

The Tree House

Welcome to The Tree House. We are glad you have asked us to help you become the disciplined believer God intends you to be. We are a Christian discipleship-training program, with the initial offering of residency at The TreeHouse and a program of advancement and transition after six months to the Green House. We offer spiritual, emotion, academic, and behavioral modification to persons experiencing life-controlling problems. Our purpose for enrolling you in this life experience is to provide you with the instruction, discipline, and love necessary to help you become a disciplined, Christian, and healthy person, and a responsible member of society. Simply speaking, this means a complete change of lifestyle, putting the former things behind you, and reaching forward with a new life and a new way of thinking. We believe God has directed you here and if you apply yourself wholeheartedly, you will move on from here as a spiritually alive, emotionally balanced, socially adjusted, mentally sound, physically well, and employable person.

****Important to note:** The TreeHouse is unable to accept a resident who is prescribed any type of psychotropic (mind-altering) medication. We are not a medical facility and do not have medical staff on site to administer or monitor these types of medications.

The TreeHouse is a two-phase operation, with advancement to Phase II – The Green House - from Phase I after six months and a recommendation from the House Director. After transitioning to the Green House, life is less structured and you'll be able to work outside the ministry, pay a small amount of rent, while still under the guidance of the House Director and staff for spiritual and personal accountability. There are a number of expectations we have set for determining your progress in both the TreeHouse and Green House:

SPIRITUAL INVOLVEMENT: As a progressive resident, you are expected to display consistency in your devotional life, your emotional maturity, and a positive attitude for church participation and other activities.

ACADEMIC ATTITUDE AND EFFORT: You are expected to display a positive attitude toward classroom and homework assignments, active participation in group and personal studies, punctuality and good stewardship of your time, maintaining a teachable attitude, and the journey to excel beyond your present achievement.

WORK OUTPUT AND ATTITUDE: You are expected to display a cooperative, kind, and generous attitude toward others, and a genuine desire to allow God to change your life.

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PERSONAL AND GENERAL CLEANLINESS: You are expected to exercise good personal hygiene and be presentable at all times. Your assigned areas will be kept neat, clean, and suitable for daily and unscheduled inspections.

SOCIAL AND BEHAVIORIAL SKILLS: You are expected to display proper social skills and behavior that will prepare you to communicate with others as a functional member of society.

WILLINGNESS TO ACCEPT DISCIPLINE: You are expected to exercise personal discipline as an important component in helping you maintain personal self-control now and after you have moved on from The Tree House.

The rules stated in this handbook have been carefully studied and proven to be beneficial. By following them carefully and respectfully, they will help you become spiritually alive, emotionally balanced, socially adjusted, mentally sound, physically well, and employable. Should you fail to follow the guidance of our staff, or violate rules, you could be dismissed.

Remember...your ways have not worked. We will attempt in every way to provide you with a humane and safe environment, free from illegal substance, abuse, neglect, and exploitation. We will grant you dignity and personal privacy.

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The Director has the right to grant or deny any or all of the stated privileges in this handbook, depending on your progress, attitude, and conduct. Privileges include TV time, board games, free time, and approved visitors. In the event of a dispute, disagreement, or a condition not specifically addressed in the handbook, the Director and/or Board of Directors will make the final decision.

After carefully reading this manual, you must sign the statement below to indicate your commitment to The Tree House, your willingness to be humbling accepting of the direction of those in charge, and your desire to learn a new way of life...a Christ-like lifestyle.

We really do care and if you will work with us, we will prove it.

Welcome to The Tree House.

Jeff Carter
Director

Print your name

Signature

Date

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GENERAL RULES

We have established rules that we expect you to follow. These have proven instrumental in helping overcome problems from a person's past and develop a new and complete change in lifestyle.

