

JESUS IS THE ANSWER

Heartland

Women's Recovery Program

Handbook

DRAFT

Content is subject to change

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**Heartland Statement
of Belief**

*We believe the Holy Bible
is the fully inspired Word
of God. It is the only
infallible, sufficient and
authoritative rule of faith
and practice.*

*We believe in one God,
eternally existent in three
persons: God the Father,
God the Son and God the
Holy Spirit.*

*We believe in the deity of
our Lord Jesus Christ, His
virgin birth, sinless life,
death, resurrection and
return. He is the only Savior
of mankind.*

*We believe that salvation is
only found through faith in
Jesus and through His grace.*

*We believe in the indwelling
of the Holy Spirit and
through this indwelling, the
ability to live a godly life
and witness unto Christ.*

*We believe in the
resurrection of both the
saved and the lost.*

*We believe in the spiritual
unity of all believers in our
Lord Jesus Christ and all
believers together comprise
the Church, the body of
Christ.*

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“For He looked down from His holy height; from heaven the Lord gazed upon the earth, to hear the groaning of the prisoner; to set free those who were doomed to death.” Psalm 102:19-20

Vision Statement- Our community/church vision is a sustainable, Christ-centered, intentional community of hope built around a vibrant local church, cultivating individual, family, community and global transformation through the Gospel.

Mission Statement -The purpose of HWRP is to bring ladies into a working, restorative relationship with Jesus Christ through involvement in the Heartland Community Church along with group classes, independent studies, and one-on-one counseling. HWRP is not a traditional recovery center; we are a church. Our goal is that ladies who enter HWRP would learn to live life with Jesus Christ at the center

I. Program Dynamics

- Heartland Women’s Recovery Program (HWRP) is tailored for those who recognize they have a life-controlling problem and need assistance in a structured environment that is firmly rooted in Christian principles.
- HWRP is a 12-month program focusing on the gospel of Jesus Christ, discipleship, and work ethics.
- During the program, residents will be assisted in their recovery through four program dynamics:

1. Spiritual Dynamic

*“Come to Me, all who are heavy-laden, and I will give you rest. Take My yoke upon you, and learn from Me, for I am gentle and humble in heart; and you shall find rest for your souls.”
Matthew 11:28-29*

Heartland is a haven of spiritual healing; a place that provides an environment to find God and His plan and purpose for life. Heartland is a place to be equipped for His service and to be sent out where and when He leads.

Our desire is that all who come to Heartland develop a personal relationship with the Lord Jesus Christ and develop a life-long wholeness and esteem for our Savior.

People lacking the fear of God find their lives in a cycle of serving selfish desires, making the wrong choices and not having peace of mind and heart. We introduce the concepts of Christian living and personal responsibility. The Christian life is not abstract theology unconnected with life but has practical implications that will affect how we choose to behave each day. It is not enough to merely know the Gospel; we must let it transform our lives and let God impact every aspect of our lives.

A personal relationship with the Lord can only be properly nurtured and fully developed within and among a local body of believers. No one is called to be a lone Christian. Church life (living corporately on a daily basis) is essential to growth.

Residents are required to attend daily morning devotions, Sunday morning and evening church services, Wednesday evening services, and various group meetings and Bible studies. While enrolled, residents will be exposed to sound Biblical lifestyle principles and healthy relationships.

2. Work Dynamic

“And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Jesus Christ.” Colossians 3:23-24

The primary purpose of working at HWRP is to teach our residents skills, direction, self-worth, interpersonal relations and conflict resolution. Residents may be paid wages for their labor. HWRP will provide opportunities for residents to learn skills that will promote a better quality of life. Establishing and maintaining a consistent work ethic is a vital part of the recovery process.

Residents may have the opportunity to work at various jobs during their stay in the program depending on their progress. During the program, residents will work part-time only. This will be a privilege and not a right. Residents earn minimum wage set forth by Missouri State Law.

3. Educational Dynamic

“My people are destroyed from the lack of knowledge.” Hosea 4:6

The need to educate residents in recovery is important. As Christians, residents must be prepared when the adversary comes our way. Through Bible education, residents will come to the “knowledge of understanding.” Residents are required to attend various Bible classes/programs.

