

RULES & GUIDELINES

Please initial every line below stating that you promise to adhere to each and every guideline.

If you are still interested after reading, give us a call to begin the process.

You will bring this with you if you are approved for a face to face interview.

COURTESY AND RESPECT

- _____ I will never leave the house between the hours of 10pm and 6:00 am and respect this curfew.
- _____ I will not use profanity, illegal activities of any kind, pornography, or consume any drugs or alcohol while I am in the program and residing here at Jesus House Odessa.
- _____ I understand that if I say or do anything that is considered sexual harassment or violent in any way to anyone, I will **immediately** be removed.
- _____ I will respect others in the house by speaking to them in an adult manner without yelling.
- _____ I will only smoke or dip in the designated area which will be made known to me by the Program Director or one of the staff.
- _____ I will be respectful of others considering my use of time such as when to do laundry and shower, when to wake up and go to bed, and work with everyone accordingly and I understand that if I fail in this area, the Program Director may set a personal schedule for me to follow.
- _____ I understand that there are no radios allowed inside the house, and that I must wear headphones for my devices so that it doesn't bother anyone else
- _____ I understand that the TV in the living room is to be shared and not controlled more than one hour by one person
- _____ I will not discipline or speak harshly to a child that is not my own.
- _____ I will not speak harshly to my own child or children.
- _____ I will discipline my own children as needed with a gentle, respectful, consistent attitude.
- _____ If there is a problem, I will let the Program Director or staff know and not handle it myself.
- _____ I understand that my male child or children must use the restroom and shower room designated may be removed from the program.

PROPERTY

- _____ I will not take or "borrow" anything that belongs to anyone else that I did not purchase myself.
- _____ I will leave all vehicles and storage areas that do not belong to me alone.
- _____ I understand I will have a door code for my room and the main program attendee entrance. If I give it to anyone, it will result in immediate removal.
- _____ I will not allow any friends, family, or anyone at all to visit on property. This will result in immediate removal.
- _____ I will lock my room door every single time that I exit, and that if I don't I understand that anything missing will be of my own fault if my door is not locked.
- _____ I will provide a duplicate key or combination number to my Program Director or Staff assigned for any lock I may have that locks up anything in my room.
- _____ I understand that my room will be subject to weekly room checks by one of the staff or my Program Director.
- _____ I understand that in the courtyard, I may not go out of any fenced area and never open the door/gate facing grant street.
- _____ I understand that the only place to smoke is in the designated smoking area in the courtyard

where signs are

posted.

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SAFETY

- ☐ I understand that I am not allowed to have candles or any burning objects in my room or Anywhere else in the building.
- ☐ I understand that I will have absolutely NO weapons or sharp objects, legal or illegal of any kind on Jesus House property, and I understand that this is NON-NEGOTIABLE.
- ☐ If I need a small pocketknife or sharp object for my job, I will keep it at my place of employment and not have it at the JHWCC for any reason.
- ☐ I understand that I cannot have any sharp objects for any reason for the safety of me and my children at the JHWCC. The kitchen knives are to be kept where they belong in the kitchen and I will put them back where they belong after I use them.
- ☐ I understand that there are cameras throughout the building for my safety with exceptions of the restrooms and bedrooms.
- ☐ I understand that my children must be in a car seat if required by law, anytime we leave in any vehicle.
- ☐ I understand that car seats or boosters must be correctly installed. NO EXCEPTIONS.

MEDICATION

- ☐ I will store all medications, prescribed with my own name or not prescribed in the locker provided to me for the safety of children and other residents.
- ☐ Any medication of any kind will need to be kept in its own bottle with the exact description of what the bottle contains. This means any medication of any kind may NOT be kept in baggies or any other container.
- ☐ I understand that all medication inside all bottles will be subject to verification and that narcotic prescriptions of any kind are strictly prohibited inside Jesus House Shelter.

HYGIENE

- ☐ I will shower daily and practice an excellent hygiene routine.
- ☐ I understand that I may shower between the hours of 5:00am and 10pm and that I must not leave my children alone and I must have arrangements made for them during my shower. My Program Director may have special arrangements for me according to my personal situation.

CLEANING

- ☐ I will clean up after myself and my children in every situation. This includes my own room, kitchen area, dining area tables after meals, my designated refrigerator area, and my designated cabinets, showers, sinks, and toilet after every use.
- ☐ I understand that I may have chores assigned to me and that if I do not show that I am thankful for where I am by taking care of it, it may result in a bad evaluation and removal.

KITCHEN

- ☐ I understand that if I cook a meal, I will clean the kitchen in its entirety after our meal
- ☐ I will not leave food out for any reason, if placed in the refrigerator my food will be in sealed containers. Non-perishable food will be in sealed containers in my designated cabinet.
- ☐ I understand that I have my own numbered cabinets and refrigerator and freezer sections in the kitchen and that I will not store any of my things in anyone else's sections.
- ☐ I will keep all of my own sections clean always.

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LAUNDRY

- _____ I will change and launder my bed linens once a week and will not leave them inside any of the machines.
- _____ I will launder my clothes regularly and will not leave them in any of the machines.
- _____ I understand that the laundry machines are shared, and that I will respect others time needed for the machine, and work together to create a schedule.

EMPLOYMENT

- _____ I understand that I must turn in my weekly work schedule for the following week of my place of employment to my Program Director or Staff assigned to me and that there are no exceptions to this rule.
- _____ I understand that I am not allowed to work night shifts unless I have special arrangements made for my children in an approved childcare facility and it is approved by my Program Director.

OVERNIGHT STAYS ELSEWHERE

- _____ I understand that I may not request any overnight stays with family members or anyone else until I have been in the program for 90 days.
- _____ I understand that if I want to stay overnight with someone, the person I want to stay with must go through an approval process and pass a background test.
- _____ I understand that if I stay overnight with someone that has been approved, that I must stay only with them the entire time, I may not leave with anyone else. Any rule violations on this will result in removal.

PROGRESS

- _____ I understand that there will be bi-weekly evaluations on my progress and that there is a chance that I will need to vacate the premises if the board is not satisfied with my progress.
- _____ I understand that if I repeatedly "forget" or refuse to do any of the above or anything that was expressed to me by any of the board of directors or staff that I will be removed from the program.
- _____ I understand that there will eventually be a weekly fee for my stay in the program and failure to do so will result in removal.

Give us a call now and we will begin with your questionnaire! 432-272-3362. Please leave a message.

I have read and initialed every guideline above, and I am fully aware of the meaning of every one of them, and promise to fulfill and adhere to each one and realize I am privileged to stay here for a 1 year duration.

Program Applicant

Date