**RESIDENTS WILL ATTEND**

* Must attend weekly individual sessions with staff
* Weekly Check-in Meetings (Mondays at 12:00pm) or any other determined mandatory meeting

**(Mandatory is defined as must attend unless exemption is given by Exec. Director or staff)**

* **MINIMUM** of two internal and two external meetings per week

**(Internal is defined as offered within the house; ie; budgeting, communication, etc)**

**(External is defined as provided outside of ARYA; ie; AA, NA, HA, etc)**

* Maintain and document 20 hours per week of productive time

**(Productive time is defined as time spent in recovery meetings, house chores, step work, community events, etc)**

**PLEASE NOTE: ARYA DOES NOT PROVIDE TRANSPORTATION. IF YOU HAVE YOUR OWN VEHICLE, PROOF OF INSURANCE WILL BE REQUIRED. ARYA IS LOCATED NEAR A BUS STOP, HERE IS THE WEBSITE IF A BUS PASS IS NEEDED: https://tokentransit.com/agency/fonddulac**

**RESIDENT RIGHTS**

* Treated with dignity and respect
* Participate actively in your recovery
* Receive information regarding costs and other important information
* To be fully informed upon admission of the rights and responsibilities of all ARYA’s House Policies
* Residents may initiate a complaint or file a grievance using the Grievance & Appeal form
* The resident will pay for the analysis to dispute the result of a drug test
* Access to records or drug tests upon request when available
* Residents will be trained to use Narcan

**ARYA STAFF RESPONSIBILITIES**

* Does not discriminate based on race, religion, gender expression, age, national origin, disability, marital status, sexual orientation, military status, ancestry, pregnancy, HIV/AIDS, or ethnicity
* Staff and owners will be trained to use Narcan
* Staff will abide by Wisconsin state confidentiality and privacy law, including WI statute 995.5, which will also be posted in the home
* Data will be kept anonymous. ARYA uses this data for recovery planning and quality improvement processes. According to law it will only be released with prior written consent.
* Staff, volunteers, and residents will undergo a background check consisting of the CCAP website to confirm there are no violent or sexual crimes committed, past or present, by any person who is living in, volunteering or working for ARYA.

**RESIDENTS SHALL**

* Consent to drug testing as requested by staff; maintain complete sobriety, including from Delta 8 or 10
* Consent to random search of my person, vehicle, my room, or any other personal items on ARYA properties, (including, but not limited to, phone, purses, bags, and cameras)
* Follow strict adherence to all program policies
* Attend bio-hazard waste training; clean up personal bodily fluids using disposable gloves, and paper towels and take them to outside containers immediately after cleaning
* Be out of bed and up by 10:00 amand be respectful of others’ work and children’s schedules
* Use the in and out board when coming or going from the residence
* Maintain proper hygiene to include shower daily, brushing teeth, use of deodorant
* Keep personal items out of common use areas
* Respect other residents’ personal space and boundaries
* Communicate your needs, boundaries clearly and kindly with residents, staff and volunteers
* Understand that rooms may be inspected at any time by staff
* All inquiries, questions, or concerns must go through ARYA’s staff (except in the event of a life- threatening emergency when a staff member may not be contacted)
* Follow all emergency protocols, including contacting procedure for staff
* Be actively involved in, or have recently been through, a treatment plan that consists of the following:

\*Skill development that trains life skills to thrive in recovery

\*Education teaching/ training about disorders and coping methods

\*Refusal training that teaches ways to refuse substances effectively

\*Relapse prevention that teaches about behaviors and/or rationalizations that contribute to relapse, learning

\*Reduce vulnerability to, and recognize signs of, relapse before returning to the use of substances

\*Family groups that reveal and address any challenges in the family system including, but not limited to, Parenting classes

**Individual counseling therapy consists of, but is not limited to:**

* **Peer support groups that reinforce therapy and provide ongoing accountability**
* **Cognitive Behavioral Therapy (CBT) that helps reform thoughts into healthier behaviors**
* **Behavioral treatment that helps develop emotional resilience and other life skills**
* **Dual diagnosis therapy that helps with mental health and substance use disorders**
* **Other staff or peer recommended services that are approved by the Director**

**PROHIBITED**

* Use or possession of alcohol, recreational drugs, weapons, or drug paraphernalia; these items are not allowed on the premises.
* Use or possession of unauthorized prescription medications
* Possessions of deadly weapons or explosives of any kind
* Theft, including food or destruction of property, may result in immediate termination.
* Threats or violence directed at other residents, staff, volunteers, children, interns or visitors
* Entering other residents’ rooms
* Leaving dishes in the sink
* Locks on bedroom doors
* Eating in bedrooms
* Smoking or vaping outside the of policies (see form)
* Sharing door codes
* Maintenance on rooms or house; if repairs are necessary, contact staff (will be done by licensed or qualified contractors only)
* Tampering with security cameras, including but not limited to, moving, covering, adjusting, and unplugging of cameras.
* Any person who appears to be under the influence of alcohol or mind- altering substances (person will be asked to leave for safety reasons)
* No romantic relationships between residents or staff
* Dying hair in the house (ask staff for an acceptable location-must be approved)
* Lending residents money
* Residents driving other residents’ vehicles (for insurance and liability purposes)
* Moving any furniture without staff permission
* Adjusting house temperature/ thermometer or opening windows without consulting with staff and/ or all residents for approval (if you open a window make sure heat or A/C is turned off first).
* **ONLY CONTACT STAFF OR THE EXECUTIVE DIRECTOR AFTER WORK HOURS < MONDAY THROUGH FRIDAY< OR ON THE WEEKEND UNLESS IT IS AN EMERGENCY (see form “what constitutes an emergency”)**

**GRIEVANCES**

Staff at ARYA realize that residents are significantly impacted by policies and procedures.

