WESTERN MICHIGAN
ADULT & TEEN CHALLENGE

WOMEN'S CENTER STUDENT HANDBOOK

September 2026

VISION STATEMENT

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

"Therefore, if anyone is in Christ, the new creation has come: the old has gone, the new is here!"
2 Corinthians 5:17

WESTERN MICHIGAN
ADULT & TEEN CHALLENGE

CORE VALUES

GOD'S WORD

PRAYER

WORSHIP

DISCIPLESHIP

UNITY

GRATITUDE

GENERAL GUIDELINES

I agree to cooperate with the staff and interns of Western Michigan Adult & Teen Challenge. This handbook is intended to serve as basic guidelines for student conduct and community living and does not cover all possible scenarios. I am expected to maintain a willing and teachable disposition at all times.

Respect and honor are foundational to our community and are to be demonstrated at all times. Purpose to have edifying conversations and interactions with fellow students. Gossip, complaining, or conversation that creates division or undermines staff, leadership, or the program is not permitted. Detailed discussion of past substance use or behaviors is not permitted.

Timeliness is valued and expected. 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, and in my relationship with Christ. 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 and passes). THIS IS GROUNDS FOR DISMISSAL.

Sexual activity is permitted only within marriage to a legal spouse. Pornographic material is not permitted at any time. Communication with the opposite sex is not permitted, including direct or indirect communication (such as messages passed through others). Students may not pursue marriage during their time in the program. Students are expected to refrain from engaging with the opposite sex when in mixed company.

Take care of any emergency medical and dental work before entry. Prior to entry, students must obtain a physical exam, along with TB, Hepatitis B, Hepatitis C, and HIV tests, and bring the results with them at the time of entry. If results are not available at entry, WMATC officials will coordinate the physical exam and tests within 45 days.

Students are not permitted to access or engage with any social media platforms at any time while enrolled in WMATC, including during scheduled passes and on any device, personal or otherwise.

Use "student needs forms" for any request or information needed, and place them in the designated box. If a need remains genuinely unresolved, follow the appropriate chain of command. Students may not seek a different answer by going to multiple staff members or bypassing those who have already addressed the situation.

Students must remain within the designated areas of the campus at all times unless given permission by staff or an intern. Students may not position themselves near entrances, parking areas, or visitor spaces without staff direction. If you intend to leave the program, notify a staff member or intern immediately so that the proper exit process can be followed.

Students have the right to seek resolution for any legitimate complaint. A formal grievance policy and process is in place to ensure that concerns are heard and addressed in a fair and timely manner. If you have a complaint that cannot be resolved through normal channels, please speak with a staff member or submit a Student Needs Slip to begin the process. A full copy of the grievance policy is available upon request.

Please note that this process is not intended to address disagreements with established program policies, rules, or procedures.

Conduct for Chapel, Class & Other Functions

- With prayer, preparation, and alertness, be ready for class, chapel services, and presentations.
- Students should bring a Bible to chapel, and books, a Bible, pen, paper, and any other necessary items (such as tissue) 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 or put feet on chairs.
- Walk in the wall aisle when entering chapel, not the center aisle
- When transitioning 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 during chapel, classes, study hall, or other functions. Raise your hand if you have questions during class or study hall.
- No communication by mail, phone, or other means with individuals met at presentations or other functions (including while on passes), and nothing may be brought back from churches or outside functions.

Money Procedures

- All cash, credit/debit cards, checkbooks, and other forms of payment will be locked in a safe, labeled with the student's name, for safekeeping.
- Students may not carry any form of payment while in the program unless on a scheduled pass.
- A personal account will be set up for each student to manage personal funds for store runs, outings, etc. However, no funds will be available in a student's personal account until the induction fee has been paid in full.
- No money transfers between students are permitted unless approved by the Women's Supervisor.
- Turn in only one store run slip
- Do not purchase or arrange for items to be brought for staff or other students, whether on store runs, passes, or through family members
- Students are prohibited from asking staff, other students, or anyone outside of their own family or approved supporters to bring items for them

Medication/Health

- All medication must be administered at designated times, as scheduled. Bring a water bottle to the medication window.
- Prescription medications must be prescribed by a doctor, and label instructions must be followed.
- Medications may not be stored in the dorm or among personal belongings; all medications must be taken at the medication window.
- Sharing medications with other students is not permitted.
- Students are encouraged to seek medical care at their own expense. If funds cannot be obtained, or if a medical condition interferes with the student's ability to participate in the program, the student will be sent home. Re-application may be made after 30 days.
- As a rule, over-the-counter medication must either be purchased by staff during a scheduled store run or dropped off unopened and in its original packaging.
- No talking at the med window unless it is regarding medication
- Fill out a med slip before sitting down for a meal
- Go directly to the med window when your name is called and do not leave The Commons if you have filled out a med slip

