



2022

## Residential Handbook

*What we suffer now  
is nothing compared  
to the glory He will  
reveal to us later.*

ROMANS 8:18

Prodigal Daughters  
Residential Handbook

2022

# RESIDENT HANDBOOK

“WHERE GOD’S LOVE IN ACTION TRANSFORMS LIVES”



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## **The purpose of the Prodigal Daughters Journey Home, Inc.**

- To glorify our Lord and Savior Jesus Christ by providing a Godly, safe and family-like residence where young women who have life controlling problems can earnestly seek God and a new life.
- To demonstrate God’s love, mercy and grace to hurting and troubled young women.
- To teach women to love God with their whole being and to love our neighbor as we love ourselves.
- To teach that life is relationships.
- To train each resident to become a Disciple of Jesus Christ, with the ultimate goal being; She becomes a Disciple maker
- To teach that God is our source of supply and the giver of every good gift, therefore since everything we have is provided by God, it is the awesome duty of each of us to fear and honor God in all we do.
- To teach the word of God in sincerity.
- To teach women to pray effectively.
- To teach holiness as the lifestyle the Lord has called all people to live.
- To teach women to live life in light of eternity while expecting the eminent return of Jesus Christ.
- To teach soul winning.
- To teach honesty, integrity and a strong work ethic.

1 Peter 4:8; Titus 2:11-14; Matthew 22:37-40; Hebrews 12:14!

A person coming to the Prodigal Daughters Journey Home as a full time resident generally has some kind of very serious problem. Our prayer for each resident is that he finds a new and abundant life in Christ. Each person who enters the Prodigal Daughters Residential Program must see herself as desperate and willing to seek Jesus Christ as her only hope for a changed life. 2 Corinthians 5:17!

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## **General Information**

### **Admission into the Program**

Admission into the Program or stipulations may be at the discretion of the Executive Director or Program Director. *All applicants must acquire or provide a recent Doctor’s physical, Hepatitis, STD and HIV screening.*

### **Official and Written Warnings - Dismissal from the Program**

A staff member, after having given a resident numerous written warnings, can request the Director to give her an official warning. If the resident receives a total of three (3) official warnings while in the Program, or two (2) within a sixty (60) day period, she must leave the Program for a period of three (3) months minimum. This condition for dismissal does not apply to someone that has been in the Program for less than ten (10) days.

### **Visitation**

Phase II, III, IV, V and reentry resident may be granted permission for Saturday or Sunday on property visits with family at Staff’s discretion. \* Visitation dates and times will be determined by the Staff. *Note: Dates and times may be altered and pre-approved visits may be cancelled due to extenuating circumstances.* In most instances visits will occur between 1:00 and 5:00 P.M. at staff’s discretion, a Saturday or Sunday off property visit may be granted on occasion to phase IV. In most instances visits will occur between 8:00 A.M. and 8:00 P.M. on a Saturday or Sunday. Church attendance is required on all Sunday visits. All on-site visitors must be approved in advance. Visitors must not influence or encourage residents in any way contrary to the rules and purpose of the program. Anyone visiting Prodigal Daughters Journey Home, Inc. property may be asked to leave the premises at staff’s discretion. All items brought to the residence by the residents visitors must be approved by staff and are subject to search. Residents are not to be involved with another resident’s visitor, unless granted permission from the staff and with an invitation, through staff, from the resident’s visitor.

**More specific guidelines regarding visitation are included in the phase outline.**

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## Searches

All persons entering the Program will be searched and required to shower, shave, etc. All belongings will be searched and approved. Periodically, residents will be searched at staff’s discretion. These searches will include searches of your person, room, belongings and any vehicle on the premises.

## Cell Phones, Radios, MP 3/DVD/DVD Players and Musical Instruments

Residents are not permitted to have cell phones, radios, walkmans, players or musical instruments.

## Motor Vehicles

In very rare cases a resident in reentry phase II, (with permission) may be permitted to operate her own motor vehicle while in the program. The person is to meet all legal regulations required by the State of Florida. All keys of any vehicle must be held by staff, and permission must be given for any use of the vehicle. Her vehicle will be subject to search at executive staff discretion.

## Chores

Weekly and daily chores can be done only during assigned times, unless with special permission and must be considered acceptable by the person conducting inspections.

## Reading Material

All reading materials consist of the Bible or approved Bible study guides. All other reading material must be approved by the staff.

## Mail

All incoming and outgoing mail may be censored. All residents are required to submit a list of persons with whom they desire to correspond and receive approval from the Executive Committee.

## Off Limits

The staff offices are “off limits” to all residents, except by the approval of a staff member.

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## Personal Belongings

Any resident with another person’s belongings in her possession, without staff’s permission, will be assumed to have stolen the items.

## Leaving the Premises

Residents are required to check out and back in with staff each time they are granted permission to leave the premises.

## HOUSE RULES

*All Rules are subject to change and be enforced at the executive director’s discretion.*

Christian behavior is expected at all times. Failure to comply with program rules and guidelines may result in disciplinary action or dismissal from the program.

