

DAILY SCHEDULE & RESIDENT GUIDELINES

February 2022

MONDAY – FRIDAY

5:30 - 6:15 A.M. RISE & SHINE: During this time you will be expected to make yourself presentable, clean your room, fix your bed, and hang up your clothes. All this must meet staff approval. An unannounced room inspection can be made at any time. You are also encouraged to have a time for personal devotions during this time frame.

6:15 - 7:00 A.M. BIBLE READING TIME: Bible Reading time is required attendance. This time is set aside each day for reading the daily Bible reading assignment (all 4 Chapters) & prayer. Your 1st priority for this time is reading the assigned 4 Chapters from your reading Schedule. After completing this you are free to use Bible study helps, study Bible Memory, pray, or read an approved devotional book. Use this time wisely and God will bless you for it. Your punctuality will help everyone's day to begin properly. Being tardy may result in discipline. i.e. you may be asked to skip breakfast, Etc.

7:00 - 7:30 A.M. BREAKFAST: Breakfast is served at 7:00 a.m. SHARP. Only if you have signed off no later than supper time the evening before can you skip breakfast. It is necessary for everyone to be present for prayer. If you skip the meal, we ask that you spend that time quietly studying in the Training Room.

7:30 - 7:55 A.M. PERSONAL EVALUATION & STUDY TIME: You will be expected to be in the training room during this time. Your first priority for this time is to do a personal evaluation of yourself by completing the Daily Moral Inventory (D.M.I). Providing that your Bible Reading and D.M.I. assignments are finished, you may use the remainder of this time for doing homework, studying Bible memory, or personal studies.

7:55 - 8:15 AM PRAYER TIME: This is a group time of prayer normally led by the lead resident.

8:15 - 10:30 A.M. CLASS TIME: Class time is also required attendance. This time is used to teach and share about God's Word and its personal application. You may not leave the session at any time without permission. There will be one break period during this time. All drinks are to stay in the dining room area only, except for personal water bottles on your desk. Here is the breakdown of the class time schedule:

8:15 - 9:15 First Class
9:15 - 9:30 Break
9:30 - 10:30 Second Class

10:30 - 12:00 COUNSELING & WORK TIME: Those not in active Counseling/D.M.I shall be working in the shop whether before or after lunch. Some residents may meet with their counselor after lunch and will work in the shop in the time before lunch. Your Counselor will give further directions regarding this time.

12:00 - 1:00 P.M. LUNCH TIME: Everyone is expected to be present for prayer at 12:00. Only if you have signed off no later than breakfast time can you skip the noon meal. Being tardy may result in discipline. If you skip the meal, we ask that you spend that time quietly studying in the Training Room. The upstairs is off limits except for 10 minutes following the lunch dismissal to change clothes.

1:00 - 5:00 P.M. WORK TIME: Work Time is your time to help out in various workshop activities. It is expected of you to work diligently during this time, and not to loiter. You are not to leave the workshop area during this time unless authorized personnel grant you permission to do so. We won't ask you to do anything that the staff wouldn't do. You can be assigned to work longer if the staff deems necessary. A fifteen (15) minute break will be given during the afternoon work time. Its privileges are the same as morning break. Basketball is not to be played during break times. You are not to use any power tools unless you have been trained and granted permission by a staff member. The last several minutes of work time are designated for cleanup in which the tools, etc. are picked up and put away. This needs to meet the shop foreman, foreman's assistant, and/or counselor's approval.

5:30 P.M. SUPPER TIME: Everyone is expected to be present for the mealtime prayer. Only if you have signed off no later than breakfast time can you skip the evening meal. Being tardy may result in discipline. If you skip the meal, we ask that you spend that time quietly studying in the Training Room.

6:00 - 7:00 P.M. STUDY HOUR: The study hour is time provided for you to work on any homework assignments, Bible memory, letter writing, etc. that you may have to do.. This hour may be deleted, shortened, or moved to a more convenient time depending on the evening activity. It is also important to be quiet during this time so as not to disturb others. See Study Hour Guidelines for more details.

7:00 - 9:15 P.M. GROUP ACTIVITY TIME: Everyone will be required to be with the group during this time. The Houseparent on duty will be in charge of the activities. Dorms are off limits during this time.

9:15 - 9:45 P.M. QUIET TIME: As we conclude each day it is important that we have God share with us through Bible reading and we share with God in prayer. You will also be expected to share the blessings and struggles you have faced throughout the day. Sharing in this way can be an asset to others as well as to yourself. A staff member will be in charge of this concluding aspect of the day.

10:00 P.M. LIGHTS OUT: Turn all things over to God and relax so you can get a good night's rest and be refreshed for the next day.

