



“What you thought before has led to every choice you have made, and this adds up to you at this moment. If you want to change who you are physically, mentally and spiritually, you will have to change what you think.”

Dr. Patrick Gentempo



The
Hannah
CENTER
WHERE NEW LIFE BEGINS

Resident Handbook

*The mission of The Hannah Center
is to assist women in life crisis through compassion
and guidance in a nurturing environment.*

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The Hannah Center, Inc.

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Welcome to The Hannah Center!

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Home of The Hannah Center

Marshfield is a small city near the geographical center of Wisconsin with a population of approximately 18,000. Marshfield is home to many industries and a notable medical community with our largest employer being Marshfield Clinic. Marshfield Clinic is a 450 physician multi-specialty private medical center. The clinic employs almost 3,000 people. Adjacent to the Marshfield Clinic is St. Joseph's Hospital, a 524 bed facility. Shopping is centered around the north end of Marshfield and is always looking at ways to expand. Our city offers one of the best public education systems in the state, as well as Mid-State Technical College, and the University of Wisconsin. Marshfield also has a small zoo with walking trails, a YMCA, movie theater, baseball team, bowling alley, indoor roller-skating rink, and many cultural events through the university.

Our Philosophy

The philosophy of The Hannah Center rests on the belief that all life is sacred. The Hannah Center is, first and foremost, a home dedicated to meeting the needs of a woman facing a crisis. Our moral commitment is to the young women who come to stay with us. Our voluntary group home atmosphere is conducive to growth. We lead a structured, yet loving life in the home. Life skills are acquired as residents participate in the day-to-day running of the home.

Core Values

We support human life in all its forms.

We offer a home environment that is welcoming and non-judgmental to all who enter.

We commit to assisting women in positive life changes.

We embrace holistic care of a woman, taking into consideration her physical, emotional, social, familial, and spiritual needs.

A Note from the Staff.....

As with every young woman, we realize your life is full of challenges, accomplishments, frustrations, and successes; but, when these life changes are accompanied by unexpected events, difficult choices must be made. We don't know exactly what you are dealing with during this time of crisis, but we would like the opportunity to help you work through some options.

As a women's crisis center, The Hannah Center (HC) is a place to learn and grow; being a part of our family means responsibility, caring and concern. We, as staff, have a responsibility to you. We are here to present options and support your decisions. You, however, make the decisions, for you will be the one to live with the consequences. We work at The Hannah Center because we care, are concerned about you, and want to help you succeed.

You, as a resident, have responsibilities, too. You must abide by the information in this booklet to help insure your stay at The Hannah Center is pleasant and productive. These responsibilities to the staff and other residents are minor in comparison with the responsibilities to yourself and your child/children. We admire your courage. Please realize we are here to help and you are not alone.

Living at The Hannah Center means taking away the stress of having no place to live, no food to eat, and no one who cares enough to help. Having these basic needs provided allows you extra time to think. Take some time to regroup, to stop a moment and evaluate what has happened in your life to bring you here, what your life is like now, and what your life may be like in five or ten years depending upon the paths you choose. We encourage you to think objectively, listening to your head as well as your heart, to plan for your future, and accomplish your goals.

Employment Expectations

- If you work while residing at The Hannah Center, you must have a social security card and a birth certificate. These important papers are required in order to obtain employment. Make every effort to obtain items before coming to The Hannah Center. Much time can be saved and problems eliminated if you do so.
- Worksite, job and hours of employment must be approved by the Program Coordinator.
- The name and telephone number of your job supervisor must be provided.
- You are expected to be at work when scheduled.
- Voluntary termination of employment must first be discussed with the Program Coordinator and if approved, a two week notice must be given to the employer.
- You are still responsible for assigned household chores.
- You must make your own child care arrangements, if necessary, and submit a written plan to the Program Coordinator prior to beginning work.
- You must allow the Program Coordinator to complete necessary paperwork before cashing your paycheck. If your check is Direct Deposited, you must still provide appropriate paperwork.
- You must provide work and pay schedules to the staff.
- You will be required to terminate employment if school attendance or grades suffer, or if the employment results in negative behavior or attitudes at The Hannah Center.
- Thirty five percent of your net (after taxes) income will be paid to The Hannah Center as a rent payment. This experience will help you prepare for independent living as well as cover some of your living expenses while at The Hannah Center. *See Resident Financial Agreement

Education . and . Employment

It is the policy of The Hannah Center that you will be expected to work or go to school during your stay. Some residents do both.

The Hannah Center believes education will help you realize your own potential and become self-sufficient.

It is important to find a comfortable and productive place to study. Setting aside time to study in a quiet place will help to ensure success.

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If you are currently enrolled in High School:

Please arrange a transfer to Marshfield Senior High School. If you need help with this, please contact our Program Coordinator.

If you have not completed the requirements for your high school diploma:

We will help to set up appointments for HSED or GED preparation and testing. If a job training program is more appropriate for you, necessary referrals will be made. Continuing education or job training programs are required.

If you have your high school diploma or equivalency:

You may consider further education or employment opportunities.