Residents must obey all written rules & Staff instructions at all times (on & off property, includes during visits)

**NOTE:** All applicants enter the Prodigal Daughters Journey Home Program on a ten (10) day evaluation period.

1. Daily showers (fifteen (15) minutes only) at scheduled times. The use of deodorant, toothpaste and other hygiene products is mandatory. Hair must be clean and well groomed, with style acceptable to the program Director.
2. Clothing with drug, sexual or rock-and-roll symbols or writings are prohibited and must be removed from the premises. Shorts and cutoffs must be of an appropriate fit and length (no shorter than five inches above top of knee). No Baggie pants are permitted. No spaghetti strap tank tops are permitted. All shirts must cover appropriately, at staff discretion. Proper attire must be worn in going to and from the shower or bathroom. No hats, caps or sunglasses on in the house.
3. Swimming attire must consist of a one piece bathing suit with shorts and a t-shirt. All swimming attire needs to be approved by staff.

***Note: Disregard for or breaking of Rules 4, 5, 6 & 7 constitute the possibility of immediate dismissal from the Program***

4. *The use of or possession of drugs, alcohol or tobacco in any form (cigarettes, chew, snuff, etc.) is prohibited.*

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5. Leaving the premises without permission and staff supervision for any reason is prohibited.
6. Sexual immorality, sexually oriented jokes and improper discussion regarding sex are prohibited.
7. Non-Christian music is prohibited. Residents are not allowed to use radios, mp 3 players or phones.
8. All reading material must be approved by staff. Possession of pornographic material is grounds for dismissal.
9. No books are to be taken from book cases or from others without expressed permission from a staff member.
10. Chores must be properly performed. Failure to pass inspection will result in disciplinary action.
11. Only staff may control air, television, access to computers and distribute food, unless special permission is granted.
12. Only staff is permitted to answer the phone.
13. Residents must remain in the assigned study area unless given written permission. Talking to other residents during class will not be tolerated. No laying or slouching on sofas, floor or in chairs during this time.
14. Be sure all reading and writing materials are taken to classes.
15. Residents must attend ALL program activities.

## HOUSE DUTIES

Note: Staff will check each chore after its completion and will determine whether it should be done over. See counselor after chore is completed. You will be assigned specific duties. If chores are required to be done over, the resident will lose her next break period. You are expected to help keep Prodigal Daughters clean, neat and in good repair.

### Kitchen

This duty includes doing all dishes and other utensils. They must be cleaned, dried and put away after each meal. Sink, counters, stove and refrigerator are to be wiped and dried. The floor must be swept and mopped at daily chore time. All food and drinks are to be properly put away (wrapped, covered, etc.) All trash is to be taken out. All snack dishes are to be cleaned and put away before bed each evening. Ice trays are to be filled as soon as they are emptied, which is the first task to be performed in preparation for the meal. No glasses or cups are to be taken from the kitchen/dining area without permission.

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## **Bathroom**

This duty includes cleaning toilet with proper cleaner and brush. Shower and sink must be cleaned with cleanser. Shower doors and curtains must be wiped off. Mirror and cabinets are to be cleaned and trash taken out. All wet towels are to be hung out properly. Floor must be swept and mopped at daily chore time. Bathroom paper is to be refilled, if necessary. Do not flush any feminine products down the toilet. Everything but toilet paper is to be thrown into the trash pale in the bathroom.

## **Dining Room Area**

This duty includes dusting all furniture, baseboards, windowsills, etc., with damp rag. Carpet and floor is to be vacuumed or swept. Trash cans emptied and cleaned when needed.

## **Bedrooms**

All rooms are personal duties. They are to be generally cleaned each day by the occupant(s). Beds, closets and bureaus are to be kept neat and clean. No drinks or food in bedrooms. All food and drinks are to be consumed in the dining area(s).

## **Common Area**

This duty includes dusting of all furniture, baseboards, windowsills, etc., with a damp rag. Carpet and floor is to be vacuumed or swept.

## **Children’s Play Area**

This duty includes dusting of all furniture, baseboards, windowsills, etc., with a damp rag. Carpet and floor is to be vacuumed or swept. Toys are to be picked up and returned to the designated areas.

## **Saturday Daily Chores**

*All duties are to be done thoroughly between the hours of 9:00 a.m. and 12:00 p.m., this includes washing all windows and sliding glass doors. All must continue to work until all chores are completed and checked by staff on duty.*

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## Classroom Rules

1. Students must attend class on time neatly groomed. Proper attire must be worn. Shoes or Sandals required. Stiletto heels are not permitted.
2. Bible, paper, pens or pencils and notebooks are standard requirements for class. Always come prepared. Personal studies notebooks must be kept in the classroom. No other materials/books should be kept in the classroom.
3. If you have any questions or assistance is needed please raise your hand and wait for the classroom overseer to acknowledge you. Do not call out to gain attention. Unnecessary noise is unacceptable in the classroom. Please respect your sisters.
4. Students are expected to sit up straight and keep feet on floor at all times. Always keep shoes on in class.
5. Each student must keep focused on her own work, not another student’s work.
6. Please do not lean back in the chairs.
7. No sleeping in class.
8. No eating or drinking in class (bottled water is the only exception) Refills only during break.
9. Students may use the bathroom & get a drink of water during scheduled breaks only.
10. Students will not be excused from class except under extreme circumstances.
11. All students & staff must gather in for group prayer & praise 15 min. prior to leaving property for Church. Participation is required. Must gather in living room area.
12. Keep group prayers within the time allotted. Be considerate; give others time to pray.
13. Student must raise her hand and be acknowledged by the teacher to speak.
14. No disciplines or letters are to be written during class. Only work on class material that relates to the current class. THANK YOU!

