



The mission of Potter Children's Home and Family Ministries is to be a tool in the hands of supporting churches of Christ and individual Christians to deliver God's justice and mercy to children and families in need.

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Dear Friend,

Thank you for your interest in the Single Parent Alliance for Raising Kids (SPARK) program at Potter Children's Home and Family Ministries.

We know that significant assistance is often needed by single parent families in order to be successful. Our ministry attempts to help meet these needs. While some single parents have a vocation or skill to rely on, many do not. The SPARK ministry seeks to meet all basic needs to allow parents time to gain education, skills training, and employment while also maintaining a priority focus on developing healthy relationships with God and their children.

Basic necessities such as an on-campus apartment, utilities, cable, and non-perishable goods (canned food, paper products, cleaning supplies, etc.) are provided free of charge. A \$150 deposit is expected. This is refundable upon departure from the program if the apartment is left clean.

Other resources provided include counseling from a Christian perspective, life enhancement skills, financial counseling, adult group classes, and positive social interactions. Age-appropriate counseling and social interactions for children are provided as well.

In return for receiving these benefits, we expect single parents to be motivated to develop and attain healthy short and long-term goals for self and family. They are expected to be honest and cooperative with the staff as they provide support and guidance to the family so these goals may be attained. Faithful commitment to the rules and boundaries of the program are expected at all times. Basic requirements are included in the following pages. These requirements are non-negotiable.

If the family desires help, is willing to commit to following the guidelines, has a cooperative spirit, and is motivated to improve their lives, they may apply to the program by completing an application, available online or in our office. The staff will review the application and schedule personal interviews based on apartment availability and appropriateness for the program. Additional items, such as background checks and personality assessments, will be required before admission to the program is finalized.

If you have any questions after reading our agreement, feel free to call us at 270-843-3038

Sincerely,

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Supervisor, SPARK Program  
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*"A father to the fatherless,  
a defender of widows,  
is God in His holy dwelling  
God sets the lonely in families."  
-Psalms 68: 5-6a*



# SPARK



## Fact Sheet

- WHAT:** The SPARK (Single Parent Alliance for Raising Kids) Program provides a community based environment for single parents. They are provided a place to start the healing process for themselves and their children following the breakup of a significant relationship or the realization that they have nowhere else to turn. Here they can gain the necessary stability and security that they need to heal, to gain skills necessary to make it on their own, and to find or develop a relationship with the Lord.
- WHO SERVED:** The SPARK Program can serve up to seventeen single parent families. We help families who are struggling because of poverty, family issues, abuse, or homelessness who want to make significant changes in their lives.
- PROGRAM:**
- Academic** - Residents are encouraged to pursue academic goals.
  - Child Care** - Arranging child care is the responsibility of each parent, but the SPARK staff will assist individuals in seeking funds from social welfare programs to offset the costs and in finding a good setting.
  - Clothing** - Some clothing needs may be met by choosing from the clothing donated to the home or from vouchers earned by the agency at Goodwill. There may be clothing sponsor who can help fill some of those needs. Potter will ensure that the families have necessary clothing.
  - Food** - Some assistance with groceries can be provided through the food items donated to the pantry. SPARK parents are also eligible for nonfood items in the pantry. Parents will be encouraged to seek out public assistance in the form of Food Stamps, WIC, etc.
  - Housing** - Parent and child(ren) are provided with year round, on-campus housing in an apartment that will fit the need of their individual family. Utilities (i.e. water, sewer, electricity, and waste disposal) and basic cable are provided but should be used with reasonable regard. Telephone services and internet services are totally the responsibility of the family.
  - Individual, Group, and Family Counseling** - The SPARK program has a professional counselor on staff and contracts with another counselor from the community. All single parents and their children of an appropriate age are seen by a counselor. In addition to individual counseling, there is also a mandatory group every Tuesday night for the parents. Childcare is provided during the group. For families with older children there may also be a need for working with the whole family.
  - Money Management** - All residents are expected to provide a complete listing of their income and their debts at the time they enter our program. They are to obtain a free Credit Report and attend Dave Ramsey's Financial Peace University course while on campus
  - Service Planning** - A major component of the SPARK program is goal setting. This includes academic and career aspirations, parenting, and individual interests.
  - Spiritual Growth** - As an agency supported by churches of Christ and individuals, we have as a primary purpose to expose everyone who comes our way to the love of Christ. It is our desire that this area of life be nurtured while residents are here.

