



WESTERN MICHIGAN  
 **ADULT & TEEN CHALLENGE**

# WOMEN'S CENTER STUDENT HANDBOOK

# VISION STATEMENT

We exist to develop a life in Christ, with the hope and freedom that is found in Him.

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"Therefore, if anyone is in Christ, the new creation has come: the old has gone, the new is here!"

2 Corinthians 5:17



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## C O R E V A L U E S

GOD'S WORD

PRAYER

WORSHIP

DISCIPLESHIP

UNITY

# GENERAL GUIDELINES

I agree to cooperate with the staff and interns of Western Michigan Adult & Teen Challenge.

I understand that this student agreement is intended to be basic guidelines for student conduct and community living and does not cover all possible scenarios.

I understand that I am expected to maintain a willing and teachable disposition at all times.

We value respect and honor, therefore show respect and honor at all times.

Students should purpose to have edifying conversation and interactions with one another.

We value timeliness, therefore be on time unless permission has been given otherwise.

I understand that WMATC leadership must see that I am applying myself in class, chapel, study hall, work duties, and in my relationship with Christ and that failure to do so may result in dismissal from the program. Continued progress and growth must be demonstrated.



Students may not use tobacco, drugs, marijuana, alcohol or other intoxicating substances at any time during the program (including all breaks & passes).  
**THIS IS GROUNDS FOR DISMISSAL**



No sexual activity (other than with legal spouse). No viewing pornographic material at any time during the program. No communication with the opposite sex. Students may not get married during time at WMATC.



Take care of any emergency medical and dental work before entry. Prior to entry student must obtain a physical, Tb, Hep B, Hep C, and HIV tests and will bring results or allow WMATC officials to coordinate above mentioned physical and tests within 45 days of entry.



Students are not allowed to be on any social media sites while enrolled in WMATC, including during scheduled passes.



Use "student needs forms" for any request or information needed. Place in designated box. If need remains unresolved, use chain of command.



Students must stay on grounds within specified boundaries at all times unless given permission from staff or intern. Notify leadership if you want to leave the program.

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# Conduct for Chapel, Class & Other Functions

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- With prayer and preparation, be ready for class, chapel services, and presentations.
- Students should take a Bible to chapel. Take books, Bible, pen and paper to classes and study hall.
- Take care of bathroom needs prior to chapel, class, study hall and presentations. When needed, the restroom may be used with supervision.
- Do not lean back on chairs. Do not put feet on chairs.
- In Chapel, walk in wall aisle, not center aisle.
- When going from chapel to the multi-purpose room, wait until dismissed and go with the rest of the group.
- Turn in homework at the staff table upon completion. Homework will be returned as it is graded.
- Students should not talk, pass notes, write letters, or sleep in chapel, classes, study hall, or other functions.
- No communication by mail, phone, etc. with people students meet at presentations or other functions (including passes).

## Money Procedures

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- All cash, credit/debit cards, check books, and other forms of payment will be locked in a safe with students name for safe keeping.
- Students may not carry forms of payment while in the program unless on a scheduled pass.
- A personal account will be set up for each student's personal funds for store runs, outings, etc.
- Do not purchase items on store run or passes for another student.
- No money transfers between students, unless approved by center director.
- Please turn in only one store run slip.
- Please do not buy items for staff or students on store runs or passes. Also, do not ask family members to bring items for staff or students. Students are also prohibited from asking staff, students or anyone else outside of their own family or supporters to bring things for them.



## Medication/Health

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- All medication must be given at designated times as scheduled.
- Prescription meds must be prescribed by a doctor.
- Must follow label instructions.
- Students are encouraged to seek medical care at student's expense. If funds cannot be obtained or if a medical condition interferes with the program, the student will be sent home. Re-application may be made in 30 days.
- As a rule, over-the-counter medication must be purchased by staff on a store-run or be dropped off unopened and in original package.
- No talking at the med window unless it is in regards to medication.
- Fill out med slip BEFORE sitting down for meal.
- Bring water bottle with you to take meds. Meds are only consumed at the med window.
- Go directly to med window when your name is called. Do not leave the fellowship hall if you have filled out a med slip.

## Sick Bed/Illness

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- It is the student's responsibility to notify staff or intern when going on sick bed or coming off of sick bed.
- Sick bed is to be approved by staff or intern BEFORE going on sick bed. Also report at each meal to evaluate need for continued sick bed.
- Each student is allowed four sick bed occurrences during their program. After four occurrences then days will be deducted from 3 and/or 5 day passes.
- Each sick bed occurrence is to be approved or denied by director of women's center.
- Sick bed is reserved for legitimate illness to allow time for recovery.
- Exceptions are determined by men's or women's director only.



