



# Resident Agreement

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# ***Welcome to Shane's House!***

The following Quick Guide provides you with much of the information you will need to make your stay here comfortable. Please read through this entire handbook prior to moving in, in order to acquaint yourself with all of our guidelines. Should you have any questions, do not hesitate to ask a staff member!

## **Quick Guide**

### **Curfews**

- Daily: 11:00pm

### **House Meeting**

- Residents will have house meetings on Monday nights at 6pm. ALL RESIDENTS ARE REQUIRED TO ATTEND UNLESS APPROVED BY HOUSE MANAGER.

### **Outpatient**

- Participation at Little Creek Outpatient Services is a requirement to live at Shane's House.
- You must attend outpatient as directed by your assigned Outpatient Counselor. You will work with your Counselor to arrange a regular schedule.
- Outpatient appointments **DO NOT** count as an AA/NA meeting for the day.

### **Overnight Passes**

- Residents are permitted 2 overnight passes per 30 days, subject to approval.
- All passes are subject to approval by the House Manager after a phone call has been made to your family/significant other, etc. confirming your plans for the weekend.
- Passes must be approved in writing by the House Manager.

### **Recovery/Meetings**

- Daily AA or NA meeting attendance is **required**.
- If Staff feels as though you are not able to be responsible for attending meetings, a meeting sheet will be given and you will have to have it signed off by the chairperson at every meeting you attend.
- You must have a sponsor that you are actively working with.
- You must have a home group that you attend weekly.
- Staff may be available to provide transportation to meetings if you are unable to transport yourself.

### **School/Employment**

- You must be employed or attending school.
- Your weekly schedules for school and/or work must be turned in by the Saturday *prior* to the start of the next week.

### **Signing In and Out**

- ☐ All residents are required to sign in and out when they leave from and return to Shane's House. The log book is located by the front entrance.
- ☐ Residents are not permitted into any bars, casinos, night clubs, or strip clubs. Any resident spotted or believed to be at one of these establishments may be asked to leave Shane's House at the House Managers discretion.

### **Vehicles**

- ☐ Residents are permitted and encouraged to have their personal vehicles while living at Shane's House.
- ☐ Vehicles are subject to search at staff discretion

### **Visitors**

- ☐ Visitors must be signed in and out of Shane's House.
  - Individuals, who are banned from LCL for 30 days or more due to relapse, are also banned from Shane's House.
  - Visitors may be asked to leave by staff if they are not deemed to be a positive influence.
- ☐ No one is permitted in residents' bedrooms other than roommates.
- ☐ Family members and significant others are permitted at Shane's House when you are present. Please try to be courteous and let your housemates and staff know ahead of time.
- ☐ All visitors must be approved by the House Manager prior to entering the residence.

### **Wake-up**

- ☐ It is your responsibility to wake up on time for work, school, etc. with an alarm clock.
- ☐ The staff will conduct one wake-up at 10am. Residents cannot sleep all day.

***USE OF NON-CIGARETTE NICOTINE DEVICES IS PROHIBITED INSIDE THE HOUSE, BUT MAY BE USED OUTDOORS IN THE DESIGNATED SMOKING AREA***

***NO SMOKING IN THE HOUSE.***

## House Rules

### **Banking**

- Residents have the choice of having their own personal bank account at a local financial institution, or utilizing our 'Banking with Rosie' program
  - Banking with Rosie- Residents may open an account with Rose Janus at the Lodge and she will assist them with budgeting. Residents may withdraw up to \$75 cash at a time, unless they have specific approval from their outpatient Counselor to withdraw more.

### **Bathrooms**

- Showers, toilets, and floors must be cleaned at least twice per week.
- Sinks and mirrors must be cleaned *as needed*.
- Please make sure the floor is dry after showering.
- Do not flush anything but toilet paper. If the toilet becomes clogged, notify staff immediately.
- Empty the trash when it is full.
- Hang towels only on towel hooks or racks, *not* on doors or dresser drawers.
- Do not keep more than one bath towel.
- Respect others who share the bathroom; clean up after yourself.
- Turn off the faucets, lights, and fan before leaving.

