



*Be the
Magic*

RESIDENT
HANDBOOK

Table of Contents

Home of Be the Magic

Purpose/Mission Statement

Our Philosophy

A Note from the Staff

Resident Acceptance Policy

Admission Procedure

What To Bring

Individual Goal Planning

Resident Standards

Your Bedroom

Personal Care

Resident Vehicles

Lying and Language

Meals/Snacks & Weekly Menu/Grocery Shopping

Laundry,

Medical/Health Services & Appointments

Curfew

Chores and House Maintenance

Church Attendance

Personal Mail

Emergency/Safety Procedures

Social Activities

Clothing

Life Skills Classes

Goods

Libraries

Visitation

Romantic Relationships

Resident Relationships , Bullying and Aggressive Behavior

Be the Magic Policies

Counseling & Permission to Leave/Weekend Visits Policy

Computer Use Policy

Television Guidelines

Telephone Usage Policy & Music

Personal Financial Agreement

Substance Policy

Sexual Responsibility Policy

Release of Information

Education, Employment, Service Learning

Discharge

End Note

Home of Be the Magic

Be the Magic resides in Menasha, WI which is a small city located within the Fox Cities with a population of approximately 18,500. Menasha is home to the Barlow Planetarium and Weis Earth Science Museum, both housed at the University of Wisconsin-Fox Valley. Menasha also has a nature center with walking trails, many local businesses with items ranging from clothing to coffee, bowling alley and Sunset Beach. Shopping is centered around the Appleton area just minutes from Menasha, in the Fox River Mall. Appleton also has a movie theater, Performing Arts Center, baseball team, indoor-outdoor skating rink and so much more. The bussing system goes throughout the Fox Cities so no matter where you need to go, Valley Transit will get you there.

Purpose/Mission Statement

We lead, inspire, and mentor young women aging out of the foster care system in a structured, yet loving home to embrace their power, purpose, and value, and above all to take responsibility for their lives. We empower them to live the lives they love; igniting their passion to make a positive contribution in the world.

Our Philosophy

The philosophy of Be the Magic rests on the belief that young women aging out of the foster care system can achieve their dreams if given the right support. Be the Magic is, first and foremost, a home dedicated to meeting the daily needs of girls aging out of the foster care system. Our voluntary group home atmosphere is conducive to personal growth and creating meaningful connections. We lead a structured, yet loving life in our home. Life skills are acquired as residents participate in classes and the day-to-day running of the home. Our range of supportive services and environment will encourage each individual to fulfill their personal dreams and aspirations.

A Note from the Staff.....

We welcome you with open arms to Be the Magic. We are excited you want to spend time here to grow into the woman you have imagined yourself to be. We don't know exactly what you are dealing with during this time, but we welcome the opportunity to help you work through whatever that happens to be. As with every young woman, we realize your life is full of challenges, accomplishments, frustrations, and successes. We will meet you exactly where you are right now and then create a cohesive plan to help you heal, figure out what you want to do with your life and then begin to follow your dreams.

As a healing house, Be the Magic is a place to learn and grow. We, as staff, have a responsibility to you. We are here to present options and support your decisions. You, however, make the decisions, for you will be the one to live with the consequences whether good, bad or indifferent. We work at Be the Magic because we care, are concerned about you, and want to help you succeed.

You, as a resident, have responsibilities, too. You must abide by the information in this booklet to help insure your stay at Be the Magic is pleasant and productive. Please realize some of these rules are in place because it works to keep the house running smoothly and is not anything against you personally. We know you will see the countless positives here outweigh anything you may deem a drawback or annoyance.

As long as you are living at Be the Magic you will have the help you need and will never have to feel alone again. You have the right to feel safe and loved, and hope you allow yourself to do so. We admire your courage because inner healing, taking responsibility and following your dreams are some of the hardest, yet most amazing things you can do with your life.

Living at Be the Magic means taking away the stress of having no place to live, no food to eat, and no one who cares enough to help. Having these basic needs provided allows you extra time to think. You will get some time to regroup; to stop and evaluate what has happened in your life, what your life is like now, and what your life may be like in five or ten years depending upon the paths you choose. We encourage you to think deeply by clearing your mind and listening to your heart. You will have time to heal, to plan for your future, and begin accomplishing your goals. Don't feel like you have to

have everything figured out right away, things may start out vague, but the more you focus inward the clearer it will become.

