

FRESH START WOMEN'S CENTER

STUDENT MANUAL

The essence of Fresh Start's program is the love of Jesus Christ. The goal is a re-direction of lifestyle, brought about through strict discipline, balanced with genuine love, faith, counseling, and work therapy. The program aims toward the transformation of the whole man: spirit, soul and body.

Our home seeks to be as non-institutional as possible because the rehabilitation processes must take place on an individual basis. In this way, the Christ-like love and care of the staff creates an atmosphere which allows healing a chance to work in each individual's life.

ADMISSION PROCEDURE

Interview: An appointment with the Intake Counselor must be made for an interview. The Intake Counselor will determine the applicant's eligibility and can admit the applicant immediately, providing required medical tests are completed and if there is room in the facility. If there is no room, the applicant's name will be placed on the Admission Waiting List, and he will be notified when a place is available.

Re-Admission: If you leave before completing the program you must wait 30 days before another interview is granted. A committee is available to help evaluate re-admissions and make recommendations.

This is by no means to be interpreted by you as leniency on our part, nor that we are expecting you to leave. You might consider that, from our past experiences, only a few make it after repeated times of leaving the program. Settle it in your mind that you honestly want help. Plan to stay for the entire program, which is 7-13 months. Give us a fair chance at helping you. Remember, we want to help you.

Induction Fee: There is a \$500 fee at the time of induction. This covers the cost of the admission process including necessary medical tests before entering the program. This fee is tax-deductible but non-refundable.

Monthly Fee: There is also a \$500/month fee due each month that the client is in the program.

The induction fee for students re-entering the program will be \$500 plus anything owed Fresh Start.

WHAT TO EXPECT

1. Sincerity: If you want to play games, we cannot help you.
2. Honesty: If you are accepted into the program, you and your belongings will be thoroughly searched. We also need to know if you are in any legal trouble. It will not necessarily hurt your chances to become a resident, and we may be able to help you.
3. Commitment: Be prepared to put yourself totally into the program and to stay for seven months. When you enter Fresh Start, you are placing yourself in our hands. We take our responsibility seriously.

WHAT YOU CAN EXPECT OF US

1. Genuine Love and Concern: We are glad you are coming to Fresh Start. We will do all that we can to help and encourage you.
2. Discipline and Guidance: We believe that we can help you to re-direct your life. We assume that if you are here, you want to change in real way, and you are asking us to have a part in bringing this change about.
3. A Testimony of Jesus Christ: The whole program revolves around Jesus and the Bible. We do not want to “shove religion down your throat”, but you need to know that the help you are looking for will come from Jesus.

ADMITTANCE TO THE PROGRAM

1. Upon admission, the resident will submit all clothing and possessions for a thorough inspection. Medication prescribed by a doctor will be administered by the staff.
2. Initially, all money shall be surrendered and placed in a personal account; also, credit cards and checkbooks. You will be receipted for your money and all items that are placed in your account.
3. No cell phones, automobiles, stereos, radios, CD's, videos, DVDs, tapes, or tape players are to be brought to the center.
4. During your stay you will be evaluated on performance in these areas by our staff: academic work, spiritual progress, conduct, work ethics, recreation, and dorm life.
5. No admissions between Friday at 12:00 and Monday at 8:00.

1st PHASE (30 DAYS)

1. No leaving of the center (except for Worship Services, work on facilities, etc,) accompanied by a staff member.

2. Two visits from friends and family on visitation list at designated times

*Visitation for 1st phase students is on the 1st and 3rd Saturday of the month.

*All visitors must be on visitation list prior to visitation on Saturday.

AGREEMENTS

While you are living at Fresh Start you will have to be in agreement and consent to the following:

1. I will not use any form of drugs.
2. I will not drink.
3. I will not use profane or loose language.
4. I will not brag about my past life.
5. I will not go off the property without permission from the staff.
6. I will not be involved with cliques.
7. I will not listen to non Christian music.
8. I will not read books or magazines without permission and approval of the staff.
9. I will participate in all scheduled activities including class, chapel, work, recreation, and church services.
10. I understand that the Fresh Start program is a 7-13 month program and I am willing to commit myself to the program for this specified amount of time.
11. If I leave the program without taking my clothes or personal belongings, I understand that Fresh Start is not responsible for any loss at any time. My clothes and belongings (left longer than 7 days) will become property of Fresh Start.
12. During the 2nd or 3rd phase, if you do not have a high school diploma, you will be given the opportunity to get a GED before you graduate.