### **Bedrooms**

- Never enter another resident's room without that resident present.
- Must be kept cleaned and organized throughout the day.
- Please make your bed neatly everyday
- Please wash and change sheets weekly.
- Cork Bulletin Boards- for pictures or papers. Don't take the board off the wall and do not tape or pin anything directly on the walls. Pictures displayed on the board must not be offensive or embarrassing to others.
- Please empty your trash when it is full.
- Lights and fans are to be turned off when you are not in your room.
- Food, cups, glasses, and bottles are not allowed in bedrooms.
- Rooms are subject to search at any time.
- No weapons are permitted on the property at any time.
- Cash or valuables are not to be left out on dressers, nightstands, etc.
- Shane's House is not responsible for any theft, loss or damage to property during or after your stay.

### **Central Air Conditioning and Heating**

- Please do not adjust thermostats.
- Keep all windows closed when the central air or heat are on.

### **Chores**

- House Chores will be written on the whiteboard and will change every Tuesday.
- You are responsible for completing your chore as needed. If it is determined by staff that you are not keeping up with your chore appropriately, you will be put on a daily schedule to complete it.
- If you are not able to complete your chore (i.e. due to an overnight pass), you are responsible for getting it covered by another resident.
- Deep cleans will be implemented by staff on a weekly basis, as needed. All residents are required to deep clean their bedrooms and all assigned chores prior to leaving, unless otherwise approved by the house manager.

### **Common Bathrooms**

- Please be sure to flush and put the lid down after using common bathrooms.
- If you finish a roll of toilet paper, please replace it.

### **Computers**

- You are permitted to keep your personal laptop in your room.
  - We recommend you purchase a laptop lock

### **Drug & Alcohol Use and Random Testing Policy**

- Drugs and alcohol are not permitted on the premises.
- If a resident is found with drugs, alcohol, or paraphernalia, they will be discharged immediately.
- If a resident uses drugs or alcohol at any time while they are living at Shane's House, they will be asked to vacate the premises immediately.
- Residents are subject to random urine drug screening or breathalyzer testing. Refusal to participate in drug or alcohol testing is grounds for immediate discharge.
- Should a resident relapse, they can work with their outpatient Counselor and/or Shane's House Manager to obtain a referral to the appropriate level of care.
  - Residents funded through Wayne County SCA will be referred back to the SCA for re-evaluation and referral.

### **Fires**

- Fire of any type is never allowed in the house (i.e. using lighters, matches, candles).

### **Workout Supplements**

- Residents are not permitted to use, or have in their possession any type of pre-workout powders.
- Protein powders or supplements containing Creatine or other energy boosting additives are not allowed. Ask staff if you have any questions.

### **Food**

- Residents are responsible for providing all of their own food and drinks. All food and beverage items must be marked with the resident's name.
- If any food or drink item is expired, it may be thrown out by staff.

### **Hygiene**

- If you are observed by staff to be struggling with hygiene, staff will address this and assist you in coming up with an appropriate hygiene routine.
- Don't let dirty laundry pile up.

### **Kitchen**

- Wash your own dishes.
- Between meals: Never leave your cup, glass, or dish on the counter or in the sink. Please rinse them off and put them in the dishwasher.

### **Laundry Room**

- Remove your clothes from the washer/dryer when they are done.
- Don't leave clothes in the machines overnight.
- Clean the lint screen before and after using the dryer.
- Unplug the iron/steamer and turn off the lights when leaving.
- Ask staff for help with machine operation and detergent use.

**Living Room**

- This is a common area so please do not leave cups, glasses, personal items out if you are not using them.
- Please use the tables provided for your drinks; do not leave them on the floor.
- Do not move or remove any furniture or fixtures in the common areas of the home.

**Mail**

- |  |  |
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| <input type="checkbox"/> <u>For US mail:</u> | <input type="checkbox"/> <u>For Fed Ex or UPS:</u> |
| Little Creek Lodge                           | Little Creek Lodge                                 |
| P.O. Box 942                                 | 361 Easton Turnpike                                |
| Hamlin, PA 18427                             | Lake Ariel, PA 18436                               |

**Recycling**

- All cans and bottles are to be placed in the recycling containers.*
- Recycling containers are located in the kitchen/dining area.
- Recyclables are not to be used as ashtrays or spittoons.

