






NEW LIFE

Girls' Ranch

RULES & GUIDELINES

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GENERAL CONDUCT

- 1.** Proper respect is to be given to all New Life for Adults Youth staff, volunteers, and visitors. They are to be addressed as “brother” or “sister”.
- 2.** There will be no talking to the opposite sex unless they are NLOI pastors or elders or NLFY directors.
- 3.** There is NO tolerance of boyfriends, fiancés, or any relationships being developed while in the program.
- 4.** Communication with the opposite sex of NLFY students or interns is grounds for immediate dismissal.
- 5.** Smoking, vaping, drinking, and/or drugs will not be tolerated and are grounds for immediate dismissal.
- 6.** Profanity, slang, derogatory names, racial slurs, off-color gestures, or bodily gestures of any kind will not be tolerated.
- 7.** No war stories or reminiscing about past street life, drugs, etc., unless being asked to share by staff during ministering sessions.
- 8.** Physical or verbal abuse of staff/ students, including physical or verbal threats will not be tolerated under any condition.
- 9.** Students are not permitted to leave the property without permission from staff. In the event that a student leaves the property, they will be considered dismissed from the program. If they wish to return to the program, they will have to re-apply for admittance again. This includes leaving the group on an outing, during work detail, or while at church or the thrift store.
- 10.** No loitering or hanging around out front at any time, at The Mercy House OR New Life Super Thrift Store unless authorized by staff.
- 11.** No loitering or hanging around outside after dark when the lights come on, unless authorized by staff.
- 12.** Students are required to be on time and to participate in all activities, meals, chapels, classes, recreation, or any other event. Students are to be downstairs within 3 minutes of the bell ringing unless given permission by staff to do otherwise.
- 13.** The development of cliques will not be tolerated.
- 14.** Staff will supervise all prescribed medicines.



GENERAL CONDUCT

- 15.** NLFY reserves the right to search or monitor all belongings, including incoming and outgoing mail, personal things, and phone calls (on the premises), as necessary.
- 16.** Students are allowed to have only hard candy, almonds, gum, and water (in water bottles), in their rooms. All else is prohibited.
- 17.** No money is permitted in belongings. Turn in all money, checkbooks, debit cards, etc., to staff.
- 18.** A 10% deduction (tithe) will automatically be taken, once, from all incoming money.
- 19.** Mouthwash, or hand sanitizer containing alcohol, is not permitted.
- 20.** Rubbing alcohol is not permitted in student rooms.
- 21.** No matches or lighters are permitted in belongings.
- 22.** Leaving the Program: If dismissed from the program or voluntarily leave the program, students must take all belongings at time of departure. If this is not possible, arrangements must be made to pick up all belongings within 48 hours of departure. If belongings are not taken after 48 hours, they will become the property of NLFY.
- 23.** NLFY is not responsible for any possessions while in the program or upon leaving the program.
- 24.** No additional facial or body piercings or tattoos while in the program.
- 25.** Flip-flops can only be worn during free time.

DRESS Code

- 1.** No tight or torn clothing.
- 2.** No unstructured pants are to be worn during the day. Black or Khaki structured pants are to be worn to the thrift store, also not tight.
- 3.** No leggings are to be worn to work detail.
- 4.** Dress is to be modest and neat.
- 5.** You must be fully clothed when downstairs, including underclothes and shoes.
- 6.** No crop tops or shirts that show the midriff. If wearing low-cut pants, shirts need to be below the pants.
- 7.** No tank tops, sleeveless shirts, cutoff shirts, or any type of see-through shirts are to be worn. Tank tops can be worn upstairs only.
- 8.** No spaghetti strap tank tops unless wearing as an under garment.
- 9.** No shirts with inappropriate symbols, messages, or racial wear.
- 10.** No military wear.
- 11.** No robes or pajamas downstairs. Bras must be worn downstairs.
- 12.** All shorts must be knee length. If at the house they must be to your fingertips.
- 13.** Robes must be worn to and from bathroom or be fully dressed.
- 14.** Gym clothes must meet dress code standards – shorts not too short or tight with proper under garments. Leggings are permitted at the gym.
- 15.** One-piece swimsuits only
- 16.** No flip-flops are to be worn during work detail, including going to the Thrift Store or Kings Dominion or Community Outreach. Flip-flops or Crocs are not to be worn during the winter season.
- 17.** Borrow or exchange clothes at your own risk. NLFY will not be responsible for any damages or losses due to lending.