## COMPONENTS:

The SPARK Program Centers around four basic components:

1. **Spiritual Development:** SPARK participants are given many opportunities for personal development in Jesus Christ. Residents are required to attend church on Sunday morning, Sunday night, and Wednesday night. There are also other times when they can be exposed to Biblical teaching and study.
2. **Case Management:** During regular contact, the SPARK supervisor helps residents address their spiritual, physical, parental, legal, financial, medical, educational, and or employment-related issues.
3. **Christian Counseling:** Counseling is provided for the mothers and children as needed.
4. **Life Skills, Education, and Career Coaching:** Residents are given an opportunity to discover and develop their personal, academic and career potential.

## STRUCTURE:

**Program Candidate Phase:** Before entering the five program phases, clients are evaluated and introduced to the program. Clients have initial health, psychological, and educational screening.

1. **Background Checks** – Each candidate must have a child abuse registry, criminal records, and reference checks.
2. **Health Screening** – Each resident and their child(ren) must have a health screen that shows they are free from communicable diseases and whether the mother is pregnant. They must also have a TB screening.
3. **Psychological screening** – A candidate must be screened using the PAI. They will also take the CareerDirect test and others as needed.
4. **Educational Screening** – This screening will depend on the needs of the resident.
5. **Financial Screening** – A candidate will order a free credit report and disclose their debt and credit history to the supervisor.

## FIVE PROGRAM PHASES:

1. **Orientation** – Residents begin to build relationships with the supervisor, counselor and other residents. They identify goals for themselves and their family. Residents who do not have a GED must work on obtaining their GED. Residents attend church on a regular basis. Time management skills will be learned. (1-3 months)
2. **Stabilization** – Residents accept and develop discipline to reach established goals. During this time they work on establishing structure and healthy habits. Financial management, including a plan for budgeting and credit recovery, will be instituted. Conflict resolution will be taught. (4 - 6 months)
3. **Application** – This is a time of growth and accountability. The resident should have completed their GED and begun to explore higher education or a part time job. (6-9months)
4. **Initiation** – Resident forms new, healthy, community relationships, continues their higher education, works full time and may have a mentor actively involved in their lives. They contribute to the community. (9-12 months)
5. **Independence** – Resident develops an independent living plan and demonstrates self sufficiency through continuing their education, career employment, financial savings, and spiritual maturity. (12- 24 months)

## POST GRADUATE PROGRAM PHASE

When residents are close to achieving their goals, a discharge date will be determined. At that time a decision is made regarding any follow-up services, including continuing counseling for up to six months after discharge, and regular contact for up to a year.



**POTTER CHILDREN'S HOME AND FAMILY MINISTRIES, INC.**  
**2350 Nashville Road**  
**Bowling Green, Kentucky 42101**

## **AGREEMENT**

The Single Parent's Alliance for Raising Kids (SPARK) is part of Potter Children's Home and Family Ministries (PCH) services. The mission of the SPARK program is to help single parents provide adequate time and care to their children, establish life goals and strive to obtain them, and work toward living on their own. Potter offers parents assistance in meeting basic needs until such time they are able to support themselves and their children through achieving educational, vocational, and employment goals and emotional growth.

Admission to the SPARK program is based upon one or more personal interviews, economic needs, availability of space, results from any psychological/physical assessments already done or requested, a criminal background check, and central child abuse registry check. Letters of recommendation are also required, one of which must be from the leadership of the home church if one is attended. Additionally, a marital status report on separation or divorce and documentation of legal custody of children is required.

In order for a single parent to enter the program they must agree to the following conditions.

