

RESIDENTIAL HANDBOOK

HARBOR † HOUSE

Christ-centered Family Living for Pregnant Teens

PO BOX 502
Norwalk, Ohio 44857

(419) 668-2858

Revised MARCH 2009

HARBOR HOUSE

Welcome to Harbor House, where we provide Christ-centered family living for pregnant girls. Your stay here will be an experience that will help to prepare you for the future and to be better able to master the daily problems of living and getting along with others. You are at a stage now in your life where past problems may not be as important as they once were. You are going to be a mother now and regardless of whether or not you choose to parent or release your child, you have new responsibilities, including the health of your baby during your pregnancy. We are here to assist and help you in any way we can.

The following pages detail our residential program. Please familiarize yourself with our expectations and rules. Remember, any time a group of people lives together, there are certain adjustments needed. Consideration and understanding are both helpful.

Your mailing address is:

(Your Name)
PO Box 502
Norwalk, OH 44857

ADMISSION POLICIES

When applying for admission to Harbor House, each candidate will meet with the Admissions Director, tour the facility, complete an application form and obtain answers to any questions or concerns she or her parents may have.

The candidate is then required to meet with the Counselor for an assessment interview. If a candidate is accepted, she must agree to follow the policies of our program:

- A. Permission of parents is required for all minors before admission to Harbor House.
- B. Residents are required to pay a \$100⁰⁰ processing fee prior to admission.
- C. Harbor House may require previous psychological, medical or educational records as needed.
- D. If a client/resident is a currently an alcoholic or drug addict, she will need to qualify for a rehabilitation program before admission to Harbor House. If she smokes cigarettes, she will be asked to quit smoking entirely before entering the program.
- E. If the client/resident is dealing with emotional or mental issues/problems, the counselor will evaluate her situation to determine whether or not the Harbor House experience can be a benefit to her.
- F. Whether a resident is planning to parent or place her baby, she is required to enter the program by her seventh (7th) month of pregnancy. This allows time for the resident to benefit from the classes, counseling, and appropriate medical care.
- G. When entering the program you will not be allowed telephone contact with anyone for 14 days (two full weeks).
- H. When entering the program, the first visit will not occur until a minimum of three full weeks (21 days) have elapsed, and may be longer if a discipline issue arises in the interim.
- I. Parent and/or referring county agency is responsible to pay housing cost of \$165⁰⁰ per day (\$5,000⁰⁰ per month) for each resident. No applicant will be denied residency based solely on an inability to pay, and the ministry may waive any part, excluding the \$100⁰⁰ application fee, after a financial assessment of the family. A sliding fee schedule has been established as a guideline that takes into account the applicant's family size and family income.

PROGRAM POLICIES

- A. All bags, suitcases, knapsacks, packages, and rooms are subject to inspection by the Harbor House staff at any time, if deemed necessary without prior notice.
- B. Harbor House is not responsible for damaged or stolen personal property brought to the premises.
- C. Each resident is expected to follow all house rules. When in doubt, it is the responsibility of the resident to ask a house parent about the appropriateness of any activity or behavior. Failure to comply with these rules will result in disciplinary measures.
- D. Abstinence from sexual activity during your pregnancy is mandatory for medical and moral reasons.
- E. Possession or use of tobacco, alcohol or drugs and/or their paraphernalia is strictly prohibited.
- F. Residents are required to complete daily chores and specially-assigned tasks. (See Task Descriptions)
- G. Residents who have not graduated from high school and who have not been accepted into *our* GED program are required to take classes with Harbor House teachers instructing.
- H. Attendance is required at all chapel, counseling sessions, classes, special events and educational activities.
- I. Residents may stay at Harbor House up to 30 days after delivery. The doctor must medically discharge the resident before she is released from the hospital.
- J. If a minor leaves Harbor House property without permission, her parents will be notified and a report will be filed with the police department.
- K. Harbor House reserves the right to dismiss a resident at staff discretion.
- L. If a resident breaks a city, state, or federal law, she is responsible to the proper authorities for the consequences of her actions.
- M. If a resident believes that her legal rights have been violated, she should request an appointment with the Executive Director.
- N. Residents who have no private insurance will be required to apply for Medicaid/Healthy Start.
- O. Incoming or outgoing mail may be read and confiscated without prior notice.