CHURCH

- 1.** Students must sit together in assigned area, in the order that you came into the program. You may leave one seat in between you and the next student, no more than that. Students are to go to the right of the altar during prayer, worship, or any altar call.
- 2.** Immediate family members may sit with students in designated area only after the probation period is completed.
- 3.** Small children that will remove the student's focus during the service must be placed in the nursery or children's church.
- 4.** No eating or drinking in the sanctuary. Only mints are allowed, no other candy including gum.
- 5.** Restrooms must be used prior to leaving the house. Church bathrooms will be used once when we arrive at the church and any time after that for emergencies only.
- 6.** Exit the church using the side door in the sanctuary.
- 7.** No talking, passing notes, playing with hair, reading books, etc., during the service.
- 8.** Students are required to take notes during church services that will be randomly checked and looked over by a staff member.
- 9.** Knee length or longer dresses or skirts/longer shirts and cardigans must be worn to church on Sundays.
- 10.** Jeans and a nice shirt covering your front & rear end will be worn to church on Wednesday evenings.
- 11.** No tennis shoes, slippers, flip-flops, blue jeans, t-shirts, tight or torn clothing, shirts with emblems, tank tops, skirts / dresses above knee length or low cut shirts or dresses on Sunday's.
- 12.** No "stiletto" type heels. Wedge heels are okay or heels not exceeding 3 inches.
- 13.** Sleeveless dresses can be worn with a covering – sweater, jackets or cardigans except if the covering is see-through (i.e. fish net or sheer).
- 14.** Slits in skirts/dresses cannot be above the knee. If so, the slit needs to be pinned. Dresses cannot be too tight. No chewing gum.



Chapel, Bible Study, Class & Group



1. Chapel/Bible Study/Class attendance and participation is required – sitting up, paying
2. attention and **ABSOLUTELY NO SLEEPING.**
3. Students are to bring a Bible, pen, notebook, and workbooks.
4. Rooms are off-limits at the start of prayer or class.
5. During praise and worship, refrain from laughing, talking, joking and daydreaming.
6. No talking unless sharing or asking questions.
7. No using the bathroom, unless emergency, permission from staff on site is required.
8. No walking around during chapel/Bible study.

VISITS

- 1.** Students will be allowed a 4-hour visit on the first Sunday, following the 30-day probation period. Visit is with immediate family members only. No boyfriends, fiancés or significant others except spouses. All visits are made on the premises between 1:00pm and 5:00 pm.
- 2.** All subsequent visits will be held on Sunday between 1:00 pm and 5:00 pm, on the premises.
- 3.** Only 2 visits a month and cannot be consecutive weeks.
- 4.** Visits are scheduled one month apart from each other and two weeks apart from passes.
- 5.** In order for a visit to be approved, students must complete a visit/pass form 2 weeks prior to requested visit date. Forms are kept in the office.

PASSES

- 1.** You must memorize 15 verses and recite them to staff, only after completing 3 months of the program to be eligible for a pass.

Passes are scheduled one month apart from each other

- 2.** and two weeks apart from visits.

Saturday day passes are taken with immediate family

- 3.** members or husband, only, unless otherwise authorized.

In order for a third month pass to be approved, students

- 4.** must memorize and recite 15 verses and complete a visit/pass form 2 weeks prior to requested pass date. All other months, except months six and nine, also require a visit/pass form to be completed 2 weeks prior to requested pass date. For 6 & 9 month weekend passes students are also required to memorize 15 verses.

