

IHN PROGRAM GUIDELINES

1. Be considerate and courteous to other families and hosts.
2. Uncooperative and disruptive behaviors will be addressed by Keystone Staff.
3. Participants are expected to continue to seek housing, financial and health resources daily.
4. Participants are expected to save a portion of their income for housing while in the IHN program. A savings account is offered at Uninvest.
5. No alcoholic beverages or drugs are permitted on site or at host sites.
6. Weapons or firearms are strictly prohibited on the IHN properties including host sites, Day Center, Keystone office.
7. Smoking is only permitted in designated areas outside the Day Center and host sites.
8. For the safety of children and other families, all prescribed and over the counter medication must be kept out of the reach of children. Lockers are provided.
9. Parents are responsible for the conduct and supervision of their children at all times. This means do not touch, discipline or care for children of other program participants.
10. All families assist in keeping the areas they use clean. Families perform various household chores (e.g., setting table, washing dishes) at the Day Center and the host site.
11. Food and beverages are to be eaten or kept in the kitchen areas only, at the Day Center and host churches. This helps prevent insects and rodents and keeps the living areas clean.
12. Keystone Opportunity Center, Host Sites, and the volunteers are not responsible for lost/stolen items.
13. A families' space cannot be guaranteed if the person fails to return on time to the host site. This rule does not pertain to excused absences.
14. If a person misses the volunteer transportation, he/she is responsible for finding transportation to or from the host site by 6pm. Arrival after this time is considered an unexcused absence.
15. You are expected to exit to housing as soon as possible. After a 90 day stay in the Network you may request (in writing) permission to extend your stay. Written permission may then be given to you extend your stay.
16. Notice shall be given to the IHN staff if you need to meet with someone other than IHN staff. Visitors are not permitted at the Day Center or host church.
17. The Day Center is open from 6:00 AM-6:00 PM.
18. Only legal drivers may use their own vehicles. All personal vehicles must be kept legal in order to be used by participants. Participants may not transport other participants.
19. No pets are permitted at the Day Center or the host sites.
20. Bedtimes hours shall be followed: Children under 4 years 8:00 PM ;4 - 8 years 8:30 PM;
8 - 10 years 9:00 PM; 10 - 17 years 9:30 - 10:00 PM; Adults 11:00 PM. Electronic devices can be used if they are used in a way that does not disturb others.