* Input regarding such policies is not only welcomed but encouraged and can be presented at Sunday house meetings or privately with an ARYA therapist or Director.
* Grievances may be filed with ARYA at any time and for any reason without concern for termination or punishment. File grievances with the Director via the “Grievance & Appeal” form. You may also file a complaint by emailing: dhsqamentalhealthaoda@dhs.wisconsin.gov or calling 608-261-0659.
* File any grievance with the Wisconsin Association of Sober Living at <https://washcommunity.org> .
* **We encourage growth in using your voice and want to provide a safe space where everyone is heard and respected where we collaborate on problem- solving. These are vital life skills, and this is an environment to learn and apply these skills. We just ask that you please keep kindness in mind when voicing your concerns (staff as well), as many individuals who filter through ARYA’s doors have experienced trauma, and certain approaches and tones can be triggering.**

**WRITE-UPS**

* **Violation of house policy will result in a write up**
* **A resident discharge process will begin upon the 4th write, but not always limited to being the 4th to begin.**

**First Write- Up:**

* Complete a behavioral change contract
* Your caseworker or PO could be notified

 **Second Write-Up:**

* Complete a behavioral change contract
* **Mandatory attendance of ALL In-House programming**
* Your caseworker and Probation Agent will be notified, you will notify sponsor or peer specialist (PS) with staff present; if there is no PS or sponsor, one will be found within 3 days of write-up

 **Third Write-Up:**

* Complete behavioral change contract
* Complete Emotional Relapse homework/ discuss with therapist or Director
* Mandatory attendance of ALL In-House programming
* Your caseworker and PO will be notified
* You will notify sponsor or peer specialist with staff present
* Clinical assessment done/ determine if family/support session is needed

 **Fourth Write-Up**

  **\* Results in Discharge**

**A resident may be immediately discharged if any of the following ocurr:**

* Does not return form an overnight stay by curfew
* No call, no show to the house for 24 hours
* Refusing a drug test or property/ room search
* Stealing from house or other residents (or a public place)
* Using alcohol or other drugs, including misuse of prescription medication on premises
* Physical violence or verbal threat of violence
* Criminal activity
* Engaging in sexual activity on premises
* Consistent violation of staff, other residents’, volunteer’s, or children’s boundaries resulting in others feeling physically or emotionally unsafe. These issues will be addressed first, but if repeatedly violated, discharge may ensue.

**CURFEW**

* Residents will abide by a 10:00pm curfew for their entire stay at ARYA UNLESS **PRE-APPROVED by Director or on-site therapist. No last-minute approvals made by calling after hours phone number. If at any time a situation arises where you will be late for curfew, you will text staff on the after-hours number to alert them as well as alert at least one other resident so that no one is left worrying about your safety.**
* If you have a more restrictive curfew from a Treatment Court, Probation Officer, or other entity, residents must abide by the more restrictive curfew.

**OVERNIGHTS**

* After 30 days, and only if approved by the therapist, residents will begin having overnight visits outside of the residence. Passes must be submitted to the Director one week in advance and must be signed for approval with all required information. Overnight privileges can be pulled at any time if residents are not actively participating in recovery or the program. More restrictions on overnight passes can be made at any point by the Director or on-site therapist.

**DRUG TESTING**

* Drug testing will be administered to all residents
* Positive tests will put the resident on a *Relapse Prevention Plan.*
* Two or more positive drug tests may result in discharge from ARYA. We understand that this may occur, and each situation will be assessed and determined on an individual basis.
* The residents may dispute drug test results and will pay additional fees for further testing.

**RELAPSE**

* Again, we understand relapses may occur, so each situation will be determined on an individual basis but will always include completion of a *Relapse Prevention Plan,* which will be developed with the resident and their case manager; this document will then be signed by the resident and staff and will direct actions going forward post- relapse.
* Depending on the individual and situation, further AODA assessment may be required.

