**STUDENT MANUAL**

GENERAL INFORMATION

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 person: 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 allowing a chance for healing to work in each person’s life.

ADMISSION PROCEDURE

Interview
A conversation with the Admissions Coordinator will be conducted to determine the applicant’s eligibility. If eligible, the applicant will be placed on the waiting list for an available bed during the next enrollment period. If a bed is not available, the applicant will remain on the waiting list for the next available bed during following enrollment periods.

Re-Admission
If you leave before completing the program, you must wait 30 days before eligibility will be determined. A committee is available to help evaluate re-admissions and make recommendations.

*This is not to be interpreted as leniency on our part, nor that we are expecting you to leave. You might consider that only a few make it after repeatedly leaving the program. Settle 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 to help you, and remember, we want to help you.*

Induction & Tuition Fees
There is a non-refundable $500 induction fee due at the time of check-in. The first month’s tuition payment of $500 is also due at the time of check-in. Each consecutive month’s tuition payment of $500 will be due monthly starting one month after the client’s check-in date.

*The induction fee for students re-entering the program* *$500 plus any remaining balance.*

WHAT WE 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 inhibit you from entering our program, 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 responsibility seriously

WHAT YOU CAN EXPECT

1. Genuine love and concern: We are glad you have made the decision to enter Fresh Start. We will do all we can to help and encourage you.
2. Discipline and guidance: We believe we can help you re-direct your life. We assume that if you are here, you want to change in a real way, and you are asking us to have a part in bringing this change about.
3. A testimony of Jesus Christ: Our 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 INTO THE PROGRAM

Possessions
1. The new resident will submit all clothing and possessions for a thorough inspection. Medication prescribed by a doctor for a physical condition (not including psychological problems”) will be administered by the staff. *NO METHADONE.*

2. Initially, all money shall be surrendered and placed in a personal student account; including credit cards and checkbooks. You will receive a receipt for all items place in your account.

3. No automobiles, electronic devices with Wi-Fi capabilities, radios, CDs, DVDs, CD/DVD players

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 admission between Friday at 12:00 PM and Monday at 8:00 AM.

FIRST PHASE – 30 DAYS or MONTH 1

* Classes begin at 8:00 AM and 1:00 PM – You must pass your classes to be eligible to move into the second phase of the program. If you do not pass your classes, you will have to repeat First Phase, which will also result in your program being a total of 8 months instead of 7 months.
* Chapel begins at 9:00 AM
* No leaving the center. Exceptions include worship services, work on facilities, etc. when accompanied by a staff member.

SECOND PHASE – MONTHS 2, 3, & 4

* Class begins at 7:00 AM – You must pass your classes to be eligible to move into the third phase of the program. If you do not pass your classes, you will have to repeat all or some of Second Phase. As a result, additional months will be added to the total length of your program.
* You are expected to be dressed and ready for work upon entering class. Once class is finished, you are to report to your crew supervisor for further instruction.
* When on the job, you are NOT to stop at any store for any reason without permission from staff.
* You are expected to work throughout the day, be productive

THIRD PHASE – MONTHS 5, 6, & 7

* Class begins at 7:00 PM on Saturdays – You must pass your classes to be eligible for graduation. If you do not pass your classes, you may have to repeat all or some of Third Phase. As a result, additional months will be added to the total length of your program.
* You are expected to be on time in the mornings and ready to go to work. If we are your transportation, you must let the front desk know ahead of time. DO NOT wait until the last minute to schedule a ride to work. You must sign in and out everyday.
* You are to remain with your 2nd Phase crew until a job comes available.
* ALL MONEY is to be turned in as soon as you get paid. Your money will be put into your personal student account, and a receipt will be given to you.
* You are only allowed to have a vehicle/phone if approved by staff.

*\*\*\* Please note: To pass a test you must score a 70 or above. \*\*\**

POLICY

Please 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 participant to complete the program. If you decide to leave, you might first consider our 30-day wait policy on re-admission if you want to return.

AGREEMENTS

While living at Fresh Start you must agree and consent to the following:

1. I will not use any form of drugs
2. I will not drink alcohol
3. I will not use profane or loose language
4. I will not brag about my past life
5. I will not venture 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/approval from 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. Any and all of my belongings left upon my departure will become property of Fresh Start Ministry.
12. I may have an opportunity during the second or third phase of the program to complete my GED prior to graduating the Fresh Start program

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

You must notify the staff 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 these appointments if notified at least 3 days prior to the appointment.*

*Transportation to out-of-town appointments is available at a rate of $1.00 per mile one way.*

BATHROOM COURTESY

Be considerate of others waiting to use the bathroom. Throw out papers, straighten bathmat, and wipe out shower/tub/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/or 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. 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 the 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 disciplinary action issued within 1-3 days.