PROGRAM SERVICES

A. Medical

1. Prenatal, delivery and postnatal care are provided to the birth mother and baby until each is released. The medical program is under direction of a medical doctor. Medical expenses incurred by mother or baby will be the responsibility of that mother.
2. Babies are delivered at Coldwater (Ohio) Community Hospital for Mercer County home and Fisher Titus (Norwalk) Hospital for the Huron County home. Residents generally stay at the hospital 24 hours, and then are released to Harbor House until dismissal from the program. A nurse will be on duty or on call during the resident's stay. Those residents having a C-section or other complications will stay a little longer at the hospital. All residents must stay until medically dismissed.
3. Trained labor coaches are provided. Approval must be given by medical staff and house parents before a family member or friend can serve as labor coach. Only females are permitted as coaches (boyfriends may *not* be coaches).
4. No medication of any kind may be kept in a resident's room or on her person; all medications are dispensed in the clinic. All residents are required to take medications and prenatal vitamins prescribed by the doctor. Residents must pick up medications from the clinic before leaving on a visit.
5. Parents who have questions concerning their daughter's medical care should contact our medical department.

B. Counseling

1. Residents have the opportunity to confidentially discuss any personal issues with a professional counselor.
2. Each resident will be assigned a volunteer and is required to complete a series of training workbooks entitled, "My Baby and Me" on an individual basis. Each resident will meet on not less than a monthly basis to discuss progress being made.
3. Counselors may, at their discretion, provide family mediation and counseling.
4. Group counseling provides an individual the chance to explore, with other residents, the challenges and pressures each young woman is facing.
5. Former residents may contact their counselor for additional support after they leave Harbor House.

C. Spiritual

1. All girls must attend (at least weekly) a church that conforms to our doctrinal statement of faith.
2. Daily devotions and weekly Bible Studies are required.
3. To assure attendance, a church bulletin is required if a resident chooses to attend a church other than that of the house parents.
4. Residents are provided with transportation to and from selected church services on Sunday.
5. Parents wishing their daughter to attend churches other than those previously selected must provide approved transportation and have church approved by the Harbor House board and staff.
6. Opportunities are available to attend Christian concerts and special programs.

The Harbor House Doctrinal Statement of Faith

- We believe the Bible to be the only inspired, infallible, authoritative Word of God to mankind, completely sufficient for all to face and deal with every area of life in a manner that pleases God, to produce reverence for His Name, and to live a Christ like life.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His personal return to power and glory.
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enable to live a godly life.
- We believe in the resurrection of the body of the saved and lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in Christ.

E. Education

1. Residents of Harbor House are required to attend school. This school, which is held on-site, will be taught by licensed and/or retired teachers. Students will be in school at least 5.5 hours per day and will not free to accept phone calls during that time.
2. The GED program is for residents who need an alternative to the traditional high school education. Students who will be unable to finish their high school requirements will be considered for this program. In most cases, we recommend that a student continue her high school education, if possible. All residents must have their counselor's approval for GED participation. Minors must have parental

consent. Residents working toward GED certification will also attend assigned Harbor House classes.

3. Exercise, sewing, crafts and training classes are offered. Residents are expected to attend. Activities include group outings planned by the house parents, (swimming, picnics, shopping, etc.). Occasionally there will be envelope stuffing and the putting on of labels for bulk mailings.
4. Homework will be done before evening television and weekend visitations. Homework is to be checked by house parents Friday by 4:00 p.m. to assure visits. Homework will be done to an adequate degree, house-parents discretion.
5. Residents who have graduated from high school or have received a GED certificate and wish to enroll in college classes or correspondence courses may do so. All transportation, fees and arrangements are the sole responsibility of the resident.

SUPPLEMENTARY SERVICES

A. Clothing

Maternity clothing is available for use while at Harbor House. All maternity clothing provided to a resident must be returned in clean condition prior to checking out. Maternity wear is required at all times once entered into the program.

B. Shopping Trips

Residents wishing to go shopping have the opportunity to do so. Transportation is provided to select shopping areas. Also, Harbor House is located a few block from downtown and a few blocks from the post office. Residents may wish to walk for daily exercise. The Public Library is also nearby. If a resident so desires, she may apply for a library card.