I HAVE READ THE ABOVE RULES AND POLICIES AND AGREE TO ABIDE BY THEM:
SHOULD I BE ACCEPTED INTO THE FRESH START PROGRAM.

_____ (Signature of Applicant)

_____ (Date)

_____ (Witness Signature & Title)

_____ (Witness Signature & Title)

POLICY

Remember that you are not forced to stay here at Fresh Start. You can leave if you so desire. We are never happy when this happens because we do want each one of you to make it. If you decide to leave, you might first consider first our 30 day wait policy on acceptance if you want to return.

ACTIVITIES

1. Students shall participate in all scheduled activities, unless excused by a medical doctor.
2. Students are to stay together as a group, under supervision of a staff member during any kind of activity. STUDENTS MAY HAVE THEIR FAMILY SIT WITH THE GROUP.

APPOINTMENTS

Notify the staff on duty if you need to make or keep a doctor, dental, or other type of appointment in advance. Arrangements will be made in accordance with the availability of staff.

*Fresh Start is not responsible for transportation to doctor's appointments, court appointments, etc. Fresh Start will provide transportation locally to doctor's appointments, court appointments, etc. if notified at least 3 days prior to appointment.

*Transportation to out-of-town doctor's appointments, court appointments, etc. is available at a rate of \$50 /day for staff member and actual cost of gas.

BATHROOM COURTESY

Be considerate of others waiting to use the bathroom. Throw out papers, straighten the bathmat, and wipe out the tub and sink before you leave. Replace empty roll of toilet paper. Always, wash your hands before leaving the bathroom.

BEHAVIOR

No running will be allowed in the facility. Inappropriate behavior, such as screaming, yelling, and rough housing inside or outside is not allowed. Be sensitive to others.

CHURCH

All restroom needs are to be tended to **before** any such meeting begins. Students are to enter the meeting quietly and pray upon arriving. Sit together at a place designated by the staff. You must stay with the group at all times. Your family may sit with the group upon approval of the director.

No students are to leave church until the staff member in charge is ready.

Be on time and take your Bible with you. Chewing gum and candy are not allowed in church services. **No smoking on church premises.**

CONVERSATION

Do not talk extensively or dwell about your past life. Only songs that glorify God are to be sung.

DISCIPLINE

Discipline for disobedience and wrong attitudes will be given. Extra work hours, restriction from privileges, essays, and even dismissal will be used.

A discipline referral will be written and a discipline will be given out within 1-3 days.

FIRE ALARM PROCEDURE

1. Walk; don't run, to the nearest exit.
2. Close all doors and windows and turn off lights in your location.
3. Remain outside until instructed to return.

NOTE: NOTIFY A STAFF MEMBER IMMEDIATELY IN CASE OF FIRE

DISMISSAL

You can be dismissed from the program for the following:

1. Using drugs or alcohol, or having them in your possession.
2. Leaving the property or group without permission.
3. Continuously being uncooperative.
4. Fighting.
5. Cheating on tests.
6. Students are expected to show respect and not argue or talk back to staff personnel. Foul or abusive language will not be tolerated towards a student or a staff person. Proper care of Fresh Start property is expected and required at all times. Violations of the above shall be cause for dismissal from the program.

Dorm Rules

Everyone is expected to take care of their clothes and personal belongings and to keep all clothes put away. Beds are to be made everyday before breakfast and kept that way all day. Lights and window units are to be turned off before leaving the room. Each persons "space" is private and is not to be violated. You are to observe "quiet time" (Devotional Time) and "Lights Out" as assigned by staff. Room is to be clean at all times.