Since we are a residential boarding facility, we may be quite different or perhaps similar from what you have experienced in the past. The following guidelines have been prepared to offer you a clear picture of Be the Magic views as well as your privileges, and responsibilities. The following pages should answer many of your questions, however, please feel free to ask for clarification. We hope this information will help you to make an informed decision as to whether or not the Be the Magic's environment is compatible with you.

If you do stay at Be the Magic, it is your responsibility to communicate these house policies to your parents, friends, and any other visitors you may have. Be the Magic reserves the right to change any of its policies or guidelines at any given time.

We look forward to playing a role in your new life and helping you realize your hopes and dreams for the future.

Many Blessings,
Be the Magic Staff

Resident Acceptance Policy

To be considered for Be the Magic the following must apply:

You MUST be 18 years or older, no exceptions.

Agree that it is a personal/voluntary choice to live at Be the Magic.

You must abide by Be the Magic's rules and guidelines.

You must be willing to set goals and work at achieving those goals.

You must be willing to volunteer at our events.

You must be able to care for yourself.

You must meet with Stephanie, Charity and/or Sarah for an interview.

Definition of Terms

Voluntary: Person applying for admission is not coerced by family members or other persons, and is making this choice of their own volition.

Able: Possesses the wherewithal, that is, the intelligence, understanding, maturity and everyday skills needed to live in a family home setting as a contributing member.

Please note....

Potential residents are NOT permitted to move into Be the Magic on the day of their interview or on weekends. If accepted, a move in date will be established AFTER the initial interview.

Admission or rejection is determined by the Be the Magic team (and members of Be the Magic Board of Directors will be consulted as needed). Each person is considered on an individual basis and major consideration is given to how that individual will intermesh with other residents and how willing and open they are to learning/growing.

Admission Procedure

Upon acceptance to Be the Magic, you will receive a room assignment. Within the next few days, our house mom will meet with you to help you determine personal goals and plan your time at Be the Magic. During the months ahead, you will work toward

achieving your goals and doing your inner work, leading to self-sufficiency, self-care and mental clarity for yourself.

If your stay at Be the Magic becomes problematic, you may be asked to leave. Eviction may be based on, but not limited to the following situations:

1. Incompatibility with other residents or staff members.
2. Not following the house rules and/or refusing to be involved in the Be the Magic program. This includes household duties, meal preparation, etc.
3. Lying to, deceiving, or trying to keep information from staff.
4. Demonstrating violent or criminal behavior.
5. Actively using drugs or alcohol.
6. Endangering self or others.
7. Extreme emotional instability.
8. Participation in sexual activity.
9. Failure to comply with Be the Magic's Policies & Guidelines.

We will do our best to care for you, everyone makes mistakes, but if we can not meet you where you are Be the Magic will assist in finding a living situation better suited to your needs.

What To Bring

Be the Magic furnishes all bedding (sheets, pillows, blankets, etc.), however if you wish to bring your own pillow or blanket you may.

Please keep in mind Be the Magic may confiscate any items which are determined to be inappropriate which will be determined case by case.

Bring what clothing you have. Pajamas and slippers are needed year round, which will be supplied or you may bring/purchase your own.

You may bring you own soap, shampoo, and other personal items. Be the Magic will usually have donated items for your use also.

You are free to bring hobbies, crafts, books, stationery, stamps, etc. Radios, ipods or handheld video game and phones are ok to bring but need to be used in a respectful way and in limited amounts. No televisions or computers are allowed in resident rooms. We have a living room area where television and movies can be watched. There will also be a computer for resident use.

You may wish to keep a small amount of money on you for voluntary social activities, school supplies/expenses, undergarments, personal items, snacks, etc. Extra money may be kept in Be the Magic office if you choose. You are required to start a savings account at a local bank or credit union once you obtain a job and/or you have extra money. Our house mom will be happy to help you get it set up.

RESIDENTS MAY NOT BUY, SELL, TRADE, BORROW OR LOAN PERSONAL PROPERTY (INCLUDING CLOTHING & MONEY) AMONG THEMSELVES!

If a resident violates this policy, it becomes her sole responsibility should the item become damaged, lost, or stolen.

Resident Goals

After the initial two weeks of settling in at Be the Magic, you will meet with the house mom to discuss your goals. It is a time for you to reflect on where you have come from and look towards where you want to go and what you want to accomplish. During this meeting you will set some initial short and long term goals for yourself.

