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**Guidelines for GOALS program:**

You are part of a community where families share space. Your family will have its own private room; however, the kitchen, bathrooms and common living areas are shared space. Please help us to keep this space **safe, calm and clean**.

In the GOALS program, you have the opportunity to engage in multiple services to help you succeed on your own once you leave the program. Navigators will help connect you to services which includes: employment, case management, mental and physical health, educational supports, parenting classes and connecting to other services. Initial each statement to show that you have reviewed and understand it.

1. Be respectful of other residents, volunteers and staff. Respecting others includes being sensitive to cultural differences and communicating politely to one another, not yelling.

Physical altercations or threats to either staff or residents will be an immediate exit.

1. There are sign-up times for laundry and televisions. Television times are 1-2 hours per family to ensure all families can utilize the space. Other common areas are open and available to use. If someone is using a common area please be respectful. Also, clean up an area that you have used when you are finished using that space (for example: living rooms, kitchens, bathrooms) and disinfect.
2. No weapons of any kind are allowed on the premises. If there are any weapons found, you will be asked to exit the program.
3. You are responsible for your children so be aware of where they are and what they are doing. Children MUST be supervised at all time.
4. Children under the age of 12 should be on the same floor as their parent/caregiver. If teen is supervising a younger child, they will need a signed teen contract from the family navigator.

Parents/caregivers must be on property with their children at all times unless they have made arrangements with another resident to care for their children (a child care contract).

\*\* Children ages 12 and over may be on property without parents for at least four hours and must be approved by staff.

1. You are part of a community where program staff assist residents in discussing concerns and building community connections during our weekly community meeting. **Attendance is required** by all residents. Family voice meetings are an opportunity for everyone to share opinions, ideas and thoughts. Everyone’s opinion is encouraged and to be respected. It is OK to disagree without getting into an argument.
2. The GOALS team will provide a container for your refrigerated food. Make sure all items fit inside of your container. Non-perishable food items can be stored in your room but must be in a bin and stored properly. GOALS provides some communal food items and they will be marked “house”, ask staff is you are unsure.
3. All residents are responsible for keeping their room clean and safe (ensuring there are no safety hazards). In order to ensure that everyone is safe and that our home is clean, staff will regularly do room checks by knocking on your door to check in. If there is no response, staff will enter the room to be sure everyone is OK. Staff will also conduct full room searches randomly throughout your stay here.
4. Respect the property and belongings here at GOALS. We love to provide our residents with a welcoming and warm environment and it is important that the materials stay in good condition.
5. Use of substances including alcohol is not allowed in the GOALS residence or on the premises (including the parking lot).

GOALS is a drug and alcohol-free environment. We ask that residents not return to the shelter under the influence of substances, and that they don’t bring drugs or alcohol onto the premises, this includes the parking lot and your vehicle if it’s parked on campus. We recognize that clients sometimes use substances as coping mechanisms as well as recreationally enjoyment. Our philosophy attempts to compassionately integrate this reality and maintain a safe trigger free environment to all of our clients. There is a strong possibility you will be asked to exit from the program if you choose to break this rule.

1. Use of substances outside the facility are your decision keeping in mind that you are always responsible for supervision of your children. If you are unable to care for your children due to substance use off the premises, then staff will contact the child abuse and neglect hotline and report this incident.
2. You are allowed to host guests on the premises. You can host one adult with staff approval prior to visit. Visiting hours are between 9am- 5pm. Reach out to your navigator and discuss guidelines and rules around visitor policy.
3. Outside doors are locked to ensure everyone’s safety. Doors will not be unlocked by staff unless resident makes special arrangements with staff for employment schedules after 11pm. Please do not prop the door open.
4. In order to continue to provide support for all families, we need to ensure that you are here at GOALS every day. If you are having challenges with your schedule, please speak to your navigator.
5. Smoking after 11pm will be determined by Overnight Staff. Please do not prop doors open. Use the upstairs front door to exit for smoking
6. There are designated smoking areas on campus. You must be 25 feet away from the building. Top floor designated area is across the driveway and bottom floor is by the swings or beyond.
7. No burning of candles, incenses, or anything that produces smoke in the facility.
8. Quieter hours will be observed by 8pm knowing that there are children who need to wake up for school and adults getting up to go to work in the morning. All children should be in their rooms by 8pm.
9. Discipline of children— “hands off”- parenting/nurturing parent classes will be provided.

All staff are mandated reporters and are expected to report any suspected abuse or neglect. Please let staff know how they can support you if you feel like you may need support in this area.

1. If a pattern of behavior that disrupts the safety of the community is noted by staff and others then it may be necessary to create GOALS Accountability Plan (GAP) with an individual. If the behavior continues despite the contract, you may be exited from the program.
2. Cars MUST be parked in the lower paved parking lot to avoid the possibility of your vehicle being towed. Dirt parking lot is a designated fire lane. Dirt parking can be used for loading and unloading. If there are special circumstances, leadership team must approve.

If you feel like you are being treated unfairly and/or have a conflict with staff or another resident, please talk to the person with whom you have the conflict first. IF you do not feel that the issue is resolved, then speak with the Program Director, Rynn Sango. If you still feel like things have not been resolved you may fill a grievance.

I have reviewed these guidelines and agree to follow them while I am a resident at GOALS Program. I also agree to fully participate in the GOALS program.

Resident Signature Date Staff Signature Date