Sick Bed/Illness

- It is the student's responsibility to notify staff or an intern when going on sick bed or coming off of sick bed.
- Sick bed must be approved by staff or an intern before going on sick bed. Students must also report at each meal so staff can evaluate the need for continued sick bed.
- Each student is allowed four sick bed occurrences during their program. After four occurrences, days will be deducted from 3-day and/or 5-day passes.
- Each sick bed occurrence must be approved or denied by the Women's Center Supervisor.
- Sick bed is reserved for legitimate illness to allow time for recovery.
- Exceptions are determined by the Women's Supervisor only.

Personal Hygiene

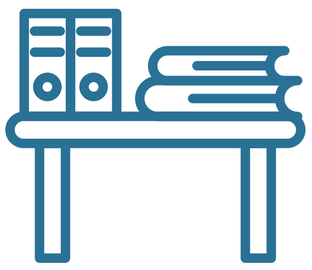
- Keep neat and clean at all times
- Take a shower every night during designated shower times.
- Always use deodorant and never have an offensive odor.
- Keep clothes clean, ironed and mended.
- Keep nails clean and trimmed.
- Do not use anyone else's toothbrush, razor, bath sponge, washcloth, towel,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

Work Duties

- Students perform work assignments not as employees, but solely for their own benefit, to further their spiritual growth, maturity, character development, and readiness for the workforce after completing the program
- Check the work duty list for your assignment and report to The Commons at 12:20 PM Monday through Friday and 9:00 AM on Saturday
- Wear clothing 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 there
- Work duties may include buildings, grounds, and other minimal on-grounds or off-grounds work
- Work 8 to 10 feet apart from each other during outdoor work duties
- No talking during work duty meeting
- Close the shed door after using and keep it latched at all times
- If you finish your assigned work duty, ask a staff member or intern for another assignment

Study Hall

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



Prayer

- During scheduled prayer time, each student is allowed to have a Bible and a prayer journal only; no pens, pencils, or other writing utensils
- You may kneel, sit (away from the table), stand, or pace during prayer
- Respect others during prayer

The Commons

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

Kitchen Guidelines

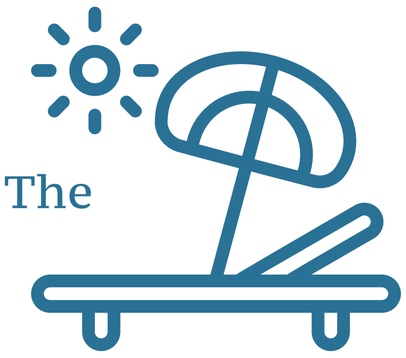
- Only students assigned to the kitchen are allowed in the kitchen
- All food is to be served and eaten in the designated cafeteria space
- Food is not to be traded or given away
- No special diets are permitted, except for documented food allergies
- Students will not be denied food at regular meal times
- No asking for special requests; if the kitchen does not put it out, 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 your face, hair, or clothes while serving or working in the kitchen
- Sanitize all tables before and after meals
- Cover hair completely in a headscarf while serving or working in the kitchen
- When taking out trash, do so quickly and report back to The Commons; exit through the main Commons door and walk to the side of the building

Dress Code

- Chapel and class attire is to be business casual (nice shirt, pants, or jeans); attire should be modest, conservative, and free of tears
- Presentation attire is pants, a nice shirt, and shoes, unless otherwise recommended by the church
- No bare feet, except in bed; socks must be worn unless wearing slippers or sandals during study hall or free time
- If wearing a sheer shirt, sweater, etc., a full coverage shirt must be worn underneath, covering the full torso and shoulders
- Wear presentation attire to and from all presentations unless indicated otherwise on the presentation sheet. When a change of clothes is indicated, it must be ATC 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 be no more than three inches above the knee
- When going to the showers, wear a robe and slippers and be fully covered
- Wear underwear while sleeping
- Pajamas should only be worn in the dorm at bedtime or weekend rest time and may not be worn outside the dorm
- Bandannas are only to be worn on your head to cover your hair while on serving dorm; they may not be worn as a headband or on any other part of your body
- Make sure all dirty clothes are placed in the laundry to be cleaned on your assigned laundry day; no dirty clothes should be left in drawers
- On your dorm's laundry day, clean clothes must be put away between 5:00 and 6:30 PM
- All attire is to be ATC approved. Staff reserves the right to ask students to change if necessary

