



*A new beginning for a woman and her unborn child.*

*Hannah House*  
Maternity Home

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# Hannah

# House

# Handbook

## **Welcome:**

You will live at Hannah House for just a short “season” of your life. While you are here it is our desire for you to grow spiritually, physically, emotionally and mentally. We will pray for and encourage you daily. We are here to help you be the best that you can be for yourself and your precious baby. We know it may not be easy but we ask that you agree to participate in all the services and programs that are offered at Hannah House.

## **Service Providers:**

Pathstones Counseling	-	Individual Counselor
Melanie Wallace / Carol Morgan	-	Decision Making Counselor
New Beginnings Gilmer	-	Celebrate Recovery
Dr. Newlin / Kristie Saxon	-	OB/GYN/Midwife
Dr. Zeid / Graham	-	OB/GYN for high risk patients
Dr. Lockhart	-	Psychiatrist
Wellness Point	-	Chiropractor
Wellness	-	Optometrist
Wellness	-	Dentist

## **Board of Directors:**

Melanie Wright	-	President
Katie Soape	-	VP / Secretary
Mica Sterling	-	Treasurer
James Ray	-	Director

## **Hannah House Guidelines and Rules**

**Guidelines** are an outline that is used to encourage the right way to do something. Guidelines when willingly followed bring greater personal freedom and liberty.

**Rules** function as law. Rules are an absolute boundary and may be necessary to promote unity while living together in an unrelated household.

**Guidelines that are ignored will become rules.** Rules restrict the freedom of self-determination for one, in order to preserve the freedom of all.

It is the desire of HH to have rules only when necessary and implement guidelines instead. Guidelines may be negotiable when approached with a right attitude. It is not our desire to legislate but rather to lead by example and encouragement.

### **Personal Possessions:**

- Personal possessions will be checked by the House parent upon arrival. A list of items will be kept in the Resident's file to assure that these items are accounted for.

### **Home-Care Tasks:**

- Residents will participate in the tasks of cleaning, cooking, laundry, meal planning, and grocery shopping.
- Laundry (including bedding) is to be done by each resident on her assigned day each week.
- Each resident will clean her room and closet and make her bed each morning before 10 am.

### **General:**

- Wake up time is 8 am on most days except Saturdays. This time may vary depending on class or appointment times.
- Chores, shower, breakfast, and devotional time should be **completed by 10 am** or before everyone leaves the house in the morning.
- Lights out is at 10 pm. Residents should be in their rooms by 9:30 pm.
- Personal hygiene is important. Everyone must shower and brush teeth on a ***daily basis***.
- Residents must wear appropriate and modest clothing at all times. A bra is to be worn anytime Residents are in public, including the living area of the home.

### **Meals/Snacks:**

- Everyone sits down for dinner together as a family. Each Resident will have some responsibility in the meal preparation or clean up.
- Proper nutrition is extremely important to the health of each Resident and to the development of her baby. Sugary drinks and snacks should be kept to a minimum or excluded completely.
- Snacks are available throughout the day but should not replace a regular meal.
- No food or drinks (with the exception of water) are permitted in the bedrooms.

### **Education:**

- If a Resident has not graduated from High school, she is required to work toward a GED.
- Tutorial assistance will be available when needed.
- Residents will attend the classes provided within the program, such as child-birth, parenting, life-skills, and decision making classes etc.
- With the assistance of Staff, each Resident is required to develop a workable plan for herself and her baby whether it is a parenting plan or an adoption plan.

### **Medical:**

- All medications, including those over-the-counter will be kept (in a locked cabinet) and dispensed by the House Parent as needed. All medication given will be recorded for each Resident.
- Any and all medications will be approved by the OB/GYN prior to being administered.
- Drug and alcohol use is **prohibited while in residence at the maternity home**. Possession of such will result in immediate dismissal.
- Smoking is allowed only if the resident is trying to quit. Smoking is limited to a two week period. Cigarettes will be checked in to a house parent and checked out to be smoked in a designated area outside, without the presence of other residents. It is harmful to the health of the mother and to her unborn baby and is discouraged by the maternity home.
- Residents will be under the care of a board certified OB/GYN for pre-natal care and will deliver CHRISTUS Good Shepherd Hospital. Birthing classes will be taught at Open Door and hospital. All residents will follow the medical recommendations of their Doctors, Counselors and Staff.
- If at any time there is reason to believe that a resident is a danger to herself or others, 911 will be called and an evaluation will be done immediately. Medical professionals and HH Staff will determine whether the program is capable of meeting the needs of the resident.

