

Admission Protocol

Applicants will be evaluated for placement on an individual basis and shall not be discriminated against during admission, discharge or provision of program services, provided they meet the admission criteria.

Applicants referred to *Next Step Living* will be interviewed prior to acceptance for residency. This interview is to assess applicant need, motivation, and to determine appropriateness of placement. Initial interviews are conducted on the phone with an in-person interview to follow. Facility tours are available by appointment to be led by Founder and Program Director and/or lead counselor.

Applicants are female, ages 15 to 21, referred by treatment team following successful completion of a residential treatment program addressing self-destructive, addictive behaviors. Applicant commits to a minimum six month stay and expresses a willingness to develop and utilize recovery skills in their daily decision-making process. Applicants must demonstrate a desire to be at NSL and participate in programming, consent to random drug testing and understand the importance of positive interpersonal growth.

INDIVIDUALS NOT SERVED BY NEXT STEP LIVING

Next Step Living strongly recommends a direct transport from primary treatment. NSL is NOT a detoxification unit, emergency medical care unit and is not available to individuals who pose a substantial likelihood of harm to self or others, as demonstrated by a serious attempt or threat to physically harm self or others.

ADMISSION CRITERIA AND PROCEDURE

1. **Referral:** is accepted from the primary residential treatment program, treatment team (including applicant and parent or legal guardian). Applicant is placed on a waiting list and scheduled for a pre-admission interview.
2. **Interview:** to assess applicant need, motivation and appropriateness of placement. The applicant will have the opportunity to ask questions and gather information to better facilitate her decision. Parent or legal guardian is also encouraged to make inquiries. If placement is determined to be appropriate based on need and *NSL* program qualifications, and applicant is willing to commit to a minimum six month stay, an admission date is established. It is the responsibility of the applicant and/or parent or legal guardian to make travel arrangements.
3. **Documentation:** a satisfactory written physical exam (within the last 12 months) and verification of freedom from communicable disease, including T.B., must arrive prior to admission to *NSL*.
4. **Applicant Transition:** Once an applicant is accepted, the referral agency will be requested to send the client records prior to admission. These records help facilitate accurate program planning for the individual. Please include the following records:
 - a) Social History
 - b) Substance Abuse history
 - c) Psychological testing and interpretation
 - d) Medical Records, including physician, psychiatrist and current medication schedule

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5. **Admittance/Intake:** resident is familiarized with physical surroundings, assigned a mentor, room and bed, helped to settle in, and the intake procedure is commenced. Emergency contact numbers are verified.
6. **Consent for Disclosure:** is obtained from resident and/or parent or legal guardian for release of pertinent information related to resident.

NEXT STEP LIVING ADMISSION HOURS:

Monday through Friday - 9:00 am to 5:00 pm

Saturday - 10:00 am to 4:00 pm

Sunday - 1:00 pm to 5:00 pm

(Admission may be arranged with Founder/Director by special appointment for extenuating circumstances.)

NEXT STEP LIVING staff authorized to take referrals and schedule interviews:

1. Receptionist
2. Counselors
3. Program Director
4. Night Staff

NEXT STEP LIVING staff authorized to do pre-admission interviews:

1. Counselors
2. Program Director

NEXT STEP LIVING staff authorized to admit resident:

1. Counselors
2. Program Director

NEXT STEP LIVING staff authorized to discharge resident:

1. Program Director
2. Counselors

Donna C Glendening, Founder and Program Director
NEXT STEP LIVING, Inc.

Visitation Policy

Visit will be scheduled a minimum of 24 hours prior to arrival through Founder and Program Director. If an emergency, call 972-382-2224 to make arrangements.

All visitors will appear on approved visitor's list in resident file. Visitor will abide by Next Step Living guidelines of behavior, appearance, and written General Information policy. Failure to do so may result in suspension of visit and/or visiting privileges.

Upon arrival of first visit at NSL, visitor will complete, sign and date a "Visitor Statement" regarding resident confidentiality, then sign the Guest Book. On subsequent visits, guest need only sign in the Guest Book each time on premises.

All supplies, clothing or gifts will be checked by staff before giving to resident.

Visiting areas are dining room/study hall, kitchen, family room, and back yard. Limited greeting and good-bye is allowed in front yard. Bedrooms, bathrooms, laundry room and staff office are off limits to all visitors.

Do not provide any resident with any medication, prescription or over-the-counter. Your concern related to health of the resident is to be expressed to staff. If indicated, a doctor's appointment may be scheduled.