WEEKEND PASSES

- 1.** Only students completing their sixth or ninth month are eligible for a weekend pass.
- 2.** Weekend Passes begin at 7:00 am on Friday and end at 5:30 pm on Sunday.
- 3.** Travel time is only approved by authorized staff and is not guaranteed in all cases.
- 4.** Approval for weekend passes are based on spiritual progress, conduct, academic work, and general attitude. Students on discipline will not be granted a weekend pass.
- 5.** Destination must be approved by authorized staff.
- 6.** Students will not get a day pass during months 6 and 9.
- 7.** In order for a weekend pass to be approved, students must memorize and recite 15 verses and complete a visit/pass form 2 weeks prior to requested weekend pass date.
- 8.** A fee will be charged, if transportation is needed to bus / train station or airport.

OFF LIMITS

- 1.** Car wash
- 2.** Front of thrift store & ramp; outside of thrift store unless with accountability person
- 3.** Staff residence
- 4.** Staff Office
- 5.** Outside after parking lights come on, unless given permission from staff.
- 6.** Congregating in the front yard, on the front porch or balconies, except if it involves work detail.
- 7.** Any other bedroom, except your own.
- 8.** Kitchen refrigerator and freezers, unless a cook or authorized by staff.

DORMS

1. Rooms are to be kept neat and clean at all times.
2. Beds and dressers are to be kept clear from time of inspection until after dinner, Monday through Saturday. There will be regular inspections.
3. An inspection will take place before or after breakfast. All activities will be delayed until all rooms/beds are neat and clean and chores are done thoroughly.
4. Rooms are to be dusted, swept, and trash emptied every day.
5. No hanging items underneath bunk beds.
6. No food or beverages in rooms, except hard candy, gum, almonds, and water in water bottles. Do not put candy in water.
7. No moving around after Lights Out.
8. Students must be in their rooms by Quiet Time. There is no talking during Quiet Time. Please be reverent of other students.
9. There is no Quiet Time on Friday and Saturday.
10. After church services, if go beyond 9:30pm, Lights Out is thirty minutes later.
11. No lights on or students out of rooms prior to thirty minutes before wake-up.
12. Students are not to enter any other bedroom but their own. Discipline will be given if a student enters another bedroom, unless authorized by staff.
13. Students are not allowed to alter the furniture in the bedrooms in any way.
14. Students must be out of bed within five minutes of wake-up call or they can be written-up.

WORK

1. Students cannot stop at any stores while going to work.
2. Students will not receive any money from any source as a result of working, if a customer hands you a tip it must immediately go in the donation box.
3. Students will not accept any donations (money or any other thing), food, beverages, or gift cards etc. from anyone, without permission from staff.
4. No phone calls are permitted while working, unless authorized by staff.
5. Schedules are subject to change at any time. Workdays will not be the same every week. Be flexible.
6. No flip-flops or Crocs can be worn at the Thrift Store. MH shirts must be worn at all times.
7. There is a dress code for Community Outreach and Kings Dominion, which will be explained as needed.
8. All items needed for completing assigned duties must be returned to its proper place (cleaned and in order) or disposed of if not re-useable.





TELEPHONE

1. No phone calls will be made during probation period, unless it is for legal/medical reasons and authorized by staff.
2. Students will receive one phone call per week to be made on their laundry day.
3. All phone calls are to be made to immediate family members only and dialed by staff.
4. Students get an additional 20-minute phone call on Sundays if in good standing.

MAIL

1. No incoming or outgoing mail will be received or sent during probation period, except one emergency package.
2. Students will not go to the mailbox for any reason.
3. All packages and mail will be opened and checked in front of staff.
4. All money or gift cards received will be put in the student's file on their account.
5. All contraband will be confiscated by staff.
6. All outgoing mail should be unsealed and given to the Director.
7. Mail may NOT be handed to anyone other than the Director or at the Directors discretion.
8. Students must complete a mailing list, which will consist of names, addresses, and phone numbers of no more than seven immediate family members.