**FEES & FORFEITURES**

* **Residents will pay a** *one-time non-refundable* **deposit of $100 AT OR BEFORE MOVING IN OR BEFORE MOVING ANYTHING ONTO THE PROPERTY.**
* **Residents with children will need to pay a** *one-time non-refundable* **deposit of $50 per child in addition to their $100 deposit for self.**
* Residents agree to pay a monthly programming/ rent fee of $525.00 per adult the **1st of each month.**
* **RENT/ PROGRAMMING FEE INCLUDES:**

**-utilities**

**-internet**

**-household cleaning items for programming chores (bathroom cleaning supplies, mopping, woodwork cleaning, disinfecting, kitchen cleaning, paper towels, toilet paper) LAUNDRY DETERGENTS ARE NOT INCLUDED IN THIS COST. Residents are responsible for laundry items and safe storage.**

* Residents with children agree to pay $150 per child on the **1st of each month.**
* **Program fees not paid by the 3rd of the month will result in termination/ discharge, and residents will be asked to leave the premises by 5:00pm that day.**
* Program fees will not be refunded. If a resident leaves the house for any reason before the end of the month, no refund will be issued.
* If you move in after the 1st of the month, fees will be prorated according to the number of days in the given month.
* Residents will be notified of any payments made on their behalf.

**FOOD & MEALS**

* Residents are to consume only their own food.
* Meals will be consumed in the kitchen or dining room ONLY, not in bedrooms or other common areas.
* Residents are provided with a labeled storage shelf/ drawer for nonperishable food, a labeled shelf in the refrigerator as well as a space in the freezer. All items must be labeled with each resident’s name. PLEASE BE MINDFUL OF SPACE so that everyone has room for food storage for one week at a time.
* Any unlabeled, undated, moldy, or expired food will be discarded by staff or residents who are cleaning refrigerators and/ or freezers as listed on the chore charts.
* Meal preparation and dining dishes MUST BE CLEANED UP IMMEDIATELY AFTER USE.

**MEDICATIONS**

* Must be prescribed by a doctor; taken as director by a doctor
* Do not discuss medications with other residents.
* A 7**-day supply of medication** must be kept in a lockbox inside the resident’s locker or designated storage area, which must be kept locked at all times; unlocked lockboxes or lockers may result in a write-up. This is for the safety of all residents and children on site and includes children’s medications.
* The remainder of the prescription (outside of the 7-day supply) must be kept locked up in the staff office, and the resident is responsible for filling their 7- day supply on assigned days.
* Medications and products containing alcohol or other addictive substances (mouthwash, diet pills, etc) ARE NOT ALLOWED ON THE PREMISES.
* Residents will not abuse over-the-counter medications
* ARYA’s staff must be informed of medications and any changes to medications.
* Residents must discuss, and it must be approved by the Director or on-site therapist, the use of any prescribed pain medication due to accident or injury. Any prescribed medication that is approved will be kept locked up in the staff office and will be distributed as determined by doctor and staff.
* **MAT (MEDICATION ASSISTED TREATMENT) is allowed, but all MAT medications will be kept locked up in the staff office and will be distributed as determined by doctor and staff. ARYA reserves the right to review this at any time.**
* **Narcan is available in Naloxone boxes throughout the premises. Upon arrival, these locations will be shown to each resident. Narcan training will be provided for residents in a scheduled fashion by a certified Narcan trainer.**

**VEHICLES**

* Residents must have a valid driver’s license and proof of insurance, to be submitted before moving in, in order to use and keep their vehicle on site.
* Vehicle registration must be current, and proof must be provided to staff.
* Vehicles must not leak fluids and must be in proper working condition for safety purposes. If the vehicle is not in working condition, residents will have 5 days to address this staff. After 5 days if no plan is made with staff, ARYA will have the vehicle towed at the resident’s expense. Residents must pay this cost within 5 days of being towed.

**CLEANLINESS & HOUSEHOLD CHORES**

* Staff posts assigned chores by the end of each week for the following week. These chores will be rotated weekly, but some may be biweekly depending on the amount of resident’s living on site at any given time.
* Assigned chores are to be completed *daily*, and staff will check upon arrival each morning
* Deep cleaning of assigned chores will be completed on Wednesdays and Sundays by the end of the day.
* Chores may include light outdoor chores such as light garden upkeep and shoveling (must be done within 24 hours of snowfall). These seasonal chores will be put on the chore chart that is posted in the house. If there are any restrictions to these chores, a doctor’s note must be submitted.
* If a resident plans to be gone, that resident must make arrangements to have their chores completed while they are gone by another resident. This arrangement will need to be written on the chore chart and initialed by the residents making the arrangements or chore switches.
* Always clean up after yourself and your children for health and safety purposes.
* Clean showers after each use; this includes wiping down walls, cleaning drains and hair from drains, and removing personal items.
* Always keep personal and shared spaces clean and presentable. A clean room consists of a made bed, clothes and other items off the floor, trash discarded and changed regularly, and no open food dishes or packaging. Staff will do random room checks and address any issues.
* Dishes must be washed and put away after each use and are not to be left out on counters or in the sink.

**GOOD NEIGHBOR**

* Be considerate and friendly when interacting with neighbors, respect their property as you would want yours respected, and do not litter. For women with children, do not leave toys, bikes, or outdoor play items outside of the fenced in area.
* Sharing open and honest feedback: if a neighbor shares a concern with a resident, the resident ***MUST*** pass on the neighbor’s name and phone number to staff or volunteer within 24 hours of the complaint or concern (you can politely ask them for this information and state that staff will be calling them to resolve).
* The neighbor voicing concern or complaint will be given the staff's contact name and phone number.
* Any complaints or concerns made by any neighbor will be discussed at the next House Meeting.
* Each resident agrees to abide by municipal, county, state, and federal rules and regulations.

