STUDENT MANUAL

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MARY'S SONG RESTORATION CENTER FOR WOMEN

STUDENT MANUAL

The essence of the Mary's Song program is the love of Jesus Christ. The goal is a redirection of lifestyle, brought about through strict discipline, balanced with genuine love, faith, counseling, work therapy, and an encounter with Jesus Christ. The program aims towards the transformation of the whole woman: spirit, soul and body.

Our home seeks to be as non-institutional as possible because the restoration processes must take place on an individual basis. In this way, the Christ-like love and care of the staff creates an atmosphere which allows healing to take place in each individual's life.

ADMISSION PROCEDURE

Interview: An appointment with the Intake Coordinator must be made for an interview. The Intake Coordinator will determine the applicant's eligibility and admit the applicant immediately, providing required medical tests are completed and a bed is available. If a bed is not available, the applicant's name will be placed on the Admission Waiting List, and she will be notified as soon as a bed becomes available.

Admission Waiting List: If the applicant's name is put on the waiting list, she must personally call no less than one (1) time a week. The call must be placed between 9:00 a.m.-5:00 p.m., Monday through Friday. If she this requirement is met, she will then be allowed to enter the program when a bed becomes available.

Re-Admission: If you leave before completing the program, you must wait 30 days before another interview is granted.

Settle it in your mind that you honestly want help and make a commitment to complete the program. We are here to help you.

Pre-Induction: The first week of residency is a pre-induction phase including program orientation and client assessment.

Induction Fee: There is a $900.00 one-time fee at the time of induction. This covers the cost of the admission process and start up educational materials. This induction fee is tax-deductible but non-refundable.

WHAT TO EXPECT

1. Sincerity: If you want to play games, we cannot help you.
2. Honesty: If you are accepted into the program, YOU and your belongings will be thoroughly searched. We also need to know if you are in any legal trouble. It will not necessarily hurt your chances to become a student, and we may be able to help you.
3. Commitment: Be prepared to put yourself totally into the program and stay for 12 months. When you enter the Mary's Song Center, you are placing yourself in our hands. We take our responsibility seriously.

WHAT YOU CAN EXPECT OF US

1. Genuine Love and Concern: We are glad you are coming to Mary's Song. We will do all that we can to help and encourage you.
2. Discipline and Guidance: We believe that we can help you redirect your life. We assume that you want to be here, you want to change in a real way, and you are asking us to take part in bringing about this change.
3. A Testimony of Jesus Christ: The whole program revolves around **Jesus and the bible.** We do not to "shove religion down your throat", but you need to know that the help you are looking for will come from **Jesus.**

ADMITTANCE TO THE PROGRAM

1. Upon admission, the resident will submit **all clothing and possessions for a thorough inspection**. Approved medications prescribed by a doctor for physical conditions will be administered by staff. (We do not allow: psychiatric, seizure or anxiety medications) Any and ALL medications must be approved by Mary's Song staff prior to admission.
2. Required tests: V.D.R.L., Hepatitis B, HIV, Pregnancy, and T.B. skin tests upon entering the program. A physical examination is also required.
3. Upon entry all money, credit cards and checks will be collected and placed in a personal account. You will be given a receipt for all monies/items collected.
4. No automobiles, stereos, radios, CDs, Videos or DVDs are allowed. Students may bring an empty iPod/mp3 player to be loaded by staff with approved music.
5. Mary's Song does not provide medication to assist in the detox process, however, a staff member will be glad to pray for you. If you feel you need to be medically detoxed, please do so before entering the program.
6. During your stay you will be evaluated on performances in these areas by our staff: **Academic work, spiritual progress, conduct, work ethics, recreation and dorm life.**

AGREEMENT

While you are living at Mary's Song you will have to be in agreement and consent to the following:

1. I will not use any form of drugs.
2. I will not **smoke.**
3. I will not drink.
4. I will not use **profane or loose language.**
5. I will not **brag about my past life.**
6. I will not leave the property without permission from the staff.
7. I will not be **involved in cliques.**
8. I will not listen to non- Christian music.
9. I will not read books or magazines without permission and approval by staff.
10. I will participate in all scheduled activities including class, chapel, work, recreation and church services
11. I understand that Mary's Song is a 12 to 18 month program and I am willing to commit myself to the program for this specified amount of time.
12. If I leave the program without taking my clothes or personal belongings, I understand that Mary's Song is not responsible for any such items. **Any clothes and belongings (left longer than 7 days)** will become the property of Mary's Song.
13. If you do not have a high school diploma you will be required to get a GED before you can graduate.

