

A PLACE FOR US MINISTRIES

GODLY PRINCIPLES & GUIDELINES

We are a Christian program that has been created solely for girls who want their lives to change. We are not a shelter. We are here because we believe that God has an awesome plan for your life and for the life of your baby if you are in this program because you are pregnant. We do not want you to have any less than God's very best for you.

Therefore, in order to be considered for the program, you must:

- 1) Be open to exploring a relationship with God,
- 2) Be willing to allow Him to change your life,
- 3) Have a teachable spirit which displays a readiness for our help, and
- 4) Agree to submit to the guidelines of the home.

Before you read the guidelines, we, as the staff, want you to know that God is also at work in **our** lives. We are **FAR** from perfect. We are still trying to learn and implement God's Principles into our own personal lives. We are sure that you will need to forgive us over and over again when we fall short of being who God has called us to be.

It is also important for you to know that we have had residents who have ranged from the ages of 12 to 32. They have come from a variety of different backgrounds and are in a multitude of different situations. We are sure you can understand that we cannot operate with a different set of guidelines for each resident. We, therefore, have created one set of guidelines based on our experience to best help as many residents as possible. There may be several guidelines that are not necessarily a benefit to your situation; however, they may be very important for the next resident. Consequently, in order for you to be accepted into the program, you must agree to honor all of the guidelines. If you have any questions about the guidelines, please feel free to ask the staff. They will be happy to answer any questions you may have.

Your parents, guardians, or caseworker may desperately want you to participate, but, ultimately, you will be the deciding factor if this program will help you or not. We have learned that we cannot help someone who does not want our help. We also know that many people are only interested in using the system; they do not truly want to change. This, then, is not a program for them.

Principle 1

Honor Your Father and Mother.

Ephesians 6:2-3 says, "*Honor your father and mother,*" which is the first commandment with [a] promise 'that it may be well with you and that you may live long on the earth.'"

God promised that if you honor your father and mother, things would be well with you.

We define "honor your mother and father" in the simplest form, as a willingness to demonstrate respect to your parents merely because of the position that God has placed them in your life. We fully understand that many parents in this society have not acted in a manner that deserves respect. We are not asking you to respect some of the wrong things your parents may have done. Truthfully, if your parents have done anything to hurt you, we do not want you to turn around and do the same things to your children. What we do want is "for things to be well with you" and, therefore, it is our desire to teach you how to show your parents respect and how to treat them with high esteem. The awesome thing about this principle is that you are not responsible for what your parents do; you are only responsible for how you act in regard to them.

Displaying honor toward your parents is motivated by what is in your heart OR by understanding this principle of God. It is NOT based on THEIR past and present words, actions, choices or wrongdoings.

Please tell us if you need to talk through this more. You may be very angry, hurt, etc. In addition, please let us know if your parents have died.

Principle 2

Rebellion against Authority is Rebellion against God.

Romans 13:1 says, "*Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.*"

It does not take a rocket scientist to know that rebellion gets you into trouble. Moreover, no matter how hard you try you will never fully get out from under all authority. Everyone has someone over them, even the richest man in America. When you enter this program, we need you to be willing to allow us to teach you how to submit to the authority figures in your life in a respectful and submissive manner. We want to help you develop an understanding of God's principles that will allow you to establish good relationships with those in authority over you.

It is our experience that many people who have problems dealing with authority have previously been hurt by the actions of the authority figures in their lives. They have a hard time trusting people because they are afraid of getting hurt again or they are still angry at what has happened to them. We fully understand this. We even understand that you may be afraid to trust us. However, in order for us to help you, we need you to be willing to work with us. You must be ready to submit to the guidelines and the authority in the home or this program will not be of any help to you.

Principle 3: Personal Responsibility.

Galatians 6:5 says, *"We are each responsible for our own conduct."*

We are living in a society that is constantly promoting individual rights over personal responsibility. We are taught that we live in a free country, therefore we have rights. The problem is that freedom and rights are not equal. Truth and freedom are equal.

The Bible says, "You shall know the truth and the truth shall set you free". Unless our rights are based on God's truths, we are not free. Actually, we are in bondage.

Just because you believe that you have the right to do something or to have something does not mean it is what is best for you. Often, the very thing that you believe you are entitled to is eventually going to hurt you.

A Place for Us Ministries' program emphasizes personal responsibility. Someone once said, "Play adult games, pay adult prices." Regardless of how you got to this point in your life, you are now in an adult situation. In order to be successful, you are going to have to begin taking an adult level of personal responsibility, especially if you have entered this program as a birthmother and plan to parent a child.

Principle 4 Work Ethic

Matthew 25:23 says, *"His lord said to him, 'Well done, good and faithful servant; you have been faithful over a few things, I will make you ruler over many things. Enter into the joy of your lord.'"*

The work market is flooded with people who have absolutely horrible work ethics. As frustrating as this is for us, it is good news for you. Why? Because if you possess the following five things, you can succeed:

- 1) a positive attitude;
- 2) a smile on your face;
- 3) the diligence to show up on time and to work until the job is done;
- 4) willingness to do a job to the best of your ability; and
- 5) an attitude of respect and honor to your employer and the customers.

