

New Resident Handbook:
Women's House

SUNLIGHTS SISTER



In this house..

*We live up to our name
We strive for camaraderie,
teamwork, patience and
honesty.*

*We are accepting of each
other and we have open
communication*

*We ask for and encourage
positive and supportive
feedback.*

We stand shoulder to shoulder

*This is home.
You are safe and welcome.*



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Mission Statement

To provide a sober living home with the highest standards of care as a foundation for purposeful long-term recovery for women.

We are a recovery housing organization that honors all pathways to recovery, geared toward improving the quality of life for women healing from substance use disorder as they become healthy, happy, and whole.

Our Values

Integrity: We do the right thing.

Honesty: We tell the truth in our words and with our actions.

Service: We find joy, connection, and healing in service to others.

About Sunlights Sister

Founded in 2024 under the umbrella of Sunlight of the Spirit House, by Ruth Kilgore, a social worker, facilitator and executive coach, Sunlights Sister is dedicated not just to the wellbeing of the women who choose us for their recovery journey, but also to being a force for good in our community.

We want you to experience freedom from substance use disorder and live a full, joyful, productive life. Our structured environment is geared toward supporting you in a new design for living through taking the actions of the 12 Steps and other pathways. There are many 12 Step meetings nearby, including a weekly meeting run by Sunlight of the Spirit House.

Our home is conveniently located in safe areas with good employment opportunities and access to public transportation. As a new resident, we'll provide you a safe, structured, supportive environment and encouragement as you are getting back on your feet.



Our Ethical Commitments

Sunlights Sister will:

- 1. Maintain ethical relationships with our residents*
- 2. Respect the privacy and confidentiality of all residents (past, present, and future)*
- 3. Practice fair and impartial treatment of all residents*
- 4. Provide a safe, drug and alcohol-free living environment for women in recovery*
- 5. Model personal accountability & live our values to the best of our ability*
- 6. Never become personally or financially involved with people we serve*
- 7. Always adhere strictly to established rules of privacy*
- 8. Actively support and collaborate with other recovery and treatment service agencies*
- 9. Regularly evaluate our skills and strengths, striving for improvement as a company and as individuals in service to others*
- 10. Continuously seek knowledge of how to best provide for those we serve*

Resident Rights:

- 1. Residents shall retain all civil rights that have not been specifically curtailed by separate judicial or administrative determination by the appropriate legal authority.*
- 2. Sunlights Sister may not discriminate against a resident on the basis of age, race, sex, religion, ethnic origin, economic status, disability, sexual orientation or gender identity or expression.*
- 3. Residents have the right to inspect their own records.*
- 4. Residents have the right to request the correction of information in their records on the basis that it is inaccurate, irrelevant, outdated or incomplete.*
- 5. Residents have the right to submit a rebuttal to information in their records*
- 6. Residents may attend a treatment facility of their choice outside of the drug and alcohol recovery house. Sunlights Sister LLC may not require a resident to attend or prohibit a resident from attending a specific treatment facility.*



Financial Procedures

Your financial contribution to the house is due & collected every Friday evening, no later than 8:00 PM. If you are not going to be able to pay the full amount of your weekly payment by this time you must communicate this to the management team **24 hours** in advance so a payment plan can be arranged. Check or money order payable to "Sunlight's Sister LLC" is preferred. You also have the option to pay online through PayPal, Venmo, Zelle, Apple Pay or cash app.

Rent is currently **\$250 per week** (due Friday evening). The entrance/intake fee is **\$90 (non-refundable)**. The total due coming through our door for the first week **\$340** and is expected upon arrival unless prior arrangements are made.

Once payment is collected, all transactions are final. Rent is recorded & receipts are provided for your records.

Your 1st Three Days:

Day I – Orientation Phase begins:

1. Drug Urine Screening
2. All clothing & linens go directly into the dryer
3. Housing paperwork including rules, schedules and requirements are reviewed and completed.
4. Belongings are inspected
5. 1st week rent and intake fee collected
6. Acclimate to the house including chore list, sign in/out sheet, meeting sheet, employment search sheet and introductions

Day 2

- Complete application for CRS services and submit.
- Begin employment search – 5 applications per day.
(We have internet in the house to assist with this as well as information about the local resources available)
- Find local meetings to attend, picking a home group and getting in service
(making coffee, greeter, setup, cleanup, etc.)



Day 3.

- Continue actively seeking employment, filling out applications and making follow up calls. The management team will support you in this process.
- Meeting with House Manager to discuss adjustment to life in the house & in recovery.