I HAVE READ THE ABOVE RULES AND POLICIES AND AGREE TO ABIDE BY THEM UPON ACCEPTENCE TO THE MARY'S SONG PROGRAM.

_____

Signature of Applicant

_____/_____/_____

Date

_____

Witness Signature & Title

PRE-INDUCTION PERIOD FIRST TWO WEEKS

1. No leaving the premises (except for Worship Services, Recreation Period, etc.) accompanied by a staff member.
2. No visitors, except parole or probation officers, pastors, attorneys.
3. Correspondence by mail with family, pastor, attorneys, and probation officers ONLY!

POLICY

Remember, we will not force you to stay at Mary's Song. You choose to leave if you so desire. We are never happy when this happens because we want each of you to make it. If you do decide to leave, you might first consider our 30 day wait policy on re-entry should you decide to return.

ACTIVITIES

1. Students shall participate in ALL scheduled activities, unless excused by a medical doctor
2. Students are to stay together as a group, under supervision of staff members during all activities. Student's families may sit in Mary's Song section for approved events and church services unless otherwise specified.

APPOINTMENTS

Notify the staff on duty upon entry if you have any pre-existing medical, dental or legal appointments. Arrangements will be made in accordance with the availability of staff.

BATHROOM COURTESY

Be considerate of others waiting to use the bathroom. Clean up after yourself, straighten the bathmat, and **wipe out the tub and sink before you leave**. Replace empty roll of toilet paper/paper towel. Always, wash your hands before leaving the bathroom.

BEHAVIOR

Inappropriate behavior, such as screaming, yelling, and rough housing inside or outside is not allowed. Be sensitive to others.

CHURCH

All restroom needs are to be tended to before any meeting begins. Students are to enter the meeting quietly and pray upon arriving. Sit together at a place designated by the staff. You must stay with the group at all times. Your family may sit with the group upon approval of the Director. No students are to leave the church until the staff member in charge is ready. Take your bible and notebook with you.

CONVERSATION

Do not talk EXTENSIVELY OR GLORIFY YOUR PAST LIFE. Only songs that glorify God are to be sung. Talking to MEN is NOT allowed.

DISCIPLINE

Discipline for DISOBEDIENCE and BAD ATTITUDES will be given. Memory verses, extra work hours, restriction from privileges, essays and even dismissal. No corporal punishment will be used by any Mary's Song Staff Member and is prohibited. Physical restraint may be used if a student becomes violent. Students shall not be subjected to any harsh, cruel, or excessive discipline. Discipline of a student shall not benefit a staff member personally in any manner. Discipline will be administered in a just, equitable & Godly manner. The reason for any restriction due to student behavior will be explained when measures are taken and incidents will be documented in your student file. Reason for dismissal is listed below.

DISCIPLINE OR DISMISSAL

You can be dismissed from the program for the following:

1. Using drugs or alcohol, or having them in possession.
2. Leaving the property or group without permission.
3. Continuously being uncooperative.
4. Fighting.
5. Cheating on tests.
6. Theft of any kind.
7. Students are expected to SHOW RESPECT and NOT ARGUE or TALK BACK TO STAFF PERSONNEL. Foul our abusive language will not be tolerated towards a student or staff person.
8. Proper care of Mary's Song property is expected and required at all times.

Violation of the above shall be cause for immediate dismissal from the program.

DORM RULES

Everyone is expected to take care of their clothes and personal belongings and KEEP ALL CLOTHES PUT AWAY. BEDS ARE TO BE MADE every day before breakfast. LIGHTS ARE TO BE TURNED OFF before leaving the room. EACH PERSON'S "SPACE" IS PRIVATE and is not to be violated. You are to observe "Quiet Time" (Devotional Time) and "lights out" as assigned by staff. Students are not allowed to borrow items or loan items to other students. If you wish to bless another student, please consult staff.

NOTIFY THE SUPERVISOR: When you see someone feeling extremely troubled or about to leave, notify staff. Remember, this is your home, if you do not protect it, who will? Report any drugs on the property.

Keep personal items in their proper place. Do not use nails, stickers, tape, etc. on the walls or furniture and doors without permission.