~ A goal is a statement of something you want to do or become within a stated period of time. While goals give us a basic sense of direction, they also provide a sense that this is possible. Short-term goals are usually considered stepping stones to reach long-term goals. Reaching a short-term goal may be accomplished in a few hours, days, or several months. Actions to reach a short-term goal may need to cover the who, what, when, where, and how of the goal. Long-term goals are concerned with the overall style of life that a person may wish to live. This would include one's family and social life, occupational aims, and other interests. This type of goal will require a future commitment, usually a year or more. Both long and short-term goals can be divided into five categories: Career goals: goals relating to work, education or training. Financial goals: goals involving earning, saving and spending money. Physical goals: goals based on fitness, health and well being. Personal goals: goals relating to family, relationships and lifestyle. Spiritual goals: goals relating to religious beliefs, philosophy, or outlook on life. ~

Once you have set long and short term goals appropriate to your needs, you will be given the opportunity to develop these goals weekly throughout your stay at Be the Magic. You will meet with the house mom to evaluate and prioritize your goals a minimum of one time per week. As part of Be the Magic's individualized goal planning, you will work to achieve predetermined short term goals every week. Completion of these weekly short term goals will help you to look towards your future and to be successfully living as a healthy independent woman. The natural consequences of not accomplishing your weekly short term goals can hinder your ability to move forward in a healthy lifestyle, as well as your ability to provide and care adequately for your family. Should you fall behind or get stuck, Be the Magic staff will help you discover why you are sabotaging yourself or if your goals need to be modified in some way.

Resident Standards

Your Bedroom

Though we want you to feel this is your home, permission is not to be assumed or presumed. Permission must be granted by a staff member in order to move furniture or make alterations of any kind to your assigned room. Residents must ask permission before changing furniture around in other areas of the home as well.

Permission from the House Mom must be obtained before you place posters/pictures on the walls; absolutely no tape may be used on painted surfaces or woodwork. You may use sticky tack as an alternative, but must be completely removed when you move out.

Rooms are checked at random and tours are sometimes given. Be the Magic staff will try to give prior notification of a tour, however, it is not always possible. Therefore, it is your responsibility to ALWAYS keep your room clean by having your bed made, clothes picked up and put away, mirrors cleaned, the top of your dresser straightened and dusted, floors swept or vacuumed, drawers and closets arranged appropriately, and your waste basket emptied. No one will be allowed in your room without prior permission, but people may see into your room from outside the doorway. You may not enter another resident's room without permission by that resident.

Personal Care

Be the Magic is both a home and a business. Because of the large volume of people visiting and living here, dress must always be modest and appropriate. If staff believes your dress is inappropriate, you will be asked to change. Nightgowns and pajamas

should only be worn in the bedroom or going to and from the bathrooms. Foot coverings must be worn in common areas.

Your daily schedule needs to include showering and oral hygiene. Make sure all areas in the bathroom are the same as when you entered.

We request you take particular care to wash your hands before and after you touch food and ALWAYS before you do tasks such as emptying the dishwasher or setting the table.

Each time you use the toilet, hands need to be washed with antiseptic soap. Prior to leaving the bathroom, the toilet should be flushed, the seat checked and if necessary cleaned, followed by immediately handwashing. Also hands should be washed in the bathroom, not the kitchen sink.

Resident Vehicles

Residents are permitted to have a vehicle only with approval of Be the Magic's House Mom. In the event that a resident does have her own car and permission to bring it to Be the Magic, she must abide by the following guidelines:

Residents may not ride as passengers in other resident's cars. It is the resident's responsibility to insure, register and maintain their own vehicle. Proof of insurance is required - NO exceptions. A valid driver's license is required - NO exceptions.

Be the Magic reserves the right to limit driving privileges and parking on Be the Magic's property for any reason.

Be the Magic staff/volunteers provide transportation to necessary appointments if appropriate notice has been given and a request is completed. With some organization, each resident will be able to meet her transportation needs. Any request for long distance transportation would be approved or denied by Be the Magic's Board of Directors.

Upon admission to Be the Magic, you will be required to sign a waiver to indemnify and hold harmless Be the Magic and all its employees, officials, and representatives for all claims, injuries or damages. This includes, but is not limited to, injuries arising as a result of the transportation or through the efforts of Be the Magic.

Lying and Language

Lying inhibits the development of a mature person. Lying means a person is failing to take responsibility, indicates a lack of self-appreciation and shows disrespect for others. Meaningful relationships are built on truth and trust. The staff at Be the Magic wants to get to know you and have a relationship with you in order to help you! If you lie to us, we do not know who you are. Lying or deceit is grounds for dismissal.