Guidelines for Sunbathing on Grounds



- Sunbathing is permitted in the designated zone between the West Dorm and The Commons only
- Use your own blanket, sheet, or towel; no sharing
- CD players may be played through the salon window when windows are allowed to be open and at a volume only audible to sunbathers
- Sleeves may be rolled up and shorts may be pulled up to mid-thigh while sunbathing only; both must be returned to ATC approved length before leaving the sunbathing area
- The 3-finger rule from the collar bone still applies during sunbathing
- No showing midriff
- You are responsible for managing your sun exposure; be cautious not to overexpose yourself and suffer sunburn. Sick bed is not granted for sunburns
- Sunscreen can be purchased on a store run

Guidelines for Beach Outings

- Approved swimwear includes a one-piece bathing suit or tankini that fully covers the midriff and seat; shorts and tank tops are also permitted
- Wear a cover-up or clothing over your bathing suit to and from the 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 the group at all times; do not wander off
- You may use the restroom with permission and must go with a staff member or intern
- It is recommended that you bring your water bottle for hydration
- You may bring your CD player and headphones
- Be sure to pick up all of your belongings and dispose of any trash before leaving
- You are responsible for carrying and keeping track of your own belongings
- Assist in carrying items brought for the entire group
- Be courteous of other beach users and be a positive example wherever you go
- You are responsible for managing your sun exposure; be cautious not to overexpose yourself and suffer sunburn. Sick bed is not granted for sunburns
- Sunscreen can be purchased on a store run

DORM GUIDELINES

- Students are only permitted in their assigned dorm
- Be quiet after lights out at the scheduled time
- May not get into another person's belongings or wear another person's clothing
- May not sit or lie on another person's bed
- Get out of bed, make your bed, and clean your 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 5:00 PM
- May not sell, trade, lend, or borrow anything from one another
- Keep belongings orderly in your designated area
- Line up shoes neatly at all times
- Personal belongings and bags should be stored in drawers or taken with you
- You are allowed one large or two small stuffed animals on your bed
- Nothing may be hung from or posted to bed posts or bed frames, including blankets, pictures, note cards, paper, stickers, tape, decorations, crafts, etc.
- Do not cover up with the teal blanket; it is for uniformity only; lay a sheet or blanket on top of it for free time rest
- Place a towel on top of the teal blanket when placing items on your bed
- Dorms must be kept tour ready at all times, including weekends during free time; if you are not in your area on weekends, it should be returned to tour ready condition, including bed, drawers, and floors
- Stay in the dorm during "Dorm Life"
- "Bath Box Time" is Saturday morning from 9:00 to 9:30 AM and is designated for cleaning and organizing your bath box, drawers, and other personal belongings
- Make sure chairs are kept away from walls
- Do not touch the walls with your hands
- May not eat or drink anything in the dorm, except water from a clear water bottle
- 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, with the exception of work duties
- May not get out of bed after lights out or before lights on, except to use the restroom; reading material may not be taken to the restroom
- No studying, opening drawers, listening to music, etc. during lights out
- Serving dorm, presentation teams, and cooks must remain respectful of other students when getting up early; no talking, loud noise, or light is permitted, though a small flashlight is allowed