NOTIFY THE SUPERVISOR: When you see someone feeling extremely troubled, or about to leave, get in touch with the supervisor. Remember, this is your home, if you do not protect it, who will? Report any drugs on the property immediately.

Keep personal items in their proper place. Do not use nails, stickers, tape, etc. on the walls or furniture and doors without permission.

Stay in door assigned to you even though you use the same bathroom facility. This eliminates anyone going into any ones belongings.

Consideration should be given to students trying to rest. Students shall refrain from loud talking or rough housing in the dorms.

Moving from one assigned bed or dorm to the other is NOT permitted without prior approval from staff.

Visitors are allowed in the dorms with prior approval of staff on duty. Others in the dorm should be notified as a matter of courtesy.

Personal devotions begin at 9:45pm. Students should be ready for bed and finished in the bathrooms by this time. Talking is allowed up to devotion time at 9:30pm. Lights out at 10:30pm!!! All doors will remain open until 9:45 pm. "Lights out" at 10:30p.m.

DRESS CODE

- Your clothing must be appropriate, clean, and modest.
- Modest Underclothes must be worn
- Tight & revealing clothes are not to be worn.
- Clothing/shirts with printing on it contrary to Christian principles are not to be worn.
- Each person is responsible for his own hygiene. Showers must be taken daily.

Hair must be kept combed and clean.

- Shoes are to be worn at all times. You may go barefoot or wear socks in the dorm rooms only.
 - Some type of clothing is to be worn to sleep in.
 - Any jewelry which ties you to witchcraft or to your past will be kept by the staff or sent home.
 - Hair styles and manner of dress may be required to be changed at staff's discretion, if not acceptable.
- No finger nail polish or remover.

DUTIES

You are to do your chores promptly at assigned times. No goofing around. The same person who does a job incorrectly must correct it.

When special needs arise, your cooperation in doing extra duties will be expected and appreciated. No arguing about duties with the staff or the ones you are working with. Any arguments can result in disciplinary actions.

FIRE ALARM PROCEDURE

1. Walk; don't run, to the nearest exit.
2. Close all doors and windows and turn off lights in your location.
3. Remain outside until instructed to return.

NOTE: NOTIFY A STAFF MEMBER IMMEDIATELY IN CASE OF FIRE

OVERNITE/WEEKEND PASSES

1. During the 4th month of the program students **who have met necessary requirements** are allowed one (1) overnight pass based on prior staff approval. During the 3rd phase, students **who have met necessary requirements** are allowed 1 weekend pass every 30 days based on prior staff approval. When a married person comes into the program, he or she must leave family problems outside until they can be dealt with in a counseling session. Commit wife and children to the Lord.

*A written request must be made for an overnite/weekend pass and placed in the Director's box at least 3 days prior to pass.

MARRIAGE RELATIONSHIPS

It is part of our program to provide counseling sessions with both husband and wife. Visits by spouse are subject to same regulations as all other visits. Our purpose in working with married couples is to establish them in a Christ-Centered marriage.

Goals for married couples who wish to be counseled:

1. To acquaint both parties with the Fresh Start Program.
2. To work out problems.
3. To get to know each other better.

When a married person comes into the program, he or she must leave family problems outside until they can be dealt with in a counseling session. Commit wife and children to the Lord.

MEALS

- Only staff, cooks, and students assigned to kitchen work detail are permitted in the kitchen.
- Do not go into the pantry or refrigerators or use the kitchen appliances without staff permission

MEDICINE

All medicine, vitamins, and aspirins will be kept in a locked closet in the office. Only a staff can give medication to you. It must be logged on the medication log and signed by the staff and you.

MONEY

All money received will be deposited into the student account after induction fee has been paid.

1st and 2nd phase students are allowed to withdraw \$25/week from their account.

3rd phase students are allowed to withdraw \$75/week from their account.

DO NOT TRY TO WITHDRAW MONEY OUT OF YOUR ACCOUNT IF YOU HAVE NO MONEY IN YOUR ACCOUNT.