C. Mail

Outgoing mail may be given to the housemother. The mail will be picked up at the post office daily. Tampering with and/or removal of mail from another resident's mail slot is prohibited. Mail is delivered to residents by house parents. Stamps are available for purchase in the Executive Director's office, or from the houseparents.

D. Laundry

A washer and dryer, as well as laundry soap, are provided. Residents will be assigned a laundry day. Residents are required to wash their towels and linens at least once a week. Houseparents may adjust this part of the program to adhere to the family's needs.

E. Recreation

Recreational activities are scheduled periodically for the resident's benefit. A lounge area with a television set is available along with a video library. A variety of game equipment is also available.

F. Special Outings

Trips are taken to area attractions such as museums, Christian concerts and parks. On occasion, we have overnight retreats.

G. Library

The library contains encyclopedias, dictionaries, current periodicals and newspapers as well as a wide variety of books.

H. Money and Valuables

For convenience and security, a bank is provided at the house parent's station. Parents wishing to send an allowance should send the check or money order payable to their daughter. Harbor House recommends that parents provide \$10-\$40 per month. For your own protection, we suggest that if you are keeping large amounts of money, valuables, or personal papers, they be locked in the safe in our office. Each girl is responsible for cashing her own checks. In order to do this, she is required to establish a savings account at the bank of her choice. There is a bank within walking distance of the home. Budgeting will be taught and attendance of these sessions is required by all residents.

GENERAL RESIDENTIAL GUIDELINES

These guidelines are necessary to maintain order and a pleasant atmosphere for all residents. Failure to comply will result in disciplinary measures.

A. Dress

Residents are expected to wear maternity clothes immediately upon entry into the program. Modest dress and a neat appearance are expected in public areas. Shoes or slippers must be worn on first floor at all times. Bare feet will be at your own risk. Residents may wear shorts, but not short shorts. Halter tops, tube tops, and see-through mesh tops are not permitted. No jewelry pertaining to cults or the occult will be worn at any time. After 8:00 p.m., residents may wear night clothes to watch television; however, a robe or sweats is a must. You must wear appropriate clothing to church or other group functions. The house parents may ask you to change if they feel that you are inappropriately dressed.

B. Conversation

We desire Harbor House to be a positive experience and environment for our residents. This atmosphere is maintained through the behaviors and attitudes of *each resident*. If you have a concern about the Harbor House program, policies, staff members, etc., please discuss this with a staff member. We request that residents maintain a respectful demeanor when interacting with staff and other residents. Since choosing to plan an adoption or to parent is a private and personal matter, discussion of this subject will be done only in an appropriate counseling session. Negative criticism of a resident's choice to plan adoption or to parent will not be permitted. Ephesians 4:29, Do not let ANY unwholesome talk come out of your mouths, but ONLY what is helpful for building others up according to their needs, that it may benefit those who listen.

C. Conduct

Please treat others with respect and you will be treated the same. Physical fighting will result in disciplinary action. Violation of this rule could result in assault charges being filed. This rule extends to staff members also. Any girl hitting or talking disrespectfully to a staff member will be disciplined or possibly have criminal charges filed depending on the severity of the offense. We also do not tolerate threatening behavior, rudeness, verbal abuse, or obscene language. Deliberate harassment, causing division, or ganging up on any one girl will result in a warning or disciplinary action. No one has to prove how tough she is, because no one needs to be tough at Harbor House.

D. Entertainment

In order to provide a wholesome atmosphere for residents of all ages, we have set the following guidelines:

1. Extremely violent, sexually explicit, satanic, or perverted literature, TV, or music is not allowed. A small list of authorized television programs is posted in the TV room.

2. In respect for others, the volume of music and/or TV should not be audible outside of the room.
3. A DVD player is provided in the commons area. Movie rentals must be approved by the staff.
4. You may not bring a portable TV, stereo, head set, or radio and alarm clock combination. An alarm clock will be provided and we have piped-in music.

E. In-house Guidelines

1. Please knock and receive permission to enter before entering any office.
2. It is important that all residents observe all posted guidelines for the building and grounds.
3. Please limit the amount of time spent in the front entry hall and reception area. Residents will be paged when their guests arrive.
4. House parent's quarters are completely off limits to all residents, unless given special permission. Please be considerate of their privacy.