1 Samuel 15:22

## OFF PROPERTY RULES & GUIDELINES

1. Use restroom before leaving the property.
2. Stay together as a group. No separating. Should it become necessary, stay in pairs.
3. No private conversations with anyone at church. All conversations must be in the hearing of others.
4. No passing of notes or verbal messages to anyone is permitted.
5. Address any questions to staff. Please, only ask when necessary.
6. No loud talking & no playing while waiting for service to begin will be tolerated.
7. Talking to others during church service is not acceptable.

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8. Accepting church bulletins or reading written material in churches, restaurants and public places is not permitted.
9. Do not ask for coffee, etc. When it is offered, you respond no thanks.
10. No outward display of a bad attitude!
11. No conversing with males! Do not stare. Discussion among the group about the looks of a male is not tolerated and will result in strong disciplinary action if discovered!
12. Should you have questions regarding any Prodigal Daughters Journey Home, Inc. guidelines and/or rules, ASK!

## WHAT TO BRING

### **You May Bring:**

- Suitable clothes and shoes for work, leisure and church.
- Personal care items such as razor, toothbrush, deodorant, towels, etc.
- Bible, paper, pens, envelopes, stamps, note pads, etc.
- Small amount of spending money for personal needs. Funds will be kept in the office account. All purchases must be approved by Staff.

### **Do Not Bring:**

- Radio, alarm clocks, television, mp 3 players, stereo, cell phone or computers
- Automobiles
- CD's, DVD's, books, magazines or tapes.
- Personal valuables, unless you understand we do not have safekeeping facilities.
- Prodigal Daughters does not assume responsibility for lost or stolen items.

***(Violation of The following will result in immediate dismissal)***

### **We Do Not Permit Any of the Following:**

- Possession or use of alcoholic beverages, tobacco products or illegal drugs.
- Pornographic literature.
- Weapons or explosives.

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## **POLICIES**

*THE LOSS OF PRIVILEGES AND/OR PROGRAM STATUS WILL BE USED AS DISCIPLINARY ACTION.*

### **THE FOLLOWING CAN BE REASONS FOR IMMEDIATE DISMISSAL**

- Smoking & use of tobacco in any form (snuff, chew, etc.)
- Sexual immorality, use of pornography in any form (pictures, written material and internet)
- Use of drugs and/or alcohol
- Fighting
- Stealing (including going into other residents personal items without their knowledge)
- Continual breaking of the rules, continuing to use profane language after repeated warnings
- Threatening to physically harm anyone
- Leaving the premises without permission from staff
- Continual lying after repeated warnings and disciplines

**Note:** The only reason and purpose for a resident to be at Prodigal Daughters is rehabilitation and a new life, not romance and marriage. It is the opinion of Prodigal Daughters Journey Home Inc. that all who believe they are in need of the residential program which Prodigal Daughters provides are not capable at that time to make large and life changing decisions regarding romantic relationships. Therefore, all romantic attachments are discouraged and contact is forbidden between residents and any males who may be considered as a potential for a future romantic relationship. (Including prior boyfriends and/or fiancée) If the staff feels that a resident’s conversations or actions are an attempt to build a romantic relationship, such will be stopped immediately. A resident may be dismissed from the program if it is determined that she has become romantically involved. (In some cases a warning to cease immediately all resemblance of such a relationship will be given. If after one (1) week of surveillance, the resident has not ended the relationship, she will be dismissed from the Program.)

**Note:** All residents Court Ordered and Non Court Ordered to Prodigal Daughters Journey Home, Inc. must agree to commit to and sign a Contract to a minimum stay of eighteen months in the program.

**Note to Married Residents:** No contact between current or previous husbands, which includes writing, phoning or passing messages, is permitted for a minimum of 13 & 1/2 months. (Exceptions may apply under very rare and extenuating circumstances. I.E.: family deaths, emergencies or essential issues concerning resident’s children.) In order to restore and strengthen the relationship, a resident may possibly be eligible to (at executive staff’s discretion) begin supervised communication by mail with her husband upon satisfactorily completing 45 days of the phase IV of the program. If that goes well, by staff discretion, she may have a 10 minute monitored call each week at the staff’s discretion. An onsite

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supervised visit may be granted after 4 satisfactory calls. All contact must be under executive staff supervision. The resident whose marriage relationship is broken may be encouraged to rebuild the marriage if it appears appropriate during her stay in the program. In such cases a time to begin contact would be determined by executive staff. Counsel may be provided to the couple when possible.

**Note:** The resident who did not graduate high school prior to Prodigal Daughters will be given the opportunity to acquire her G.E.D. after her phase IV is completed. (Exact timing will be decided by staff)

## INFRACTIONS AND DISCIPLINES

We are here to seek God. We should find it fairly easy to adjust to the schedule and the rules in the home. However, it is our will to do God’s will, that the Holy Spirit can lead us and direct us. God will force His will on no man. Because of the differences in personality and different levels of spiritual maturity, individuals cannot be allowed to do their own thing in the community/family type environment we live in at Prodigal Daughters Home. We must consider each other while endeavoring by the Golden Rule; Do unto others as you would have them do unto you. Disciplines serve as ways to help each individual to examine his own spiritual state. Each infraction is to be met with an attitude of love and understanding on the staff’s part. An investigation of each infraction, in most cases, will occur prior to any disciplinary action being taken. All disciplines may be changed or altered at executive staff’s discretion.

