

Keaton's Place NextStep

Guest Guidelines & Expectations

Pre-Treatment and Post-Treatment Housing Programs

The guidelines have been developed by Keaton's Place NextStep staff to promote **a safe, sober, encouraging, and recovery-friendly living environment** for all. These guidelines may be changed or altered at any time without prior notice if situations arise that deem it necessary to amend this document.

The principles include respect for yourself and others; responsibility and accountability for your actions; and an overall commitment to your personal recovery.

General house information, expectations, and responsibilities are:

1. Recovery is our collective focus

Keaton's Place NextStep exists to promote the hope of recovery. Guests will be encouraged and held accountable to a personal recovery commitment. We believe recovery is possible. We are here to support, encourage, and empower you. Guests are personally responsible for their own recovery and should lean on staff and peer support as needed. Keaton's Place NextStep is a peer-based environment staffed by individuals with lived experience in recovery.

Your willingness to use your strengths to work toward recovery goals is the key to a successful recovery, and we are here to help you. By staying at Keaton's Place NextStep, you're committing to keeping recovery the focus of your journey and understand that we will offer accountability, feedback, and encouragement.

2. Alcohol and/or drug possession or usage strictly prohibited

Above all else, Keaton's Place NextStep is a recovery-oriented environment. Possession of illicit drugs, alcohol, or mood-altering chemicals is prohibited on the premises of Keaton's Place NextStep and in all vehicles owned by the organization. Possession or use while a guest at Keaton's Place NextStep is grounds for immediate dismissal – a no-tolerance policy will be followed.

3. Gambling

Gambling of any kind on the premises is prohibited.

4. Random UA/drug tests

Keaton's Place NextStep administers random UA/breathalyzer/drug screenings to guests to ensure the environment is safe and substance-free. Tests may be random, at the organization's request, and will be monitored. Refusing to test is grounds for immediate discharge.

5. Medications and medical care

Medications are to be turned in to Keaton's Place NextStep at the time of admission to be placed in locked storage in the staff office. All medication taken must be prescribed by a physician and must come in with a verified prescription bottle. Over-the-counter (OTC) medication must be approved by staff. Any OTC medications approved must come in unopened packaging.

Guests may not consume or bring anything to the property that contains alcohol, including, but not limited to, OTC medications or mouthwash. No medications, whether prescribed or OTC, will be allowed in guest rooms under any circumstances.

Staff will provide guests access to prescribed medication from a locked storage cabinet. Guests will self-administer (in the presence of a staff member) any prescribed or OTC medications and initial a medication administration form each time.

Guests are expected to be medically compliant and follow through with any medications prescribed by a physician in accordance with the written prescription. Keaton's Place NextStep is not a medical facility and is not responsible for medication tracking or administering prescriptions.

We will provide random medication reminders and/or support guests in connecting with medical services. If there are ongoing concerns about a guest's medication compliance, Keaton's Place NextStep will assist the guest in contacting their physician, nurse, or health advocate for ongoing support.

6. Visiting hours and visitors

Weekly visiting hours listed below are limited to immediate family members. Guests must submit a visitation request form at the weekly house meeting for approval by the house manager.

Visitors must check in upon arrival and check out upon departure. All visitors must check in keys, jackets, purses, and sign a confidentiality form. Visitors are not allowed in guest rooms – common areas only. Guests may not visit with their visitors in visitor cars.

Eligible visitors cannot be under the influence of any substances during their visit and are subject to be denied entry for visitation by the staff member on duty during visitation.

* Sundays from 1-5 p.m.

7. Guest rooms

Guests are allowed only in the room they are assigned. Guests are responsible on a daily basis for their room's neatness and condition, which includes beds made, personal belongings neatly arranged, and the room free of clutter/garbage. Guests are not allowed to hang objects on the walls or in the windows. Weekly room checks will occur, and guests will be notified if their room needs cleaning. Staff reserves the right to enter guest rooms at any time or inspect rooms to ensure belongings, upkeep, and behavior meet the guidelines of Keaton's Place NextStep.

