

CONNIE'S CORNER
PARTICIPANT HANDBOOK

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Overview

Connie’s Corner provides a non-emergency, safe environment for survivors of domestic violence and victims rescued from human trafficking so they can regain hope and transition into prosperity. All participants are recognized as beloved children of God and, as such, are valued, nurtured, and treated with dignity and respect.

The goal of Connie’s Corner is to provide an environment that is physically and emotionally safe for all participants. Because Connie’s Corner is a form of a group home, rules and regulations are needed for the health and safety of all. All participants are expected to fully adhere to these rules.

In addition to these rules, each participant will have an individualized mentoring plan. This mentoring plan will include benchmarks which participants must meet to continue in the program.

Personal Responsibilities

1. Children

Dependent children may be housed with their custodial parent. These children will sleep in the room with their parent and may not enter the room of another participant. Children are considered to be participants of the program also, so all rules and schedules put forth for adult participants also apply to children. Failure of the children to adhere to the rules and policies of the program may result in the family being dismissed from the program.

All school-aged children must be enrolled in school and attend unless sick or with prior authorization of the Executive Director or staff. Children may not be home-schooled.

Parents are responsible for their children at all times. Children may not be left at the house unattended. If this occurs, the participant will be dismissed from the program. Children may not be left under the care of another participant.

Participants may not discipline, feed, bathe, assist with toileting, or change the diaper of another participant’s child.

Parents are not allowed to spank, slap, paddle, hit, or engage in any form of physical punishment. Parenting advice will be provided as a part of the AngelWingz program.

It is understood that children can be active and loud at times. Parents are encouraged to be considerate of other participants in this regard and encourage supervised outdoor play and age-appropriate activities.

2. Dress code, hygiene, and personal cleanliness.

Participants are expected to be clean and modestly attired at all times. All participants are encouraged to wear comfortable and loose-fitting clothing daily. Underwear (bra and panties) is necessary with all daily attire and must be covered at all times.

Halter tops, midriff tops, tight pants or shorts, and see-through clothing are not allowed. Tank tops must be 2-3 finger-widths, or a shirt worn over or under it. Cleavage must be covered at all times. Shorts and skirts must be modest and should not reveal the buttocks when bending over. In addition, all makeup and

jewelry are expected to be in good taste. Only one-piece bathing suits or two-piece suits with full midriff coverage are acceptable attire for swimming.

Pajamas, nightgowns, and tee shirts with shorts or pants may be worn as nightwear to bed. Pajamas and all sleeping attire are to be worn only in the bedrooms. Participants are expected to be fully clothed by 7 AM.

Participants are expected to maintain good hygiene and personal cleanliness. Please note this includes bathing daily.

3. Smoking, Vaping, and the Use of Tobacco Products

Vaping and the use of tobacco products (cigarettes, cigars, smokeless tobacco, etc.) is strictly prohibited.

4. Drug and Alcohol Use

Drug and alcohol use are strictly prohibited. Possession of alcohol or illicit substances will result in automatic dismissal from the program. Drug testing is random and may be done at any time without notice.

5. Meal Planning

Participants are responsible for planning meals for themselves and their families. Participants are responsible for their own grocery shopping. Participants will receive guidance if assistance is needed procuring food. A common pantry may be used to supplement or provide food if resources to buy are not available.

Each participant/family unit is assigned refrigerator and cabinet space to store their groceries. Participants are not to take food belonging to another.

6. Laundry

Participants are to do their laundry during assigned times unless approved by staff. No participant may put laundry in and leave the premises. Participants are to clean the dryer lint filter after each use. Participants may not do laundry after 6 PM unless approved by staff.

7. Personal Belongings

Participants are allowed to bring clothing for 7 days.

Participants are not permitted to borrow or lend anything. If a participant has a need, she is expected to notify staff of her needs so that arrangements can be made to provide this item.

If anyone is caught stealing, it will be grounds for immediate dismissal. Should this be a concern, unannounced checks of everyone's personal areas will be made.

8. Sleeping Behavior

No participant is to return to bed after 7:30 AM unless approved by staff or by written permission from a health care provider.

Participants are to be in their own rooms with lights out by 9 PM with the exception of Friday and Saturday when lights out is 10 PM. No participant is to enter another participant's room.

9. Vehicle Policy

Personal vehicles are allowed only by participants who have a valid driver's license, a current registration, and insurance. Proof of all must be presented before any participant can drive and/or park at Connie's Corner.

10. Job Policy

Participants are allowed to have a job that is between the hours of 6 AM and 9 PM. Participants are responsible for providing their own transportation.

11. Personal Electronic Devices

Personal computers, tablets, gaming devices, and cell phones are permitted. Personal TVs are not permitted. Participants are to register each item with the executive director upon arrival. Participants are strongly encouraged to have these items protected by a strong password.

Participants are expected to use discretion when using electronic devices. Viewing of pornography, violent content or games, or content rated higher than PG-13 is not allowed. Participants are required to use headphones when using electronic devices other than personal cell phones.

Allowing other participants to borrow or use personal electronic devices is discouraged.

Extension cords or surge protectors must be approved by the executive director. Connie's Corner is not responsible for damage to personal electronic devices.

12. Money

Participants are discouraged from keeping large amounts of cash.

Participants are not allowed to loan or borrow money from other participants or staff.

Connie's Corner is not responsible for any missing money.

Gambling is strictly prohibited.

13. Communication and Conflict Resolution

Swearing and vulgar language are not tolerated. Speech and communication are expected to be honoring and uplifting. Gossip is not allowed.