F. Residential Rooms

1. Please do not trade or move furniture.
2. Rooms are expected to be clean and in order at all times.
3. Room and bed assignments may not be changed without permission.
4. Residents are discouraged from borrowing or loaning personal items.
5. Bedroom care should be attended to immediately upon rising in the morning. The floors are to be swept, furniture dusted, and waste baskets emptied daily; sheets are to be changed on a weekly basis. The floors will need to be checked for dirt under furniture and windowsills. All bedroom mirrors are to be cleaned weekly. Nothing is to be taped or nailed to the walls or woodwork. No drug-related, profane or offensive posters or similar items are to be displayed. Candles are not to be burned in resident's rooms or anywhere in the upstairs area. Please water all personal plants once a week.
6. Males are not allowed in residential rooms.

G. Home Maintenance

1. Any problems relating to the home upkeep and sanitation should be reported to the house parents.
2. Chores will be assigned to all residents. Chores are to be done immediately upon rising in the morning. Kitchen chores are to be done immediately following each meal and following the evening meal, prior to the television being turned on. Meal planning is also assigned by the house parents. If for some reason a resident is

unable to do her chores, she must obtain release from these duties from the house parents. It will then be the responsibility of that resident to arrange a substitute.

H. **Chore List and Descriptions**

NOTE: All chores must be completed by 8:30am every day.

LIVING ROOM: Should be kept neat and clean at all times. Please do not leave things lying around. Sweep and dust daily, clean windows and open blinds. Trash is to be emptied daily and more often if necessary. Sweep around the edge of the floor with the sweeper end off to get all the corners. Furniture should be moved and swept under twice per week and as needed if more. Furniture should be swept weekly as well. Water plants weekly.

DINING ROOM: The table is to be cleared after each meal, washed and wiped dry. Sweep floors after each meal. Wash and dust the furniture daily unless otherwise instructed, more if needed. Sweep around the edge of the room daily with the end of the sweeper off. Smudges on glass, windows, and pictures should also be cleaned daily. Dry dust mop walls and corners for cob webs, daily.

KITCHEN: Dishes are to be done as soon as the meal is finished. Counters, stovetop and refrigerator, etc., are to be wiped clean daily. These chores are to be done by the persons with those kitchen chores, however you are to oversee, and make sure it is completed. Wastebaskets are to be emptied by you in the morning and by the cook person following all meals, and floors swept after each meal. Floor to be mopped (on hands and knees) in the kitchen daily. Refrigerator is to be washed out daily and check for out dated or rotten food items. Cupboards are to be washed and polished on the outside daily and the inside (moving all dishes) weekly. Clean under the sink, by washing out and reorganizing weekly. Wash out the wastebasket with warm soapy water at least weekly and more if necessary. Scour the sinks, both sides, every morning and wash out the dish drainer.

LAUNDRY ROOM: You will be assigned a certain day and time for your own laundry. Be sure that your clothes are taken back to your room, folded and hung up or put away. Before leaving the laundry room, wipe clean the washer, dryer, and table, and empty the lint trap in the dryer. On days that no one has laundry, laundry room person does the towels for that day. Trash is to be emptied daily. Mop on hands and knees daily. Windows are to be cleaned, and blinds open daily. The laundry basket, or hamper is to be wiped out daily. The utility sink is to be scoured and cleaned daily. Organization of all cleaning supplies, cupboards, and cleaning utensils are to be done daily.

HALLWAY: Dust and/or sweep daily. Sweep edge daily with the hose of the sweeper. Nothing is to be left in the hallway at ANY time. Windows and walls are to be cleaned daily. This includes both hall closets, organized, cleaned and swept.

STAIRWAY: Dust and/or sweep daily. Sweep edge with the hose of the sweeper. Nothing is to be left on the stairs at ANY time. Wipe down walls daily or as needed as well.

BATHROOMS: Sinks and showers are to be cleaned and scoured as well as the floors swept and mopped (on hands and knees) and mirrors polished, daily. Dust all wooden items daily. The toilets are also to be washed and scrubbed daily. The floors should be mopped and the trash emptied on a daily. You must keep a four roll of toilet paper under the sink as well as an extra roll of paper towels. Make sure that all cloth towels

are folded correctly and organized on the shelves in the front bathroom. Organize all drawers, and under sinks daily in each bathroom.

COUNSELING ROOM: Sweep and dust weekly.