## Personal Hygiene

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- Keep neat and clean at all times
- Take a shower every night during designated shower times.
- Always use deodorant and never smell offensive.
- Keep clothes clean, ironed and mended.
- Keep nails clean and trimmed.
- Do not use anyone else's toothbrush, razor, bath sponge, washcloth, towel, etc.



## Work Duties

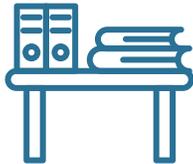
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- Students perform work assignments not as an employee, but solely for their benefit to further their spiritual growth, maturity and character development.
- Students should check the work duty list for work assignment and report to the multi-purpose room at 1:05PM.
- Wear clothes appropriate for manual labor (jeans or work pants, shirt, socks, work shoes).
- Work duty must always be inspected by the work crew supervisor or crew leader.
- Students are not allowed in certain areas (salon, basement, storage shed, kitchen) unless doing assigned work.
- Work duties may include: buildings, grounds, and other minimal on-grounds or off-grounds work.
- Work 8-10 feet apart from each other during outdoor work duties.
- No talking during work duty meeting.
- Close shed door after using. Keep latched at all times.
- If you finish your assigned work duty, ask staff or intern for another.

## Study Hall

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- No talking, passing notes, gestures, or any form of communication during study hall.
- At 8:45PM, go straight to your dorm. No hanging out in the fellowship hall after 8:45PM.
- Sharpen pencils before study hall.
- Please raise your hand if you have any study questions, need to use the restroom, or need to fill water bottle.



## Prayer

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- During scheduled prayer time each student is allowed to have a Bible and a prayer journal. No pens, pencils, etc.
- You may kneel, sit (away from table), stand, or pace during prayer.
- Respect others during prayer.

## Fellowship Hall

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- Fill water bottles from the dorm water fountain or water cooler, not from the Fellowship Hall sinks. Only water is allowed in water bottle (no juice, candy, etc.). Water bottle needs to be clear.
- If you are on serving dorm, there is no talking except to the person who is 'head of line'.
- Games should remain in the Fellowship Hall, not outside, in dorm, or in personal belongings. If you have your own approved game, it will be marked with your name and stored in the Fellowship Hall.
- Game playing and fellowship among students during visit time should be done at a respectable level so not to be a disturbance to the visits. Respect and tolerance should be considered both ways.
- No resting arms or feet on chairs or table legs. No leaning back in chairs.
- Do not sit with feet on the furniture (couches, chairs, tables, etc.).
- Keep all furniture in its original place unless otherwise directed, such as for cleaning purposes.

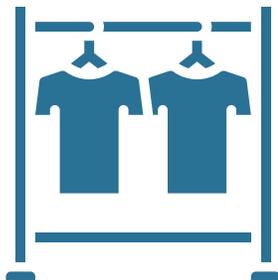
# Kitchen Guidelines



- Only students assigned to the kitchen are allowed in the kitchen.
- All food is to be served and eaten in designated cafeteria space.
- Food is not to be traded or given away.
- No special diets, except for documented food allergies. Students will not be denied food at regular meal times.
- No asking for special requests. If the kitchen doesn't put it out, then it is not being served.
- Do not use another person's utensils or dishes until they have been properly cleaned.
- Students working in the kitchen are not allowed to eat or drink anything beyond what the student body receives.
- Wash hands and refrain from touching face, hair, and clothes while serving or working in kitchen.
- Sanitize all tables before and after meals.
- Cover hair completely in headscarf while serving or working in kitchen.
- When taking out trash do so quickly and report back to Fellowship Hall. Exit main Fellowship hall door and walk to the side of the building.

# Dress Code

- Chapel & class attire is to be business casual (nice shirt, pants, or jeans). Modest, conservative attire without being torn.
- Presentation attire is pants and nice shirts and shoes unless other is recommended by the church.
- No bare feet, except in bed. Socks must be worn unless with slippers or sandals during study hall or free time.
- If you are wearing a sheer shirt, sweater, etc. you will need to wear a full coverage shirt underneath. The full coverage shirt will need to cover full torso and full shoulders.
- Wear presentation attire to and from all presentations, unless indicated on presentation sheet. When indicated, the change of clothes must be TC approved.
- Be fully dressed before leaving the dorm.
- Shirts must have sleeves and may not be cropped, rolled up, or tucked into undergarments.
- Shorts should not be more than three inches above the knee.
- When going to showers, wear a robe and slippers. Be fully covered.
- Wear underwear while sleeping.
- Pajamas should ONLY be worn in the dorm at bedtime or weekend rest time. They should not be worn outside the dorm.
- Bandanas are only to be worn on your head to cover your hair during serving dorm. Bandanas may not be worn as a headband or on another part of your body.
- Make sure all dirty clothes are in the laundry to be cleaned on assigned laundry day. No dirty clothes in drawers.
- On your dorm's laundry day, clean clothes must be put away between 5:00-6:30 PM.
- All attire is to be TC approved. Staff reserves the right to ask students to change if necessary.