**VISITATION**

* **Visitation is at the discretion of ARYA’s staff; we reserve the right to deny visitors at any time. Any concerns will be discussed with the Director or therapists.**
* Residents must request a visitor via a *Visitor Request Form* at least 48 hours before the visit to ensure staff/ volunteer availability, and to ensure all program activities and house responsibilities are met. If no staff or volunteer is available for the requested time, the visit must be rescheduled and another time planned for the visit.
* On site visiting hours are Thursdays & Fridays between 10a-7p, with a 3-hour max visit time. Exceptions to onsite visiting hours will be made for under school- age children visiting during weekday business hours.
* After therapist’s approval, off site weekend visitation hours are to be planned one week in advance.
* Residents and visitors must continue to abide by rules and obligations during visits.
* Visitors must stay in common areas (no visitors are allowed in bedrooms).
* Staff will complete a criminal background check via CCAP for all visitors on the resident’s visitor request list. No visitors will be allowed that are not already on this list, and the background completed. Visitor lists can be changed at any time, given staff are available to complete background check in time for a visit.
* ARYA will confer and comply with probation agents and caseworkers regarding visitor approvals.

**CHILDREN**

* ARYA is committed to creating a safe, structured, and supportive environment for mothers in recovery and their children. Our program is specifically designed to support women with **children ages 7 and under.** This is for safety reasons, which the Director or therapist can and will explain further upon request. We understand this is a sensitive issue, but we ask that you please understand that a lot of factors have been considered when making this decision. This decision is based on several important factors:

**Developmental and Safety Considerations**- Our program is tailored to meet the unique needs of younger children at this time, including structured routines, play spaces, and caregiving support that align with early childhood development.

 **Facility and Space Limitations**- Our environment is designed to accommodate younger children, ensuring safety, supervision, and appropriate resources.

**Parental Recovery Support**-Our programming focuses on the specific challenges that come with balancing early childhood care and sobriety, providing a setting that fosters stability for both mother and child.

**Legal and Licensing Requirements**- To maintain compliance with regulatory guidelines and ensure the well-being of all residents, our policies align with best practices that house minors (see attached DCF regulations).

* Children must be supervised at all times by their Mother.
* Residents and staff will not babysit. The exception to this is during women’s program groups when children will be assisted by staff to participate in their own groups.
* Children must be in their rooms by 9:00pm on weekdays and 10:00pm on weekends
* Residents must clean up after their child/ children, and it is not expected that other residentsor staff do this, even during daily chores or deep cleaning.
* Diapers must be discarded in outside garbage or outside diaper bins immediately, with no exceptions.
* **In the event of an emergency for a Mother with a child/ children, protocol stated on intake forms will be followed. This includes contacting the emergency contact immediately to pick up the child/ children, and contacting CPS if there is a current CPS case involved with the child. ARYA will abide by best practices to ensure the safety of any child/ children, including following the laws as they apply to each individual’s situation.**

**EMERGENCY PLANS**

* Dial 911 only in an emergency. If you need help determining if something is an emergency, ask another resident or staff, if staff is available. It is always better to err on the side of safety.
* ***Notify staff immediately after calling 911 (after hours number if after hours).***
* Emergency contact information must be provided at initial intake or before moving in for each resident.
* In case of a fire or any other evacuation, residents will snap a picture of the resident “in/ out” board and gather at the assigned location: **at the end of the road where Wisconsin Ct meets Lake St.**
* Residents will do a head count and compare the count to what is on the “in/ out” board picture to assess if all residents and children are outside and safe. **REMEMBER-DO NOT GO BACK INSIDE THE HOUSE WHEN EVACUATING FOR A FIRE.**
* Each resident will be given the staff emergency on call numbers upon initial intake to store in their phones. These numbers will also be posted in a visible location inside the home, which will be shown at the time of moving in.

**MOVE OUT**

* A 30 day notice of moving out is required to best plan for another incoming resident.
* Schedule a discharge/ move out meeting with staff
* The bedroom(s) will be thoroughly cleaned and all personal items removed.
* Pay fee balance if there is one remaining
* Complete exit interview with staff
* Leave mail forwarding information
* Property left behind will be held for 7 days; if not picked up after 7 days, the property will be donated or disposed of unless other arrangements are made

ARYA will comply with best practices according to the Wisconsin Foster Care regulations for children living in the home. There are no set regulations in the State of Wisconsin for children living in sober living/ recovery homes, but ARYA believes in the integrity and safety standards set in DCF 56.02. ARYA is not associated with DCF, or CPS, and is only using these standards as guidelines. Please note that the term “foster care”, or, “foster child” is not applicable to the children living at ARYA. The standard of care provided here are the focal point.