- 1) **Apartment Assignment and furnishing--**
  - a. We want to assign living space based on the size of your family and what we have available. During your stay, you may be asked to move to another unit to accommodate another family.
  - b. Apartments are available furnished, partially furnished or unfurnished. If you have your own furniture, you may bring that with you. If you have little or no furnishing, we will be able to help along that line. Furnishing needs should be discussed with the supervisor prior to moving in.
  - c. When you move out you of course can take your personal items. Talk with the supervisor ahead of time to clarify what, if any, items that have been put in your apartment that can be taken,
  
- 2) **Attitude** – Attitudes are important. You will be expected to contribute to the success of the single parent program, the development and success of the agency, to be supportive and submit to all the rules, regulations and guidelines, and to show loyalty to the agency by supporting and submitting to the decisions of the Supervisor, Minister of Family Services, and the Executive director. A degree of trust is necessary and essential in order for this to be productive for you. You must believe and trust that that policies and decisions are made on the basis of what is best for each family and what is best for all of those in the program. A part of this attitude can be seen in your effort to faithfully progress to the achievement of goals and also how you respond to the generosity of our supporters and contributors. Our goal is to encourage attitudes of thankfulness and appreciation to our God who makes this program possible.

- 3) **Children** – Your children are your responsibility at all time. Children of any age may not be left unattended overnight. Parents must take their children with them on their passes or find suitable care for them.  
You need to be willing to ask for suggestions and accept advice on raising your children. You will receive help through parenting classes, regular formal and periodic informal counseling, and through suggestions from the supervisor, counselor or other staff members.
- 4) **Church Attendance** - You must attend a local congregation of the Church of Christ where a Potter staff member attends. Both you and your children are to be involved in Sunday school classes, Sunday AM worship services, Sunday PM services, and Wednesday night Bible studies. You are also encouraged to be involved in other church activities at the local congregation.
- 5) **Cleanliness** – Apartments are to be well maintained. This includes regular cleaning and upkeep. The entrance, foyer and stairway are your responsibility to keep clean. Personal belongings should not be left out in the halls. If available, a storage room will be assigned. Garbage will be appropriately disposed in the dumpster on a regular basis. Inspections will be made by the Supervisor or her assistant on a regular basis with or without notification. The Minister of Family Services will also make an occasional surprise inspection.
- 6) **Computer Usage** – The agency recognizes the value of using telecommunication services for communication and information access and encourages the use of such resources to enhance learning and lifestyle. However, along with the privilege also comes responsibility. Parents are asked to sign an Acceptable Adult Resident Use of Telecommunication Services Contract and an Acceptable Child Resident Use of Telecommunication Services Contract for using the agency's equipment. Should the parent supply their own computer they will be required to sign a Personal Home Computer Contract.
- 7) **Counseling** – All parents and age appropriate children are expected to participate in counseling. Counseling will not be terminated without an agreement between the resident, counselor, and Supervisor. Failure to meet for counseling because it is never scheduled, missed, or canceled without appropriate reason, will result in a conference with the counselor, Supervisor, and Minister of Family Services. Continued problems will result in dismissal from the program.
- 8) **Curfew** - There is an 11:00 p.m. curfew for all residents. Those with younger children need to be in earlier as children need their sleep. They should be in bed no later than 8:30. Visitors must be off campus by 10:00 p.m. If a resident is to be away from campus later or is planning on spending the night off campus, they must notify the Supervisor in writing of their activities and location. If unusual circumstances arise preventing a return before curfew, the Supervisor must be notified.
- 9) **Dances** - It is the agency's policy that residents will not attend dances.

- 10) **Dating** – Dating relationships will be strongly discouraged for single parents in the program. This program is designed to help parents focus on their needs and their children’s needs. Time and energy are to be spent on attaining/maintaining spiritual, physical, mental, and emotional health and attaining a career path. Personal relationships can come when a resident has left this program.
- 11) **Debt Repayment and Savings Plan** - A major component for mothers in the program is paying a minimum of 30% of their monthly income toward debt and savings. The debt repayment and savings plan is designed to help you reestablish your ability to secure permanent housing. Consistent and timely payments establish a person's financial credibility. The 30% will be treated like rent, which is a first priority in family budgeting.
- 12) **Deposit** - A deposit of \$150 is required of all families moving in. This may be paid in full when you move in or in payments of \$25 per month during the first six months of residency. This will be returned without interest at the time a resident moves out minus any cost for damages or cleaning expenses, replacement of keys or changing of locks when keys are not returned, or legal fees upon your departure from the SPARK Ministry.
- 13) **Discharge** – The following are grounds for dismissal from the program:
  - a. Falsification of Information:
    - i. Application information
    - ii. Guardianship or custody of children throughout the program
    - iii. Information concerning employment or education
  - b. Failure to:
    - i. Maintain employment or attend school
    - ii. Maintain regular, verifiable income.
    - iii. Adhere to agreement to not accrue additional debt while in the program
    - iv. Follow through on paying off debts and maintaining a savings account.
    - v. Meeting program requirements.
    - vi. Working toward resident stated goals and objectives.
  - c. Zero tolerance for the following:
    - i. use, or evidence of use, of illegal drugs or alcohol or the abuse of prescription drugs; or failure to inform the supervisor of your taking prescription drugs.
    - ii. Violence or aggression toward staff, other residents or resident’s children
- 14) **Donations-** *Potter* benefits greatly from the donations of clothing, household items and various supplies given by our supporting churches and the surrounding communities. Our donors expect for us to be wise stewards with these resources and as a result we ensure that the donations are accepted, properly handled and we select the best of what is donated to make available for our residents.