Residents will be graded on their understanding of class material and will need to attain a certain percentage to progress in the program.

4. Counseling Dynamic

“Plans fail when there is no counsel, but with many advisers they succeed.” Proverbs 15:22

The only way to fix a broken heart is to take it to the manufacturer JESUS. At HWRP we know that Jesus is the answer, and while the residents are here, they will be introduced to the Person of Jesus Christ and the saving power of the cross. While at HWRP, the applicant will receive one-on-one counseling as well as group classes, church and daily devotion times. In the first 30 days, residents will go through an orientation process. Each resident will be walked through an evaluation process, and an action plan will be drawn up like a roadmap to your specific recovery process.

II. Procedure for Entry

“Come to Me all that are heavy burdened, and I will give you rest.” Matthew 11:28

The recovery program is voluntary. Applications will be accepted only from those who are committed to a life change and who desire a personal growing relationship with Jesus Christ. All applicants will be required to sign a written contract stating they will commit to continuous spiritual growth while in the program. At the completion of 30 days, 4, 6, 8, and 10 months in the program, all residents will be evaluated for their progress. If expectations/goals have not been reached by certain intervals, the resident may be subject to disciplinary action or discharge from HWRP.

- Applicants must be 18 years of age or older to be considered for admission.
- Applicants must be physically able and mentally stable to participate in work and group living situations.
- In the event of bed unavailability, applicants should contact our office every week or two to determine availability.
- Residents in the program are **NOT** allowed to bring or store vehicles.
- No person will be admitted to the program which is currently taking anti-depressive or psychotropic medications or any form of narcotics. Over-the-counter medication will be administered by HWRP.
- HWRP is not equipped, nor staffed to accommodate the mentally or physically disabled, nor are we able to provide care for those who have significant medical issues.

Applicants must inform HWRP of any outstanding legal matters and court dates during the application process. We ask that legal matters are taken care of before entry. If legal matters arise during a resident's program time, we will try to make accommodations as deemed necessary by the Program Director.

NOTE: IF YOU ARE INCARCERATED, PLEASE DO NOT APPLY UNTIL YOU ARE WITHIN THREE MONTHS OF RELEASE.

The Admission Process

1. Download the application and handbook from the website (hlandrecovery.org)
2. Read the entire handbook
3. Fill out the application form and send it via:
 - a. Fax: 816-817-1305
 - b. Mail to 304 New Creation Rd. Bethel Mo, 63434
 - c. Email: hwhome@hlcommunity.org
 - d. Online: hlandrecovery.org
4. After the application form has been submitted to the admissions office, call to set up a telephone interview.
5. Proceed to get your medical testing done as indicated during the phone interview
6. When you receive your test results and physical exam send them via:
 - a. Fax: 816-817-1305
 - b. Mail: 304 New Creation Rd. Bethel Mo. 63434
 - c. Email: hwhome@hlcommunity.org
7. Call 660-284-6360 to ensure we have received test results and ID's. At this time a final phone interview will be set up to determine bed date.

Check-In Requirements

1. Mandatory upon entry, please bring two types of valid identification:
 - Photo ID (driver's license, passport, or state photo ID)

- Social Security Card (original) or Birth Certificate (original)
2. Residents will be required to bring \$200.00 to pay for a return bus ticket and to cover transportation fees.

Program Fees

To enable Heartland Recovery Center to continue to provide this program and accommodations to people seeking help, a program fee will be required from each resident. Residents may be given gainful employment with SHI or CNSIMI during their stay in the HWRP to pay for a portion of these fees.

- During the program, each resident will be required to pay 50 percent of their net income for program fees.
- Residents are required to sign a payroll authorization to have program fees automatically deducted from their bi-weekly paycheck.
- Residents are responsible for the purchase of toiletries, personal items, and clothing.