<https://docs.legis.wisconsin.gov/code/admin_code/dcf/021_099/56>

**DCF 56.01 Authority and purpose.**

**(1)**This chapter is promulgated under the authority of ss. [48.62](https://docs.legis.wisconsin.gov/document/statutes/48.62), [48.64 (4)](https://docs.legis.wisconsin.gov/document/statutes/48.64%284%29), and [48.67](https://docs.legis.wisconsin.gov/document/statutes/48.67), Stats., to establish licensing requirements for foster homes and foster parents directed at protecting the health and safety and promoting the welfare of children placed in the homes; to establish a fair hearing procedure for foster parents; to establish requirements for certification of a foster home with a level of care and requirements for assessment of a child’s needs and strengths; and to establish criteria for making supplemental and exceptional payments to foster parents.

**DCF 56.03 Definitions.** In this chapter:

**(1)**“Aftercare plan” means a plan for transition services for a child that identifies services that will be provided after the child’s discharge from a foster home to ensure continuity in the management of the child’s needs.

**(1d)**“Age or developmentally appropriate activities” means activities that are generally accepted as suitable for children of a given chronological age or level of maturity or that are determined to be developmentally appropriate for a child based on the cognitive, emotional, physical, and behavioral capacities that are typical for children of a given age or age group or, in the case of a specific child, activities that are suitable for the child based on the cognitive, emotional, physical, and behavioral capacities of that child.

**2.** Verification of homeowner’s or renter’s insurance coverage required under s. [DCF 56.05 (4)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.05%284%29) or a request for a waiver under s. [DCF 56.05 (5)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.05%285%29), and verification of vehicle liability insurance required under s. [DCF 56.05 (3)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.05%283%29) if the applicant plans to transport foster children in the applicant’s own vehicle. Verification means that the licensing agency representative has personally seen the appropriate documentation. A licensing agency need not retain a copy of the documentation in its files.

**3.** Documentation of fire safety inspection of the foster home, if required by the licensing agency.

**4.** A private water supply test report for the foster home, if required by the licensing agency.

**1.** A person licensed to operate a foster home shall be a responsible, mature individual who is fit and qualified, exercises sound judgment, displays the capacity to successfully nurture foster children, does not abuse alcohol or drugs, and does not have a criminal conviction, pending criminal charge, or a finding by a governmental body of a civil or criminal violation of statutes, regulations, or ordinances that is substantially related to the care of children or the operation of a foster home. In determining whether a criminal conviction, pending criminal charge, or finding by a governmental body is substantially related to the care of children or the operation of a foster home, the licensing agency shall apply the factors in s. [DCF 12.06](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2012.06).

**DCF 56.06 Serious incident reporting.**

**(1)**A foster parent shall immediately notify the supervising agency and, if not the same, the licensing agency of all of the following:

**(a)** Death of a foster child.

**(b)** Serious illness or injury of a foster child that requires the services of a licensed medical professional, including all of the following:

**1.** A broken bone.

**2.** A burn.

**3.** A concussion.

**4.** A wound requiring stitches.

**5.** The ingestion of poison or drug overdose.

**6.** A reportable communicable disease under ch. [DHS 145 Appendix A](https://docs.legis.wisconsin.gov/document/administrativecode/ch.%20DHS%20145%20Appendix%20A).

**Note:** Information regarding reportable communicable diseases can be obtained from local county public health departments.

**(c)** The foster parent has reasonable cause to believe any of the following:

**1.** A foster child has been abused or neglected.

**2.** A foster child has been threatened with abuse or neglect, and it is likely that the foster child will be abused or neglected.

**DCF 56.07 Physical environment.**

**(1)**General requirements.

**(a)** A foster home shall be so constructed, arranged and maintained that it is safe for all occupants, and the health of all occupants is safeguarded. The home shall be large enough and its living areas large enough for the number and ages of the foster children and other household members. The home shall have furnishings and equipment necessary to adequately accommodate the foster children and other persons living in the home. The property on which the foster home is situated, including all other buildings and structures on that property, shall be maintained in a state of good repair and in a sanitary condition so that it is safe for the occupants and their health is safeguarded.

**(b)** The licensing agency shall request fire, health, sanitation or safety officials to inspect the foster home or the entire premises when more expert opinion is necessary to help the agency evaluate the safety of the home.

**(1m)**Exterior access. If necessary for a child to access the foster home where the child is placed, at least one entrance to the foster home shall be level or ramped in accordance with ch. [SPS 362](https://docs.legis.wisconsin.gov/document/administrativecode/ch.%20SPS%20362) and in a manner that provides safe access for the child.

**(2)**Interior living area.

**(a)** An applicant applying on or after September 1, 1990, for an initial license to operate a foster home shall provide a minimum of 200 square feet of living area for each household member, including each foster child, unless a higher minimum is deemed necessary by the licensing agency to accommodate wheelchairs or other special equipment used by a foster child.

**(b)** Doorways and passageways to the common rooms of the foster home, a complete bathroom, and the child’s bedroom shall meet standards relating to accessibility in ch. [SPS 362](https://docs.legis.wisconsin.gov/document/administrativecode/ch.%20SPS%20362) if either of the following apply:

**1.** The child uses a wheelchair.

**2.** The child has significant mobility limitations and is too big to be safely carried.

**(3)**Bath and toilet facilities.

**(a)** An applicant for an initial license to operate a foster home or any licensee who changes the location of the foster home on or after September 1, 1990, shall provide at least one complete bathroom for every 8 household members including foster children. Bath and toilet facilities that are accessible only through a sleeping room may be counted only for the occupants of that room.