Ongoing Recovery Support

1. Each resident will create, maintain and follow a recovery plan and meet weekly to review it with a member of the management team.
2. Residents are required to attend the House Meeting & Big Book Study (or equivalent) every Tuesday night starting at 6 PM. These are mandatory meetings, and you must schedule work and other activities around Tuesday evening.

Complaints and Grievance

3. Residents, family members, and community members have the right to file complaints regarding anything that affects their residency at or relationship with Sunlights Sister LLC. If you or a family member have a complaint, please request a meeting with the House Manager to allow the House Manager an opportunity to resolve the complaint. If you are unable to resolve the complaint informally with the House Manager, you may file a formal written complaint. If the House Manager is unable to resolve the formal written complaint the House Manager will forward your complaint to the Owners. The Owners will then investigate and attempt to resolve your complaint.
4. If you are approached by a community member with a complaint about Sunlights Sister, please direct them to the House Manager.
5. You, your family member, or community member may also file a complaint with the **Department of Drug and Alcohol programs by calling the department at (717)783-8675.**

Medication Policy

Sunlights Sister supports multiple pathways for treatment including medically assisted treatment and use of medication to treat mental health disorders. For the wellbeing and safety of residents and to ensure medications are used in accordance with treatment provider guidelines for use of medication have been established:

1. Residents are accountable for the storage and administration of their own medication under the direction of their treatment provider.
2. No member of the management team is permitted to store, hold, or administer medications.
3. Controlled substances/MAT must be taken on camera or in front of a member of the management team and recorded daily in the medication log.
4. Residents must ensure the safety of their own medication by keeping them locked up
5. Residents may not offer medications to other residents or accept medication from others. Any resident who shares medication with another resident will be discharged immediately.
6. Residents with concerns about medication are to contact their treating provider immediately and notify the House Manager.
7. Residents are to inform the House Manager within 24 hours of any medication changes including changes in dosage and frequency.
8. Compliance with this policy will be monitored.

All residents residing at Sunlights Sister that are on any type of medication are required to be monitored by a treating provider. Residents are also required to follow any medical treatments prescribed by such doctors. This includes changing and stopping medications. There are certain medications that, due to the nature of their use and potential for abuse, require co-sign by an addiction treatment team for their use to be permitted in the house.

Drug Testing

Sunlights Sister is committed to maintaining an environment 100% free from illicit drug and alcohol use for the wellbeing of the home and to support resident recovery.

1. Urine Drug Screening will be conducted at move in date and administrated at random throughout the residents' stay.
2. The House Manager will notify the resident and will remain with them until the urine sample is given. Residents have one hour to give their urine sample. The test will be considered a positive if the resident fails to submit a sample or leaves the house before it is given.

Sunlights Sister House Rules

Rules & regulations listed are not exhaustive and do not cover all possible scenarios. The management team will exercise discretionary judgements to ensure our homes are safe, collaborative, conducive to recovery and operate in accordance with our values. All rules and regulations are subject to change.

Immediate Discharge:

The following is prohibited and you will be asked to leave immediately:

1. *Being under the influence of illicit drugs or alcohol. Drug & Alcohol tests will be administered at random. Failure to submit a test is treated as a positive result and you will be asked to leave*
2. *Medication sharing/taking medication prescribed for someone else.*
3. *Possession of weapons of any kind is not allowed*
4. *Threats of violence, either verbal or physical or fighting of any kind*
5. *Property destruction or altering the physical construction of premises or surrounding neighborhood*
6. *Stealing or any other criminal activity regardless of whether criminal charges are filed*

Any action that is deemed to be a threat to the health, safety, welfare, sobriety of the house and/or its residents may result in immediate discharge.

Residency Requirements:

Failure to follow the following rules are grounds for dismissal:

Integrity & good citizenship

1. *In order to maintain a safe, sober, orderly environment, residents need to follow house rules and management directions. Residents who do not follow house rules or management direction may be discharged from the home.*
2. *The House Coordinators and/or Owners may establish house specific rules at any time; these will be considered part of the rules & regulations. Notice of house specific rules will be posted visibly in the home.*
3. *Honesty is an important part of recovery and required for life in the house. Lying, including falsification by omission and/or in any house documentation is not permissible.*