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Education Expectations

- Attend school when scheduled.
- Attend all classes each day.
- Complete all assignments.
- Ask for help when needed.
- Arrive at school promptly and be on time for all classes.
- Receive passing grades in all classes.



Since we are a residential boarding facility, we may be quite different from what you have experienced in your own home. The following guidelines have been prepared to offer you a clear picture of The Hannah Center philosophies, your privileges, and responsibilities. The following pages should answer many of your questions, however, please feel free to ask for clarification from the staff. We hope this information will help you to make an informed decision as to whether or not The Hannah Center environment is compatible with your personality.

If you do stay at The Hannah Center, it is your responsibility to communicate these house policies to your parents, friends, and any other visitors you may have. The Hannah Center reserves the right to change any of its policies or guidelines at any given time.

The Hannah Center also sponsors programs such as *LifeSkills* and prepared childbirth classes. We have maternity and infant clothing, baby furniture, and offer accurate information on women’s issues in our Resource library.

We look forward to playing a role in your new life and want to help you realize your hopes and dreams for the future.

Sincerely,

The Hannah Center Staff

Resident . Acceptance . Policy

Standards

- **You MUST be 18 years or older.**
- **It is a personal/voluntary choice to live at The Hannah Center.**
- **You MUST abide by The Hannah Center's rules & guidelines.**
- **You MUST be willing to set goals & work at achieving those goals.**
- **You MUST be ambulatory: able to care for yourself & children.**
- **You must meet with the Program Coordinator for an interview.**

Definition of Terms

Voluntary: Person applying for admission is not coerced by family members or other persons, and is making this choice of their own volition.

Able: Possesses the wherewithal, that is, the intelligence, understanding, maturity and everyday skills needed to live in a family home setting as a contributing member.

Potential residents are NOT permitted to move into The Hannah Center on the day of their interview or on weekends. If accepted, a move - in date will be established AFTER the initial interview.

Admission or rejection is determined by The Hannah Center intake team and members of The Hannah Center Board of Directors will be consulted as needed. Each person is considered on an individual basis and major consideration is given to how that individual will intermesh with other residents.

The . Hannah . Center . Policies cont'd

Postnatal Aftercare Policy

During a resident's stay at The HC, she will receive intensive *LifeSkills* training, according to her needs and desires, with an emphasis on planning for the future. Our goal is for each resident to have an appropriate life plan determined prior to the birth of her child. Due to the increased responsibility and added stress after the birth of a child, it is recommended that every woman remain at The HC a minimum of one month after the birth of her child in order to better assist and support her in developing effective parenting skills, pursue employment, find appropriate child care, as well as locate an appropriate living situation. When a resident returns after delivery, **her baby is her sole responsibility.**

Child Care Policy

If you have children, they are your sole responsibility. The HC is not a child care facility, nor are the employees and volunteers child care providers. If you have been granted permission from the Program Coordinator or staff to leave your child in the care of a volunteer or staff member, a clean diaper, clean clothing and other needed items must be supplied before leaving. Important information such as where you will be, a phone number to reach you on, how long you will be gone, etc., must be given.

Discharge and Aftercare Policy

The HC is able to provide general support as needed to residents upon their discharge. The welfare of a woman is of paramount importance and due consideration is given to their wishes upon leaving The HC, if on good terms. **One week's notice must be given prior to discharge.** A discharge plan will be determined by the Program Coordinator (PC). Part of this plan will include giving the resident a Discharge Resource Packet, obtaining their forwarding address and if necessary, taking the resident to Social Services to assess her needs.

- Aftercare services should be delivered through the PC's direction.
- Wellness checks will be made via phone bi-weekly or as needed once the resident vacates The Hannah Center.
- If requested and within reasonable distance, The Hannah Center will make house visits to see how they are doing in their new environment.
- Aftercare support is available up to 6 months after departure unless otherwise specified.

Public Assistance Policy

Social service support programs through the government are able to provide a woman with temporary aid in order for her to provide properly for herself and her children. Thus, utilization of the services available to our residents (such as Medical Assistance and WIC) during and after their pregnancy is approved and MUST be applied for while living at The HC. The Hannah Center is a SECONDARY source for formula.

Our primary goal is to assist each woman to achieve autonomy through her own education and vocational goals; therefore, we encourage our residents to set the goal of self-reliance and work toward that goal, making the most of her time at The Hannah Center to achieve that goal.

The use of WIC for formula is acceptable, although we discourage residents from using WIC for adult rations. Whatever is needed for adult consumption, be it meals or snacks, is readily supplied at The Hannah Center.

Any other use of government programs while at The Hannah Center must be pre-approved by staff.

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IF PREGNANT OR HAVE CHILDREN PLEASE READ THE FOLLOWING POLICIES

Adoption Policy

The Hannah Center, Inc. is a housing program for women providing physical and emotional support through counseling and referrals. Through the course of pregnancy, a woman naturally has to decide whether she will parent or make an adoption plan for her child. While The Hannah Center will help the woman explore her personal feelings about this decision, The HC does not take a position on this issue. However, a woman will explore the option of adoption as part of The HC's program. If she wishes to pursue the option of adoption further, The Hannah Center will provide referrals. The Hannah Center is not an adoption agency or in the business of promoting adoption over parenting or vice versa.

