CHAR HOPE FOUNDATION

Solutions for a healthy,
sustainable future

CHAR HOPE
RESIDENT MANUAL FOR EMORY HOUSE

DEREK HOPKINS, EXECUTIVE DIRECTOR
MYRA DERBYSHIRE, PROGRAM MANAGER
Office: (877) 499-1397
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PROGRAM EXPECTATIONS

Currently, admission to Emory House requires a one-time, non-refundable fee of $1,300.00. This includes the intake fee of $800.00 and your expenses for the first four weeks. The breakdown of expenses (weekly rent) is $55.00 a week for rent and program fees, $40.00 a week for utilities, groceries, and transportation. Residents are also required to pay $30.00 a week for counseling. Additional fees are also charged for periodic urine tests for drugs and fines based on attitude and behavior along with our warning violation and strike system.

Learning self-discipline, self-respect, cooperation, and consideration for others is essential to recovery and personal development. **You are expected to develop a way of life in which honesty with self and others is an absolute requirement!** Self-discipline, self-respect, cooperation, consideration for others, and honesty must be practiced to be learned. To support your journey in learning these qualities, the following rules and regulations have been developed:

Please note: Program rules are ultimately a staff decision. Know this as a basic guideline for our policies and procedures. UNDER CERTAIN CIRCUMSTANCES THESE RULES CAN BE MODIFIED BY STAFF AT ANYTIME WITHOUT ADVANCE NOTIFICATION.

Sober

You will be expected to remain free from alcohol and other mood-altering chemicals during your stay here.

Dating or Existing Relationship Policy

There is a NO DATING policy in effect at Char Hope. There will be NO romantic involvement this includes **any line of communication.**

A resident entering Char Hope that is in a marriage where the spouse is supportive and drug/alcohol free, will meet with staff to set appropriate boundaries regarding any contact, visitation, activities away from the house, or overnight visits.

A resident entering Char Hope that is involved in a serious, exclusive relationship will be expected to put that relationship on hold while in our program. Once a resident has reached Level 4, the counselor, if appropriate, can choose to set up a family conjoint session to discuss post discharge arrangements.

Socialization is limited to women with strong recovery (at least one year clean & sober) and approved family members. Residents may accept rides to and from work, when needed, from female co-workers with prior staff approval. **Socializing & fraternization with men is not permitted.**

Any violation of these policies could be grounds for immediate dismissal.

Medical Information

Medications: All medications (INCLUDING OVER THE COUNTER MEDICATIONS) must be cleared with the house staff. Unauthorized possession of any medication or use of another resident's medication will result in immediate discharge from the house! NO narcotic medications will be allowed in the house for any reason. If a resident is on approved medications (such as an antidepressant or mood stabilizer) and under a physician's care, she is not permitted to discontinue or alter medications in any way unless instructed to do so by the prescribing physician. Char Hope staff monitors the use of psychotropic medication to ensure they are being taken as prescribed. You are required to report to the House Manager and Program Manager to retrieve your medications at the designated times – 7:00am, 5:00pm and 10:00pm.

Illness: Report any illness to staff on duty immediately. You must first speak with a staff member if your illness requires staying home from work. If you need emergency medical care, staff will either transport you or call an ambulance to transport you to the local hospital. If you are out of the house on a pass and an emergency occurs that requires medical treatment, if capable, you must notify staff immediately by telephone upon reaching the hospital.

Mental Health Assessments

We are a recovery home for women whose primary illness is alcohol or drug addiction, and whose health conditions do not prohibit them from participating in all phases of our treatment program. We also welcome women with relatively stable psychiatric disorders such as depression and anxiety, **providing they have a designated psychiatrist or mental health worker who can monitor and prescribe needed medications.** These arrangements must be in place prior to arrival at Char Hope.

Often the women arrive at the house with no insurance or financial means to pay for their follow-up mental health care, including renewal of prescriptions. In order to meet their needs, we must establish the means for them to apply for health insurance which can take weeks for approval. Further, the mental health resources in our area are limited and enrollment in their services can also take considerable time.

While we recognize that some need additional help with co-occurring symptoms, we are also strong believers that the spiritual program of Alcoholics Anonymous and Narcotic Anonymous can go a long way in helping to restore emotional and spiritual health. We have witnessed many women who have suffered lifelong depression and anxiety, emerge as healthy and grateful women who have gone on to help others locked into addiction and mental health problems.