Like it or not, life has rules. God has placed people in authority over us. Without them, our world would be in chaos and destruction would soon follow. You have probably experienced a lack of self-discipline and resentment of authority. This has contributed to your inability to function normally in society. We understand your feelings, which is why we operate from love, as we firmly help you to learn the real value of authority. A natural response from someone who has been lacking in self-discipline is to resent rules in their lives. We understand that, too. However, if you will work with us, we believe that you will someday thank us for caring enough to exercise uncompromised, tough love. This is your opportunity to work on your life. As a resident:

1. You will be expected to obey all state and local laws.
2. You may not possess illegal drugs, alcohol, or weapons (including sharp instruments) of any kind.
3. Fighting, arguing, or harassing a fellow resident, physical contact (punching, slapping, and wrestling), running in the house, horseplay, or shoes on furniture is prohibited.
4. Cursing and using crude or foul language is prohibited.
5. You must be respectful of our next-door neighbors, keeping voices to a low normal level when outside. Sounds carry easily from house to house.
6. Stealing is prohibited.
7. By virtue of your residence in The Tree House, you have agreed to submit to the leadership of the staff. Twenty-four hour supervision is maintained. Leaving the house property without permission will be interpreted as your decision to terminate your involvement with The Tree House and will constitute immediate dismissal. If you wish to return to the program after being dismissed, you may re-apply in thirty (30) days. In the event you resign or are dismissed, you must take all your belongings with you. We will not be responsible for any items you leave behind. These items will be promptly donated.
8. If you fail a drug screen, you will be immediately dismissed from The Tree House for thirty (30) days or a period determined by the Director and/or

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Board of Directors. If you fail a drug screen a second time, you will be dismissed for sixty (60) days. A third failed drug screen will result in dismissal and re-entry will be determined by the Director and/or Board of Directors.

9. For any misconduct, a discipline slip will be issued. If you receive two (2) discipline slips, you will be required to go before the Director and/or Board of Directors for review and discussion of the issue. If another discipline slip is received after a review, you will be dismissed from The Tree House for violation of rules.
10. Everything here (buildings, vehicles, equipment, tools, furnishings, grounds, etc.) is God's property and you are expected to treat it as such. You are expected to maintain, protect, and conserve responsibly.
11. If you carry any item into a vehicle, you will remove it upon return to the house and put it in its proper place.
12. The bible teaches us to put off the flesh and to refrain from putting stumbling blocks before others. Therefore, talking with other residents about your past life (drugs, partying, sexual experiences, experiences while incarcerated, etc.) is prohibited. However, staff is interested in your past and here to discuss issues during training and counseling sessions.
13. The daily schedule will be set by the Director and/or Board of Directors. Residents may have differing schedules depending on the phase of residency and work schedules. If tardiness is unchecked, it leads to poor habits. Therefore, you must follow the daily program schedule and be on time. You will keep a daily activity journal and it must be turned in every Monday morning, no later than 7:00 a.m.
14. Saturdays will be work days, service work days, or visitation days.
15. You may have television time in the evening, Monday through Friday, when time allows.
16. Any schedule or privilege may be changed or denied at the discretion of the Director and/or Board of Directors.
17. Personal cash will be placed in the Director's office for safekeeping.
18. Disciplinary action will be taken if you treat a staff member with disrespect or are argumentative. The discipline will be determined case-by-case by the Director and/or the Board of Directors.
19. You are not permitted to seek advice or direction from a staff member after another staff member has already addressed the issue at hand.
20. All visitors to The Tree House will be treated with respect and courtesy at all times. This includes male, female, young and old.

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21. Personal electronic equipment (tv, digital or video camera, CD player) is prohibited.
22. No cell phones are allowed.
23. All games (board, card, etc.) must be approved by the Director and must be available for use by all other residents.
24. You are expected to fully participate during group activities. A lazy attitude will not be permitted.
25. You must learn to be disciplined during times of personal devotion. Time spent with God is taken seriously. Napping during personal devotion time is not allowed.
26. You asked us for help. Therefore, we will not permit complaining in regard to any component of this experience. An attitude of gratitude is expected at all times.
27. You are not allowed to answer the phone or the door at any time.
28. You must treat other residents and staff with respect. No gossiping or bullying will be permitted.
29. You will sign in and sign out when leaving and returning to the house.
30. You will be assigned a daily and weekly chore.
31. All medication will be kept in the Director's office and dispensed as prescribed. Over-the-counter medication will be administered as needed.
32. You will engage in weekly case management.
33. You will have an approved mentor, who will meet weekly with the Director about your progress.
34. You must meet all probation/parole conditions.

