



Program Participant Intake/Orientation Packet

Level II MAT WAQRR Housing - Shared Housing for Recovery

(We accept people on suboxone, methadone, and drugs to support mental health.)

For questions, please contact: Sherry Nichols (661) 699-0669

Our Mission: Empowering Transformation & Rebuilding Lives: Our mission at Sanctuary First Foundation (SFF) is to provide a supportive and compassionate haven where individuals on the path to recovery from a substance use disorder and/or related mental health issues can find the strength, resources, and community they need to reclaim their lives from the grip of challenges. Through a blend of safe and structured communal living, personalized care, and a commitment to holistic healing, we are dedicated to fostering personal growth, self-discovery, and the development of essential life skills for independent living in the comfort of a peaceful environment. Our goal is to stand as a steadfast partner in the journey to recovery, guiding and uplifting each participant as they autonomously work towards lasting positive change based on their individual needs and a future filled with hope and possibility.

Our Vision: Envisioning a world where recovery is a journey of transformation, Sanctuary First Foundation (SFF) strives to be a beacon of hope and healing, operating with integrity, and upholding the rights of our program participants in a safe homelike environment. Our vision is to be recovery oriented by creating a healthy, dynamic, and inclusive community where individuals in recovery find the inspiration, motivation, tools, and connections they need to rebuild their lives; using peers to staff and govern the home by fostering an environment of mutual respect, support and empowerment. We aspire to equip participants with the skills to navigate challenges, embrace personal growth, and contribute positively to society. Through our holistic approach and commitment to individual well-being, we envision SFF as a catalyst for lasting change, a place of renewal, where hope is rekindled, lives are rebuilt, and the ripple effects of recovery extend far beyond our doors, where each person's recovery story becomes a testament to strength, resilience, and the boundless potential of the human spirit.

Sanctuary First Foundation

General House Rules/Requirements/Guidelines

You are choosing to live in a Clean and Sober Recovery Residence. Your success and continuance in this environment are dependent upon your consistent good behavior and cooperation. Disruptive and/or discourteous behavior **will not** be tolerated. **Honesty and integrity are expected at all times.**

- Our highest values are tranquility, cooperation, and a feeling of personal safety.
- Threats of violence will not be tolerated and are **cause for termination.**
- Obstructing the authorities and/or Department of Corrections (DOC) is **cause for termination.**
- Discussion about other program participants' background and/or warrants with non-program participants is prohibited.
- We have these rules because they are consistent with Community Placement practices.
- Participants who are not on Community Placement are expected to comply.
- Please review carefully as **you will be expected to comply.**
- **LANDLORD TENANT RULES DO NOT APPLY TO TEMPORARY HOUSING**

NO DRUG USE OR ALCOHOL USE – CBD & (THC) MARIJUANA ARE NOT ALLOWED

RCW 59.18.550 Drug and alcohol-free housing – Program of recovery – Terms – Application of chapter governs the terms of this agreement.

Any contact with Illicit drugs and/or alcohol and/or violation of any of the following rules may result in dismissal. Your initials and signature indicate your understanding and agreement to abide by these rules. We employ a Peer Support Counselor. Everyone is expected to interview with the Peer Support Counselor when you are first housed. The Peer Support Counselor will review each one of these rules with you. The Peer Support Counselor is highly skilled and will provide information about recovery support and find resources for you. The Peer Support Counselor is your first call if you have a conflict or problem.

SFF works with several agencies that provide housing, therapy, and medication support for our program participants. **If you are in a program, you are expected to follow the rules of the program.**

___ By signing this agreement, you understand that breaching the safety of the house, or when someone exits, will lead to a change in door codes. The Department of Corrections has automatic entry into the house and via their own door code.

___ Please do not damage the house or its contents. You will be responsible for the cost of repairing any damage you cause.

___ Please let us know your preferred pronouns. We honor your preference.

___ Consumption or possession of alcohol in any form is strictly prohibited.

___ Use or possession of illicit drugs in any form is strictly prohibited.

___ Use and/or possession of drugs and/or alcohol on site will result in immediate dismissal.

___ If you supply or give drugs to any program participant or are caught dealing drugs on or off property, you will be asked to leave and may get your belongings within 21 days.