You may have noticed that money, education, and skills were not mentioned. Even if you have to start at the bottom of the totem pole, your diligence will give you opportunity to develop skills and your employer's favor. Opportunities will open up to you if you are faithful in the small things. Do not be deceived--if you cannot be responsible to clean countertops, you probably won't be trusted to run a company.

Here's the bottom line: Many of the girls we have worked with have had a number of strikes against them. They may have come from bad family situations, been very young, had no money, or dropped out of school, but none of those factors determined their work ethic. And your situation does not determine yours. **You** determine your work ethic. It is a choice. You can spend your time sitting around talking about what you want, deserve, or are entitled to, or you can work to make it happen.

We have seen a lot of birthmothers who enter our program thinking that pregnancy is a disability. Pregnancy is not a disability or an excuse for laziness, slothfulness and irresponsibility. Unless you have a valid doctor's note, you will be expected to complete your chores to the best of your ability. Swollen feet are not a disability unless it is deemed so by the physician due to blood pressure.

Principle 5 The Golden Rule

Matthew 7:12 says, "Do unto others as you would have them do unto you. "

Can you imagine how much nicer the world would be if everyone followed this one principle? No hate, no crime, no violence, etc. This principle also makes group living much easier. Each resident must be willing to practice it. Notice it does not say, "Do unto others as you would have them do unto you until they do something you don't like."

Principle 6 The Secret to Success

Joshua 1:8 says:

This Book of the Law shall not depart from your mouth, but you shall meditate on it day and night, that you may observe to do according to all that is written in it. For then you will make your way prosperous, and then you will have good success.

Matthew 6:31-33 says:

"Therefore do not worry, saying 'What shall we eat?' or 'What shall we drink?' or 'What shall we wear?' For after all these things the Gentiles seek. For your heavenly Father knows that you need all these things. But seek first the kingdom of God and His righteousness, and all these things shall be added unto you."

We believe that God loves you and has a very special plan for your life. In order for you to know what He has for you, you must first know His Word and understand the principles He has given you to succeed. We, therefore, developed the Learning Center to give you an opportunity to develop a deep, personal relationship with Him. It is during this time that we want you to learn and understand the principles of God which will not only serve to protect your future, but also cause you to be blessed.

Each resident is required to spend time in the Learning Center. It is our prayer that you will be able to deal with your hurts, your issues, and your problems. If you have any painful issues surface or if you need any help or assistance, feel free to either talk with the on-duty staff or request individual prayer. Material on virtually every type of problem you maybe struggling with are available in the center.

Principle 7 Your Body Is the Temple of God

I Corinthians 6:19, 20 says, "*Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body.* "

One of the things we want you to learn while you are at the home is that your worth is not based on your appearance. Even though society bombards us with this over and over again, it is not what the Bible teaches. The Bible says that you were fearfully and wonderfully made.

We want you to begin seeing yourself as God sees you, and we want you to stop defining yourself based on society's values, your past hurts and your unmet needs. Because clothing and appearance is such a huge deal to most females, we want you to understand exactly where we are coming from in order that you understand our guidelines. We also want to acknowledge that some guidelines may not be necessary for your particular situation, but they are for someone else's. Therefore, you will be required to honor them in order to not cause someone else to stumble (I Corinthians 8:9).

Principle 8

You Reap What You Sow

Galatians 6:7 says, *“Do not be deceived, God is not mocked; for what a man sows, that he will also reap. For he who sows to his flesh will of the flesh reap corruption, but he who sows to the Spirit will of the Spirit reap everlasting life.”*

In the book of Genesis, God said that He created every seed to produce after its own kind. This is a natural law of the universe. In addition, though many people do not understand this, it is also a spiritual law. What we plant in our minds, our lives and the lives of others, we later harvest. To be completely truthful, most of us do not want to reap what we have planted. We prefer to do what we want and then we pray for crop failure. Unfortunately, it does not work that way.

It is our goal when you become a resident of APFU, that you spend your time planting good seeds into your spirit and into your life. We want to give you time to really think about your life, your choices, your relationships and your future. We want you to have the time to really ask yourself if the way your life is headed is truly God's best for you.

It is also our goal that you will spend your time in the home uprooting some of the bad seeds that have been planted in your life. For example: hatred, insecurity, laziness, fear, etc. This can be done with our help or just between you and the Lord.

Principle 9

Guard Your Tongue

Proverbs 10:19 says, *“He who holds his tongue is wise.”*

Proverbs 18:21 says, *“Death and life are in the power of the tongue.”*

While you are at the home, we desire to help you get control of your mouth. We want you to learn to speak blessings and not curses over yourselves and others. You will be able to learn more about this after you enter the program.

Until then what we need you to understand is that because words are powerful, they can bring healing and they can cause tremendous hurt. Many adults still struggle over the words spoken to them when they were children. Many people believe lies about themselves because someone spoke those words over them. The seeds planted in them as children have grown up into big trees and they are still producing fruit. It is our strong desire that only positive, healing words are planted into the resident's hearts and spirits while they are in the program.