Not allowed during visit:

- No nicotine (smoking, etc.) during visit
- Alcohol or other mood-altering chemicals, weapons, violent behavior, vandalism, theft or gambling
- Any visitor arriving "under the influence" or in possession of chemicals will be denied access and directed to leave premises (legal authorities will be summoned if necessary)
- No verbal use, threats or sexual activity will be tolerated

Proper attire is to be worn. Clothing that is excessively worn, physically revealing or bears drug or inappropriate messages is unacceptable. Shoes are to be worn at all times as required by state law.

Please practice confidentiality and be respectful and considerate of all residents and other visitors by not repeating names or conversations outside of Next Step Living. Bring all concerns to attention of Founder and Program Director.

No visits are allowed during the first two weeks of stay.

Discharge Policy

Discharge planning is an ongoing, evolving process beginning within 30 days of admission. Some specific objectives a resident must meet prior to obtaining a staff approved discharge (successful completion of program)

- Demonstrate an understanding of self-destructive behaviors and evidence use of healthy and responsible choices
- Demonstrate consistent responsibility to and for self in making changes in behavior, attitude and coping skills to promote quality recovery in daily life Willingness to take responsibility for and make different the old abusive behaviors and the effect on self and others (when appropriate and reasonable)
- Willingness and motivation to continue efforts to deal with primary and secondary issues noted in goals and objectives. Have a clear understanding and plan to address personal need-to-list. •Ability to identify and express feelings and needs in appropriate manner. Willingness to take responsibility for both feelings and needs when possible and appropriate.
- Demonstrate daily practical application of the 12 Steps in daily life, and a desire to continue practicing the gift of giving
- Responsible daily maintenance of recovery program, including utilizing a female sponsor.
- Display consistency, honesty, responsibility and trustworthiness in daily walk, matching their talk.
- Completion of goals jointly arrived at and agreed to when developing master plan with counselor.

Grounds for "staff requested discharge" (non-successful completion of program)

- Repeated, consistent unwillingness to adhere to NSL guidelines and therapy format
- Repeated attempts to sabotage personal recovery and/or recovery of peers at NSL
- Resident displays unwillingness to remain at NSL that presents behavioral problems beyond NSL programming or NSL staff behavioral management capabilities.
- Repeated, consistent dishonesty in presenting resident issues that have or could reasonably be expected to have damaging impact on self and others.
- Use of any mood-altering substance or repeated nicotine use.
- Having romantic or intimate contact with others in-house or community outside-of-house.
- Getting pregnant.
- Truancy from school or work, or being kicked out of school.
- Runaway or arrested and convicted of an illegal activity.
- Possession of weapon or use of item as a weapon toward self or others.

In the event of a violation requiring written documentation, a Resident Consequence Contract will be developed to address the needs and expected behavior of the resident. The Resident Consequence Contract contains specific guidelines to target and address the problematic behavior and is agreed upon, in writing, between the resident and the counselor. Consequences will not exceed more than one month (30 days) in duration.

Procedures when resident leaves against staff advice:

- In the event of runaway, the policy is that the parent and/or legal guardian and law enforcement will be notified, specifically when a minor. Resident will be discharged with recommendation to return to referring residential treatment facility.
- In the event that the resident may become dangerous to themselves or others and leaves Next Step Living, against staff advice, the parent and/or legal guardian will be notified. The local law

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enforcement will also be notified when appropriate. Local stress center may also be notified when found appropriate.

Consequences within the NEXT STEP LIVING program will be handled initially through the following:

First infraction = 7 day house restriction*

Second infraction = loss of weekend pass

Third infraction = discharge from program with strong recommendation to return to referring residential facility

*house restriction allows resident to work approved schedule, attend 12 Step meetings with NSL, and no visitation allowed nor off campus activities will be permitted.

INCIDENT REPORTING POLICY

Documentation will be made in writing at time of any incident, including time line of event beginning to end, description of the behavior and action taken. The report will be maintained in NSL's facility file and in the resident's file.

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Family Program

Welcome to the *NEXT STEP LIVING* family. You are very important to us and we are thankful that you have chosen us to continue the healing process within your family. We encourage you to come, be our guest, and participate in our family program. We offer many opportunities to enhance your recovery. Our services include one family session, plus weekly contacts to discuss the progress and status related to your daughter. Our family coordinator will be available to arrange mutually convenient schedules, and provide you with information that will best facilitate your visits while you are our guest. Discharge planning will be a team effort.

