



**Sunlight
Home**

Resident Handbook

Confidential Christian Maternity & Transitional Housing

Program

FACCA Accredited

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Welcome to Sunlight Home

A New Beginning, A New Chapter, A New Family

Dear Resident,

Welcome to Sunlight Home. From the very start, know this: you are loved, worthy, and not alone. No matter your past, this is a place of grace, hope, and new beginnings.

Sunlight is more than a shelter, it is a Christian maternity home built on the foundation God's love and truth. Here you will find guidance, support, and a family who cares deeply about you and your journey.

We do not define anyone by their past. Instead, we offer a fresh start, free of judgement and with love. Your story is still being written, and this is a chapter filled with healing, growth, and transformation.

At the heart of our home is love—but also accountability. We believe that with structure, responsibility, and support, you can build a life of purpose and independence. Taking ownership of your actions is not about shame, it's about reclaiming your strength. Every choice you make here is a step toward the future you deserve

You are now part of a family. The staff and fellow residents at Sunlight are here to walk with you, encourage you, and remind you of your worth—even on hard days. We will celebrate your victories, help carry your burdens, and speak truth into your life when you need it most.

May these Scriptures encourage you:

"Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here!" — 2 Corinthians 5:17

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you a hope and a future." — Jeremiah 29:11

You are not here by accident. This is your time. We believe in you and are so glad you're here.

With love,

The Sunlight Home Staff

1. Program Overview

At Sunlight Home, we envision a world where every pregnant woman in crisis finds refuge, hope, unconditional love and the tools to build a thriving future for herself and her child. We believe that every mother deserves the opportunity to break cycles of poverty, abuse, and homelessness through faith, education, and empowerment. Through Christ-centered care, life-skills training, and unwavering support, we strive to transform lives, one mother and baby at a time, ensuring they not only survive but flourish.

Our Programs

Sunlight Home offers a structured pathway of support through three distinct programs:

- **Embrace (Short-Term):** Immediate shelter, safety, and stability during crisis.
- **Empower (Long-Term):** Extended care focused on education, life-skills development, and building independence.
- **Embark (Transition):** Support for mothers as they prepare to step into independent living, equipped with the tools to succeed.

Every new resident begins in the *Embrace* program, our short-term track designed to provide immediate stability and support.

Residents have the opportunity to move forward into *Empower* and eventually *Embark* if program requirements are being met and they are ready to grow through the next levels of care.

What You Can Expect

During your stay at Sunlight Home, you will receive:

- Personalized case management
- Parenting and life-skills classes
- Mental health counseling
- Community-based mentorship
- Spiritual enrichment
- Access to essential needs such as food, clothing, and shelter

Participation in all Sunlight Home programs and activities is **mandatory**. Success in this journey requires cooperation, commitment, and accountability. By embracing the structure and opportunities provided, you are taking active steps toward creating a brighter and more stable future for yourself and your child

2. First 30-days at Sunlight Home

The first 30 days at Sunlight Home are an important time of transition. During this period, you will be given grace and support to acclimate to your new environment, learn our routines, and begin building healthy habits.

This time will also be considered your **30-day probationary period**, which allows both you and the staff to ensure that Sunlight Home is the right fit for your needs and goals.

Probationary Policy:

- All residents are on a probationary policy for the first 30 days.
- The **Probationary Agreement** must be signed, along with any required paperwork, within **48 hours of arrival**. You will meet with the Director to go over any additional concerns.
- During the probationary period, residents are expected to demonstrate responsibility, follow house rules, and actively participate in daily routines and programs.

Health and Wellness Requirements:

- New residents who have not yet received prenatal care will be asked to schedule and complete a prenatal check-up. Sunlight staff will assist if needed.
- Residents will also be required to apply for any public assistance programs they are eligible for, such as **WIC, Food Stamps, or Medicaid**, if not already enrolled.
- Establishing prenatal care with an OB/GYN is required to ensure both mother and baby are receiving proper medical attention.

Mental Health Support:

- All new residents will participate in an assessment with **AIM Counseling**. This mental health assessment helps Sunlight Home better understand and support your emotional and mental health needs during your time here.

Cell Phone Policy During the First 30 Days:

- Upon arrival, your cell phone will be turned into the office for safekeeping.
- You are allowed to use your phone with staff permission.
- Phone use must be purposeful and productive. Using your phone for extended social media scrolling or other non-productive activities is not allowed.
- This policy is in place to help you focus on adjusting to your new environment and building healthy routines.