4. *House meeting attendance is mandatory. Other mandatory meetings may be required; advance notification of any changes in time or date of mandatory meetings will be provided.*
5. *Residents are required to have full-time employment with the following stipulations:*
 - a) *May not quit a job without first discussing it with management.*
 - b) *Residents on disability or who don't need to work, are required to volunteer. There are many recovery related volunteer opportunities available through Pro-Act and other organizations. More information is available by asking the Senior Resident, House Coordinator or your CRS.*
 - c) *Residents who do not have a job are expected to steadily search for employment until a full-time job is secured. A minimum of 5 applications per day during the work week are required, will be verified and must be documented.*
 - d) *There are certain jobs that are not permitted while residing at SOS houses, speak a member of the management team with questions.*
6. *No loud music, TV, etc. is permitted at any time.*
7. *When coming home past 9:00pm residents must be respectful of the neighbors and house members, keeping noise and disruption to a minimum.*
8. *No resident is allowed in another resident's room without prior approval from the senior resident.*

House Safety & Cooperation

9. *Residents are expected to hold each other accountable for house rules. Any rule violation must be reported to the senior resident or house coordinator immediately. Failure to do so may result in discharge dependent on the circumstances.*
10. *Residents are expected to work together to maintain a clean, orderly positive environment. The house coordinator and/or owner, with input from the senior resident, may institute a house shut down in the event that chores are not being done, the grounds and building not being cared for, or general attitudes are not in line with our values.*
11. *There is no smoking allowed inside the house. Smoking must be done in the designated areas. All butts must be put in a can and emptied when the can is full.*
12. *All rooms are subject to inspection & search at any time with or without cause and/or notice.*
13. *All medications will be locked up at all times and taken as required by the medication guidelines. Any misuse of medicine or sharing of prescriptions is not permitted and may result in discharge.*
14. *Bikes and other forms of transportation must be stored in appropriate locations. Residents are responsible for the security of such items at their own expense.*
15. *If on probation or parole, residents must fulfill all requirements of their supervision.*
16. *Parking is decided by the number of available spaces and the seniority of those in the house. Parking is not guaranteed to all residents.*
17. *There are no overnight visitors allowed at the house; day visitors must be pre-approved and supervised by the Senior Resident or House Coordinator. Visits*

with sponsor/sober mentor and other support professionals do not require supervision but advance notice must be provided.

- 18.** *No members of the opposite sex and/or potential romantic partners are allowed inside the house or hanging around outside the house at any time.*
- 19.** *Residents are required to sign out when leaving the premises and sign back in when you return. All departures when in orientation phase must be approved by the senior resident. Any resident with inconsistencies or discrepancies in time off premises will prolong the orientation phase or be placed back in the orientation phase.*
- 20.** *All vehicles are subject to search at any point with or without cause/notice.*
- 21.** *Rooms must be kept neat & clean, with bed always made, rug vacuumed. Eating and storing open and/or perishable food in bedrooms is not permitted.*
- 22.** *Cooking must be cleaned up immediately afterward with the kitchen area cleaned, which means nothing left in the sink at any time. Trash needs to be disposed of in a timely manner.*
- 23.** *Residents will be assigned a daily chore and a weekend chore; these are mandatory as part of life in the house. When a chore is completed, residents must let management know by filling in the appropriate box on the chore check sheet so that they are able to verify the chore is complete (failure to mark it on the chore sheet means the chore is **NOT** complete). Residents may not pay another resident to do their chore.*
- 24.** *All vehicles must have current tags and registration. No storage of non-working vehicles on premises.*
- 25.** *Romantic relationships between Sunlights Sister and Sunlight of the Spirit house members/residents in any Sunlight houses is not permitted. If you are found to be in a romantic, sexual or dating relationship of any nature with another Sunlight resident, you or the other person will need to leave the program immediately.*
- 26.** *Residents may not associate with any former resident who has been discharged on a disciplinary basis except if at a 12 Step meeting or accredited group setting.*
- 27.** *Residents may not lend or borrow money from each other.*
- 28.** *Candles, cooking devices such as a hot plate and extension cords are not permitted. Surge protectors may be used. Space heaters and coffee pots must have auto-shut off safety functionality.*

Adherence to your recovery plan

- 29.** *Residents are required to make 12 Step Meetings or approved equivalent in accordance with your phase in the "house phase system". Meeting sheets are to be signed by a group member, not by another resident. Meetings with CRS or attending accredited recovery groups may count as a meeting. Attendance in formal treatment programs (OP/IOP/PHP) counts as 0.5 of a meeting.*
- 30.** *For the orientation phase residents are to remain on the premises unless out looking for work, attending outpatient services or meeting with CRS or other recovery related professionals. Proof of job search is required. During the time spent in the house residents are expected to work on their recovery plan. Residents must attend 12 step meetings/equivalent with a more senior resident.*

- 31.** Residents must review their recovery plan weekly with a member of the management team.
- 32.** Commitment and follow through with recovery programs is critical for sustained long term recovery. If attending IOP or PHP you are expected to follow the recommendations of the program including recommendations for discharge. You may not quit IOP or PHP without first discussing and receiving permission from the senior resident.
- 33.** Residents must obtain a home group and a sponsor (or equivalent) & provide their contact info to management within the first two weeks of residency. This will be verified and is a requirement to phase up.