Every household will have conflict, but it should be resolved as soon as possible. Program participants are expected to use the following conflict resolution procedure when they find themselves in situations where they disagree with others:

- Step 1: Step away, pray, and consider if you may be at least partly at fault.
- Step 2: After praying and thinking it over, try to discuss your differences with the person with whom you've had a disagreement. Focus more on what you could have done differently rather than what you feel they've done wrong.
- Step 3: If the dispute cannot be resolved, agree on a time for a meeting TOGETHER with a staff member who has the authority to make a decision. Understand both parties will be bound by whatever decision is made.

Step 4: "Let it go" and learn something positive from the experience. Sometimes the best friendships are formed when friends agree to disagree on a topic.

14. Threats or Physical Violence

Threats or physical violence of any type will not be tolerated and could result in assault charges being filed. Disrespectful treatment, threatening behavior, rudeness, verbal abuse, obscene language, deliberate harassment, causing division, or ganging up on any participant or staff is not tolerated. These behaviors may result in a warning corrective action, and/or dismissal.

15. Departure

Participants must take all personal belongings with them when they depart the program. On the day of departure, a staff member will assist the participant with making sure all their personal belongings are packed.

Connie's Corner will not accept responsibility for items that have been left. The management of Connie's Corner will make every effort to protect personal items and will hold them for 3 days to give time for participants to pick them up. After 3 days, these items will be considered unwanted and will be discarded or given away.

House Management

1. Chores and Household Duties

Participants are assigned household chores which they are to complete daily. In addition, each participant is responsible for keeping their bedroom clean.

2. Bathroom Courtesy

The participant is assigned a shower schedule. This schedule is designed to work with daily commitments and will be posted.

In addition, participants are expected to replace the toilet paper when necessary and rinse out the tub/shower and sink after each use.

Participants are to remove and store personal items immediately after taking a shower or bath. Sanitary napkins and tampons must be wrapped in toilet paper and put in a personal wastebasket, not flushed down the toilet or left in the bathroom wastebasket.

Participants are expected to report any plumbing problems to the staff. This information should be logged so that repairs can be scheduled.

Participants are advised to regularly wash their hands, especially after they use the bathroom.

3. Personal Spaces

Each participant or family unit is assigned a bedroom and personal storage space. Participants are responsible for keeping these areas clean and tidy. Room checks or searches may be done at any time a staff member deems fit without notice.

Participants are to make their beds each day. Nothing should be left on top of the beds during the day except for pillows, stuffed animals, or dolls if the participant chooses. Nothing is to be stored under the bed. Beds are to stay in the designated place.

Participants are allowed to decorate their rooms using command strips or other means that will not mar the walls or furniture.

4. Linens/Bedding

Participants are expected to launder the bed sheets once a week. Bath towels are to be laundered as needed and stored in the linen closet. Wet towels are to be hung on the rack on the back porch. In the case of rain, towels are to be hung in the bathroom.

5. Kitchen Courtesy

A kitchen schedule may be developed if needed to ensure that everyone has an opportunity to prepare meals for themselves and their families.

Meals are to be put away immediately and not left out for safety and sanitation purposes. Each resident is to scrape, rinse, and place their dishes in the dishwasher following the meal. If the dishwasher is full of clean dishes, please unload it. If your dish finishes a load to wash, please turn the dishwasher on.

Participants are to clean the kitchen after each use – place dishes in the dishwasher, wash pots and pans and put them away, and wipe off stove, countertops, and sink. The kitchen should be kept clean and ready for other participants to use.

Food must be consumed in the kitchen and dining room only. No food, candy, or drinks are allowed anywhere else in the house. Only water is allowed in the bedrooms.

6. Common Spaces

Outdoor spaces and the living room are considered common spaces to be enjoyed by all participants. When using these spaces, please be considerate of other participants.

The TV in the living room may be on from 8 AM – 8 PM. The TV is a community entertainment center and programs need to be in good taste for the viewing pleasure of all participants. Only “G” or “PG” rated movies are allowed if children are present. PG-13 movies are allowed if children are not present.

The volume of TV must be moderated so that it is not a disturbance to other participants.

7. Pets

No pets are allowed in Connie’s Corner.

8. Curfew

House curfew is 9 PM every night. Doors are locked at that time. Unless approved by the Executive Director, any participant returning after 9 PM must find other sleeping arrangements. Failure to return by curfew will result in dismissal from Connie’s Corner.

Connie’s Corner Policies

1. Participation in Program Activities

Participants are expected to participate in activities unless given special permission by the Executive Director. Note that the only exception to this will be when the participant’s work or school schedule conflicts with the activity, the participant is sick, or when excused by a health care provider’s note.

2. Permission to Leave the Property

Participants must have permission to leave the property. Participants must log out and indicate their destination each time. Participants must return home by 9 PM.

3. Guests

Guests of any sort are not allowed for the safety and security of participants.

4. Medical and Personal Information

All medical bills incurred that are not covered by insurance, Medicaid, or other resources are the responsibility of the participant and/or their guardian.

Sharing of prescription medication is strictly prohibited and a basis for dismissal from the program.

Connie’s Corner is legally required to report any cases of suspected child abuse or neglect.

5. Grounds for Dismissal

Certain behaviors are grounds for automatic dismissal from Connie's Corner. These include, but are not limited to:

- Violating a no-contact order
- Destruction of property
- Disclosing location of Connie's Corner
- Association with known drug users
- Positive drug test, possession of drugs, and/or being under the influence of any intoxicant
- Participant not being where she indicated she would be
- Physical violence

Received:

Participant Signature: _____

AngelWingz Representative Signature: _____

Date: _____

Time: _____

Reviewed:

By signing below, I acknowledge that I have had time to read and review this document and all my questions have been answered.

Participant Signature: _____

AngelWingz Representative Signature: _____

Date: _____

Time: _____