The first 30 days are a time of learning, growth, and adjustment. Staff are here to support you, provide guidance, and help you establish a foundation for success at Sunlight Home.

3. Daily Routine

At Sunlight Home, we believe structure helps bring stability and consistency to daily life.

For residents who are not working or attending college during business hours (8:00 AM – 4:00 PM), a daily sample schedule will be provided.

This schedule is meant to guide your day and give you a sense of routine. While having structure is required, the schedule can be customized to fit your personal needs, such as appointments, classes, or other responsibilities.

Our goal is to help you build healthy habits while allowing flexibility for your unique situation.

Daily sample schedule (Monday–Thursday)

- **7:00 AM** – Wake up & breakfast
- **8:00 AM** – Daycare drop-offs / transportation
- **9:00 AM** – Devotionals
- **10:00 AM** – Goal-setting meetings & approved outside appointments
- **12:00 PM** – Lunch
- **1:00 PM** – Study time or job readiness activities
- **4:30 PM** – Daycare pick-ups / transportation
- **5:30 PM & beyond** – Dinner preparation and family time
- **8:00 PM** – Children’s bedtime
- **8:30 PM** – Nightly devotionals (*all nightly chores must be completed before this time*)
- **9:00 PM** – Quiet time (wind down, prepare for next day)
- **10:00 PM** – Curfew (*lights out, electronics turned in, all residents and children in bed*)

****During weekdays (Mon-Fri), Television is not to be turned on until 4:00 PM***

Weekend Expectations & Adjustments

- **Curfew extended to 11:00 PM (Friday and Saturday)**
- **Weekend chores are to be completed in addition to daily chores and must be finished by Sunday at 5:00 PM.**
- **Sunday Church Attendance is required at 9:15 AM. Residents must be on time, fully ready, and ensure their children are dressed and prepared as well.**

4. Case management & goals

To support your journey at Sunlight, you will work closely with a case manager and a goal coach to develop, monitor, and achieve an individualized success plan.

This process is designed to provide structure, accountability, and encouragement as residents work toward independence and self-sufficiency.

Individualized Success Plans

Upon entering the program, each resident will:

- Collaborate with her case manager to create an Individualized Success Plan tailored to her unique circumstances, needs, and long-term aspirations.
- Work alongside her goal coach for additional one-on-one support and guidance.
- Be expected to take an active role in planning and achieving her personal goals, demonstrating responsibility and accountability throughout the process.

Goal Setting & Progress Tracking

Residents will:

- Set **SMART goals: Specific, Measurable, Achievable, Relevant, and Time-bound** to ensure realistic and trackable progress.
- Participate in weekly case management meetings to:
 - Review progress toward goals
 - Address challenges and barriers
 - Adjust action steps as needed
- Meet regularly with their goal coach, weekly on Fridays, for personalized coaching, mentorship, and emotional support.

Program Expectations

Participation in case management and goal coaching is mandatory for all residents. In addition, all residents are required to either:

- **Enroll in school** (high school, GED, college, or vocational training), or
- **Obtain and maintain employment** as part of their growth and independence journey.

Failure to actively work toward one of these two paths will be addressed through your Individualized Success Plan and may impact standing in the program.

Case management & goals (cont.)

Weekly Accountability Sheets

As part of your growth and progress at Sunlight Home, you are required to complete a Weekly Accountability Sheet. These sheets must be turned in every Monday by 8:00 AM into the resident mailbox.

Accountability sheets are a vital part of our program because they:

- Help you and your case manager track your progress and growth each week
- Provide insight into areas where you may need additional support or encouragement
- Encourage personal responsibility and consistency in working toward your goals

Blank accountability sheets are always available on the Sunlight Home dining room bulletin board. Please be sure to complete your sheet thoughtfully each week, as it is both a program requirement and a valuable tool for your journey.

Areas of Support

Through collaboration with their case manager, goal coach, and other support services, residents may receive assistance in the following areas:

- **Parenting Progress** – developing strong, healthy parenting skills
- **Mental Health Monitoring** – connecting with counseling and therapeutic support as needed
- **Referrals to Community Services** – accessing housing, healthcare, childcare, and other vital resources
- **Education & Employment** – enrolling in educational programs, securing jobs, and building long-term career goals
- **Legal Support** – receiving referrals and guidance for legal matters, if applicable

Sunlight Home is committed to walking alongside each resident, providing the tools, structure, and support necessary to succeed. Through active participation, residents will gain the life skills, confidence, and independence needed to create a safe and stable future for themselves and their children.