Admission . Procedure

Upon acceptance to The Hannah Center, you will receive a room assignment. Within the next few days, staff will meet with you to help you determine personal goals and plan your time at The Hannah Center. During the weeks or months ahead, you will work toward achieving your goals, leading to self-sufficiency for yourself and your children if applicable.

If your stay at The Hannah Center becomes problematic, you may be asked to leave. Eviction may be based on, but not limited to the following situations:

- 1. Incompatibility with other residents or staff members.**
- 2. Not following the house rules and/or refusing to be involved in The Hannah Center program. This includes household duties, meal preparation, etc.**
- 3. Lying to, deceiving, or trying to keep information from staff.**
- 4. Demonstrating violent or criminal behavior.**
- 5. Actively using drugs or alcohol.**
- 6. Endangering self or others.**
- 7. Extreme emotional instability.**
- 8. Participation in sexual activity.**
- 9. Failure to comply with The Hannah Center's Policies & Guidelines.**

If possible, The Hannah Center will assist in finding a living situation better suited to your needs.

What . To . Bring

The Hannah Center furnishes all bedding (sheets, pillows, blankets, etc.), however if you wish to bring your own pillow or blanket you may.

Please keep in mind The Hannah Center may confiscate any items which are determined to be inappropriate.

Please do not bring any more clothing than what is needed for the present time. Suggested amount of clothing is about two weeks worth along with the necessities, bra, underwear, and socks. If necessary, you may purchase storage boxes that will slide under your bed to store articles of clothing you seldom wear. Comfort is the main thing to keep in mind when selecting clothing. Pajama's and slippers are needed year round.

You may bring your own soap, shampoo, and other personal items. The Hannah Center occasionally has donated items for your use.

You are free to bring hobbies, crafts, books, stationery, stamps, etc. Radios may be brought, but we discourage bringing expensive electronic games or equipment such as IPODS or hand-held video games. No televisions or computers are allowed in resident rooms. We have a living room area where television and movies can be watched.

You may wish to bring a small amount of money for voluntary social activities, laundering offsite (if you wish), school supplies/expenses, undergarments, personal items, snacks, etc.

Extra money may be kept in The Hannah Center office if you choose. You are strongly encouraged to start a savings account at a local bank or credit union once you obtain a job and/or you have extra money.

RESIDENTS MAY NOT BUY, SELL, TRADE, BORROW OR LOAN PERSONAL PROPERTY (INCLUDING CLOTHING & MONEY) AMONG THEMSELVES!

If a resident violates this policy, it becomes her sole responsibility should the item become damaged, lost, or stolen.

Sexual Responsibility Policy

If needed, The Hannah Center provides emotional support for pregnant and parenting women through formal and informal counseling. As a part of the overall programs, the characteristics of a woman's interpersonal relationships will be addressed. The relationships focused upon will likely include family, friends, and the father of her baby and/or children.

A very natural area of discussion will be the status of the sexual relationship in which the woman has been involved. Exploring her sexual behavior is extremely important for her personal growth and happiness.

Sexual activity naturally leads to pregnancy as well as a multitude of diseases spreading at epidemic proportions in our society. Thus sexual activity in an uncommitted relationship is deemed as not good for the woman's physical health. Although not as visible as pregnancy and diseases, there also are numerous emotional consequences of sexual activity outside of marriage. All of these consequences will be explored with the women of The Hannah Center. The reasons for entering into a sexual relationship are numerous. A woman's true feelings about the reasons she entered into a sexual relationship will be focused upon.

The Hannah Center believes it is not acting in the best interests of its residents to refer for the use of artificial birth control. A simple referral for birth control also ignores the real reasons women are involved in sexual activity. Although The Hannah Center is open and honest about all techniques of birth control, it would be irresponsible for The Hannah Center to lead a woman to believe that reliance upon one or any of these techniques would render her safe from physical or psychological consequences.

Release of Information Policy

As a resident, you must authorize a release of personal information. This will permit The Hannah Center personnel to disclose, receive and exchange information with various caregivers. The Release of Information Authorization will authorize the communication between The Hannah Center and medical, psychological, employment and educational facilities. The purpose of such disclosure is to provide information for The Hannah Center and any agency working with you during your residency. The more we know about you, the better we are able to help.

Resident Donation Policy

The purpose of this policy is to have set boundaries to follow if a woman comes to live at The Hannah Center and **chooses** to submit payment if she is **not currently employed**. The Hannah Center encourages woman to make donations for their stay and services received if they so desire.

Resident Donation Guidelines:

- There is no set policy or set limit for payments of stay or services provided by The Hannah Center.
- The Hannah Center continues to reserve the right to terminate a resident's stay if they violate set policies and/or rules at any given time.
- Residents can be encouraged to make donations, however, are not required to do so.
- If a resident wants to make a donation towards their stay or services they obtained, they may do so daily, weekly, monthly or in a lump sum.

