



568 Portsmouth Avenue/P O Box 676 *Greenland, NH 03840*Phone/Fax 603.436.4989

GUIDELINES

We are looking forward to sharing our home and getting to know you during your stay here with us. In order for our home to run smoothly and have order, we have established the following rules.

GENERAL

The First 30 days:

1. Residents must remain on-site, no overnight or weekend visits allowed. Visits limited to immediate female family members (2 hours) per person per week, arranged through staff's permission.
2. Residents work with staff to:
 - a. Set up medical, dental, mental health appointments;
 - b. WIC applications;
 - c. Review of New Generation's policies, guidelines and program requirements;
 - d. Complete housing applications;
 - e. Job search, college application, etc.;
 - f. Arrange community service hours required;
 - g. Complete all necessary paperwork for securing ID, license, birth certificates, and other required documents;
 - h. Sign up for meal time activities, shopping, household maintenance and attend all appointments with New Generation staff.
3. Evening meals are eaten together as a family (Sunday –Thursday). All residents must sign up for meal preparation and cleanup assignments. The weekly signup sheet is made available on Sunday mornings.
4. Residents prepare breakfast and lunch on their own. No access to the kitchen from 1:30 – 4:30 pm. Kitchen closed 9:00 pm every evening.
5. Street clothing must be worn in the public spaces-kitchen, livingroom, etc.
6. Proper personal hygiene is expected of each resident for her own benefit and that of her baby. Daily showering, brushing teeth, and regular shampooing of hair is required. Clean clothes and deodorants are to be worn.
7. After washing/showering, towels and washcloths are to be hung up properly on your towel rack to dry. Do Not put wet items in the laundry baskets or draped on dressers in bedrooms.
8. Personal items will not be shared **and** will be kept in your room. This includes razors, toothbrushes, and other personal items.
9. There will be NO demonic, satanic, Nazism, gang, sexually explicit/inappropriate or violent symbolism or language displayed anywhere in the home. These are not to be worn on clothes, jewelry, hung on walls or anywhere else in the house.
10. Residents may park their vehicle in the parking lot by the resident's entrance, NOT in the circular drive which is reserved for the Transitional Apartment and Executive Director. Residents are not permitted to drive staff vehicles.
11. You must apply for any assistance for which you are eligible. (ie. WIC, DHHS, Daycare Assistance) (WIC is to be shared with the household.)
12. **Smoking is prohibited inside New Generation.** It is strongly discouraged as a health risk to the unborn babies and as a cause of low birth weight. (If a visitor must smoke while here, it is only allowed in the designated areas outside.)
13. The use of foul/vulgar language or conversation is not allowed in the home.
14. Residents MUST respect other residents as well as their privacy and property. Stealing will be grounds for removal from the home.



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15. Lying will not be tolerated.
16. Attendance at bi-weekly house meetings is required. These meetings provide useful home information as well as time for each resident/house parent to express feelings and concerns.
17. Attendance is required at regular instructional classes (parenting classes, budgeting, shopping, cooking, child care, nutrition, etc.).
18. New Generation cannot be responsible for resident's valuables. It is suggested that money be kept in locked boxes provided in bedrooms. A savings account and/or a safety deposit box is recommended.
19. Every individual is responsible for any damages caused by her own actions. Residents are not allowed to have lighted candles or incense.
20. At all times the authority of the staff must be respected and any decision made by them is final. All problems should be worked out with the staff. If, however, there is a serious problem you feel has not been properly resolved, a grievance procedure is available to residents. This grievance form should be filed with the Executive Director within ten (10) days of the incident.
21. Staff may enter a resident's room without permission and spot checks may occur.
22. All residents will obey curfew hours.
Weeknights, (Sunday through Thursday) - curfew 10:00 p.m.
Weekends, (Friday & Saturday) - curfew 11:00 p.m.
 - a. Upon leaving the house for the day or overnight, all residents must sign out on the *Sign Out Sheet*, which indicates destination and estimated time of return. Staff must be informed prior to residents leaving New Generation. Curfew violations will result in restriction.
23. NO FOOD OR DRINK is allowed to be eaten outside of the kitchen and dining room. (It draws mice and bugs.) Violations will result in restrictions/written warnings.
24. Quiet hours are observed from 11:00 p.m. until morning. Residents are expected to be upstairs at 11:00 p.m. Lights out by 11:30 p.m. unless special permission is given.
25. All volunteers deserve our respect. At New Generation we extend double honor to our volunteers. Please remember these individuals believe in you (our residents), babies, and the mission of New Generation. Always show appreciation for what they do. Do not take advantage of their graciousness.
26. Never try to seek a donation for yourself from a volunteer or community member. This is always improper.
27. Any donations, which come to New Generation, are to be distributed by the staff.
28. If you are seeking shelter at New Generation because you are currently in an abusive relationship, you must first obtain a restraining order against the abuser before being accepted as a resident.
29. If you are on probation you must provide information about your case to the Executive Director, and you must abide by the terms of your probation during your stay at New Generation.
30. At no time will a resident answer the door.
31. Residents are responsible for securing their own transportation to and from New Generation.