- 15) **Dress Code** – All residents, both parents and their children, must abide by Potter’s rules of dress while living here. The dress code is:
- a. Dress neatly and modestly at all times. Tight clothing is not acceptable.
  - b. Sunbathing on campus is not encouraged.
  - c. Boys are not to go shirtless nor use undershirts as an outerwear shirt. T-shirts are allowed if appropriate for the activity.
  - d. No halter tops, tank tops, strapless tops, spaghetti straps, tube tops, or bare-shoulder tops of any type will be allowed. All straps must be at least 3 inches wide.
  - e. Tube tops or shirts/blouses that expose the stomach/midriff are not allowed. Necklines of shirts and blouses must be high enough that cleavage is not shown.
  - f. Shirts or other clothing (including belts, accessories) with art work, logos, etc must not display messages or pictures sexually suggestive, satanic, violent, “heavy-metal”, gang, or drug oriented, or otherwise in questionable taste.
  - g. Shorts are to be approximately knee length. All shorts and slacks are to be worn high enough that buttocks and undergarments are not exposed whether standing, sitting, or bending.
  - h. Hair for boys must be off the collar with the ears partially exposed.
  - i. If small children are allowed to play in swimsuits or pajamas, etc, play should be confined to their apartment. This dress is not allowed in the office area.
  - j. Shoes should be worn whenever out of their apartment.
  - k. Pajama pants are sleepwear and are not to be worn outside of the apartment.
  - l. Children and adults should dress appropriately for the activities in which they are engaged.
  - m. Do not write on your clothes or on your body.
  - n. Clothing which is cut, slashed or has holes, is prohibited.
  - o. Boys in placement are to be clean shaven at all times.
  - p. Children and adults should dress appropriately for the activities in which they are engaged.
  - q. Church Services – Dress consistently like the other members at the congregation as long as they are in keeping with appropriate dress for the occasion. Church clothes are NOT to include T-shirts, faded and/or ragged jeans, dirty or ragged athletic shoes, or shorts (dress shorts which are knee length are allowed). Clothes that are too tight or too low cut are not allowed.

- 16) **Employment/Education**—An essential requirement to maintain residency is for you to be employed and/or in school full-time year round. Make sure that your hours fit in with Potter’s expectation. For example, do not take employment that requires you to work on Sundays. Do not take employment that requires you to work in the evening, especially during Tuesday evening’s group meetings and Wednesday evening church time. The supervisor must approve not only the time of employment but also the place of employment. You are expected to save at least 30% of your income. You will need to show your paystub and saving/checking account information with the supervisor.

If you are attending school, discuss your schedule with the supervisor and how you plan to pay for the school.

