

Ramoth House

Resident Handbook

~a pregnancy care & parenting education program~

Adapted February 2015

Ramoth House Resident Handbook

Table of Contents

General Guidelines	Pages 1 – 13
Stepping Stones Program	Pages 14 – 21
Home Management Program	Pages 23 - 26

RAMOTH HOUSE

General Guidelines

Your responsibilities while at Ramoth House include:

- ~ following all Ramoth House guidelines and schedules
- ~ respecting the rights of both Staff and other residents
- ~ accepting the consequences of your own actions
- ~ participating cooperatively

Safe Environment

1. a) To provide a safe and protective environment for everyone, you must control your actions and respect the feelings of others. Put downs, threats, name calling, lying and swearing hurts people and makes them feel unsafe and uncomfortable.

b) Threats of violence/intimidation may result in immediate dismissal from the program. Please consider your voice level, tone and body language when addressing other residents and staff.
2. There is zero tolerance for criminal activity, violence, acts of vandalism, the use/possession of alcohol, the use/possession of drugs or the use/possession of weapons. Such incidents will result in immediate dismissal from the program.

Security Checks

Security checks of bedrooms will occur without prior notification. Security checks will be completed by two staff members and when possible, with the resident present. **Room searches can be done at anytime, even if residents are not in the Home.**

Smoking

1. Smoking is **not** allowed in any part of the Home.
2. The designated smoking area is available to residents only. Residents who smoke are responsible to keep the area clean by only using the butt container to dispose of cigarette butts and by emptying the butt container.
3. There is no smoking near doors or windows, in the garage/porch or under the fire escape.
4. You are not to exhale in the house or near the door. Please remain outside for a few minutes after exhaling to air out your clothes before returning inside.
5. After smoking, you are expected to wash your hands immediately.
6. Staff cannot watch your baby while you smoke.
7. Residents cannot smoke after curfew or before 6:30 a.m.

Medication

Ramoth House is **not** a medical facility therefore you are responsible for the purchasing and administering of your baby's and your own medication. You are advised to follow your Physician's orders concerning medications. All medication will be stored in the office. Measurement and administration of baby medication will be supervised and observed by Ramoth House Staff in the kitchen area. The Distribution Chart must be initialed by you and the Staff. Staff will not sign the chart if they do not witness the administration.

Parenting Issues

1. a) Monitoring and supportive services are offered to mothers who live at Ramoth House with their baby, however you are responsible for your child's care. Ramoth House Staff are available to assist with child care issues. Only when approved by the Ramoth House Director, can Staff provide care for the child while the mother is away from the building. The Cuddle Me Program volunteers are occasionally available to provide child care services.
1. b) We recommend that you do not change, dress, hold or entertain a baby that is not your own child. You are not to care for another person's baby without permission from the mother. You are not to leave the property while your baby is in the care of another resident.
2. All feedings take place downstairs in the living room, unless special permission is granted by the Ramoth House Director. Residents who choose to bottle feed must prepare a 24 hour supply of formula daily according to Ramoth House instructions. Immediately after each feeding, bottles must be rinsed well, nipples separated from rings and then rinsed, and all items placed in the designated container.
3. The microwave can NOT be used to heat/warm baby food or bottles. Electric bottle warmers are also not permitted.
4. Each baby has his/her own infant supplies, toys and equipment that must not be shared.
5. All residents are to purchase insulated bags and ice packs for safe storage of formula when travelling.
6. Bedroom doors need to be partly open so staff can check on you during the night without waking you up. If your baby is crying you need to show consideration for other residents who are sleeping and go downstairs until your baby settles.

Infant Safety Issues

- 1. Your baby must not sleep/lay/sit with you in your bed but in his/her own crib.**
2. When a baby is in a car seat, infant seat, high chair or stroller, the child must be securely buckled in at **all** times. If a baby is in the kitchen, the mother must also be in the kitchen.
3. You are to place your baby in your stroller while outside. The Ramoth House infant seats and your car seat are not to be used outside.
4. Babies are to be in the crib or play pen if an activity requires you to move to a location where you are out of arms reach or when you cannot see your child. Make sure you go and check on your baby if you cannot see him/her. You must remain on the same level of the building as your child unless special privileges are granted by the Ramoth House Director permitting you to have monitoring privileges.
5. A baby can never be left on the floor unattended.
6. Crawling babies are not allowed to crawl on the kitchen floor, in the upstairs hall way or near stairs. Mothers are responsible to ensure crawling infants do not touch things that would be unsafe.
- 7. You must never leave your baby alone while going outside.**

Dress Code

You must be dressed in clean clothes between 9 a.m. and 9 p.m. Clothing with bad language or rude slogans is not worn at Ramoth House. All clothing must completely cover your breasts, belly & bottom. Your clothes must not be see through. Pajamas must include bottoms if worn downstairs.