HOUSEKEEPING

32. All residents will be up, dressed, beds made, room clean, breakfast/clean-up finished by 10:00 a.m. (This will be adjusted if classes start earlier.) Each resident is also responsible for keeping her belongings picked up throughout the rest of the house. All personal items need to be kept in rooms.
33. Each resident will participate in the daily and weekly tasks of housekeeping, cooking, and grocery shopping. These will be on a rotation basis and posted weekly.
34. Laundry is done between the hours of 9:00 a.m. and 11:00 p.m. Laundry must be finished by 11:00 p.m. Each resident is assigned a day to do her own laundry. The laundry room must be cleaned up after washing is finished. All residents must ask staff for instruction prior to using laundry.



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35. Chores are to be done and checked by house staff before extracurricular activities (i.e. signing out, visitation, television, etc.).

MEDICAL

36. All residents may be asked to do regular, random urine tests at the request of staff. Residents with a history of substance abuse (use of alcoholic beverages, un-prescribed medication, or illegal substances) will be required to attend a support group or individual counseling. Refusal to comply with the urine test, support group, or counseling will be cause for eviction.

37. All residents must be under a doctor's care. If, upon arrival here at New Generation, a resident is not already under medical care, we will provide referrals for appropriate care.

38. All residents will attend childbirth classes, go to doctor appointments, and follow medical recommendations.

39. A list of prescription medications, including dosage and times taken, must be given to staff. Residents are responsible for storage and taking the proper dosage of their own medications. All narcotics will be regulated, dispensed and stored by staff.

40. A resident who is 37 weeks pregnant may be limited to one night/week away from the program. At 39 weeks, no overnight visits are permitted. Overnight visits may resume at 8 weeks post delivery with permission from Executive Director.

TELEVISION, TAPE & CD PLAYERS, RADIOS

46. TV Hours Monday-Friday 7 pm-11 pm only, Saturday & Sunday 12-11 pm.

47. All radios, stereos, CD players, etc. are to be off or at a very low volume during quiet hours (from 11:00 p.m. - 8:00 a.m.) At no time will the volumes be loud enough to interfere with the activity of another person. Radio stations and volumes are at the staff person's discretion. No earphones are allowed downstairs. Misuse of this privilege will result in confiscation of the radio, stereo, earphones, or CD/tape player for one (1) week.

48. Televisions are not allowed in the resident's bedroom.

49. Television volume and time of viewing are at the house parent's discretion. "R" rated movies may be allowed at staff's discretion and without babies present in the room.

50. **All chores must be completed and accepted as done by staff, as well as all required housing applications, employment applications, community service requirements are met before TV viewing.**

DISCIPLINE/CONSEQUENCES

51. If a resident is unable to adjust to the living arrangements; other members in the home; or any of the rules and regulations, the staff may determine that a placement in New Generation is not appropriate, and the resident will be asked to leave.

52. **Misuse or violation of any of the above rules will result in the following consequences:**

First Offense: A warning will be given and the rule will be explained.

Second Offense: A second warning is given a restriction.

Third Offense: A third written warning indicates that resident is unable or unwilling to follow the guidelines of New Generation. At this time, the resident has indicated her desire to leave the program and will be asked to vacate her room immediately.

53. Residents need to ask questions of staff person on duty first. If more information is needed ask the director.

54. If a resident leaves and wishes to return at a later date, she must go through the complete intake/admissions process again and may be placed on a waiting list.



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TELEPHONE

55. Residents shall be allowed to talk on the phone for 15 minutes per phone call. Local and Long distance service is provided.
56. No phone calls will be made or taken during the evening meal/clean-up or after 11:00 p.m.
57. Collect calls will not be accepted.
60. **Residents must make all personal phone calls in their rooms to respect the privacy of others and to ensure their own privacy. This includes texting. A 24-hour house restriction will apply after first warning.**
58. All resident calls must be received on the resident's line. The staff will not answer the resident's line or take phone messages for residents. There is voice mail on the residents' line.
59. Resident phone calls may be monitored by the Staff, who has authority to ask a resident to end the phone call if the nature of the call is disruptive to the home.