- 17) **Finances** – A financial report of all income, debts owed, charge cards, etc. must be submitted at the time of admission. This includes any loan money received if you are attending school. New debts or card charges should not occur while in the program without prior approval. At admission the new resident will be required to obtain a copy of their latest credit report and submit it to the supervisor. Potter is willing to help out financially under certain circumstances:
- a. Expenses on church related youth activities – Submit in writing a description of the activity (i.e. approved by staff, whether recreational or spiritual, ages of participants, any staff going, and if this is their home congregation). If the expenses are approved, arrangements will need to be made to pay for part or the entire trip. Arrangements may be made to work on campus to pay for some or all of the expenses.
  - b. Expenses on ACT, SAT, and College Application fees – This is also based on individual basis and should be discussed with the Supervisor.
- 18) **Fire Plan** – There are smoke detectors in each apartment. When the alarm is triggered, the alarm rings through the whole dorm building. At the time of admittance you should have been informed of the evacuation plan and the appropriate meeting place after exiting. Everybody in the Dorm building is to meet in the front north parking area. Please explain the procedure to your children. When the alarm goes off, you and your children need to exit the building. Do not re-enter the building until maintenance, the Supervisor, or the Minister of Family Services give the go ahead.
- Note: Sometimes cooking problems may set the alarm off. If an outside door is left open on a hot, highly humid day, it may set the alarm off. Burning candles are not allowed as they can set off an alarm. If maintenance is doing something extremely dusty, it may also set the alarm off.*
- 19) **Goal setting** - This is a goals-oriented program. You will be given sufficient time for adjustment to your new surroundings but after this initial adjustment period, you must be able to identify goals on which you wish to work. Under the direction of Potter staff, these goals will be written down and steps will be identified as how to achieve those goals. Progress will be evaluated by your supervisor biannually. Although this may, at times, be critical in nature, this will be done with the expressed purpose of helping you see where adjustments need to be made as well as where there are areas of strength.
- 20) **Grievance** – If you disagree with any determination of rule violation by the Supervisor and consequences assigned, you may appeal the decision in writing to the Minister of Family Services. The Minister of Family Services will give written notice of his decision to the resident and to the Supervisor.
- a. If you have an issue with another resident that you do not seem to be able to work out, you may choose to talk to the supervisor about it or complete a grievance form and turn in to the supervisor. Failure to follow proper procedures regarding problems may result in your censure for that.
  - b. You may appeal a decision to terminate placement in writing to the Minister of Family Services. Your action must be within five business days prior to the order



to vacate the premises. You will be given written notice of the decision at least one day prior to the vacate date.

- c. If you have been asked to leave immediately because of danger to others or property and you disagree with the decision, you may give written notice to the Minister of Family Services. If possible, you will be given oral notice regarding any reconsideration of the decision prior to the time for you to vacate. If this is not possible, the Minister of Family Services shall give written notice of his decision to you within five business days after the time for you to vacate. In the event the decision to terminate the agreement is reversed, then you will be allowed to return to the facilities.
  - d. An appeal or request for reconsideration of any decision will not stop the time for terminating the agreement or for you to vacate the facility. Failure to exhaust the grievance procedure in a timely manner will prevent any further challenge to the decision made.
- 21) **Group Meetings** - Mandatory group meetings are scheduled on Tuesday evenings for all single parents. Their schedules must be arranged to accommodate those meetings. Child care is provided.
  - 22) **Laundry** - Laundry facilities are provided. General upkeep of the laundry room (cleaning filters, emptying waste baskets, sweeping, mopping, etc.) will be your responsibility.
  - 23) **Liability** – Potter is not liable for loss, expense, or damage to any personal property or any personal injury unless it is due to our intentional misconduct.
  - 24) **Maintenance** - Requests for maintenance must be submitted in writing on the proper form to the maintenance supervisor. Use a separate form for each repair requested. Verbal requests may be given only if it is an emergency.
  - 25) **Misconduct** – behaviors which are considered misconduct or harassment and may lead to immediate discharge include, but are not limited to:
    - a. Verbal or written threats
    - b. Inappropriate sexual comments or touch
    - c. Cursing and foul language from adult residents and/or their children
    - d. Verbal or written comments about an individual’s body or appearance
    - e. Sexually degrading words used to describe an individual
    - f. Jokes and stories of a sexual or offensive nature
    - g. Racial slurs or negative stereotyping
  - 26) **Noise** – Parties, talking, music, TV volume, etc. must be reasonable at all times. Your music, TV or voices should never be loud enough to be heard by your neighbor. Be aware that noise in your apartment carries clearly to the one above or below you. Noise should be limited after 9:00 p.m. No parties are allowed after 10:00 pm.
  - 27) **Non-compliance**- This refers to rule and program requirements violations.