Appointments

You are responsible to report all your appointments to the Staff for submission to the office as soon as they are scheduled. All appointments (medical, clinical, etc.) will be recorded on the main office calendar to aid in case management activities. You must also keep your own record of your appointments. Check with the Ramoth House Director before scheduling an appointment in the Ramoth House office to ensure availability.

Phone

1. One resident phone is available for all calls. You are expected to limit calls to 20 minutes in length per hour to allow all residents equal access.
2. Each resident is required to pay a monthly fee for long distance service. This allows each resident to make an unlimited number of long distance calls. Residents cannot accept collect calls.
3. Phone calls are not permitted before 7 am or after 10 pm, during meals, during meal preparation or during classes. You are expected to finish meal time clean up before making calls.
4. The office phone is not available to residents.

Cell Phone Protocol

1. Cell phones cannot be used upstairs if someone is asleep.
2. Cell phones must be turned off upstairs by 10 pm, even if no one is sleeping.
3. Cell phones cannot be used in the kitchen.
4. Cell phones cannot be used during classes.
5. We do not recommend that you answer/talk/text on the phone while feeding your baby.
6. We do not recommend that you answer/talk/text on the phone while changing your baby.
7. The ringer/sounds on cell phones must be kept low so as not to disturb others.
8. Ramoth House is not responsible for the loss, damage or misuse of cell phones.
9. All costs incurred for cell phone use are the responsibility of the resident.
10. If cell phone use interferes with the operations of the Home the cell phone use will be restricted.
11. If a resident does not abide by the cell phone protocol then she risks losing the privilege of using the cell phone in the Home.
12. Camera phones cannot be used to take pictures of staff or other residents.
13. Cell phones must be charged in your bedroom.

Television, Videos and Music

1. TV programs and movies over a PG (American) rating or that contain sex, violence or swearing are not watched at Ramoth House.
2. There is one iPod, TV and DVD player in the living room; items played must be chosen from the selection provided by Ramoth House.
3. You are free to listen to personal selections of music on portable listening devices but must use ear phones only and keep the volume low.
4. IPODS cannot be used in the kitchen at any time.
5. Portable video devices (portable DVD unit, iPod, PSP) may only be used in your own bedroom, with the use of ear phones and the volume kept low. No other resident may join you in your room while you are using a portable video device. All portable video devices and personal music or video selections must be stored in your bedroom. We strongly recommend that you do not use these devices after curfew so as to ensure adequate sleep. If you breach any of the above guidelines your portable devices may be confiscated until you leave the program.
6. No clock radios are permitted at Ramoth House.
7. Televisions are not permitted in resident bedrooms.

Curfews, Signing In and Answering the Door

1. When leaving the property you are expected **to notify staff** and complete the Sign-Out Book. When you return to the property you need to sign in and notify staff that you have returned.
2. For your own safety the doors will be locked by the staff at curfew times and only Staff will answer the door.
3. Curfews: Sunday - Thursday 10 pm In own room 11:00 pm
 Friday & Saturday 11 pm In own room 11:00 pm

Overnights Away

Overnights away from Ramoth House may occur after you have been in the program for a minimum of 28 days. Overnight visits away from Ramoth House will be scheduled on weekends or holidays but will be used primarily during exit planning. When planning an overnight visit, you will need to complete the "Overnight Information Sheet" and submit it by Monday at 9 a.m. two weeks in advance. Late requests will be denied if the resident is on meal preparation over the weekend. Requests for an overnight must be approved by the Ramoth House Director. Residents under 16 will also need permission from parent or guardian. **Please also note that overnights may be limited by Family and Children's Services. We advise you to discuss possible limitation with your social worker.**

Visiting at Ramoth House

Family and friends are encouraged to visit with residents in the community. Community visits do not have to be arranged with Ramoth House. Unless formally directed otherwise by Family and Children's Services, residents are to meet their visitors at an arranged time on the street in front of the Ramoth House property. The backyard and back entrance are off limits to all visitors and their vehicles unless special permission is granted by the Executive Director or Ramoth House Director. **It is the resident's responsibility to plan her visits around the House schedule.**

All day visits must be arranged one week in advance. Arrangements must be made during office hours. **Access to infants may be restricted by the Family and Children's Services. We recommend that you discuss possible restrictions on access with your social worker.**

Monitors

Monitors have been placed in various locations throughout the building. The monitors alert Staff should a crisis arise with an infant, if aggression occurs between residents or if a resident goes into labour. Some monitors are used by residents to hear their infants. Please be aware that, while the purpose of the monitors is not to overhear personal conversations, if a person is speaking loudly the conversation may be overheard. It is advised that information that you do not want to be heard by another resident or Staff should not be shared in the building.

