

PRITCHARD HOUSE PROGRAM RULES

1. **PARTICIPATION**- Residents are to participate in all activities in and away from the building. Failure or refusal to do so may result in discharge.
2. **ALARM SYSTEM**-Alarm is armed at all times so please use the front door only . Use of any other doors will set off the alarm system. **PLEASE USE ONLY IN EMERGENCY.**
3. **NACM BUILDING**-Do not move furniture. Do not mark on the walls. Do not tie up the curtains in the rooms. Keep the same room assigned to you when you entered the program.
4. **HEALTH**- All residents must be in good health. All medication is to be turned in and staff will monitor prescriptions. All medical forms must also be turned in prior to programming.
5. **APPOINTMENTS** - All residents must not have any outside appointments throughout the program. All other appointments will be left up to the discretion of counselor(s).
6. **PHONE CALLS AND VISITS** – No phone calls or visits for the first seven(7) days, from the intake date. Two residents will be assigned to attend to the store when clients need supplies. (e.g. - cigarettes, oral hygiene, feminine products, etc.). After 7 days, telephone calls are permitted. Saturday and Sunday visits are from 1:00 pm to 4:00 pm. No visitors including children will be allowed anywhere in the building, except in designated areas.
7. **MONEY** – Cash on hand must be limited to the amount needed during your stay. Large amounts of money are to be given to designated staff for safekeeping. NOTE: N.A.C.M. will not be responsible for lost or stolen money.
8. **WAKE UP CALL** – Wake up calls will be done at 6:45 am (weekdays) and 9:00 am (weekends and holidays).
9. **CHORES** – All residents are expected to do their chores at all times. Keep you rooms clean. A major clean up must be done on Fridays (e.g.: wash bedding, clean walls, etc.).
10. **MONITORS** – Will be asked or assigned to go to stores for personal items for clients.
11. **MEETINGS** – Residents are to be on time and attend all meeting. (Including all exercise sessions). Ensure you ask staff on duty about meeting times before leaving building you. You must show up 5 minutes prior to meeting time.
12. **MEETING ROOMS** – Playing cards, jigsaw puzzles, radios and musical instruments are not allowed in this room.
13. **COFFEE CUPS/KITCHEN UTENSILS** – Do not remove cups and utensils from the meeting room or kitchen. Regular bed checks will be conducted during the program. No food in bedrooms.