- a. There is a standard procedure for rule and program requirement violations. The following are the steps to address violations:
    - i. Verbal warning
    - ii. Personal contract
    - iii. Meeting with the Minister of Family Services and the Supervisor which may result in probation or dismissal
  - b. Failure to comply with a probation period will result in dismissal.
- 28) **Pets** – The only pets that residents are allowed are one bird and fish. No resident may have a pet until after three months of residency and then they must have permission from the Minister of Family Services.
- 29) **Play Area -**
- a. Unsupervised children must play in the center play area only. No unsupervised children are to be in front of the main office building or the dorm building.
  - b. ANY adult who happens to see a child playing in other areas should instruct that child where the proper play area is. If a child refuses to play in the proper areas, playground privileges will be lost for a period of time.
  - c. Children living in the dorm are allowed to invite other children to play only in their actual living quarters or the center play area and only with adult supervision. Other areas would be considered “off limits”
  - d. SPARK children are not to be in the foster home or foster home yards unless accompanied by a parent or prior approval between parent and foster parent has been reached. No foster child should be in the dorm or dorm yards without being accompanied by the foster parent or prior approval between parent and foster parent has been reached.
  - e. A parent must be responsible for cleaning up after and repairing damage done by their child.
  - f. Riding toys (bikes, skateboards, roller blades, and etc.) are not to be ridden on the tennis or basketball court, or sidewalks by the office or dorm building.
  - g. No children are to be playing in front of the main office area, in the main office, or in the dorm hallways. (Exceptions for playing in the office may be made by administration for the purpose of child care).
  - h. Playing in, on, or around the dumpster will not be tolerated! These are quite dangerous for children.
  - i. The loading dock is off limits.
  - j. Playground equipment is not to be moved or turned over.
  - k. Do not throw dirt, rocks, sticks, sand, etc.
  - l. Parents and children should both understand that these rules are for protection and are not meant to be mean and controlling.
- 30) **Problems** – All family problems, behaviors, or ministry issues need to be handled in the following order unless there is a life threatening circumstance.
- a. Recognize and respect that the supervisor has authority and responsibility to manage the SPARK program. This is not an easy job. None of us are perfect.

Yet a degree of trust in the supervisor is essential, even when you don't understand or agree.

- b. If needing to talk to the Supervisor, call and make sure she is available and set up an appointment with her. This appointment may be taken care of right away or it may take place another day. ***Do not drop into the Supervisor's apartment without communicating before hand.***
  - c. Any major behavior type problems from a family member that affects and reflects upon the ministries at Potter should be acknowledged to the Supervisor or Minister of Family Services, so that they may assist in dealing with the problem.
- 31) **Probationary Period** – All residents entering the program will be on a ninety day probationary period. During this time a family will be observed and evaluated as to their adjustment and cooperation with the ministry and its guidelines.
- a. During this time the resident should:
    - i. Work with the Supervisor to establish both short term and long term written goals along with detailed steps to achieve them and a time frame in which to do so.
    - ii. Request an individual credit check
    - iii. Establish a functional, realistic budget for incoming money.
    - iv. Participate in weekly apartment inspections that meet standards.
    - v. Participate in weekly scheduled meetings (including counseling, Tuesday evening groups, and other special groups).
    - vi. Connect with a church to begin or to continue attending regularly scheduled meetings.
    - vii. Explore and if possible attend an educational program or obtain full time employment.
  - b. Family may be asked to leave the program if:
    - i. They exhibit a pattern of unwillingness to cooperate and comply with the ministry guidelines after being offered guidance and aid in correcting previous difficulties.
    - ii. Bullying or purposeful intimidation of others in the program.
    - iii. Continuing participation in illegal or immoral activities as established by law or by Potter's standards.
- 32) **Searches** – In the event of an emergency or reasonable suspicion of illegal activities, entry can be made for inspection or searches at any time.
- 33) **Security** - Doors are secured at all times. They allow exit but a key is needed to re-enter. Doors are not to be propped open for any extended period and then only if the resident is immediately outside the door. Be sure the door latches each time it is closed. Apartments are private quarters. There is no passing through one apartment to get to another part of the building. Courtesy requires that only doors to which a resident has a key is to be used.