5. Sunlight Home Incentive Program

Sunlight Home believes that every step you take toward growth, responsibility, and independence is worth celebrating. Our Incentive Program is designed to encourage positive behaviors, foster a supportive community, and reward you for the hard work and dedication you show during your time here.

How It Works

- Residents can earn **Sunlight Coins**, our wooden token system, by demonstrating positive behaviors such as:
 - Turning in accountability sheets on time
 - Maintaining a clean and organized room
 - Completing chores with excellence
 - Following curfew consistently
 - Helping other residents or staff when needed
 - Working toward and completing personal goals
- Staff will monitor and record your achievements on a regular basis so you can clearly see the progress you are making.
- Coins can be saved and redeemed for special items and privileges. Items available for purchase include clothing, purses, makeup, accessories, and additional baby needs such as toys and supplies.

By participating in the Incentive Program, you will:

- Gain a sense of accomplishment as you achieve goals.
- Build confidence and responsibility.
- Strengthen relationships with others in the home through teamwork and encouragement.
- Develop positive habits that will support you long after your time at Sunlight Home.

We want you to feel motivated, valued, and supported on your journey. This program is not just about rewards; it's about helping you recognize your own progress. We want you to always remember your worth and show you that your efforts matter!

6. House Expectations

Sunlight Home strives to create a safe, respectful, and supportive environment for every mother and child. As a resident, you are expected to follow these guidelines to ensure the well-being of the entire household:

- Respect one another's privacy, beliefs, and personal space
- No smoking, vaping, alcohol, illegal drugs, or weapons on property
- All medications must be documented and safely stored as directed by staff
- Clean up after yourself and your child; shared spaces must be kept tidy at all times
- No food is to be eaten in the resident bedrooms, in the communal living rooms or anywhere that is not the kitchen table.
- Be present and on time for all required activities, meetings, and appointments
- Complete all assigned chores and weekend responsibilities as scheduled
- Maintain open and honest communication with staff, bringing up concerns respectfully
- Show respectful behavior during all Sunlight Home outings, representing the home positively in the community
- Follow the established curfew and daily routine
- Use kind and respectful language with staff, fellow residents, and children
- Participate fully in devotionals, classes, and program activities
- Treat Sunlight Home property with care; report any damages immediately

7. Medication & Wellness

To ensure the health and safety of both mothers and children, residents are required to follow all medical and wellness guidelines while living at Sunlight Home:

- **Take all prescribed medications exactly as directed by your doctor.** Medications must not be skipped, shared, altered, or discontinued without physician approval.
- **Log all medications daily in the designated medication log.** Staff will review logs regularly to ensure compliance.
- **Attend all scheduled medical, prenatal, and mental health appointments.** These are mandatory to protect your health and your child's well-being.
- **Notify staff immediately** if you are ill, experiencing new or worsening mental health symptoms, or if there are any changes in your prescriptions.
- **Cooperate with staff-initiated wellness checks or evaluations** if concerns arise regarding your health, safety, or ability to care for your child.
- **Store all medications safely and as directed.** Residents may not keep unauthorized medications or supplements in their rooms.
- **Follow medical advice and treatment plans** given by healthcare professionals, including prenatal care, mental health care, and aftercare instructions.
- **Communicate openly and honestly with staff** about health needs to ensure proper support and resources are provided.



8. Parenting & Childcare Guidelines

At Sunlight Home, mothers are fully responsible for the care, supervision, and well-being of their children at all times. The following expectations are in place to ensure the safety, consistency, and healthy development of every child in the home:

- **Full Responsibility:** Mothers are solely responsible for the supervision, discipline, and well-being of their own children. Residents are not permitted to parent, discipline, or make decisions for children who are not their own.
- **Respect for Parenting Values:** Each mother's parenting choices (within program guidelines) will be respected. Disrespecting, criticizing, or attempting to override another mother's parenting is not allowed.
- **Bedtime:** All children over the age of 18 months must be in bed by **8:00 PM** each night to ensure consistency and proper rest.
- **Safe Sleeping Practices:** Co-sleeping is strictly prohibited. Infants and children must sleep in their designated cribs or approved sleeping areas. There is **zero tolerance** for co-sleeping due to safety risks.
- **Abuse Policy:** Any form of abuse toward a child will not be tolerated and will result in immediate intervention and possible dismissal from the program. Abuse includes:
 - **Physical abuse:** Hitting, beating, shaking, or any form of violent punishment
 - **Verbal abuse:** Aggressive Yelling, name-calling, shaming, or threatening language.
 - **Emotional abuse:** Neglecting emotional needs, deliberate humiliation, or intimidation.
 - **Neglect:** Failure to provide proper supervision, hygiene, nourishment, or medical care.
- **Parenting Education:** Participation in all required parenting classes and infant/childcare training is mandatory. These are designed to equip mothers with healthy parenting skills and confidence.
- **Property Responsibility:** Mothers are responsible for their children's behavior and for any damages or destruction of Sunlight Home property caused by their children.
- **Baby Monitors:** Baby monitors are available upon request to assist mothers. Use is strongly encouraged for safe supervision.

9. Community Chores & Shared Responsibilities

Sunlight Home's living space reflects the love, care, and generosity poured into this ministry by our donors and supporters.

The household cleanliness expectations are not just rules, they are part of our mission to create an environment of dignity, respect, and responsibility. By keeping our home clean and organized, we honor those who bless us with this safe place, and we also learn valuable life skills that prepare us for independence.

Daily Chores

- Each resident is assigned daily chores, which must be completed by **8:30 PM** every night.
- Chores are to be completed with care and excellence, ensuring that shared spaces are clean, organized, and welcoming for all.
- Daily chores rotate on a weekly basis, and new assignments are posted every Monday on the Sunlight Home Bulletin Board.
- Staff will check regularly to confirm that chores are being completed properly and on time.

Weekend Chores

- In addition to daily tasks, each resident is also assigned weekend chores, which must be completed by 5:30 PM on Sundays.
- Residents are expected to clean out their refrigerators and rotate their pantry on Saturdays.
- These weekend responsibilities may include deeper cleaning or organizing tasks to maintain the home in excellent condition.

Chore Assignments and Trading

- Chore assignments are determined by staff and updated weekly.
- Chore trades between residents are permitted but must receive prior staff approval to ensure fairness and accountability.

Community Chores & Shared Responsibilities (cont.)

Participation in Community Life

- All residents are expected to actively participate in community meals, shared responsibilities, and cleaning. This is a core part of the Sunlight Home program and helps promote a sense of unity and mutual support.

Cleaning Supplies & Safety

- Cleaning supplies are provided by Sunlight Home and are located in the top kitchen cabinets.
- **For the safety of all residents, especially children, cleaning supplies must never be stored in bedrooms.**
- After use, all cleaning supplies must be returned immediately to their proper place in the kitchen to prevent any safety hazards.

Maintaining a clean, safe, and respectful environment is a shared commitment. Your cooperation is essential and appreciated in helping Sunlight Home remain a welcoming space for everyone.

As 1 Peter 4:10 reminds us, 'Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.'

We honor this gift by being good stewards of the home we've been entrusted with.



10. Resident bedrooms and bathroom expectations

As a Sunlight Resident, are expected to maintain clean, safe, and respectful environments within both bedrooms and bathrooms. These standards are in place to promote comfort, dignity, and safety for every woman and child in our care.

Bedroom Expectations

- **Shared Bedrooms & Personal Space:**

Residents will be assigned to shared bedrooms with roommates. You are expected to be respectful, cooperative, and mindful of your roommate at all times.

 - Only use the side of the room assigned to you, including your designated bed, storage drawers, and personal space.
 - Do not use or move items that belong to your roommate.
 - Respect quiet times and personal boundaries to create a peaceful living environment.
- **Cleanliness & Organization:**

Bedrooms, including children's areas, are to be kept in a neat and orderly manner at all times.

 - Beds must be made each morning.
 - Cribs and toddler beds must be free of clutter, toys, blankets, and extra items to ensure safe sleep practices.
 - Floors should be free of clothing, toys, or trash.
- **Clothing & Storage:**
 - Clean clothing must be properly hung in the closet or folded and stored in your assigned drawers.
 - Dirty laundry should be kept in a laundry basket, not on the floor or furniture.
 - Do not place or store items in your roommate's area.
- **Crib Use for Expectant Mothers:**

Expectant mothers may not use cribs for storage under any circumstances. Cribs must remain empty and ready for safe infant use.
- **Bedding & Linens:**

Upon arrival, residents will be issued a **pillow, linens, mattress protector, and comforter**, which are the property of Sunlight Home. These must be returned in clean and good condition upon discharge.