You may not enter another student's dorm without permission. Stay in dorm assigned to you. Do not tamper with other student's belongings.

Consideration should be given to students trying to rest. Students shall refrain from loud talking or rough housing in the dorm.

FOOD IS NOT ALLOWED IN THE DORMS AT ANYTIME. Moving from one assigned bed or dorm to the other is **NOT** permitted without prior approval.

Visitors are allowed in the dorm with prior approval of staff on duty. Others in the dorm should be notified as a matter of courtesy.

DRESS CODE

1. Your clothing must be appropriate, clean and modest. Underclothes including bras & panties must be worn.
2. Tight and revealing clothes are not to be worn. Clothing/shirts with printing on it contrary to Christian principles are not to be worn.
3. No spaghetti straps or tank tops.
4. Dresses, skirts and shorts must be no shorter than 2 inches above knee.
5. Leggings may not be worn as pants – EVER
6. Modest short pants are to be worn only for work activities.
7. Dress pants and dress shirts or modest dress/blouse and skirt should be worn to church and church related activities.
8. Dress shoes must be worn for church and kept on at all times.

9. Shoes are to be worn at all times. You may go barefoot or wear socks in the dorm only. Slippers may not be worn in common areas or classroom.

10. APPROVED CLOTHING IS TO BE WORN TO SLEEP IN.

11. Dress relating to your past drug lifestyle (hats, bandanas, do rags, etc.) will not be permitted.

12. Clothing with logos, images or print contrary to Christian principles are not allowed. (No skulls, bar advertisements, alcohol/drug logos, Mardi Gras, Halloween, etc)

13. Any jewelry which ties you to witchcraft or to your past will be kept by the staff and sent home.

14. Each person is responsible for her own hygiene. Showers must be taken daily and hair must be kept combed and clean.

15. Approved hairstyles and manners of dress may be changed at staff discretion.

16. No body piercing is allowed on face, tongue, etc.

DUTIES

1. Chores are to be done promptly at assigned times. No procrastinating.

2. When special needs arise, your cooperation in doing extra duties is expected and appreciated.

3. No arguing or complaining with staff or other students regarding assigned duties.

4. Any arguments/complaining can result in disciplinary action.

FIRE ALARM PROCEDURES

1. Walk; don't run, to the nearest exit.

2. Remain outside until instructed to return.

NOTE: NOTIFY A STAFF MEMBER IMMEDIATELY-IN CASE OF A FIRE

MARRIAGE RELATIONSHIPS

Our pastoral staff is happy to provide counseling for married students and their spouses. These sessions are subject to the same regulations as all other visits. Our purpose in providing this service to married couples is to establish then in a Christ-centered marriage.

Goals for married couples who wish to be counseled:

1. To acquaint both parties with the Mary's Song Program and a Christ-centered life.
2. To work out problems.
3. To get to know each other better.
4. During the second phase MARRIED students are allowed (1) overnight pass every 30 days based on prior staff approval.

As a married woman entering the program you must initially surrender family problems to the Lord, until a counseling session can be scheduled. Staff will gladly pray with you.

MEALS

1. Only the staff, cooks and students assigned to kitchen work detail are permitted in the kitchen. When special needs arise, your cooperation in doing extra duties is expected and appreciated.
2. Following each meal: food properly put away, dishes washed & put away, floor swept, garbage put in cans & brought outside if necessary and kitchen checklist initialed and dated.
3. DO NOT GO INTO THE PANTRY OR REFRIGERATORS or use the kitchen appliances without staff permission.

MEDICINE

All medication & vitamins will be kept in a locked closet in the staff office. Only staff is allowed to administer medication. It will be logged on the medication log and signed by the staff and student. The student has the right to give informed consent to refuse treatment of medication and to be advised of the consequences of such a decision. Medication is given at three specified times each day unless otherwise specified by a physician and approved by staff.

MONEY

Although cost of living per student per month averages $1600.00, Mary's Song does not charge for services rendered. However, an initial $900.00 induction fee is requested upon admission and TAX DEDUCTIBLE DONATIONS ARE WELCOMED.

OFFICES

No one is allowed in the office at any time without permission of the office staff. No student is to take or borrow any supplies, pens or pencils off any desk in the office without permission. Upon entering the offices, you must knock first.

RELATIONSHIPS

Students are not allowed to develop romances or special relationships while in the program.