Confidentiality

You may not share any information about any resident with anyone outside of Char Hope (this includes family members and people in the program). This includes involvement in the program, urine testing, levels, strikes, dilemmas, discharges, etc.

Be aware of the accidental ways that you can break the confidentiality of another resident. Mentioning someone 'in the rooms' that is now at Char Hope or that was asked to leave Char Hope is a violation of confidentiality. **Sharing information with staff members out of concern for one another is not.**

Breach of Confidentiality

Breaching confidentiality in a willful or repeated manner will be grounds for immediate dismissal!

Wake-up Times

You are expected to be out of bed no later than 7:00 AM on weekdays and at 9:00 AM on Saturdays and Sundays.

Residents are not permitted to take naps Monday – Friday, unless approval has been given by on-duty staff. Residents may lay down for a nap on Saturday and Sunday from 4:00pm – 5:00pm. It is the resident's responsibility to be awake and out of bed by 5:00pm. Failure to do so will result in a violation and loss of this privilege.

Lights Out Times

To ensure a full night sleep, residents must be in bed 11:00 PM Sunday – Thursday and 12:00am Friday – Saturday.

Curfew

Monday through Thursday curfew is **10:15 PM.** Friday and Saturday curfew is **11:00 PM. There is no excuse for being late for curfew other than medical emergencies (accompanied by a signed note by the attending physician), accident, or other emergencies that must be verified.**

All residents are to be home Sunday through Thursday no later than **5:15 PM** for a sit-down dinner.

Sunday curfew is 5:15. No one will go out after dinner. This is your time to regroup and plan ahead for the week.

Extended Curfew

Staff may extend curfew for all residents for special occasions, such as for Fundraisers, and Char Hope Farm related duties.

Doors

The doors of Emory House are to be locked and not opened between the hours of 11:00 PM and 5:00 AM, Sunday through Thursday.

Friday and Saturday doors will be locked between 12:00 AM and 5:00AM. You must make our house manager aware if you will be going to work earlier than 7:00AM, so she can be sure to unlock and turn off alarm. No smoking during lock down times. Violation of this will result in consequences. No resident is to touch alarm.

Fire Evacuation Drills

Fire evacuation procedures are posted on all levels of the house. Read these instructions carefully. Drills will be held every 90-day period. Be prepared. **If you hear the smoke detectors, do not ignore them!** Leave the house immediately. DO NOT disarm the detectors. Know where your fire extinguishers are located.

Visitors

For the safety and comfort of all residents, the counselor or office staff must approve visitors in advance. This means whether you stay here or leave with them. Approved visitors are welcome at the house on weekends and should be received in the common areas only. NO guests are permitted in any resident's bedroom. **Visitors are permitted on the premises Saturday 11:00AM – 8:00PM and Sunday 11:00 AM – 5:00 PM. All visitors must be preapproved by the Program Manager. Visitors should be introduced to staff on their first visit.**

If it is suspected that a visitor is under the influence of alcohol or drugs, they will be asked to leave the property and their permission to visit in the future is automatically terminated. Any guest that creates a disturbance during a visit will be asked to leave immediately also not to return.

Residents on black-out are not permitted to have visitors.

Personal Property

Char Hope Foundation Inc. does not assume any legal obligation for damage, theft or loss of personal property. Residents are responsible for protecting and securing any personal property. Each resident is provided with a locker at the time of intake.

Television Use

The television is not to be turned on during meal times, group times, or Monday through Friday until 6:00 pm. Personal TV's are not permitted. Programs and shows watched should be appropriate and conducive to recovery.

Telephone Privileges

Please give callers the resident phone number, NOT the office number! Calls on the resident phone will be limited to 15 minutes in length and the timer must be used. When answering the phone, you are to tell the person calling that the person they are calling for is unavailable and take a message. **Do not release any other information. This could be a violation of confidentiality.** Messages must be recorded in the message pad. Carbon copies are not to be removed from the message pad.

The telephone may be used until 10pm Sunday – Thursday and until 11pm on Friday – Saturday. Use of the telephone after these times is not permitted.

Upon admittance to our program, all residents will be placed on phone restriction and will not be permitted to make or receive phone calls. During the black-out period, permission may be granted to use the office phone for employment seeking purposes and scheduling doctor's appointments. Such requests to use the phone must be submitted in writing to the office.

Mail

For the protection of all the residents, all incoming and outgoing mail will be monitored by the staff.

Cell phones

Residents are not permitted to have cell phones at any time during their stay at Char Hope.