Substance Policy

The Hannah Center is a smoke-free environment. If you must smoke, you will have to take a walk, leaving the premises. For the safety of all residents and staff at The Hannah Center, smoking materials of any kind are not permitted upstairs. All smoking material must be kept in the resident's mailbox and/or designated kitchen cupboard in order to ensure all materials are out of the reach of children. The Hannah Center is an alcohol and drug-free environment. Residents are not permitted to smoke on our property or use drugs or alcohol either on or off the premises, due to the harmful physical effects on herself, her unborn child, and those around her.

Upon admission to The Hannah Center, drug test/screen will be conducted. If there is concern that a resident may be consuming a drug, a drug test/screens will be conducted immediately. We reserve the right to drug test/screen a resident at anytime. If a resident refuses to participate or has a positive result, it will be grounds for immediate dismissal from The HC and if necessary, a notification will be given to Wood County Social Services-Department of Child Abuse and Neglect.

Violation of any of the policies regarding substances is grounds for immediate dismissal from The Hannah Center.

Resident . Goals

During your first week at The Hannah Center, you will meet with the Program Coordinator to discuss your goals. It is a time for you to reflect on where you have come from and look towards where you want to go and what you want to accomplish. During this meeting you will set both short and long term goals for yourself.

A goal is a statement of something you want to do or become within a stated period of time. While goals give us a basic sense of direction, they also provide a sense that this is possible.

Short-term goals are usually considered stepping stones to reach long-term goals. Reaching a short-term goal may be accomplished in a few hours, days, or several months. Actions to reach a short-term goal may need to cover the who, what, when, where, and how of the goal.

Long-term goals are concerned with the overall style of life that a person may wish to live. This would include one's family and social life, occupational aims, and other interests. This type of goal will require a future commitment, perhaps several months or even years.

Both long and short-term goals can be divided into five categories:

Career goals: goals relating to work, education or training.

Financial goals: goals involving earning, saving and spending money.

Physical goals: goals based on fitness, health and well being.

Personal goals: goals relating to family, relationships and lifestyle.

Spiritual goals: goals relating to religious beliefs, philosophy, or outlook on life.

Once you have set long and short term goals appropriate to your needs, you will be given the opportunity to develop these goals weekly throughout your stay at The Hannah Center. You will meet with the Program Coordinator to evaluate and prioritize your goals a minimum of one time per week. As part of The Hannah Center's individualized goal planning, you will work to achieve pre-determined short term goals every week. Completion of these weekly short term goals will help you to look towards your future and to be successful living as a healthy independent woman.

The natural consequences of not accomplishing your weekly short term goals can hinder your ability to move forward in a healthy lifestyle, as well as your ability to provide and care adequately for your family. Should you chose not to make weekly progress on your short term goals, this will hinder The Hannah Center's ability to provide assistance with your individualized goal plan.

Resident . Standards

Your Bedroom

Though we want you to feel this is your home, permission is not to be assumed or presumed. Permission must be granted by a staff member in order to move furniture or make alterations of any kind to your assigned room. Residents must ask permission before changing furniture around.

Permission from the Program Coordinator must be obtained before you place posters on the walls; absolutely no tape may be used on painted surfaces or woodwork. You may not enter another resident's room without permission by that resident.

Rooms are checked frequently at random and tours are regularly given. The Hannah Center staff will try to give prior notification of a tour, however, it is not always possible. Therefore, it is your responsibility to ALWAYS keep your room clean by having your bed made, clothes picked up and put away, mirrors cleaned, the top of your dresser straightened and dusted, floors swept or vacuumed, drawers and closets arranged appropriately, and your waste basket emptied.

Personal Care

The Hannah Center is both a home and a business. Because of the large volume of people visiting and living here, dress must always be modest and appropriate. If staff believes your dress is inappropriate, you will be asked to change. Nightgowns and pajamas should only be worn in the bedroom and foot coverings must be worn in common areas. Daily schedule includes showering/bathing and oral hygiene.

We request you take particular care to wash your hands before and after you touch food and ALWAYS before you do tasks such as emptying the dishwasher or setting the table.

Each time you use the toilet or change a diaper, hands should be washed with antiseptic soap. Hands should be washed in the bathroom, not the kitchen sink. Prior to leaving the bathroom, the toilet should be flushed, the seat checked and if necessary cleaned.

The . Hannah . Center . Policies cont'd

Personal Financial Agreement Policy

Each resident is accountable to the Personal Financial Agreement between The Hannah Center, Inc. and herself. Residential care at The HC includes room, food, transportation, utilities and other miscellaneous expenses. Residents are required to get a job if they are not already working upon moving into The HC or are not attending school full time.

While residents are employed or collecting unemployment or W2, they are required to pay to The HC 35% of their net pay. 5% of this will be paid to the Hannah Center for rent to help cover expenses, and the other 30% will be placed in a savings/housing account for the resident. However, the Program Coordinator will have the discretion to allow up to 10% of net pay to be used to pay other bills or debts of the resident. In this case, a minimum of 20% net pay will be placed in a savings/housing account. **If one week's notice prior to discharge is not given or forwarding address not provided within one week after departure, these funds will be forfeited.** The HC will not take any portion of a resident's child support.