- 34) **Socialization** – Residents are encouraged to develop appropriate relationships with members of the church they attend and people in the community as well as fellow residents. However, you need to be reminded of the passage where Paul says “Evil companions corrupt good morals” (1 Corinthians 15:33). Choose your friends wisely. Maintain appropriate behavior when with them, i.e. no drinking, smoking, drugs, or other immoral behavior.
- 35) **Substance Use** - This is an alcohol, drug, and tobacco free campus. These products are not to be used under any circumstance, either on or off campus. This policy also applies to all on-campus visitors. It is your responsibility to convey this information to visitors. All new residents will be drug screened at the time of acceptance. There will be random screening done while you are here. If substance abuse is suspected, these random screenings may be done more often. If it is determined you have a substance abuse problem, you will be required to enroll in a treatment program. Failure to do so will result in termination from placement.
- 36) **Tattoos and other body piercings** - A resident will not get any tattoos or body piercings while in the program. Pre-existing tattoos must be covered with clothing, makeup or whatever. Females’ pierced ears are acceptable. All other piercings need to be removed. No piercings are acceptable on males.
- 37) **Touring** - Representatives of Potter Children's Home and Family Ministries have the right to inspect and/or show others through the resident's apartment without prior notice. Notice of a tour will be given when possible. A schedule will be given out showing a weekly basis what apartments will be used for touring in a given week.
- 38) **Transportation** - Ideally, transportation should be provided by each individual parent. Temporarily or occasionally help may be available through the SPARK supervisor, the supervisor’s assistant, a counselor, other staff members and other single parents or the local church. If asking another single parent for assistance, it would be considerate to reimburse for gas or offer a couple of dollars for gas and time.
- a. SPARK families will only be allowed to have one car per each driver living in the apartment. A car on campus must be in good operating condition and used on a regular basis. It must have current registration and license and have up-to-date insurance with copies of the appropriate documents on file with the supervisor. If a vehicle is not registered or up to date, the resident will not be allowed to drive the vehicle. Copies of current driving license must also be on file. If an individual is not licensed nor has a suspended license, they will not be allowed to drive.
  - b. When transporting your child, you will follow the use of appropriate child restraints:
    - i. Any child less than 40 inches tall must be in a child and/or infant seat.
    - ii. Any child, who is under seven years of age and is between 40 and 50 inches tall, must be in a booster seat.
    - iii. All children over seven years of age and over 50 inches tall must be secured in a seat belt

- c. Residents are reminded that there is also a transit authority operating in Bowling Green and they are encouraged to check out this service. Copies of the bus routes and schedule are included in the appendices. Check with the supervisor or her assistant about obtaining tickets for the bus.
- 39) **TV** - Basic cable is provided through *Time Warner Cable of Bowling Green* but no upgrading of the service by a resident is possible.
- 40) **Utilities** – Electricity, water, sewage and garbage pick up are furnished and should be used with reasonable regard. Lights and appliances should be turned off when not in use. Thermostats should be set conservatively but within a comfortable range. That range should be no more than 70-74 for heat and air conditioner. Do not allow your children to operate the thermostats.
- 41) **Visitors** – Male visitors are not allowed in females’ apartments. This applies to male family members as well with the exception of immediate family members. Adult female visitors will not spend the night or be on campus between the hours of 10 p.m. and 8 a.m. without advance approval from the Supervisor. Any request for overnight visits, either on campus or off campus, must be submitted in writing on the appropriate form and approved by the Supervisor. If there are younger visitors on campus, the resident is to notify the Supervisor or Minister of Family Services of this and the circumstances of the visit (i.e. who, age, how long).
- 42) **Weapons** - There are to be no fire arms or weapons of any kind on campus. This includes bow and arrow, any type of fire arms, numchuks or knives, (aside from kitchen knives). If these items are owned, arrangements must be made to store off campus and they are not to be brought on campus at any time.

**A tenant / landlord relationship does not exist between Potter Children's Home and Family Ministries and the SPARK resident. Potter Children's Home's SPARK Ministry is a benevolent ministry of the churches of Christ offered through PCH. A SPARK resident's participation in the SPARK Ministry can be terminated at any time by either PCH or the SPARK resident resulting in the immediate move from PCH facilities, in which case the resident will observe the PCH check-out procedure.**