MEDICAL/DENTAL

Treatment



1. Students needing medical attention must complete a medical request form.
2. Requests will be granted on a case by case basis for students seeking routine check-ups or non-serious medical/dental issues.
3. If appointments are made, they are only on a case by case basis and prioritized by seriousness of illness.
4. If there is a medical emergency, student will be taken to the emergency room.
5. Dental visits are made for emergencies only.
6. If there is a development of a serious illness/disease, requiring ongoing medical attention, program termination may result.
7. NLFY is not responsible for any medical bills. All bills should be sent to student's home address, not the MH.
8. A transportation fee will be charged for each visit to the doctor/ dentist/ hospital according to the mileage.
9. Certain medications and narcotics are not permitted while at the MH.
10. All prescription medicine will be kept locked in the office. There is a morning and night time med call.
11. Not properly taking your medication as prescribed is grounds for dismissal.



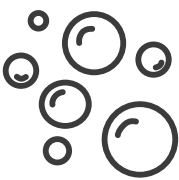
LAUNDRY



1. Laundry days are assigned by staff. Do not do laundry on any other day, unless authorized by staff. This includes having another student do laundry for you.



2. Always leave the laundry room neat and clean. Do not leave clothes in the laundry room.



3. Always clean the lint trap every time you use the dryer and throw the lint in the trash.

4. Do not wash your clothes on HOT. Use the cold/ cold setting.



5. All laundry must be completed by 9:00 pm, unless authorized by staff.



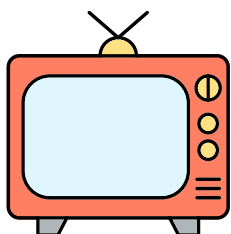


KITCHEN

1. Be on time for meals. Students should be in the dining room within three minutes after the bell rings.
2. After the blessing, students have 30 minutes to complete their meal.
3. Only those with kitchen duties will be allowed in the kitchen, except when getting food at meals.
4. Only cooks can enter the refrigerator and freezers and only during preparation of meals. Ice will be served at meals. Do not go into the freezer to get ice.
5. All menus are created by the kitchen manager and will not be altered, unless authorized by the kitchen manager or staff.
6. Students are not to remove items from shelves, refrigerators/freezers or snack cabinet, unless a cook, on snack duty, or authorized by staff or the kitchen manager.
7. Use of condiments is decided by the kitchen manager/cook. Condiments (salt, pepper, ketchup, mustard, seasonings, jelly, butter, sauces, etc.) will be out at meals. Do not ask for additional condiments or go into the refrigerator or on the shelves to retrieve them.
8. Do not share food or eat off another student's plate or drink from each other's glasses.
9. There will be only one cup of coffee in the morning.
10. There will be no special diets, unless student is sick.
11. Leftovers will be properly stored and labeled before put into the refrigerator.
12. NLFY encourages the spiritual discipline of fasting and praying. We challenge our students to fast and will give them scriptural insight on the subject. Students desiring to fast need to notify staff prior to fasting. Only one consecutive meal is allowed during fasting. Please talk to staff about other fasting options besides fasting food.

TELEVISION/RADIO/ BOOKS/MOVIES

1. The television is to be operated by a staff member, RA or older student only.
2. Personal CD players (without radios) are allowed to be used at home, except during classes, prayer, chapel, or Bible study.
3. Personal CD players are not to be taken to the Thrift Store, or to be used while at King's Dominion or on Community Outreach. Personal CD players can be used on the way to church or on the way to King's Dominion, Outreach, or other special outings.
Only Christian music is allowed.
Music is not to be played during meals, classes, prayer, chapel, or Bible study.
5. Music is not to be played before wake-up or after snack.
6. All movies are G or PG, unless authorized by the Director. Movies will be played on Friday and Saturday night only, unless authorized by staff.
8. No secular magazines or newspapers are allowed.
9. Only Christian literature is allowed. Approval from staff will need to be made prior to reading any Christian books.
10. Not all Christian fiction books will be approved.
11. No iPods, radios, cell phones, laptops or tablets are allowed. Please leave them at home.