Vehicles

Residents are not permitted to have vehicles while at Char Hope. Vehicle privileges may be granted to Level 4 residents who have been residents for a minimum of 9 months and have been in compliance with the program regulations. This will be decided on a case by case basis by staff. If

use of a vehicle is permitted, residents are not to park on Char Hope property due to the limited amount of parking. Residents are not permitted to drive vehicles belonging to visitors, volunteers, or family members.

Use of Public Library

Residents are permitted to obtain library cards and check out books. You must be responsible and return books on time to avoid any fees. While at the library, residents are **not** permitted to use the computers/internet, miss house activities (game time, big book, etc.) or socialize. Failure to comply with these expectations will result in revocation of this privilege.

Computer & Internet Rules

Use of the computers and internet are a privilege. Listed below are the usage rules and regulations. Please make sure you fully understand them before getting on the computer. If you have any questions about computer or internet usages please ask a staff member for clarification.

1. Computer usage is limited to work related requirements and specific assignments given as part of your personal treatment plan.

2. The use of internet for personal email, social networking of any kind, blogging purposes, texting, messaging services, or for any other personal use is prohibited.

3. To get online the internet stick must be given by a staff member for an allotted amount of time and returned immediately after you log off the computer.

4. The internet stick may not be passed between residents for any reason.

5. For any computer usage you must use the sign on sheet next to the computer listing the appropriate information.

6. You may not download or install any software at any time unless given specific direction from a staff member.

7. You may not upload any digital files; this includes but is not limited to: pictures, music, games, digital camera drivers, or any other applications.

8. Do not edit, change, or delete the existing software or files on the computer in any way. The only approved files on the computer are located as icons on the desktop. Please don't access any other software as they are program files that allow the computer to function properly.

9. If you notice another resident using the internet or computer in an inappropriate manner, approach the resident about the improper use and immediately notify a staff member.

10. The computer and internet can only be used during a resident's free time and while a staff member or the Senior Resident is home.

Personal Hygiene

Grooming: Each resident is expected to bathe, brush her teeth, and have her hair neatly fixed every day. Children in residence are expected to be bathed and groomed daily by the mother.

Dress Code: Appropriate dress is required at all times, whether in the house or out of the house. If staff or peers address your attire then you must change. NO low-cut necklines, see-through tops, midriff tops, or shorts that are cut above the mid thigh. Skirts cannot be worn more than 5 inches above the knee. Shirts advertising drugs, alcohol or barrooms cannot be worn. Keep in mind that when you are out of the house you are representing Char Hope.

Remember: You must be showered and dressed by 10am Monday – Friday and by 11am Saturday & Sunday. This includes your day off.

Household Duties

Resident Bedrooms: You are expected to keep your rooms neat and orderly at all times. You are responsible for laundering the bed linens once a week, having your bed neatly made, and turning off all appliances and lights before you leave the room! Your beds must be made prior to morning meditation. The interior doors are to remain open throughout the day.

Laundry: You will be required to do your laundry at least once a week. This includes bed linens. If your laundry day is Monday – Friday, your bed linens must be washed and your bed made by 10:30am. If you choose to wash your bed linens in the afternoon, you must wait until 4pm. Follow the posted schedule. If you need to do work laundry, make a full load with other residents or add yours in with house laundry.

Household Chores: Residents will complete all assigned cleaning chores by 9:30 AM Monday through Friday and 11:00AM on Saturday and Sunday. If you work before 7:00AM, you may do your chore before 9:00PM the night before. Chores will be checked daily. Chores are only considered complete if reported to house manager.

Infractions

Residents may accumulate strikes and violations according to behavior. Behavior is often addressed by staff and you may be fined or put on a contract. Strikes are a permanent mark on your record, violations will result in a fine of an amount decided by the executive director.

3 violations = 1 strike.
3 strikes = discharge or contract

The following activities or behaviors are grounds for immediate dismissal from Char Hope Project:

1. Use or possession of alcohol, drugs or weapons at any time during your stay.
2. Failure to report alcohol, drugs or weapons in the possession of another resident.
3. Violent or disrespectful behavior towards staff, residents, or visitors.
4. Any criminal offense (stealing, fraud, prostitution, etc.)
5. Willful damage to Char Hope property or to the property of another resident.
6. Sexual activity of any kind inside or outside the house is prohibited.
7. Failure to maintain the confidentiality of another resident within Char Hope.
8. A positive urinalysis or refusal to participate in a required urine test.
9. Pursuing a romantic relationship with anyone; seeing, sneaking, or being with in any way someone of the opposite sex, or someone with intentions that do not consist with this program.
10. Being late for curfew.
11. Being dishonest, manipulative, and disrespectful to the point it disrupts our house.