## Guidelines for Sunbathing on Grounds



- Sunbathing zone is between West Dorm and Fellowship Hall.
- Use your own blanket, sheet, or towel - no sharing.
- CD players may be played through salon window when windows are allowed to be open and at a volume only sunbathers can hear.
- Students may roll up sleeves or pull up shorts to mid-thigh while sunbathing only, but will need to be returned to TC approved length before leaving sunbathing area.
- 3 finger rule from collar bone still applies during sunbathing.
- No showing midriff.
- You are responsible for the amount of sun you get. Be cautious not to over expose yourself and suffer from sunburn. Sick bed is not given for sunburns.
- Sunscreen can be purchased on store run.

## Guidelines for Beach Outings

- One piece bathing suit or tankini that covers full midriff and seat. Also shorts and tanktops are allowed.
- Wear a cover-up or clothing over bathing suit to and from beach. Wear shoes when going to and from the beach and to the public restroom.
- Use your own blanket, sheet or towel - no sharing.
- Stay with group. Don't wander off.
- May use the restroom with permission and go with staff or intern.
- It is suggested that you take your water bottle for hydration.
- You may take your CD player and headphones.
- Be sure to pick up all your belongings and dispose of any trash.
- You are responsible to carry and keep track of your belongings.
- Assist in carrying things that are taken for the entire group.
- Be courteous of other beach users and be an example wherever you go.
- You are responsible for the amount of sun you get. Be cautious not to over expose yourself and suffer from sunburn. Sick bed is not given for sunburns.
- Sunscreen can be purchased on store run.



# DORM GUIDELINES



- Only permitted in assigned dorm.
- Be quiet after lights out at scheduled time.
- May not get into another person's belongings or wear another person's clothing.
- May not sit or lay on another person's bed.
- Get out of bed, make bed, and clean area as soon as lights come on. Cooks and presentation members must do their best to maintain the same standard.
- No lying down on weekdays (after lights come on) before 5PM, except off-duty cooks.
- May not sell, trade, lend, or borrow anything from one another.
- Keep belongings orderly in designated area. Line up shoes neatly at all times. Personal belongings and bags should be stored in drawers or take with you.
- You are allowed 1 large or 2 small stuffed animals on your bed.
- Nothing is to be hung from or posted to your bed posts or bed frame. (Including blankets, pictures, note cards, paper, stickers, tape, decorations, crafts, etc.)
- Do not cover up with teal blanket; it is only for uniformity. Please do not lay on it, rather lay a sheet or blanket down on top of it for free time rest.
- Place a towel on top of teal blanket or dresser if placing items on bed or dresser.
- Dorms need to be tour ready. (This includes weekends during free time. On weekends if you are not in your area, it should be put back to tour ready. This includes bed, drawers, floors, etc.)
- Stay in dorm during "Dorm Life".
- 'Bath Box Time' is on Saturday morning 9-9:30AM. This time is for cleaning/organizing your bath box, drawers, and other personal belongings.
- Make sure chairs are away from walls. Do not touch the walls with your hands. Do not leave anything in chairs at night. Put clothes under the chair.
- May not eat or drink anything in the dorm, except water bottle, which must be clear.
- No talking, passing notes, gestures, or any form of communication in the dorm. Everything inside the dorm building is considered the dorm, including the foyer. (exception - work duties)
- May not get out of bed after lights are out or before lights on, except to use the restroom (do not take reading material to restroom).
- No studying, opening drawers, listening to music, etc. during lights out.
- Serving dorm, presentation teams, and cooks must remain respectful to other students when getting up early. NO talking, loud noise, light, etc. (small flashlight is permitted).