Principle 10

Love the Lord!

Deuteronomy 6:5 says, *“You shall love the Lord your God with all your heart and with all your soul and with all your might.”*

This should most definitely be listed as Principle #1! However, we left it for last so you would be able to see how serious we are about this. We want you to fully understand who we are as you make your decision regarding entering this program. It is our desire that everything we do here reveal that we love the Lord with all our heart, our soul and our might.

It is also our desire for you to begin receiving the healing and the blessings that the Lord has for you as you begin to incorporate God's principles in your life. Please tell us if there is anyway that we can help you begin this process.

This is our prayer for you:

“May your roots go down deep into the soil of God's marvelous love, and may you have the power to understand, as all God's people should, how wide, how high, how long, and how deep His love really is. May you experience the love of Christ, though it is so great you will never fully understand it. Then you will be filled with the fullness of life and power that comes from God.”

Ephesians 3:1

RESIDENT GUIDELINES

APPOINTMENTS _____ (please initial)

- All doctor, dentist, and appointments are made through the house staff. It is your responsibility to keep them informed of all your appointments. They must be put on the house calendar and your personal schedule.
- **A Place for Us reserves the right to reschedule your appointment times based on the house calendar and according to the availability of transportation.**
- Appointments may not be scheduled while a program is in session at the home or office unless it is an emergency, which will be determined by the staff.
- You must have cash or Medicaid to pay for your visit. A Place for Us is not financially responsible for any personal items, medications, or prescriptions; this will be solely your responsibility.
- For appointments outside of obstetrical care; you must have a valid reason for seeing the doctor (i.e. fever, symptoms deemed necessary for medical attention)
- **If you have other MEDICAL PROBLEMS they are not medically necessary; residents will have to make their own financial arrangements and plan for their own transportation with proper approval.**

ALCOHOL AND DRUGS _____ (please initial)

- Alcoholic beverages, illegal drugs and tobacco are NOT allowed on the premises of APFU and the Alcoves.
- At any time you may be asked to submit a specimen for drug testing.

ATTITUDE OF GRATITUDE _____ (please initial)

- Here at the ministry, there are many people who work and volunteer on your behalf and/or for your benefit. Please remember to say, "Thank you!" Those two little words go a long way. Especially with volunteers, we expect you to be thankful, polite, and non-demanding.
- Pouting and sulking does not reflect an attitude of gratitude.
- Complaining about the food is not having an attitude of gratitude. Unless you are paying for it, you do not have the right to complain about it.
- If you truly have a problem with someone's cooking or the food, privately tell a staff person.
- We are very serious about your taking responsibility for your attitude. We will not allow any resident's attitude to negatively impact the atmosphere of the home for a long period of time.

ATTITUDE/RESPECT _____ (please initial)

- You need to respect the rights and belongings of others.
- You shall not use unkind words when speaking to others
- There should be no back talk or arguing with staff, other residents, volunteers, physician, or hospital staff
- Please take care of the property and facilities of A Place for Us. The home belongs to God and we are thankful for what He has given to us.
- We expect respect to your parents during your stay at the home. We also expect respect on the phone or during visitation. *You will be told to end the conversation if we see that this isn't followed.
- If your parents come to visit you or send you money, it is strongly suggested that you send them a thank-you note.

BEHAVIOR _____ (please initial)

- **VIOLENCE**
Physical violence or verbal threats will not be tolerated. If a resident uses any form of physical violence or verbal threat, proper authorities will be notified.
- **FOUL LANGUAGE**
Our home is a community and in our home we do not allow foul language. If continued foul language, the proper authorities will be notified for disrupting the peace.
- **LYING**
Lying breeds mistrust and it destroys relationships. If we are going to be able to help you, it is strongly suggested that you not lie to us

BIRTHING PLANS _____ (please initial)

- Birthmothers in the program will be instructed on how to make a birthing plan and we recommend that you submit one to our staff prior to giving birth.
- A Place for Us has a Doula that will serve as a labor support person if you would like, and if she is available. If you do not have a support person the doula is strongly suggested.

BIRTHFATHERS: _____ (please initial; if applicable)

- We believe that it is important for a child to grow up with both a mother and father role model. This is why we encourage birthfather's participation in the program. In order for the birthfather to demonstrate that he wants to be an active part of the child's life; we believe that he needs to prove that he is responsible. A negative side of contact with a birthfather is that it sometimes causes the birthmother to become restless during our program and she begins to want to leave prematurely. Through much prayer; we have come to the conclusion that we need to establish guidelines for the birthfather to adhere to for the following reasons:
 - 1) To establish a relationship with the ministry (preferably a male mentor set up by the ministry)
 - 2) Give him a chance to demonstrate to the birthmother that he is responsible and willing to be a part of the baby's life
 - 3) To avoid the birthmother's premature departure from the program
- If the birthfather has not shown his commitment to supporting the birthmother during her stay at APFU, then we strongly encourage her to consider not allowing him in the room during labor.