PERSONAL HYGIENE

1. Showers are to be taken daily. **There is a ten-minute limit.**
2. Fingernails are to be kept neat and clean.
3. Deodorant is to be used daily.
4. Clothes must be neat and clean.
5. Students are responsible for their own personal items and toiletries.
6. Toilet paper will be handed out by staff. One roll per week, unless there is an emergency. Students are responsible for their own toilet paper roll.
7. Dying hair is done only on the weekend, during free time. NLFY is not responsible for any hair dying results. Students are responsible for cleaning up after themselves. If any dye is left on counters, walls or in sinks, the students responsible will be written-up and further hair dying may be restricted.
8. Sanitary products must be disposed of properly (wrapped up).

FINANCES

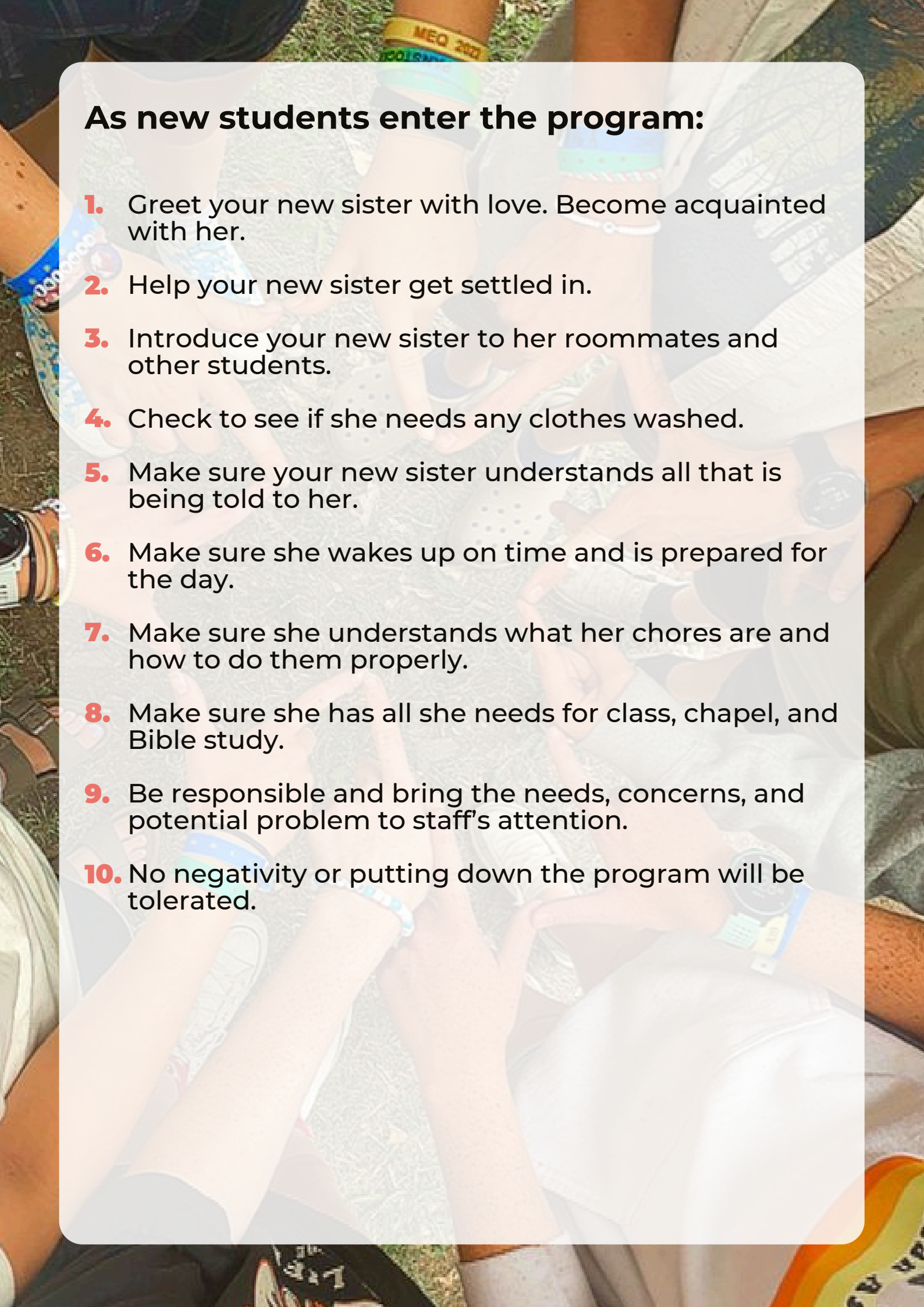
1. All money is to be locked in the office.
2. Students with money at entrance into the program will turn it into staff.
3. All money received while in the program will be turned into staff to be put on their account.
4. All money brought back from passes will be turned into staff.
5. All checkbooks, credit cards, or gift cards will be locked in the office.
6. Students can have up to \$100.00 on their accounts at one time.
7. Students can withdraw from their account only with staff approval.
8. NLFY is not responsible for any money stolen or misplaced while in their possession.

