



STEP-INN RESIDENT GUIDELINES AND EXPECTATIONS

NOTE: These Resident Guidelines and Expectations form part of the Residential Tenancy Agreement

The Step-Inn Shelter is a 30-day supportive housing service of Ruth & Naomi's Mission in Chilliwack BC. The program is unapologetically spiritually-based. In this, we believe that meaningful life-change is best accomplished through a relationship with Jesus Christ. We blend biblical principles with proven life-support strategies to assist residents in pursuing their goals through this 30-day window. In coming into the Step-Inn 30-Day Shelter, residents will be asked to submit to these declared values. We will not push 'religion' or force unwanted beliefs on any one but will ask residents to respectfully abide by the values and direction of the Mission and its staff.

EXPECTATIONS OF STAY

1. You are expected to stay up to a maximum of 30 days.
2. You are expected to refrain from use of alcohol, illegal drugs, or other chemicals.
3. You are expected to be a client (or in the process of becoming a client) of the Ministry of Social Development & Innovation (Income Assistance). Step-Inn is a peridium shelter registered with BC Housing and BC Ministry of Health. If you are ineligible for Income Assistance (i.e. - you are in receipt of EI, CPP, OAS, working, etc.), the cost to be in the shelter is \$25.48 per day.
4. You are expected to show and demonstrate honor for other residents, staff and property. This includes refraining from swearing, abusive language, any behaviors/gestures that incite violence, or sexualized language and inappropriate sexual conduct.
5. You are expected to participate in all programs and comply with the direction of staff. This will include the development and daily management of a personalized plan to help you meet your Step-Inn goals and prepare to successfully transition out of the Step-Inn program after 30 days.
6. Should you not meet one or more of the guidelines stated above, you will:
 - a) Be asked once by staff to come into compliance.
 - b) Should you not respect or fail to comply with staff regarding these expectations, you will have the choice to engage in **defined processes*** to deal with these matters or remove yourself from the program. We will honor either choice. If you bring the **willingness** to be in the program; we will help you with the **ability** to fully experience a successful life.

***defined processes** will be facilitated by staff which may include one or more of the following:

- Behavior Change Opportunity Worksheet
- Last Chance Worksheet
- F.A.S.T.E.R. Relapse Prevention Worksheet

7. In addition to the above conditions and requirements the Resident agrees not to engage in criminal activity on the premises or in the community, including but not limited to:
 - 7.1 Any activity that threatens the health, safety or wellbeing of staff, residents, or other persons;
 - 7.2 Any activity involving alcohol, street drugs or illicit use of medications;
 - 7.3 Theft, assault or threatened assault, and battery -- this includes sexual interference or assault;
 - 7.4 Unlawful use of a firearm or other weapon.Any of the above will result in immediate dismissal from the program.



THINGS YOU NEED TO KNOW:

RESIDENT CODE OF CONDUCT

- G** – Gracious language, behavior and grateful attitude
- R** – Respect other residents and staff
- A** – Ask for support and help
- C** – Control yourself: take a deep breath and play fair
- E** – Everyone deserves to be safe

- 1. Curfew and over-night/weekend passes:** For the duration of your stay in the 30-Day Shelter (Reflection Phase), you will be expected to be checked in no later than **8:30pm** each night. If you are not in by that time, you will be deemed to have made the choice to leave the program and your belongings will be packed up and given to charity. NO overnight or weekend passes will be considered. **NOTE: The building is locked down at 10:00pm each night for your safety.** If you exit the building for any non-medical reason, you will not be permitted back in.
- 2. Meals:** Meals will only be served to residents at the allotted times. These times are: 7:00am for Breakfast, 12:00 noon for Lunch, and 5:00pm for Supper. Saturday has brunch served at 10:00am. If a resident misses a meal, it will NOT be kept for them to eat at a later time. The **ONLY** exceptions include:
 - If the resident is sick and unable to attend the dinner table
 - If the resident is required to attend to medical or legal matters during meal times. Confirmation must be provided to staff.
 - You are free to eat-out with family or friends with the pre-authorized approval of the Staff, but food will not be kept for you.
 - Dietary accommodations (as best we can) will be made for those with food allergies, intolerances and special diets as described in a doctor's note.
- 3. Medications:** All medications are the responsibility of the individual resident. Residents, upon entry to the program will be asked to have prescriptions packaged in a daily script and to be administered by the IDA Pharmacy located at 46198 Yale Road. The Pharmacy brings these medications to the Mission each day. All non-prescription or other over-the-counter medications (Tylenol, ibuprofen, laxatives, antacids, herbal remedies, creams, vitamins, etc.) will be the responsibility of the resident to manage. The Mission and its staff may keep these medications safely secured, but the actual medications will be handled **ONLY** by the resident. Any alcohol-based products (i.e. rubbing alcohol) **MUST** be kept safely secured by staff.
- 4. Telephone and Electronic Devices:** Residents must use supplied resident phone for all incoming/outgoing phone calls. Respect the needs of other residents regarding telephone use. NO telephone calls are allowed after 9:00pm. For the duration of your stay in the 30-Day Shelter, cell phones, personal computers or other electronic devices are not allowed in or to be used at the facility. If you possess any of these devices, you are asked to not bring them into the program or to have them safely secured by staff.