BIRTHFATHER GUIDELINES: _____ (please initial)

- The ministry will mail the birthfather a packet of information and guidelines to read once the birthmother has submitted his address and expressed a desire to have the birthfather as a part of the baby's life.
- The birthfather will need to set up appointments with our male mentor. (contact information will be provided in the initial packet that is sent)
- Birthfather must show a minimum level of responsibility by submitting at least \$30 monthly to the birthmother to go into a savings account for maternity needs or baby supplies.
- Once the above has been accomplished then we will begin to allow limited contact (if minor; we will need parental consent) and conference meetings to discuss the baby's future. *This timeline of beginning contact will depend entirely upon the birthfather and his willingness to do what we request of him.*
- **The baby also becomes a resident of A Place for Us should the birthmother decide to return to the home for the two week period. The birthfather may not take the infant away from premises for visitation.** *If he has met the guidelines of the program he may have visitation at the home with approved supervision.

****This time is not for working on your personal relationships with a boyfriend or friend; it is to establish a relationship between your baby and the birthfather.***

CHECK-OUT _____ (please initial)

- It is our desire that you finish our program, including your graduation ceremony and baby dedication (if applicable). Any dismissal prior to this will possibly not include the graduation or baby dedication.
- Upon your scheduled departure, you will be checked out by the house staff to insure you have all of your belongings.
- The house staff may **be present in the room** when you are packing to leave the program. Items taken from the home **must** correlate with the "Personal Belongings Intake" sheet.
- Prior to check out you need to complete a DISCHARGE QUESTIONNAIRE and complete a THINGS TO DO BEFORE CHECKOUT form which will be given to you by the House Staff.
- At the time of your discharge from the program, you must take all of your belongings. We do not have room to store former resident's personal items. **Therefore, items left by mistake MUST be picked up within 48 hours, or they become property of A Place for Us and will be placed in The Blessing Closet or thrown away.**
- If you are a minor and leave the premises without permission it will be handled by staff, which will make a report to authorities as "runaway" and this will go on your record.

CHORES _____ (please initial)

- Each resident will be responsible for daily/weekly/monthly chores.
- The house staff will divide the chores between the residents.
- You will not be reminded daily to do your chores
- Work that is incomplete or not done properly will have to be done over
- If you are asked twice to go back and redo a chore, disciplinary measures will be taken
- There will also be assigned chores at The Learning Center.
- Certain circumstances may cause residents to have extra work details (i.e. sickness of a resident, or a consequence for wrong behavior, etc)

**Chores completed properly (on time, without being asked, etc) will allow residents to earn privilege points*

CHURCH SERVICES _____ (please initial)

- You need to dress suitably for the church you will be attending.
- We recommend that you bring your Bible, notebook, and pen with you to church.
- You will attend church services on Sunday mornings and Wednesday nights, and some Sunday nights, when applicable (for special studies that may be helpful).
- You will attend church with the house staff or an approved friend of the ministry. You will be required to sit together as a group and exhibit appropriate behavior (no talking, laughing, joking, etc)

CLOTHES _____ (please initial)

- It is our desire that your appearance reflects good character. You may at times be strongly encouraged to adjust your clothing by staff members to reflect modesty and character.
- You must wear underwear, please let staff know if you came without.
- Clothing must be clean.
- Some type of clothing, in addition to under garments, must be worn at all times, including to and from the bathroom.
- A bra must be worn at all times, except when lounging or sleeping in the evenings (unless guest are present)
- You are responsible for your own hygiene. Neatness and cleanliness are required.
- Alternative clothing may be suggested to replace low cut shirts showing cleavage, short shorts/skirts, tight clothing, see through shirts, etc.
- No clothing apparel that would be offensive to the Christian atmosphere (includes accessories)
- Bedroom shoes or some type of house shoe is to be worn at all times. No bare feet on the hardwood floors

COMPLETION OF PROGRAM/DISCIPLINARY DISCHARGE /OR VOLUNATRY EARLY DISMISSAL

_____ (please initial)

- We strongly encourage you to leave your room as you found it. Including washing your towels and linens for the next girl coming into the program.
- A resident who leaves prematurely will not receive the benefits of Graduation or the Blessing Closet
- All belongings must be checked off the inventory list by house staff. Any belongings left at A Place for Us over 48 hours become the property of the ministry.
- Discharge papers are located in the back of your guideline book; please consider completing these before leaving so we may get feedback on your stay at A Place for Us.
- We strongly suggest before leaving the program prematurely, to first submit the positive and negative aspects of leaving verses staying.
- It is customary that A Place for Us will not provide transportation to or from the ministry.

CONSIDERATION OF OTHERS _____ (please initial)

- You must be considerate of the staff and the other residents.
- If your roommate needs quiet time to study, you must respect her and her wishes and remain quiet in the room.
- You must also be respectful at night if your roommate wants to sleep. Keep a low light on if you want to read or journal and do so quietly.