Resident bedrooms and bathroom expectations (cont.)

- **Food in Rooms:**
No food or drinks are allowed in the bedrooms. This is critical for cleanliness, pest prevention, and safety.
- **Room Inspections:**
Staff will conduct **room checks at any time**, without notice, to ensure compliance with cleanliness, safety, and program guidelines.

Bathroom Expectations

Bathrooms are shared spaces and must be kept clean and ready for the next person at all times.

- **Clean Up After Yourself:**
After using the bathroom, be sure to:
 - Wipe down counters and sinks.
 - Rinse and dry off any surfaces that were splashed with water or products.
 - Place all used personal items (toothbrushes, soaps, razors, hair tools, etc.) back into your designated storage space.
- **Shower & Toilet Use:**
 - Showers should be left clean. Remove all personal items and rinse any soap or residue.
 - Flush toilets after every use and leave them clean.
 - Do not leave hair or trash in the sink, tub, or toilet.
- **Respect for Shared Space:**
 - Limit time spent in the bathroom to be considerate of others.
 - Do not leave belongings unattended in shared areas.
 - Keep noise to a minimum during early morning or nighttime use.

Respect and Responsibility in Shared Living

Living in community requires mutual respect and cooperation. Each resident is responsible not only for her own space but also for contributing to the overall health and harmony of the home.

- Be **considerate of your roommate's privacy and needs.**
- Communicate kindly and respectfully when sharing space.
- Maintain boundaries and ask before borrowing or moving anything that isn't yours.

11. Technology & Media Use

At Sunlight Home, we aim to foster a safe, respectful, and distraction-free environment that supports healing, personal growth, and healthy family routines. Responsible and respectful use of technology is essential in maintaining the integrity of our community and protecting the privacy of all residents and children.

Personal Device Use

- **Electronics and Curfew**

All electronic devices (cell phones, laptops, tablets) are to be turned in at or before curfew every night. This includes any electronic devices owned by children. Electronics will be turned into the Sunlight Home Cellphone hotel.

- **No Cell Phone Use During Program Activities**

Cell phones are not to be used during classes, chapel, group meetings, or shared meals. These are intentional times for learning, reflection, and community engagement should remain free from distractions.

- **Headphone Use Required**

Any personal audio content (music, podcasts, videos, etc.) must be listened to using headphones or earbuds. This helps maintain a calm and respectful environment for all residents.

- **Respect for Privacy**

- **No photographing, or videoing** other residents or their children without their explicit consent.
- This includes casual photos, videos for social media, or video calls where other individuals could be seen or heard in the background. All residents deserve privacy, safety, and dignity.

- **Social Media Use**

Social media activity must be appropriate, respectful, and in alignment with Sunlight Home values.

- Absolutely no mention, photos, or references to Sunlight Home, other residents or their children may be posted online without permission.
- No photographing or videoing of the Sunlight Home environment/premises permitted.
- Any inappropriate use may result in loss of privileges and further consequences at staff discretion.

Technology & Media Use (Cont.)

Children & Screen Time Guidelines

To protect and nurture the development of all children in the home, the following screen time guidelines must be followed:

- **Age-Appropriate Content Only**
 - All shows, movies, and videos must be **age-appropriate**.
 - Content must be rated PG or under.
 - Anything rated PG-13 or above must receive staff approval before viewing
- **Screen Time for Children**

Unsupervised screen time is strongly discouraged. While phones, tablets, TVs, and other devices can be fun and even educational, they can also expose children to harmful content when used without adult guidance. To help keep children safe and balanced, parents are encouraged to actively monitor and participate in their child's screen time.
- **Device Sharing Caution**

Be mindful when sharing devices or screens with children. Ensure that content is appropriate and that your phone or device does not expose them to harmful language, images, or media.

General Expectations

- Be considerate of others when using your phone or devices in shared spaces.
- Do not watch or listen to loud or disturbing content in common areas.
- Staff may intervene at any time if media use becomes unsafe, inappropriate, or violates the home's policy

12. Dress Code & Personal Appearance

At Sunlight Home, residents are expected to maintain a standard of modesty, cleanliness, and respect in their personal appearance. This promotes dignity, self-respect, and a positive environment for all mothers and children.

