

# *Foundations* In Recovery, LLC

## Program Guidelines

The following guidelines and policies are intended to promote safety, accountability and an environment for clean and sober living. Members are expected to conduct themselves in a manner consistent with the ***FOUNDATIONS IN RECOVERY*** guidelines. Violations of any of these guidelines may result in fines, loss of privileges or expulsion from the program.

1. Abstain from the use of drugs and alcohol for the duration of your stay at ***FOUNDATIONS IN RECOVERY***.

2. Submit a drug test and/or a breathalyzer when requested by either the director or resident manager. The member will pay the cost of a drug screening done as part of the intake process and cover the costs of drug tests given resulting from suspected program guidelines violations. Random urinalysis are administered at no expense to the member.

3. Remain employed or be receiving financial assistance while enrolled in ***FOUNDATIONS IN RECOVERY***. If receiving financial assistance, be actively involved in volunteer work and/or be enrolled in and attending school.

4. Certain employment is counterproductive to recovery. Employment at locations which involve the sale and consumption of alcohol, and/or hours of employment beyond curfew, such as strip clubs, bars and graveyard shifts, are not acceptable places of employment. Members are responsible for ensuring their personal and employment schedules adhere to the ***FOUNDATIONS IN RECOVERY*** curfew policy and house meeting schedule. All members are required to be on the premises before 5:00 a.m. and after curfew.

5. Mandatory attendance at the weekly house meeting on Sunday from 5:30 p.m. thru 7:00 p.m. At the meetings, each member's level of commitment to recovery is evaluated and discussed by the other members, chores are delegated, and grievances and disputes discussed and resolved.

6. Adhere to the program's curfew policy: on the premises by 11:30 p.m. Sunday thru Thursday, and 12:00 a.m. Friday and Saturday for the first thirty days. Thereafter, 11:30 p.m. Sunday thru Thursday and 1:00 a.m. on Friday and Saturday. There are no exceptions without prior permission. Violations will result in a mandatory urinalysis and/or Breathalyzer at the member's expense. Additional consequences may include a fine, additional chores, loss of privileges or dismissal from the program.

7. No overnight passes during the first thirty days in the program. Members who are in full compliance with all rules and requirements, may be eligible for an over night pass. An over night request form must be submitted to the house manager at least 48 hours in advance of the request date. All fees must be paid and chores completed prior to leaving on the over night pass. The member will likely be drug tested at their expense upon returning from an overnight stay.

8. A member must be accountable to the other members and staff as to his whereabouts while in this program. During the first ninety days, sign-out when leaving the premises and sign-in when returning. When signing out, be specific about intended destinations, companions, and estimated time of return. Be courteous and call resident manager if the estimated time of return may be more than thirty minutes later than scheduled.

9. Assist in maintaining the **FOUNDATIONS IN RECOVERY** property by performing assigned chores. This responsibility is mandatory for all members in the program. Daily chores must be completed by 10:00 p.m. and are subject to house manager inspection, Weekly and monthly Chores shall be performed in accordance with a designated schedule. If chores not completed in the times allotted, members are subject to the revocation of privileges and a daily fine payable until the chores are completed. Consistent noncompliance with this policy may lead to immediate discharge from **FOUNDATIONS IN RECOVERY**. Chore(s) assigned to a member is/are the assigned member=s sole responsibility. No member is permitted to pay another member to perform his duties.

10. Keep a clean, safe and orderly living environment. Assigned living quarters must be kept clean and organized at all times. The member must inform **FOUNDATIONS IN RECOVERY** staff of any problems within the living quarters which may become a safety or hygiene issue. E.g. faulty smoke detector, torn bed linens, plumbing problems, etc.

11. Bedrooms: Keep bed neatly made, clothes washed, hung up and properly stored, dresser tops uncluttered, garbage emptied, and floors swept and/or vacuumed and mopped. Change and wash linens weekly. No food allowed in any bedroom. Food is to be eaten in the kitchen or on the porch only.

12. Bathrooms: As these are shared facilities, clean and straighten up properly after use. Hang towels neatly on towel racks. Other than towels, no personal items are to be left in bathrooms. Keep personal items and toiletries stored in an easily transportable member provided container stowed away in a bedroom drawer, closet.