The language we use can show respect for or offend others. Please be mindful of the use of your language at all times. Crude and inappropriate language will not be tolerated. Some strong language is tolerated during group sessions, but use caution as to the intent behind using such language.

Meals/Snacks

Breakfast and lunch are on your own or you can sign up for the group meals. There will be easy to make items in the kitchen at all times if you choose to make your own. For example, macaroni and cheese. You are responsible for preparation and clean up. Otherwise there will be a weekly menu you can choose to sign up for at the beginning of the week, whether it be for all or one, it is up to you.

Dinner preparations are a team effort. Each resident will help prepare at least one meal per week. All residents are expected to be home for the dinner hour of 4:30pm-6:00pm Monday-Friday, unless you are at work, school or internship. You may request approval from the House Mom to miss dinner hour during the week for special occasions. This request must be made 24 hours in advance to be considered. All residents will help with cleanup after the evening meal. The person assigned to clean the kitchen that week will complete the evening kitchen cleanup.

We encourage you to learn new recipes, try them out and learn more about nutrition.

Appropriate manners are required at the table. Complaining about the food and/or inappropriate conversation will not be tolerated. The table must be washed and wiped with disinfectant wipes prior to setting it for dinner.

Proper nutrition is essential to a healthy lifestyle. Snacks, such as fruit, raw vegetables, cheese and crackers are available. An afternoon snack is allowed, but should not interfere with your dinner and should not require cooking. Kitchen cleanup is your responsibility.

If you purchase any snacks personally, please mark them with your name and in turn respect other residents belongings.

No food may be kept in your bedroom.

Any foods opened and all leftovers must be labeled, dated, and refrigerated. Food must be stored in appropriate containers; no cans or dishes are to be left with silverware in them.

All dishes are to be washed in the dishwasher for cleanliness and germ control.

*If you have a food allergy, please be sure to let the House Mom know so that a notice can be made and posted in the kitchen.

Consequences determined by the House Mom will be given if two unexcused absences from dinner occur in one week.

Weekly Menu/Grocery Shopping

Each Monday morning the house mom and residents will work out the Weekly Menu for the coming week. You have been previously assigned the night(s) of the week for which you are responsible to help cook dinner for the house. You need to make out a list of items needed for the meal(s) and give it to the house mom before the end of the day. This will help you with future meal planning and food budgeting. The house mom will pick up the week's groceries each Tuesday.

Meal hours

Breakfast finished by 10am.

Lunch is from 11am - 1pm.

Dinner is from 5pm - 630pm.

Laundry

You are responsible for laundering your own personal items, including bed sheets and towels. You will be assigned 2 times a week with a specific time slot to have your laundry done. We will take into consideration your preferred times. All laundry will be completed by 9pm. There will be a class on how to properly do laundry, use the washer and dryer, etc. Laundry facilities are provided in the basement. Detergents and other supplies as well as a list of laundry tips are provided. Please empty dryer filter and wipe up any spills after each use. The house mom will provide instruction and answer any questions you may have regarding proper laundering you still may have after the class.

Medical/Health Services

The house mom will help you get set up with a local low/no cost clinic if you haven't already.

Appointments

You will be responsible for scheduling and attending all doctor recommended appointments. You are responsible for informing the house mom of these appointments and if you will need transportation. If you MUST miss a scheduled appointment, it is your responsibility to call and cancel it at least one day before the appointment. If you need help or support doing these things, that's totally understandable. Reach out to your "Adopted Mom", that's what she's there for, If she can't help let the House Mom know and she will accommodate in anyway she can.

Curfew

You are required to be in by 10pm on all weeknights. If permission is granted, one night per weekend (Friday or Saturday), you may be out until 11pm. Curfew means being in your own room doing something quietly.

These curfews may be flexible for employment purposes or special circumstances only if permission is granted by the the house mom.

Chores and House Maintenance

Please keep your own bedroom clean and neat. This includes making your bed daily, changing your sheets weekly, keeping clothing picked up and a room that is free of clutter. Personal items, books, clothing, etc., should not be left lying around in common living areas.

In addition, you will have daily and weekly responsibilities such as vacuuming, dusting, cleaning bathrooms, etc. Each week, the Chore List will be posted on the refrigerator. Jobs will be checked as needed.

If you are going to be away from Be the Magic, please make sure chores are completed before leaving. If assigned chores are not completed satisfactorily, social opportunities will be delayed and cancelled until they are done.

Trading jobs is not allowed without prior staff approval and will be approved only where a good cause exists for the trade.

