

RESIDENT'S HANDBOOK



Property Of:

Entered Stephen's Place On:

729 Ridge St.
Bethlehem, PA 18015

(610) 861-7677

Sister Virginia Longcope, MSC
Director

WELCOME TO STEPHEN'S PLACE

The goal of Stephen's Place is to provide a safe, supportive family atmosphere where residents focus on the goal of making a successful, sober transition into society. It is an opportunity to learn how to live in society as a responsible citizen that is self-reliant, clean, and sober and living a successful, legitimate lifestyle.

Probationary Period

The first 30 days is a probationary period. This is a period of adjustment and a time to get comfortable with the people in the house. During the first week residents are restricted to the House with the exception of parole meetings, treatment appointments and Twelve Step Meetings. After the first week Day Passes will be granted with the approval of the Director. After the first week they may start a job search independently. They may also begin to broaden their support base within the twelve-step rooms. All outside activities must be cleared with the Director. At the end of 30 days the resident will be reviewed. If the resident's attitude and behaviors show a sincere desire to change, remain clean and sober, as well as compliance to house rules, the resident will be given the privilege of continuing the program. This will be a joint process between the staff and the residents in the house.

Accountability

If there is a delay or unexpected change in plans, which prevents a resident from returning at the expected time, they are required to call the Director or Appointee.

Curfew

Everyone must be in the house by 10 pm on weekdays and 12pm on weekends. During the first month the curfew is 11P.M on weekends, unless they are with a senior Stephen's Place resident.

Criteria for completion of the First Phase Program (90 days)

- Evidence of handling the program requirements responsibly.
- Actively involved in a 12 step program; must have a sponsor and Home Group
- Stable Employment

Length of Stay

All new residents are asked to commit themselves to 90 days. Staying longer than 90 days requires an evaluation process. An extended stay at Stephen's Place is based on the resident's commitment to the program at Stephen's Place, and commitment to the recovery process. Individual needs as well as their financial situation will be taken into consideration. The length of stay is determined on an individual basis.

**God grant me the serenity to
accept the things I cannot
change, the courage to change
the things I can, and the wisdom
to know the difference.**

House Rules

- Residents are given random urine tests. They are given a two hour window to take a urine test. If a resident refuses to give a urine test within that time frame, it will be classified as a positive urine test which will result in immediate termination from the program.
- Cell phones are not permitted until the resident is employed. If a Resident comes to S.P. with a cell phone it must be handed over to the Director.
- No TVs' or electronic equipment, with the exception of a radio, are allowed in the bedrooms.
- Residents take turns cooking the Sunday meal. Residents will be responsible for making their own meals on Wednesday, Friday and Saturday.
- No furniture is to be removed or moved without permission from the Director or designated staff person.
- Residents are required to attend the Thursday & Sunday night meal at 6 pm and the meeting at 7 pm
- Smoking is permitted outside the building. Chewing tobacco is not permitted on the premises.
- Keep sleeping area orderly and practice good personal hygiene.
- Residents are required to participate in all house activities.
- Residents are required to complete their assigned chores as well as help around the House when needed.
- When leaving the House residents are responsible for signing out of the building.
- If a resident is going to be late he is required to call Stephen's Place Director or designated staff person.
- All telephone messages for other residents are to be written down on the tablet provided and left on the sign out board.
- New tattoos or piercings are not permitted while at Stephen's Place.
- No incoming or outgoing telephone calls, from the house phone are permitted after 10 p.m on weekdays, and 11p.m. on Friday and Saturday. Out of consideration for other residents, telephone conversations should be kept to approximately 20 minutes.
- Food is not allowed in the bedrooms.
- No use of Social Media such as Facebook or twitter for the for the first 90 days

Employment

All Residents are required to obtain full time employment. Job Search is monitored by the Director. Residents are

required to have a first shift job. Residents are not permitted to terminate their employment with one job if they do not have another job in place.

Financial Responsibilities

Residents are required to pay \$80 a week for room and board once they are employed. Residents are to pay costs, fines and child support charges. The director will assist in budgeting to include these responsibilities. The residents are required to save money from each pay check so that when it is time for them to leave they have enough money to live independently. Every time a rent payment is submitted residents are required to review their pay stubs with the director.

Visiting

Visitors will be permitted on weekends with the consent of the Director. All visitors are restricted to the first floor and outside, weather permitting.

Grounds for Immediate Dismissal

Under the influence of drugs or alcohol

Behaviors that may Result in Dismissal.

- Fighting, threatening, or disrespectful conduct toward a staff member, another resident or someone in the community.
- Staying out over night without checking in to Stephen's Place or without permission.
- Non compliance to House Rules
- Unsuccessful completion of a treatment program.
- Walking off a job without another one in place.

Attendance at AA/NA Meetings

All residents are required to make 90 meetings during their first 90 days. Exceptions can be made and a meeting can be made up. Outpatient drug and alcohol treatment classes do count as meetings.

Relationships

Residents are asked to abstain from new intimate relationships during the first 90 days at Stephen's Place. Therefore, residents are required to refrain from any activities that have the potential of developing into an intimate relationship. The Director, in consultation with the resident, will decide guidelines for prior relationships.

Restrictions on personal contacts

Residents are not permitted to socialize with anyone that is actively using drugs/alcohol.

Passes

After the first thirty days the resident may be eligible for an overnight pass. All passes are subject to the approval of the Director. During the first 90 days overnight passes are allowed once a month. After the 90 days passes are allowed twice a month. These passes are Friday night till Saturday at 11:00 p.m. or Saturday night till Sunday at 5:30. Residents are required to check in with Stephen's Place once during the overnight pass.

Vehicle

A resident that has a valid driver's license, and a vehicle that is insured with up to date inspection may keep the car at Stephen's Place after the resident has resided at Stephen's Place for 30 days. However, this privilege is only granted to a resident at the director's discretion. The resident must show the director a driver's license, proof of insurance, inspection sticker and a title in the resident's name. The use of the car will be arranged with the director and the resident.