Staff Reports and Confidentiality

All Ramoth House Staff are required to report general shift activity, interaction between residents, interaction between mom and baby, concerns and the breaking of house guidelines. Ramoth House Staff cannot withhold information from the Ramoth House Director. These reports are made to the Executive Director and/or Ramoth House Director. If you wish to share information that you desire to remain completely confidential, you will be directed to contact a counsellor. Information concerning residents is only released to individuals outside of Ramoth Staff when a release of confidentiality is signed. In cases where a safety concern arises or the information shared requires reporting by law, the Ramoth House Director or Executive Director will contact the appropriate authorities.

Respecting the Program

Not following the house guidelines will result in the removal of privileges and/or the addition of chores. Sample consequence lists are available in the binder in the study room. If you refuse to follow guidelines and/or participate in the program, you will be asked to leave. If you are asked to leave the program you may be allowed to re-enter the Ramoth House program at a later date after an interview, review of guidelines and appropriate agreements signed.

Leaving the program

When you leave Ramoth House you must take all of your personal belongings with you on the day of departure. If you are evicted from the program you must take all of your personal belongings with you at the time of eviction or within three days arranging for the O.P.P. to accompany you to Ramoth House during office hours. Ramoth House will dispose of all personal items left behind after three days.

Administration Fee & Damage Charges

A nonrefundable fee of \$100 covers the cost of processing your admittance to the program. If you are unable to pay the full fee at admission time then you can request a payment plan. You will be held responsible for any damage you cause to the Ramoth House property or to items belonging to Ramoth House. Charges for damages will be collected as they occur or prior to discharge.

Complaint Procedures

If you have a problem or a concern about a Ramoth House guideline, the weekly or daily schedule, another resident or a staff member or volunteer or any other issue then you are to complete a complaint form and submit it to the Executive Director or the Ramoth House Director.

General Issues

1. You will receive one key for your bedroom door and will be responsible for replacement costs if lost. We recommend that you keep your bedroom door locked when not in your room.
2. You cannot redecorate the walls or rearrange the furniture in your bedroom. A bulletin board is available to post pictures of family or friends.
3. You are not to enter the office unless invited to enter. If you need someone from the office, please knock on the door and wait for a response.
4. Participation in all Ramoth House Programs is required.
5. **All arrangements for transportation will be the responsibility of the resident.** This includes, but is not limited to, Ontario Works appointments and all medical appointments (including at the onset of labor).
6. No burning of candles or incense at Ramoth House.
7. If appropriate, residents will be encouraged to be with family on special holidays.

8. Residents are able to have access to the Ramoth House Store on the first Wednesday of each month as part of their educational programming. Items in the store are new and may include personal care products, infant care products, and infant clothing. Availability of items is strictly based on donations made to Ramoth House.
9. Guidelines for residents under 16 will vary depending on age and circumstances. There may also be additional guidelines set down by parents and/or guardian.
10. There will be no tattooing or piercing of yourself, a baby or other residents while at Ramoth House.
11. Residents wishing to dye their hair will be required to do so when visiting family or friends or at a professional salon.
12. Ramoth House is a Christian Ministry therefore the Staff will say a prayer at meals.
13. This is a cooperative living residence. All daily tasks of housekeeping, meal preparation & laundry etc. are the shared responsibility of the residents. Housekeeping, cooking and laundry duties are assigned by Staff and posted each week. There are lists posted explaining how the housekeeping, cooking and laundry are to be completed. Schedules must be followed.
14. You are expected to be at Ramoth House and prepared to eat by 5:30 pm. If you plan to be away for supper you must notify the staff by noon.
15. No sexual activity (kissing, touching, caressing, sex toys, intercourse) is permitted at Ramoth House or in the Ramoth House office.
16. During your first month, you will be permitted to have the Ramoth House Director send faxes to or prepare photocopies for Ontario Works. After the first month you will demonstrate your independence skills by arranging for all faxing and photocopying to be completed, at your expense, at a business in the community. Faxes of a personal nature will not be sent from or received by the Ramoth House office.