A. PREPARATION FOR YOUR STAY AT FRESH START...

1. I will not bring anything into FRESH START without the approval of the Houseparent or Administrator. (Examples: TV, radio, knives, guns, money, rings, wallets, pets, cell phones, electronics, sunglasses etc.). Unapproved items may be kept in file for you or sent back to your home.
2. I will settle personal business such as my medical, dental, and legal affairs, before entering FRESH START. I understand that I will not be taken to the doctor except for emergencies. Any exceptions must be approved by the director and houseparent of the program. When going to any Dr., I will sign a release of Information form so that a Staff member can accompany me for the examination.
3. I will not have any undesirable literature in my possession.
4. I will not initiate, cultivate, or continue a boyfriend/girlfriend relationship while at FRESH START, but rather will focus my energies on the spiritual renewal of my inner man.
5. I will turn all my money over to the FRESH START staff, who will then handle my finances as personal needs arise.

B. FRESH START ORIENTATION...

What is Fresh Start? Fresh Start is an intense Christian Discipleship Program. Our two primary goals are that you would:

- 1.) Have a greater love for the Lord Jesus Christ. *"...Thou shalt love the Lord thy God with all thy*
- 2.) Have a greater love for the people He has placed in your life. *heart...and thy neighbor as thyself."* (Luke 10:27)

We believe that all of life is lived from the heart. We will focus on developing a heart that is free from sin and any weight that could hinder you from the highest achievement possible—to love the Lord.

A disciple is a follower of the Lord. He recognizes his need for personal growth and willingly submits to certain measures of control that provide a framework for that growth to take place. Since we have only a limited amount of time together, and Fresh Start operates with the generous gifts of Christians, we work hard in a structured environment.

Orientation is generally viewed as being the first two (2) weeks of the program. During this time the staff will help you adjust to the program, schedules, routines, etc. This will also be your time to familiarize yourself with our guidelines, learn how to beneficially fill out your D.M.I. sheet, etc. In order to allow you time to adjust and to get to know people here, you may be excused from active participation in certain activities (i.e. Sociogram, Jail Ministry, Etc.). Use this time diligently to build relationships, especially with your counselor, for this will be the foundation of your stay at Fresh Start.

C. GENERAL GUIDELINES FOR FRESH START RESIDENTS...

6. I will do my utmost to be on time to whatever activities the schedule would dictate. This will require me to think ahead several minutes in order to arrive at the next function on time.
7. I will not use profane language.
8. I will agree to regular evaluations of my behavior and attitudes.
9. I will show respect to all administration, staff members, and residents.
10. I will not whine, beg, or badger a staff member or director after having been told "NO" to some request. I will not complain to the other residents about the staff.
11. I will engage in conversations about my past lifestyle only for the spiritual edification of myself and/or others.
12. I will join in work assignments that are given to me by any staff member.
13. Napping is generally permitted on Sunday Afternoons; otherwise, you are expected to be diligent in your quest for leading a disciplined and productive life.
14. I will not trade, sell, or swap clothes.
15. I will not leave any food uneaten which I have placed on my plate. I will not go for "seconds" until given permission nor be excused until dismissed.
16. Holding or touching any child (other than my own children or grandchildren) while at FRESH START is not permitted.
17. Interaction with a child, such as Communicating With or Playing Games With, etc., is permissible provided that there is verbal consent and supervision from the Child's Parents. Permission must be had each time of interaction.
18. Any sexual trespassing toward another person is considered to be grounds for dismissal from the Fresh Start Program, and any Criminal Sexual act that a Client commits while in our care will be immediately reported to the appropriate legal agencies. Please refer to the Sexual Abuse Form that was presented to you at Sign In...
19. I will not drive any vehicle or equipment while in the FRESH START program.
20. Houseparent Apartments and all offices, including the front desk, are off limits (unless accompanied by a staff member).

D. GUIDELINES FOR THE FRESH START PREMISES...

21. I will not leave the building or property for any purpose without permission from a staff member.
22. I will not adjust any temperature controls on any heating or air conditioning units. I also will not open or close windows or heat/air registers at any time.
23. I will show respect to my fellowman by avoiding horseplay (IE. Pushing, shoving, hitting, etc.), while in the program. I will not run anywhere in the FRESH START building except in the gym.
24. I will not go into the kitchen before appointed times; otherwise the Kitchen, Pantries & Coolers are off limits without staff permission.

E. GUIDELINES FOR THE TRAINING ROOM...

25. I will sign out any books that I use from the library if I intend to keep the book in my desk or if I take it out of the Training Room. Study books (from off of the corner cabinet) are not be taken out of the Training Room.
26. I will not watch videos except by assignment from my Counselor or a Houseparent.
27. I will not leave the Training Room during any class, study time, or prayer time without permission of a staff member.
28. I will purpose to be attentive and diligent in all Training Room Activities.

