



# Lorraine's HOUSE

Transitional Sober Living for Women

RESIDENT HANDBOOK



## WELCOME TO **LORRAINE'S HOUSE!**

Long-term recovery is our goal and although we encourage you to take it one day at a time our ultimate objective is for you to enjoy permanent and contented recovery.

Anyone who chooses to live under our care will be assisted and guided, to the very best of our ability, to live a healthy, happy and productive life.

In order to facilitate an atmosphere of dignity and respect, the following expectations and restrictions form a boundary system within which we operate at Lorraine's House.

Please recognize that non-compliance with these expectations may result in discharge. We ask that you hold yourself accountable and also willingly confront others when they do not live within these boundaries.

Your safety is our prime concern and the following rules have been designed to ensure you are exposed to and can become part of the healthiest environment possible.

## **ADMISSIONS POLICY**

Lorraine's House is a safe house. To serve the best interests of our residents and for everyone's safety, the following criteria must be met by all prospective clients;

- Only clients who are 18 years or older are eligible for admission
- All clients need to have successfully completed a period of sobriety
- If a client is taking prescribed medication it will be managed between the client and house manager
- Each client will be evaluated for admission by director and house manager on an individual basis.  
Factors considered will be motivation, stability, community and clinical involvement.

## **RESIDENT CONDUCT**

The following expectations are designed to;

- a) Guide residents toward a recovery oriented lifestyle
- b) Guarantee a safe and supportive environment for all residents

## **RESTRICTED ITEMS**

The following items are restricted from general use at Lorraine's House. If you inadvertently bring such articles to the facility, we will request that you return them with a family member or friend:

- Pornography or sexual explicit literature, audio or visual material
- Large sums of cash or valuables

Please note that our insurance does not cover valuables such as laptops, and keeping such items in your rooms is at your own risk.

Please also note that the management of Lorraine's House reserves the right to restrict any item deemed inappropriate or detrimental to the recovery process.

**PETS** No pets of any kind will be permitted to visit or reside on the property at any time unless approval is granted by the Lorraine's House Director.

**SMOKING** No smoking is allowed anywhere within the house. Smoking is allowed ONLY outside on the terrace. NB that this needs to be respectful to the neighbors and ALL BUTTS must go INTO the bin provided, which needs to be regularly emptied.

## **RESPECT AND SAFETY**

- 1) Confidentiality is to be maintained at all times.
- 2) You will not enable another in the non-observance of rules and/or expectations of the facility.  
Please remember that to enable another is to help them back to their addictive addiction and possible death.
- 3) You will not frequent areas associated with alcohol and/or drug use.
- 4) There is to be no gambling either on or off the premises.
- 5) If you smoke cigarettes within the house, you will be discharged from Lorraine's House.
- 6) Destruction of property through acts of aggression or indifference will not be tolerated.  
The resident will be liable to meet the costs incurred by any damage done.
- 7) Entry into a bedroom without permission is strictly limited to the assigned resident of that room and the staff of Lorraine's House.
- 8) Each resident is responsible for his/her own room and must ensure that windows are securely locked.

## **RELATIONSHIPS**

- 9) Sexually explicit pictures, magazines, reading materials, videos, clothing or other equipment is not allowed.
- 10) You will not form exclusive relationships with any other resident or residents in the house, be it emotional and/or sexual.
- 11) Residents will not loan money to or borrow money from other residents.
- 12) Partners/girlfriends/boyfriends are not allowed to stay the night.

## **HOUSE SCHEDULE & EXPECTATIONS**

Lorraine's House expectations and requirements:

- a) You must attend a weekly Community Group with the House Manager.
  - b) You must hold a communal dinner on a night to be determined, at a mutually convenient time.
  - c) You must submit to urine and/or breath tests when asked to do so.
  - d) You must spend a minimum of 5 nights at Lorraine's House each week, unless you have asked for, and received, permission from the House Manager to spend additional night(s) out. This permission will not be unreasonably withheld.
  - e) You must inform the House Manager if you have relapsed, or if you have reason to suspect, or know, that a fellow resident has relapsed.
  - f) You must keep yourself safe and hereby agree to report to the House Manager any self-harming or suicidal thinking or intent.
- 13) You will be expected to engage in purposeful activity on a daily basis (work, school, volunteering, etc.)
  - 14) No visitors are allowed on the premises without prior consent from the House Manager. No male guests allowed on the second floor
  - 15) If you feel ill, please report to a staff member as soon as possible, at which time it will be determined if you require medical attention.
  - 16) Regarding use of television and laptops, (including DVD player, video consoles etc.), if the clinical team feel the use of any electronic equipment is detrimental to the recovery process, Sober House reserves the right to implement restrictions.
  - 17) The House Manager will be on call and available to help if you feel distressed or unsafe.