It is the **resident's responsibility** to immediately bring each paycheck (before cashed) to the Office Manager to record the information and determine the amount due. Residents are required to pay The Hannah Center **within 3 days of the pay date.**

If/while employed, each resident is also strongly encouraged to open a savings account of their own and with each paycheck, place 10% of her net income in that account. The HC wants residents to understand the importance of saving money.

Noncompliance/Nonpayment

Warning One: Resident will receive a verbal warning and will work out a plan to pay The Hannah Center the owed amount.

Warning Two: Resident will receive a written warning of payment due to The Hannah Center with a deadline. If this amount is not collected on or before said deadline, residency status may be revoked.

Warning Three: A written and verbal termination of residency will be issued.

Telephone Usage Policy

During the office hours 9:00 a.m. – 4:00 p.m., you may only use the phone for **five (5) minutes at a time**. Please remember to **ask staff before using the phone**. You must also return the phone to staff after use. The Hannah Center is a place of business, and our phone is, first and foremost, a business phone.

After business hours and dinner, you may use the phone for twenty (20) minutes, twice during the course of the evening. This includes incoming calls for you. If someone calls you, this will be considered one of your calls. Remember to be conscious of time when using the phone. You are responsible for your own long distance phone calls. All time limits still will be enforced. If you prefer to talk longer, there are public phones in restaurants, library, etc. downtown. The Hannah Center does not have to provide you with a phone. Our phone is a privilege and foremost a business phone. Residents are permitted to use cell phones and are allowed to check out their cell phone after breakfast each morning and will turn it in to The Han-

<p><u>REASONS FOR TELEPHONE PRIVILEGES BEING TAKEN AWAY</u></p> <ul style="list-style-type: none"> • Going over the allowed time limits. • Failure to write down all your phone calls on your phone sheet. • Failure to be honest about whom you are calling. <p>NONCOMPLIANCE WITH THE HANNAH CENTER’S RULES WILL RESULT IN LOSS OF PHONE PRIVILEGES FOR 24 HOURS FOR EVERY RULE YOU BREAK!</p>

nah Center staff by 8pm each evening. When deemed necessary, you must allow The Hannah Center’s staff to check your phone to see with whom you have had contact while the phone was in your possession. Cell phone use is not allowed at the dinner table for any reason. Children under the age of 16 years old who are at The Hannah Center are not allowed to have their own cell phone under any circumstance. If the cell phone becomes an issue for any reason, The Hannah Center’s staff reserves the right to eliminate cell phone usage.

Music

Please also use discretion in the music you listen to. If the music is inappropriate in content, The Hannah Center staff will let you know. Volume control will be at The Hannah Center staff’s discretion. A good guideline to follow is: If you can hear it from another room, it’s too loud. Headphones are allowed and encouraged if you like your music loud. **Please remember to TURN OFF all stereo equipment when you leave your room.**

Resident Vehicles

Residents are permitted to have a vehicle only with approval of The Hannah Center’s Program Coordinator. In the event that a resident does have her own car and permission to bring it to The Hannah Center, she must abide by the following guidelines:

- Residents may not ride as passengers in other resident’s cars.
- It is the resident’s responsibility to insure, register and maintain their own vehicle.
- Proof of insurance is required - NO exceptions.
- A valid driver’s license is required - NO exceptions.

The Hannah Center reserves the right to limit driving privileges and parking on The Hannah Center’s property for any reason.

The Hannah Center staff provides transportation to necessary appointments if appropriate notice has been given and a request is completed. With some organization, each resident will be able to meet her transportation needs. Any request for long distance transportation would be approved or denied by The Hannah Center’s Board of Directors.

Upon admission to The Hannah Center, you will be required to sign a waiver to indemnify and hold harmless The Hannah Center and all its employees, officials, and representatives for all claims, injuries or damages. This includes, but is not limited to, injuries arising as a result of the transportation or through the efforts of The Hannah Center.

Lying and Language

Lying inhibits the development of a mature person. Lying means a person is shirking responsibility, indicates a lack of self-appreciation and shows disrespect for others. Meaningful relationships are built on truth and trust. The staff at The Hannah Center wants to get to know you and have a relationship with you in order to help you! If you lie to us, we do not know who you are. **Lying or deceit is grounds for dismissal.**

The language we use can show respect for or offend others. Please be mindful of the use of your language at all times. Crude and inappropriate language will not be tolerated.

Meals/Snacks

Breakfast and lunch are on your own. You are responsible for preparation and clean up. Dinner preparations are a team effort. Each resident will prepare at least one meal per week. All residents are expected to be home for the dinner hour of 4:30pm-6:00pm

Monday-Friday, unless you are at work or school. You may request approval from the Program Coordinator to miss dinner hour during the week for special occasions. This request must be made 24 hours in advance to be considered. All residents will help with cleanup after the evening meal. The person assigned to clean the kitchen that week will complete the evening kitchen cleanup. We encourage you to spearhead new recipes and learn more about nutrition. Appropriate manners are required at the table. Complaining about the food and/or inappropriate conversation will not be tolerated. The table must be washed and wiped with disinfectant wipes prior to setting it for dinner.

Proper nutrition is essential to a healthy lifestyle. Snacks, such as fruit, raw vegetables, cheese and crackers are available. An afternoon snack is allowed, but should not interfere with your dinner and should not require cooking. Kitchen cleanup is your responsibility.

