

Dear New Resident,

Welcome to the Sees-The-Day community. Now that you have had the opportunity to settle in, you will want to take a look at the enclosed information. This information will help you better function within the community and focus on your recovery. It is our goal to provide you with a safe, supportive environment, and one of the ways we can do that is by having everyone going in the same direction.

The following items are enclosed:

- 1) Resident Contract This is the same as the one that you signed at the time of your intake interview. The original form is a part of your permanent file. Keep this copy with you, as you will need this information throughout your stay with Sees-The-Day.
- 2) House Rules Again, these same rules, signed by you at your intake interview, were made a part of your permanent file. It is important that you maintain familiarity with these rules and regulations. They are posted at your resident house, are discussed at House Meetings, and a vital part of your recovery.
- 3) 90 Meeting in 90 Days, you are required to have a signature for each meeting. At the end of the 90 days, the form is to be reviewed and signed by a Sees-The-Day Representative. At the end of this period the form should be signed, and returned to the office to become a part of your permanent file. Completing this form gives the staff information as to your activity and intent in recovery, allowing them to better serve you.
- 4) A list of Employment Agencies, Outpatient Practices, and Other York County Services is enclosed for your convenience. Other community resource information is located in the office, and in the front of the telephone book under the human service listing.
- 5) Job Search Report. You are required to have a job **within two weeks** of your arrival at Sees-The-Day. We require that you keep a list of all interviews and perspective employers. This form will be referred to at your House Meetings, and when you obtain a job it is to be signed by a Sees-The-Day Representative and returned to the office. If you will not be working, Community Service is required (a minimum of 25 hrs. per week). This information should be recorded on the report.

Should you have any questions regarding this information, please talk with your House President. In an attempt to keep the residents informed we publish a monthly newsletter. Best of luck. Know that we are here to support you in a lifestyle change that will foster and ensure long-term recovery.

The Sees-The-Day Management Team