___ You MUST be clean and sober at all times. You will have a baseline urinalysis (UA) when you arrive that must reflect a negative result. Participants are required to submit to a drug and alcohol test at any time as per request. A refusal and/or failure to provide an adequate sample will be treated the same as a positive test result. Any attempt to cheat/circumvent a test will result in a dismissal. **You will be charged \$15 per UA for follow-up UAs.**

No alcohol or illegal drug use permitted. No marijuana (THC)/CBD or using prescription drugs that do not belong to you. No cough syrup, unless it is prescribed. Any prescribed medication must be kept in a locked box we will provide. Bringing fentanyl into the house is cause for termination and payment for a hazmat removal.

___ You agree to work with us to define your specific recovery goals and relapse prevention plans.

___ Stealing is strictly prohibited. Taking someone else's food is considered stealing. Bringing stolen goods into the house or on the property is considered stealing. Taking someone's medication is stealing. If caught, it will result in immediate dismissal.

___ Daily attendance at 12-Step meetings is strongly encouraged/recommended; the minimum daily attendance requirement is **(5) five per week.**

- **The weekly House meeting counts as (1) one of your five.**
- MAT, there are meeting options available. Please see the House Manager for details.
- **If unemployed, you must attend (2) two meetings per day until you have a job.**

___ Participants are encouraged/recommended to maintain a Home Group environment.

___ **Do not have an expectation of privacy.** Rooms are shared and may be searched for drugs or contraband at any time. Putting a lock on your door is cause for termination.

___ You are not allowed to ask other program participants to execute paperwork for the courts or any other group.

___ Participants are required to maintain a working relationship with a Caseworker/Social Worker/Sponsor.

___ **EMPLOYMENT:** Participants are required to maintain employment or be going to school.

- You must find a job within 14 days of moving in or be enrolled in school at least part-time.
- If at any time a program participant is/becomes unemployed or not enrolled in school and is capable of working (not injured or sick), he/she must actively seek employment from 8:00 am - 5:00 pm Monday through Friday and is not permitted at the house during this time.
- A program participant's employment is prohibited from interfering with their adherence to any of the other terms of this agreement.
- Overnight shifts are not permitted.

___ Behavior considered to be a "conflict of interest" (i.e., sponsorship, employment, dating, etc.) between Participants is strictly prohibited.

___ Smoking and vaping inside the home is strictly prohibited. Smoking is allowed in designated outside areas ONLY. Please clean up your smoking materials. Discarding them in inappropriate locations is prohibited.

This is a smoke free residence.

___ Participants are responsible for their personal items/belongings. Participants are responsible for the security and safekeeping of their own personal items/belongings and are to pack and carry their items/belongings when they depart. If for any reason this does not occur, the program participant may contact the House Manager regarding the retrieval/disposition of personal items/belongings. **Personal items/belongings will not be stored for more than 30 days.**

___ **PROPERTY STORAGE:** Upon vacancy, AWOL status or arrest, any personal property left more than 30 days will be considered abandoned and will be donated to charity or disposed of. Please plan to have someone collect your items if you cannot do so.

___ Disruptive/discourteous behavior will not be tolerated and can/will result in dismissal.

___ Guests are strictly prohibited **unless approved in advance** by the staff or House Manager for family members visiting when you move in.

___ Guests are not permitted at the house beyond curfew and are only permitted in the common areas with prior approval from the staff or House Manager.

___ Guests cannot be under the influence or in possession of illicit drugs and/or alcohol at any time.

No men or women who are not members of the house can be invited into the house. The security of your room and house depends on this house rule.

_____ House Meetings are held weekly at a date/time determined by the House Manager **and are mandatory for every program participant.**

_____ **CURFEW: New program participant curfew is 8:00 pm every night for the first 30 days of our program.**

- All others must be in by 10:00 pm Sunday through Thursday
- 11:00 pm with lights out by 11:59pm Friday and Saturday.
- No exceptions unless approved by the House Manager. Participants must adhere to more strict curfews when required (i.e., Parole, Probation, etc.). Failure to return to the house on time can/will result in dismissal.

- If your work shift puts you out past curfew, communicate this to the house leadership team
- **We enforce the curfew unless you have a check out slip from work. You may be asked to provide a work schedule to the House Manager.**

_____ **CURFEW: House quiet time is 10:00pm to 5:00 am.** Any activity (i.e., Lights, TV, Telephone conversations, etc.) that disturb another program participant's ability to sleep/rest is prohibited.

