

Admission Policy

The Caldwell House is an organization devoted to aiding in the recovery of persons addicted to alcohol or other mind-altering drugs. The following are standards to be met by any person who wishes admission to the Caldwell House:

- The applicant must have successfully completed at least 14-28 days in a 12-Step inpatient treatment program prior to admission.
- The applicant is expected to be free of alcohol and non-prescribed drugs.
- The applicant will be denied admission if, in the judgment of the staff, they will not benefit from the program or cannot abide by the rules of the Caldwell House.
- The applicant must be free of psychological or medical problems that would preclude his functioning in a group living environment in which self-care and work is necessary.
- The Caldwell House will not discriminate on the basis of race, creed, or national origin.
- The applicant must have had at least one dose of the Covid vaccine before entry, with the expectation that he will complete the rest of the shots as recommended by public health guidelines.

Maintaining a program of recovery

RESIDENTS WITH LESS THAN 30 DAYS MUST ATTEND A 12-STEP MEETING EVERY DAY. There is a Sunday morning meeting located at Caldwell House which may be substituted for the Sunday evening meeting. **AFTER 30 DAYS, RESIDENTS MUST ATTEND EVENING MEETINGS MONDAY THROUGH FRIDAY. ATTENDANCE AT WEDNESDAY AND THURSDAY EVENING MEETINGS LOCATED AT THE CALDWELL HOUSE IS REQUIRED.** If a resident's job requires him to miss a meeting during the week, he must make it up on the weekend. We suggest a 9-month to year-long stay for the best opportunity for stability. Residents will be allowed to stay as long as needed to be able to maintain a stable life in recovery. However, residents must understand their stay at the Caldwell House is temporary. Each resident will be periodically reviewed regarding their recovery. These factors will be considered when determining the length of a resident's stay.

1. Attendance at all required 12-Step recovery meetings.
2. Payment of rent.
3. Following all rules and policies of the Caldwell House.
4. Maintaining steady employment.
5. If not able to work then being active such as: volunteering in the community, going to school, taking care of physical and mental health issues; must have at least a 3-day-per-week regular program of something from the above outside of the Caldwell House.
6. Having a good attitude.
7. Working well with staff and other residents.

House Rules

1. No Drug Use * No Alcohol Use * No Violence * No Gambling *No Weapons or Firearms
2. Any instance of taking or sharing medication other than as prescribed will be treated as a relapse and the resident will be discharged.
3. Any new prescriptions must be reported to staff. This includes herbal or energy supplements. Mind altering drugs will be give to staff to keep locked.
4. Residents are not to borrow from or loan personal items or money to other residents or staff.
5. No use of tobacco products, including vapes, is permitted in the building. Use the designated smoking areas.
6. Candles, incense, or any flammable items are not allowed.
7. Weekly Service Fee is due in full weekly.
8. Weekly House Meetings are mandatory. This includes daily 6:00 pm house meetings. Exceptions to this rule are only being at work or on a legitimate approved pass.
9. After the daily 6:00 pm meeting there will be a meal. Residents must stay in the dining room area until 6:30 pm before starting their daily chores.
10. No cell phone use is allowed in house meetings.
11. You are expected to attend at least 30 meetings in the first 30 days of residency, then a minimum of 5 meetings per week.
12. Attendance at 12-step meetings are required. 12-Step meetings include Alcoholics Anonymous, Narcotics Anonymous, AlaFam, and Alanon.
13. Overnight travel and passes must be approved by staff. You will not be eligible for a pass for the first 30 days. After the first 30 days, you must be paid in full through the period of the pass on Service Fees and not on any type of contract. Pass requests must be turned into the office 24 hours prior to the time requested on the pass.
14. Before accepting employment or changing jobs, you must have approval from the Executive Director. You are required to work a first-shift job Mon-Fri only that begins no earlier than 6:00 am and ends no later than 5:30 pm. The job must be within a 10-mile radius of the facility. Occasional ½ day morning shifts on Saturdays can be pre-approved by the Executive Director. Due to limited staff and/or adverse weather conditions, transportation to and from work may not always be available.
15. Transportation is provided as needed for trips to the DMV, Social Security office, job, doctor/dentist visits, probation/parole appointments and medical emergencies. Residents must ask others for rides to 12-Step meetings and other personal needs.
16. Residents must use the ride sign-up sheet to request rides the night before for the following day.
17. Residents who are not employed will be expected to do additional chores or volunteer in the community.
18. If sick, a resident must give notice to employer or temporary employment agency before missing work. Residents must also submit to wellness check to determine if a quarantine is needed, and to comply with the employer's rules for returning to work.
19. Residents must use the sign-in/out sheet when leaving and returning to the facility.