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DORM LIFE

1. The Director and/or staff must approve changes in your living quarters' decorations.
2. You are expected to make your bed neatly before breakfast. You are permitted to lie on your bed during scheduled breaks, free time, and after 9:45 p.m. Upon rising from bed, you must straighten in preparation for an unannounced inspection.
3. You must be downstairs and ready for the day at 7:00 a.m. every morning. This includes all personal hygiene completed and dressed for the scheduled activities.
4. You must keep all personal materials in your assigned area.
5. Photos of a girlfriend are permitted providing they are of a positive nature and not sexually provocative. The Director will approve all photos you wish to display.
6. You must do all your own personal laundry.
7. You are expected to keep your living area clean, neat, and organized at all times. Inspections are conducted on a daily and unannounced basis.
8. You must be fully dressed before leaving your room (shirt, pants, and socks). An exception is going from your room to the shower and back. During that time, you should be covered from waist to knees.
9. Unless changing clothes, you are not to be unclothed or in your underwear. Being barefoot is allowed only in your bedroom or the bathroom.
10. You are not to place thumbtacks, nails, etc. in any wall or furnishing at any time.
11. A good night's sleep is important. Lights out is at 10:30 p.m. No talking, making loud noises, or reading after that time.
12. Leaving your bedroom after lights out is prohibited except for going to the bathroom.
13. Only staff may turn lights on or off, open or close windows, or adjust thermostats. An exception is in the bathroom or stairwells.
14. You are not allowed to have any food or drinks upstairs.
15. Staff will assign rooms and you are not permitted to switch.

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DINING ROOM

1. You must display proper table manners during meal times.
2. You must wash your hands before each meal.
3. You may not share drinking cups or glasses. This is an easy way to spread germs.
4. All food items that are brought in by visitors will be placed in the kitchen for distribution among all residents.
5. High energy drinks are prohibited.
6. Two of our three daily meals will be shared.
7. You will help cook and help clean up.
8. Food stamps you may receive will be pooled for food for the house. You will be allowed to keep \$35 for yourself, for personal snacks that will be stored in the kitchen.

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CLASSROOM AREAS

1. Classroom instructors will maintain full supervision of the classroom and have the authority to dismiss you from the classroom if your actions merit dismissal. A dismissal from a classroom instructor may result in a discipline slip from the Director.
2. Adequate bathroom breaks will be given between classes.
3. You may not write or draw on any of the classroom materials.
4. You may not leave class without the permission of staff.

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WORSHIP SERVICES

1. For the first 60 days of residency, you will attend church services with the House Manager.
2. You are expected to attend all scheduled worship services.
3. All recreational activities (sports, tv) must be ended 30 minutes prior to departing for a worship service or other off-campus activity.
4. There will be various evening activities or meetings Monday – Friday.

