

BEDROOMS

Residents will be given a top bunk unless they can provide documentation from their doctor that they need a bottom bunk.

Residents must not hang sheets, towels or blankets from the bed frames.

Residents must not close bedroom doors. Any residents found in a room with the door closed will receive a violation (everyone in the room will receive a violation).

Residents are provided a locker and a trunk. Both have the capability of being locked with a padlock, you are responsible for providing your own padlock(s).

Residents are not allowed in any bedroom but the one they are assigned.

Lights are off in bedroom at 10pm every night.

Residents are not allowed to touch any other resident's bedding or belongings.

Residents must only get dressed in the bathrooms. Staff is co-ed and must be able to enter bedrooms under any circumstances.

DAILY SCHEDULE

Residents must be out of bed and have beds made by 8:00am weekdays. Exceptions are made for residents who work overnight with proof from employer.

No TV, watching movies (on any electronic device) or napping between the hours of 9am and 4pm Monday - Friday.

Meal times: Breakfast 5:30am-7:30am, Lunch 12pm-1pm, Dinner 5:30pm-6:30pm, Snack 9pm-9:30pm.

ELECTRONICS

Residents must use headphones with all media devices at all times.

Residents may use personal electronics (phone, iPad, laptop) to watch movies in their bedrooms with headphones: Mon-Friday 4pm to 10pm; 9am to 10pm Saturday & Sunday.

Residents are not allowed to sleep on furniture in common areas.

Residents may not use the public phone in the common area after 10pm.

Cell phones must be on silent or vibrate after 10pm.

The TV is off in the common area: 11pm Mon-Thurs; Midnight Friday & Saturday; 11pm Sunday.

The lights are off in the common area: Midnight Mon-Thurs; 1am Friday & Saturday; Midnight Sunday.

UPON LEAVING

Stepping Stone Emergency Housing will store residents' belongings for up to 5 days after their discharge date. After that time, they will be disposed of.

A resident is eligible to be put on the SSEH waitlist after 15 days upon their discharge on the basis that the resident is in good standing with SSEH. Residents who are discharged for breaking zero tolerance policies are not eligible to return.

Stepping Stone Emergency Housing
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Cronin Bldg #14
Anoka, MN 55303
763-323-7006
Www.SteppingStoneEH.org



RULES

&

RESPONSIBILITIES

EXPECTATIONS

Residents are expected to meet with the case manager on a regular basis. Goals will be set up with the case manager and must be met for residents to continue their stay at SSEH.

Residents must attend the house meetings, they are held every other Wednesday at 4:00pm. If you cannot attend you must talk to the Case Manager prior to the house meeting.

Residents are expected to complete work training on a regular basis.

- Times and tasks will be set up with front desk staff, and residents must verify with front desk staff upon completion each day.
- A resident must give staff 24 hour notice if they will be late or absent for their work training, and must provide documentation pertaining to why they were late/absent.
- Showing up 15 minutes or later to work training will result in a violation, not showing up for work training without notice will result in a warning.
- A doctor's note is needed to accommodate special needs.

Stepping Stone Emergency Housing

To provide emergency housing and critical support services to individuals 18 and older experiencing homelessness while striving towards self-sufficiency.

BASIC RULES

Residents cannot have/drink alcohol or use/sell drugs on SSEH or Anoka County Property.

Residents must be in the building and on their designated wing by 11pm until 4am. Exceptions are made for work with proof from employer, or medical emergencies.

There is no smoking in the building this includes e-cigarettes – a smoking area is provided in the back of the building. Residents are not to smoke or put out cigarettes near the front or back door. No smoking is allowed between the hours of 11pm-4am.

Any resident who leaves between 10pm and 4am will not be allowed back into the shelter until 4am, unless they have discharge papers from a hospital. If unable to produce approved documentation you will receive a warning.

All resident prescription medications must be kept in your assigned medication locker at all times. You may keep over the counter medications with you.

Residents must be respectful to all staff, fellow residents, and property. Any form of verbal, physical, sexual or other forms of harassment will not be tolerated.

Residents are not allowed to let anyone in the building.

No public displays of affection are allowed on the property.

Residents are not allowed to hang out in the front lobby after 10pm.

Visitors are not allowed in the building or on the smoking patio. Residents are responsible for their visitors at all times when on property.

Stepping Stone Emergency Housing is not responsible for damaged, lost or stolen property. Do not lend/loan anything that you want to get back.

Residents must keep feet covered at all times (socks, flip flops, slippers).

Residents are not allowed to loiter in the courtyard by the entrance to SSEH.

Residents are not allowed behind the front desk, kitchen counter or in the pantry without staff approval.

Residents are expected to follow the Complaint and Appeals process when appropriate.

FOOD/BEVERAGES

No food or beverages other than water are allowed on the main floor.

Pop and snacks are available for purchase outside the cafeteria, however they must be consumed outside the building or in the cafeteria during meal times.

Any outside food residents bring back to SSEH must be eaten outside immediately, no food is to be stored inside or outside for residents.

Any food found in bedrooms will be confiscated and thrown away.

If you have a documented medical condition that requires a dietary modification please talk to the case manager or shelter advocate staff.

HYGIENE

Showers are available throughout the day for residents. We ask that all residents shower at least every other day, and that residents take their toiletries with them when they vacate the bathroom.

Linens and towels are provided by SSEH. Residents are not to bring their own bedding into the shelter with them. Residents are responsible for washing linens and towels once a week.

AMENITIES

Parking is provided on the premises. See Vehicle Rules for more details on having a car here. No one is allowed to remain in a car or hangout around a car for longer than 2 minutes.

Laundry times are available to residents between the hours of 6am and 7pm. The sign-up sheet is located in the office – see staff. Residents are allowed one slot per week.

Phones to call out of the shelter are provided on each wing. Long distance calls can be made from the front desk at the discretion and availability of staff.

A computer lab is available to residents daily from 5:30am to 11pm.

A recreation/work out room is available to residents daily 5:30am to 11pm.

Mail can be sent for residents to Stepping Stone Emergency Housing. Each resident receives a mailbox upon entry, and is responsible for asking about mail at the front desk.