Non-compliance with the following rules will result in a STRIKE:

1. A few minutes late for curfew, if not discharged, will minimally result in a strike.
2. No resident is allowed to accept rides with men. You may only ride with women that have at least one (1) year free from alcohol and drugs, unless approved by staff.
3. Residents must attend all required recovery meetings. This means one meeting a day. Sunday, Wednesday, and Thursday groups count for a meeting.
4. Not following direction or constantly talking back or being defensive.
5. Residents may not allow their debt to the house to exceed $300.
6. Improper use of the computer, such as logging on to facebook or unapproved email accounts

Non-compliance with the following rules will result in a VIOLATION:

1. Keep all appointments with your counselor unless you make other arrangements.
2. Be honest with staff, other residents and yourself!
3. Attend, remain awake, and participate actively in all groups and sessions.
4. Arrive at morning meditation no later than 8:15 AM.
5. Have your bed made and room neat and clean before meditation.
6. No food is permitted in bedrooms. Food is only permitted in the kitchen & dining room.
7. Residents are not allowed in other residents' rooms without the permission of staff or the resident who lives in the room. Residents are not permitted to sleep in any room or bed other than their own.
8. Observe the 15-minute time limit on phone calls.
9. Complete assigned household chores by the required time and report to house manager. Chores are to be completed by 9:30am. You may do your chore the night before if you are to be at work before 7am.
10. Report for meals at the designated time.
11. No smoking in the house!!
12. Sign out when leaving, clearly indicating your plans or destination (be specific). Be sure to write who you are leaving with and their phone number. Sign in upon your arrival back onto the property.
13. Arrive on time for group sessions and individual counseling.
14. Participate in all mandatory activities.
15. Have an approved pass in accordance.
16. Using profanity!!
17. Complete all necessary forms and required paperwork and return them to your counselor or the office staff by the deadline given to process personal benefits (for example, meeting slips, passes, counselor assignments, etc.)
18. Having the TV on during unauthorized times.
19. Residents will deposit their paychecks and/or cash tips into the drop box for our bookkeeper to deposit into their accounts Char Hope keeps for them.
20. Showered, dressed and downstairs by 10am.
21. In order to return to your rooms between 10am and after dinner you must have permission. You may run to your room to grab a book etc. or to change your clothes quickly before or after work.

HOUSE RULE: CONFRONT OTHERS WHEN YOU SEE DISHONESTY!!!!!

House and room inspections are performed randomly. The staff has the right to search all personal belongings of any resident at their discretion.

Group Activities

Morning Meditation is held Monday through Friday at 8:15 AM and at 9:15 AM on Saturday & Sundays. All residents whose work schedules permit are required to attend.

Big Book Study is held Monday through Friday 10:30-11:30 AM. This is held for all residents whose working hours do not conflict with this time frame and for new residents who are not yet employed.

Game Time is held Monday – Friday from 2:30-3:30PM.

Group Therapy is held every Thursday evening. This group provides a place for role-playing, life-skills, presentations, group and individual confrontations, and education on relapse prevention. It is also a place for sobriety-building tools to be taught. This group is counted as a meeting.

House Meeting and Education is held every Wednesday night. All residents must attend and complete an educational session note. THIS IS ESSENTIAL! This group is counted as a meeting and residents do not attend an outside meeting on education night.

In-house 12 Step Meeting is held every Sunday evening at 6:00 PM.

In addition to these groups, each resident will meet with our Certified Addictions Counselor once every 10 days or whenever necessary.

Resident Allowances and Financial Requests

Allowance for New Residents

- At the time of admittance, if a resident is in positive financial standing and receives an additional allowance deposit from a reliable and approved funding source then a residents allowance will proceed as follows:

Period of time in Program	Positive Week Ending Balance in Account	Amount of Allowance
Time of admittance	If Week ending balance positive	You will receive $5.00
Employed FT and first paycheck has been deposited in account	If Week ending balance over $100.00	You will receive $10.00

Employed FT and on Level 2	If Week ending balance over 500.00	You will receive $20.00
Employed FT and on Level 3	If Week ending balance over $1000.00	You will receive $30.00
Employed FT and on Level 4	If Week ending balance over $2000.00	You will receive $35.00

- If your amount of debt exceeds your income, your allowance will be adjusted by the Program Manager and Executive Director.