COURTESY IN THE BATHROOMS _____ (please initial)

- Please leave the bathroom clean and ready for the next person to use--showers, sinks, and toilets.
- Please clean your hair and toothpaste out of the sink/shower DAILY.
- Please remove your belongings from the countertops, cabinets, shower and drawer when you leave the bathroom, this is due to DHEC codes and laws.
- Please be mindful of others when using the bathroom. Please keep your time limited when taking a shower and getting ready in the morning.
- Please keep door closed when using the restroom for anything other than personal grooming
- Please always flush the toilet and leave the bathroom clean when finished.
- When entering and exiting the bathroom, please be properly clothed. No nudity.
- Proper **hand washing** is a necessity after each use of the bathroom.

CONFLICT RESOLUTION _____ (please initial)

After a conflict between you and another resident or staff member occurs, you must follow these guidelines first:

- 1) Pray about it and let God know all your frustrations.
- 2) Make dated notes in your journal (be completely honest)
 - How the offense made you feel
 - What you could have done to resolve the issue
 - What the other person could have done to resolve the issue
- 3) If no resolution has occurred through prayer and journaling, then go to that person, in a loving spirit, and take your journal notes. Speak with that person about the circumstance in a kind and gentle tone. (Matthew 18 Principle)
- 4) If no resolution occurs after taking the above steps, then you may take your complaint to Miss Tammie and speak to her about it. She will then pray with you about it and help you to seek a resolution toward that individual. (You may NOT skip steps 1-3)

Never go into a situation with the spirit of “wanting to win the argument”
Always deal with confrontations in love. “Not by power, nor by might, but by His Spirit” (Zachariah 4:6)

We will NOT tolerate sharing your frustrations with others, including other birthmothers/residents, other staff members, and others outside of the ministry.

You MUST go through **Steps 1-3** before taking this matter to the office. (Preferably within 24 hours)

If this guideline is broken, discipline measures will be taken.

Carrying a grudge harms everyone and places you in direct line of the enemy for him to attack you and the rest of the ministry. In order to protect the ministry; we will NOT tolerate having bad attitudes toward others.

The Bible clearly states to “not let the sun go down on your anger” (Ephesians 4:26). There is a good reason for this. God knew that if an offense is allowed to lingerit gives way to the enemy coming in to further deceive that person that has been offended. The Greek meaning for the word “offense” means bait. Bait is used to trap an animal. After the animal has been baited, the animal becomes trapped and the hunter then kills the animal and consumes it. This is EXACTLY what the enemy likes to do to an offended person. He comes to “steal, kill and destroy” (John 10:10).

DON'T BE BAITED BY SATAN AND ALLOW AN OFFENSE TO TRAP YOU!

DISCIPLINE _____ (please initial)

Each wrong action has consequences. Each discipline has a purpose: to grow you into what God wants you to become. Just as the Lord has provided boundaries for us, we must also provide boundaries for you. This does not mean that the rules can never be changed, added to and/or adjusted. There will also be other disciplines and rules within the household which are not written down on paper. These will occur within the context of the situation in which they are applied. They are no less important than the rules which are in writing. Discipline for disobedience and wrong attitudes will be given. Extra work details, restriction from privileges, essays, and even dismissal may be used.

If a resident slams doors or disrespects and damages property, a \$10 Maintenance Fee will be charged to the resident for each occurrence. If this cannot be paid right away; it will be owed until money comes in.

“My son, do not make light of the Lord’s discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he adopts as a son...” Heb. 12:6

FIRE ALARM PROCEDURE _____ (please initial)

- Fire drills will be done monthly.
- Please refer to the Procedure for Natural Disasters located inside your notebook

FREEDOM SESSIONS _____ (please initial)

Freedom Sessions are for goal settings, Biblical Studies such as Anger, Unforgiveness, etc. Each resident is required as part of the program to meet with a Freedom Instructor. It is our goal that you would develop a deep trust and dependence on Jesus Christ more than on a staff member or instructor. However, all staff members are available to help in individual decision making, planning for your future, or discussing personal issues from the past. The ministry's goal is to help restore relationships between the resident and her family/support person. Due to time restraints some of these meetings may fall on your visitation days.

Special Note: Residents are not to counsel each other.

JEWELRY _____ (please initial)

- We advise you to bring only minimum amount of jewelry into the home.
- We will not be responsible for any lost or stolen jewelry.
- You will not be allowed to bring in any jewelry (or anything else, for that matter) which has astrological symbols, demonic symbols or satanic symbols on it.