### **Spiritual:**

- Residents are required to attend small group and worship service on Sundays.
- Residents will attend a weekly Bible study.
- Time is allotted each day for devotions and bible study homework.

### **Visitation:**

- After Residents have been at HH for **2 weeks**, Parents may come visit. Arrangements must be made with the House Parent **48 hours in advance** of the visit.
- Other relatives and friends *may* be allowed to visit only with prior approval of the house parents and the Director. (if they are safe and would be beneficial to the birthmom)
- Birthfathers may visit on Sunday afternoons, only when the House Father is present. These visits must be scheduled **48 hours in advance** with the House parents and Director.
- Residents are not permitted to leave property with friends/relatives.
- Weekend visits home *may* be arranged if staff feels it would be beneficial for the resident. These visits will not occur until a resident has been in our home for two months. (This is a privilege and not right)

### **Phone/ Mail:**

- Cell phones are limited and will be granted permission by House Parents at allotted times . A house phone is provided for residents to receive personal calls from family members.
- Parents may call the office or house parent at any time to see how their daughter is doing.
- After being at HH for 2 weeks, residents are allowed to talk on the house phone for 30 minutes 3 times a week on designated days.
- No phone calls will be made or accepted after 8 pm.
- No collect calls will be accepted.
- Phone calls to birthfathers are limited and only made with prior approval from House Parent and Director.
- Misuse of the phone will result in the loss of phone privileges.
- Residents will not have access to the internet or social media unless the house parent has approved usage, in such case, staff must be present and supervise the resident.
- Letters can be written and mailed daily from the house. Any incoming mail will be given to each resident promptly as it is received from the post office.

### **Media/Music:**

- No headphones, CD players, stereos, radios, mp3 players, Ipods, tablets, or laptops without prior permission.
- Television is only permitted in the evening after all daily activities have ended. On weekends, with special permission, residents may watch TV, or PG (some PG13) rated movies only. No R rated movies are permitted.
- All music, TV programs and movies must conform to the Christian philosophy of the ministry and be approved by the House parent...there are no exceptions.

### **Delivery:**

- Residents are required to complete a hospital plan prior to the birth of her baby so that all staff involved is aware of who is to be contacted once labor begins.
- A **Solid aftercare plan** must be in place before Delivery.

### **Discharge and follow-up Services:**

- Discharge form must to be completed and signed before leaving the home.
- A forwarding address must be given in order to forward mail. Any mail received after a Resident's discharge will be forwarded once a month only. After 3 months the maternity home will not forward any further mail to the former Resident.
- Medicaid must be informed immediately of the Resident's change of address to ensure continuation of benefits.
- The Resident's room and closet will be cleaned by the Resident and checked by Staff prior to leaving.
- All personal belongings should be taken by the Resident at the time of discharge. Any belongings that are left behind without special arrangement with the house parent will be considered not wanted and will be discarded or given away.
- House parents will not pay for items to be shipped.
- **No Resident will be permitted to return to live at the house with her infant. The emotional vulnerability of other residents who have decided to place their children for adoption and the insufficient facility for infants require this policy.**
- A Resident who chooses adoption *may* remain in the house until her first post-partum check-up at 6 weeks, with prior approval from the House Parent and Director. (case by case)
- If a Resident leaves the program before delivery of her baby, she must make all of her own arrangements to leave the maternity home. Hannah house staff will not be responsible to pay for or provide transportation or make travel plans.
- If a Resident desires, a continued relationship may be maintained between herself and the Staff through: correspondence, phone calls and visits back to the home.

## Resident Agreement

I have read the rules for living at Hannah House Maternity Home. I agree to live by these rules, guidelines, and expectations while in residence at Hannah House.

I understand that Promiseland Ministries, Inc. / Hannah House cannot and will not be held responsible for any injury occurring to anyone while in the program. I also understand that Promiseland Ministries, Inc. does not have liability insurance due to lack of financial resources to purchase it.

I understand and agree that should I leave, or be dismissed, my clothes and personal items will be taken with me upon departure. Anything left **over 24 hours** (without special arrangement) will become the property of Promiseland Ministries, Inc.

I understand that Promiseland Ministries, Inc. will not be held responsible for any personal property left, stolen, or lost from the premises of the house.

I understand that there is no charge for admission into the program unless the parents or family members would like to make a contribution to the Ministry.

I understand that at any time if the house parents feel necessary, my belongings can and will be searched. Also a drug test may be requested at any time.

I realize that upon entrance into Hannah House I am submitting to the program, its guidelines, and schedules. I will do my best, with God's help, to cooperate with the guidelines and staff of Promiseland Ministries, Inc. and Hannah House Maternity Home.

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Resident Signature

Date

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Staff Signature

Date