DORM GUIDELINES *(cont.)*

- No aerosol sprays or oils in the dorm
- Lotion is to be applied on tiled floor only
- Rinse out the shower when finished and clean hair from the drain
- Wear shower shoes in the shower only, not in the dorm
- Clip finger and toe nails on a towel and dispose of clippings 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 a robe to cover up and change in your area
- Sleep in proper sleeping attire (top and bottom pajamas, full coverage gowns, shorts, t-shirt, or leggings)
- Place towels on the counter under make-up and curling irons while doing hair and make-up
- No sitting on counter tops 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 two drawers and two closet spaces
- You are allowed five pairs of shoes, one pair of slippers, one pair of shower shoes, and one pair of winter boots, to be seasonally stored in the boot tray in the foyer; any additional boots count toward your five pairs of shoes and are stored under your bed
- You are allowed two coats hung in the foyer, each on its own hanger; no double hanging
- Hats, gloves, and scarves may be neatly sorted in one bundle on the foyer shelves; additional winter wear must be stored in drawers or the closet
- Water bottles should be left in drawers or bath boxes when not in use
- Students are not permitted to return to the dorm between classes or after prayer without permission
- Dorm free time: Saturday from lunch to dinner; Sunday after church to lunch, after lunch to evening devos, and after dinner to 8:45 PM
- Never be alone in the dorm, with the exception of kitchen staff, approved sick bed, and scheduled free time
- If items are to be taken to blessings, only the dorm servant, staff, or interns may transport them to The Commons 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 the dorm servant is 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 14 days after entry
- Phone calls are 10 minutes long
- Phone calls are made Saturday, 10:30 AM - 1:30 PM
- Zoom calls are encouraged and may be used in place of a phone call; the same time limits apply
- Calls may be used to contact a family member not attending the afternoon visit
- If there is a legitimate reason a student was unable to make their call, make-up time is determined by Program Supervisor
- All phone calls and Zoom calls are monitored by staff or an intern
- Pastoral calls are permitted from YOUR church pastor only

Married Students

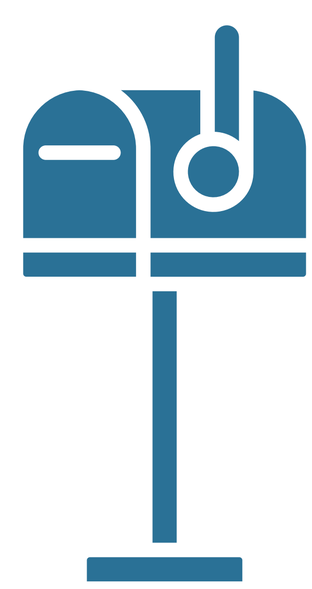
- Married students are permitted 10 minutes with their spouse and 3 minutes with each legal, minor child
- Married students are permitted a 10-minute phone call to another family member, other than their spouse, in place of a visit

Single Students

- Single students are permitted 3 minutes with each legal, minor child
- Single students are permitted a phone call in place of a visit

Mail

- Allowed 14 days after entry
- In addition to family, students may write and receive mail from approved individuals of the same gender, confirmed by family as a good influence
- All incoming and outgoing mail is monitored by assigned staff or an intern
- Stamps will be kept in the office
- Do not change your address to 440 Pontaluna Rd. or have mail forwarded by the post office; instead, inform personal contacts such as family, doctors, courts, etc. of the change, and inform them again when you leave the program



Visit Guidelines

- Visits with immediate family members are allowed 14 days after entry, once the visiting family member (if 18 or older) has submitted an approved visitation application and completed family orientation.

- Pastoral visits are allowed 14 days after entry from YOUR personal pastor only, and must be scheduled in advance, Monday through Thursday.

Visit Hours

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

- Students may sit with their visitors at church.

- All visitors must be introduced to a staff member or intern upon arrival.

- Anything brought to a student by visitors must be approved by staff or an intern.
  - Hand all items to a staff member or intern to be searched upon arrival
  - Approved items will be given to the student; unapproved items will be returned
  - Stamps and personal items may be brought at any time and will be held in the office
  - If a student forgot or was unable to bring an essential item, most essentials can be supplied when necessary
  - Students may not arrange for items to be held, transferred, or delivered outside of approved visit procedures

- Students may not bring bookbags or bags of any kind to a visit.

- Nothing may be brought for other students.

- Visitors are allowed in designated areas only. Basketball, football, and similar activities are not permitted on WMATC property.

- If a visitor is bringing food for the visit, they must also bring all necessary utensils, cups, plates, etc.

- If family would like to bring a food donation, they must speak with the Kitchen Supervisor first.

- Wait until called down by staff or interns before joining your visitor.

- No smoking or drinking alcohol is permitted on WMATC property.

- Students may not use a visitor's phone (messaging, phone calls, video calls, etc.). Visitor phones must remain in the vehicle, purse, etc., and may not be visible during the visit.

- Under no circumstances may a student visit with another student's visitor.

- A visit will be canceled if the student is on an all-day work duty (minor children may still be called).

- If a student is on a scheduled pass, it replaces visits and/or phone calls for that weekend.

- No pets are allowed on property.