- 5. **Sexual Activity:** In order to protect the physical, sexual and emotional integrity of residents, no sexual activity is permitted on the premises including holding hands, cuddling, touching, groping, kissing, oral or anal sex, intercourse, mutual masturbation, use of sexual toys, or use of electronic communication such as Facebook, texting, sexting, etc. for sexual or relationship purposes. The development of any emotionally dependent relationship between residents will result in termination.
- 6. **Hygiene:** You are required to attend to personal hygiene (i.e. shower) and grooming on a daily basis. You are required to be fully dressed at all times, wear proper underwear, and have hair combed (if you have any!) at all times. Proper sleepwear (pajamas, night shirts with pants, or sweats) must be worn at bedtime. NO NUDITY.
- 7. **Chores:** You will be assigned chores on a daily basis.
- 8. **Smoking:** When you are on-site (including the parking lot and back ally) at Ruth & Naomi's Mission, **smoking is strictly prohibited**. Smoking must be done off-site (i.e. roadway or beyond)
- 9. **Asking for Money/Drugs/Cigarettes:** You are **NOT** to ask other residents or Staff for alcohol, drugs, tobacco or money.
- 10. **Program Participation:** You are required to attend scheduled meetings, special workshops, Bible studies, classes, small groups, lectures, or seminars being facilitated in the program. Special permission to be excused from a particular meeting or activity must be submitted in advance and approved by staff. You are also required to meet as scheduled with appropriate staff to discuss progress with your individual goals.
- 11. **Check-in/Check-out Log:** You must sign the **"Check-In/Check-Out Log"** prior to departing and upon returning to the STEP-INN facility.
- 12. **Personal Items and Clothing Allotment:** You may bring a **MAXIMUM** of one backpack **or** one suitcase worth of items into your residence. Should you acquire more along the way while in your stay, you have the option of throwing out or donating unwanted items/clothing to Ruth & Naomi's Mission Clothing Distribution Centre. Items to be kept minimal at all times. Your belongings are subject to search daily or at any time deemed necessary by staff.
- 13. **Drug Testing:** The Resident accepts that random drug testing is a program component and agrees to provide a urine or breath sample when requested by Staff, and further agrees that:
 - a. the procedure of providing a sample be witnessed by staff to ensure no substitutions; and
 - b. residency may be terminated for refusal to provide a sample or for having a sample test positive.
 A separate consent will be signed by the resident for such testing.
- 14. **Appearance:** You must be appropriately and modestly dressed at all times. NO HATS OR SUNGLASSES to be worn in building.
- 15. **Confidentiality:** The Resident agrees to treat all information about other residents as confidential.

I, [PRINT NAME] _____, acknowledge that I have read the Step-Inn 30-Day Shelter Resident Guidelines and Expectations document above and/or it has been explained to me a manner I can understand. I agree to abide by the conditions and consequences stated therein.

Resident's Signature	Staff Member's Signature	Date: mmm / dd / yyyy
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ALL GUIDELINES ARE SUBJECT TO CHANGE AND MODIFICATION BY MANAGEMENT WITHOUT PRIOR NOTIFICATION