House Rules & Expectations
Table of Contents

House Rules

Welcome ................................................................................................................. 1

Disciplinary Actions ............................................................................................. 1

Non-negotiables ..................................................................................................... 1–2

Written Warnings ................................................................................................. 2–5

House Expectations

Admission .............................................................................................................. 6

Resident Levels ..................................................................................................... 6–7

Graduates & Senior Residents ............................................................................... 7

Living Spaces & Chores .......................................................................................... 7–9

Community & Volunteering ....................................................................................... 10

Transportation & Work/School ............................................................................. 10–11
House Rules

Welcome to Heart Rock: Justus Family Recovery Center for Women & Children! Heart Rock's goal is to support and guide so that you can live a peaceful and happy life. Heart Rock provides a safe and structured supportive living environment for pregnant and parenting women. The house rules aid in making that happen and are crucial in ensuring the safety of everyone. Please read carefully.

Written Warning
A formal document that must be discussed with the house director and signed by the resident after a protocol has been broken. All written warnings will be discarded/fall off after 30 days. After a resident has received 3 written warnings the resident will have a placement review with Heart Rock Director. Outcomes are decided on a case-by-case basis and based on the seriousness of the write-up.

Disciplinary Action

- One verbal warning will be given prior to a written warning.
- Written warnings are given with consequences for not abiding by the rules.
- Three written warnings in a 30-minute period will be reviewed based on the severity of the violation and reviewed with the director.
- Consequences result in a behavior contract for a duration based on the protocol broken or immediate discharge.

Termination may follow for:
- Failure to participate in all program requirements on consistent basis.
- Inappropriate behavior (e.g., attitude, gossiping of residents or staff, etc.)
- Continuous non-compliance with rules and directions.

Non-Negotiable
A non-negotiable is an offense where you will be asked to leave immediately.

Non-Negotiable

No drugs or alcohol
A violation includes having on the premises: illegal drugs, alcohol, someone else’s prescriptions, and drug paraphernalia. This is non-negotiable and you will be asked to leave Heart Rock. If the resident is willing to go to the Assessment Intervention Center or detox, we will hold their bed for 7 days. They will be required to pass a drug screen to re-enter. Heart Rock has the right to randomly administer a drug test at any given time.
No weapons or acts of violence
Heart Rock is a safe and supportive environment. No weapons or acts of violence are allowed at Heart Rock. Any type of weapons or violence that has been witnessed or reported at Heart Rock you will be asked to leave. Weapons include guns, knives, and any other type of mechanism that is being used as a weapon. Violence includes inappropriate physical contact with another resident or someone in the community and verbal threats towards other residents and the community and property destruction. We are family friendly and the safety for all our residents is our number one concern.

No fraternizing
There will be no intimate relationships between residents.

No illegal activity on or off Heart Rock property
Heart Rock encourages a safe, healthy environment with no illegal activities permitted. If a resident is arrested on or off the property it will be at the discretion of the housing director if the resident will be allowed to return.

Written Warnings

No unapproved visitors on the property
No one that is not on the approved visitation list will be allowed on the property. They will be asked to leave the property immediately; the resident will receive a written warning and a meeting will occur between the resident and the director to discuss the next steps. All visitors must be approved and documented by Heart Rock director prior to visiting. All visits will occur during scheduled visiting hours for residents in good standing. Adult visitors will have to have a legal form of identification on file. Visitors will only be allowed in designated areas in the home. A staff member will be present for all visits. Any changes that need to be made to your visitation list need to be approved by Heart Rock director.

Approved visitors are allowed to pick up and drop-off residents for resident approved outings. Approved visitors will be allowed to pick up and drop-off children with advanced approval from Heart Rock director.

No unapproved overnights
No overnight stays are allowed without the house director’s approval. If a resident does not communicate overnight and does not return home, the resident will receive a written warning and a meeting with the house director. Failure to communicate with staff regarding whereabouts after 24 hours may result in self-discharge. Overnight requests must be made by Sunday for the upcoming week and the resident must be at a level 2 or 3, in good standing, and has been at Heart Rock for 30 days. Overnights are privileged activities that are approved at the discretion of the house director and staff and are not guaranteed to be given.
Stealing
A resident who is caught stealing will receive a written warning and a meeting with the house director. Stealing includes taking other residents’ items or food, taking donations without staff permission, or anything that belongs to a staff member.

No visitors in the bedrooms
Residents and their children are not allowed to visit other residents’ rooms. If this occurs all residents involved will receive a written warning and a meeting with the housing director.