Student Days Off

4 Months

- Eight hour pass (9AM - 5PM)
- Available on Saturdays or holidays only
- Must be accompanied by a staff member or intern (based on availability)
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

6 Months

- Eight hour pass (9AM - 5PM)
- Available on Saturdays or holidays only
- Must be accompanied by a staff member or intern (based on availability)
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

8 Months

- Three consecutive days off (unsupervised)
- Student must return within 72 hours of leaving
- Replaces overnight that month if married
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

10 Months

- Five consecutive days off (unsupervised)
- Student must return within 120 hours of leaving
- Replaces overnight that month if married
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

- Days off may be altered for corrective purposes. Passes requested during test week are approved at the discretion of Women's Program Supervisor.

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

Restoration

- Eight hour pass (9AM - 5PM)
- Available on Saturdays or holidays only
- Must be accompanied by a staff member or intern (based on availability)
- Married students: one overnight pass at 3 months (replaces the eight-hour pass)
- May be taken up to two weeks early, or two weeks late
- Passes not taken within that window are forfeited

- Students are expected to maintain all program standards while on pass and continue walking in the new life established in the program. Environments, activities, or associations that lead back to past behaviors are not permitted.

- Students are not permitted to have access to personal cell phones during any 1-day, 3-day, 5-day, or overnight passes. All phones will remain secured by staff and will be returned upon graduation.

- Students staying on campus during their 3- or 5-day passes are excused from daily routines but are still expected to attend Chapel and evening prayer.

- Upon return from a pass, all belongings must be brought to the office and checked by staff before being taken to the dorm.

- If a student is unable return at the designated time, she must call prior to the expected return time and speak directly with the Women's Program Supervisor. Failure to do so will result in dismissal.

Early Walk Time

- Walk time is permitted one hour prior to late wake up on late wake up days only, and only when it is light outside
- Once out of the dorm, you must stay out until scheduled wake up time
- Everyone in the dorm who is getting up to walk must get up and leave at the same time
- When using the bathroom before walks, everyone should enter at the same time, close the door, then turn on the light; turn off the light before opening the door and exit together
- Have clothes ready the night before so that drawers do not need to be opened in the morning
- Students under 30 days may not go out alone or with another under 30 day student; an over 30 day student must be present; all under 30 day rules apply
- Walk time must be planned with students in your own dorm only, not other dorms
- Keep noise levels low so that those in dorms, apartments, and the house cannot hear you outside
- This time is for exercise only, not fellowship or time at the picnic tables

Physical Wellness & Activity

Students are encouraged to prioritize physical health, as movement plays a key role in mental well-being and overall transformation. Daily physical activity is strongly recommended, and students are encouraged to carve out dedicated time for it each day, whether through walking or utilizing the gym during open hours. Those with medical concerns should consult with the Program Supervisor for guidance on safe options.

MISCELLANEOUS

Use sidewalks whenever possible. If necessary, wipe off or remove shoes before entering the building.

Students are not to hang around the office and should only approach it in the case of an emergency. Do not sit around the house when staff is home.

Hats are not permitted in the building or during church, chapel, class, or prayer.

CD players and non-radio music devices are allowed but must be used with headphones. Only approved Christian music is permitted, and staff or interns may review playlists at any time. Downloadable devices must be turned in before going on a pass and will be returned upon arrival back to campus. Music devices and headphones may only be used during free time and dorm life, and may not be worn or in use during chapel, class, prayer, or study hall.

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

Students may not communicate with any student who is in the process of leaving the program prior to graduation or who has already left prior to graduation.

No gum is permitted. Mints and cough drops may not be shared.

No new tattoos or body piercings are permitted while in the program. A maximum of two piercings per ear are allowed.

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

No roughhousing is permitted inside or outside.

No touching another student's hair or body, including rubbing shoulders, braiding hair, or similar contact.

Load vans from back to front. Front seats are reserved for older students, if they choose to sit there.

This handbook cannot cover every situation. Students are expected to follow leadership with humility, respect, and a Christlike attitude, trusting that all directives align with God's Word.

Bereavement Leave

In the event of the death of an immediate family member (father, mother, spouse, child, brother, sister, or grandparent), time off may be granted to attend the funeral. All arrangements must be approved through the Women's Supervisor.

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.

This handbook cannot cover every possible scenario. When a staff member, intern, or leader gives a directive, students are expected to follow with humility, respect, and a Christlike attitude, trusting that leadership is guiding in alignment with God's Word (Hebrews 13:17, Philippians 2:3-5).

Obedience and accountability are key to discipleship. Responding with a teachable spirit and honoring leadership fosters growth, unity, and transformation (Proverbs 3:5-6, 2 Corinthians 5:17).

_____
Signature

_____
Date