KINDNESS _____ (please initial)

- We strongly encourage all of our residents to be kind to one another and to every other person who comes into the home.
- Being cruel to another person will result in disciplinary measures.
- If you are having a problem with someone, your **MUST** first go through the Conflict Resolution Steps **BEFORE** notifying a staff member of your issue

LAUNDRY _____ (please initial)

- Each resident is responsible to do her own laundry.
- You will be assigned a laundry day. (ALL LAUNDRY MUST BE DONE AND REMOVED FROM LAUNDRY ROOM BY END OF DAY)
- Sheets must be washed every week on your laundry day
- Mattress cover needs to be washed once a month

LEARNING CENTER _____ (please initial)

- If a resident is under 17, you will be required to continue school work as mandated by the state of SC.
- If a resident is older; it will be a requirement to work on some form of education while in the program based upon their individual prescription plan and/or assessments. (GED or other continued education which will be determined by staff)
- You must be ready for the Education Coordinator during your assigned time. You are to have your entire homework assignments ready on time.
- **YOU MUST DISPLAY A RESPECTFUL AND APPRECIATIVE ATTITUDE TO THE STAFF AND VOLUNTEERS.**
- You cannot be a disruption to other residents.
- You must be dressed for the day (makeup (if desired), hair, and proper clothing) **BEFORE** coming to the Learning Center. You may not bring in blankets, pillows or stuffed animals.
- You cannot leave the Learning Center to talk to staff in the office, or give letters for mailing. All communication must first go through The Learning Center staff

LIGHTS OUT _____ (please initial)

- You will be asked to retire to your room by the house staff on duty when they are ready for lights out. We ask that you honor them by going to your room. It is up to you when you go to sleep; however you may not be loud in your room disturbing others that may want to rest.
- We also need to remind those that are birthmothers that you are getting rest for two people now and it is important to discipline yourself by getting to bed early in order to wake up refreshed and ready for the day ahead. This discipline will be a wise thing if you choose to parent your baby.

If you have a roommate that would like to get rest; then you are to honor her by quietly reading or journaling using a light at your bed and not the overhead light

MAIL AND PACKAGES _____ (please initial)

- The Office Staff will open all incoming mail.
- You must have permission to mail packages. A Place for Us Ministries reserves the right to examine all incoming and outgoing mail for language, content and other unsuitable items.
- Residents are responsible for their own postage on packages and letters.
- After leaving the program, the ministry will forward residents mail for up to 4 weeks. Residents will be responsible for contacting doctors, hospitals, health dept, etc. and give them forward addresses; otherwise after the 4 weeks we will return to sender.

MEALS _____ (please initial)

- We would like to remind all residents that it is not wise to skip meals.
- Breakfast, lunch and snacks are your responsibility to prepare.
- **THERE WILL BE NO EATING BREAKFAST IN THE VAN OR BRINGING IT TO THE LEARNING CENTER.**
- All residents must eat at the dinner table as a family unit.
- Residents are responsible for loading their own dishes and utensils into the dishwasher.
- **No food or drinks (including candy) are allowed outside the kitchen and dining area. (with the exception of water Tervais Tumbler with lid)**
- We share our food as a family. All food you or your family brings into the home must be enough to share with everyone.(with the exception of left over's from an outing with your family)
- We are not wasteful; you will be held accountable for wasted food; don't pack it for lunch or put it on your plate if you are not willing to eat it.
- You may not write your name on food, with the exception of your food that is left over from a meal.
- Residents may not make separate meals for themselves. If you do not like what is on the menu; you may make a sandwich.

MEAL PREPARATION GUIDELINES _____ (please initial)

- Wash your hands before dealing with the food in any way
- Please use good hygiene
- No grooming hair in the kitchen. Combs, brushes, and other hair products are not allowed in the kitchen
- Do not use the spoon that you are cooking with to taste the food you are preparing.
- Keep table and countertops wiped off with wash cloth after eating and while preparing food
- Wash hands immediately after **EVERY** time you handle raw meat.
- Wash any dishes/disinfect any countertop that has touched raw meat.
- Wash all fruits (except bananas), vegetables, and salads thoroughly before eating.
-

MEDICINE AND DOCTOR'S ORDERS _____ (please initial)

- When you enter the program, all medications (including prenatal vitamins and iron) must be turned into the house staff.
- The staff will distribute your medication each day or as needed. You are to be fully responsible for taking all prescribed medications including your prenatal vitamins and iron.
- The use of castor oil is strictly prohibited if you are pregnant. **Do not** bring it into the home.

MISCELLANEOUS _____ (please initial)

Doors to home will be locked at night and unlocked in the morning by house staff. The only exception would be in an emergency.

House temperature is regulated by house staff. Residents are not allowed to adjust the thermostat. The home is to be treated with respect and taken care of; no resident will be allowed to be destructive.

MONEY _____ (please initial)

- A \$30.00 deposit is needed upon admittance into the home. \$10 of this money will be put into another fund to use towards fines for not following through on your responsibilities at the home. If you cannot provide \$30; then fines accumulated will be followed through by completing extra duties at the home or Learning Center. Also you may purchase toiletries through tokens earned at the home by extra acts of service.
- Residents are financially responsible for all their other personal toiletry items that are not able to be purchased with token points.
- APFU is not responsible for any money that is stolen or misplaced. All money received (through mail or visits) should be turned in to house staff and kept in your file.
- If parent or support person would like to give money to the resident while on visitation; it will be mandatory that the full amount is turned in to the house staff and not given to the resident for accountability purposes.