_____ **CURFEW: Overnight/weekend passes are to be submitted to the House Manager a minimum of one week in advance and after 30 days of our program.** Authorization will be granted at the discretion of the House Manager. Participants are required to provide a clean UA test upon return.

_____ **CURFEW: NO CALL – NO SHOW for 48 hours will result in the loss of your bed.** Please contact your House Manager if you plan on being gone longer than 48 hours **with approval.** ****NOTE:** DOC officers, Drug Court Therapists, HARPS Peer Support and your counselor (**not** House Managers), are the only ones that can give permission to spend the night somewhere else. **SFF must be notified in writing immediately if you will be absent with approval from a counselor.**

We check whether you have permission to be absent. There is a 30-day blackout with most external programs who provide program participants to our housing.

_____ Participants are not permitted in any bedroom other than their own without permission from the participant(s) residing in that room; they must also be accompanied by the permitting participant.

_____ **UTILITIES AND GARBAGE: Energy conservation** is everyone's responsibility. Please turn off lights, water, and heat when not in use. Garbage must go out on the appointed day. It is up to everyone to make sure the cans are outside. Do not open windows or doors when AC/Heat is on.

_____ Turn off lights, TV's, radios, fans, etc., when not in use.

_____ Thermostat is to be adjusted by the staff or House Manager only.

_____ **FOOD:** Bring in your own food. Some shared food is available. Register with SNAP/Basic Food for food stamps if needed. We can help.

____ **CHORES:** Chores are required to be completed daily. The House Manager is responsible for chore assignment and completion. Chores will be assigned weekly. The chore list is posted in the kitchen. If you cannot do your chore(s), you need to make arrangements with another program participant to cover them for you. The house will be deep cleaned every week. Chores will include thorough cleanup of common areas (kitchen, bathrooms, living room). Each program participant is responsible for cleaning up after themselves and participating in communal chores as necessary. Failure to complete assigned chores can result in dismissal.

____ **CHORES:** Immediately clean up any area you use (Kitchen, Bathroom, and Common Areas). It is expected that you will thoroughly clean the bathroom after your use.

____ **CHORES:** Kitchen appliances, counter-tops, utensils, dishes, pots, pans, etc. will be cleaned and returned to their respective place (immediately) after each use.

____ **CHORES:** A good general clean-up of all areas inside and outside the home is always required.

____ **CHORES:** Rooms will be kept orderly and clean. Beds are required to be made upon awakening. Respective areas are to be kept neat, clean, and picked up at all times. No food allowed in bedrooms to prevent unwanted insects/critters. Trash should be emptied daily. Rooms are shared rooms unless you are a House Manager. If there is an open bed in your room, you are responsible for maintaining the bed. You may not use the spare bed, dresser, or closet. You may not change your bed, room, or house without written permission from the DOC, drug court, the house owners, and the House Manager.

____ Animals are NOT allowed due to other participant allergy concerns, flea infestations, sanitary issues, or the general safety of others. Service animals **may be accepted** ONLY with legitimate documentation, though if any of the concerns listed above prevail, a request for a service animal can be denied.

____ Participants are ALWAYS required to wear appropriate dress in common areas.

____ Sleeping by guests or participants in common areas is prohibited.

____ Refrigerator – All food must always be covered or be put in a storage container.

____ **PRIVACY:** Some program participants are on Community Placement; the Department of Corrections will have full access to the premises. You should be polite to anyone who enters the home with a request for information.

____ **PRIVACY:** Since program participants are in transition for various reasons, we will neither confirm nor deny that they live here.

____ **PRIVACY:** program participants & staff should be mindful when posting information on social media platforms regarding the program participants in the home to avoid violating the personal privacy of others in the home.

___ If you borrow from and/or loan to others, it is at your own risk. All program participants are responsible for their own security and the security of their possessions. Program participants storing personal belongings in common areas store them at their own risk. Property left over from moving out or being dismissed may be disposed of after 30 days unless other arrangements have been made.

