

**HOUSE GUIDELINES**

***VIOLATION OF THESE RULES WILL BE UNDERSTOOD AS YOUR DECISION TO NOT PARTICIPATE IN MONARCH'S PROGRAM***

#	Guideline	Initial
1.	Residents are to <b>abstain from alcohol, drugs &amp; gambling</b> while in the program.	
2.	Residents <b>MUST take all medication as prescribed</b> . All medication/vitamins (prescribed & over the counter) <b>MUST</b> be locked up in the frontline office, exceptions made for life sustaining medications (inhalers, low dose aspirin, epi pens). It is your responsibility to take your medications on time and as prescribed.	
3.	All Residents are to be out of bed by <b>7:00am</b> - make their beds and prepare for morning group at <b>7:30am</b> . Prior to 10:00 am group, residents are required to be dressed appropriately, groomed and prepared to meet their day. Weekends and holidays one hour later.	
4.	*Residents are <b>not permitted</b> computers or laptops in the home. They are however, permitted <b>one</b> cell phone <u>or</u> tablet <u>or</u> iPod/MP3, which <b>MUST</b> be locked in the frontline office until <u>permitted times</u> . These can be signed out Monday – Friday from 5pm – 10pm and on weekends & holidays from 10:30am-10pm. Any of these items will be confiscated, if using outside the allotted times or misusing these items (taking pictures in the home, using during meals or groups, playing music too loud, abusing the wifi, etc.)	
5.	Due to allergies and chemical sensitivities, highly scented products are <b>prohibited</b> within the home (cologne, body spray, rooms sprays, deodorizers, dryer sheets) scent free items such as dryer sheets are permitted.	
6.	Due to health reasons, no <b>NEW</b> body modifications/alterations are permitted while in the home (tattoos, piercings, stretchers/taper pins, cutting/splitting/cropping, implants, scarification).	
7.	<b>No smoking is permitted anywhere on the property except in the Gazebo</b> . Vaporizers/E-Cigs and the fluids) are <b>NOT</b> permitted anywhere on property.	
8.	Televisions are off limits from 8am to 12pm and after 12am during weekdays.	
9.	No sleeping during the day - <i>unless cleared with staff in advance</i> .	
10.	Residents are <b>not permitted</b> protein powders, energy drinks or supplements. <u>No outside food or drinks are permitted in the home, unless approved prior for special occasions</u> . All food and drinks are prohibited beyond the dining room except in special circumstances. <b>Water only is allowed in the bedrooms</b> .	
11.	Residents cannot leave the home <i>before</i> lunch and all residents must be present for ALL groups, <i>unless previous arrangements are made and approved by staff</i> .	
12.	Staff must scrutinize <u>everything</u> brought into the house. Be sure to show staff your purchases and additions to the home. All clothing, or material items need to go through the dryer or be steamed unless new from a store. <b>NOTHING SHALL BE ORDERED OR DROPPED OFF UNLESS PREAPPROVED</b> .	
13.	*Residents are to be in the home by <b>10:00pm</b> from Sunday to Thursday night inclusively. On Friday & Saturday by 11:00pm. <b>UNDER NO CIRCUMSTANCES ARE RESIDENTS TO LEAVE THE BUILDING AFTER CURFEW</b> . (last smoke Sunday-Thursday 10:30pm & Friday-Saturday 11:00pm)	

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14.	<p>Each client must show respect for himself, peers, staff, the program &amp; home by:</p> <ul style="list-style-type: none"> <li>• Keeping the spaces (bedroom, living room, dining room, bathroom) that they frequent in a clean and organized fashion</li> <li>• Not using abusive or inappropriate language or jokes, violence or threats toward peers or staff</li> <li>• Informing staff in ADVANCE of appointments or planned outings prior to the day of the event – all appointments NEED to be approved and on calendar in frontline office</li> <li>• Not lending/borrowing money, selling/purchasing items or bartering within the home and from peers</li> <li>• Not entering his peers' bedrooms without their permission</li> <li>• Using the peg board when entering or leaving the home (fire safety)</li> <li>• Not using thumbtacks, nails or screws on the walls – talk with staff if you have something you would like to add</li> </ul>	
15.	<p>*VISITORS are welcome to visit in public areas only (dining, pool and group room) between 2pm-4:30pm and 7pm-9pm each day. Visits should last no more than 2 hours. Under <b>NO</b> circumstances should there be visitors in the home outside of these allotted times. Visitors are expected to abide by the rules of the home and are the resident's responsibility to ensure the behavior of their visitors. Visitors need to sign in and out, and come in and leave through the front door. Please introduce the visitor to Staff, if Staff feels that the Visitor is not sober or is a safety risk to the home, they can ask them to leave. In respect for yourself and all others, there is to be NO sexual relations with anyone in the home.</p>	

***Your initials and signature indicate that you have read, understand and agree to follow ALL guidelines, and understand if you choose not too, you may be asked to leave the program.***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Any contraband items (extra electronics, food, drinks, cologne, etc.) will be disposed of immediately.**

**All rules are subject to change and will be over ruled by any emergency guidelines set in place.**