Church Attendance

Attending a religious service is not mandatory, but is encouraged at Be the Magic. If you are interested in attending a church, our house mom will be happy to assist you in gathering information regarding services available in this area. We recommend Christ the Rock Church as you will also be attending classes there. Appropriate behavior and dress is expected.

Personal Mail

The staff will collect all mail and distribute your mail to you each day by placing it in your mailbox.

Be the Magic staff feels that each resident should be free to choose her own friends. However, incarcerated individuals may come into contact with other dangerous people who do not need to know Be the Magic's address. For safety reasons, we ask that during the time you reside at Be the Magic, you refrain from correspondence or telephone calls with individuals in prison or jail unless specifically permitted by staff. The house mom has the right to require mail to be opened in her presence or in front of another staff member.

It is important that you fill out a change of address card when you move out. There will be a card located in your Exit Plan Binder for such purposes. All subsequent mail received at Be the Magic will be returned to the Post Office. This will include appointment reminders, bank statements, and insurance cards; items you will want to receive in a timely fashion.

Emergency/Safety Procedures

In the event of a fire or other situation requiring emergency evacuation of the home, all residents are to exit the building in an orderly manner as outlined by the escape routes posted throughout the house. After exiting the building, we will meet on the sidewalk directly across the street from Be the Magic. More detailed information will be given to each resident upon admission to Be the Magic.

Be the Magic's doors are kept locked at night and you are not permitted to answer the door after 9 pm. At all times, when residents are leaving Be the Magic they shall get permission from staff and log their whereabouts on the sign in/out forms provided.

Be the Magic's address: 990 Plank Rd, Menasha

Social Activities

As an individual in the Be the Magic family, social activities must be approved one day in advance by the House Mom. Upon leaving, use the Sign In/Sign Out Sheet indicating where you will be, with whom and your estimated return time. Upon return, complete the actual time in column. This procedure is common courtesy, allowing for the planning of meals, efficient message-taking, etc.

If the social activity is a date, the staff needs to know the arrangement several days in advance. Your friend must meet the staff when picking you up from Be the Magic. Although dating is allowed, consideration must be given to appropriate time management. Boyfriends may visit the home according to Resident Visitor Guidelines (see below). All visits must be scheduled to assure safety for all residents and staff.

Social activities are a privilege, thus all house obligations (chores, homework, etc.) must be completed prior to leaving.

Clothing

As an adult woman, you have the right to express yourself through your clothing. Living in a community, however, places a few limits on your level of expression, but we know you will understand and be open to them. The main rules we will enforce regarding clothing include:

Bra and underwear are a requirement (but we don't want to see them). Cleavage falls into the category of "we don't want to see it." Shorts and skirts must be of a reasonable length (we don't want to see anything when you bend over). No clothing with obscene language or gestures. Street clothes must be worn during the day (until after dinner) and pajamas are to be used as sleepwear ONLY. (no pjs after 9am.)

Life Skills

Each month classes are held for Be the Magic's residents, volunteers, and interested community members. Topics will include, but are not limited to basic car maintenance, self-esteem, inner work, crafts, discovering your personality, self-defense for women, and budgeting, to name a few. As these classes are part of our program, you will be notified in advance and expected to attend a certain number of them each year. Each month a Life Skills Calendar will be posted on the refrigerator in the kitchen. If you have

an interest in attending other programs offered within the Fox Valley, please discuss this with Be the Magic house mom.

Service Learning

Approx 6 times a year Be the Magic will host fundraisers ranging from fun runs to speakers to cookouts. You are required to set aside 60 hours a year to contribute to these events. There will be many positions available so you are more than likely to find something that suits you. This will be a great addition to your resume and will help you feel more connected to the community and a sense of belonging. More information will be discussed after you move in.

Goods

Many residents look to us for help in providing clothing, kitchen items, lotion, soap, furniture and other items, especially when they move out. Some of these items are available thanks to the generosity of our donors. Please let us know if you are in need of anything and we will see what we can provide for you while you are living here and as you make your plan to move out.

Libraries

Be the Magic library consists of books, pamphlets and videos that is located in the living room. Our staff has selected excerpts from library materials which you may have the opportunity to review and discuss at house meetings, with your counselor, "adopted mom" or another close confidant. Topics include inner work, yoga, goal setting, parenting skills, pregnancy and childbirth, adoption, abortion, contraception, rape and incest, codependency and anger. You are free to use all of these resources while residing at Be the Magic. At Be the Magic there is always a ready ear waiting to listen to your opinions and people eager to discuss these with you.