1. If anyone is caught lying, she will be required to write Proverbs 6:12-18 ten (10) times, and comment on it.
2. If anyone is caught cheating (copying another’s book report), she will be subject to not having that book report accepted, having to write Ephesians 4 five (5) times, loss of privileges and be given a work assignment during recreation for five (5) days.
3. Bad attitude will include giving the staff or anyone else a hard time and talking back to them. This will merit writing 1 Peter 5:5-9 ten (10) times, and memorizing it.
4. If anyone disobeys staff, she will be required to write Romans 13 five (5) times and be subject to dismissal.
5. If anyone is caught arguing with a sister in the house or on the grounds, she will be required to write James 3 five (5) times, be able to comment on it and be subject to dismissal.
6. If anyone refuses to do work, she will be given a reasonable time to return or begin that work. If she does not, she may not eat meals for that day.
7. If anyone is late for devotions, Bible study, reading or meeting will be subject to extra work duty.
8. Any additional disciplinary measures may be used at executive staff’s discretion at any time.

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If a Residents daily chore fails inspection (including beds being improperly made), she will be required to do the chore over, lose phone call, and be given a work assignment during recreation for two (2) days.

Anyone sleeping or involved in unnecessary talking in Bible study, devotions or class will write a 500 word composition on a subject assigned by the resident director, lose phone call, will be given a work assignment during recreation for three (3) days.

If a resident enters the kitchen without permission from the staff, she will be required to do kitchen duties for a day, lose her phone privilege and will be given a work assignment during recreation for three (3) days.

A resident cannot leave the property without staff permission. Violation will result in the loss of all privileges, serve kitchen duty for one (1) week, lose phone and visitation privilege for at least one (1) month, will be given a work assignment during recreation for five (5) days and may result in dismissal from the program.

Anyone who is heard cursing or using slang or abusive language will be required to write each of the following verses five (5) times: Proverbs 6:2; 12:13; 13:3; 15:1-4; 18:21; 21:23 and James 2:10. She will also lose her phone privilege, be given a work assignment during recreation for five (5) days and be subject to dismissal.

Horseplay is NOT permitted. A violation will result in the loss of phone privilege, three (3) days of kitchen duty and will be given a work assignment during recreation for three (3) days.

Clothing with drug, sexual or rock-and-roll symbols or writings are prohibited and must be removed from the premises. Shorts and cutoffs must be of an appropriate fit and length (no shorter than five inches above top of knee). No Baggie pants are permitted. No spaghetti strap tank tops are permitted. All shirts must cover appropriately, at staff discretion. Proper attire must be worn in going to and from the shower or bathroom. No hats, caps or sunglasses on in the house. Each violation results will be given a work assignment during recreation for five (5) days.

Smoking and the use and possession of tobacco in any form is prohibited. First violation of this rule results in an official warning, loss of all privileges for two (2) weeks, will be given a work assignment during recreation for five (5) days and possible dismissal from the program.

Residents are required to stay with the staff when away from home at church, shopping, etc. Permission must be acquired when you are leaving the group for any reason. Violation will result in writing Hebrews 2:5-14 and I Peter 5:5-7 five (5) times. An infraction may also result in the loss of phone privileges for one (1) month. See Off Property Rules/Guidelines.

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A bedtime curfew violation will result in the loss of phone call, and will be given a work assignment during recreation for five (5) days.

Residents must remain in the assigned study area unless given written permission. Talking to other residents during class time will NOT be tolerated. No laying or slouching on sofas, floor or in chairs or putting feet in other chairs or leaning back in any chairs is permitted. A violation results in a 100-word essay, loss of privileges, and will be given a work assignment during recreation for five (5) days.

The television cannot be used or adjusted without staff approval. Failure to comply will result in loss of privileges and a work assignment during recreation for five (5) days.

The offices are “off limits” to all residents, except by approval from the receptionist or a staff member in the absence of a receptionist. A violation will result in the loss of privileges and/or a writing assignment.

## INFRACTIONS AND DISCIPLINES

Residents are required to check out and back in with staff each time she is granted permission to leave the premises. Failure to do so will result in the loss of privileges.

The staff must approve all reading material. Reading unapproved material will result in the loss of privileges for each violation and the confiscation of such material.

A Resident is not permitted to have any money or debit/credit/food stamp cards in her possession. Violation of the rule will result in the loss of privileges and other disciplinary action staff may determine suitable for the offence including given a work assignment during recreation for five (5) days.

No trading clothing or other items without staff approval. Violation of this rule will result in loss of privileges, given a work assignment during recreation for two (2) days.

Residents are not permitted in any bedroom other than their assigned bedroom, even if invited. Violation will result in loss of privileges, given a work assignment during recreation for three (3) days.

Hair styles may be considered unacceptable by the executive director.

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## **Book Report Requirements**

Phase I Resident	4 book reports (1 every 30 days)
Phase II Resident	4 book reports (1 every 30 days)
Phase III Resident	4 book reports (1 every 30 days)
Phase IV Resident	4 book reports (1 every 30 days)
Phase V Resident	2 book reports (1 every 30 days)
Reentry Resident I	3 book reports (1 every 30 days) Reentry
Resident II	3 book reports (1 every 30 days)

## **RULES AND REGULATIONS FOR A PHASE I RESIDENT**

All applicants who are accepted into the program will enter into phase I which allows the individual to adjust to the environment of the home. During this one hundred and twenty (120) day period the staff will counsel and evaluate whether the person can function within the guidelines of the Program. The first 10 days is a probationary period.