RAMOTH HOUSE DAILY SCHEDULE

6:00	showers and breakfast may begin
8:30	kitchen will be closed for cleanup
8:30 – 8:50	meal time housekeeping assignments completed
9:00	dressed for the day daily activities begin (school, work, meetings, ect)
10:00 – 10:15	kitchen open for snack & coffee break
11:45	lunch preparation & lunch
12:00	bedroom cleanliness assessment
12:30	kitchen will be closed for cleanup
12:30 - 12:50	meal time housekeeping assignments completed
3:00 – 3:15	kitchen open for snack & coffee break
4:00	meal preparation (unless menu or staff indicate otherwise) laundry time slot #1 completed & in bedroom
5:30	supper
6:15	kitchen will be closed for cleanup
6:15 – 7:00	meal time housekeeping assignments completed
7:00	daily housekeeping assignments completed & staff check
8:30 – 9:30	kitchen open for snack & coffee break
10:00	laundry time slot # 2 completed & in bedroom

Ramoth House Formula Preparation Schedule
--

6:00 a.m. - 7:30 a.m.	formula prep time slot #1
9:00 a.m. - 10:15 a.m.	formula prep time slot #2
10:15 a.m. - 11:30 a.m.	formula prep time slot #3
1:00 p.m. - 2:30 p.m.	formula prep time slot #4
3:00 p.m. - 4:30 p.m.	formula prep time slot #5
6:30 p.m. - 8:00 p.m.	formula prep time slot #6

Ramoth House Weekly Activity Schedule
--

Monday	~ 8:00 a.m. – 2:00 p.m.: upstairs weekly cleaning ~ 9:00 a.m. – 2:30 p.m.: infant baths ~ 1:00 p.m. - 3 p.m.: clothing room open by appointment ~ 10:00 a.m. – 2:50 p.m.: general client meetings
Tuesday	~ 9:30 a.m. – 11:30 p.m.: private parenting education meetings ~ 10:00 a.m. – 2:00 p.m.: stepping stones progress meetings ~ 2:00 p.m. – 3:00 p.m.: group parenting education class
Wednesday	~ 9:00 a.m. – 2:30 p.m.: infant baths ~ Ramoth House Store first Wednesday of each month ~ 10:00 a.m. – 2:00 p.m.: baking sign-up ~ watch calendar for monthly fun activity ~ book all appointments (medical, counseling, ect.)
Thursday	~ 10:00 a.m. – 11:45 p.m.: private personal development meetings ~ 9:30 a.m. – 11:45 p.m.: private money management meetings ~ 2:00 p.m. – 3:00 p.m.: group money management class
Friday	~ 8:00 a.m. – 2:00 p.m.: downstairs weekly cleaning ~ 9:00 a.m. – 2:30 p.m.: infant baths
Saturday	~ 10:00 – 2:00 p.m.: weekly bedroom cleaning

YOUR RIGHTS UNDER THE OFFICE OF CHILD AND FAMILY SERVICE ADVOCACY

The staff at Ramoth House abides by the Office of Child and Family Advocacy document of rights of children, which applies to all residents under the age of 18 and their children. Certain restrictions do apply. Because our goal is not to control but to teach and guide, these rights are extended to all residents.

You have the right to:

- 1 speak and visit with members of your family as well as advocate, lawyers, social workers or other counsellors, ombudsman, or members of parliament.
- 2 send and receive mail that is not read, examined or censored by the staff of Ramoth House unless it is believed that prohibited articles are within it or that the contents could be dangerous. In that case, it will be opened by Ramoth Life Centre's staff in your presence.
- 3 privacy and possession of your own property subject to the House Guidelines.
- 4 to receive further religious instruction from the denomination of your choice besides that received at Ramoth House
- 5 the development of a plan of care based on your needs; to participate in the development of this plan.
- 6 nutritious meals, appropriate clothing as available, receive medical and dental care, pursue an education, and participate in recreational activities.
- 7 give input and feedback in regards to significant decisions and Home activities that affect you and to file complaints for violations of these rights in accordance to our internal complaints procedures. The office of the Child and Family Services Advocacy are available for consultation in these matters. (1-800-263-2841)
- 8 Ramoth House will be sensitive to the cultural needs of the resident and will make an effort to accommodate these needs when possible.