# DORM GUIDELINES



- No aerosol spray or oils in the dorm. Lotion is to be applied on tiled floor only.
- Rinse out showers when you are finished taking a shower and clean your hair from the drain.
- Wear shower shoes in the shower only, not in the dorm.
- Clip finger and toe nails on a towel and throw them away properly.
- No washing hair, shaving legs, or washing clothing in bathroom or utility sinks.
- Be modest while dressing and undressing in the dorm.
- No changing in bathroom stalls. Use robe to cover up and change in your area.
- Sleep in proper sleeping attire. (i.e. top and bottom pajamas, full coverage gowns, shorts, t-shirt, leggings.)
- Place towels on the counter under your make-up/curling irons while you are doing your hair and make-up.
- No sitting on countertops or arms of furniture. No leaning against walls or cabinetry.
- No scented lotions to be worn or applied at the men's center.
- No "bulging closets". Each student is assigned 2 drawers and 2 closet spaces.
- You are allowed 5 pairs of shoes, 1 pair of slippers, 1 pair of shower shoes, and 1 pair of winter boots to be seasonally stored in boot tray in the foyers. If you have other boots, they are counted in your 5 pairs of shoes under your bed.
- You are allowed 2 coats to be hung in the foyer each with it's own hanger. No double hanging.
- Hats, gloves, and scarves are allowed to be neatly sorted in one bundle on the shelves in the foyer. Additional winter wear will need to be stored in drawers or closet.
- Water bottles should be left in drawers or bath boxes when not being used.
- No going back to the dorm between classes or after prayer unless given permission. Free time in dorm is as follows: Saturday - lunch to dinner, Sunday - after church to lunch, after lunch to evening chapel and after dinner to 8:45.
- Never be alone in the dorm with the exception of kitchen staff, approved sick bed, and scheduled free time.
- If there are items to be taken to blessings, only the dorm servant, staff, or interns may take these to the fellowship hall or to blessings. Anything taken from a "blessing pile" will be considered theft. There is no blessing of items to other students, including when leaving the program.
- Only dorm servant only are permitted to touch blinds, windows, fans, and air conditioners.

# Phone Calls

- Phone calls are for immediate LEGAL family ONLY.
- All phone calls are on an approved basis.
- Allowed on 3rd Saturday.
- Phone calls are 10 minutes long.
- Phone calls are made Saturday or Sunday 2PM-4PM or Holidays 1PM-4PM.
- Zoom calls are encouraged and can be in place of a phone call. Same time limits apply.
- If there is a legitimate reason a student was unable to make their call, make-up time is Monday 1PM-5PM.
- All phone calls and zoom calls are monitored by staff or intern.
- Pastoral calls are permitted from YOUR church pastor or pastoral staff.

## Married Students

- Married students are permitted 10 minutes to spouse & 3 minutes to each legal, minor child.
- Married students are permitted a 10 minute phone call to another family member other than spouse every other weekend.

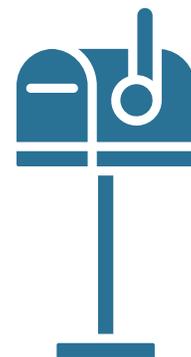
## Single Students

- Single students are permitted 3 minutes to each legal, minor child.
- Single students are permitted a phone call in place of a visit or opposite week of a visit.



# Mail

- Allowed on the 3rd Saturday
- Mail from immediate LEGAL family ONLY.
- All incoming and outgoing mail is monitored by assigned staff or intern.
- Student will have all stamps kept in the office.
- Do not change your address to 440 Pontaluna Rd. or have your mail forwarded by the post office. Rather, inform personal contacts such as family, doctors, courts, etc. of the change and inform them again when you leave.
- Send only one letter per day with no more than 2 pages total. (Two pages is considered one sheet front and back or two sheets one-sided. No writing in margins or including extra inserts.)
- Mail and packages will be distributed upon staff review.
- Letter writing to other female students should ONLY be for encouragement and uplifting one another, however such letters should only be shared during free time.



# Visit Guidelines

- Visits with immediate family members are allowed on the 3rd Saturday in the program.
- Pastoral visits are allowed (on 3rd Saturday) from YOUR church pastor or a member of YOUR church pastoral staff.

## Visit Hours

Saturday or Sunday.....2PM - 4PM  
Holidays.....1PM - 4PM

SINGLE - You are permitted one visit every other weekend.

SINGLE WITH CHILDREN - Minor children may visit weekly (optional with guardian).

MARRIED - Weekly visits are allowed for legal spouses and minor children.