For a larger selection of movies, books on CD/tape, magazines, etc., the Menasha Public Library is available. You will need proof that you reside at Be the Magic in order to get a library card. The use of other people's cards is not permitted. All fines incurred are your personal responsibility.

Visitation

Visiting schedules will be flexible in order to meet your needs and the needs of your visitors. Visits by friends or family members may be anytime between 9:00am - 8:00pm.

No visitors will be allowed before or after these times unless special permission has been granted by the house mom. Visitors are not allowed when you are scheduled to be at a class, programs, appointments or Be the Magic functions.

A resident who desires guest visitors is required to identify each adult potential guest to Be the Magic with enough information to perform a background check. We hold the right to require all adult potential guests to submit a background check (including but not limited to criminal records) before allowing them to visit a resident on Be the Magic's property. We also reserve the right to refuse visitation privileges based on criminal history. If requested, each potential guest must submit a picture ID and sign a consent form granting Be the Magic permission to perform a background check. Each guest will abide by all of the rules and regulations established by Be the Magic. If at any time a guest refuses to cooperate with this policy, they will be asked to leave.

Romantic Relationships

Please keep in mind that your stay here is a time for you to focus on yourself and your personal growth and development. TAKE ADVANTAGE OF THIS! It is a time to be loved, cared for and nurtured. It is a time to learn to take care of yourself, heal, prepare for the future, and reflect on your life without outside influences and to make POSITIVE CHOICES that will greatly affect your life. We strongly suggest that residents do not pursue romantic relationships while living at Be the Magic because it takes away from your focus: YOU.

If you are in a relationship with someone, while they are visiting, residents are to refrain from intimate behaviors such as, but not limited to excessive kissing, snuggling on couches or under blankets. If such behavior is observed by staff you will be given one warning. If the behavior continues your guest will be asked to leave. They are absolutely not allowed in your room.

Resident Relationships

Living in a community can be a wonderful thing and it can be a frustrating thing. Please keep in mind that most people you meet are going to behave differently than you would in any given situation. We are not asking everyone to become the best of friends, but we are asking that everyone treat each other with respect. Please put aside the attitude of "you need to give respect to earn respect," and live in such a way that reflects respect for all who are here right away. No one really has to do anything around here to "earn respect"; it should be freely given by everyone who comes here and everyone who is living here. Each resident comes to live at Be the Magic to get a little help with life. You

are free to help one another as well. Enjoy the diversity. Celebrate one another's successes. Strive to get along.

Bullying and Aggressive Behavior

Be the Magic has a zero tolerance policy of bullying or aggressive behavior towards other residents or staff. If a resident is accused of bullying or is involved in an altercation perceived by staff to be threatening, the resident may be asked to voluntarily remove herself from the common areas for a period of twenty-four hours or less. Failure to do so may result in staff asking the resident to leave Be the Magic.

Bullying is defined as an act of aggressive behavior in order to intentionally hurt another person, mentally, or physically. It includes but is not limited to constant name calling, or belittling or physical posturing in an aggressive manner. Any bullying and/or aggressive behavior will not be tolerated and the police may be called. If deemed necessary by the house mom, it may mean discharge from Be the Magic.

Counseling

To help provide emotional support, all residents are required to participate in weekly counseling sessions. It is your responsibility to schedule appointments. If you are established with a counselor, you may certainly continue. These sessions are geared toward clarification of individual concerns and planning for the future. If you are interested in counseling sessions with your family, please discuss these options with Be the Magic staff.

Permission to Leave/Weekend Visits Policy

Residents are permitted to go on a visit with prior notification and approval of the House Mom. Prior to leaving Be the Magic for a visit, the Permission to Leave Form must be completed by Be the Magic resident and approved by Be the house mom. Also, chores must be completed and checked before leaving.

Computer Use Policy and Guidelines

The purpose of these guidelines is to ensure that all residents have equal time on the computers without conflicts. The computers are located in the main living area and are available for use M-F from 9am to 9pm. Weekend use is only granted during these hours and after ALL chores are complete. Use of computers in unhealthy ways will not

be tolerated ie porn, mindless surfing etc. If these guidelines are violated or the computer becomes an issue this privilege will simply be taken away for a set amount of time depending on the offense.

Note: Personal laptops are permitted if granted permission by the house mom. The Computer Use Policy and Guidelines will apply.