If you purchase any snacks personally, please mark them with your name and in turn respect other resident's belongings. **No food may be kept in your bedroom.** Any foods opened and all leftovers must be labeled, dated, and refrigerated. Food must be stored in appropriate containers; no cans or dishes are to be left with silverware in them. All dishes are to be washed in the dishwasher for cleanliness and germ control.

**If you have a food allergy, please be sure to let The Hannah Center staff know so that a notice can be made and posted in the kitchen.*

Consequences determined by the Program Coordinator will be given if two unexcused absences from dinner occur in one week.

Weekly Menu/Grocery Shopping

Each Monday morning the Program Coordinator and residents will work out the Weekly Menu for the coming week. You have been previously assigned the night(s) of the week for which you are responsible to cook dinner for the house. At this time, you will also notify the Program Coordinator of necessary items to be purchased at the grocery store. Items are not guaranteed. Purchases are usually determined by cost. The staff will do the week's grocery shopping each Tuesday.

Meal hours

- Breakfast finished by 10am.
- Lunch is from 11am - 1pm.
- Dinner is from 4:30pm - 6pm.

Computer Use Policy and Guidelines

The purpose of these guidelines is to ensure that all residents have equal time on the computers without conflicts.

- The computers are located in the Education Room and are available for use M-F from 9am to 9pm. Weekend use is only granted during these hours and after ALL chores are complete.
- The Hannah Center computers are available to residents to work on your established goals. These things include job searches, education information, articles, recipes and other things that could be useful to you when you live out on your own.
- Residents should sign in and out when using the computer. You can sign up for one hour increments. You can sign up more than once if no one is waiting.
- The computer WILL NOT be used for any of the following: watching television, surfing the internet (YouTube, music videos, etc.), Facebook, email, online chatting and other things of this nature. *(If you wish to do these things, then you will need to get a library card and do so at the Marshfield Public Library.)*
- Residents must ask staff prior to using computers, letting staff know what you will be using the computer for.
- These and other Computer Use Guidelines are displaying in the Education Room. If these guidelines are violated or the computer becomes an issue this privilege will simply be taken away.

Note: Personal laptops are permitted if granted permission by the Program Coordinator but are NEVER allowed in your bedroom. The Computer Use Policy and Guidelines will apply.

Television Guidelines

During the week: Television can be watched after dinner until bedtime. Please make sure if you have anything to get ready for the following day, you allow some time to take care of these things in the evening as well.

During the weekend: Television can be watched throughout the day, however please be sure that you are not watching television the entire day and evening. Allow yourself to do other things such as work on your goals, take a walk, go to the library, go to a park, etc. If the time spent watching TV interferes with you working towards your goals, these guidelines may need to change.

TV shows and movies should be in good taste, meaning nothing that could be offensive. When in doubt, please ask a staff member.

The . Hannah . Center . Policies

Counseling

To help provide emotional support, all residents are required to participate in weekly counseling sessions. It is your responsibility to schedule appointments. If you are established with a counselor, you may certainly continue. These sessions are geared toward clarification of individual concerns and planning for the future. If you are interested in counseling sessions with your family, please discuss these options with The Hannah Center staff.

If you are pregnant, you must naturally decide whether you will parent or choose adoptive parents. As part of our program, an adoption counseling session is required. While The Hannah Center will help you explore your personal feelings about this decision, The Hannah Center does not take a position on this issue. If you wish to pursue this further, referrals will be offered. The Hannah Center is neither an adoption agency nor are we in the business or promoting adoption over parenting or vice versa.

Permission to Leave/Weekend Visits Policy

Residents are permitted to go on a visit with prior notification and approval of the Program Coordinator. Prior to leaving The Hannah Center for a visit, The Hannah Center’s Permission to Leave Form must be completed by The Hannah Center resident and approved by The Hannah Center Program Coordinator.

Home visits must be earned. They are not automatic or guaranteed. Likewise, all chores must be completed and checked before leaving. Visits for an extended period of time or of a great distance should not be planned after the eighth month of pregnancy and any other precautions recommended by your physician will be observed.

We encourage you and your family to use the home visit time wisely. Building a solid family relationship is important to ensure a successful transition after your stay at The Hannah Center.

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Laundry

You are responsible for laundering your own and children’s personal items, including bed sheets and towels. Laundry facilities are provided in the basement or laundry may be done at a local Laundromat. If you use a Laundromat, you must purchase your own laundry supplies. The Hannah Center’s facilities are offered as a privilege, not a right. If you use our laundry facilities, the detergents and other supplies as well as a list of laundry tips are provided. It is not necessary to use any more than the manufacturer’s recommended amount of detergent. More, does not result in cleaner clothes. Staff will provide instruction and answer any questions you may have regarding proper laundering.

Clothes must be removed promptly from both the washer and dryer after cycles are complete. A schedule will be made only if necessary; a little advance planning is usually all it takes. Laundry must be completed by 9pm. Please straighten the laundry room after each use. This includes emptying dryer filters and sweeping and vacuuming the floor. If you are unable to abide by these guidelines, the privilege will be revoked.