20. Curfew is 10 pm and lights out at 11 pm Sunday-Thursday. Curfew is 11pm and lights out at 1am Friday and Saturday.
21. All house chores are to be completed after dinner each night as posted in dining room. Staff will inspect and sign-off that they have completed. Residents may not trade chores.
22. Residents are to stay out of the big kitchen unless, attending to chores or getting kitchen supplies.
23. No visitors are allowed outside of the common areas. Visitation is allowed on Saturday and Sunday from 11am to 5pm. Children must be supervised by the resident at all times.
24. Residents are not allowed in the rooms of other residents.
25. Residents are not to have doors locked in their room or closet.
26. No television Monday—Friday until 3:30 pm and Saturday-Sunday 11am.
27. Television and or music volumes must not be disturbing to others at any time. Use headphones/ear buds if necessary.
28. No lying or sleeping on the front room furniture.
29. Laundry room must be signed up and can be used twice a week. Sign-up sheet is on the back wall of the laundry room. You are expected to launder your clothes and your bed linens each week.
30. There is no expectation of privacy as a Resident. Rooms can and will be inspected/searched by the staff. Rooms are expected to be kept neat, clean, and orderly. Beds are to be made before leaving for work in the morning or when not in use. Rooms will be checked by staff daily. Rooms are expected to remain clean and orderly with no excess clutter or clothes on the floor.
31. No food or drinks are allowed outside of the dining room or little kitchen. All food is to be stored in the areas provided. No food or drinks is to be stored in the sleeping area.
32. Any new legal charges must be reported to staff immediately.
33. Disrespect of residents or staff will not be tolerated. Follow Staff's directives at all times.
34. The house administers drug and alcohol testing on a scheduled and random basis. You have 30 minutes to submit a sample and must remain in the presence of a staff member until the sample is obtained. Refusal to submit to testing will result in immediate discharge.
35. Residents who are asked to leave the property must do so immediately and may not return without permission from the Executive Director. The Caldwell House is not responsible for arranging new living arrangements for you.
36. In the case of an emergency drill or actual emergency, each resident is to exit the building the building using the nearest exit and meet in the parking lot for further instruction.

Personal Conduct & Responsibilities Policies

1. Profane, vulgar, or indecent language and lewd or pornographic materials are prohibited.
2. Good personal grooming, cleanliness and hygiene are required.
3. You are expected to be on time for all meetings. On time is generally 10 minutes prior to the start time for the meeting.
4. As a resident of the Caldwell House, you represent the facility and organization. As such, you are expected to dress, speak, and conduct yourself appropriately at all times when in public.

Drug and Alcohol Testing

The house administers drug and alcohol testing on a scheduled and random basis. We utilize both breathalyzer and urine testing protocols. You have 30 minutes to submit a sample and must remain in the presence of a staff member until the sample is obtained. Refusal to submit to testing will result in immediate discharge.

Overnight Passes

Overnight passes will not be allowed in the first 30 days of a resident's stay. Rent must be paid in full before leaving on a pass. No more than 2 overnight/weekend passes will be granted per calendar month. Passes are not automatic and must have staff approval. Passes are earned based on the willingness and commitment to work the Caldwell House program. Passes will not be allowed on cleanup weekends until cleanup is over. Request forms must be filled out at least 24 hours in advance and all chores must be covered. Other rules are as follows:

1. Pass requests must be turned in by Thursdays at 6pm for the weekend, or at least 24 hours in advance if requesting a mid-week pass.
2. Residents requesting a pass are responsible for finding someone to cover their chore.
3. That person must sign the form themselves.
4. If you have signed to cover a chore, you are responsible for that chore.
5. Please do not sign to cover a chore if you are also requesting a pass during the same time.
6. Rent must be PAID IN FULL before leaving on a pass.
7. Residents are responsible for being back at the time indicated on your form.
8. If you are on the property while on pass, i.e., have not left yet or come back early, you are still expected to follow all house rules including attending the 6pm meeting, doing your chore, attending recovery meetings, and following curfew and lights-out rules.
9. DO NOT LEAVE BEFORE SPEAKING WITH STAFF TO CONFIRM APPROVAL. If you leave without approval, you will be kicked out.

Mail

You may use the Caldwell Halfway Houses mailing address below for your mailing address. It is your responsibility to check with staff for your mail. When you move out, the Caldwell Halfway House will not hold any mail for pickup. Change of address forms are available in the staff office. It is your responsibility to contact those important to you with your new Mailing Address: **951 Kenham PL, SW, Lenoir, NC 28645**

Service Fee Agreement

The Service Fee is not Rent. This document is not a lease and does not create a Landlord/Lessee relationship. The service fee of \$150.00 is due every Thursday in full by 6pm. The service fee partially covers the costs associated with the programming offered by CHH. Ideally, you are paid ahead through the following week. Payment can be made with cash, money order, electronic payment, or cashier’s check. If you believe you will be unable to pay on time, please see the Executive Director as soon as you are aware of this likelihood in order to discuss your options. All service fees are nonrefundable. If you are not able to pay the initial \$600 admission fee, please talk to the Executive Director about financial assistance.

_____ I agree to remit \$600.00 initially, and then \$150.00 per week as a resident of Caldwell Halfway House.

_____ I understand that all fees are due weekly in the form of a money order, cash, cashier’s check, or electronic payment. Service Fees in arrears will require a payment plan agreement to become current. If a resident accrues a total of two months of unpaid service fees, this delinquency can result in discharge of the resident.

_____ I understand it is my responsibility to seek options for alternate payment (should they exist) with the Executive Director prior to payment.

_____ I understand that should I leave or be discharged owing Service Fees; I will not be allowed on property until such fees are satisfied in full.

_____ I understand that all monies on deposit with Caldwell Halfway House are nonrefundable in the event of a discharge, whether voluntary or involuntary.

I have read and understand the expectations, house rules, policies and agreements of the Caldwell House. I agree to comply with all expectations, house rules, policies and agreements as a condition of my residency at the Caldwell House.

Resident Sign: _____ Date: _____

Resident Print: _____ Date: _____

Caldwell House Staff: _____ Date: _____