DISMISSAL

You can be dismissed from the program for the following:

1. Using drugs and/or alcohol; having drugs and/or alcohol 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 to others and not argue or talk back to staff/personnel. Foul or abusive language will not be tolerated towards a fellow student or staff member.

*Proper care of Fresh Start property is always expected and required. Violations of the above shall be cause for dismissal from the program.*

HOUSE 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 person’s “space” is private and is not to be violated. You are to observe “quiet time” (devotional time) and “lights out” as assigned by staff. Rooms are to be clean at all times.

*Notify the supervisor* when you see someone is feeling extremely troubled or is about to leave. 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, furniture, or doors without permission.

Stay in the room assigned to you, even though you use the same bathroom. This eliminates anyone going into other people’s belongings.

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

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

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

*Visitors are not allowed in dorm rooms.*

DRESS CODE

* Clothing must be appropriate, clean, and modest
* Underclothes must be worn
* Tight and revealing clothing is not to be worn
* Clothing/shirts with printing 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 form 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.
* No earring or other piercings are to be worn.
* Going without a shirt is only allowed inside your room.
* Hair styles and manner of dress may be required to be changed at staff’s discretion, if not acceptable.
* Full and neatly trimmed mustaches/beards are allowed.

DUTIES

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

MARRIAGE RELATIONSHIPS

It is part of our program to provide counseling sessions with both husband and wife. Visits by a spouse are subject to the same regulations as all other visitors. When a married person enters the program, he or she must leave family problems outside of the program until they can be dealt with through counseling. 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 through problems
3. To get to know each other better

MEALS

Only staff, cooks, and students assigned to the kitchen are allowed 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 the induction fee has been paid**
* 1st and 2nd phase students are allowed to withdraw $25/week from their account **after tuition is paid**
* 3rd phase students are allowed to withdraw $75/week from their account **after tuition is paid**

Do not try to withdraw money out of your account if you have no money in your account.

Students must wait 2-weeks upon leaving the program for all transactions to clear before receiving any money left in their student account. A current address or telephone must be left for us to mail it to you.

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 staff. 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 an administrator. An administrator may occasionally read any student’s mail that he believes should 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 9:00 PM except in the case of an emergency. Please show respect and courtesy and try to not disturb staff members.

LAUNDRY

* Only the assigned student may operate laundry equipment
* Laundry will be picked up by the assigned laundry worker
* Laundry days are assigned by dorm halls

A-HALL: Monday/Thursday B-HALL: Tuesday/Friday C-HALL: Wednesday/Saturday

* Extra washings are made after the day’s scheduled laundry if there is enough time remaining in the work schedule

TELEPHONES

Students in 1st phase are allowed 2 ten-minute outgoing calls per week during the assigned times.
Students in 2nd and 3rd phases are allowed 3 ten-minute outgoing calls per week during the assigned times.

We do not accept collect calls. Students will not answer the phone at any time without permission.

Business calls may be granted after a written request to the administration.

DINING ROOM & KITCHEN

1. Students who are currently assigned to kitchen duty are the only students allowed in the kitchen area
2. If you are assigned kitchen duty, you are expected to be on time, and remain in the kitchen through every mealtime
3. Students assigned to kitchen duty are also expected to clean kitchen and dining hall after every meal
4. Cooking and eating utensils are to remain in the kitchen and dining areas

GRIEVANCES

Any grievance on the student’s 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 the student and staff in question in for a conference. The student shall be informed of the finding and recommendations within 7 calendar days.

Grievances on the student’s part toward Fresh Start should be brought the attention of the Director., by appointment only. DO NOT COMPLAIN TO OTHER STUDENTS OR STAFF!

PERSONAL ITEMS

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, and/or loss of property. The only jewelry allowed is your wedding ring and a watch.

Illegal and inappropriate items are not allowed in the program shall be subject to confiscation. Any item identified by Fresh Start as illegal, inappropriate, and/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

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.

If an applicant has medical problems prior to entrance into the Fresh Start program, he is expected to take care of that problem **before** entering the program.

LEGAL OBLIGATIONS

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 arrangements and reporting as agreed.