Other Fees and Requirements

- Residents will be required to pay transportation fees. This depends on time and distance traveled.
- Residents must surrender all cash, checkbooks, debit cards, and credit cards

IV. Procedure for Discharge and Checkout

Discharge / Re-Entry

1. Court-appointed residents may be discharged from or choose themselves to leave the program. The sentencing court and probation/parole will be notified.
2. Discharged residents will not be reconsidered for re-admittance to the program for at least thirty days.
3. All outstanding obligations such as, but not limited to, program fees, property damage and other expenses must be paid at the time of discharge.
4. Rooms are to be left in good, clean condition. Only personal items are to be removed. All ministry supplied equipment, furniture, décor, bedding, etc. are not to be removed.
5. HWRP is not responsible for any personal property left by the resident after their discharge from HWRP. Property that is left behind by a discharged resident becomes the property of HWRP.
6. Discharge from the program for any other reason than graduation will result in all funds being forfeited to CNSIMI.

V. Policies and Procedures

Bedrooms

1. HWRP provides all bed linens. Beds require a fitted sheet, flat sheet, and a pillow with a pillowcase. Blankets are to be made up under the comforter.
2. Space and storage in bedrooms are limited. Only essential items for personal needs and comfort are allowed.
3. HWRP tries to maintain an environment with a theme of uniformity in furniture and décor. Therefore, the resident may not bring any decoration or furniture without the approval of HWRP staff. This includes, but is not limited to, lamps, glass picture frames, etc. Nothing is to be hung on the walls or dressers of the bedrooms or closets.

4. Each resident is allowed a limited space on top of their dresser, which is reserved for family pictures, books or other appropriate personal items.
5. Clothes (including coats) are to be hung up or neatly folded in the drawers or on the shelves.
6. Residents are not to bring the following items to HWRP: heaters of any type; personal room accessories such as rugs, throws, comforters, bed linens, etc.; laundry baskets; footlockers, shelving units, exercise equipment, etc.
7. Any item(s) not appropriately put away is at risk of being confiscated.
8. No food, snacks, or drinks are to be stored or consumed in the resident's room. The only exception is that residents may store and consume wrapped candy and one plastic cup of water.
9. Residents are not to rearrange room furniture or furnishings in any manner.
10. Residents are expected to turn off the lights when leaving rooms.
11. HWRP reserves the right to conduct a search or have a search carried out of any room or any resident's personal belongings if a search is deemed necessary.

Women's Home Living Policies

1. Residents of HWRP are to obey the HWRP staff and volunteers.
2. Residents are required to take off dirty shoes at the door.
3. Residents will be considerate of and respectful to other HWRP residents at all times.
4. Use the chain of command to handle issues.
5. Residents may not leave the boundaries of the Home after returning from work without the permission of HWRP staff.
6. Residents are to check-out, with a staff member, when leaving HWRP and check-in with a staff member, upon returning.
7. No getting out of bed after lights out except to go to the bathroom.
8. Cell phones, radios, satellite radios, personal television, iPods, portable game players, laptops, or any other audiovisual, gaming or communication equipment are prohibited.
9. Upon entry to HWRP, all baggage, luggage, bags, purses, containers, etc. are to be surrendered to the HWRP staff for inspection.
10. HWRP reserves the right to inspect all items coming into HWRP facilities at any time.
11. Upon returning from trips, visits, and outings, all packages will be inspected.
12. Residents will submit themselves to random drug and nicotine tests at the discretion of HWRP staff.
13. Visitors are not allowed access to the HWRP facility without expressed permission by the administration.
14. Playing cards and dice are not permitted and are conserved contraband.
15. All buying, selling, and trading of any kind are strictly prohibited unless approved by HWRP staff.
16. Residents are not allowed to render services of any kind to other residents in exchange for anything.

Church Dress Code

1. On Sunday morning, residents are required to wear a dress or skirt and blouse; a slip and neutral, solid-colored pantyhose or tights.
2. On Sunday evening, residents are required to wear wrinkle-free dress pants or slacks and a blouse.
3. On Wednesday evening services, residents can wear a wrinkle-free casual blouse, appropriate wrinkle free jeans or pants, and casual type shoe.
4. No hats, caps, or any other type of headgear will be worn in church or chapel services (to be left in the HWRP vehicle or at the House).
5. Shorts, logo or attention-grabbing clothing, T-shirts, sweatshirts, jerseys, hooded sweatshirts, or camouflage pants are not allowed during any corporate church service.
6. Dress code for Monday chapel services is the same as Sunday evening church requirements. Unless the resident is required to be at work immediately after chapel.