OFFICES

No one is allowed in the offices at any time without permission of the office staff. No student is to take or borrow any supplies, pens, or pencils off any desk in the office without permission. Upon entering the offices, you must first knock

PACKAGES AND MAIL

All packages and mail will be screened by the Director. Packages will be opened in the presence of a staff member. Students are allowed to receive and write letters to immediate family, pastors, and lawyers. Any other person must be cleared through the Director. Upon mailing letters they must be approved by the Director. The Director may occasionally read any student's mail that he feels need to be monitored after the student opens the letter. Staff will never open a student's mail

STAFF

You may not enter a staff member's room or office without permission. Do not go into their rooms before breakfast or after 9pm except in the case of an emergency. Please show respect and courtesy and try not to disturb staff members.

GUIDELINES FOR VISITORS

1. Only immediate family members will be allowed to visit; any other family members must be approved by the Administrator/Director in a minimum of three days prior to the requested visitation date.

2. Visiting hours are on Saturday from 9am-1pm.

9:00-11:00	1 st phase (1 st & 3 rd Saturday)
11:00-1:00	2 nd phase
1:00-3:00	3 rd phase

3. All visits are to be monitored by the staff on duty and will only be held in designated areas.
4. There will be no drugs or alcoholic beverages of any kind allowed on the property at any time.
5. All packages brought by the visitors must be given to the staff on duty before given to the student.
6. Tours will be given upon request by the staff member on duty with the student and his family. Other than the supervised tour, visitors are not allowed in the dorms.
7. No hand delivered mail is allowed at any time for any reason.
8. All visitors must enter and sign in at the front office prior to any visitation. All visitation must occur at the scheduled times. Special circumstances for visitation occurring other than the usual times, must be approved in advance by your primary counselor.
9. For security purposes, no client may go out to a car that is on the Fresh Start premises. This includes cars of staff, family members, and clients leaving Fresh Start for any reason. If a family member needs assistance, get permission from staff so that you may be monitored. Never take anything from a visitor. They must take it to the front office and leave it to be checked by staff. Every visit must enter through the front door, and sign in on the Visitor's List BEFORE starting the "visit".

NOTE: Any violations of these guidelines or any other student rules may result in termination of visiting privileges.

LAUNDRY ROOM

1. Only the assigned student may operate laundry equipment.
2. Laundry shall be delivered to the laundry room.
3. Laundry days are assigned according to a room chart.
4. Extra washings are made after the day's scheduled laundry if there is enough time remaining in the work schedule.
5. Students are allowed in the laundry room to drop and pick-up clothes only.

TELEPHONES

Students are allowed two, ten minute outgoing calls per week. Any additional calls must be approved by the Director. These calls must either be local or collect calls. We do not accept collect calls. Students will not answer the phone at any time without permission. Messages will be relayed to the student by the staff.

Business calls may be granted after a written request to the administrator/counselor

HOUSEKEEPING RULES AND REGULATIONS

DINING ROOM & KITCHEN RULES:

1. Students are allowed in kitchen area to complete work assignments only.
2. Students assigned cleaning duties in the kitchen and dining room are to eat first and finish quickly in order to get clean-up started promptly.
3. Students assigned cooking or cleaning duties in the kitchen and dining room are to complete their duties as scheduled and remain in the area they are working in until their assignment is completed.
4. In consideration of clean-up crews, students are requested not to remain in the dining area for prolonged periods of time after they are through eating.
5. Cooking and eating utensils are to remain in the kitchen and dining areas.
6. Students are requested not to congregate in the doorway to the kitchen.

GRIEVANCES

Grievances on the students part toward a staff member needs to be brought to the attention of the staff member. If there still seems to be a problem with them, bring it to the Director's attention. HE will bring in the student and staff in question for a conference. The student shall be informed of the findings and recommendations within 7 calendar days. Grievances on the student's part toward Fresh Start should be brought to the attention of the Director, by appointment only. **DO NOT COMPLAIN TO OTHER STUDENTS OR STAFF!**

PERSONALS

Individual students shall be responsible for their own property brought into the program and shall not hold Fresh Start liable in the case of damage, fire, loss of property.