No pornography, sex toys, or sexual activity
Pornography is not allowed in the home; this includes internet sites and any other forms. Sex toys and sexual activities are not allowed in the home.

Honesty & trust
If a resident is caught lying, she will receive a written warning and a meeting with the house director. Heart Rock is a community and lying generates distrust in the community.

Transportation
If a resident has her own transportation she must park on the street. No car will be allowed with expired tags. The car must be in working condition.

If a resident is receiving a ride from Heart Rock or a volunteer, the resident must be ready at the agreed upon time. If you don’t show up without giving notice to staff, you will receive a written warning and a meeting with the house director.

Only individuals on the resident’s approved visitation list will be allowed on the property to pick up or drop off a resident. If a resident is dropped off on the property by someone not on the approved visitation list the resident will receive a written warning and a meeting with the house director.

Medication
The safety of all of Heart Rock’s community members is of the utmost importance and all medications need to be in a safe place. All medication, including over-the-counter items, vitamins, and prescriptions will be locked in a medicine cabinet in the staff office. All medicines for women and children will be given by a staff member and taken at the staff office. If a resident is found to have any medication, over the counter or prescribed outside of the staff office area, she will receive a written warning and a meeting with the house director. ALL medication refills are picked up by the Heart Rock staff only, NO EXCEPTIONS! Failure to comply or adhere to medication regimens will result in a discharge from Heart Rock’s program.

Childcare
If you have a child at Heart Rock, you are the primary caregiver. Other residents are not allowed to babysit your child. There will be occasions when childcare may be arranged through the assistance of volunteers. This will need to be planned ahead and is dependent upon volunteer availability and not a guarantee. (continued)
Childcare (continued)
If your child is left with another resident all residents involved will receive a written warning and a meeting with the housing director.

There is no co-sleeping at any time. If a resident is found to be co-sleeping, you will receive a written warning and a meeting with the director.

Children must always be supervised. If your child is found unsupervised inside or outside, you will receive a written warning and a meeting with the house director.

If a volunteer or staff is watching your child/children and you do not return at the scheduled time and do not communicate with staff/volunteer regarding this matter, you will receive a written warning and DCS is subject to be called.

No excessive punishment
Heart Rock understands there are various opinions regarding physical punishment. If a resident is found to be excessively punishing a child including cursing at, yelling at, or physically harming child, they will be asked to stop. If the punishment continues the resident will receive a written warning and a meeting with the house director.

All staff members and volunteers are mandated reporters; if physical abuse, sexual abuse, and/or neglect are witnessed or disclosed they will make a report with the Department of Child Services.

Complete weekly chores/house responsibilities
Heart Rock is a community, and we all need to do our part in keeping our home clean and in order. Chores must be completed daily and checked off by a staff member no later than 9pm. It is the resident’s responsibility to tell the staff person when their chore is completed and ensure it gets checked off.

New moms will be excused from chores two weeks after giving birth and three weeks after having a Cesarean.

If a chore is not completed a staff member will ask you to complete your chore, if you fail to complete your chore you will receive a written warning and a meeting with the house director. Please do not wait to be asked to complete your chores.

No smoking or vaping inside Heart Rock
Smoking/vaping is not allowed inside Heart Rock. There is a designated area outside for smoking. If you choose to smoke, please clean up after yourself, this includes proper butt disposal and matches completely extinguished. If a resident is caught smoking/vaping inside their room she will receive a written warning and a meeting with the house director.

Bullying
There will be no bullying of any type. If a resident is suspected of bullying another resident or staff, it will result in a written warning and a meeting with the Director.
Curfew
Level 1 residents must be in their room by 10pm on weekdays and 11pm on weekends.

Level 2 residents must be in the house by 10pm (with approved outings) and in their room by 11pm on weekdays and 12am on weekends.

Level 3 residents 11pm on weekdays and 12am on weekends.

Curfew can be extended for work purposes. It will be your responsibility to get permission in advance from the house director.

Respect one another
Choosing to live in the supportive community of Heart Rock entails respecting all the different beliefs, backgrounds, and cultures of Heart Rock residents. Respect and acceptance are essential to Heart Rock’s supportive living community. If a resident is found to be disrespecting another resident or staff member, she will receive a written warning and a meeting with the house director. Disrespectful behaviors include hurtful and/or prejudiced statements, swearing/cursing, being rude, telling inappropriate or offensive jokes, arguing, gossiping, etc.

No unapproved outings
All residents must have outings approved and have passes put in on Sunday for the upcoming week. Schedules must include employment, school, doctor, and therapy appointments. This can be done by completing your weekly schedule form. You may not leave for a pass until after morning meditation unless approved by the director.