We are committed to making your visits as rewarding and enjoyable as possible. Recovery is exciting and fun. At *NEXT STEP LIVING*, we strive to demonstrate a positive attitude, fun recovery and activities that confirm that belief. We teach and practice values which embrace honesty, respect and caring, like the gift of giving and responsibility that fosters a positive hope for the future.

We ask families to participate with a greater sense of openness and hope during your time with us and as alumni. We, coupled with the caring community of Celina, Texas, will demonstrate a healthy, productive lifestyle that empowers our residents to live and thrive in social settings. We embrace the challenges that young females encounter. With a structured schedule, and by living a healthy responsible and productive lifestyle, our residents will have the opportunity to continue developing positive self-esteem while learning to establish and maintain healthy relationships in all areas of their lives.

As your daughter grows within the therapeutic community of NSL, we are confident that you will also feel empowered as you experience your daughter and the family program.

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.

General Overview

NEXT STEP LIVING residents are expected and required to display appropriate behavior at the house and off campus. Inappropriate behavior will be confronted and resident will be required to discontinue the behavior and return to respectable behavior. NSL may conduct random searches of personal items.

Residents are to be suitably dressed at all times. The following clothing is restricted or limited as specified:

- Lounging pants and boxers are not acceptable as outside or off campus apparel
- Short skirts will be at least fingertip in length; staff to make final ruling if questionable
- Summer shorts must be fingertip in length; staff to make final ruling if questionable
- Summer tops must cover the entire torso
- A t-shirt must be worn underneath shorty tops to cover abdomen
- Swimwear will not be T-back or sheer see-through and cover-up will be worn when out of water or moving about
- Residents will wear clothing to bed
- Resident will have shoe wear on when out of bedroom
- Resident will respect privacy of other's in her bedroom, and will not enter unless invited to do so or requested by staff

The following clothing is prohibited:

Drug related and profanity clothing of any kind

Spaghetti strap or tank tops will be doubled or a bra worn underneath Short shorts

See-through clothing will require appropriate under clothing be worn

Short revealing skirts

Plunging necklines

Tight revealing clothing

Clothing with provocative or revealing rips, tears or holes

- A 70 degree outside temperature is required for residents to wear shorts outside of house
- Laying in the sun in the backyard is allowed with appropriate swimwear
- Incidents of horseplay inside or outside of house is to be confronted and documented
- Residents displaying disruptive, noisy, inappropriate behavior or late for lights out are to be confronted. This information is to be documented.
- Music is to be appropriate with no rap, hip hop, violence or otherwise disrespect to females. After lights-out, only meditative, approved instrumental music is allowed until 6 am weekdays and 8 am weekends. Please be respectful of others with different schedules.

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NEXT STEP LIVING teaches responsibility and accountability. Residents enrolled in school will maintain "C" or above grades. Consequences will be imposed for failure to follow *NSL* guidelines including chores. Residents who choose to continue unacceptable behavior are subject to discharge at staff request and recommended to return to referring residential treatment program.

Sunday through Thursday

Fall/Winter/Spring Hours (or school in session)

In bedrooms by 10:30 pm

Lights out by 11:00 pm

Sunday through Thursday

Summer Hours (or no school)

In bedrooms by 10:30 pm

Lights out by 11:00 pm

Friday and Saturday

In bedrooms by 12:30 am

Lights out by 1:00 am

Friday and Saturday

In bedrooms by 12:30 am

Lights out by 1:00 am

NO exceptions to the above stipulated hours.

ALL visitors will be out of house by 10:00 pm including study partners.

Program Overview

NEXT STEP LIVING is a female specific, ages 15 to 21, transitional living program for 12 individuals with addictive behavior issues. The program is based on a 12 Step Model. Research and experience indicate that the group milieu is the program of choice for dealing with addiction. Research and experience also indicate that residents who have family participation in Family Therapy as a part of programming have the best opportunity to maintain their recovery. The program requires a minimum six month commitment and an open-end on maximum length of stay. Below is a "typical" outline for the program process. Each resident at Next Step Living is an individual and thus, the program process and total length of stay may vary for each resident. Residents will receive offsite therapy consisting of: one individual session, one family session, and four group sessions and/or 12 Step meetings each week.

Re-Entry Phase

This is a period of "settling in", getting to know fellow residents and learning the guidelines and expectations of the program. During this time, the resident will enroll and begin school and/or secure suitable and gainful employment. Residents will begin to accept and comply with the intense schedule of therapeutic daily activities and programming. Residents will identify and appropriately express emotions, identify and appropriately deal with self-defeating thought and behaviors, and actively participate in their own goals and objectives planning.