- **Modesty & Respect:**
 - Clothing should be modest, clean, and in good condition.
 - Residents are encouraged to dress in a way that reflects self-respect and sets a positive example for their children.
 - Crop tops, short shorts, or revealing clothing are discouraged. All clothing should provide appropriate coverage and allow for comfortable movement during daily activities.
- **Appropriateness of Attire:**
 - Clothing with offensive, profane, or inappropriate messages is not permitted. This includes content that is violent, sexual, discriminatory, drug- or alcohol-related, or otherwise inappropriate.
 - Residents are encouraged to change from pajamas into day attire each morning to begin the day with a sense of readiness and purpose.
 - Residents are required to wear pajamas or appropriate sleepwear during bedtime.
 - Undergarments must be worn at all times.
- **Special Occasions:**
 - For chapel services and other spiritual gatherings, residents are expected to wear neat, clean, and respectful clothing. Dress should reflect reverence for the occasion and consideration for the community.
- **Personal Hygiene:**
 - Residents are required to bathe or shower regularly, at least once daily or as needed. This includes using soap, shampoo, and deodorant

13. Visitors & Passes

To ensure safety, accountability, and consistency in the program, Sunlight Home has clear guidelines for visitors and off-site passes.

- **Visitors:**
 - All visitors must be pre-approved by director prior to arrival. Visitor request forms must be turned in 48 hours before visitation date. Forms can be found on the Sunlight home bulletin board.
 - No overnight guests are permitted.
 - Visitors must respect Sunlight Home policies and the privacy of all residents and children.
 - All Visitors are required to stay in the designated areas as set forth by Sunlight Staff.
 - The address of Sunlight Home must not be shared or given out without direct approval from the Director.
- **Off-Site Passes:**
 - Off-site passes are granted for work, school, or special circumstances.
 - Passes must be requested at least 48 hours in advance.
 - Residents who are employed are required to provide a copy of their work schedule to staff each week.
 - Overnight weekend passes may be approved on a case-by-case basis, depending on whether the resident is in good standing with the program and meeting all requirements.
- **Curfew:**
 - Curfew applies to all residents unless prior approval has been granted.
 - Residents are expected to adhere to curfew at all times; late returns without permission may result in loss of pass privileges or other consequences.

14. Safety & Emergencies

The safety of every mother and child at Sunlight Home is our top priority. To maintain a secure environment, residents are required to follow the safety and security guidelines below:

- **Emergency Preparedness:**
 - Emergency drills (fire, severe weather, etc.) will be practiced regularly.
 - Residents are expected to participate fully and follow staff instructions during all drills and real emergencies.
- **Safe Storage:**
 - All medications, cleaning supplies, and sharp objects must be stored safely as directed by staff.
 - For child safety, no cleaning supplies or hazardous items may be kept in resident bedrooms.
- **Fire Safety:**
 - No open flames, candles, or incense are permitted anywhere in the home.
 - Cooking appliances and equipment must be used responsibly and only in designated areas.
- **Doors & Windows:**
 - All doors must remain locked at all times for the safety of residents and children.
 - Windows are not to be opened.
 - At curfew (**10:00 PM**) the security alarm system is activated and remains on until **6:00 AM**.
 - Opening a door or window during this time will trigger the alarm and alert local law enforcement.
 - Residents will be held responsible for any false alarm fees incurred by Sunlight Home if their actions cause the alarm to be triggered.
- **Incident Reporting:**
 - Any accidents, threats, or suspicious activity must be reported immediately to staff.
- **Video Surveillance:**
 - For safety and security, Sunlight Home has video cameras in common areas.
 - There are no cameras in private areas such as bedrooms or bathrooms to protect resident privacy.

15. Vehicles and Transportation

Transportation is an important part of daily life and independence. To ensure safety, accountability, and fairness, Sunlight Home has set the following guidelines regarding vehicles and transportation:

- **Permission to Leave Property:**
 - Residents are required to obtain permission from Sunlight staff before leaving the property at any time, whether driving, riding with someone else, or walking.
 - Destinations and return times must be communicated clearly to staff.
- **Resident Vehicles:**
 - Residents who own or operate a vehicle must provide:
 - A valid driver's license
 - Current vehicle registration
 - Proof of auto insurance
 - Vehicles must be kept in safe working condition and parked only in designated areas.
 - Residents are responsible for all costs related to their vehicle (fuel, maintenance, insurance, etc.).
- **Transportation Provided by Sunlight:**
 - Sunlight Home will make every effort to transport residents who do not have a vehicle to approved appointments such as medical, prenatal, employment, educational, or legal obligations.
 - Transportation requests must be made in advance to allow staff time to schedule. Residents are responsible for filling out the resident transportation request form with proper timing for transportation arrangements. Blank forms will be found on the Sunlight home bulletin board.
 - For residents needing work transportation, the job location must be within 5 miles of Sunlight Home.
- **Public Transit Support:**
 - Bus passes will be provided to residents who are taking public transportation for work, school, or other approved activities.
- **Accountability & Tracking:**
 - All residents, regardless of whether they own a vehicle, are required to download and maintain the Life360 tracking app on their phone.
 - This ensures accountability, safety, and allows staff to provide assistance if needed.
- **Riding with Others:**
 - Any ride with someone outside of staff-approved transportation must be cleared by staff in advance. This includes friends, family, and acquaintances.

Vehicles and Transportation (cont.)

Car Safety

At Sunlight Home, the safety of our residents and their children is our top priority. Whether you are driving or riding as a passenger, everyone has a responsibility to ensure that transportation is safe, respectful, and in compliance with the law.

Child Safety:

- All children must be secured in an age-appropriate car seat or booster seat, properly installed and strapped in according to Florida law.
- Seat belts must always be worn by both children and adults.
- Residents are responsible for making sure their children are buckled safely before the vehicle is in motion.

Resident Safety:

- Drivers must obey all traffic laws, including speed limits, stop signs, and traffic signals.
- Seat belts are required for every adult in the vehicle.
- Distracted driving (texting, eating, adjusting devices, etc.) is strictly prohibited.
- Residents are expected to respect the rules and safety guidelines of Sunlight Home vehicles, as well as their own, if applicable.

Passenger Responsibility:

- Passengers should not distract the driver in any way. Loud conversations, disruptive behavior, or unnecessary movement can take the driver's focus off the road and put everyone at risk.
- Passengers should assist in maintaining a calm and safe environment during all trips.
- Residents are not allowed to eat in the Sunlight home vehicles

Reminder: Car safety is about protecting lives - your own, your children's, and others on the road. Every trip is an opportunity to practice responsibility, caution, and respect for those who share the vehicle with you.

16. Exit & Transition Policy

When a resident's stay at Sunlight Home comes to an end, whether through program completion, voluntary departure, or discharge, a structured transition process is followed.

This ensures the safety of both the mother and her child(ren), as well as accountability to Sunlight Home policies and state requirements.

All discharges include the following steps:

- **Completion of Transition Plan**
 - Residents are expected to actively complete their individualized Transition Plan before departure.
 - The Transition Plan is designed to prepare residents for independent living and to ensure continuity of care. If you would like to the transition plan document, your case manager will be able to provide it to you.
 - Because Sunlight Home staff are all mandated reporters, it is our responsibility to ensure the safety and well-being of each mother and her child(ren) as they transition out of the program.
- **Return of Home Property**
 - All items belonging to Sunlight Home must be returned in good standing (clean, undamaged, and in proper working condition). Anything that was gifted during your stay will be yours to keep.
 - Sunlight Home property includes, but is not limited to, linens, household baby equipment, household supplies, and any loaned items.
 - Failure to return property in good standing may result in financial responsibility for replacement.
- **Coordination with External Support Services**
 - Staff will coordinate with outside agencies, case managers, or community support services to ensure the resident and her child(ren) continue to receive appropriate resources and care after leaving Sunlight Home.
 - Referrals may include housing programs, counseling, childcare care, parenting support, or faith-based mentoring.
- **Documentation in Case File**
 - All steps of the discharge process will be fully documented in the resident's case file.
 - This documentation provides a clear record of the resident's transition, compliance with program policies, and connection to external supports.
- **Final Check-Out & Departure Interview**
 - A departure interview will be conducted to review the resident's experience, provide feedback, and confirm the next steps in their transition plan. Please speak to the director if additional support is needed.
 - A final walk-through of the resident's room and assigned areas will be completed to ensure cleanliness, accountability, and return of all property.
 - Any personal property left behind will be discarded after 72 hours.

17. Disciplinary Policy

At Sunlight Home, discipline is not meant to punish but to guide residents toward accountability, responsibility, and personal growth. We understand that mistakes happen, but we expect all residents to take ownership of their actions and commit to living in harmony with the values of Sunlight Home.

