

RJM House Rules

General:

- All residents must sign out and sign in for all activities off campus. When signing out please specify who and where, then SIGN BACK IN!
- All overnight trips away from the facility are to be pre-approved through the Resident's Overnight Stay Request Form. These forms must be turned in 7 days in advance.
- There are no visitors unless pre-approved.
- The supply room is to be closed and locked at all times.
- All appointments are to be scheduled in advance during morning class hours or afternoon class hours and written on the residents' calendar. You must use your 4-hour pass to accomplish these appointments.
- Participation is required for the following weekly activities:
 - Bible studies twice a week
 - Living Free 12-step program
 - Church, once on Sunday and once mid-week
- All repair needs are to be reported immediately to staff
- Residents are expected to turn off lights, fans, etc. as often as possible in order to save electricity.
- The building will be locked at dark every evening for everyone's safety.
- Residents are responsible for having the phone numbers of all residential program staff on them at all times.
- Always direct questions or concerns to on-duty staff.
- NO FOUL LANGUAGE should be used.
- Absolutely no yelling or screaming at children.

Kitchen:

- No kids in the kitchen without parent or designated adult.
- Children are not allowed to cook.
- Dirty dishes are not to be left in the sink overnight.
- Everyone is expected to join the evening meal.
- If you can't make the evening meal, it is your responsibility to inform the on-duty staff at least one hour before dinner.

Common Areas:

- Shoes must be worn at all times in common areas/outside rooms.
- Boys must wear shirts at all times outside bedrooms.
- Tobacco is to be used in the backyard ONLY.
- No food or drinks in the TV area.
- There is no TV until after dinner except during bad weather and on weekends.
- Undergarments are to be worn, even under pajamas, in common areas between the hours of 8AM and 8PM

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Playroom:

- Movies will be watched with the light on at all times.
- Children are only to be playing with age appropriate toys.

Resident Rooms:

- Residents may only enter another resident's room if they knock and are invited inside.
- Residents are responsible for cleaning their own rooms and will participate in room checks once a week.
- Residents must unlock bedroom doors and answer knocks when requested by staff.
- Clothes are to be hung up and put away at all times.
- Rooms are to be clutter free with nothing impeding walk ways.
- The linens and furniture are not to be removed from the room or exchanged with other rooms without staff approval.
- Beds are to be made daily.
- There is ABSOLUTELY NO USE of food or tobacco in any room.
- No personal TVs in rooms.
- Children of the opposite sex are never to play in rooms together unless supervised by an adult.
- Children are never to play in rooms in the dark.
- Soiled diapers are to be taken out DAILY.

Classrooms:

- No children in classrooms at ANY TIME without ADULT SUPERVISION
- No FOOD in classrooms

Bathrooms:

- The bathroom in the offices is for office/school use ONLY.
- Residents are to use their own personal items such as towels and hygiene products. They are to be kept in residents' rooms at all times—NEVER left in the bathrooms.
- If there is a malfunction with the plumbing report it to the House mom or staff on duty IMMEDIATELY!

Outside play areas:

- Children are to be supervised by an adult at all times.
- Playing in front of the facility is restricted to between stop signs.
- There will be no outside play after dark.

By signing below and initialing above, I am indicating that I have read and understand the RJM House Rules and will comply with these rules.

Resident Signature

Date