- Students may sit with their visitors at church (on visit days).
- All visitors are to be introduced to a staff or intern upon arrival.
- Anything brought to a student by visitors is to be approved by staff or intern.
- Any food eaten at your visit must go back with visitor. Bring own plates, cups, utensils, etc.
- No going to visitor's cars.
- No phones or electronics allowed for students to use or view during visit.
- Visitors need to bring student items to the visit and may not drop off after visit. Students will need to let visitor know what to bring at prior visit or by letter or regular scheduled phone call. Staff or interns will only give visitor a list of things to bring prior to first visit.
- Please do not ask visitors to bring donations. All donations are authorized by Women's Center Director.
- Visitors are allowed in designated areas only. May not play basketball, football, etc. on WMATC property.
- No smoking, vaping, or drinking alcohol on WMATC property.
- UNDER NO CIRCUMSTANCES may a student visit with another student's visit.
- Visit is cancelled if student is on an all-day work duty. (Minor children may be called).
- If a student is on a scheduled pass, it replaces visits and/or phone calls for that weekend.
- No pets allowed on property.

# Student Days Off

## 4 Months

- Eight hour pass
- Accompanied by staff or intern
- 9AM - 5PM
- Saturday or Holiday (when staff or intern is available)

## 6 Months

- Eight hour pass
- Accompanied by staff or intern
- 9AM - 5PM
- Saturday or Holiday (when staff or intern is available)

## 8 Months

- 3 consecutive days off (unsupervised)
- Return 72 hours after leaving
- Replaces overnight that month if married

## 10 Months

- 5 consecutive days off (unsupervised)
- Must return 120 hours after leaving

## Married Student's Overnights

4 Months - One 24-hour pass with spouse each month (45 mile radius)

8 Months - After 3 day pass, one 24- hour pass two times per month (staggered)

11 Months - 24-hour pass each week



- Days off may be altered for corrective purposes.
- Passes requested during test week are approved at the discretion of Women's Director.
- When returning from a pass, bring all your belongings to the office and have staff check them before taking anything to your dorm.
- If for any reason a student cannot make it back at the designated time, it is expected that she call PRIOR to the time due back, informing of the situation. MUST SPEAK to the Women's Program Director.
- Failure to follow this procedure will result in dismissal.

## Early Walk Time

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- May have walk time 1 hour prior to late wake up when it is light outside.
- Late wake up days only.
- Once you are out of the dorm, you will need to stay out until scheduled wake up time.
- Everyone in the dorm who is getting up to walk must get up at the same time and leave at the same time.
- If going in the bathroom, everyone should go in at the same time, close the door, then turn on the light. Leave the bathroom at same time. Turn off light, then open door.
- Have clothes ready the night before so that you are not in drawers in the morning.
- If under 30 days, you may not go out alone or with another under 30 day student unless there is an over 30 day student with you. (Under 30 days rules apply.)
- Need to plan with people in own dorm, not other dorm.
- Keep noise level low so that people in dorms, apartments, and house do not hear you outside.
- This is for exercise, not fellowship or time at the picnic tables.

## Fitness Time

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Monday through Friday from 4:00PM to 5:00PM, thirty minutes of walking or other physical activity is required, unless there is a valid medical reason approved by Women's Director.

# MISCELLANEOUS



Use sidewalks whenever possible. If necessary, wipe off or remove shoes before entering the building. No walking outside in socks or slippers.



Students are not to hang around the office. Approach office only in an emergency. Do not sit around the house when staff is home.



Hats are not to be worn in the building.



CD players and non-radio music devices are allowed, however they must be used with headphones. Only approved Christian music. Staff or interns may review play list. Downloadable devices must be turned in when going on passes and will be given back upon return. CD players and music devices are only used during free time and dorm life. No sharing headphones.



All books, CDs, pictures, etc. must be cleared through staff or interns and are subject to pastoral approval.



No communication with students who are leaving the program or who have left.



No gum. Do not share mints or cough drops.



No new tattoos or body piercings are allowed while in the program. Two piercings per ear allowed.



If you are 30 days or under in the program you may not be with other under 30 day students unless there is a student with you who is over 30 days.



No rough housing inside or outside.



No touching other student's hair or body. i.e. rubbing shoulders, braiding hair, etc.



Load vans and bus from back to front. Keep front seats reserved for older students (if they choose to sit there.)

## Bereavement Leave

In the event of the death of an immediate family member (i.e., father, mother, spouse, child, brother, sister, or grandparents) time off may be given to attend the funeral. Arrangements must be approved through the Women's Director.

# Receipt of Student Handbook

I, \_\_\_\_\_, hereby verify that I have received and reviewed a complete copy of the Student Handbook for Western Michigan Adult & Teen Challenge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date