Church Policies

1. HWRP residents are to attend all church functions unless scheduled to work.
2. Residents are to present themselves ready 15 minutes before transport.
3. Van leaves HWRP twenty minutes before services.
4. HWRP residents are to sit together in a group in assigned seating.
5. No talking during services.
6. Residents are to go immediately to their seats upon arrival at the church.
7. Residents are to follow the direction of the Worship Leader, Pastor or Guest Speaker in charge of the service.
8. Bathroom visits are to take place before the beginning of the services at the Women's Home. Exceptions are for emergencies per HWRP staff discretion.
9. Residents are to maintain proper decorum during services. (e.g., personal conversations during services prohibited, sleeping prohibited, maintain proper posture—no slouching, refrain from placing feet on chairs, etc.).
10. Residents are to keep their focus on the service. Making eye contact or other types of attention-getting gestures to other Heartland Recovery Program Residents are prohibited.
11. Residents are asked not to chew gum.
12. Residents are required to participate during services and take notes.
13. Residents are required to clean their area before departure, remain in seats until staff dismissal.
14. Residents are to go immediately to the HWRP vehicle they rode in when services are over unless prior arrangements have been made and approved by HWRP staff.

Conduct

“Let every person be in subjection to the governing authorities. For there is no authority except God, and those, which exist, are established by God. Therefore, he who resists authority has opposed the ordinance of God; and they who have opposed will receive condemnation upon themselves.” Romans 13:1-2

1. Alcohol consumption, drug use, or sexual activity of any nature is not allowed and will result in immediate discharge. Regarding tobacco use, HWRP has a two-strike rule:
 - a First offense results in a program re-start.
 - b Second offense results in program discharge.
2. Inappropriate communication, profanity, or talk concerning past street life is not allowed.
3. No inappropriate or offensive contact with either sex is allowed.
4. Conversation with the opposite sex is allowed only as is necessary for the performance of duties as well as social/civil manners and conduct.
5. Appropriate boundaries of touching, hugging, kissing and dialogue will be maintained with everyone.
6. Fighting, personal altercations, or any other such type of physical contact is strictly prohibited. Anyone who engages in such action will be discharged.
7. Residents will not be allowed to marry while in the program. Courting with fiancé will be allowed through phone calls and letters.

Daily Chores

1. Bedrooms will be kept clean, neat, and orderly.
2. Beds must be made before morning devotions and kept neat.

3. Clothes must be hung up or neatly folded and placed in drawers.
4. Each resident will be required to perform various chores to keep the home clean. Residents are to do their chores at the appointed time according to the chore chart.
5. Arrangements with staff need to be made if the resident's schedule varies.

Devotions / Chapels/ Quiet Times

"How can a young man keep his way pure? By keeping it according to Thy Word." Psalm 119:9

"Thy Word have I treasured in my heart, that I may not sin against Thee." Psalm 119:11

"Thy Word is a lamp to my feet, and a light unto my path." Psalm 119:105

"The unfolding of Thy words gives light; it gives understanding to the simple." Psalm 119:130

HWRP believes that Jesus is the answer. The greatest exercise of hope for all is to read and apply God's Word. Our source of strength is found in the pages of the Bible. By developing practical study habits of the Word, we gain nourishment. Through prayer, we seek God's restoration.

Morning Devotions: Will be held Monday through Saturday at a set time every morning
 Chapel: 11:00am-12: 15 pm every Monday (*residents not working are required to attend*)
 Class: Will be held Tuesday through Friday at a set time each day
 Quiet Times from 9:00 pm - 10:00 pm (*individual Bible study*)

Financial

1. Residents are expected to be financially responsible.
2. Upon entry to HWRP, residents are expected to inform HWRP staff of any outstanding financial obligations (e.g., legal, child support, debt collections, etc.).
3. Residents are required to open a ledger account with HWRP, as more fully explained in the Payroll Deduction Authorization and Banking Agreement. All banking is to be done through the HWRP Banking Administrator.
4. Use of personal bank accounts (checking or savings), debit cards, ATM cards, or credit cards are not permitted and must be turned in upon arrival.
5. Banking will be done on the assigned day only.
6. Residents are expected to take care of all their financial obligations such as court cost, fines, and personal bills promptly.
7. Residents are allowed up to \$15.00 in petty cash per pay period.
8. Residents are limited to \$30 in monthly spending for personal items. Any amount above this must be pre-approved by HWRP staff.
9. Residents will be required to pay a one-time, non-refundable administrative fee of \$200.00 to cover extra costs above and beyond room and board.