1. All residents must cooperate fully with the staff.
2. All residents must abide by the daily schedule.
3. All residents must abide by all rules and regulations.
4. All residents must complete four (4) book reports. (1 each 30 days)
5. Phase I residents may be permitted to make or receive phone calls upon satisfactorily completing a minimum of sixty (60) days. Request must be submitted on proper form and approved by staff.
6. Phase I residents are not permitted to operate a motor vehicle.
7. Phase I residents will be permitted to spend out of her account for personal giving, needs and refreshments, providing all requirements are met. She must submit a request and have it approved by staff. She is not allowed to have money in her possession. Funds will come from the resident’s account. Should she have no funds in her account, she may submit a request for staff to contact family for assistance.
8. Phase I residents are permitted, upon staff approval, to write letters after thirty (30) days. All mail may be censored by staff.
9. Phase I residents will receive personal counseling at least once a week when possible.

Upon satisfactory completion of the phase I, the resident will be promoted to Phase II or may be recommended to another program. If the Phase I resident fails to satisfactorily complete the ninety (90) day period, she will either be given an extension or asked to leave.

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## **RULES AND REGULATIONS FOR A PHASE II RESIDENT**

The phase I resident that has satisfactorily completed the phase will be promoted to phase II status. Phase II of the program is one hundred and twenty (120) days.

### **Privileges and Responsibilities**

The phase II resident is expected to continue to follow the daily schedule.

She will be permitted to have one (1) call per week (includes calls received and made) with staff approval. Calls are not to interfere with the schedule. All calls will be monitored by staff and limited to ten (10) minutes. *THE PHONE LOG MUST BE USED.* (See “Telephone” in the General Information section.)

The phase II resident is not allowed to leave the property without staff supervision. She may be allowed up to two on property visits by approved family members once during this phase, with approval by staff. Visits must be arranged at least one (1) week in advance when possible. Request will not be accepted prior to the first Monday after promotion from phase I resident to phase II resident.

The phase II resident will have a specific area of responsibility assigned to her.

She must read four (4) assigned books and give a written report on each one in order to be promoted to the next phase (phase III) of the program. One (1) report is due each thirty (30) days.

The phase II resident must have her personal testimony written by the end of sixty (60) days in this phase in order to be promoted to phase III. The contents of her testimony should include her own evaluation of how her life has improved since joining Prodigal Daughters and how she views her relationship with God and others. The testimony must be turned in before promotion to phase III.

Phase II residents will be permitted to spend out of her account for personal giving, needs and refreshments, providing all requirements are met. She must submit a request and have it approved by staff. Funds will come from the resident’s account. Should she have no funds in her account, she may submit a request for staff to contact family for assistance. She may not have a negative account of more than \$25.00. (a rare exception may be made by executive staff) She is not allowed to have money in her possession.

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## **RULES AND REGULATIONS FOR A PHASE III RESIDENT**

The phase II resident that has satisfactorily completed the phase will be promoted to phase III status. Phase III of the program is one hundred and twenty (120) days.

### **Responsibilities and Privileges**

The phase III resident will have specific areas of responsibility assigned to her.

She is required to read four (4) assigned books and give a satisfactory written report on each book. One report is due each thirty (30) days.

She will be permitted to have one (1) phone call per week (includes calls received and made) with staff approval. Calls are not to interfere with the schedule. All calls will be monitored by staff and limited to ten (10) minutes. *THE PHONE LOG MUST BE USED.* (see “Telephone” in the General Information section.)

With staff approval, she may be granted two visits by approved family members during this phase. The first request will not be accepted until a min. of 10 days after promotion from phase II to phase III is completed. One of the visits may be an off property visit after 60 days in this phase. (visit may be up to twelve hours). Visits must be arranged at least one (1) week in advance when possible.

She will, with staff approval, be permitted to spend out of her account for personal needs, giving and refreshments, providing all requirements are met. She must submit a request and have it approved by staff. Funds will come from the resident’s account. Should she have no funds in his account, she may submit a request for staff to contact family for assistance. She may not have a negative account of more than \$25.00. (a rare exception may be made by executive staff) She is not permitted to have money in her possession at any time.

## **RULES AND REGULATIONS FOR A PHASE IV RESIDENT**

The phase III resident that has satisfactorily completed the phase will be promoted to phase IV status. Phase IV of the program is one hundred and twenty (120) days.

### **Responsibilities and Privileges**

The phase IV resident is expected to continue to follow the daily schedule.

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She is required to read four (4) assigned books and give a satisfactory written report on each book. One report is due each thirty (30) days.

The phase IV will have a specific area of responsibility assigned to her.

A "Life's Evaluation and Planning Guide" form must be completed and submitted to the staff at least twenty (20) days before projected promotion date to phase V of Prodigal Daughters.

She will be permitted to have one (1) phone call per week (includes calls received and made) with staff approval. Calls are not to interfere with the schedule. All calls will be monitored by staff and limited to ten (10) minutes. *THE PHONE LOG MUST BE USED.* (see "Telephone" in the General Information section.)

The senior is permitted up to two (2) on property visits by approved family members during this phase. One or both visits may possibly be off property visits (up to 12 hours) upon approval by Staff. (must include church attendance on Sunday visits) Visits must be arranged at least 1 week in advance when possible.

Phase IV residents will, with staff approval, be permitted to spend out of her account for personal needs, giving and refreshments, providing all requirements are met. She must submit a request and have it approved by staff. Funds will come from the resident account. Should she have no funds in her account, she may submit a request for staff to contact family for assistance. She may not have a negative account of more than \$25.00. (a rare exception may be made by executive staff) She is not permitted to have money in her possession at any time.