**Rent**

- Each resident is responsible for his rent.
- Failure to pay rent will result in eviction. If you are evicted, all previously paid money will be forfeited.
- Evicted residents are required to leave the premises immediately and not return under any circumstance. Arrangements must be made with the House Manager to retrieve any and all personal items.

**Staff**

- Disrespect of staff in any form is grounds for discharge.
- Any disciplinary measures, up to and including permanent removal from the premises, are at the discretion of the House Manager.

**Tobacco**

- Cigarette smoking is allowed on the side porch area.
- Cigarette butts must be put in ashtrays and never inside garbage cans.
- Juuls and vapes are permitted outside only within the designated smoking area.

**TV**

- Staff monitors all TV use for appropriate content.
- Sex, drugs, gang activity, or foul language are not allowed.
- Please turn televisions off when you leave the room.

**Medication Policy:**

Shane’s House does not administer drugs to any client. All medications are stored in lock boxes given to the client upon admission to Shane’s House. All medications are self-administered by the client. The procedures for the administration and storage of client medications are as follows:

- ☐ All client prescription medications will be stored in the appropriate numbered lock box given to the client upon admission.
- ☐ All medication boxes are subject to random search by the House Manager.
- ☐ All medications in the numbered lock boxes will be counted weekly to ensure the client is taking the medication as prescribed.
- ☐ All medications will be self-administered by the client.
- ☐ Any controlled substance medications will be locked in a separate lock box in the locked staff closet and given to the client to self administer when needed.
- ☐ All clients are asked to notify the House Manager if a medication refill is needed. The House Manager will have the client follow up with the prescribing doctor to ensure the refill process is handled timely and appropriate.

All clients on medications admitting to Shane’s House will be referred to:

<p><b>The Wright Center</b> 5 Washington Avenue Jermyn, PA 18433 (570) 230-0019</p>	<p><b>Hamlin Family Health Center</b> 543 Easton Turnpike #105 Lake Ariel, PA 18436 (570) 689-9965</p>
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- ☐ Distribution of any medication is grounds for dismissal of Shane’s House.
- ☐ Abuse of any medication is grounds for dismissal of Shane’s House.
- ☐ Any other questions regarding medication policies or procedures may be directed to the House Manager.

## **REFERRAL POLICY:**

Purpose: To ensure the safe and effective referral of a client who relapses during his stay at Shane's House; to facilitate the treatment process in an effective and client centered manner.

Rationale: Relapse is an emotional and difficult experience for any person. It is our responsibility to ensure the safety of our clients in a compassionate and appropriate fashion during difficult times.

When a client relapses during his stay at Shane's House the following procedure will be followed:

1. The staff who is made aware or discovers that a relapse has occurred will immediately assess to determine the safety and well-being of the client and current community;
2. Once safety is assessed and determined the staff member will notify the Shane's House, House Manager;
3. The House Manager will then notify The Admissions Coordinator.
4. The Admissions Coordinator will assess the client and the client's needs to make the appropriate referral to the appropriate facility.
  - a. The Admissions Coordinator will place the initial call to the referral source, with the client (if possible), in an effort to ensure a warm hand-off.
  - b. If the client was referred to Shane's House by the SCA, the SCA will be notified immediately and the referral will be made back to the SCA for their own assessment purposes.
5. The Admissions Coordinator will continue to follow the client's case to ensure safe transfer to appropriate programs.
6. Once a client is admitted to another program the Admissions Coordinator will continue to follow up and determine if the client is appropriate for admission back into Shane's House, if desired by the client.

## **Shane's House Resident Agreement: Acknowledgement Form**

I, \_\_\_\_\_, acknowledge that I have received and reviewed the Shane's House Resident Agreement. By signing this form, I agree to abide by all of the agreements and guidelines and understand that if I am not compliant, I may be asked to leave immediately and no longer be able to reside at Shane's House.

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Resident Signature

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Date