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TELEPHONE, VISITORS, OFF-CAMPUS PASSES, & MAIL POLICIES

1. Only your immediate family members (father, mother, grandparent, wife, child, sibling and their legal spouse, nieces or nephews under age 16, step-parent and step-children) are permitted to be on your visitor, phone call, or mail list. Their names, addresses, and phone numbers must be recorded in your file and they must have completed, in its entirety, an approved visitor form prior to scheduling a visit. Each visitor will be approved by the Director.
2. The Tree House understands that family contact and participation is part of each recovery process. Phone calls will be permitted to approved family members after the first thirty (30) days. Phone calls will be scheduled. Special consideration may be given if you have no immediate family, and a visit or phone call from another person may be reviewed and approved by the Director. You will be given a time limit for each call. The Director may make an exception to the time limit prior to the call, if deemed necessary.
3. Personal visits from your immediate (and approved) family members is permitted after the first thirty (30) days. Your visitor(s) must comply with all visiting guidelines. You will be permitted two visits per month with 1 to 4 persons per visit. This includes children and infants. If you have biological children under age 16 who live more than five hours away, you may have all the children visit at once.
4. Staff will supervise the visits, which will be held in the living room. Staff can arrange a tour of the house for your family providing they make an advanced request. An approved and supervised tour of the house is the only time a visitor is permitted upstairs. Except for tours, visitors (including children) are to remain in the dining room.
5. It is your responsibility to make sure visiting family members do not roam the house or grounds and remain in the dining room. It is also your responsibility to inform female visitors to dress modestly. Violators of modest attire will be asked to leave.
6. You are permitted to have scheduled and pre-approved visits from church pastors or counselors.
7. All of your incoming and outgoing mail must go through the Director. You are not permitted to retrieve mail from the mailbox. Only mail to and from approved family members is permitted.

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8. You are not permitted to give your visiting family members letters to mail for you. This will result in a discipline slip.

OFF-CAMPUS PASSES

Passes to leave campus will be approved or denied by the Director on a case-by-case basis.

PERSONAL APPEARANCE

1. You must dress maturely, neatly, and modestly at all times, both at and away from the house.
2. You are expected to dress in a mature and Godly manner. No skulls, weapons, drugs, alcohol, or any negative representation of a product or lifestyle is permitted on clothing or accessories. Belts must be worn with pants, with no underwear showing.
3. Shorts may be worn and to assure modesty and decency, shorts need to come right above your knees.
4. You may wear sweat pants, jogging pants, or similar attire during free time. Muscle shirts and tank tops are permitted when working or during recreation only.
5. Your shoes must be cleaned prior to leaving for all church-related activities. You may polish or clean them outside your dorm room.
6. One week's worth of clothing is all that is necessary to bring. You will be doing your own laundry on a regular basis.
7. You may wear a hat or sunglasses for weather protection. These must be removed when entering a building.
8. You are expected to shower, brush teeth, shave and apply underarm deodorant daily. Only non-alcohol mouthwash is allowed in the house.
9. You may be barefoot in your room or bathroom only.

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OUTSIDE ACTIVITIES

1. You must assemble at the designated vehicle for transportation to an activity at least three (3) minutes prior to the announced departure time for all outside activities.
2. Everyone must remain together as a group. Specific permission must be granted by staff on duty prior to your leaving the group for any reason.
3. While travelling off the property, we represent The Tree House. You may never yell, extend your arms out windows, or gawk at passing motorists or pedestrians.
4. For your safety, you must wear a seat belt at all times while sitting in a moving vehicle. There is absolutely no exceptions.

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TOBACCO

We are a tobacco-free ministry/recovery house. No tobacco use is permitted on the property inside or outside or during transportation to and from events. You may not keep tobacco products of any kind (dip, cigarettes, etc.) in your room or on your person. If you struggle with giving up tobacco, we will gladly help you find support with either classes, mentors, etc.

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FIRE EXITING PROCEDURES

In the event the fire alarm sounds, you must immediately leave the house and exit via the nearest safe route. You must proceed to the carport. Staff will take a head count. It is important to remain calm and quiet so staff can assure all residents have vacated the house.

MEDICATION AND ILLNESS

You have a right to give informed consent to refuse treatment or medication for an illness or accident. However, you should seek the advice of a physician before refusing treatment. The staff at The Tree House are not medical professionals and do not know and cannot inform you of the specific medical complications that may result from refusing medication or treatment. The Tree House is not a medical facility and is unable to provide medical supervision. Therefore, you must be physically able to participate in every component of daily life and activities. If your health deteriorates to the point where you are no longer able to participate, or medical conditions require regular medical supervision, you should voluntarily terminate your residence and move out.