HWRP Banking Guidelines

1. No banking without funds (no one in the negative.)
2. Residents must acquire and maintain a \$200.00 balance in their account before any money can be withdrawn.
3. Residents will be allowed \$15.00 in cash until administration fees are paid in full.
4. Special needs will be handled on a case by case basis between the Program Director and Banking Administrator.
5. There has been a \$25 limit placed for Gifts (Birthdays, Christmas, Anniversaries, and Weddings).

General Appearance / Dress Code

1. Residents may not wear clothing that contains holes, is ripped or frayed, or portrays the dirty, bleached, spotted or streaked look.
2. Residents are not allowed to wear clothing with attention-grabbing types of pictures, logos, or statements.
3. Clothing must be appropriately sized, not too large or too small. Clothing is not to be tight, form-fitting or attention-getting.
4. Jeans, pants, shorts need to be worn at the natural waistline. Should not be rolled over or sagging down.
5. Pants and jeans must be traditional neutral colors. No white pants of any kind.
6. Skinny jeans are permissible, only if they are loose enough to “pinch an inch.”
7. A camisole or undershirt and slips are to be worn when needed. Cleavage must be covered up at all times.
8. A wide-strapped white camisole or undershirt must be worn under a white shirt/blouse.
9. Camisoles/undershirts are not to be see-through.
10. Undershirts must be tucked in to cover the backside. Mid-drift area should be covered at all times.
11. Skirts and dresses must be a minimum length of mid-knee. Slits are not to go above the knee.
12. Shorts must be a minimum length of 3 inches above the knee.

General Kitchen Rules

1. Residents will be required to perform kitchen duty at set times.
2. Residents will eat meals at the appointed times. The only acceptable reason for being late is work or church commitments.
3. Residents are to demonstrate common courtesy and proper manners during meals.
4. Soda, Coffee, and Tea are limited and a privilege.
5. HWRP is not responsible for any accidents or injuries that may occur.

Mail

1. Residents are not permitted to send or receive personal mail during their first 30 days in the program. Mail received will be held until after their 30 days.
2. Residents are responsible for envelopes and postage for personal mail. HWRP can help residents mail packages through the post office.
3. Residents are not allowed to go to the post office or place mail in the mailboxes on the property.
4. All incoming mail goes through and is distributed by HWRP staff.
5. Outgoing mail must be unsealed and placed in the designated mail depository.
6. HWRP reserves the right to open and inspect all mail and packages. Excluding legal mail.
7. Any incoming mail that contains prohibited items will be confiscated and destroyed.
8. Any outgoing mail that contains prohibited items will not be mailed, and the resident will be subject to disciplinary action.
9. All incoming mail should be addressed as shown: *Resident's Name*
C/o Heartland Women's Recovery Program
304 New Creation Rd
Bethel, MO 63434
10. No subscriptions to magazines or newspapers will be allowed.
11. Any mail that is vulgar or offensive will not be mailed or received.

Medical / Dental Care

1. Payment for medical/dental care is the responsibility of the resident.
2. Residents may be required to make payment at the time of service for first-time visits.
3. Residents requiring medical or dental appointments must fill out an appointment request form and submit it to an HWRP staff member who will schedule them an appointment. HWRP has a list of medical/dental facilities we use within our surrounding area.
4. Residents are responsible for informing the work manager/supervisor of medical/dental appointment information.
5. All 'on-the-job' injuries must be reported **immediately** to a work manager/supervisor and HWRP staff.