In order to use the laundry facilities, you must sign up each week using the Laundry Sign Up sheet located on the refrigerator downstairs.

Medical/Health Services

In cooperation with local physicians, referrals will be made for quality, consistent, prenatal, and postnatal care. Prenatal and parenting classes are offered through local organizations. Prepared childbirth classes are held at The HC for your comfort and convenience. Medical costs are the personal responsibility of each resident. If you currently have health care coverage, individually or under your parent’s policy, please bring that information with you. If you have no insurance coverage, we will make a referral to a patient counselor.

Appointments

You will be responsible for scheduling and attending all doctor recommended appointments. You are responsible for informing the Program Coordinator of these appointments and if you will need transportation. If you MUST miss a scheduled appointment, it is your responsibility to call and cancel it at least one day before the appointment.

Curfew

You are required to be in by 10pm on all weeknights. If permission is granted, one night per weekend (Friday or Saturday), you may be out until 11pm. Curfew means being in **your own** room doing something quietly.

Infants and small children should be in your rooms by 8pm. We realize that babies and toddlers may not respond to a rigid schedule, however, children should be removed from common areas and taken to your bedroom for quiet time by 8:00pm. If your child is not ready to sleep, we suggest reading books, listening to music, a warm bath, or another quiet activity. Quiet time occurs daily between 8pm and 9pm. Low playing music and quiet interaction are allowed and encouraged. Quiet time allows you to unwind before lights out at 10pm.

These curfews may be flexible for employment purposes or special circumstances only if permission is granted by the Program Coordinator.

Chores and House Maintenance

Please keep your own bedroom clean and neat. This includes making your bed daily, changing your sheets weekly, keeping clothing picked up and a room that is free of clutter. Personal items, books, clothing, etc., should not be left lying around in common living areas.

In addition, you will have daily and weekly responsibilities such as vacuuming, dusting, cleaning bathrooms, etc. Each week, the Chore List will be posted on the refrigerator downstairs. Jobs will be checked as needed.

If you are going to be away from The Hannah Center, please make sure chores are completed before leaving. If assigned chores are not completed satisfactorily, social opportunities will be delayed and cancelled until they are done.

Trading jobs is not allowed without prior staff approval and will be approved only where a good cause exists for the trade.

Resident Relationships

Living in a community can be a wonderful thing and it can be a frustrating thing. Please keep in mind that most people you meet are going to behave differently than you would in any given situation. We are not asking everyone to become the best of friends, but we are asking that everyone treat each other with respect. Please put aside the attitude of “you need to give respect to earn respect,” and live in such a way that reflects respect for all who are here right away. No one really has to do anything around here to “earn respect”; it should be freely given by everyone who comes here and everyone who is living here. Each resident comes to live at The Hannah Center to get a little help with life. You are free to help one another as well. Enjoy the diversity. Celebrate one another’s successes. Strive to get along.

Bullying and Aggressive Behavior

The Hannah Center has a zero tolerance policy of bullying or aggressive behavior towards other residents or staff. If a resident is accused of bullying or is involved in an altercation perceived by staff to be threatening, the resident may be asked to voluntarily remove herself from the common areas for a period of twenty-four hours or less. Failure to do so may result in staff asking the resident to vacate The Hannah Center.

Bullying is defined as an act of aggressive behavior in order to intentionally hurt another person, mentally, or physically. It includes but is not limited to constant name calling, or belittling or physical posturing in an aggressive manner. Any bullying and/or aggressive behavior will not be tolerated and the police may be called. If deemed necessary by the Program Coordinator, it may mean discharge from The Hannah Center.

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“A pearl is a beautiful thing that is produced by an injured life. It is the tear that results from the injury of the oyster. The treasure of our being in this world is also produced by an injured life. If we had not been wounded, if we had not been injured, then we will not produce the pearl.”

Visitation

Visiting schedules will be flexible in order to meet your needs and the needs of your visitors. Visits by friends or family members may be anytime between 9:00am - 8:00pm. No visitors will be allowed before or after these times unless special permission has been granted by the Program Coordinator. Visitors are not allowed when you are scheduled to be at a class, programs, appointments or Hannah Center functions.

The father of your baby is welcome to visit during the stated visiting hours above. You may visit him in shared spaces only. At no time will the baby's father or significant other be allowed in a resident's bedroom, unless he is helping her move in or out of The Hannah Center under staff supervision.

A resident who desires guest visitors is required to identify each adult potential guest to The Hannah Center with enough information to perform a background check. We hold the right to require all adult potential guests to submit a background check (including but not limited to criminal records) before allowing them to visit a resident on The Hannah Center's property. We also reserve the right to refuse visitation privileges based on criminal history. If requested, each potential guest must submit a picture ID and sign a consent form granting The Hannah Center permission to perform a background check. Each guest will abide by all of the rules and regulations established by The Hannah Center. If at any time a guest refuses to cooperate with this policy, they will be asked to leave.