CLASSROOM: Chairs and tables are to be kept neat and orderly. The floor is to be swept daily and after each craft class, and daily. The computers, and windows are to be washed daily. Polish all wooden items daily. Open blinds daily. Trash needs to be removed daily.

PANTRY: The shelves need to be organized daily. The food list needs to be kept current with what is needed and what is on hand. The floor is to be swept and mopped (on hands and knees) daily. The windows get washed daily along with the top of the refrigerator. Wash out the inside of the refrigerator weekly, and check for outdated or spoiled food items.

FRONT LIVING ROOM, FIRST FLOOR: Dust and/sweep daily. Sweep edges with the hose of the sweeper weekly. Wash windows weekly. Wash both doors, both sides weekly.

SETTING THE TABLE: When setting the table we use a glass plate, napkin (paper or cloth), silverware and a glass at each place setting at every meal. The plate goes in the middle; on the right side is the napkin with the knife and spoon, knife next to the plate, between plate and spoon. The fork is on the left side of the plate, and the glass is on the upper right side of the plate.

DOING DISHES: The dishes are to be done immediately following each meal. Please run the water until warm or hot, put in the stopper, add the dish soap. Fill left sink with dish soap. Add all silverware in the bottom of the sink. Then while the silverware is soaking was plates, bowls, and then glasses, in that order. When the dishes are washed, then wash the silverware followed by the preparation and serving dishes. When you are finished with all dishes, let your water drain out. Take the stopper out of both sinks and empty trash and food particles into the trash can. Then scour both sinks with an abrasive cleaner, i.e. Comet. Wash off the back of the sink, the dish drainer, dry the entire area with towel and take towel and wash cloth into the laundry room.

H. Food and Meals

1. You will participate in the daily food preparation. The refrigerator is available for meal preparation at all times. Snacking is allowed with prior permission.
2. Food is allowed in the kitchen, TV room and dining room, but NEVER in the bedroom quarters, classroom or chapel.
3. Dinner will be from 5:00pm to 6:00pm weekdays, and must be attended by all girls in the home unless you have notified the house parents by noon of that day. Grace will be offered before each meal.
4. Occasionally we will go out to eat.

I. TV Privileges

NO daytime television. Evening programs may be watched after the supper chores are finished. Television will be turned off at 9:00pm unless special permission is given. Daytime television is permitted on weekends, i.e. Saturday and Sunday.

J. Quiet Hours

1. There should be no noise upstairs in the bedroom area after 8:30pm. Some girls prefer to go to bed early. If you want to socialize, please do so in the TV room.
2. Bedtime during the week is 9:00pm with the lights turned out by 9:00pm. On Friday nights, you may stay up until 12:00 midnight; however, on Saturday night each resident must be in bed by 10:00pm.

K. Pets

No pets will be allowed to be brought into the home due to different allergies that may affect other residents. There is one house pet living in the house. We do, however, welcome all stuffed animals.

L. Transportation

No personal vehicles are allowed, due to the limited parking space, added responsibility, and insurance liability.

M. Fire

There will be fire drills monthly. You never know when there drill is a real fire. You are required to evacuate the building as soon as possible. Depending on where you are in the building at the time will make a difference as to which exit you will use when leaving. Please gather at the out building at the rear of the building as soon as possible as these drills are timed. If you should fail to evacuate the building you will lose one weekend visit. Also, please turn off the stove, before exiting the building. Due to fire regulations, we will not allow any matches or candles in the bedrooms or bathrooms.

N. Smoking, Drugs, and Alcohol

1. Drugs and alcohol are not good for you or your baby and will not be tolerated. Confirmation of use will result in discipline and risk your being expelled.
2. No smoking will be allowed in or outside of the home. This rule shall be observed by you and all members of your family and visitors. If you are found smoking anywhere in the home you may be asked to move out. Smoking is hazardous to your unborn child's development.

O. Personal Hygiene

1. Be considerate of others with your bathroom time. We prefer that each resident spend only 15 minutes in the bath and all other care to be done in her room. Each

resident is to bathe or shower daily. Please be clean and neat in appearance at all times.

2. All residents will be up and ready for the day and its activities by 8:30 am, Monday-Friday.

P. Discipline

1. Verbal Reminders

Any staff member may verbally remind a resident of house guidelines and expectations.