**Note:** Phase IV residents will not be promoted to Phase V solely based on the length of time spent in the program. She must satisfactorily complete all stated requirements of all four phases of the program to qualify.

**Note:** The executive staff will determine when a resident is ready for promotion.

**Note:** The resident who satisfactorily completes the program's first four phases may be eligible for promotion to phase V, which is an opportunity to attend a technical school or college. She will continue to follow phase IV requirements along with any additional requirements the program director may decide, including one (1) book report every thirty (30) days. She will be permitted phase V privileges. Phase V is sixty (60) days.

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## **RULES AND REGULATIONS FOR RE-ENTRY - PHASE I**

The Phase V resident who has satisfactorily completed the entire rehabilitation program of Prodigal Daughters Journey Home, Inc. may choose to stay and be promoted to Phase I of the Reentry Program. The Reentry Program, phase I and II, is One hundred and eighty (180) days.

### **Privileges and Responsibilities**

She is required to seek employment or education outside the residence and must make at least five (5) contacts per day for employment. She must furnish proof of the contacts made. The resident must be properly dressed and groomed when seeking employment. She is to wake up at 6:45 a.m. She must make her bed, get dressed, read scriptures, have prayer, eat breakfast and be prepared to leave the home by 9:00 a.m. The job and schedule must be approved by staff. Only day work is permitted, and it must be full time (any exceptions must be approved by Staff). The resident who becomes employed must go directly from home to work and return home directly from work. If working late, employer must verify. She must work every day, if possible. Sick days must be approved by staff.

She will be expected to follow the program guidelines both on the job and in the residence. She will be required to attend church a minimum of three (3) times per week. She must also be accountable to staff for all funds she receives or spends. A resident with an outside source of income will be expected to tithe and contribute \$75.00 weekly to the ministry. She is to be directly accountable to the resident director.

She will be permitted to have three (3) phone calls per week (includes calls received and made) with staff approval. All calls will be monitored by staff and limited to fifteen (15) minutes. *THE PHONE LOG MUST BE USED.* (See “Telephone” in the General Information section.)

She must read three (3) assigned books and give a written report on each one and be prepared to answer questions regarding the books in order to be promoted to the next phase (Re-entry Phase II) of the Program. One (1) report is due each thirty (30) days.

She may have prearranged visits on Sunday only from 2:30 p.m. to 5:00 p.m. after successfully completing six (6) weeks in this phase. She is allowed off property visits, Saturday 8:00 a.m. to Sunday 4:00 p.m., two (2) times during this phase after completing sixty (60) days in this phase, providing staff agrees that she is ready for that privilege and responsibility. Visits must be arranged one (1) week in advance where possible.

A violation of the rules will result in disciplinary actions. Among other disciplines, it may be required that she be demoted in status and disallowed to work until behavior improves.

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## RULES AND REGULATIONS FOR REENTRY - PHASE II

The resident who has successfully held a full time job for approximately three (3) months and has satisfactorily met the other requirements of Prodigal Daughters Journey Home, Inc. may be promoted to phase II of the reentry program. Phase II of the program is sixty (60) to ninety (90) days.

### Privileges and Responsibilities

She must read three (3) assigned books and give a written report of each one. The reports are due each thirty (30) days.

She must tithe to the ministry, continue to budget her finances with staff supervision and attend all church and program activities.

She will be permitted, with staff approval four (4) phone calls weekly (includes calls received and made). Visits will be determined between the resident and staff. Decisions will be based on past performance in most cases. The idea would be to permit more flexibility regarding outside activities for the resident who has proven herself trustworthy.

The resident must satisfactorily complete all of the reentry program requirements including probation department instructions. A minimum of one hundred and eighty (180) days is required before leaving the facility after the eighteen month mark. All net funds saved during the program will be given to the resident when she is released from the program after satisfactorily completing all stated requirements of the program. Should the resident decide to leave prematurely without completing her commitment, the funds accumulated will be donated to the ministry.

I promise to abide by the rules and regulations of this program as defined as the Reentry program of Prodigal Daughters Journey Home Phases I & II.

\_\_\_\_\_  
Residents Signature

Date: \_\_\_\_\_  
Residents Name Printed

\_\_\_\_\_  
Staff Signature

Date: \_\_\_\_\_  
Staff Name Printed

\_\_\_\_\_  
Signature of Witness

Date: \_\_\_\_\_  
Printed Name of Witness

*Once all Probation and Ministry conditions are met, the resident will be given a Certificate of Completion/Graduation to present to the Court.*

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## **RESIDENT’S COMMITMENT**

### ***Resident’s Responsibility/Requirements***

- Must agree to maintain an attitude of obedience and cooperation by following all written and oral program rules; demonstrate respect for the Prodigal Daughters Journey Home, Inc. staff and submit to staff instructions at all times.
- Must attend all scheduled meetings, outings, etc.
- Must maintain a teachable spirit
- Must have graduated High School or must have acquired a G.E.D. prior to graduating from the Prodigal Daughters program
- Must agree to a personal commitment of up to 18 months
- Must signify her intent by signing this agreement