MUSIC AND ENTERTAINMENT _____ (please initial)

- Music will be provided by the home. Therefore, residents are not allowed to bring their own personal radios, headsets, tapes, iPods, or CDs unless approved by the house staff (inventory and approved).
- Only Christian music is allowed. This does not mean that we believe that all secular music is wrong. We are simply attempting to create a spiritual atmosphere that is conducive with the purpose for coming to A Place for Us.
- Television (movies, etc) may be watched when the schedule permits. Program selection will be left to the discretion of the on-duty staff members.
- With the exception of a Bible and books required for school, residents may not bring any books, magazines, other reading materials, or videos into the home. Reading material will be provided by the home. All material not listed on the What to Bring List will be sent back home or mailed back at your expense.

PARENTING/ADOPTION (if applicable) _____ (please initial)

- **The home does not promote either parenting or adoption. We encourage the residents to seek God's will first and foremost and to listen to their parents' counsel.**
- If you would like to talk to someone regarding adoption, please let the staff know.
- **Residents are NOT to counsel each other regarding decisions with parenting versus adoption. This will be handled through disciplinary measures.**
- You will learn about adoption and parenting through required reading, workbooks, personal testimonies, and adoption agencies. We expect your attitude to be attentive, regardless of your decision.
- Do not take it personally when adoption material is presented. Past history at APFU shows that more mothers choose parenting; however, we feel a burden to educate you so that you are making the very best decision a mother can make for your precious baby.

PERSONAL HYGIENE/GROOMING _____ (please initial)

- All residents must shower or bathe every day.
- Your hair must be kept clean and neatly combed. (no combing hair in the kitchen)
- Your clothing must be clean.

- You must use deodorant.
- All residents must brush their teeth every day.
- If you have a particular hygiene problem, please feel free to ask for help or advice.
- If staff detects a hygiene problem, it will be brought to your attention.
- No hair color will be allowed at the home.
- Any nail grooming must be done in the laundry room over newspaper or waxpaper.
- Make-up is to be applied **only** in the bathrooms.

PERSONAL RESPONSIBILITY: ACTIONS, ATTITUDES AND WORDS _____ (please initial)

You are responsible for your words, actions and attitudes. You are not to make excuses.

Mark 7:20-23 says, "And Jesus said, 'These things that come out of people are the things that make them unclean. All these evil things begin inside people, in their mind: evil thoughts, sexual sins, stealing, murder, adultery, greed, evil actions, lying, doing sinful things, jealousy, speaking evil of others, pride, and foolish living. All these things come from inside and make people unclean.'"

Please understand we do not expect you to be perfect. Our goal for you is that you will begin taking responsibility for your actions, attitudes and words. Healing can begin when you start examining what you have stored in your heart.

PUNCTUALITY _____ (please initial)

- Punctuality is essential at the home.
- You will be notified by house staff of your morning departure time the evening before.
- You are expected to be on time for all scheduled activities - meals, classes, Learning Center, chores, meetings, and appointments.
- You need to plan ahead and prepare meals/lunches ahead of time to take to the Learning Center.

RELATIONSHIPS _____ (please initial)

- Residents are to treat each other with kindness and respect. No resident will be allowed to bully another resident (this may include making other residents serve you, doing special things for you, etc. Manipulation or intimidation will not be allowed)
- Residents are not allowed to have an intimate relationship with other residents (no sexual comments or activity allowed).

ROOMS _____ (please initial)

- You are responsible to keep your room neat at all times.
- In the mornings, your bed should be made and your bedroom and bathroom should both be clean by the time room inspection occurs.
- You are not allowed to hang anything on the walls, doors, or furniture.
- You are not allowed to sit on top of the comforter or use the decorative pillows. If you want to sit on your bed and read/journal...pull the comforter down to the foot of the bed and sit on top of the sheets. This way the comforter does not get soiled.
- Closets and drawers are to be kept neat and orderly.
- Room checks will be done randomly without prior notice. This will include checks through your personal belongings.
- Remember to turn off lights & fans when not in your room.

SELF MUTILATION _____ (please initial)

- If you have temptation with self mutilation, cutting, or eating disorders. Please let us know that you are experiencing temptation...it is our desire that you live free of self destruction. You are not allowed to intentionally hurt yourself in any way.

SHOPPING _____ (please initial)

- Residents will be allowed to shop for personal needs according to house/ staff's schedule.

- When we go shopping, you may not purchase non-Christian books, New Age paraphernalia, or anything else deemed inappropriate by the staff.
- We strongly encourage residents not to borrow money from any of the other girls or staff or purchase things for other residents.
- When shopping, you are to stay together with an assigned partner or staff member (staff discretion).
- **For any purchase made while in our program, you are required to turn the receipt in to the house staff and the item will be added to your inventory. This also includes purchases made during outings with parents/support person and/or volunteers.**
- **Shoplifting** is illegal and punished by the authorities. We will contact the law and make a police report, which will go on your record. At any given point that staff is suspicious; your person and belongings will be checked.