2. Demerits

- a. Any staff member may issue a demerit to a resident for not following any of the house guidelines.
- b. Staff may issue an immediate logical consequence, in addition to the demerit, such as: not being able to go on the next trip if late at a meeting point, being confined to room for yelling in hallway, etc.
- c. If a resident does not receive a demerit in a thirty day period, and has maintained a positive attitude, her previous demerits will be voided, (not including previous sets of three).

3. Set of Three Demerits

- a. An extra hour of work will be given once a resident has received her first demerit.
- b. After the first set of three demerits, one visit will be lost, in addition to the additional work being completed. NO PHONE PRIVILEGES WILL BE ALLOWED UNTIL THE DAY AFTER ALL DEMERITS ARE WORKED OFF.

4. Attitude Demerits

Because a positive attitude is so important to the success of our program, any set of three demerits given for a negative attitude will result in a disciplinary action. For every one demerit after the first set of three one visit will automatically lost in addition to the loss of phone privileges as well as the extra work load.

5. Disciplinary Action

Examples of behavior that will result in Disciplinary Action are:

- a. Deliberate or willful disobedience of rules or a staff member's instruction.
- b. The acquiring of three demerits for negative attitude in conduct, gestures, or conversation.
- c. Substance abuse or possession of paraphernalia dealing with smoking, drinking or drugs, on or off the Harbor House premises. Items will be confiscated and not returned.
- d. Disrespectful conduct, profanity, gestures, action, or conversation toward staff members, guests, or other residents.
- e. Verbal threats or acts of physical violence against any resident, staff member or visitor.

- f. Willful damage to property, including the use of graffiti.
- g. Stealing.
- h. Excessive arguing among residents.
- i. Sexual activities.
- j. Running away from the facility.

One or more of the following consequences will be issued for any of the above offenses, or for behavior of equivalent severity, whether listed or not:

- a. In-room restriction or restriction to a clinic room.
- b. Work duty.
- c. Loss of passes.
- d. Loss of phone privileges.
- e. Parental notification.
- f. Any other appropriate penalty.
- g. Dismissal, if necessary.

Privileges such as TV, outings, parties, special privilege passes, opportunity to work for pay, are always forfeited when a disciplinary action is received. For each additional disciplinary action, the penalty will be increased. Example: two passes revoked instead of one pass, three hours of work duty instead of one, etc.

In the event of extreme behavior of any kind, a meeting will be held with the Disciplinary Board to determine an appropriate course of action.

Complaining or arguing about a demerit when it is given will result in an additional demerit.

Harbor House reserves the right to alter any policy or rule at any time.

Q. **Medical**

1. Lamaze classes are required. Your volunteer will be your coach. Boyfriends cannot be coaches for the girls in delivery.
2. Doctor appointments are the resident's responsibility. Each girl is assigned a volunteer for transportation, WIC, counseling, etc. You are to notify that person of your next appointment when she returns you to the home. You should also make a note of the date and time on your personal calendar and the group calendar. If, for some reason, your volunteer is unable to take you, notify the house parents at once and they will arrange transportation.
3. Our policy is that all deliveries are made at one of these two hospitals; Joint Township District Community Hospital in Coldwater and Fisher Titus Hospital in Norwalk.

R. **Telephone**

1. Phones are available on the house parents' floor for residents to use.
2. There will be no outgoing calls initiated by resident. Please arrange a time with your daughter to call so that it will not conflict with her program schedule here.

3. Calls may be received by calling 419- 668-2858, leave your name and number where you will be. Calls may be received after 5:30 PM and until 8:30 PM Tue and Thurs., and 12 - 8 PM on Saturday and 1 - 5 PM on Sunday. Please understand that during meals, until meal chores are completed, or during school, calls will not be returned. Also, there are NO phone calls during planned activities, check will your daughter for her schedules. If there are evening classes there are no phone calls that evening.
4. Parents are to initiate calls to their daughters rather than their daughter initiating calls. Calls may be received during the following hours:

Tuesday and Thursday	5:30pm- 8:30pm
Saturday:	12:00pm- 8:00pm
Sunday:	1:00pm- 5:00pm

Time limits of 15 minutes are necessary, depending on availability of in-house phones. There is only one phone per resident per phone day. There are also no phone privileges if client has a visit that day.

