

AE-107

Resident Handbook

House agreements, daily rhythms, and what to expect living at Aeternum.

Welcome home. This handbook describes how the house runs day to day. None of it is meant to feel like rules on a wall – it is the shared understanding that lets a small household of adults live comfortably together. Staff review it with every new resident and it is available in the home at all times.

A typical day

Time	What happens
7:00 – 9:00 AM	Wake at your own pace. Coffee, breakfast, morning medications.
9:00 – 12:00	Appointments, work, school, groups, household tasks, garden time.
12:00 – 1:00 PM	Lunch together, or packed to go.
1:00 – 5:00 PM	Community outings, skills work, quiet time, activities, visits.
5:00 – 7:00 PM	Dinner prepared and eaten together at the table.
7:00 – 10:00 PM	Free time – games, movies, reading, calls, the porch.
10:00 PM	Quiet hours begin. Staff remain awake and available all night.

Schedules flex around work, school, sleep needs, and individual plans. Nothing here is mandatory simply because it is on a list.

Your room

- Your room is yours. Decorate it, arrange it, and keep it the way you like.
- Staff knock and wait before entering, except in an urgent safety situation.
- Please keep pathways clear and food stored properly for pest and fire safety.
- A locked personal drawer is provided for private items.
- Weekly room care keeps everyone comfortable; staff help however much is useful.

Meals

- Three meals and snacks daily, planned as a household each week.
- Medical diets, allergies, and religious or cultural food practices are accommodated.
- Residents are welcome in the kitchen and encouraged to cook.
- Personal food may be stored in labeled containers in the shared refrigerator.

Household participation

Everyone contributes at whatever level fits their abilities and goals – setting the table, laundry, dishes, tending the garden, taking out recycling. This is ordinary life, not a chore chart used as leverage.

Coming and going

- Sign out with staff and share where you are going and when you expect to return.
- Overnight or weekend visits away are arranged in advance and noted in your plan.
- If plans change, call the house so no one worries.
- If someone is unexpectedly absent, staff follow a documented check-in and notification procedure that includes family and, when appropriate, emergency services.

- Weapons of any kind are not permitted.
- Medications are stored securely — never in bedrooms unless a self-administration plan is in place.
- Fire drills happen regularly; exits and extinguishers are marked throughout the home.

Respect agreements

- No violence, threats, harassment, or intimidation.
- No discriminatory or degrading language.
- Ask before entering someone else's room or borrowing their belongings.
- No photographing or recording other residents.
- Romantic relationships between residents follow consent, privacy, and safety expectations discussed individually.

Money and belongings

Residents manage their own money unless a legal arrangement says otherwise. Small amounts held by the home are recorded and available for review. Please avoid keeping large sums or high-value items in the house.

Technology

Phones, tablets, and computers are welcome. Wi-Fi is available. We ask that devices be used quietly after 10:00 PM and never to record other residents.

When things go wrong

Conflict happens in every household. Our approach is trauma-informed: we look at what happened and what need was underneath it, rather than assigning blame. Staff will help with de-escalation, a reset, a conversation between housemates, or a change to a support plan. Punishment, loss of rights, seclusion, and restraint are not part of how we respond.

Moving on

When a resident moves toward independent living, another program, or a return home, we plan the transition together — housing, benefits, providers, medications, and follow-up appointments. If a discharge is initiated by the home, residents receive written notice, an explanation, help finding an appropriate setting, and the

Nothing in this handbook limits the rights described in the Resident Rights & Responsibilities document. If any house practice ever seems to conflict with those rights, say so – to staff, to the Home Director, or to the Residential Facilities Ombudsman at 1-800-522-2602.