There will be no pairing off with a member of the opposite sex. You must stay with the group. Speaking with men is not allowed.

TELEPHONE NUMBERS & ADDRESSES ARE NOT TO BE EXCHANGED with anyone other than immediate family.

Students are not allowed to invite members of the opposite sex as special guests, unless immediate family. You will not have ANY communication (visits, mail or phone calls) with a boyfriend or fiancé.

PACKAGES AND MAIL

All outgoing/incoming packages will be searched and mail will be read by the staff. Packages will be opened in the presence of a staff member. Students are allowed to RECEIVE AND WRITE LETTERS TO IMMEDIATE FAMILY, PASTORS AND LAWYERS ONLY. Any other persons must be cleared through the Director. Upon mailing letters they must be approved by staff.

STAFF

You may not enter a staff member's room for any reason. Do not go to their rooms before breakfast or after 10pm, except in the case of an emergency. Please show respect and courtesy and try not to disturb staff members when they are not on duty.

GUIDELINES FOR VISITORS

1. Only immediate family member will be allowed to visit; all other family members must be approved by the director in a minimum of three days prior to the requested visitation date.
2. Visiting hours are on every other Saturday from 1:00p.m. - 4:00p.m.
3. All visits are to be monitored by the staff on duty and will only be held in designated areas.
4. There will be no smoking on the property by visitors at any time.
5. There will be no drugs or alcoholic beverages of any kind allowed on the property at any time.
6. Cell phones/cameras/laptops may not be used for ANY reason during visitation. If a family member has an emergency and needs to use their phone they will be required to leave the building to do so.

7. ALL PACKAGES BROUGHT BY THE VISTOR must be given to the staff member on duty upon entry.
8. NO HAND DELIVERED MAIL IS ALLOWED AT ANYTIME FOR ANY REASON.
9. Special visits from out of state family members may be requested for the possibility of extended visiting hours and/or visiting day other than Saturday

NOTE: ANY VIOLATION OF THESE GUIDELINES OR ANY OTHER STUDENT RULES MAY RESULT IN TERMINATION OF VISITING PRIVILEGES.

LAUNDRY ROOM

1. Only the assigned student may operate laundry equipment on designated day.
2. Laundry days are assigned according to a room chart.
3. Students are not allowed to wash other students' clothes or remove them from machines.
4. Students are allowed in the laundry room to drop off and pick-up clothes only.

TELEPHONES

Students are allowed two (2), ten minute phone calls per week. Any additional call must be approved by the Director. Messages will be relayed by the staff member on the phones. Any other calls must be approved. Only staff is allowed to answer phones.

HOUSEKEEPING RULES AND PROCEDURES

Dining Room and Kitchen Rules:

1. Students are allowed in the kitchen area to complete work assignments only.
2. Students assigned cooking or cleaning duties in the kitchen and dining room are to complete their duties as scheduled and remain in the area they are working in until their assignment is completed.
3. Cooking and eating utensils are to remain in the kitchen and dining areas.
4. Students are not allowed to talk with kitchen workers.

GRIEVANCES

All students have the right to submit a complaint in writing. Grievances on the student's part toward a staff member need to be brought to the attention of the specific staff member. If resolution cannot be attained, the matter must be brought to the director, who in turn will schedule a conference between the student and said staff member. The student shall be informed of the findings and recommendations within 7 calendar days.

DO NOT COMPLAIN TO OTHER STUDENTS OR STAFF

PERSONALS

Individual students are responsible for ALL personal property brought into the facility and cannot hold Mary's Song Restoration Center for Women liable in the case of damage due to fire or loss of said property.

Illegal and inappropriate items are subject to confiscation. Any item identified by Mary's Song Restoration Center for Women as inappropriate or as unnecessary will be confiscated and returned to the student's family at the student's expense.

Upon leaving the program all personal property should be taken. Any items left after seven (7) days will become the property of Mary's Song Restoration Center for Women.

RETURN TRIP HOME

Students entering into the program are required to bring money to purchase a bus ticket for the return trip home upon leaving the program, if need be. Mary's Song is NOT responsible for providing any such services.

MEDICAL EXPENSE

1. *Mary's Song is not responsible for Student Medical Expenses* – Mary's Song is not financially responsible for the medical or dental care of any student; including both pre-existing or any condition that may arise. All medical and dental expenses incurred by the students while enrolled in the program are the responsibility of each individual student. This includes accident or injury while enrolled in the program.
2. If an applicant has a medical problem prior to entrance into the Mary's Song program, she is expected to take care of that problem before entering the program.