The disciplinary process is progressive and provides residents with multiple opportunities to correct behavior. Staff are here to support residents in making positive changes, but repeated or serious violations will result in further action.

Step 1: Verbal Reminders

- Verbal reminders are issued for minor infractions and serve as an opportunity to quickly correct behavior.
- Examples include (but are not limited to):
 - Use of profanity
 - Failure to complete chores
 - Uncleanliness in personal or common areas of Sunlight Home
 - Lying
 - Gossip or causing discord among residents
 - Other inappropriate behaviors as observed by staff
- **Three (3) verbal reminders** for similar or repeated behaviors will result in a **written warning**.

Step 2: Written Warnings

- Written warnings are given when verbal reminders have not resolved the behavior, or for more serious infractions.
- Examples include (but are not limited to):
 - Breaking confidentiality by discussing another resident's personal affairs
 - Posting about Sunlight Home, residents, or their children on the internet or social media
 - Failure to comply with scheduled Sunlight Home activities
 - Lying about whereabouts
 - Not turning in electronics after curfew
 - Disrespect toward staff or during Sunlight Home outings
 - Failure to comply with case action plan requirements
- **Three (3) written warnings** will result in the implementation of a **Behavior Contract**.

Step 3: Behavior Contract

- A Behavior Contract is a formal written agreement between the resident and Sunlight Home staff.
- It clearly outlines:
 - The behavior(s) that must change
 - The expectations moving forward
 - The consequences if expectations are not met
- Residents who successfully adhere to their Behavior Contract will demonstrate growth and accountability.
- Failure to honor the contract will result in termination from the program.

Step 4: Grounds for Immediate Termination

Some behaviors are considered **zero-tolerance violations** and will result in immediate termination from the program. These include:

- Any act or threat of violence (verbal or physical)
- Any sexual contact between residents, residents and staff, or residents and children
- Possession, use, or distribution of drugs, alcohol, or illegal substances
- Theft or stealing of any kind
- Recurring or extreme disrespect toward staff or fellow residents
- Child abuse or neglect in any form (verbal, physical, or emotional)

Sunlight Home's disciplinary process is designed to:

- Hold residents accountable for their actions
- Provide clear opportunities for correction and growth
- Protect the safety and well-being of all mothers and children
- Uphold the values of respect, responsibility, and Christian love

Quick Reference to Rules

1. Check your resident mailbox daily for mail, announcements, or forms that need to be signed.
2. Monthly House meetings will be held. Participation and attendance are mandatory.
3. Curfew: Sunday–Thursday: **10:00 PM** Friday–Saturday: **11:00 PM**
4. Electronics must be turned in and residents are expected to be in bed after curfew.
5. Always show respect to fellow residents, staff, and volunteers.
6. No disrespectful or violent behavior will be tolerated.
7. Keep your room clean and organized.
8. Complete all chores with excellence.
9. Children must be always supervised at all times—eyes on your child(ren).
10. No drugs, alcohol, tobacco, or vaping products are allowed on the premises.
11. All medications must be turned into the **medication lockbox** for safe storage.
12. Take care of Sunlight Home and all of its property. Treat the home as you would your own.
13. Full cooperation with case managers and staff is required at all times.



14. Resident Handbook Acknowledgment Form

I, _____ (resident name), acknowledge that I have received and read the **Sunlight Home Resident Handbook**. I understand the policies, expectations, and guidelines outlined within this handbook, including those regarding:

I recognize the importance of the policies and guidelines outlined in this handbook, including:

- Daily routines and structure
- Household responsibilities and cleanliness
- Vehicle and transportation safety
- Case management meetings and expectations
- Health, wellness, and prenatal care requirements
- Probationary period and first 30 days expectations

I understand that it is my responsibility to follow these guidelines and ask staff for clarification if I have any questions. I also understand that my adherence to these policies is essential for my safety, the safety of my child, and the overall well-being of the Sunlight Home community.

By signing below, I agree to abide by the policies and expectations outlined in the handbook and acknowledge that failure to comply may result in further review and action by Sunlight Home staff.

I commit to working together with Sunlight Home staff to make my time here safe, productive, and supportive.

Resident Printed Name: _____ **Date:** _____

Resident Signature: _____

Staff Printed Name: _____ **Date:** _____

Staff Signature: _____