SMOKING _____ (please initial)

- Smoking is prohibited for any resident while on the premises of A Place for Us. If a resident has visiting family/support person who smoke, this guideline will also apply to them while on the premises of APFU.
- Residents may not carry cigarettes or lighters on their person or bring these items into the home.

STAFF QUARTERS _____ (please initial)

Staff rooms are off limits to residents. Under no circumstances shall a resident enter a staff person's room without the staff person's direct permission. Violation of this guideline will be handled as a disciplinary measure.

SWIMMING/SUNBATHING _____ (please initial)

- No diving or jumping into the pool.. This is for your own good and the good of your baby if you are pregnant.
- No pushing or shoving someone else into the water.
- Only modest swimwear should be worn (no bikini); this will be determined by the staff on duty. You may be asked to cover up with a t-shirt.
- Although you may want to get a tan, please use wisdom. Getting severely sunburned is painful.
-

TELEPHONE CALLS _____ (please initial)

- NO PHONE CALLS (incoming or outgoing) FOR THE FIRST 2 WEEKS.
- The office phone is off-limits to residents unless special circumstances dictate otherwise.
- Using the telephone is a privilege.
- Residents can make or receive phone calls on Saturdays from 2-7pm and on Sundays from 2-5pm.
- House staff will dial all outgoing calls.
- The calls should not exceed a total of 20 minutes **maximum**.
- Phone calls can only be made or received from people on your approved phone list.
- **NO PERSONAL CELL PHONES OR PAGERS WILL BE ALLOWED.**
- The house staff are the only people allowed to answer the phone, unless they instruct you otherwise.
- Birthmothers may NOT call birthfathers, and other residents are not allowed to call boyfriends.

VEHICLES _____ (please initial)

- No resident will be allowed to bring their own vehicle to A Place for Us.
- When riding in a vehicle: you must wear a seatbelt
- Clean up after yourself any trash in the van.
- No eating or drinking. (You can ONLY have water bottles in the van)

VISITATION _____ (please initial)

The guidelines for visitation are as follows:

- During your 5th and 6th week at the home; we will schedule a conference visitation with your parent/s or support person. During this time we will get to know your parents/support person and they will get to know our staff.
- On the 7th week the resident may then be allowed to have prescribed visitation privileges.

- Visitation hours are on Saturdays from 2:00 pm until 7:00pm and Sunday 2-5pm (immediate **/family only**). Any other visitor must be accompanied by a family member/legal guardian and must have primary house staff consent.
- *Birthfathers are to refer to Birthfather Guidelines.
- **Reminder: These are guidelines which may be changed according to work completed or not completed, ministry activities, etc. If a resident is written up for the same behavior 2 times, her visitation privilege will be taken away for 1 week. If behavior continues other disciplinary measures will be taken. This may or may not include resident having to report to the Board of Directors.**
- **Visitation will not be allowed unless they have first had two conference visitation**
- **Visitation is determined by the house staff on duty.**
- You will not be allowed to go out with relatives, including parents, without the approval of the house staff on duty.
- Approved visitors must schedule their weekend visitation by contacting the house staff Monday - Thursday for visitation privileges during the upcoming weekend. **It is the resident's full responsibility to inform her family of the visitation policy.**
- Once visiting arrangements have been made, they cannot be changed in the middle of a visit except for extreme circumstances.
- Overnight visits are not permitted while in the program with the exceptions of Thanksgiving Day (to return the day after Thanksgiving 9 pm) and Christmas Holiday. These visits are deemed according to your Prescribed Plan. **However, we reserve the right, if in the best interest of the resident, to revoke this privilege.**
- **When returning from a visitation/shopping trip, inventory will be taken by house staff and it will be added to your log-in sheet of personal items.**
- **We would like to suggest that you ask for a copy of these guidelines so that your family and birthfather will be informed of these guidelines.**

WORK _____ (please initial)

- Due to the structure of the program; residents are not allowed to have a job while living at A Place for Us. Residents will however gain valuable job skills, interview skills, financial skills and other tools that will help them with securing a job once leaving the program.
- Some residents in the past have created craft and art projects and have sold them at The Alcoves. This is permissible following the guidelines below:
- All things sold at The Alcoves will be subject to a 12% commission given back to the ministry
- If the resident has any past debt; she will need to work with the Program Coordinator setting up a budget so that a percentage of income can go toward paying off debt.

Principles and Guidelines Agreement

I have read the Principles and Guidelines of A Place For Us Ministries. I understand what they say and I agree to abide by them.

I understand that if I do not abide by these guidelines, disciplinary action or dismissal from the program may result.

I understand that I am a resident of the Home solely through grace and that I have the responsibility to share that same spirit. I realize my stay at the Home may be terminated at any time and for any reason or no reason.

I understand that I am to refer back to the Principles and Guidelines throughout my entire stay at A Place For Us.

Resident Signature_____

Parent/Guardian Signature_____

Staff Signature_____

Date_____

Revised 11/28/11