IF AN APPLICANT IS ON PAROLE OR PROBATION, REPORTING PROCEDURES SHOULD BE WORKED OUT BEFORE ENTERING THE PROGRAM. IT IS THE PAROLEE/PROBATIONER'S RESPONSIBILITY TO MAKE THESE ARRANGEMENTS AND REPORT AS AGREED.

WHAT TO BRING WITH YOU:

NOTE: Because of the lack of space, all students must limit the amount of materials and clothing they bring. You may choose one of the below three options:

1. Two (2) small suitcases
2. One (1) Large suitcase
3. One (1) small suitcase and a hang-up bag

BELOW IS A LIST OF ITEMS YOU WILL NEED:

CLOTHING (NO MORE THAN):

- 6 pairs of jeans, Capri's or shorts to the knee
- 5 work shirts or t-shirts, no tank tops (except to be worn underneath blouse)
- 4-5 outfits for church (dress, dress slacks, dress blouse)
- 1 jacket, 1 sweatshirt, 2 sweater for cooler days, 2 dressy cover-ups

UNDERGARMENTS:

- 5-7 bras
- 7 pairs of underwear (no thongs)
- 2-3 camisoles or undershirts to wear under blouse
- 5-6 pairs of socks
- 2 pairs of pajamas (no shorts or sleep shirts)

SHOES:

- Tennis shoes (sports, working)
- Casual shoes (school)
- Dress shoes (church)
- Slippers

PERSONAL ITEMS: Blow dryer, perfume, shampoo, razors, toothpaste, toothbrush, comb, deodorant, soap, laundry soap, laundry bag, sanitary napkins (no tampons allowed).

SCHOOL SUPPLIES:

Three ring binder	Pencils	Pens
Bible	Stamps	Dictionary
Two Spiral Notebooks	Envelopes	Paper

PICTURE ID, SOCIAL SECURITY CARD, BIRTH CERTIFICATE, INSURANCE CARDS & FOOD STAMP CARD (if applicable)

MONEY: Induction fee, return fare & spending money

WHAT NOT TO BRING WITH YOU:

Cigarettes	Cell Phones	Expensive Jewelry
Medication for withdrawal	Radios	Tapes/Recorders
Playing cards	Books	Magazines
T.V.	Drugs	Sheets
Radios/Stereos	Vehicles	Pets

You and Your belongings will be thoroughly searched on the day of admission

BRING THE FOLLOWING INFORMATION *WITH* YOU:

Names, addresses, and phone numbers of: Parole and probation officers, attorneys or public defenders.

Full information regarding court and court appearances: date, time, court, judge, charges, etc.

The names, addresses and phone numbers of **IMMEDIATE FAMILY** who may visit or write you while in the program. If you do not bring the list of **IMMEDIATE FAMILY** we will "return to sender" all letters sent which are not on the list. Outgoing and incoming mail will be read by staff.

ADMISSION INFORMATION

NO ONE WILL BE ADMITTED UNDER THE INFLUENCE, OR THOUGHT TO BE UNDER THE INFLUENCE. YOU MUST BE DETOXED BEFORE YOU CHECK IN.

Applicants must arrive at Mary's Song Restoration Center for Women at the specific time and date indicated by the Director. If for any good reason the applicant cannot arrive on the specified time, a call should be made to the Director giving the reason.

The medical report and blood test results must be filled out in full by the applicant and physician by the date of admission. All medical results and records must be in the hands of the intake staff or the director on the day of admission unless otherwise approved by the director.

Dear director of Mary's Song:

I have read the entire manual.

I understand that these rules are designed to make my time at the Mary's Song Restoration Center for Women most beneficial to my Christian growth. I am aware that they are necessary to maintain a pleasant atmosphere for everyone living here, and help set high standards for Christian living.

The rules for the classroom must be followed to keep it running smoothly and quietly, to create an atmosphere for study so that my time in school will be most successful.

If I break any of these rules, I realize that I will receive discipline, which could mean extra work hours, restriction from privileges, essays, or even dismissal.

I agree to do my best to follow these rules outlined in the manual for the benefit of my own Christian life and those around me.

Sincerely,

_____

Signature of Applicant

_____/_____/_____

Date

_____

Witness Signature & Title