Financial Request

- New residents may request money for work related and health related items, child support payments, parole/ probation and any other required rotating payments. All other requests will be discussed with the Executive Director and Program Manager.
- Residents may not submit request for household items, phone cards, cartons of cigarettes, or any other weekly living expenses. These items are to be bought with their allowance.

Debt Reduction

- When a resident is in debt and behind on rent, the Executive Director and Program Manager will be notified before any additional funds are taken out of the resident's account, and possible solutions will be discussed.
- Residents have the option of asking the Program Manager and Executive Director for work to do around the house to make extra money for cigarettes or other necessities.

Approved Debt Resolution Options

- A resident's parents or spouse, who is still involved with a resident in a positive way and are financially able to assist, (but not obligated) will receive an invoice when a resident is struggling financially and may need help to restore her finances to a manageable amount
- Residents may apply for a loan application through ACR if their account reaches a negative standing of $400 or more. Residents will then be required to make a donation at a rate of $15 per week when they are financially stable.

Rent

- Rent is charged from Friday to Friday. If your discharge date is on a Friday or after, you will be charged for the forthcoming week.
- If your belongings are left at Char Hope even one day after the date your rent is paid up to, you will be charged for the forthcoming week.

If residents leave the program without a successful completion then they automatically forfeit any money in their account. Char Hope is not responsible for items left behind. See Client Agreement for more details.

Receiving financial support from parents, family members, and other supportive friends:

- Residents are not permitted to receive gift cards or care packages from family members for any reason.

- In order to promote self-sufficiency residents are required to budget their allowance for personal use. Any additional money that is needed can be requested by the resident in the

form of a financial request using our financial director. The limitations on what can be requested through financial request are listed in the Allowance and Accounts section of the manual.

- Any visits from family members need to be requested through the Visitor form located in the office and must be submitted by Thursday at 11 AM. All visitors must be approved by the Program Manager.

- Residents are not permitted to receive financial support, gifts, gift cards, cigarettes, clothing, or groceries while they are on visits with their parents.

- If family members are interested in supporting a resident they can submit a check to our financial director to be deposited into their personal account. These requests must be made by the family member or resident through contacting the Program Manager and making a request. This is only from approval from the Program Manager and Executive Director

REMINDER: Program rules are ultimately a staff decision. Know this as a basic guideline for our policies and procedures. UNDER CERTAIN CIRCUMSTANCES THESE RULES CAN BE MODIFIED BY STAFF AT ANYTIME WITHOUT ADVANCE NOTIFICATION.

Treatment Levels and Passes

There are four (4) levels of treatment at Char Hope. You will move through these levels at your own pace and with the aid of your counselor and staff. Movement to another level will not happen automatically, but you are expected to apply for levels when eligible. To move into the next level, you must submit in writing to staff the reasons why you believe that you are ready to move on to the next level. The entire treatment team will reach a decision during a staff meeting. This decision is based on your ability to meet the criteria listed below. Different treatment plans are appropriate for different individuals and are subject to change.

Level 1 Status

Goals & Expectations:

- Transition into the house and getting acquainted with the house schedule and expectations
- Obtain employment and have resident account current
- Obtain a female sponsor & home group, complete Step 1 with sponsor
- Complete 90 meetings in 90 days (Monday, Wednesday and Sunday evening house activities count towards a meeting)
- Obtain medical insurance and if applicable get in with a psychiatrist for assessment & medication management
- Taking all medications as prescribed and ensuring medications are refilled in a timely manner
- Participating in group and completing assignments

- Establish a network of supportive women that are willing to assist you with your needs (such as providing transportation to appointments)
- Cooperate with all legal follow-up (i.e. probation, court dates, etc.)

Privileges while on Level 1 are limited. You are permitted to leave the grounds only under the following circumstances:

- With a staff member for any reason for no more than 4 hours. You are still required to sign out and in. **Without staff** for a 12 step meeting or to run to the store, go to probation, for three hours only if you are **accompanied by a resident on Level 2 or above**. You may not go out before/after a meeting while on Level 1.
- With your sponsor with approval from staff for no more than 4 hours.
- Employment seeking purposes with permission from on-duty staff. Employment may only be sought in alcohol-free workplaces.
- Saturday or Sunday with a non-resident that has been pre-approved by staff for a maximum of 4 hours.