HOUSE OVERSEER

Responsibilities of a House Overseer

The purpose of having a house overseer is to ensure a smoothly operated atmosphere, while staff is either unavailable or not at the house. The house overseer is expected to maintain a personal lifestyle that is consistent with God's word. She is also responsible to adhere to the MH rules and guidelines. You must lead a Christian life and be a Christ-like example in both word and deed.

1. Any problems or concerns are to be reported directly to staff. This includes any spiritual issues, breaking of rules, negative attitudes, gossiping, development of cliques, etc.
2. Order is to be maintained. If this cannot be accomplished, contact staff immediately. Ezekial 3:17-21, says, "Son of man, I have made you a watchman for the house of Israel; therefore, hear a word from My mouth and give them a warning from me". Answer phones when staff is unavailable or not at home.
3. Take accurate messages (including name and phone number) and if there is an emergency, contact staff immediately.
4. In an emergency situation, keep calm and help to maintain the peace. Notify staff of all incidents or eruptions no matter how small.
5. The house overseer does not give out discipline or enforce punishment. However, write-ups can be written on students who are breaking rules.
6. House overseers do not have the authority to approve of special privileges (i.e., making phone calls, drinking soda, watching movies). Always consult with staff first.
7. If a student wants to leave the program while you are in charge, contact staff immediately.
8. If a student leaves the property, contact staff immediately.
9. If there is any evidence of contraband (i.e., drugs, alcohol, cigarettes) in the house, contact staff immediately.



As new students enter the program:

- 1.** Greet your new sister with love. Become acquainted with her.
- 2.** Help your new sister get settled in.
- 3.** Introduce your new sister to her roommates and other students.
- 4.** Check to see if she needs any clothes washed.
- 5.** Make sure your new sister understands all that is being told to her.
- 6.** Make sure she wakes up on time and is prepared for the day.
- 7.** Make sure she understands what her chores are and how to do them properly.
- 8.** Make sure she has all she needs for class, chapel, and Bible study.
- 9.** Be responsible and bring the needs, concerns, and potential problem to staff's attention.
- 10.** No negativity or putting down the program will be tolerated.

Signature Page

I _____ have read the above program manual (pages 1-20) and agree to abide by its rules and regulations in order to maintain my residence and participation in New Life For Adults and Youth's Women's Program.

I understand that failure to abide by the general conduct rules, respect for others and their property, respect for staff and physical properties and associated properties of NLFAAY are grounds for dismissal.

NLFAAY is an abstinence-based program, and possession, distribution, or awareness of intoxicating substances—whether legal or illegal—on the property is strictly prohibited. To maintain a safe, drug-free environment, any such incidents must be reported immediately.

Signed _____

Dated _____

Witness _____

Dated _____