Strike Guidelines: → A strike is issued as a reminder when a rule/guideline is not followed. This is to ensure consistency & harmony in house guidelines. → Each strike will clear after a rolling week of no more strikes → If another strike is received within that same week; the original strike will remain in place until a week from the new strike, the new strike will clear the following week	→ 3 or more active strikes = being placed back on orientation phase and/or a behavior contract → Ongoing pattern of strikes over a period of time = behavior contract → 5 or more active strikes = discharge
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House Phases

To provide a structure and support necessary for sustained recovery, Sunlights Sister operates under a Phase system in which greater flexibility is earned over time with demonstrated ability to maintain recovery and live in accordance with house guidelines & SOTS values.

All residents are required to pay rent on time and as agreed in order to phase up and maintain their house phase.

- Failure to pay rent on time and as agreed will result in denial of privileges including overnight visits and may result in being placed back on orientation until good standing is established.
- Residents who require a payment plan will be placed on a financial contract. Failure to meet agreements of a financial contract may result in being placed back on orientation phase and denial of house privileges.

All Residents All Phases:

Follow all rules including:

- Daily chores complete, time logged on chore sheet, signed off by HM
- Bed made, room generally clean, neat and pleasant
- Clean up after food prep/dishes
- Attend weekly 12 step meeting & House meeting Tues evenings
- Sign-in/sign-out
- Live our values: Integrity, Honesty, Service
- Maintain employment, provide senior resident with updated schedule

Orientation Phase (minimum two weeks)

- All time off-premises must be approved
- Approved off-premises activities may include:
 - ◆ Job search
 - ◆ Outpatient/Mental Health/Dr's
 - ◆ Taking a walk/exercise (max 1 hour with start/end time provided)
 - ◆ General recovery activities (attending court, obtaining ID)
- Curfew 9:30 PM week/10:30 weekend
- 5 meetings/week; signed & verified
- Obtain sponsor/equivalent & begin step-work/equivalent
- If job searching, actively seeking work, complete minimum 5 applications/day, documented for review

To graduate to Phase I:

- Have a sponsor/begun step work/equivalent
- Actively living our values with fewer than 3 strikes over two weeks
- Rent up to date
- Job or immediate job prospects

Phase I:

- Curfew 10:30 week/11:30 weekend
- 4 meetings/week; signed & verified
- One overnight biweekly; contact information provided with leave/return time
- Continue actively working on recovery goals
- Provide support & mentorship to new residents

To graduate to Phase II:

- Minimum 45 days in the home
- Role model for our values in the home
- 5th step/equivalent recovery plan progress & actively working your program
- Rent up to date

Phase II:

- Curfew 11 PM week/midnight weekends
- One overnight/week or biweekly weekend with contact information provided with leave/return time
- 3 meetings/week
- Provide support & mentorship to more junior residents
- Considered for management roles in the house



To graduate to Phase III:

- Minimum 45 days since graduation to Phase II
- Role model our values in the home
- Working on steps 10,11,12 or equivalent, looking for people to sponsor
- Rent up to date

Phase III: Congratulations!

- Eligible to move into a step-down house
- No curfew
- Going to meetings on your own accord because you see the value

Sunlights Sister LLC Resident Agreement

Resident Agreement

I agree to follow all the rules and regulations as reviewed and discussed with me on the date listed below and outlined in the New Resident Handout. I have reviewed and understand the rules and guidelines for living in the Sunlights Sister house. I further understand and agree that infractions of these rules may result in my discharge from the residence. I waive my right to legal action and hold Sunlights Sister LLC and it's associates harmless as a result of any event related to my discharge due to rule infraction and/or failure to adhere to Sunlights Sister guidelines. I agree to pay the weekly financial contribution of \$250.00. I understand and agree that failure to pay the financial contribution will result in discharge and legal action may be taken to collect any unpaid balance.

Resident _____ Date _____

Management _____ Date _____