13. Kitchens: Counter tops must be kept free of clutter and wiped clean. No dishes of any kind (plates, glasses, cups, silverware etc.) are to be left in the sink at anytime. Clean up and put dishes away immediately after cooking meals. The automatic dishwasher is only to be used to clean up following in-house dinner meetings.

14. All bedrooms, bathrooms, kitchens etc. are subject to inspection at anytime. A failing inspection could result in a loss of privileges and/or a fine for each member assigned to that room. Penalties may also be imposed individually in situations where a member does not pick up after himself in the common areas. (Entertainment room, porches, yard, etc.).

15. Any alteration of the physical construction of the premises and/or property damage is not permitted. The following expressly are not permitted without prior approval of the resident

manager: holes in walls; interior decorating; altering entertainment and/or communication devices; disabling smoke alarms. Penalties for violations could include cost of repair or replacement, a fine or dismissal from the program with forfeiture of prepaid fees.

16. Any conduct which could pose a fire risk, such as burning candles or incense is strictly prohibited and could result in expulsion from the program.

17. Smoking is not permitted inside **FOUNDATIONS IN RECOVERY**. Smoking is to be done outside in designated smoking areas only. Cigarette butts are to be discarded in the ashtrays provided. A violation of this rule could result in a penalty including a fine and/or expulsion from the program and premises.

18. Treat the other members and staff with courtesy, dignity and respect at all times. Respect the private property rights of other members and staff at all times. Stealing from others within **FOUNDATIONS IN RECOVERY** may result in expulsion.

19. Be mindful and considerate of the privacy and right to peaceful enjoyment of the premises of other members. When using the phone maintain phone decorum. Limit phone conversations on the house phone to fifteen minutes. When possible, take and forward messages for other members. No phone calls incoming or outgoing after 12:00 a.m. on week nights and 1:30 a.m. on weekends. Members with cell phones must give the resident manager their cell number.

20. Any member who has been prescribed a non narcotic medication by an authorized medical provider, shall provide the house manager with the name of the medication, and the medical provider who authorized the prescription. If a member is taking a non narcotic prescription medication, it is that member=s responsibility to be accountable for those medications, to store them in a concealed manner and not leave them in plain view and accessible to others. **FOUNDATIONS IN RECOVERY** resident managers or directors, will not hold medications or dispense any member=s medication(s.) Narcotic medications, prescribed or not, are not allowed in **FOUNDATIONS IN RECOVERY**. A member taking a prescribed or non-prescribed non narcotic medication which could yield a false or presumptive positive for drug use, may be required to submit a urinalysis prior to and after taking the medication.

21. Sexual relations with other members, consensual or otherwise, is prohibited while enrolled in **FOUNDATIONS IN RECOVERY**. Members of the opposite sex are not permitted inside **FOUNDATIONS IN RECOVERY** at any time.

22. Guests of the same sex may have short visits only in common areas but are not to be allowed in any bedrooms, and must exit the premises by 10:00 p.m. Sunday thru Thursday and 11:00 p.m. on Friday thru Saturday. The resident manager is to be notified in advance of any such visitations.

23. Members should turn all the lights and appliances off when leaving any room. Members are not permitted to tamper with the HVAC unit. Any service issues or malfunctions of any equipment should be reported to the resident manager.

24. To the extent possible, all members should avail themselves of all permissible social services, to include bus passes, WIC benefits, Medicare and Medicaid, low income subsidies, unemployment benefits, etc.

25. All members are required to remain current with membership fees, which are to be paid at least two weeks in advance.

26. Fines must be paid within twenty four hours or additional consequences may be imposed.

27. Zero Tolerance. Exhibiting any of the following behavior shall result in the immediate termination of membership in ***FOUNDATIONS IN RECOVERY***. Violators shall exit the premises, with all items of personalty, within 30 minutes of said termination.

§ Being under the influence of drugs and/or alcohol;

§ Being in possession of drugs, drug paraphernalia, and/or alcohol;

§ Refusing to submit a urinalysis or breathalyzer test when asked;

§ Acting violently or threatening violence in any way towards staff, clients or the neighbors;

§ Being in possession of any type of weapon or firearm;

§ Vandalizing or stealing any ***FOUNDATIONS IN RECOVERY*** or other member's property.

As a condition of membership in ***FOUNDATIONS IN RECOVERY***, I agree to strictly abide by and follow the above guidelines.

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Member

Dated: \_\_\_\_\_