RAMOTH HOUSE RESIDENT'S PERSONAL RIGHTS
--

Each young woman shall have personal rights which include but are not limited to:

1. be accorded dignity in her personal relationships with staff and other persons.
2. be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet her needs.
3. be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to interference with the daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication, or aids to physical functioning.
4. be informed and to have her parent(s) or authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. participate in religious activities and services in the community and to have visits from her pastor.
6. not be locked in any room or building.
7. not be placed in any restraining device.
8. visit the Home before her placement.
9. have the Home inform her parent(s) or authorized representative of her progress in the Home.
10. file a complaint with the Home.
11. communicate with her parents or authorized representative.

Ramoth House

Stepping Stones to Independence

Introduction

The programs at Ramoth House are designed to assist you in learning how to parent well. While exploring the realities of parenting, some women chose to consider adoption as the best plan for their child's future. Other women chose to parent with the support of their parents or grandparents while still others chose to parent independently. No matter what future plans you make for you and your baby, the skills you will develop while at Ramoth House will guide you along the path to healthy independent living as both a parent and an individual.

Goals of the Stepping Stones Program are:

1. To assist you in learning basic life skills
2. To help you develop a healthy life style
3. To teach you how to parent safely
4. To assist you in becoming self-motivated

The activities at Ramoth House are geared to teach you new skills or to enhance the skills you all ready possess. The following topics are some of the "stepping stones" you will learn to master while at Ramoth House:

- | | |
|--------------------|----------------------------------|
| ~ money management | ~ bathing your baby |
| ~ education | ~ feeding and changing your baby |
| ~ self-care | ~ helping your baby grow |
| ~ home management | ~ keeping your baby safe |

In order to move from a supervised program to independent living, you will need to demonstrate an ability to manage your home, your self-care and your relationships while safely parenting your child. As you work cooperatively with the program and demonstrate safe parenting choices you will gain increasing independence. In the beginning all parenting activities are supervised. Supervision is gradually decreased as safe parenting choices are consistently demonstrated. The ultimate goal is for you to parent your child without direct supervision. When you reach this stage, you will be ready to begin planning your move to independent living.

Becoming a new parent can be an overwhelming experience; a tiny, precious person is now depending on you for everything in life. There is so much to learn during the first few days, weeks and months of parenthood. Please remember that every parent needs to learn how to care for a baby, not just you. In the beginning, you may need extra support so remember that the Staff is here to assist you as you learn. Knowing when to ask for help is an important part of parenting.

I. Money Management

To help you learn to budget your money we will teach you how to prepare and follow a monthly budget. You will need to provide for your personal needs and for the needs of your baby (diapers, wipes, diaper rash cream etc.). You will also be required to provide formula and bottles for your child should you refuse to use the brands provided by Ramoth House, if you lose or damage the bottles or if you are irresponsible with formula issues.

II. Education and Employment

If you are pregnant and have not completed high school you will be directed to study towards a High School Diploma or the High School Equivalency Test. The first option for study will be full time school attendance. If you are late in your pregnancy or parenting you will be encouraged to enroll in a correspondence course. While participating in home study, you should be completing a minimum of 10 hours per week.

In order to build self esteem and acquire work experience, you will be expected to complete a minimum of 15 hrs. per week of volunteer work in the community if you are not attending school, working part-time or parenting.

III. Self Care

Life as a mother is very busy. You will find that it takes some planning to fit in time to care for yourself. It is important that you remember to take time to care for you. Take time to rest and to walk, to care for your personal hygiene and to tend to your emotional needs. **Good self care includes: regular hand washing, brushing your teeth after meals, washing and combing your hair each day, applying deodorant after you shower, dressing in clean clothes, and showering daily.**

To assist you in maintaining a healthy level of self care we also recommend:

- ~ if your sleep is frequently interrupted by night feeds that you nap when your baby naps.
- ~ that you sleep when your baby sleeps mid-evening rather than staying up to watch TV

Ramoth House gift to you:

For a period of two weeks, directly following the birth of your child, housekeeping will be limited to: infant care, laundry and bedroom cleaning. You will also not be expected to participate in the preparation of supper meals during this time period. Housekeeping and meal preparation will be gradually added at the discretion of the staff.