Level 1 Residents may be approved for Day Passes once they have made appropriate progress in their treatment goals.

- **Sponsor:** Your sponsor is permitted to visit during weekly visiting hours.

- **Family Visit one per month:** One (1) family visit up to four (4) hours during weekend visiting hours per month (not on recovery weekend). As long as a visitor's pass has been submitted to the Program Manager by Thursday morning at 9 AM and has been signed off on by the Program Manager.

Process for moving to Level 2:

Once all of the above goals and expectations have been met, a letter must be submitted to staff explaining why you feel you have earned the privilege of being promoted to Level 2 and what you have learned at Char Hope. Staff will review your letter and complete an assessment to determine eligibility for Level 2 status.

Level 2 Status

Goals & Expectations:

- Speaking with sponsor regularly, working steps (2-3) with sponsor
- Maintaining steady employment
- Continuing to pay rent on time and beginning to build a savings
- Is in compliance with counselor's treatment plan
- Networking for rides to meetings and appointments
- If applicable, meeting with psychiatrist regularly and ensuring medications are filled and taking as prescribed. This is the responsibility of the resident, not staff!

- Setting example for new residents by showing them the Char Hope way; taking them job hunting, helping them find rides to meetings and introducing them to women with strong recovery
- Level 2 residents must attend 3 outside AA meetings per week.

Privileges:

- Resident may leave the house alone for three hours for a 12 step meeting, to go for a walk, go to the store, probation, etc. Times exceeding 4 hours need staff permission.
- Resident may be out for a maximum of 4 hours with an approved person in their recovery network.
- One (1) overnight pass per month. Note: Overnight passes must be submitted for approval no later than 10am on the Thursday prior to the weekend you are requesting a pass for.

Process for moving to Level 3:

Complete assignment given to you by the Program Manager. To be eligible for Level 3, you must not have received any infractions in the last 15 days.

<u>Level 3 Status</u>

Goals & Expectations:

- Continuing to meet all of the expectations of Levels 1 & 2
- Working towards goals such as GED, obtaining drivers license, taking care of physical health by obtaining a primary care physician, gynecologist, dentist, etc.
- Continuing to help the newcomer and acting as a positive role model.
- Be willing to help with house coverage when needed
- Level 3 residents are required to attend 3 outside AA/NA meetings per week.

Privileges:.

- One (1) weekend pass per month with approval from Staff. Note: Overnight passes must be submitted for approval no later than 10am on the Thursday prior to the weekend you are requesting a pass for.
- Attend special events such AA picnic, conventions, etc. with approval from Staff.
- Attend other AA/NA meetings approved for Level 3 residents. Only Level 3 residents and above are permitted to attend these meetings.
- If noted in her treatment goals, a resident may be approved to enroll in college or a training program. Continuing education will not be discussed until a resident reaches Level 3.

Process for moving to Level 4:

Prepare a letter outlining the skills/tools you have learned to prepare you to leave Char Hope. Provide a comprehensive list of all goals that need to be accomplished prior to a successful discharge. Schedule an appointment with Financial Director to prepare a budget.

Level 4 Status

Goals & Expectations:

- Incorporating housing options into treatment plan by working with counselor and program manager
- Participate in family session with counselor
- Schedule appointment with Financial Director to set-up personal checking account
- Completing relapse prevention work and warning sign cards with counselor
- Schedule to meet with Program Manager once weekly to discuss progress on discharge arrangements such as housing and transportation
- Level 4 residents are required to attend 3 outside meetings per week

Privileges:

- Day time house activities (Big Book Study, Game Time) may be missed once per week. You must request this "free day" by noting on your weekly work schedule the day you have selected.
- Increased time away from the house may be permitted with staff approval to participate in recovery-oriented activities.
- Cell phone may be approved with at least $2,000.00 in savings and only after transportation has been secured for discharge.
- Car may be approved for specific purposes, keys left in the office

Note: During ALL levels of treatment, residents are required to ask permission and have approval from staff prior to "hanging out" or visiting at a friend's house (for example, going over to a woman's house to watch a movie after the meeting).

Remember if you are uncertain about something or do not know the answer, ask.

If you need help with something tell your case manager. Char Hope staff is always willing and ready to help you in anyway they can.

Acceptance is important in recovery. If you don't like an answer you are given or find something here that doesn't suit, read page 417 of your 4th edition Big Book.

Welcome to Char Hope. We love you and are happy that you are here.