

STAGE 1: HOUSE RULES

In order to help with the smooth running of the house it is necessary to have a few rules. These rules will give everyone a fair go and let everyone know what is expected of them as a member of the household.

1. Remember to treat others in the household the way you wish to be treated. Courtesy and consideration of others will make your time in the house more enjoyable.
2. Home night is one night a week where all residents are expected to be home. Time will be set aside for a house meeting to talk about house issues and to spend quality time together. As a member of the house your opinion is valid. Home night is on Wednesday and begins at 6pm.
3. No smoking inside the house in any of the rooms (INCLUDING THE LAUNDRY) or out on the **front** porch at any time. There is an area out on the back porch and yard that you're welcome to smoke in.
4. Do not consume alcohol on premises. If you arrive home drunk and your behaviour effects the rights and safety of others in the house you will be given a warning letter. If you have alcohol on the premises, you may be evicted.
5. Non prescription/illegal drugs are not permitted on the premises. If there is any evidence of illegal drugs or drug use you will be immediately reported to the police and evicted. Either the police or we will search the premises including your room, in the event perceived drug use or if we suspect you are keeping drugs on the premises.
6. No sexual activity is permitted on the premises.
7. Behaviour and language should be considerate of others. Excessive noise or foul language will not be tolerated. Willful damage, physical violence or threats are unacceptable and will result in immediate eviction.
8. No weapons of any sort are to be kept on premises.
9. Residents are expected to be home by 9.30pm from Sunday to Thursday and 11.30pm on Friday and Saturday night. If you are going to be late home please phone and inform the worker on shift.

10. You are required to cook one night a week this involves cleaning up after dinner as well. If for some reason you are unable to cook one night on you selected night then please organise a swap with either another resident or worker.
11. You are required to do one chore a week, which will be either kitchen & shopping, bathroom & laundry, pay it forward chore or vacuuming/sweeping. This must be completed by 6pm on the day that you choose. The day you choose can be between Monday and Thursday. This day must be the same each week. In the last chore night of each month you will be required to clean your room. This involves washing bed sheets, vacuuming the floor and removing clutter from the room.
12. There is to be no wet or gooey items used in your bedroom or on any carpeted areas. Things like make-up and hair dye are **NOT** to be done in your bedroom **EVER!** To do these activities, it must be done in the bathroom.
13. Your bedroom was furnished when you arrived. If any of the furnishings or fixtures during the course of your stay are broken, stained, or unusable for any reason, please notify the staff at the earliest opportunity. You will be required to replace anything that is broken or pay for anything that can be repaired. Please tell the staff first, as the furnishings have been specifically chosen.
14. Sleepovers are to be approved by worker. The sleepover must be requested before worker comes on shift on the night of which you wish to have your sleepover. You are required to fill out a Sleepover Form. This is to be done via text on the template that we will send to your phone. You must leave the house for your sleepover before curfew. Normally a resident is allowed 2 sleepovers per week. These are to be taken on the weekend. Weeknight sleepovers may be allowed under special circumstances.
15. You are not permitted to leave your personal belongings or dirty dishes or cups around the house they must be washed and put away before you go to bed.
16. Before you leave the premises you must check all doors and windows are locked. If this is not done it may result in a warning letter.
17. You will be given a large hamper to put all your dirty clothes in. You are not permitted to leave dirty or clothes in the laundry or around the common area at anytime.
18. Rent is 25% of what you earn a week, plus \$10.00 each week for bond, plus \$40 for groceries. When you move in, you will need to set a time to meet with Karen from Project Youth regarding signing a lease and setting up rent. You will be given the

bank account details for paying for groceries. This should be set up as a direct debit or through centrepay in your first week of living at Jacaranda.

19. Upon moving in, you will receive one front door key and one bedroom door key. If these are lost you will be required to pay for a replacement. If you lose your keys more than once you will lose the privilege of having a key for your bedroom door.
20. You will arrange a night with your case worker to pay your rent. If you are unable to pay you must fill out a Rent Extension Form.
21. If your rent becomes more than four weeks overdue you will receive a warning letter.
22. Your visitors are welcomed on any night except Home Night and are asked to observe the same rules and leave by 9pm on a week night and 11pm on a Friday or Saturday night [Half an hour before your curfew].
23. No visitors are permitted on premises without a worker present. No romantic partners are permitted in any of the bedrooms at anytime nor are they able to stay overnight. If at any time, there is a person on the premises without a worker present, you may be evicted. If you are aware of unauthorized visitors being on the premises and do not inform Jacaranda staff, you will be held as responsible and will be held to the same consequence as if you had invited said male.
24. You are required to be engaged in a day program that takes up 4-5 days of your week (for up to 5 hours of the day). If your day program does not use that time, Jacaranda Cottage will give you things to do in that time that you are obligated to get done. There are very few legitimate reasons to not attend your day program. If you are vomiting or have diarrhea or something severe in terms of illness, you are excused. Your sickness must be severe and not just a mild cold. If you are unable to attend your day program due to illness, you are expected to stay home and actively do things to ensure you will get better. This extends to overnight stays. If you are ill enough to not attend your day program, you will need to text the Jacaranda oncall mobile (0412 302 146) and let the worker know that you will not be going and why. If you have not credit, you will need to leave a note under the office door outlining this. This needs to be done before the start time of your day program.
25. If your day program does not take up the time that it needs to, you are able to do things Jacaranda Cottage puts in place for you (and this could include volunteering, chores, workshops ect). This will only be for a time. You will be expected in this time to be actively looking for paid employment or more study. The heart behind this is that when you move out, you will need to financially support yourself.