5. There will only be phone calls accepted from father of babies or girls boyfriends after proper counseling and approval by house parents, counselor, and parents. Girls will only be able to accept incoming calls from males as we do not support girls calling males.
6. Residents do not need to receive phone calls every call day. Parents please select the days you will be calling, to allow your family life to go on as normal.
7. All calls will be monitored, usually via speaker phone depending on location maybe staff will just in the same room with the resident.

S. Visitation

1. Parent may arrange for family and/or friends to visit. Residents will be allowed one visit per weekend, on Saturday OR Sunday, but not both days and only per the visit schedule. Special arrangements maybe made for families who live more than 300 miles one way and/or who are unable to visit every visit opportunity. Please give special attention to visiting hours and plan to visit during those hours only. This will allow the resident to participate in classes and activities scheduled by the Harbor House staff. Visitation hours are as follows:

Saturday:	12:00pm-8:00pm
Sunday:	1:00pm-5:00pm

These times are only windows. Visit lengths will be given by the houseparents or counselor following the counseling session.

2. Anyone visiting a minor must be listed on her release form which is filled out by her legal guardian upon admission, and approved by counselor, and/or houseparent.
3. There are designated visiting areas for all visitors. Visitors are not allowed in the residential wing reason in order to protect the privacy and confidentiality of other

residents. Public display of affection with non-related male visitors is not allowed. Boyfriends are not permitted to visit the home and there is to be no personal contact while staying at Harbor House.

4. Every visit will begin with a counseling session.
5. Harbor House is not able to provide overnight lodging for parents and friends of residents.
6. Upon request only, and subject to Harbor House approval, a mother who lives out of town may stay overnight with her daughter after the baby is born. We are sorry that we have no facilities for male relatives.
7. We do not allow the girls to return home, except in cases of extreme emergency, such as a death in the family. Emergencies are handled by parent calling into the office and speaking to the staff. The emergency must be stated and a desired time will be agreed upon. In most cases our staff will escort the resident to the event, funeral or viewing. This must be prior approved by Harbor House staff.
8. Harbor House reserves the right to deny any visit we deem unsafe or emotionally detrimental to the resident, regardless of whether or not parental permission has been granted.
9. All visits must be approved by 12:00 noon Thursday prior to the visit. Visitors must call 419-668-2858 and leave a message as to the visit day you are requesting a visit. We will call you back to set up with you your counseling and schedule your visit time. For parents coming from over 300 miles we will need at least one week prior confirmation of visit days. Not all days you can come work. A visit schedule will be send out to parents after your daughter has completed her first two week.
10. Persons wishing to take minors on a pass must meet the following requirements:
 - a. Must have parental approval.
 - b. Must be over 18 years of age.
 - c. Must have staff approval.
 - d. Must have a valid picture ID.
 - e. Must show proof of auto insurance.

NOTE: Since there are some weekend classes, residents should check the weekly class schedule before discussing visits with prospective visitor

T. Signing Out

1. Harbor House will be using the Buddy System for all activities outside the home. This will work with all residents of Harbor House only.
2. You must ask permission from a house-parent and sign out on the sheet by the door.

3. You may not be gone for longer than two (2) hours without checking back in with the houseparents in person. Also, you must sign in when returning.
4. You must be back by dark in the winter and by 8:00 p.m. in the summer.
5. You may not use any telephone while out of the house.
6. You may not mail any mail out while out of the house.

PROCEDURES FOR LEAVING THE PROGRAM

The following procedures must be done between 9:00am and 5:00pm, Monday through Friday.

- A. Medical release obtained from Doctor.
- B. Room check:
 - 1. Room in order and thoroughly cleaned.
 - 2. Linens must be laundered and in place.
- C. Luggage check will be required.
- D. Resident may only be checked out of the program by the custodial parent who signed them into the program.
- E. A resident wishing to leave the Harbor House program prior to delivery must **first** discuss this with her primary care-giver (a house parent) and with a counselor. The counselor will make the necessary contacts with parents and staff to initiate the above check-out procedure. If the resident is under 18 years of age, her parents must sign a release form during weekday business hours. At least 24 hours advance notice must be given to adequately process withdrawal from the program.
- F. Unless special arrangements are made at the time of departure from the program, personal items left of the Harbor House premises will not be obtainable after 30 days.
- G. A resident leaving Harbor House prior to delivery must have all discipline taken care of and be in good standings with school.