Romantic Relationships

Please keep in mind that your stay here is a time for you to focus on yourself and your personal growth and development. **TAKE ADVANTAGE OF THIS!** It is a time to be loved, cared for and nurtured. It is a time to learn to take care of yourself, heal, prepare for the future, reflect on your life without outside influences and make **POSITIVE CHOICES** that will greatly affect your life. We strongly suggest that residents do not pursue romantic relationships while living at The Hannah Center because it takes away from your focus: **TIME FOR YOURSELF.**

If you are in a relationship with the father of your baby or another male, while they are visiting, residents are to refrain from intimate behaviors such as, but not limited to excessive kissing, snuggling on couches or under blankets. If such behavior is observed by staff you will be given one warning. If the behavior continues your guest will be asked to leave.

Church Attendance

Attending a religious service is not mandatory at The Hannah Center. If you are interested in attending a church, our staff will be happy to assist you in gathering information regarding services available in this area. Appropriate behavior and dress is expected.

Personal Mail

The staff will collect The Hannah Center's mail and distribute your mail to you each day by placing it in your mailbox.

The Hannah Center's address:
212 East Third St.
Marshfield, WI 54449

The Hannah Center staff feels that each resident should be free to choose her own friends. However, incarcerated individuals may come into contact with other dangerous people who do not need to know The Hannah Center's address. For safety reasons, we ask that during the time you reside at The Hannah Center, you refrain from correspondence or telephone calls with individuals in prison or jail unless specifically permitted by staff. The Program Coordinator has the right to require mail to be opened in her presence or in front of another staff member.

It is important that you fill out a change of address card when you move out. All subsequent mail received at The Hannah Center will be returned to the Post Office. This will include appointment reminders, bank statements, and insurance cards; items you will want to receive in a timely fashion.

Emergency/Safety Procedures

In the event of a fire or other situation requiring emergency evacuation of the home, all residents are to exit the building in an orderly manner as outlined by the escape routes posted throughout the house. After exiting the building, we will meet on the sidewalk on the southeast corner of Third and Cedar Streets. More detailed information will be given to each resident upon admission to The Hannah Center.

We believe you will enjoy the surroundings as convenient and pleasant. The Hannah Center doors are kept locked at night and you are not permitted to answer the door after dark. **At all times, when residents are leaving The Hannah Center they shall get permission from staff and log their whereabouts on the sign in/out forms provided.**

Social Activities

As an individual in The Hannah Center family, social activities must be approved one day in advance by the Program Coordinator. Upon leaving, use the Sign In/Sign Out Sheet indicating where you will be, with whom and your estimated return time. Upon return, complete the actual time in column. This procedure is common courtesy, allowing for the planning of meals, efficient message-taking, etc.

If the social activity is a date, the staff needs to know the arrangement several days in advance. Your friend must meet the staff when picking you up from The Hannah Center. Although dating is allowed, consideration must be given to appropriate time management. Boyfriends may visit the home according to Resident Visitor Guidelines (see below). All visits must be scheduled to assure safety for all residents and staff.

Social activities are a privilege, thus all house obligations (chores, homework, etc.) must be completed prior to leaving.

Clothing

As adult women, you have the right to express yourself through your clothing. Living in a community, however, places some limits on your level of expression. The main rules we will enforce regarding clothing include:

- Bras and underwear are a requirement (but we don't want to see them.)
- Shorts and skirts must be of a reasonable length (we don't want to see anything when you bend over.)
- No clothing with obscene language or gestures.
- Street clothes must be worn during the day (until after dinner) and pajamas are to be used as sleepwear ONLY. (no pjs after 9am.)
- Cleavage falls into the category of "we don't want to see it."
- If pregnant, we know that your bellies are growing with your baby, but you need to find clothing that will cover them AT ALL TIMES. If you need proper maternity clothes, please ask the staff and we will refer you with resources that are available to you.

LifeSkills Classes

Each month classes are held for The Hannah Center's residents, volunteers, and interested community members. Previous topics included basic car maintenance, self-esteem building, child care, crafts, discovering your personality, self-defense for women, and budgeting, to name a few. As these classes are part of our program, you will be notified in advance and expected to attend. Each month a LifeSkills Calendar will be posted on the refrigerator in the downstairs kitchen. If you have an interest in attending other programs offered within the Marshfield community, please discuss this with The Hannah Center staff.

Clearinghouse

Many residents look to us for help in providing baby/children's clothing, diapers, cribs, strollers, baby furniture, and other baby and children's items. Some of these items are available thanks to the generosity of our donors. Please let us know if you are in need of anything and we will see what we can provide for you.

If you need something from the Clearinghouse, ask staff and they will get it for you.

Libraries

The Hannah Center library consists of books, pamphlets and videos and is located in the downstairs living room. Our staff has selected excerpts from library materials which you may have the opportunity to review and discuss at house meetings. Topics include parenting skills, pregnancy and childbirth, adoption, abortion, post-abortion syndrome, contraception, feminism, rape and incest, codependency and anger. You must check out all resources with the Program Coordinator. At The Hannah Center there is always a ready ear waiting to listen to your opinions and people eager to discuss these with you.

For a larger selection of movies, books on CD/tape, magazines, etc., the Marshfield Public Library is one block north of The Hannah Center. You will need proof that you reside at The Hannah Center in order to get a library card. The use of other people's cards is not permitted. All fines incurred are your personal responsibility.