~ a stepping stone hint ~

~ To fit a shower in each day, head for shower while your baby is still asleep in the crib! ~

IV. Child Care

Healthy parenting takes commitment and planning. While progressing toward parenting independence, you will need to learn about many topics including:

- ~ safety
- ~ breast or bottle feeding
- ~ feeding solid foods
- ~ diapering and clothing your baby
- ~ how to bath your baby
- ~ infant stimulation: play time & tummy time

As you begin to meet the expectations addressed in this section, you will advance through the levels of supervision until you require the least amount of supervision possible demonstrating your independence. While at Ramoth House you will be required to complete a Child Care Activity Chart.

1. Feeding issues

In order to assist you in monitoring your child's health and to be aware of your child's feeding patterns, you will complete the Child Care Activity Chart. Your feedings and your bottle preparation (if not breastfeeding) will be observed by Staff. The amount of supervision will decrease as you consistently demonstrate safety and awareness of your child's needs. This decision will also be based on your child's health, recommendations from other agencies (if involved), and progress of developing routines.

When feeding your baby, make sure that you hold your child in a safe and cuddly position. Use this time to talk to, look at and stroke your baby's face. If you focus on talking to everyone else in the room, you will miss a very special opportunity to bond with your baby!

2. Safety awareness

- a) Your baby should be cuddled in your arms when going up & down stairs. A shoulder hold is not as safe while on the stairs.
- b) You should provide good head and neck support when carrying, holding and lifting your baby.
- c) Your baby should never be left unattended on high surfaces.
- d) You should always use a proper, safety approved car seat when travelling with your baby.
- e) You should never place your baby near the stove or food prep area.
- f) You should never yell, raise your voice or swear around your baby.
- g) You should speak to staff immediately if you feel frustrated or angry with your baby.
- h) Note the safety issues addressed in the general guidelines.

3. Sleep Routine

The development of a sleep routine is important for a baby starting around three months of age. Mothers are advised to take sleepy babies upstairs to bed after the mid evening fed. While a desire to remain downstairs to socialize or watch television is understandable, it is advised that a mother will place the need of her child before her personal desires. When responsibility and safety awareness has been consistently demonstrated over a period of time, it is possible for a resident to earn the privilege of leaving a sleeping child in the upstairs crib while returning downstairs and listening via the house monitoring system.

4. Diapering

It is important for you to change your baby's diaper frequently. We recommend that you change your baby's diaper at least at each feed and before bed time. Remember that your baby is to be changed in designated areas only: laundry room change table or bathroom changing areas (during bath time only). A change pad must be placed on the surface of each changing area. Diaper changes will be supervised by Staff. The amount of supervision will decrease as you consistently demonstrate safety and awareness of your child's needs.

~ a stepping stone hint ~

Never leave baby unattended when changing not even for a brief moment. Gather all supplies before placing baby on changing surface. Think safety 1st!

5. Bathing

Bathing of babies will be done under staff supervision. As you demonstrate confidence and safety in bathing, supervision will begin to decrease. Infant baths will take place during the day on a rotating schedule. Please note that a baby really does not need to be bathed daily. On bath days, it will be your responsibility to arrange a time for your child's bath to occur within your scheduled time slot.

Bathing of babies ages 0-3 months will be done in the bathroom on the counter. Bathing of older babies will be done in the regular bath tub using a bath rest. Only one bath can take place at a time as Staff can not effectively supervise more than one bath at a time.

If the bathroom is cold, you should warm the room using a heater before bathing. The heater must be removed from the room before undressing baby. The bathroom door needs to remain open during the infant bath

6. Stimulation & Equipment

Regular daily interaction with your baby is extremely important for the development of your child's body and brain. Your baby needs you to look at, touch and talk to him/her often!! To help you learn to include this interaction as part of your daily routine, Ramoth House makes the following recommendations:

a) Provide your baby with tummy time 4 - 6 times a day gradually increasing in length of time to 10 - 15 minutes per session. Before starting tummy time activities, talk with the Ramoth House Director for instructions.

b) Provide your baby with play time, on the floor, several times a day. Make sure to use toys and books.

c) Change baby's position frequently. (e.g. from play pen to infant seat to high chair etc.) Cuddle your baby close to you often.

d) Equipment will be offered for use according to the growth and development of each infant. The statements below are offered as a guideline for equipment use. Equipment should be used sparingly.

~ Babies under 2 months should not be in car/infant seats for more than 20 min. periods up to 3 times a day. A baby should not be left in the car/infant seat unattended. A baby should not be carried more than a few steps while in the infant seat.

~ Place baby in the crib or play pen when not cuddling, feeding or playing.