Passes are required for any outing that is away from the house for over an hour. Passes need to be turned in and filled out in full detail where you are going and who you will be going with. Under no circumstances will you be allowed to be picked up by someone who is not on the visitors list.

Outings are privileges and are approved at the discretion of the house director. A resident will receive a written warning, and a meeting with the house director if she leaves on an outing that has been denied or doesn’t return home at the agreed upon time.

If an emergency arises, please see the house director or the assistant director.

Quiet hours
Quiet hours are from 11pm-7am. Please be respectful of the other residents and ensure the house is quiet during these hours. If the noise level in your room is not contained, you will be asked to lower the volume. If that does not happen, you will receive a write-up and a meeting with the housing director. Morning meditation will begin at 8:30am, please be up and ready to start by 8:30am.

Returning Residents
If a resident is administratively discharged, then they will not be considered to return to Heart Rock. All other discharges or completions will be considered to return. If the resident has relapsed, they will have to complete a 30-day treatment program before they will be allowed to return. If a resident does not relapse but would like to come back to Heart Rock, there will have to be 30 days between the date of discharge and the new admit date. Residents will have to reapply and go through the intake process again. It will be staffed if the resident is approved to make sure she will be a good fit for the milieu of the house.
House Expectations

Heart Rock is safe, supportive recovery house for women and children. We are a community at Heart Rock, and some of the ways we keep our community safe is by following the house expectations below.

**Admission**
Upon admission to Heart Rock each guest will be asked to take a drug screen as well as a breathalyzer. Failure to do so or not pass the test will result in the house guest not being admitted into the program. We ask that you only bring 10 sets of clothing, all clothing and personal belongings will be searched prior to admission. All clothes and linens will be ran through the bed bug zapper and will be returned on completion. Heart Rock asks that you do not bring personal or material possessions that you deem to have sentimental value. **We will not be responsible for these lost or stolen items.**

**Level 1:**
A resident will be placed at level 1 upon entry. There will be a 21-30 day still period that is required for level 1 residents. Residents will not have access to phones or any other electronic devices (laptops, iPad, etc.) Phones will be stored in the office until the still period is over. As a level 1 resident, you will not be able to work, no outings, and no communication with anyone outside of Heart Rock unless approved by the director. Child parenting time/visitations will be allowed during family visitation days and during other days if there is a court order in place. A resident will be required to attend 4 meetings of the fellowship of their choice with supervision of staff or senior resident each week. They will need to get their meeting sheet signed by the secretary and turned in by Sunday. Residents will be required to obtain a sponsor before leveling up. Residents will be reviewed by the house director at their 21 days, if the resident receives a write up during their 21-day still period, they will have to wait until 30 days and be reviewed for their level up.

**Level 2:**
A resident will be placed at level 2 upon review with the house director at their 21-30-day review. Residents MUST have a sponsor and working a 12-step program. She will be allowed to have phone access and outings outside of employment with advanced permission. She will be allowed 2-4 hour passes and 2-8 hour passes a month. Residents will be required to pay rent after 90 days. A resident will be required to attend 3 meetings of the fellowship of their choice each week unless they are not working or in school, in that case they will attend 4 meetings each week. They will need to get their meeting sheet signed by the secretary and turned in by Sunday.

**Level 3:**
A resident will be considered for level 3 when they have successfully completed 3 months at Heart Rock (Red House) and sustained 3 months of the following: continuous sobriety, stable employment, and 12-step participation. A resident will be eligible for 2 overnight passes, 2-4 hour passes, and 2-8 hour passes. *(continued)*
Level 3 (continued):
A resident will request to move to the level 3 house located at 4907 Winthrop Ave., Indianapolis, IN 46205. The resident's team will review when all criteria have been met. At level 3, you will be responsible for providing your own food, toiletries, and essentials. Heart Rock will no longer provide these items to you; this is an opportunity to get you ready for responsibilities when you get out on your own. Level 3 residents will still be required to attend 3 meetings per week and stay up to date on rent. Not doing so could result in being moved back to the red house until you get stabilized. Random screens are still required, and you will also have to breathalyze every night at the red house with staff observation. All medicines will be kept at the red house as well, you will need to have staff administer them during posted med times.

Graduate:
A resident will be considered successfully completed after 6 months at Heart Rock. She will be allowed 2 weekends, 2-4 hour passes, and 2-8 hour passes a month. Residents will still be required to attend 3 meetings a week, take random drug screens, breathalyze every night, and medication will be taken at the red house.