Television Guidelines

Television may be watched throughout the day, however please be sure that you are not watching television the entire day and/or evening. Chores must be done before TV is allowed. If the time spent watching TV interferes with you working towards your goals, these guidelines may need to change. TV shows and movies should be in good taste, meaning nothing obviously offensive. When in doubt, please ask a staff member.

Telephone Usage Policy

During the office hours 9:00 a.m. – 4:00 p.m., you may only use the phone for ten (10) minutes at a time. Please remember to ask staff before using the phone. You must also return the phone to staff after use. Be the Magic is a place of business, and our phone is, first and foremost, a business phone. After business hours and dinner, you may use the phone for twenty (20) minutes, twice during the course of the evening. This includes incoming calls for you. If someone calls you, this will be considered one of your calls. Remember to be conscious of time when using the phone. You are responsible for your own long distance phone calls. All time limits still will be enforced. If you prefer to talk longer, there are public phones in restaurants, library, etc. downtown. Be the Magic does not have to provide you with a phone. Our phone is a privilege and foremost a business phone. Residents are permitted to use cell phones and are allowed to check out their cell phone after breakfast each morning and will turn it into Be the Magic staff by 10pm each evening. When deemed necessary, you must allow Be the Magic's staff to check your phone to see with whom you have had contact while the phone was in your possession. Cell phone use is not allowed at the dinner table for any reason, period. If the cell phone becomes an issue for any reason, Be the Magic's staff reserves the right to eliminate cell phone usage.

Please also use discretion in the music you listen to. If the music is inappropriate in content, Be the Magic staff will let you know. Volume control will be at Be the Magic staff's discretion. A good guideline to follow is: If you can hear it from another room, it's

too loud. Headphones are allowed and encouraged if you like your music loud. Please remember to TURN OFF all music before you leave your room.

REASONS FOR TELEPHONE PRIVILEGES BEING TAKEN AWAY Going over the allowed time limits. Failure to write down all your phone calls on your phone sheet. Failure to be honest about whom you are calling.

NONCOMPLIANCE WITH Be the Magic's RULES WILL RESULT IN LOSS OF PHONE PRIVILEGES FOR 24 HOURS FOR EVERY RULE YOU BREAK!

Personal Financial Agreement Policy

Each resident is accountable to the Personal Financial Agreement between Be the Magic and herself. Residential care at Be the Magic includes room, food, transportation, utilities and other miscellaneous expenses. Residents are required to get a part time job if they are not already working upon moving into Be the Magic.

While residents are employed or collecting unemployment or W2, they are required to pay Be the Magic 35% of their wages that will be placed in a savings account for the resident. If one week's notice prior to discharge is not given or forwarding address not provided within one week after departure, these funds will be forfeited.

It is the resident's responsibility to immediately bring each paycheck (before cashed) to the house mom to record the information and determine the amount due. Residents are required to pay Be the Magic within 3 days of the pay date.

If/while employed, each resident is also strongly encouraged to open a savings account of their own and with each paycheck, place 10% of her net income in that account. Be the Magic wants residents to understand the importance of saving money by their own free will.

Classes will be available on finance to strengthen financial knowledge and spending.

Noncompliance/Nonpayment

Warning One: Resident will receive a verbal warning and will work out a plan to pay Be the Magic the owed amount.

Warning Two: Resident will receive a written warning of payment due to Be the Magic with a deadline. If this amount is not collected on or before said deadline, residency status may be revoked.

Warning Three: A written and verbal termination of residency will be issued.

Substance Policy

Be the Magic is a smoke-free, drug-free, alcohol-free environment. We enforce a zero tolerance policy.

Upon admission to Be the Magic, drug test/screen will be conducted. If there is concern that a resident may be consuming a drug, a drug test/ screens will be conducted immediately. We reserve the right to drug test/ screen a resident at anytime. If a resident refuses to participate or has a positive result, it will be grounds for immediate dismissal from Be the Magic.

We care deeply about getting you the help you need, but we are not set-up to care for persons abusing substances. It is far better to tell us you need help than to find out ourselves. We will do everything we can to get you connected with a facility who can properly help you.

If you are in recovery and have been regularly attending meetings and have made good progress; you are welcome here, but you need to be honest so we can accommodate your needs.

Sexual Responsibility Policy

Be the Magic provides emotional support for women through formal and informal counseling as well as a 6 week video series. As a part of the overall programs, the characteristics of a woman's interpersonal relationships will be addressed. This is a required program of Be the Magic. Information on sex and sexual behavior is vitally important to the mental wellness of a healthy individual. The information will be delivered in a non-shaming way that residents can explore and share therefore becoming more aware and confident in their choices.

