appointments at times that work the best for you and the various programs in the home.

The only other person that may at times take you to an appointment or go into the patient room with you is your case manager. Her purposes for being in the room with you, and times when she would not stay in the room, are the same as listed above for The Magdalene Home Staff.

Medical and Personal Information

All your personal medical information will be kept confidential by house staff and ministry leadership. The only time others will be made aware of your medical information is when they need to know

because they are directly supervising you and none of the house staff are with you at that time. Outside of this, the resident has the choice to share information as she chooses to.

Medication will be kept locked at all times and only given to you by house staff (or a supervising volunteer when none of the house staff are present).

All bills incurred that are not covered by insurance, Star Health, Medicaid, or other resources are the responsibility of the resident and/or her guardian.

Job Policy

Residents are not allowed to have an outside job while at The Magdalene Home because it would conflict with the daily schedule of activities. This is your time to grow with the changes going on in your life.

Vehicle Policy

Residents are not allowed to have personal vehicles while staying in the home.

Permission to Leave Property

Arrangements to take a resident off the property must be made in advance.

Overnight Visits Away from the Home

Overnight visits with family members are allowed and arrangements must be made with staff in advance. This privilege will depend on the effects of the visit on the resident and her progress in the program, as well as safety issues. It will be decided on an individual basis. All residents who go away on weekend visits **must return by 5:00 pm Sunday afternoon**, or special arrangements need to be made. **All** bags, purses, and other belongs are to be left in the office for the staff to check all contents before taking them to the resident's room.

Overnight visits must be approved in advance by the house staff. (Unexpected situations will be evaluated on an individual basis.)

Guests Visiting at the Home

No guest that have not been back ground checked will be permitted in the home. All visitors must be approved. No unexpected guest will be allowed in the home for any reason.

Birthfather/Boyfriend Policy

Birthfathers are required to follow the same visitation procedure as above. Arrangements must be made with house staff. 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 accompanied by their legal guardian or parent or other approved adults. Dating is not permitted while in residency at the home. Boyfriends that are unrelated to the pregnancy are not permitted to visit or call the resident. To visit a resident, the birthfather must have an initial visit with the staff to be introduced to the program and all guidelines covered.

Birthfathers may join the resident on doctor's appointments (with prior arrangements), but cannot be in the exam room. Birthfathers are welcome to be a part of the labor process, but will NOT be permitted in room during exams.

Departure

As the time nears for the birth of the baby, 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 the staff, will be considered not wanted by the resident and will be discarded or given away. Any clothes used from the maternity closet in the home must be returned to the closet.

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 only be permitted to take the items on her inventory sheet and the ones added to her sheet while she is in the home. This includes items that were stored for her during her stay because they were not allowed in the home.

Hospital Overnight Stays

The staff will be the liaison between resident's family, hospital personnel, and if applicable the adopting family. Blocking The Magdalene Home staff from visits with the resident, obtaining medical information, calls, or visits with the baby will **NOT** be acceptable. It will be conditions for immediate termination from the program. Should that occur, the resident and family would be **completely responsible** for any further needs or transactions of the resident.

Grounds for Removal from the Home

The Magdalene Home staff has the right to have you removed from the home, immediately, if warranted, for any of the following reasons:

1. You threaten to harm or harm another resident, staff member, volunteer or visitor in the home.
2. You put yourself or others at risk by contacting or trying to contact anyone you are not allowed to communicate with at all or without proper adult supervision.
3. You are caught stealing anything that does not belong to you.
4. You get into areas that are locked and off limits to residents.
5. You are found in a bedroom or other location alone with another resident in a manner that the staff considers inappropriate in any way.
6. You run away from the home or attempt to run away from it.

Acknowledging Rules

By signing below, you acknowledge that The Magdalene Home Group Living Rules have been explained to you, you understand them, and you agree to follow them.

Resident Printed Name

Date of Birth

Resident Signature

Date

Staff Signature

Date