**(b)** The door of each bathroom shall have a lock that may be opened from the outside in an emergency.

**(c)** Bathrooms shall be located within the foster home.

**(d)** At least one bathroom shall be constructed in conformity with ch. [SPS 362](https://docs.legis.wisconsin.gov/document/administrativecode/ch.%20SPS%20362) if a foster child has physical disabilities that require special equipment or clear floor space.

**(4)**Sleeping arrangements.

**(a)**

**1.** Each foster child shall be provided with a separate bed, except 2 related children of the same sex over the age of one and under 12 years of age may share a double or larger bed.

**1m.** Each infant child, birth to 12 months of age, shall sleep alone in a crib, bassinet, or playpen.

**2.** Each crib shall have crib slats that are securely fastened in place and are spaced no more than 2 3/8 inches apart. The mattress shall fit snugly so that there are no more than 1½ inches between the edge of the mattress and crib side. Crib sheets shall fit snugly to the mattress. Blankets used to cover the child shall be tucked tightly under the mattress and shall be kept away from the child’s mouth and nose.

**3.** Each bed shall be large enough to be comfortable for the child, provide adequate body support and be equipped with a clean and comfortable mattress and with a waterproof covering when necessary. The foster child shall be provided blankets that are adequate for the season.

**4.** There shall be a minimum of 2 feet horizontally between beds except that between bunk beds there shall be a minimum of 5 feet.

**5.** For the top bed of a bunk bed, there shall be a minimum of 3 feet between the top of the mattress and the ceiling or any light or other fixture protruding from the ceiling above the bed.

**6.** A foster child under 4 years of age or who has a disability that limits mobility may not sleep on the top bed of a bunk bed.

**7.** A top bunk shall have a safety rail if occupied by a child under 8 years of age.

**8.** Triple-decked beds may not be used.

**(b)** No foster child one year of age or older may regularly share a bedroom with an adult unless a physician determines that it is medically necessary and the licensing agency approves.

**(c)** No foster child 6 years of age or older may regularly share a bedroom with another child of the opposite sex.

**(d)** Each bedroom occupied by a foster child shall have a minimum floor space of 40 square feet per child, unless the licensing agency determines a higher minimum is necessary to accommodate wheelchairs or other special equipment used by a foster child.

**(e)** No foster child may regularly sleep in any building, apartment or other structure on the premises which is separate from the foster home, nor may any foster child regularly sleep in an unfinished attic, an unfinished basement, a hallway or in any room normally used for purposes other than sleeping. No household member may regularly sleep in any of these places in order to accommodate the presence of the foster child.

**(f)** No foster child under the age of 7 years or a child with limited mobility or functioning may regularly sleep in a finished basement bedroom or in a bedroom above the second floor of a single family dwelling.

**(g)** No foster child 7 years of age or older may regularly sleep in a finished basement bedroom or in a bedroom above the second floor of a single family dwelling unless all of the following conditions are met:

**1.** There are 2 exits to grade from that floor level. Exits from a basement shall comply with s. [SPS 321.03 (5) (b)](https://docs.legis.wisconsin.gov/document/administrativecode/SPS%20321.03%285%29%28b%29) and [(6)](https://docs.legis.wisconsin.gov/document/administrativecode/SPS%20321.03%286%29).

**2.** Provision has been made for adequate heating, cooling, ventilation, and humidity control.

**3.** Access to and exit from these locations are appropriate given the child’s ambulatory level and use of mechanical devices, such as wheelchairs and walkers.

**(h)** A responsible care provider shall sleep within call of foster children during the night. An exception may be granted only if the child is at least 16 years of age and the supervising agency gives its approval.

**(i)** Each bedroom occupied by a foster child shall have a door for privacy, a window that allows natural light to enter, and adequate ventilation.

**(j)** A sleeping room that someone must pass through to get to another part of the building may not be used for a foster child.

**(k)** A foster child may not regularly sleep in a room to which access can be gained only through another occupied sleeping room.

**(L)** No more than 4 children may regularly occupy one bedroom.

**(5)**Telephone.

**(a)** A foster home shall have at least one operating telephone accessible to a child at all times when a child is present in the home.

**(b)** Emergency telephone numbers, including fire department, police, hospital, physician, poison control center and ambulance, shall be posted by each telephone in a foster home.

**(c)** A licensee shall notify the licensing and supervising agencies no later than the end of the next working day from the date that a foster home telephone number is changed.

**(6)**Heating.

**(a)** A foster home shall have a heating system that is capable of maintaining a comfortable temperature of not less than 68° F., or 20° C., in living areas.

**(b)** No foster home may be maintained at any time at a temperature of less than 68° F., or 20° C., during waking hours or 58° F., or 14° C., during sleeping hours unless written approval has been obtained from the licensing agency.

**(c)** Unvented gas, oil or kerosene space heaters may not be used in a foster home.

**(d)8)**Outdoor recreation and play space.

**(a)** Each foster home shall have available outdoor recreation and play space either on the premises or nearby.

**(b)** A licensing agency may require a licensee to erect a fence around an on-premises play area when nearby vehicle traffic, railroad tracks, a swimming pool, a lake, a pond or river or a similar hazard presents a threat to the safety of foster children.