Medicine

1. HWRP does not allow any type of psychotropic medication, narcotics or amphetamines.
2. Residents are required to surrender all over the counter and prescription medications they have upon arrival or any medication prescribed to them during a doctor, dentist, or hospital visit.
3. No products containing alcohol will be allowed (i.e., mouthwash, hand sanitizer, etc.)
4. Over the counter and prescription medication will be administered by HWRP staff. To receive medicine, the resident should report to the on-duty staff member at the appropriate time.
5. The only multi-vitamins approved are those that can be purchased from the HWRP shopping closet.

Phone Calls

1. Using the phone at HWRP is a privilege and should be treated as such. Residents on disciplinary action may lose their phone privileges.
2. Cell phones are not permitted by any resident.
3. New residents arriving at HWRP will be allowed to make one phone call to inform an approved individual that they have arrived safely (if they were not dropped off by family or friends).
4. Residents are not allowed phone privileges (other than to minor children) during their first thirty days at HWRP. This is so that residents can focus on themselves without outside influences that may hinder their recovery. HWRP staff must approve any exceptions to this.
5. Residents are allowed a phone call to minor children after two weeks.
6. Phone privileges are only to immediate family members. Non-family calls are at the discretion of the HWRP staff.
7. Phone calls are limited to phone cards only.
8. Residents may have one phone call per week (if no visit). Call times are Saturday 9 am – 6:30 pm, Sunday 12 pm to 4:30 pm. Calls to dependent children are allowed every weekend regardless of visits unless it is the child who is coming to visit. Residents who are married may have one phone call with their spouse, and one phone call with another approved immediate family member.
9. Phone calls are 10 minutes for adults or children over the age of 10. Five minutes for each dependent child (0-9 years old) is allowed.
10. HWRP staff has the right to monitor all phone calls. Phone conversations that become argumentative, disrespectful, manipulative or lying will be terminated. Explanation of why the call is being terminated will be given by HWRP Staff.
11. Abuse of phone privileges will result in disciplinary action.

Personal Hygiene

1. Residents must practice and maintain good daily hygiene (*shower, brush teeth, deodorize*)
2. Socks or slippers are suggested, there should be no bare feet. HWRP is not responsible for any injuries that may result from a resident slipping or sliding.
3. Hair is to be cleaned and groomed. Haircuts and styles are to be modest. Residents may dye their hair, as long as it is a natural color.
4. There will be no new body piercing, tattooing or marking of the body in any way. Body pierced jewelry is not to be worn.
5. Residents may wear up to two sets of earrings are, provided both piercings are on the earlobe. Dangling earrings cannot be longer than two inches, and hoops cannot be larger than a 50 cent piece. No other body jewelry is permissible.
6. Residents must change clothing in their assigned bathroom in private. Not in front of others.

Work Policies

“Let him who steals steal no longer; but rather let him labor, performing with his own hands what is good, in order that he may have something to share with him who has need.” Ephesians 4:28

1. Residents will be transported to their job sight and are expected to be ready for work 15 minutes before transport.
2. Residents are to have their hair pulled back and a hat on (if a part of the uniform) before leaving for work.
3. Residents are to clock in on time at their respective locations.
4. Residents are to follow the directions of work leaders.
5. Residents are to establish and practice good work ethics. Leaders in the workplace will aid the residents in this area.
6. Conflicts with others at work are to be handled by the work manager/supervisor. Residents are to report all conflicts to HWRP Staff upon arriving back at the home.
7. Residents have scheduled meal times for the area they are working in. The leaders will advise workers on the times and location and will arrange transportation if necessary.
8. Residents are responsible for informing the workplace of any absences/time off/illnesses.
9. Residents are not allowed to return to the Home for any reason while on the clock. Any exceptions to this must have staff approval before entry.
10. Residents who become sick and leave the job must inform staff upon their arrival at the Home.
11. Any resident who misses two consecutive days of work due to illness or injury must see a doctor.
12. Residents are to inform staff that they are sick prior to devotions
13. Residents are not allowed to go to the C-store, or any other business, without HWRP staff approval.