___ The computer, printer and associated supplies/furniture are to remain in the common area.

___ **All Over the Counter and prescribed medication(s)/controlled substances will be stored in a locked container and identified to the House Manager. Any program participant exhibiting drug seeking behavior, using any prescribed medication/controlled substance unknown to the House Manager or misuse of medication exceeding dosage of prescribed medication/controlled substances will be dismissed.**

___ **CARS:** If you own a vehicle, it must be functioning and not in disrepair (leaking oil, smoking, loud muffler) you must also have proof of registration, driver's license and insurance. Parking is first come first served. There is no assigned parking. If you damage someone's car, it is your responsibility. **We do not get involved. We do not allow junk (project) cars that are not running on any property. Program participant's cars are subject to random searches.**

___ **When you exit the house, you may not take house supplies, furniture, or anything that does not belong to you. We will follow up immediately if something is missing.**

___ Signing in and out of the house is required when leaving and arriving.

___ **You are required to follow your treatment plan with your health care team.**

___ **You must identify any merchandise that you own that has a value of greater than \$50 when you enter our home and have paperwork signed by the House Manager. We are not responsible for merchandise of value.**

___ Program participants will take responsibility for their own health and respect the health and safety needs of all other program participants and will take precautions (hand washing, extra cleaning of surfaces, limiting interaction with other Participants, appointment with a physician (if necessary) when aware of or experiencing exposure to bodily fluids and communicable diseases.

___ Program participants agree to each of the following (check all that apply):

- Work, go to school, or volunteer outside of the residence
- Participate in mutual aid or caregiving
- Participate in social, physical or creative activities
- Participate in daily or weekly community activities

GRIEVANCE POLICY: If you have any problems with your house, please contact your House Manager, peer support or founders in person or in writing. Your grievance will be addressed within 72 hours of receipt and a determination of resolution will be provided in writing. No repercussions will come to anyone who files a grievance. **For immediate service, please contact Sherry Nichols - Director (661)-699-0669 or WAQRR (253) 293-5208.**

INVOLUNTARY TERMINATION OF RESIDENCY

___ * Knives, Guns, Tasers, Brass knuckles, etc. **are not permitted AT ANY TIME!** If found, items will be removed, and dismissal will be issued.

___ *House Manager (staff) may inspect in and around bedroom property or belongings at any time and within reason, for the safety and protection of all Participants.

Involuntary termination of residence shall include, but is not limited to:

___ Use or possession of alcohol, drugs, drug paraphernalia, guns, knives, other weapons.

___ Selling illicit drugs on or off the property.

___ Abuse of over the counter or prescription medications.

___ Possession of stolen goods or any theft.

___ Unwanted guests on the property.

___ Physical violence or threats of any kind. This includes anyone you let in the house.

___ Consistent violation of curfew.

___ Consistent Violation of house rules.

___ Having food in your room that leads to ants or other damages.

___ Stuffing anything down the toilet except toilet paper.

___ Damaging the house intentionally.

___ Bringing alcohol or drugs into the house with the intention of using or sharing these substances.

Program participant TERMS AND CONDITIONS

___ I agree to always comply with the house rules and expectations.

___ I understand that it is necessary to be polite to the Department of Corrections and any support personnel for program participants.

___ I understand that peace, cooperation, and kindness are key values and will do my best to support the people in the house.

___ I understand that if I have a conflict with anyone that the House Manager, the Peer Mentor, and Sherry Nichols will help come to a resolution. We will work together as a team to resolve any conflict.

EMERGENCY CONTACTS:

1. Contact #1:

- a. Name: _____
- b. Relationship to program participant: _____
- c. Contact Phone Number (Mobile): _____
- d. Contact Phone Number (Landline): _____
- e. Contact Address: _____

2. Contact #2:

- a. Name: _____
- b. Relationship to program participant: _____
- c. Contact Phone Number (Mobile): _____
- d. Contact Phone Number (Landline): _____
- e. Contact Address: _____

3. Contact #3:

- a. Name: _____
- b. Relationship to program participant: _____
- c. Contact Phone Number (Mobile): _____
- d. Contact Phone Number (Landline): _____
- e. Contact Address: _____

Program participant: _____

Signature: _____ Date: _____

House Manager/Staff Member _____

Signature: _____ Date: _____

**Required for National Alliance of Recovery Residence Standards compliance.*