

ST. VINCENT DE PAUL SHELTER/RESIDENTIAL POLICY



2-350.2 Sweet Dreams Shelter Rules

1. Following Directions

The Night Manager is the person in charge of our shelter. You must do as this person says, even if this person is making a mistake. Failure to do so can result in immediate discharge from the shelter. There is a grievance policy for shelter guests, but you still must do as the night manager says.

2. Check-in time

Check-in time is at 4:00 PM daily. Everyone must be in the building by 4:00 PM unless they are working or have a prior approved appointment. If you are working past 4:00 PM, you must have prior approval and be in by 8:00 PM. Exceptions to this curfew must be pre-approved by the shelter director. The latest you can enter the shelter is 10:00 PM. Once you have signed in the shelter, you may not leave unless it's an emergency or urgent matter as determined by staff. Guests are always allowed to leave the shelter and program when they choose. Staff will not re-admit a guest who left after entering the shelter for the day.

3. Daily Routine

After checking in each day you are required to take a shower and put on clean clothes. Once you have finished your shower clean the tub/shower and put your towels in the laundry room. When you return to the activity room you must be fully clothed. No tank tops, pajamas or short shorts are allowed. Beds must be made each morning and floors must be swept and mopped daily. Rooms must be kept very neat and clean at all times. Extra belongings must be stored away from the shelter. No showers are permitted in the morning unless there are extenuating circumstances. Please notify the manager on duty.

4. Behavior

We will seek to live in peace by the grace of God. No violence, profanity, loud arguments, threatening behavior or stealing will be tolerated and could result in permanent expulsion. Remember the Golden Rule, "Treat others the way you would like to be treated."

5. Families – (specific to shelters with children)

Mothers are required to monitor (child visible to mother and mother watching child) their children at all times. Mothers are required to safely manage their children's behavior. Yelling loudly, calling names, spanking or any forms of corporal punishment are not allowed while parent on shelter grounds. If the mother is working, she must arrange for childcare. Other shelter adult guests are not allowed to watch your children unless written approval has been obtained from shelter staff. Families must bathe at the same time in the large bathroom. The shelter has adequate bathing privacy for parent, children of different genders and ages. Children must be quietly in bedroom by 8:30 PM and the mothers are required to be with them. Parents and children are not allowed to enter another guest's bedroom. Parents are required to make sure that children do not enter other guest bedrooms. If a child over the age of twelve goes into another guest bedroom, the mother and children may be asked to leave the shelter. These rules are safety precautions for guests and children.

6. Smoking

Smoking is not permitted in the shelter or in front of or near the door. 15 minute smoke breaks are scheduled at 7:00 PM and 8:00 PM. Smoking is only allowed in designated smoking areas only.

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7. Alcohol/Drugs/Weapons

No alcohol, drugs or weapons are allowed on the premises. Possession of any of the aforementioned items will result in an automatic expulsion. If you are intoxicated or smell of alcohol, you will be exited from the shelter program. All sharp objects such as knives and scissors must be turned in at admission. They will be thrown away.

8. Pornographic Material

Possession of pornographic pictures, magazines or sexual paraphernalia are not permitted in the shelter.

9. Food

No outside food or drinks are allowed in the shelter. We make accommodations to this rule only for medical reasons. Eating and drinking must occur in the designated areas only, not in your rooms. This is to prevent the presence of bugs such as roaches and ants.

10. Employment/Savings

All guests are expected to work unless there are medical reasons and/or disabilities. Work schedules, documentation of job applications (most guests should do 3-4 job applications per day), and proof of income must be submitted. Also, guests are asked to save 50% of their income. Verification of savings must be provided.

11. Night Out

A night out may be granted on a case by case basis. Guest must be here for a minimum of two weeks and provide verification of employment, extensive job searches, or family/community reasons for night out. Shelter guest must complete the required form and submit it for approval by the shelter director.

12. Telephone

A separate telephone line has been provided for guests. Please limit your calls to 5 minutes. No calls will be permitted during dinner unless it is urgent or an emergency. Phone time is from 7:00 PM through 10:00 PM. The number is 383-0862.

13. Lockers/Wardrobes

There is minimal storage space in each room. Please limit the amount of clothing and personal items. Each single lady is provided half of the wardrobe and one drawer. Guests may provide additional storage bins if necessary. All personal items left by guests will be kept for five days and will be discarded if not claimed after that time has lapsed.

14. Meetings

Meetings will be conducted to address any questions or concerns. If there is an urgent matter, guests may request a meeting with the shelter director.

15. Room Checks

As previously stated, all guests are required to keep their rooms clean. There will be unannounced room checks. Guests may be discharged for a lack of neatness/cleanliness. Guests understand and give permission for unannounced searches of the rooms and their belongings by shelter staff.

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16. Chores

Chores will be assigned daily and should begin promptly after dinner. All guests must complete a chore unless there are physical limitations. Single ladies may be assigned the late chores since the mothers are required to be with their children. Guests must also volunteer to assist in routine maintenance and upkeep of the shelter.

17. Cell Phones, Electronic Devices and Electric Cords

Cell phones may only be used for calling purposes, and only in outside or in designated common areas. They may not be used in dorms, bathrooms or other areas designated by staff. Cell phones and all other electronic devices may not be used for any type of pictures or recording purposes. This policy is strict, and designed to protect the privacy of guests, and guest/staff communications, which are confidential.

Guests are not allowed to use electric devices, electric cords, extension cords, etc. Staff may designate a specific plug in common/day areas which guests may use for recharging cell phones. Recharging electric devices may not be done in sleeping areas. Hot hair irons, hair blowers, or other hair devices may only be used in bathrooms, if the bathroom is equipped with electric plugs.

18. Intimate Physical Activity

In order to serve the maximum number of guests as safely as possible, St. Vincent de Paul provides shelter services in close physical quarters. The space and hearing privacy one has in a personal home/apartment is not available in a shelter setting. Therefore, St. Vincent de Paul requires all guests to refrain from intimate physical activity while on shelter premises.

19. Respecting Others Space and Property

Guests are required to respect each other's space and property. Going into another person's room, locker, bedroom, bed space, belongings, or other space that is not yours is not allowed. Guests may be asked to leave for violating this rule.

20. Laundry

St. Vincent de Paul has a laundry room. Guests are not allowed to use the machines. Laundry is done by assigned guest(s), who do the laundry for all guests. This rule reduces the number of times the laundry machines break.

Daily Schedule

4:00 PM	Check-in
6:00 PM	Supper
7:00 PM	Smoke break
8:00 PM	Smoke break
8:30 PM	Children's bed time; mothers must be in bedroom with children at this time
10:00 PM	Lights out
5:30 AM	Wake-up
7:50 AM	Check-out