## **Prodigal Daughters Home Responsibility**

### **The services Prodigal Daughters Home agrees to provide each resident is:**

- Provide for the resident’s basic needs of housing and food during her stay.
- Provide Spiritual leadership
- Provide transportation for Medical needs (when possible)
- Provide Vocational Training opportunities (when feasible and or possible)
- Provide Basic educational development opportunities: The resident who did not graduate high school prior to Prodigal Daughters Journey Home, Inc. will be given the opportunity to acquire her GED after her phase IV is completed. (Exact timing will be decided by staff)
- Provide opportunities for physical development through recreation and exercise
- Provide opportunities for the development of social skills through weekly group gatherings
- Provide Discipleship training
- Provide personal counseling
- Provide Job search and placement (when feasible and or possible)
- Provide Assistance in finding housing (when feasible and or possible)
- Provide Assistance in getting established in a local church. (when feasible and or possible)

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## RESIDENT COMMITMENT CONTRACT

I, \_\_\_\_\_, am willing to commit myself to remain as a resident of Prodigal Daughters Journey Home for a minimum of eighteen (18) months. (I understand and agree that only the executive staff of Prodigal Daughters Journey Home, Inc. will make the final determination regarding the required length of my stay.)

This agreement may be revised with the joint permission of the resident, her counselor and the director of the center.

The director, upon recommendation of Staff in any specific phase, may cancel this agreement at any time when he feels the resident is not trying to improve herself and is not cooperating with the spirit of the program at that point.

I also make a firm commitment to God, myself and the staff of Prodigal Daughters to earnestly pursue the goals set forth for me while I remain at Prodigal Daughters.

\_\_\_\_\_  
Residents Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Resident's Name Printed

\_\_\_\_\_  
Staff Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Staff Name Printed

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## General Release of all Claims

This instrument, executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the undersigned Applicant, has been signed, sealed and delivered by me to **Prodigal Daughters**

**Journey Home, Inc.**, with full knowledge and explanation of the fact that it a release, whereby I have extinguished, waived, surrendered, and given up forever my rights and claimed against the afore said **Prodigal Daughters Journey Home, Inc.**, and its directors, officers, and agents, as such rights and claims are contemplated and enumerated herein.

Now, therefore, in consideration of my being admitted into the **Prodigal Daughters** program; of the lodging, board, vocational, Biblical, and general training and education, and of the guidance, support, and counseling which I shall receive from **Prodigal Daughters Journey Home, Inc.**, and fully intending to legally bound, I affirm and agree as follows

- I. On behalf of myself, my heirs, electors, administrators, and assigns, I hereby fully release and discharge **Prodigal Daughters Journey Home, Inc.**, its directors, officers, employees, agents, successors, and assigns from all rights, claims, and actions which I and my abovementioned successors not have or may have hereafter against **Prodigal Daughters Journey Home, Inc.**, and its above-mentioned successors arising out of;

### II.

1. The publications or other use of my photograph or other physical representation or likeness;
2. The publication of other use of my personal testimony or accounts of incidents which occurred to or in which I was involved;
3. The opening and inspection of any incoming and outgoing mail, which at any time may be placed on the premises of **Prodigal Daughters Journey Home, Inc.**, or its successors;
4. The inspection of my property and personal belongings, which at any time may be located on the premises of **Prodigal Daughters Journey Home, Inc.**, or its successors;
5. Any administrative, disciplinary, or other action undertaken concerning me while I am involved in the **Prodigal Daughters Journey Home, Inc.**, program;
6. Any medical, dental, or other physical or emotional condition or malady which I may have upon my becoming involved in the **Prodigal Daughters Journey Home, Inc.**, program, or which I may have had prior to my becoming involved in the aforesaid program;
7. Any medical, dental, or other physical or emotional condition or malady which I may contact or which may be aggravated while I am involved in the **Prodigal Daughters Journey Home, Inc.**, program;
8. Any medical, dental or other related care which i may receive while I am involved in the **Prodigal Daughters Journey Home, Inc.**, program;

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9. Any assault, distress, injury, damages or other loss which I may sustain or suffer while I am involved in the lodging provided by **Prodigal Daughters Journey Home, Inc.**

II. I do not have, never have had, not ever have been exposed to any medical, dental, or other physical or emotional condition or malady other those listed immediately below:

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III. I am eighteen (18) years of age or older and I am in all respects legally and medically competent to enter into this instrument or, if otherwise, I have attached hereto the required joined signed by my parents, parents-in-custody, or other natural or legal guardian.

IV. I am making the aforesaid representations, including my release as to all injuries, damages, and losses to me, my person and property, real or personal, whether known or unknown, foreseen or unforeseen, patent or latent, for the purpose of including **Prodigal Daughters Journey Home, Inc.**, its directors, officers, employees, and agents, to admit me into the **Prodigal Daughters Journey Home, Inc.**, program, and hereby certify and affirm that all of the responsibilities mane herein are true and correct.

V. I understand and acknowledge the significance of the general release and the consequences of my specific intentions to realize all claims as aforesaid and hereby assume full responsibility and liability for any injury, damage, or loss that I may incur from or during my involvement in the **Prodigal Daughters Journey Home, Inc.**, program.

VI. I have freely and voluntarily signed this release after having read it, or after having it read to me, and after having had its terms and provisions and the consequences thereof explained to me.

## READ CAREFULLY BEFORE SIGNING

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APPLICANT

---

WITNESS

---

PRINTED NAME OF APPLICANT

---

PRINTED NAME OF WITNESS

# RESIDENT HANDBOOK

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## HANDBOOK CONTRACT

I, \_\_\_\_\_, have read and understand the resident handbook of Prodigal Daughters Journey Home, Inc..

I agree to follow the guidelines that are listed in the handbook as well as any additional guidelines/rules which may be required by the executive staff of Prodigal Daughters Journey Home, Inc..