F. PERSONAL HEALTH & HYGIENE...

29. I will not smoke, use drugs, or drink alcoholic beverages.
30. I will be given my prescribed medication by or under the direction of the houseparent. All medications (Including vitamins, herbs, minerals, supplements etc.) must be prescribed or recommended by a Licensed Medical DR.
31. I understand and agree that FRESH START will not be held liable for bills that I incur, medical or otherwise.
32. As with other issues in my life, I will be diligently disciplined in relation to my food consumption. If I fail to discipline my own eating habits, I will be willing to receive assistance from the staff in order to maintain balanced eating habits.
33. Coffee is limited to a one (1) cup serving. This applies to eating out, visiting in homes, etc. Exceptions may occasionally be offered by a staff member.
34. Breath fresheners are permitted. Gum & candy are not allowed unless served by a staff member.
35. I will bathe every day because cleanliness is important both spiritually and physically.
36. I will keep my clothes clean and wrinkle free. The houseparent will take care of any mending. The laundry schedule will be in charge of the staff. I will make my bed every morning, wash my bed linens weekly, and keep my room clean at all times.
37. I will keep my hair combed, get a haircut when asked to do so, and be responsible for the hair cleanup. I will comply with the administrator's decision regarding facial hair. The mustache is not permitted. The beard is permitted only in situations where it is a church requirement. Any exceptions will be at the Administrator's discretion.
38. I will not take a shower after 9:00 p.m. without a staff member's permission.
39. I will shave each morning, brush my teeth and use deodorant daily. Branded products with sexually suggestive labeling are not permitted. (Mouthwash with Alcohol content is also not permitted).
40. I will be responsible to keep my own toiletries (any article relating to personal care) neatly put away.

G. GUIDELINES FOR CHURCH SERVICES...

41. I will wear dress pants (no jeans), long sleeved dress shirts, and dress shoes to all church services. For PR PROGRAMS, we require black dress pants & white dress shirt (long sleeve), as well as black shoes & socks.
42. I will be reverent and attentive in all church services.
43. I will sit in my assigned seat (if any) or where directed by a staff member. If I have visitors at a Church Service, I may sit with them in the bench just behind the youth. In the event that my visitors sit elsewhere, I will sit in my normally assigned seat.
44. We encourage you to fellowship with the larger congregation after services at FRESH START MENNONITE CHAPEL, however we ask that you remain either in the auditorium or the entry foyer until the group is ready to leave.
45. When attending social functions or church services, other than at FRESH START MENNONITE CHAPEL, you will be expected to remain with the group unless permission is granted by a staff member.

H. GUIDELINES FOR SHOPPING...

46. I will accept Staff's supervision while shopping. This is a privilege and not a right. Any expenditures are subject to staff approval. (You will need to fill out & submit your shopping list to staff prior to town trips). The Staff and residents are to remain in a group while in town. Shopping trips are not allowed before I am in the program four (4) months.
47. I understand that if my cash account is in the red or if I have insufficient funds, that I will not be permitted to make further purchases until my cash account is replenished.

I. GUIDELINES FOR RECREATION...

48. I will attend all recreation but may or may not be required to participate. I will willingly participate when asked to do so. Please refer to dress Code section for appropriate recreational attire.

J. GUIDELINES FOR WORK...

49. I will agree to fulfill my duties in whatever jobs are assigned to me.
".... that if any would not work, neither should he eat." (II Thessalonians 3:10b).
50. I will not drive any vehicle or forklift while in the FRESH START program.
51. I will ask permission if for any reason I need to leave the work area (even the rest room).
52. There are to be no basketballs shot during the afternoon break. Also, there will need to be one 15 MINUTE BREAK forfeited for each basketball shot after WORK TIME is called.
53. If I am late for the startup song at the beginning of Shop Time, I will sing a solo for the group the following day.

K. GUIDELINES FOR DORM LIFE...

54. The dorms are off limits during the day and evening (except to get a change of clothes). I will stay in my assigned Bedroom after lights out except to go to the restroom.
55. I will respect the privacy of everyone at FRESH START. I will not bother, use, or take anything without permission.
56. I will wear a shirt and pants, at all times except when going to the restroom from the Bedroom (a robe or pajamas are then acceptable). Shoes & Socks are to be worn at all times (other than in the Men's Dorm and Lounge Area... socks, slippers, or socks with footwear are then acceptable).
57. I will be in the lounge sitting area ready for the end of the day sharing at the appointed time. Be ready to read, meditate, pray and share. (any Shirt that you would wear for shop, class or church is permitted for this time).
58. I will not take food or drinks upstairs or to my room without permission. Any food/snacks etc. accumulated from extra-curricular activities shall be turned in to Fresh Start kitchen upon return to Fresh Start.
59. I will not rise before 5:30 a.m. Please do not cause a disturbance or noise prior to this time. If you must rise earlier you can only do so if you have secured permission from your counselor.