VISITOR

- a. Photo ID required with phone number;
- b. 24 hour notice to visit cleared by staff;
- c. No males;
- d. Cannot stay for meals unless it is a "family" event such as Toys for Tots;
- e. May visit in livingroom, kitchen or outside areas;
- f. Hours: Monday-Sunday 1-4 pm only. Exceptions considered by request to Executive Director. (72 hour notice);
- g. MUST sign confidentiality waiver, wear badge while inside New Generation, sign in and out at entrance.

MISCELLANEOUS

- A. Residents can access donated items through vouchers earned at the Thrift Shoppe.
- B. Personal items, which cannot be stored in the dresser or closet of the bedroom, cannot be stored.
- C. Two housing applications plus an NHHA application must be filled out within 3 business weeks of entry date.
- D. Applications for Medicaid, WIC and a prenatal clinic must be filled out and submitted by the end of the first week.
- E. Applications for TANF must be completed by the end of the first week after the birth of the baby.
- F. Residents are expected to attend the following meetings:
 1. House Meetings;
 2. Social Worker/Case Manager/Executive Director;
 3. Off site nutritional training and medical appointments (including counseling as needed);
 4. Financial Planning and Debt Management;
 6. Parenting or Educational Presentation as scheduled.
- G. Room changes are not allowed except when the resident is next in line for a single room.
***Beds and other furniture are to remain where they are found and not to be moved by a resident anywhere at any time. Comforters that were in your room when you moved in MUST stay in that room, if you change rooms (at staff's discretion). Also do not take any sheets, towels, comforters, bedding, etc. from the laundry room unless you have express permission from staff and it has been recorded in your inventory. Upon move-out there is a 72-hour limit for removing your possessions. After that time anything left becomes the property of New Generation.
- H. New Generation, Inc., reserves the right to terminate the residency of anyone who endangers the



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health and safety of themselves and other residents and staff.

BECAUSE OF THE SERIOUS NATURE OF THE FOLLOWING RULES, ANY VIOLATION WILL BE GROUNDS FOR IMMEDIATE EVICTION.

- A. Use of alcoholic beverages, un-prescribed medication, or illegal substances is not allowed! If there is suspicion of substance abuse or alcohol use, the resident will be asked to submit a urine sample for a drug/alcohol test. A positive result will be grounds for immediate eviction. Refusal by the resident to be tested for drug/alcohol use will be grounds for immediate eviction. A Breathalyzer is used upon suspicion of alcohol use.
- B. No physical violence or verbal abuse will be tolerated and will be grounds for immediate eviction.

By signing this document, the resident agrees to abide by the guidelines and acknowledges she understands the rules and has received a copy.

1. I have read and understand the Guidelines of New Generation as presented to me by an authorized Staff member of New Generation. By my signature below, I acknowledge receipt of a copy of the Guidelines and agree to abide by them as a condition for residence at New Generation, Inc. While I am employed I agree to pay \$110.00/ week for rent, which includes room and board. Should this amount represent more than 30% of my income, I agree to pay 30% of my net weekly pay providing my pay stub as proof. Should I receive TANF, I agree to have \$290 each month paid directly to New Generation.

I understand that it is the policy of New Generation, Inc. that once admitted, I will meet with the Executive Director for a 30 day review every 30 days. This reevaluation will be required for continued placement at New Generation. Once the newborn reaches six weeks, a discharge plan will be set up. (A woman can stay for three months after the birth of her baby or a woman coming in with an infant under that age of 3 months may stay for 6 months. Any change in this policy requires a written request to the Executive Director.)

2. I agree to pay a \$60.00 deposit upon move-in. This amount will be refunded to me, less any outstanding debts, charges for damages, or unpaid rent within 30 days of my departure from New Generation. If I am not employed (voluntarily due to my agreement with DHHS), I agree to eight (8) hours of community service/week within the shelter, at the Thrift Shoppe or with specific tasks arranged by staff. Vouchers for the shoppe will be given to me if I exceed my requirement for community service.

Resident Signature

Date

Authorized Presenting Staff

Date

Please keep a copy of the guidelines for yourself and return a signed copy with your application.