Discovery Phase

Residents will continue emotional development by initiating honest and authentic relationships and develop and practice the skills for dealing with emotions and impulsive thoughts and behaviors. Residents will accept responsibility for, and the consequences of, their behavior-both past and present, using the 12 Step recovery suggestions. Each resident will become actively involved in a 12 Step program, begin to deepen their spiritual life and concentrate on their physical health, wellness and fitness. Residents will initiate and demonstrate more independent living skills (self-care, appearance, household responsibilities, time management, budgeting, etc.)

Commitment Phase

Residents will integrate the living skills that they have gained into daily living. They will develop greater independence and trustworthiness using their 12 Step program, sponsor, friends and counselors for support. During this phase, they will make discharge plans, including future education and employment, and living arrangements. Residents will find aftercare counseling in their local area of relocation.

History suggests that family members of program residents need a great deal of support while becoming educated about the disease of addiction, identifying how the disease has affected their lives, and beginning their own healing process. Al-Anon, Alateen, Open AA meetings and Families Anonymous are strongly recommended as resources of support for understanding and recovery from the deep pain of the family illness. We encourage participation in family therapy as well as family meetings. We are available to help with accessing any additional resources to meet the needs of the resident and/or family members.

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PROGRAM PHILOSOPHY

General:

Next Step Living is a spiritually based program. NSL is a structured and supervised transitional living environment designed to empower, support and assist recovering females, age 15 to 21, achieve healthy, responsible and productive lives. NSL is a totally nicotine free environment. The program requires a minimum commitment of 6 months and residents are required to have successfully completed a primary residential treatment program for addictive, self-destructive behaviors. The residents are screened for admission following referral for extended services and will be evaluated on an individual basis for appropriateness of placement. Direct transport from primary care is strongly recommended and shall be the sole responsibility of the incoming resident and her family.

Goals and Purposes:

Next Step Living's primary purpose is to assist young females further develop and utilize the recovery skills important in maintaining a positive and productive lifestyle and to maintain abstinence from addictive, self-destructive choices. Other goals and objectives are:

- a) to assist residents in learning to identify and express emotions appropriately
- b) to assist residents in identifying problematic areas of their life and make changes and choices
- c) to achieve an improved outcome
- d) to assist residents in developing a positive relationship with themselves that will facilitate being responsible and accountable to and for themselves
- e) to assist residents in building and improving communication, social and interpersonal skills
- f) to assist residents in contributing positively as a member of the house, local community and society as a whole

Geographical Area Served:

Next Step Living provides services to females, age 15 to 21, referred to NSL from throughout the United States and other parts of the world.

Services Offered:

- 1) Individual Counseling
- 2) Family Counseling
- 3) Group Counseling
- 4) 12 Step Programs
- 5) Spirituality
- 6) Life Skills
- 7) Social Skills
- 8) Personal Skill Development
- 9) Exploring Educational Opportunities
- 10) Recreation
- 11) Employability Assessment and Development
- 12) Self Care
- 13) Awareness
- 14) Nutrition
- 15) Fitness, Health and Wellness
- 16) Creative Arts Program
- 17) Creative Writing Opportunities
- 18) Volunteer Opportunities
- 19) Exploring Hobbies and Crafts
- 20) Practice the Gift of Giving

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Program Philosophy (continued)

Next Step Living addresses issues related to "living" in society today with daily practical application of recovery tools as learned through The Twelve Steps Program. An eclectic approach, serving the individual needs of the resident, is designed to achieve a life of serenity, peace and prosperity as promised by "practicing the principles in all our affairs."

Next Step Living exercises a very limited level of tolerance for at-risk behaviors, such as: use of any substances (including nicotine); sexual acting out; assault (physical, etc.); stealing or major acts of dishonesty; truancy from school, work or other responsibilities; willfully violating NSL house guidelines; and, unwillingness related to programming. Random drug screening will be required. Residents will be recommended to return to referring residential treatment if discharged at staff request.