VI. Visit Policy

To preserve and maintain a healthy and productive visit, all visits are evaluated and will be approved or disapproved according to the resident's attitude, behavior, maturity, progress in the program and the destination where they are requesting to go. Visits will be granted for either on property or off property. Initial visits are restricted to immediate family members. Friends may be pre-approved for later visits if their influence on the resident should prove to be of a benefit. HWRP does not want to risk bringing in worldly attitudes, behavior or prohibited items. Therefore, if the visitor, family or friend does not agree with the HWRP goals, it is better that they not visit at all. HWRP staff reserve the right to talk with any visitors before resident's departure or visit. Any violation of the visitation policy, as listed below, may result in the denial of future visits until the resident proves trustworthy.

On Property = Any properties owned and operated by CNSIMI, Sharpe Holdings, or Heartland Community Church

Off Property = Outside the boundaries of CNSIMI, Sharpe Holdings, or, Heartland Community Church.

Immediate Family = Husband, Parents, Grandparents, Children, and Siblings

General

1. Visit requests must be submitted to HWRP staff in writing, using the Request Form.
2. The Visit Request form must be turned in no less than seven days in advance of the requested date. Visits must be conducive to work schedules.
3. Residents must check out and in with staff when leaving and returning.
4. Residents must surrender all packages and bags to staff for inspection before returning to their room.
5. Residents returning from visits will be required to submit to a UA test.
6. Visits are restricted to Saturdays and Sundays only unless it is a 3 or 5 day off property visit.
7. If a resident is approved for a visit that falls on a Sunday, the resident must attend all church services unless approved by the program director.
8. Visits must be conducive to resident's work schedule.

Visits

1. For the first thirty (30) days, residents are not allowed visits. This is for their benefit so they will be able to adjust to life here at HWRP and to be able to focus upon their recovery process.
2. After the first thirty (30) days, residents can receive an on property visit every other weekend.
3. At three (3) months, residents can receive either an on property or off property visit every other weekend.
4. At six (6) months, residents can receive three (3) day off property visit.

5. At ten (10) months, residents can receive a five (5) day off property visit.
6. The length of all visitation times has the potential to be adjusted due to the geographic location of the resident's family. The resident's progress in the program and their work performance are also factors in determining the length of visitation time. All visitation adjustments are at the Program Director's discretion.

VIII. Discipline Policies

“All discipline for the moment seems not to be joyful, but sorrowful, yet to those who have been trained by it, afterwards yields the peaceful fruit of righteousness.” Hebrews 12:11 “Before I was afflicted I went astray, but now I keep Thy Word.” Psalms 119:67

Purpose

HWRP's approach to discipline is one of training with the purpose of restoration. Residents may not receive the exact consequence as another resident; each resident is treated as an individual and is disciplined according to what is in their best interest. We are not, however, merely disciplining a behavior. Our primary goal is to reveal Jesus, train hearts, build character and teach each woman to hold herself accountable for the choices she makes.

The purpose of discipline is:

- To correct improper attitudes and behaviors.
- To help teach that there are consequences for bad behavior.
- To instill respect for authority, others, and self.
- To nurture and develop desirable character qualities while eliminating bad attitudes and harmful actions.
- To enable the resident to develop a Christ-like response to discipline.
- To allow residents to share in the holiness of God and to produce a harvest of peace, joy, and happiness.

Disciplinary measures may include, but are not limited to the following:

- Loss of visitation, phone or extracurricular activities.
- Extra work detail.
- Writing Assignments.
- Time added or restart of the program.
- Program discharge.

VII. Weekly Schedule

An example of what the daily schedule will look like is as follows:

5:30a.m. wake up
6:00-6:30a.m. breakfast and devotions.
6:30-8:00a.m. journaling/free time
8:00-8:20a.m. small group devotions
11:00-12:15 Chapel (Mondays only)
2:30-4:30p.m. class
5:00-5:30p.m. dinner and clean up
7:00-8:00p.m. rec time
9:00p.m. quiet time
10:00p.m. lights out.

Personal Injury Disclaimer

HWRP is not liable for any personal injury, accident, illness or property loss, however, caused, arising from, or in any way related to the resident's participation in the recovery program.

All policies and procedures are subject to change at the Program Director's discretion

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| <p>Heartland Women's Recovery Program 304 New Creation Rd Bethel, MO 63434 Admissions Phone 660-284-6360 eFax 1-816-817-1305</p> |
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