8. Telephone

A house phone for incoming and outgoing calls is provided. The guest phone line is 336-521-4629. This number should be given only to individuals you wish to talk to during your stay at Keaton's Place NextStep. This phone will not be available during groups or meals. There are to be no incoming calls for or outgoing calls from guests after 10 p.m. or before 6 a.m. unless under emergency circumstances.

The guest phone will be answered by guests and triaged to guests, but staff will monitor and manage phone use.

9. Housekeeping and maintenance

The grounds are community spaces that we collectively take pride in and work together to maintain. Guests are responsible for housekeeping assignments, which will be posted weekly, inside and outside. Guests are responsible for finding coverage for their chores when they have another obligation.

10. Tobacco

Smoking is permitted only in the designated area outdoors. Smoking or vaping indoors is considered a serious disrespect to the organization and facility, but it also is a violation of the rules. If this occurs, a guest will be discharged immediately.

Use of the proper receptacles is required. No cigarette butts will be discarded on the grounds as a commitment to respect of the community, the culture, and personal responsibility. Always maintain upkeep and respect for the grounds.

11. Mail

Staff will retrieve mail from the mailbox. After a guest moves out or is discharged, all mail will be returned to the sender. It is a guest's responsibility to contact senders with a change of address when they move out of the facility or to make alternative arrangements for receipt of mail. Receipt of mail at Keaton's Place NextStep does not establish residency.

12. Personal property – guests

Upon its arrival, all personal property must be inspected – and will be “treated” in a bed bug heater – to ensure the fidelity and safety of our program. We suggest that guests do not bring valuables. Personal property, including cash, jewelry, or other valuables, is the responsibility of each guest. Guests are expected to respect the property of fellow guests. Keaton's Place NextStep is not responsible for damage, theft, or loss of personal property. Room and storage space is limited. Guests will be expected to limit personal belongings brought to the house and acquired during their stay. Abandoned personal property will be held for seven days after a guest last resided at the facility and then recycled.

Weapons, explosives, drug paraphernalia, and pornographic materials are prohibited. Possession of any such items will result in immediate discharge. Television sets are not allowed in guest rooms to encourage communal living and engagement with peers.

Community laptops are kept in the staff office for guest use and can be checked out for 30 minutes at a time for use in the dining room. Computer use is limited to job applications and job searches or legal and medical business. Guests must consult staff to request other use privileges, including arranged computer use for educational purposes.

13. Facility property

Keaton's Place NextStep works to provide a safe, pleasing environment. It is expected that guests will respect the facility and furnishings. Intentional destruction of property

or furnishings will result in immediate discharge. Guests are asked not to rearrange furniture or move it from one room to another unless requested or approved by the Keaton's Place NextStep team.

14. Linens and laundry

Clean bedspreads, sheets, pillowcases, mattress protectors, and towels will be provided for each new guest admission. For guests who stay longer than one week, it is encouraged that linens be cleaned weekly. Washer and dryer are available; guests are responsible for their own laundry.

Guests are responsible for promptly removing personal items from the laundry area and for the neatness of the area. All guest laundry must be removed from machines by lights out each night. If linens become damaged or ripped, consult a staff member for replacement.

15. Kitchen and meals and snacking

Guests are encouraged to work as a family, planning meals and shopping together.

Eating, snacking, or drinking is limited to the dining area. Aside from drinking water, no food or beverages are allowed in guest rooms. It is each guest's responsibility to keep the dining area clean and to adhere to personal hygiene and food safety while handling food or in the shared kitchen area.

16. Weekly house meeting

There is a weekly house meeting on Sundays at 6 p.m. in the dining area. All guests are expected to attend and contribute to the next week's meal planning. Guests who are unable to attend the weekly house meeting must attend a 15-minute makeup meeting on Monday morning. If unable to attend either, a guest must meet directly with a staff member to receive updates, announcements, etc.