~ Exercise saucers and swings are not used at Ramoth House due to a lack of adequate space.

~ a stepping stone hint ~
Maintaining a healthy daily routine will help your child feel safe and secure.

V. Home Management Routines

Home Management includes: laundry, housekeeping and meal preparation. Learning to manage your home while meeting your child's needs and tending to appointments and other relationships can be quite challenging. While at Ramoth House, you will participate in the following activities to assist you along the pathway of learning the skills necessary to successfully manage your future home. See the Home Management Program for detailed list of expectations.

1. Laundry

Having clean clothes for yourself and your child is a daily reality. You are responsible to do your laundry on your assigned laundry day. There are directions to guide you on how to sort your laundry into appropriate loads posted on the wall in the laundry room. When planning your week/day try and anticipate possible interruptions (i.e. dr. appointment, feeds) that may prevent the completion of your laundry. If scheduling problems arise, discuss the issue with the Ramoth House Management Education Supervisor & arrange for an alternate plan.

2. Housekeeping

While at Ramoth House you will not have to carry the burden of housekeeping alone. All duties are assigned weekly and shared by residents. In order to keep Ramoth House safe and tidy, there are a few activities that require attention at specific times. Learning to function within these expectations will help you to establish some new habits/routines that will assist you in managing your own home in a safe and hygienic manner. The ultimate goal is that you will complete housekeeping tasks thoroughly and without prompting.

~ a stepping stone hint ~

A messy house leads to an unsafe home!

Try living by the motto: don't put it down, put it away!

3. Your bedroom

We recommend that you keep your bedroom tidy and organized at all time. To help you establish this daily habit, we will assess your bedroom daily and award a score between 0 & 10. The goal is for you to score a 10 on a regular basis. Assessments will take place no earlier than 12 pm and will seldom occur on Sunday. When assessing your bedroom we will consider the following: general tidiness, safety hazards, is the bed made neatly, are all clothes away neatly in drawers and/or closet, are there items on floor, are wet towels hung to dry, are dirty clothes in the laundry bag, is the garbage can emptied when full, change table is tidy.

Before going away for an overnight you are expected to leave your bedroom clean and organized. The garbage should be emptied and wet towels hung to dry.

**~ We strongly advise that all wallets, money and valuables be stored
In your locked bedroom ~**

Fully Nourished- Building Healthy Bodies and Minds

4. Meal Preparation

Finding the time to prepare healthy meals while parenting can also be a challenge! While at Ramoth House, you will have the benefit of shared meal preparation during your child's most demanding months. You will be responsible to prepare a minimum of one supper each week. Healthy eating habits are essential to a healthy life style. You will not be successful in teaching your child to eat healthy if you have not learned to do so yourself.

5. Baking

The Baking program is to give each of our residents the opportunity to develop one on one relationship skills while being educated on the basics of the culinary arts and home economics (cooking and other aspects of household management). Each resident will be given the opportunity to sign up for a class. They will choose a recipe a week prior and then on the day of they will shop for the ingredients and prepare the nutritional snack or dessert. The baked item will then be shared with others in the home. This affords each resident the opportunity to learn a new life skill that they can carry forward after their completion of the Ramoth House program.

Ramoth House

Home Management Program

1. Housekeeping Routines and Expectations

In order to manage housekeeping activities and still meet your baby's need for feeding, diapering and attention we spread the major housekeeping activities over the course of the week. The entrance, bathrooms and kitchen are maintained daily. Parenting residents are responsible to promptly and thoroughly clean areas on which their baby spits up. Job assignment lists are posted in the kitchen. Assignments change on a weekly basis. Concerns about the assignments are to be reviewed with the Executive Director or Ramoth House Director.

The ultimate goal is that you will learn to complete housekeeping tasks thoroughly and without prompting. However, sometimes an external motivation is required to encourage residents to participate in housekeeping activity schedule. It will be important for you to learn to self motivate but until you do...

~ The External Motivation ~

Staff monitors the completion of housekeeping duties and will complete a checklist throughout the day and at 7 pm. If housekeeping duties are not completed according to the posted expectations and/or by 7 p.m., you will receive an "n/c". Three "not completes" in one week result in extra work. When asked to "improve" a task, you are expected to do so and before retiring for the night. After being asked to improve on task completion, if you choose not to complete the task correctly before retiring for the night, an additional n/c could be given.