I understand that Prodigal Daughters Journey Home, Inc premises may at all times be under recorded video surveillance for supervision, as well as the safety and protection of all residents, visitors and staff.

I understand that the handbook may be revised at anytime and I agree to submit to any revisions during my stay at Prodigal Daughters Journey Home, Inc..

I understand that the rules are enforced according to the interpretation of the executive staff of Prodigal Daughters Journey Home, Inc..

\_\_\_\_\_  
Residents Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Resident's Name Printed

\_\_\_\_\_  
Staff Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Staff Name Printed

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## **An Open Letter to Families & Friends of Prodigal Daughters Journey Home, Inc.**

The purpose of this letter is to help the families and close friends of the residents of this Ministry program understand the position of the Prodigal Daughters Journey Home, Inc staff regarding contact between family members/friends and the resident during her stay in the program.

We begin with the understanding that no matter how much you love and care for another person, you can't fix them when they are broken. (No one, nor even a program can. If you could have, you would have fixed them long ago. They would not have seen the need to come to Prodigal Daughters for help, nor would you have seen the need for them to enroll in the program). Sin is the root of addiction. Sin in the heart says; I want to live life my way, I will do what makes me feel happy. It is selfishness and has little or no regard for God or others. Jesus Christ is the only One who can forgive and cleanse us from sin. Once a person repents, and her heart is right (changed), she needs to learn and then apply God's word in order to change her way of thinking. She can then learn to apply God's thinking to her daily life. This almost always requires separation (for long periods of time) from former people and places, including immediate family members. (in, many cases they are the primary enablers). In some cases family members are also addicts. Based on more than 30 years of experience in working with people who have life controlling/addiction issues, we have learned that it is necessary to isolate them, for an extended period of time, from familiar people, places, and the ungodly influences of our society. Furthermore, Jesus Christ is the only one who can totally redeem/change a life. Prodigal Daughters is a place of isolation from the old lifestyle and associations. We also provide a Christ centered environment where the person who is sincerely ready to change can do so and in time find the God given purpose for her life. We do not make claims that we, the staff or the program can change anyone. We rather believe we are able to provide a spiritual environment where a woman can position herself to hear and respond to Jesus Christ if she chooses to do so. We are fully aware, and we trust that loved ones of the residents are also aware that almost all drug addicts are sheer masters of manipulation and deception. The root of some of the contributing factors related to addictive behavior is mental and emotional due to the chemical effects the drugs have on the brain. The above stated beliefs and other unmentioned factors are the reason that we have the following rules and policies in place. Please note the following. Also please read the Prodigal Daughters Journey Home, Inc. handbook thoroughly for additional rules and policies not mentioned in this letter.

**Letters** to and from residents are limited to staff approved persons only. A resident is permitted to write only those who are approved by staff. Only 2 letters per week are permitted. Letters received should not contain information that may influence the resident adversely. All letters coming in and going out are screened. Portions may be blacked out at staff discretion. Residents may submit requests to write and

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send approved letters after 30 days if there are no discipline issues. Letters may be denied at times at staff’s discretion. It may or may not be related to the resident’s behavior. Correspondence, written or vocal must not relay information about former friends and certain relatives, male or female.

**The Initial Visit** is after 13 weeks and in some cases longer; Visits do not include husbands, boyfriends or anyone not considered a close relative. Visits may be monitored by staff. Requests are not accepted prior to the Monday after completion of at least 13 weeks.

**Please note:** The first visit may possibly be more than 13 weeks before it is scheduled. The resident is the one who must submit the request for the visit, not the family. Also **please note;** the second, third and all visits may very well not be scheduled the exact number of weeks apart as the handbook has them listed. (the reason for a change in the listed time may or may not be related to the residents behavior)

Once the resident is eligible for off property visits, a staff member must accompany the resident on all visits. **Please Note:** There are limitations on where a resident may be allowed to go during a visit.

**Calls** from residents to staff approved persons are permitted after a minimum of 60 days. All calls are strictly limited to 10 minutes. A resident may submit a request on the Monday after 60 days in the program have been completed, if there are no discipline issues remaining at that time. Calls are staff monitored and may be stopped at staff’s discretion, at anytime. No information sharing regarding former friends and certain relatives, male or female is permitted. Also no discussion regarding future plans are permitted unless executive staff has granted approval in writing. We also respectfully request that family members refrain from calling the staff to check on the resident more than once each month. (and that should be only if you have not had any information about her or contact with her during that period) Please understand that the staff is busy in working with the residents and administration duties.

Your cooperation is deeply appreciated and needed if we are to see the outcome we all desire, namely; A Changed Life! Please read; II Corinthians 5:17; I Peter 4:8.

**Footnotes:** A changed heart will bring about a transformation of the mind. (a change from stinking thinking, to godly & wholesome thinking)

As one develops Godly character, (which occurs as a person seeks and obeys God), her habits change over time. (The time required for the new lifestyle to become permanent will vary according to the individual.)

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There is a difference between gifting/talents and character. Because of certain talents and skills a person has, she may appear to have changed, when in fact she is learning to behave differently as a result of her abilities rather than the content (character) of her heart. A woman of Godly character may fall, however instead of wallowing in what she falls into, (by the grace of God), she will get back up.

\_\_\_\_\_  
Family Members Name and Relationship

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Family Members Signature

\_\_\_\_\_  
Residents Name Printed

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Residents Signature

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature of Witness