A daily house check will be performed by on-duty staff as well as before the Sunday weekly house meeting. Guests whose rooms need cleaning will be notified.

17. Program orientation

Pre-treatment limitations

The purpose of the pre-treatment program is to provide a safe, sober environment for guests seeking placement in a residential treatment facility. Our goal is to provide connection and support while treatment coordination occurs. Guests in the

pre-treatment program must participate in all scheduled groups, meetings, and programs. Pre-treatment guests are expected to remain on the property until treatment placement has been made (except to attend meetings or other supervised outings).

Post-treatment orientation

In the post-treatment program, the first two days after admission are considered the orientation phase in which new guests must participate in all activities and stay on the Keaton's Place Next Step property; follow limited phone schedules; and utilize the time to get to know peers and the guidelines.

Once orientation is completed, post-treatment program guests are expected to prioritize recovery and development of a consistent recovery plan, including meetings, outpatient treatment, mental health appointments, or other recovery support recommended by a guest's clinician or referring treatment provider.

18. Program participation

All guests must adhere to the daily schedule and punctually attend all program activities, including groups, extracurricular activities, and gratitude meetings.

Guests must attend a minimum of three recovery support meetings per week, including either AA/NA, Celebrate Recovery, etc., in addition to attending peer-led recovery groups at Keaton's Place NextStep. Guests should have a sponsor, who is expected to have a minimum of one year sobriety. Guests must have an attendance form signed by the chairperson to verify attendance at all meetings; failure to comply may result in disciplinary measures.

19. Employment

Once recovery programming is established, guests may begin searching for employment, attend school, or work.

Employment must be conducive to recovery. Peer group attendance and weekly one-on-one sessions with a peer support specialist are required. A guest's work schedule must accommodate house expectations.

Guests must be willing to do at least 20 hours of service work in the community if not actively employed.

Once employment is secured, employment details, including a general work schedule, must be given to program staff for coordination of ways for the guest to stay engaged in Keaton's Place NextStep programming.

20. Leaving the house

Pre-treatment guests are expected to reside at Keaton's Place NextStep until a treatment placement is made, however they may leave the house to attend recovery meetings or medical or legal appointments, accompanied by a staff member or post-treatment guest. Time away from campus is limited to recovery meeting time (plus travel time). Staff must pre-approve any such activity.

Post-treatment guests who have completed the orientation phase are free to leave the house but must maintain participation in the required peer recovery groups, meetings, and activities at Keaton's Place Next Step.

Each guest is required to sign in/sign out. Accurate information is to be entered in the log, including the estimated time of return. For safety and accountability, guests are responsible for notifying staff if their plans change while away.

- Curfew Sunday-Thursday is 9 p.m. Lights out is at 10.
- Curfew is 10 p.m. on Friday and Saturday. Lights out at 11.

21. Overnight pass

After 60 days at Keaton's Place Next Step, guests may request an overnight pass to be away from the house during sleeping hours. Two non-consecutive overnights are allowed within a one-month period. An overnight visitation form must be submitted at the weekly house meeting, Staff approval is required. For overnight requests relevant to a medical or family emergency, contact staff.

22. Guest illness

Guests must notify staff if they are sick and refrain from touching common surfaces and equipment in the kitchen. When sick, guests should stay in their room and coordinate arrangements for meals with staff. On the second day of an illness or if symptoms worsen, guests will be referred to urgent care or to contact their primary physician.

23. Dress code

Appropriate attire is required in all common areas of the house. Clothing with drug-, sex-, or gang-related inscription or art is prohibited.

24. Television

No televisions are allowed in guest rooms to encourage community with peers. A community television is available to guests but must be turned off during groups and evening meals. Access to television should occur only after personal recovery commitments and program-related requirements have been met, including groups, chores, meetings, etc. Televisions will be turned off at lights out.