L. GUIDELINES FOR DRESS...

60. I will permit my clothing to be inspected by the houseparent and if it does not meet their approval I will refrain from wearing it. Sweat pants are permitted as pajamas only. Cargo style pants are not permitted. Garments with writing and/or pictures are not permitted. The white Undergarment style T-shirt is permitted only as an undergarment or sleepwear.
61. All shirts should be tucked in. Hats are permitted for weather protection or religious requirements only, but should not be worn indoors.
62. If your home church's guidelines are more conservative than FRESH START'S, then you will be expected to follow your church's dress codes. In areas where FRESH START'S guidelines are more conservative you will be expected to follow the FRESH START guidelines.
63. Any off campus activities will require a minimum dress code as defined below in "Class Clothes" unless an exception is made by a Houseparent or Administrator. Following is a general definition of minimum dress codes for various activities...
 - a. **Dress Clothes...** Dress Pants (no jeans style), Long Sleeve Dress Shirt, and Dress Shoes.
 - b. **Class Clothes...** Collared shirt is required. Jeans and casual shoes are permitted.
 - c. **Work / Recreation Clothes...** Same as class clothes, exception that T-shirts are permitted.
 - d. **Footwear...** Western style footwear with tapered heels and toes are not permitted.

M. VISITATION PRIVILEGES...

64. Residents are allowed 2 visits during orientation after which there is a one-month period of No Visits, upon which time the Regular Visits begin. This applies to both Male & Female Clients.
65. A resident may have Regular Visitation privileges from his immediate family every two (2) weeks. Immediate family consists of parents, grandparents, brothers, sisters, wife (excluding common-law) or children. Uncles, aunts, and in-laws may also visit with approval of the Houseparent's or director.
66. Visitation privileges (if granted) shall be on Saturday 6:00 – 8:00 pm, & Sunday afternoons from 2:00 – 4:00 p.m.
67. Visitors traveling from a distance of 200 miles or more may have visitation privileges from 2:00 - 4:00 p.m. on Saturday and Sunday. If other arrangements need to be made, they must be approved by the houseparent or director.
68. Visitations are privileges and not rights. Should problems result because of visitations, the visits can be terminated.
69. Visitors are to be entertained in designated areas; residents are not to interfere with other residents' visits.
70. Residents may sit with their visitors during Church Services, providing that they have Houseparent approval, and are sitting in our normal designated area (normally the bench just behind the youth fellows).
71. Sunday meals may be provided for visitors who have traveled from a distance away. This privilege must be approved and planned with the houseparent ahead of time. Visitors from local areas should provide lunch on their own.
72. Residents are not to invite guests to visit, eat meals, or stay overnight without permission from the houseparent.
73. Pastors (and Accountability Persons) of the residents should call the Administrator or Director of Client Care for information regarding their visiting privileges.

N. COMMUNICATION PRIVILEGES...

74. We would encourage that most of your communication be done through letter writing.
75. I will submit to having all incoming & outgoing mail screened by a staff member. I will pay for all of my own postage expenses. Stamps and stamped envelopes are to be in the possession of the counselor. News bulletins, magazines, periodicals, etc. are not permitted. Exceptions may be granted with the approval of the director or houseparent.
76. All communication (letters and telephone calls) should include only the immediate family. Immediate family consists of parents, grandparents, brothers, sisters, wife (excluding common-law) or children. Uncles, aunts, and in-laws may also be allowed to communicate, with approval of the Houseparent's or director.
77. All money received through letter correspondence must be turned in to FRESH START staff and will be kept for you. Should any money be found in your possession without permission it will be donated to FRESH START.
78. All out-going mail must be given to your counselor who will then see that it gets mailed.
79. PHONE CALLS... are to be done on Sunday Afternoons. ALL CALLS ARE ALL OUTGOING, with a 15 Minute time allotment and must be approved by a staff member. Family members may request that a resident return a call by contacting our office during regular business hours. During orientation, there can be two (2) calls made to family, and 2 calls to Accountability/Pastors. These calls will be supervised via speakerphone. After orientation, a resident can have or make no phone calls for one (1) month. Thereafter, two (2) phone calls per available Sunday will be permitted. Each resident will be assessed a \$5.00 per month for Phone & Fax services. This Applies to both Male & Female Clients.
80. All communication is a privilege, not a right. Should problems arise because of phone calls or letters, the privilege may be taken away.