**(c)** Any outdoor porch on a first floor that is more than 4 feet above grade or on or above the second floor of a foster home shall have a railing suitably designed to safeguard foster children who may be on the porch.

**(9)**Maintenance and repair. The foster home, all other buildings and structures on the premises and all equipment and furnishings shall be maintained in a safe and proper state of repair. Broken, rundown, defective, inoperative or unsafe building parts, furnishings and equipment shall be promptly repaired, replaced or discarded.

**(10)**Sanitation.

**(a)** The outside recreation and play space, furnishings, and equipment for a foster home shall be maintained in a clean and sanitary condition.

**(b)** Windows that are used for ventilation shall be screened.

**DCF 56.08 Safety.**

**(1)**General requirements.

**(a)** Materials and equipment that may be hazardous to children, such as power tools, flammable or combustible materials, insecticides, poisons, plastic bags, detergents, alcohol, tobacco products and medications, shall be stored in areas not readily accessible to foster children.

**(b)** The licensee shall make every reasonable effort to identify and immediately correct any hazard to the safety of foster children while the children are in the foster home, on the premises or being transported.

**(2)**Electricity.

**(a)** Electrical systems and appliances shall be in good repair and maintained in a manner designed to protect the safety of foster children.

**(b)** A licensee caring for a foster child who is under 7 years of age shall maintain protective covers on all electrical outlets not in use.

**(4)**Transportation.

**(a)** Any licensee or other person acting on behalf of the licensee who transports foster children for any purpose shall possess a valid driver’s license. The licensing agency may establish additional requirements in this area by written policy, provided that the additional requirements do not prevent a foster parent from using the reasonable and prudent parent standard when making decisions concerning a child’s participation in age or developmentally appropriate extracurricular, enrichment, cultural, and social activities under s. [DCF 56.09 (2m)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.09%282m%29).

**Note:** For example, agencies cannot prohibit all youth from getting rides from peers or require that foster parents obtain prior agency approval for every person transporting the child.

**(b)** No licensee or person acting on behalf of a licensee may transport any foster child under the age of 8 years or less than 80 pounds in weight in any private motor vehicle unless the following conditions are met, as required in s. [347.48 (4)](https://docs.legis.wisconsin.gov/document/statutes/347.48%284%29), Stats.:

**1.** Each child who is less than one year old or who weighs less than 20 pounds being transported in a vehicle shall be properly seated and restrained in a rear-facing individual child car safety seat in the back seat of the vehicle.

**2.** Each child who is at least one year old but less than 4 years old or who weighs at least 20 pounds but less than 40 pounds shall be properly restrained in a forward-facing individual child car safety seat in the back seat of the vehicle.

**3.** Each child who is at least 4 years old but less than 8 years old, who weighs at least 40 pounds but not more than 80 pounds, or who is 4 feet 9 inches tall or less, shall be properly restrained in a shoulder-positioning child booster seat.

**(c)** Each child who is not required to be in an individual child car safety seat or booster seat when being transported shall be properly restrained by a seat belt, except as provided in s. [347.48 (2m)](https://docs.legis.wisconsin.gov/document/statutes/347.48%282m%29), Stats., and ch. [Trans 315](https://docs.legis.wisconsin.gov/document/administrativecode/ch.%20Trans%20315).

**(5)**Firearms and other weapons.

**(a)** Except as allowed under par. [(d)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.08%285%29%28d%29), no loaded firearm may be kept in a foster home.

**(b)** No unloaded firearm or other dangerous weapon may be kept in a foster home unless stored and locked in an area not readily accessible to foster children. Ammunition materials and firearms shall be stored in separate locked areas that are not readily accessible to foster children.

**8)**Fire safety evacuation plan.

**(a)** The licensee shall develop a written plan for the immediate and safe evacuation of the foster home in the event of a fire. The plan shall include the following:

**1.** The means to be used for emergency exiting from all floor levels of the foster home.

**2.** The place away from the foster home at which all evacuated members of the household will meet so that it can be determined if all persons are out of danger.

**3.** The means by which foster children who are not ambulatory will be assisted in evacuating the home.

**(b)**

**1.** The licensee shall review the fire safety evacuation plan with all household members at least once every 3 months and immediately following placement of a new foster child in the licensee’s home.

**2.** The fire safety evacuation plan shall be posted in the home and its location made known to all household members.

**(c)** At least once every 2 years the licensing agency shall review the fire safety evacuation plan with the licensee and the licensee shall revise the plan if the licensing agency determines it is necessary.

**DCF 56.09 Care of foster children.**

**(1)**Principles for nurturing care. The foster parent shall provide nurturing care to each child placed in a foster home. Nurturing care is care that does all of the following:

**(a)** Ensures that the child is provided a humane physical and psychological environment.

**(h)** Allows a foster parent to conduct a search without the foster child’s consent if the foster parent believes a search is necessary to prevent harm to the foster child or another person or because the foster child is violating a law. The foster parent shall share the information about the search with the child’s supervising agency caseworker.