Resident Expectations

Each resident will live and thrive in a healthy, safe environment supporting recovery. As a NSL community to accomplish this goal, each one will commit to:

1. Cooperate with peers and staff.
2. Follow program guidelines.
3. Follow group rules and norms.
4. Inform staff of any changes in personal health.
5. No lending or borrowing of money or other personal belongings with staff or peers.
6. Being honest about your feelings and utilizing respectful confrontations with peers on irresponsible or inappropriate behaviors at NSL or in public.
7. Maintaining personal area and belongings in a neat, clean and tidy appearance. This includes personal hygiene.
8. Accepting tasks and assignments willingly and performing each according to description.
9. Picking up after "self" throughout NSL facility, inside and outside.
10. Supporting peers by not enabling guideline violations.
11. Involvement of each resident with NSL program - groups, lectures, scheduled programming, individual sessions, family sessions, 12 Step meetings and in all activities be early or on time.
12. Realizing the importance of the "presentation of self", each resident commits to dress appropriately and exercise respectful behavior.
13. Each resident, having received the daily schedule, commits to adhere to times including 10 minute showers - in and out.
14. Furniture will move with Founder/Program Director permission only. No damage to walls or furnishing is to occur. (Resident will be financially responsible for any damage.)

Resident Guideline and Responsibilities

1. Attendance at all group and *NEXT STEP LIVING* activities.
2. All groups and scheduled activities are to begin on time.
3. All food staples will be provided by *NEXT STEP LIVING*.
4. The use of any mood-altering substance, including nicotine, is strictly prohibited and random drug screening will be conducted to provide safety for the *NSL* program as a whole. Residents will not be in the presence or company of anyone using mood-altering chemicals of any kind.
5. Medication, prescribed by the physician of record and dispensed accordingly, will be available at scheduled times only.
6. Sexual or romantic involvement, including exclusive relationships, is found to be detrimental to the early recovery process and is not permitted.
7. Only *NSL* residents are allowed in bedrooms and kitchen area.
8. Gambling in any form is prohibited while a resident at *NSL*.
9. Sunglasses, caps and hats may be worn outside the *NSL* house only.
10. A neat personal appearance will be maintained at all times. Personal space - beds, bedrooms and common areas will be cleaned following breakfast prior to departing *NSL* each day.
11. Cell phone use will be allowed during "free time" at 10 minute intervals in dining room or family room. They are to be turned off and checked in office during scheduled programming.
12. Pay phone will serve residents by use of collect calls; a phone card is encouraged, or calls from approved contact list. A 10 minute limit is required to be respectable to all residents. *NSL* facility phones are not available for use by residents.
13. Repeated failure to comply with the *NEXT STEP LIVING* guidelines may result in immediate discharge at staff discretion. The safety of the *NSL* community is vital.

Typical Daily Schedule

Monday through Thursday:

6:30 am Wake-up
 6:45 am Breakfast & Meditation
 7:00 am Chores
 7:30 am School and/or Work

3:00 pm Return from school
 Extra-Curricular Participation
 Part-time Employment
 Study Hall
 4:00 pm Curves
 5:30 pm NSL House Meal
 6:00 pm Chores
 7:00 pm Group, 12 Step Meeting
 9:00 pm Study, Free Time
 9:30 pm Meds
 10:30 pm In Bedroom
 11:00 pm Lights Out

Friday:

6:30 am Wake-up
 6:45 am Breakfast & Meditation
 7:00 am Chores
 7:30 am School and/or Work

3:00 pm Return from school
 Extra-Curricular Participation
 Part-time Employment
 Study Hall
 4:00 pm Curves
 5:30 pm NSL House Meal
 6:00 pm Chores
 7:00 pm School Activity
 12 Step Meeting
 9:00 pm Free Time
 9:30 pm Meds
 12:30 am In Bedroom
 1:00 am Lights-Out

Saturday:

8:00 am Wake-up
 8:30 am Meditation and Breakfast
 9:00 am NSL House Cleaning
 12:00 pm Lunch
 12:30 pm Chores
 1:00 pm Life-Skills Programming
 3:00 pm Free Time
 4:30 pm House Meeting
 5:30 pm NSL House Meal
 6:00 pm Chores
 7:00 pm NSL Activity
 9:30 pm Meds & Free Time
 12:30 am In Bedroom
 1:00 am Lights Out

Sunday:

8:00 am Wake-up
 8:30 am Meditation and Breakfast
 9:00 am Chores
 9:30 am Church
 12:30 pm Lunch
 1:00 pm Chores
 2-5 pm Visitation and Free Time
 4:30 pm House Meeting
 5:30 pm NSL House Meal
 6:00 pm Chores
 6:30 pm Youth Group or AA
 9:30 pm Meds
 10:30 pm In Bedroom
 11:00 pm Lights Out