ITEMS TO BRING

* Twin size bedding
	+ sheets, blanket, & pillow
* 1-2 weeks’ worth of clothing
	+ casual, work, & church clothes
	+ tennis shoes, work shoes, & shower shoes
* Towels and wash cloths
* Basic toiletries and hygiene items
* Bible (we encourage the New International Version)
* Notebook and pens
* Envelopes and stamps
* Non-refrigerated snack items (optional)
* Please bring your social security card, photo ID, and insurance card if available

\*DO NOT BRING radios, TVs, vehicles, pets, stereos, cell phones, drugs, medication for withdrawal, playing cards, books/magazines, music players, jewelry, etc.

\*All belongings will be thoroughly searched on the day of admission.

\*IF APPLICABLE: Please bring the names, addresses, and phone numbers of parole/probation officers, attorneys, and/or public defenders’ full information regarding court dates and court appearances including date, time, court location, judge, charge, etc. Names, addresses, and phone numbers of persons who might visit or write you.

ADMISSION INFORMATION

Applicant must arrive at Fresh Start at the specific time and date scheduled for the intake appointment. Failure to do so may result in the applicant being turned away. If for any reason the applicant cannot arrive at the specified time, a call should be made to the administration providing the reason.

**Visitation**

**1st Phase**

1st and 3rd Saturday of each month from 9:00-10:45 AM

**2nd and 3rd Phases**

Every Saturday from 11:00 AM-1:00 PM

**Phone Calls: Outgoing ONLY**

**1st Phase**

Tuesday and Thursdays from 3:30-8:30 PM

**2nd and 3rd Phases**

Monday, Wednesday, and Saturday from 3:30-8:30 PM

*Phone times are at the discretion of Fresh Start staff.*

**Church**

**River of Life Services**127 Ellis Lane Wednesdays at 6:30 PM
Winnsboro, LA 71295 Sundays at 10:30 AM

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| **Fresh Start MinistriesMEN’s Center**7060 Prairie Rd.PO Box 593Winnsboro, LA 71295 | **Fresh Start MinistriesWOMEN’s Center**145 Hutto Rd.PO Box 731Winnsboro, LA 71295 |

Office: (318) 435-7061
Fax: (318) 435-7063

GUIDELINES FOR VISITORS

1. Only immediate family members will be allowed to visit; any other family members must be approved by administration at least 3 days prior to the visitation date.
2. Visiting hours are on Saturdays from 9 AM – 1 PM.
	1. 9:00-11:00 First Phase on 1st and 3rd Saturday of each month
	2. 11:00-1:00 Second and Third Phases
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 alcohol beverages of any kind allowed on the property
5. All packages brought by visitors must be turned in to the staff on duty it can be received by the student
6. No hand delivered mail is allowed at any time for any reason
7. All visitors must enter and sign in at the front desk 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.
8. For security purposes, no client may go to a car that is on the Fresh Start premises. This includes cars of staff, family member, and clients leaving Fresh Start for any reason. If a family member needs assistance, get permission from staff so that you may be monitored.
9. NEVER ACCEPT ANYTHING FROM A VISITOR! It must be submitted to the front desk and leave it to be sched by staff. Every visitor must enter through the front door and sign in on the Visitor’s List BEFORE being allowed to visit any student.

STUDENT MANUAL AGREEMENT

I acknowledge I have received a copy of and reviewed the entire manual.

I understand that these rules are designed 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 the rules outlined in this manual for the benefit of my life and the lives of those around me.

Sincerely,

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Student Signature Date

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Printed Name

STUDENT MANUAL QUIZ

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| --- | --- |
| 1. What does the program aim toward?
 |  |
| 1. What 3 things do we expect?
 |  |
| 1. What 3 things can you expect?
 |  |
| 1. When do classes begin in First Phase?
 |  |
| 1. When does chapel begin in First Phase?
 |  |
| 1. In Second Phase, you are NOT to stop where?
 |  |
| 1. In Third Phase, your money will be put into what?
 |  |
| 1. A passing score is what?
 |  |
| 1. How long is the waiting policy for re-admission if you decide to leave?
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| 1. How many days do you have to collect your belongings after leaving the program before they will become the property of Fresh Start?
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| 1. How many days should you allow when notifying staff about appointment?
 |  |
| 1. When should you take care of restroom needs at church?
 |  |
| 1. What should you not do on church premises?
 |  |
| 1. What are possibilities for disciplinary actions?
 |  |
| 1. What is the number one way to be dismissed from the program?
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| 1. According to the house rules, where should you stay?
 |  |
| 1. Who can give medication to you?
 |  |
| 1. How much money can you withdraw per week from your student account during 1st and 2nd Phases? When will you have access to this money?
 |  |
| 1. What is the time limit on phone calls?
 |  |
| 1. According to the Medical Expenses section, all medical and dental expenses incurred while enrolled in the program shall be whose responsibility?
 |  |