## **HOUSEKEEPING AND MEALS**

- 18) Residents will be expected to change and launder their bed linen and sheets once per week on Saturdays. Please ensure that spare linen is then neatly folded and stored in the designated area as assigned by the House Manager. Residents will be expected to launder their personal items.
- 19) You are expected to provide your own food and cater for yourself.
- 20) You are expected to keep yourself, your clothes, your bedroom and the communal areas neat and clean at all times.
- 21) You are expected to make your bed every morning, and to keep the area around it clean and tidy.
- 22) All personal food items, snacks, etc. should be kept in the kitchen. Please note that food and drink should only be consumed in the kitchen or at the dining room table. No food or beverage is allowed in the bedrooms at any time. Crisps and water are the only items allowed to be consumed in the sitting room. Snacks will be allowed in the community room.

## **DRESS CODE**

- 23) You are expected to wear appropriate and respectful clothing.
- a) You are expected to be fully dressed at all times outside of bedrooms.  
(The wearing of dressing gowns is not considered fully dressed).
  - b) Sexually provocative clothing or clothing that can be associated with using behavior is not permitted.

## **HEALTH AND SAFETY**

- 24) Please refrain from running in the house particularly on the stairs.
- 25) Please ensure that all cooking appliances are turned off after use.
- 26) Do not smoke anywhere in the house or on the terrace.
- 27) If you have an accident, please avail yourself of the first aid kit kept in the hall, inform a peer, and call an ambulance/go to emergency room as appropriate. Please inform the House Manager too.

## **FIRE SAFETY**

- If you discover a fire, sound the alarm.
- Dial 911 to call the fire department.
- If possible and safe to do so, go into each room and inform a peer of the fire and of need to evacuate the building.
- Leave building by the fire exit.
- Close all doors behind you.
- Report to Assembly Point as designated by the House Manager.
- Inform House Manager.
- Inform House Director(s), Lucy Brown and David Brown

## **TWELVE STEP FELLOWSHIP**

- 28) You are expected to attend a minimum of three twelve-step fellowship meetings per week.
- 29) Sponsor: you are expected to have obtained a sponsor with whom you are in regular contact by the end of the first month of residency.
- 30) Service position: you are expected to have obtained a service position at an appropriate 12-step fellowship by the end of three months with us.

## **DEPOSIT MONIES**

All deposit monies must be paid to Lorraine's House prior to the date of occupancy. Deposit monies will be used to cover any breakages or damage. Providing that no damages have been incurred, the deposit will be refunded to the resident at the completion of the lease term when the resident vacates the property. Please note that the cost of replacing a lost key will be \$5, and this sum will be deducted from the deposit if all keys are not returned at the time of move out.

## **GROUNDS FOR DISCHARGE**

A deliberate violation of any of the house rules may be considered grounds for discharge.

In the event of the need to take disciplinary action, the procedure will be:

First instance: Oral warning

Second instance: Written warning

Third instance: Final written warning and/or discharge

Participation in any of the following behaviors may be considered grounds for immediate discharge at the discretion of the House Manager in consultation with the treatment team.

- 1) Possession and/or use of any mood altering substances or behaviors.
- 2) Possession of weapons.
- 3) Physical violence or threats of physical violence either verbal or non-verbal, either on the premises at Lorraine's House or in the community.
- 4) Stealing
- 5) Sexual misconduct
- 6) Breach of confidentiality

We reserve the right to conduct screening for mood altering substances without notice. Failure to comply will be considered a breach of expectations and may result in discharge.

## **COMPLAINTS PROCEDURE**

If you have a complaint against a member of staff, this is the procedure you should follow:

1. Speak to the Lorraine's House manager about the complaint. This may lead to the complaint being resolved.
2. If, however, the complaint remains unresolved, then, in writing, set out the complaint, and send it either via email to the Clinical Director ([info@lorraineshouse.net](mailto:info@lorraineshouse.net)), or by letter to the Clinical Director (115 N Cooper St, Olathe, KS 66061).
3. The Clinical Director will then convene a meeting attended by the complainant, the House Manager and the Clinical Director. Appropriate and remedial action may then be taken by management.