**(hm)** Provides daily schedules, routines, environments, and interactions similar to those of other children of the same age and in accordance with the child’s case plan, permanency plan, or treatment plan.

**(k)** Does not inflict or tolerate infliction of physical or verbal abuse, physical punishment, ill treatment or harsh or humiliating discipline of the child.

**n)** Does not permit a child to be mechanically restrained or locked or confined in any enclosure, room, closet or other part of the house or premises for any reason, except as provided under sub. [(5) (i)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.09%285%29%28i%29).

**(o)** Responds appropriately to disruptive behavior.

**(1g)**Physical restraint.

**(a)** A foster parent may not use any type of physical restraint on a foster child unless the foster child’s behavior presents an imminent danger of harm to self or others and physical restraint is necessary to contain the risk and keep the foster child and others safe.

**(b)** A foster parent shall attempt other feasible alternatives to de-escalate a child and situation before using physical restraint.

**(c)** A foster parent may not use physical restraint as disciplinary action, for the convenience of the foster parent, or for therapeutic purposes.

**1m)**Number of children for whom care may be provided.

**(a)** *In general.* Care and maintenance may be provided for no more than 4 children in a foster home.

**(b)** *Sibling connections.* Notwithstanding par. [(a)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.09%281m%29%28a%29), for the purpose of maintaining sibling connections, a licensing agency may grant an exception to allow 7 or fewer foster children in a foster home. A licensing agency shall apply to the department exceptions panel to place 8 or more children in a foster home if necessary to keep siblings together. The licensing agency shall follow the requirements established under s. [DCF 56.02 (2)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.02%282%29)when granting or requesting an exception under this paragraph and shall modify the license to reflect a reduction in the number of foster children in the home if any of the children leave.

**(f)** *Total number of individuals receiving care.* The number of individuals receiving care in a foster home, including the combined total of foster children, minor children of the foster parent, other children, and adults who need care may not exceed the following:

**1.** In a foster home with a Level 1 to 2 certification, 8 persons.

**2.** In a foster home with a Level 3 to 5 certification, 6 persons.

**(g)** *Children under 2 years of age.* A foster parent may not regularly provide care for more than 2 children under 2 years of age, including the combined total of foster children, minor children of the foster parent, and any other children.

**(d)** A licensee may not leave foster children under 10 years of age without supervision by a responsible care provider.

**(e)** A licensee shall ensure that foster children 10 years of age or older receive responsible supervision appropriate to their age, maturity and abilities as might reasonably be provided by a prudent parent to that parent’s own children. An agency may not create supervision policies that interfere with a foster parent’s ability to make reasonable and prudent parenting decisions concerning the child’s participation in age or developmentally appropriate extracurricular, enrichment, cultural, and social activities under s. [DCF 56.09 (2m)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.09%282m%29).

**2m)**Promoting normalcy.

**(a)** *Family-like environment.* A foster parent shall promote normalcy and the healthy development of a child placed in the foster home with a family-like environment that supports the child’s right to participate in extracurricular, enrichment, cultural, and social activities and have experiences that are similar to those of the child’s peers.

**(b)** *Reasonable and prudent parent standard.* When a foster parent is making a decision concerning participation in an activity by a child placed in the foster home, the foster parent shall use a decision-making standard that is characterized by careful and sensible parental decisions that maintain the health, safety, best interests, and cultural, religious, and tribal values of a child while at the same time encouraging the emotional and developmental growth of the child, if the activity meets the conditions in subd. [1.](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.09%282m%29%28b%291.) and [2.](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.09%282m%29%28b%292.), as follows:

**1.** ‘Areas covered by the standard.’ The child is participating or wants to participate in extracurricular, enrichment, cultural, or social activities, including all of the following:

**a.** Activities related to transportation, such as obtaining a driver’s license, driving, or carpooling with peers and other adults.

**b.** Formal or informal employment and related activities, such as opening an account in a bank or credit union.

**c.** Activities related to peer relationships, such as visiting with friends, staying overnight at a friend’s house, or dating.

**d.** Activities related to personal expression, such as haircuts; hair dying; clothing choices; or sources of entertainment, including games and music.

**2.** ‘Age or developmentally appropriate activities.’The child is participating or wants to participate in activities that are suitable based on any of the following criteria:

**a.** Activities that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child based on the cognitive, emotional, physical, and behavioral capacities that are typical for children of the same age or age group.

**b.** Activities that are suitable based on this child’s cognitive, emotional, physical, and behavioral capacities.

6.

**(d)** *Prohibitions.* A foster parent may not do any of the following:

**1.** Permit the child to participate in an activity that would violate a court order or any federal or state statute, rule, or regulation.

**(3)**Household chores.

**(a)** A foster parent may require a foster child to share in household chores appropriate to the child’s age, degree of maturity, mental capability, health, and physical ability. These duties shall not interfere with a child’s school attendance, family visits, sleep, studies, or religious practice and may not violate the humane and nurturing care described in sub. [(1)](https://docs.legis.wisconsin.gov/document/administrativecode/DCF%2056.09%281%29).

**(b)** Foster children may not be given responsibility for chores that may cause harm to themselves or others.