

General Information for Family

- 1) Personal needs: All residents are responsible for providing their own personal maintenance needs. (shampoo, deodorant, soap...hygiene products). NSL is not responsible for loss or damage.
- 2) Money: Residents will develop a budget as an estimation representing "wants" and "needs", to be sent for your approval. Residents will learn to balance and be responsible for their own money and have access to it through staff personnel. When and if you send money for resident use, please make check out to the resident. If desired, resident may establish checking and/or savings account with local bank.
- 3) Phone: Residents will obtain staff permission to use the phone and will be allowed phone contact with parent and/or legal guardian once per week for 15 minutes. Please schedule a convenient time with resident and counselor for this call Monday through Friday. Calls are not allowed after 10 pm. An additional call may be scheduled for contact with grandparent, aunt or uncle or sibling who live outside the immediate family home.
- 4) Address and Phone Number: Residents are requested to break contact with "using" friends and friends involved in unhealthy lifestyles-PLEASE do not give resident phone number or address out, as it could jeopardize everyone's safety. An approved contact will be established with counselor.
- 5) Clothing: Residents are required to be suitably dressed at all times. Fall and Spring temperatures average 75 to 80 degrees, Winter 40 degrees, and Summer 90 to 100 degrees. No short shorts or short-short skirts, no suggestive revealing tops, no plunging necklines or backlines, no T-back swimwear, no clothing with provocative rips, tears or hole, and no tight fitting clothing will be allowed. No clothing with drug names or slogans, no profanity, rap or hip hop. Residents will be in the public, working, volunteering, going to 12 Step meetings and learning the importance of "presentation of self". Please assist the resident with appropriateness.
- 6) Radios: Simple (small) radios or radio alarm clocks are allowed . Music allowed will be meditation instrumental with no rap, hip hop or lyrics about drugs, violence or demeaning behavior with females.
- 7) School: If the resident is a high school student, they will be attending Celina High School, located less than 1/4 mile from NSL facility. Transcripts and transferring of credits will be handled by the school. Possible colleges and universities are: Collin County Community College, Grayson County Community College, Texas Women's University, and University of North Texas. Enrollment will be immediate or prior to admission, and classes to begin within first two weeks.
- 8) Jobs: Resident will find suitable employment in Celina. If a student, part-time work will be required; if not a student, full-time (30-40 hrs weekly) will be required. Volunteer opportunities will be utilized also. The recovery program of the resident takes priority over everything and will be at staff discretion.
- 9) During the first two weeks of stay, residents will be in an admission and orientation phase with only postal contact allowed following the initial phone call advising of safe arrival (if not transported by family).
- 10) Daily schedule: a daily schedule and brief explanation of Next Step Living and the community of Celina, are enclosed.
- 11) Passes: Residents are responsible for requesting their own passes. Passes are handled as follows:
In-state residents are not eligible for an overnight pass home until they have been at NSL two months.
Out-of-state residents are not eligible for an overnight pass home until they have been at NSL 3-4 months. Out-of-state residents usually go on pass home one time during the initial six months stay and the pass usually consists of one week (7 days). Passes are NOT automatic - they are earned. Passes are not available during holidays nor for vacations. Again, recovery is the primary focus over

General Information (continued)

everything. Passes are granted for the resident to establish healthy family relationships, experience feelings concerning family and home life, establish 12 Step relationships, find a permanent sponsor (if returning home), and develop a positive foundation for themselves. The costs of any pass, including transportation arrangements, are the responsibility of the resident. Request for a pass will be made in writing by the resident two weeks prior to the date, and submitted to staff for consideration. Staff may modify the dates if deemed necessary.

- 12) Progress Reports: Monthly Progress Reports are written for each resident and sent to the individual providing payment for the stay at NSL, designated parent or legal guardian, and referring residential treatment program counselor. The report will indicate the areas the resident is working on, progress or need for progress in certain areas, and any problems they may be experiencing.
- 13) Questions: Please direct inquiries, concerns or information regarding resident to Founder and Program Director, Donna C Glendening.
- 14) Program Costs: Finances are to be pre-arranged with monthly Visa/MasterCard charge or monthly automatic bank withdrawal. The monthly cost is \$3,000 per resident. This amount covers housing, food, therapy, life-skills programming, transportation to organized activities and local doctor or dental appointments only. Spending money, school supplies, personal needs, clothing and approved extras will be deducted from resident's personal account. Fees and payment for doctor, dental and pharmaceutical services are to be arranged for by funding person or persons. These are NOT the responsibility nor covered by Next Step Living, nor are they included in the monthly program costs.
- 15) Program Length: a six month commitment is required by resident and parent and/or legal guardian. NSL will determine the appropriate length of stay necessary for each resident on an individual basis. The maximum length of stay is open-ended, but will be influenced by the resident's willingness and ability to develop her recovery skills and healthy lifestyle choices.
- 16) Grounds for Immediate Discharge:
 - a) use of any mood-altering substance
 - b) romantic or sexual acting out
 - c) engaging in disruptive or potentially harmful activities which could jeopardize the well-being and safety of the residents and/or staff; engaging in harmful illegal activities
 - d) being kicked out of school, arrest and conviction by law enforcement
 - e) breaking of stipulations agreed to on * "Consequence Contract"
 - f) unwillingness and/or lack of motivation to be at Next Step Living
 - g) providing non-residents with unauthorized access to NSL facilities

* "Consequence Contract" results from dishonesty, irresponsibility, lack of motivation or failure to exhibit effort toward change in the area designated. The "Consequence Contract" does not exceed one month (30 days) in duration. The stipulations contained within the contract are written and agreed upon between resident and the counselor.

- 17) Packages: Please do not send "food" packages to residents.
- 18) Firearms: Firearms nor weapons of any kind, including pocket knives, are NOT allowed on Next Step Living premises.
- 19) Tobacco: Next Step Living is a totally nicotine free environment and facility. No use permitted on premises.
- 20) Church: All residents will attend Sunday morning service. Please select preference from Celina community at time of admission.
- 21) Language: Respectable communication and vocabulary are to be used at all times. Profanity is not allowed.