To keep the environment safe and recovery-oriented, pirated movies or inappropriate content (violent, explicit, promoting use of alcohol/other drugs) are not allowed.

25. Automobiles

Vehicles are not allowed for guests in the pre-treatment program. Post-treatment guests cannot use their car during the orientation phase unless the guest has occupational obligations and receives approval from staff. After the orientation phase, guests must register their vehicle by completing an automobile agreement with Keaton's Place NextStep, and by presenting (1) a valid driver's license, (2) a registration card, (3) proof of insurance, and (4) proof of current license plate.

A guest's vehicle cannot be loaned to another guest. Vehicle repairs are not permitted on Keaton's Place NextStep property.

26. Bicycles

Bikes must have proper equipment. Reflectors recommended for night riding. Bikes must be stored at the bike rack. We recommend securing bikes to the rack with a lock. Keaton's Place NextStep is not responsible for stolen or lost bicycles.

27. Contact among guests

Respectful conduct with peer guests is required. To ensure the safety of the program and environment, guests who leave against staff advice or at staff request are restricted from contacting current guests.

28. Violent or threatening behavior

Violent, threatening, or discriminatory behavior toward other guests or staff will not be tolerated and may be grounds for removal from the program to ensure the safety of guests, staff, and visitors. This includes blatant or abusive language concerning race, class, sexual preference, age, sex, religion, or profane language.

29. Guest confidentiality

Guests and staff are expected to honor the confidentiality of all guests and peers. This includes identifying outside the house, unless specifically authorized to do so, any guest verbally, in writing, or photographically.

There may be instances when a staff member is taking photographs/videos for marketing, documentation, or fund-raising purposes. Guests reserve the right to be included or not and must consent to utilize these assets for these purposes.

30. Leaving the property

Negative situations or environments, such as bars, or other places or situations that are potentially harmful to a person's recovery, are off-limits for guests.

31. Safe conduct

Conduct that is detrimental to the safe and peaceful environment of Keaton's Place NextStep is not allowed. This includes conduct such as glorifying days of using alcohol and other drugs or loud, vulgar, or obnoxious language and/or behavior. In extreme circumstances, such conduct may be grounds for discharge.

32. Cell phones

Post-treatment guests may have cell phones after the 30 day no phone policy expires.

Guests in the pre-treatment program have access to the house phone for 10 minutes two times each day at the discretion of on-duty staff. Pre-treatment guests may not have cellphones to limit contact with negative or triggering situations, to keep focus on recovery-oriented goals, and to promote connection and communication with peers.

Cell phone rules/guidelines

- a. I will register my phone number with Keaton's Place NextStep.
- b. I can only have one cell phone while a guest at Keaton's Place NextStep.
- c. During group times, I will turn my cell phone off for respect and privacy.
- d. I am responsible for charging my own phone.
- e. I will respect the confidentiality of my peers and staff at Keaton's Place NextStep. I will not take pictures or recordings while I am in the house.

f. Not following these rules is a display of disrespect to the policies and culture of the program and may prohibit continued residency at Keaton's Place NextStep.

33. Respectful move-out

If a guest is asked to leave, decides to leave, or successfully completes the program, he is expected to leave the program peacefully. We understand our culture may not be a fit for everyone. We are open to feedback and are available to help you find another living arrangement if you feel there is a better fit. Recovery is our goal.

34. Additional guidelines.

Keaton's Place NextStep staff will clarify any items included (or omitted) from the above expectations, responsibilities, and privileges and will notify guests if changes have been made. The Keaton's Place NextStep staff will function as a team. Any changes in the guidelines, along with addressing discrepancies, will be addressed by staff and leadership.

I have read the Keaton's Place NextStep guidelines, including the cell phone contract, and understand the program of Keaton's Place NextStep. My questions about these guidelines have been answered to my satisfaction, and I will follow them to the best of my ability. I understand that not doing so may result in me being asked to exit the program.

Guest signature

Date

Staff signature

Date