*Progression of levels is on a case-by-case basis at the discretion of the House Director.*

Senior Resident
A senior resident is not based on the amount of time you have been at Heart Rock. It is considered based on how active they are in their recovery, their positive activity in the house, and their overall attitude towards residents and staff. It is based on emotional maturity and the ability to handle situations in a positive manner.

A senior resident is someone who meets the newcomers and welcomes them to Heart Rock. A senior resident will be considered to cover minimum open shifts as needed. Senior residents are to show leadership to the residents. If you are not following house rules, your senior residency can be revoked.

Household
 ♥ Everyone that enters the house must have their items checked by a staff member. Purses, coat pockets, pants/shirt pockets, strollers, and diaper bags. This includes family members during visitation days. **All toiletry items must be new and unopened. Staff will keep items they deem inappropriate in the office at their discretion.**
 ♥ House staff will perform random room checks throughout the house. During this time all residents that are in their room will need to stand in the hallway until the staff member is done. Room checks will be done between the hours of 8am-8pm, no notice will be given. If you have a vehicle at Heart Rock, that is subject to random searches as well.
 ♥ All medications for residents and their children will be kept in a lockbox, this includes over-the-counter medicines, vitamins, and prescriptions.
 ♥ Only staff are allowed to get mail from the mail carrier and/or mailbox. Staff will open all mailed items and place your mail in your designated mailbox inside the office.
 ♥ Any lights on around the house that are not in use please turn them off.
 ♥ It is everyone’s responsibility to keep the house clean and tidy. Please clean up after yourself, if we all do our part our home will stay neat and clean. All personal items need to be kept in your bedroom. If items are left in the community areas, they may be held in the staff office for 24 hours. If the problem is ongoing, privileges and donation access may be suspended. (continued)
Household (continued)

❤️ Mothers are responsible for their children; residents are not allowed to provide childcare for other residents.
❤️ Being safe and clean is important for our community, please wash your hands before putting away any clean dishes, handling food, after changing diapers and using the restroom.

House Staff Office

❤️ The staff office is for staff use only. Please knock even if the door is open and only enter at staff invitation. Ask for staff permission prior to retrieving any personal items kept in the office. Items will only be released to owners.
❤️ All medications will be locked in a lock box in the staff office. If you need to take something, please see a staff person. All medications must be taken at the staff office, no meds are allowed throughout the house. Prescription medications will be documented and given out how the order was written.
❤️ If you are a level 1 resident, you may use the office phone 3 times a day for up to 15 minutes to make any necessary doctor/therapy appointments. If you are a level 2 resident, you may use your cell phone when not involved in daily programming activities.
❤️ The Heart Rock number is 317.800.0631. This number is answered by staff and volunteers.
❤️ For everyone’s safety, this number is only to be given out for business or medical purposes. No personal calls will be accepted on this line.

Laundry Room

❤️ Laundry room hours are from 8am-8pm.
❤️ There will be a laundry signup sheet in the staff office.
❤️ Level 1 & 2 residents will have access to laundry detergent in the staff office for the first 60 days.
❤️ Level 3 residents are responsible for their own detergent.
❤️ Residents will be assigned days for laundry based on which room they are in. Saturday is a catch-up day.
❤️ Please do not leave clothes in the washer and dryer, once your clothes are finished, please remove. Clothes left overnight in the washer or dryer will be bagged and placed in the office by the overnight staff.
❤️ The laundry room is to be kept clean.
❤️ After each load in the dryer please clean the lint trap.

Living Room

❤️ There are 2 appropriate places to change a diaper: your room or in the bathroom closest to your room.
❤️ All diapers are to be placed in the diaper genie.
❤️ Naps are not to be taken on the couches in the community areas. Children are to NEVER be left unattended on a couch, awake or asleep.
❤️ Eating and drinking are not allowed outside the dining area except for special occasions with staff approval. Residents are only allowed to have water in all other rooms.
Bedroom
❤ Room searches will be conducted at least once a week by a staff member.
❤ Candles are not allowed in your room.
❤ Beds must be made daily.
❤ Co-sleeping with your child is not allowed, regardless of their age.
❤ No items of any kind are to be in your child’s pack n play.
❤ Please turn off all lights and fans before you leave your room.
❤ No stickers, tape, push pins, or nails are allowed in or on your walls.
❤ Eating and drinking are not allowed in your bedroom. You may have water in your room.
❤ Another resident or outside visitors are not allowed in your room; this will result in a written warning.
❤ All residents can bring up to 10 outfits upon admission.
❤ Any outside clothes purchased must be inspected and put through the bug zapper before you are able to take it to your room.