CONDITIONS OF RESIDENCY

1. Follow the rules and expectations outlined under House Rules.
2. You will be expected to participate in Coaching once a week with a selected worker. This includes attending and participating and working towards goals outlined in sessions. If you are not making a satisfactory effort toward achieving your goals you render the program useless and will be assisted to move to different accommodation.
3. On entering the Jacaranda Cottage Program you may be required to undergo a Psychological Assessment. This helps us to evaluate your emotional and psychological needs and put in place the appropriate services as part of your Case Management. This may include counseling, mental health services etc.
4. Comply with the following policies:
 - *Medication Policy*

All prescribed medication that is deemed harmful if excessive doses are taken and will be kept in a locked cabinet in the staff office area and be administered by staff. You will be asked to sign a consent form concerning medications as a condition of this agreement. This policy exists to protect residents from overdosing on their own or another residents medication.
 - *Knives Policy*

All sharp knives for cooking will be kept in a locked cabinet in the staff office area. Residents may request the use of knives for cooking they must be washed immediately and returned to the locked cabinet. This is to protect residents using knives to self-harm or to harm other residents or workers.
 - *Discipline Policy*

The staff are responsible for following through with appropriate consequences if house rules are not met. There will be appropriate consequences for your actions that will be determined by staff. If unacceptable behavior continues, you will be verbally warned and then if it continues, you will be issued with a warning letter. If you receive three warning letters you will be asked to leave Jacaranda Cottage. The staff will determine the length of your stay after the third warning letter. You may receive an instant warning letter without prior warnings for a substantial breach of

the resident agreement such as violence, drugs and alcohol etc. We can also restrict your overnight stays where we feel appropriate.

- *Gifts Policy*

Jacaranda Cottage staff are not allowed to receive gifts from our clients. Over the course of your stay, you may feel like generously buying or getting something for one of the staff. If you do, we will have to decline. We encourage you to express celebration and gratitude and kindness toward the staff however if you feel you need to do this, we encourage you to make a card (using the materials in the craft nook) or bake something using ingredients already in the kitchen.

5. Jacaranda Cottage staff will

- En
- sure confidentiality on issues of your choice. However the staff will share information within our Jacaranda team. In cases where you are risking the safety of yourself or others, confidentiality does not apply.
- Provide an avenue of appeal; if you feel you are being treated unfairly you have access to a complaints procedure and residents advocate.

I will

6. Pay Rent on time unless rent extension has been arranged.
7. During the first two weeks of your stay the time you are expected to be home by 7pm Monday, Tuesday and Thursday and 10pm Friday to Sunday. On Wednesday night the curfew is 6pm for our Home night activity. You will not be able to have any overnight stays during these two weeks. Visitors must leave by 6:30pm Monday to Thursday (except home night) and 9:30pm Friday to Sunday. The purpose of these curfews is to give us an opportunity to get to know each other and to confirm that you fit in well with the other residents and the rules.
8. After three months at Jacaranda you will be reviewed to see how you have settled in and to assess if you are right for the Jacaranda Program. The residential agreement will also be reviewed every three months and is therefore subject to change and individual conditions may be added.
9. On moving out of Jacaranda you will be expected to take responsibility for moving your possessions and leaving your bedroom as you found it. This includes a thorough clean. If you fail to clean your bedroom, a \$30.00 cleaning fee will be taken out of your key deposit allowance. You will be expected to take all your belongings on the day you move. If this is inconvenient, you are granted two weeks grace, after that you will be charged \$20.00 per week storage fee. If you have still made no

arrangements with us, we will assume that you no longer want your things, and we will do what we see best with them.

I consent to my photo being taken throughout my stay and kept to be used for purposes of scrapbooking, and record keeping.

RESIDENT

I _____ agree to the terms of this Residential Agreement.

Period from _____ to _____

Signature _____

Date _____

STAFF

I _____ on behalf of Jacaranda Cottage agree to fulfill the expectations of this Residential Agreement.

Position _____

Period from _____ to _____

Signature _____

Date _____