Sexual activity naturally leads to pregnancy as well as a multitude of diseases. Thus sexual activity in an uncommitted relationship is deemed as not good for the woman's physical health. Although not as visible as pregnancy and diseases, there also are numerous emotional consequences of sexual activity outside of a committed relationship. All of these consequences will be explored with the women of Be the

Magic. The reasons for entering into a sexual relationship are numerous. A woman's true feelings about the reasons she entered into a sexual relationship will be explored.

Be the Magic believes women have a right to birth control. While we do not condone sexual activity while residing at Be the Magic, residents will have the opportunity to learn about it and get on it prior to leaving Be the Magic to protect herself as well as her future.

If you become pregnant while residing at Be the Magic, you will be asked to leave. While we care about you deeply, we are not set up to take on mother's and their children. We will do our best to help you find alternative suitable living arrangements.

Release of Information Policy

As a resident, you must authorize a release of personal information. This will permit Be the Magic personnel to disclose, receive and exchange information with various caregivers. The Release of Information Authorization will authorize the communication between Be the Magic and medical, psychological, employment and educational facilities. The purpose of such disclosure is to provide information for Be the Magic and any agency working with you during your residency. The more we know about you, the better we are able to help. All information obtained will be kept confidential and used accordingly.

Education and Employment/Service Learning

It is the policy of Be the Magic that you will be expected to work (part time) during your stay, bringing in a minimum of \$200 a month.

If you have not completed the requirements for your high school diploma and want to get one:

We will help to set up appointments for GED preparation and testing. If a job training program is more appropriate for you, necessary referrals will be made. Continuing education or job training programs are required.

If you have your high school diploma or equivalency:

You may consider further education.

With or without a highschool diploma, there will be opportunity for job internships in a field you wish to pursue. These internships will most likely be unpaid positions, but could lead to a paying position. We will discuss this more in depth at an appointed time. We will help set up any or all appointments etc. needed to get started.

Education Expectations

- ~Attend school when scheduled.
- ~Attend all classes each day.
- ~Complete all assignments.
- ~Ask for help when needed.
- ~Arrive at school promptly and be on time for all classes.
- ~Receive passing grades in all classes.

Work/Intern Expectations/Service Learning

- ~Attend work/internship/service learning when scheduled.
- ~Complete your entire work/internship/service learning shift.
- ~Complete all assigned tasks.
- ~Arrive at work/internship/service learning on time or a few minutes early. Dress appropriately for job assigned...

Employment Expectations

- ~While residing at Be the Magic, you must have a social security card and a birth certificate. These important papers are required in order to obtain employment. Make every effort to obtain items before coming to Be the Magic. Much time can be saved and problems eliminated if you do so.
- ~Worksite, job and hours of employment must be approved by the house mom.
- ~The name and telephone number of your job supervisor must be provided.
- ~You are expected to be at work when scheduled.
- ~Voluntary termination of employment must first be discussed with the house mom and if approved, a two week notice must be given to the employer.
- ~You must allow the House Mom to complete necessary paperwork before cashing your paycheck after moving into Be the Magic. If your check is Direct Deposited, you must still provide appropriate paperwork.
- ~You must provide work and pay schedules to the House Mom.

~Thirty five percent of your net (after taxes) income or \$200, whichever is greater will be paid to Be the Magic as a “rent payment”. This experience will help you prepare for independent living while residing at Be the Magic. *See Resident Financial Agreement

Discharge

In the month leading up to your discharge (around 3 years or at least a 6 month notice) Be the Magic is able to provide general support as needed to residents. The wellbeing of a young woman is of utmost importance and due consideration is given to your wishes upon leaving Be the Magic, if on good terms. A discharge plan will be determined by the Program Coordinator. Part of this plan will include giving the resident a Discharge Resource Packet, obtaining their forwarding address and if necessary, taking the resident to Social Services to assess her needs. We will also help you secure new housing as well as furnish it to the best of our abilities. We want your new start in life to be as smooth a transition as possible.

If you decide Be the Magic isn't for you for whatever reason, a one week's notice must be given. A discharge plan will be determined by the Program Coordinator, but no outside help will be given once you leave at the end of the week.

End Note

This may seem a little overwhelming. It is a lot of information to take in, but have no worries we are here to guide you. You will take it one step at a time and before you know it, it will be your new normal.

We look forward to meeting and getting to know you.

With Many Blessings,
The Be the Magic Staff

If you have further questions call 920-915-9661 and ask for Stephanie

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