The Routine:

1. Weekly bedroom cleaning (dusting, vacuuming, ect.) is completed on Saturday between 10:00 a.m. and 2:00 p.m. See weekly cleaning checklist for details.
2. Upstairs weekly cleaning is completed on Monday between 8:00 a.m. - 2:00 p.m.
3. Downstairs weekly cleaning is completed on Friday between 8:00 a.m. – 2:00 p.m.
4. Parenting residents will share the responsibility of sanitizing the downstairs change table and downstairs diaper pail. This task will be completed every evening by 7 p.m. The downstairs diaper pail will be emptied daily at 12 p.m. and then again by 7 pm.

You are responsible to ask Staff to check your completed work as soon as it is completed and no later then 2 p.m. Failure to make this request can result in an n/c.

2. Avoiding Clutter

Clutter can become a safety hazard therefore general tidiness is expected of everyone. Remember learning to manage your “stuff” now, helps you keep your own home safe later! Please make sure that all personal items, school books, receiving blankets, ect. are returned to your room or your assigned shelf in study room when finished using and/or before leaving residence (see list below). Parenting residents are expected to put away all baby toys, equipment and bottles when not in use and to ensure these items are not sitting in high traffic areas.

Storage Space:

Storage space is provided in three separate areas on the main floor. Please keep storage areas tidy at all times. To help you learn where to put what... we give you the following guidelines:

- a) Study room cupboard: school books, binders, books, receiving blankets, tummy time blanket, playpen extra quilt & sheet, infant clothes, toys, small camera (1), and cellphone (1)
- b) Shelf under change table in laundry room: diaper rash cream, Vaseline, wipes, change pad, diapers, spare outfit, soiled baby items stored in bag and baby lotion
- c) White shelf in laundry room: diaper bag – total of 2 bags (neatly stored), blankets for stroller (folded neatly).
- d) Hooks on the laundry room wall: one hook per infant to hang infant hat/coat.
- e) Porch: one coat and three pair of shoes/boots per person.
- f) Kitchen shelf: extra bottles, bibs, face cloths, receiving blankets

3. Laundry Routines and Expectations

1. There are two daily laundry time slots: 8:30 am - 4 pm & 4 pm - 10 pm. Your laundry should be washed, dried, folded and in your bedroom by the end of your time slot.
2. Once you have started your laundry, it needs to be completed ASAP to allow for use by another resident or staff.
3. In order to assist you in learning how to include linens in your laundry routine, Ramoth House recommends that:
 - ~ all linens (towels, crib & play pen sheets, receiving blankets, quilts, tummy time blankets) for your baby are washed once a week or more if soiled (spit up, etc.).
 - ~ that you change and wash your bed sheets once a week.
 - ~ that you wash your personal towels and face cloths at least once a week.

Do not wash the heavy blankets and the bed spread that are on your bed. That also means that you should not be lying on those items when you sleep since they can not be washed frequently. Hint: sleep between your sheets!

4. Meal Preparation Expectations

Everyone has different abilities and experience when it comes to meal preparation. In the beginning, Staff will direct your meal preparation and assist you in following hygienic expectations. Supervision will gradually decrease as you demonstrate an ability to follow a menu plan, recipe, and hygienic expectations.

a) We encourage you to have 3 nutritionally balanced meals a day at the posted meal times. If you miss a meal, snack times are scheduled to help hold you over until the next meal. Snack guidelines are posted in the kitchen.

b) You will be responsible to prepare a minimum of one supper meal each week. The number of assigned meal preparations is dependent on the number of residents (less residents equals more assigned meals). Menu plans are prepared by Ramoth House Staff and must be followed. Meal assignments are for supper but may be extended to include lunch. Responsibilities for meal assignments include: food preparation and setting the table.

c) When you are on supper meal preparation you must be at Ramoth House and in the kitchen by 4 pm. You are expected to remain in the House until supper is completed. There will be times that the meal you are cooking needs to be started before 4 p.m. It is your responsibility to check the menu for special instructions.

* You need to advise Staff by noon if you will be away for supper. If you are on meal prep or dishes, you need to be here for the meals unless approval from Ramoth House Director.

* If you are purchasing food, you need to eat it before returning to Ramoth House

* Snack foods you purchase must be stored in your room in the sealed container provided for you. If the food stored in your room is left outside your container and attracts bugs or becomes a safety concern, the privilege of storing food at Ramoth House will be revoked.

* You may have one small bottle or can drink in the fridge.

* You cannot leave your drinks/food sitting on the counter.

* Residents cannot store personal food items in the freezer.