Kitchen
❤ Everyone is expected to clean their own dishes and clean up their cooking area immediately after you are finished. The dishwasher will run nightly when full, if it isn’t full, please handwash your dishes. After each meal all dishes should be cleaned and put away or rinsed off and put in the dishwasher.
❤ You will receive an area to store your dry food and food for the refrigerator. Please note there is not a lot of space for food items.
❤ Only partake of your personal food or house food. Eating another resident’s food is stealing and will result in a written warning and suspended privileges.
❤ Personal food may NOT be kept in your bedroom.
❤ Heart Rock is not responsible for lost or stolen items.
❤ Do not leave your child unattended in a car seat or bouncy seat on a kitchen counter or dining room table.
❤ If a resident is financially able to order food via Door Dash, UberEATS, etc., the resident must let a staff member know of the expected delivery time. No food deliveries will be allowed between the hours of 9pm - 7am.

Chores
❤ Daily chores are to be completed between 6pm-9pm. It is the resident’s responsibility to let a staff person know when their chore is completed. If you do not tell a staff member, it will be assumed your chore was not completed and you will receive a written warning.
❤ Weekly chores are to be completed by 9pm on Saturday. Once completed let a staff member know.
❤ The chore chart is in the office.
❤ Please be mindful of chores that are loud, they need to be completed before quiet hours.
❤ Chores will not be assigned to residents for 2 weeks after giving birth, 3 weeks if you’ve had a C-section.
Heart Rock Community

- Community talks will be held Saturday morning, these are short house meetings where residents and staff will discuss any issues or concerns and share any necessary information. Community talks are mandatory, and an absence is only excused by the house director.
- All meeting sheets from the previous week are to be turned in to staff on Sunday along with schedules. Residents who habitually forget to turn them in will be required to have a meeting with the house director.
- All residents will be expected to attend any special Heart Rock celebrations or events. Residents will get advanced notice of these events; an absence is only excused by the house director.
- Everyone at Heart Rock will develop an individual plan which will include individual therapy, group therapy, recovery meetings, etc. This plan is to be followed, if there is an issue or concern with that plan the resident can speak with the house director or their case coordinator.
- Staff members will not discuss another resident’s individual plan with other residents.
- Please be kind and encouraging to new residents coming to Heart Rock.
- All resident concerns will be handled in a timely manner, please see the grievance policy for additional steps.
- Residents must be fully clothed while in common areas, no crop tops, bras, sports bras, undergarments, swimsuit-looking, or boy shorts are not to be worn without a robe.

Volunteer Opportunities

- Heart Rock residents are expected to give back to the community.
- If a resident is not working on level 2, they will be required to participate in community service with Wheeler Mission, Overdose Lifeline, or the Recovery Café.
- There will be weekly opportunities made available to volunteer.

Childcare

- Heart Rock understands that CCDF cannot be applied for until after the baby is born and can take a significant amount of time to get started. Heart Rock will try to assist those who need childcare for approved activities through our volunteers.
- Residents are not allowed to watch other residents’ children.
- Children must be supervised at all times.
- If a volunteer is babysitting, your child must be ready that includes a clean diaper, bottle/meal prepped if not already fed, and fully dressed.
- It is your responsibility to let the house director know you need childcare as you know, at least 3-7 days prior to your appointment, understanding childcare is not a guarantee but staff will try to accommodate each request.

Transportation

- It is the resident’s responsibility to ensure they have transportation to their approved outings/appointments. Heart Rock is located within a half mile of public transportation. Bus routes can be made available for those approved outings.
- If a resident is having difficulties securing transportation, it is important to discuss it with the house director and your care coordinator.
- If a resident has a personal car, parking is allowed on the street. The car must be in working condition, have a valid driver’s license, and all tags must be in good standing.
Garage/Outside/Other areas

- Residents are not allowed in the donation area without a staff member.
- There is a designated area in the garage for strollers and car seats. Please leave your strollers and/or car seats in the appropriate space.
- There is a designated area for smoking. Smoking is not allowed anywhere else. All ashing and discarding of cigarettes should be in the container not on the turf, it will burn it. Please note this area is a place to smoke not a place to congregate.
- There is outdoor furniture to sit outside, do not take furniture from indoors outside.
- Please clean up after yourself and your child after being outside.

Work/School/Individual Plan

- All residents follow their individual plan.
- Level 2 residents will be required to work and/or go to school at a minimum of 25 hours/week. (CCDF requires 25 hours a week to qualify)
- Your work, school, appointment schedule, and childcare request must be given to the house director or staff on duty on Sunday by 9pm for the following week.
- **Residents should plan their schedule around Heart Rock’s mandatory programming.**