Illegal and inappropriate items not allowed in the program shall be subject to confiscation. Any item identified by Fresh Start as illegal, inappropriate or not being needed while in the program, shall be returned to the student's family or significant other at the student's expense.

MEDICAL EXPENSES

1. Fresh Start is not responsible for student medical expenses - Fresh Start shall not be responsible for the medical or dental needs of a student prior to entry or during program attendance. All medical and dental expenses incurred by students while enrolled in the program shall be the responsibility of each individual student. This shall include accident or injury while enrolled and participating in the program.
2. IF an applicant has medical problems prior to entrance into the FRESH START Program, she is expected to take care of that problem BEFORE ENTERING THE PROGRAM.

IF AN APPLICANT IS ON PAROLE OR PROBATION, REPORTING PROCEDURES SHOULD BE WORKED OUT BEFORE ENTERING THE PROGRAM. IT IS THE PAROLE/PROBATIONER'S RESPONSIBILITY TO MAKE THESE AGREEMENTS AND REPORTING AS AGREED.

WHAT TO BRING

*NOTE: Because of lack of space, all students must limit the amount of materials and clothing they bring.

You may choose one of the below three options:

1. Two small suitcases
2. One large suitcase
3. One small suitcase and a hang-up bag.

Below is a list of items suggested. * Write name in all clothing*

CLOTHING:

Casual clothes

Work clothes

Dress clothes (skirts, blouses, slacks, dresses)

Bring enough clothing for 7 to 10 days

SHOES:

Tennis shoes

Shower shoes

UNDERGARMENTS:

3 Bras

Underwear

5 pair of socks

PERSONAL ITEMS: Blow dryer, curling iron, flat iron, towels, wash clothes, shampoo, conditioner, lotion, tampons/pads, hairspray, razors, toothpaste, toothbrush, comb, deodorant, soap, laundry soap.

*NOTE: Bring a recent picture of yourself if you have one.

SOCIAL SECURITY CARD & PICTURE ID

DO NOT BRING RADIOS, TV'S, VEHICLES, PETS, STEREOS, CELL PHONES, DRUGS, MEDICATION FOR WITHDRAWAL, PLAYING CARD, BOOKS/MAGAZINES, TAPES/RECORDERS, JEWELRY, ETC...

ADMISSIONS INFORMATION

Applicant must arrive at Fresh Start at the specific time and date indicated by the Director. Failure to do so may result in the applicant being turned away. If for any good reason the applicant cannot arrive on the specified time, a call should be made to the Director giving the reason.

The Medical report and Blood test results must be filled out in full by the applicant and physician

by the date of admission. All medical results and records must be in the hands of the intake counselor or the Director on the day of admission.

WHAT TO BRING WITH YOU

CLOTHING (previously listed)

SCHOOL SUPPLIES

Three ring binder	Bible	Two Spiral Notebooks	Ruler
Five Folders	Envelopes	Pencils	Stamps
Small Calendar	Pens	Dictionary	Paper

MONEY: Induction fee, spending money (will be placed in student account)

You and Your belonging will be thoroughly searched on the day of admission

BRING THE FOLLOWING INFORMATION WITH YOU

*Names, addresses, and phone numbers of : parole and probation officers, attorneys and public defenders.

*Full information regarding court and court appearances: date, time, court, judge, charge, etc.

*Names, addresses, and phone numbers of persons who might visit you or write you while you are in the program. If you do not bring the list of persons who might visit, we will “return to sender” all letters sent from persons not on list.

I have read the entire manual.

I understand that these rules are designated to make time at Fresh Start more beneficial to my Christian growth. I am aware that they are necessary to maintain a pleasant atmosphere for everyone living here, and they help set a high standard for Christian living.

The rules for the classroom will be followed to keep it running smoothly and quietly, to create an atmosphere for study so that my time in class will be most successful. If I break any of these rules, I realize that I will receive discipline.

I agree to do my best to follow these rules outlined in this manual for the benefit of my life and the lives of those around me.

Sincerely,

Student Signature

Witness