

Check-in Procedures

Criteria and Admission Procedures:

1. Upon arriving, youth will sign in on the attendance form, using either street name or real name. Youth may choose to remain anonymous, but must sign in with a name or moniker upon arrival.
2. Youth will provide an emergency contact name & number. This does not have to be family, just someone the youth trusts, who the shelter can call in case of emergency.
3. Shelter staff will provide an orientation to each youth who enters the shelter.
4. Youth will be asked if they're in school. Transportation will be provided by the school district if the youth makes that request.
5. Target population is 12 - 17 years of age (male and female). Youth outside of this age range will not be denied services, but may be referred to more age-appropriate services in the future. See Case by Case note below.
6. By signing in, youth agree to abide by all rules of the shelter. Staff will orientate youth to rules, and rules will be posted.
7. Youth who fail to abide by all rules and expectations may be asked to leave.
8. Youth agree to leave belongings in a locker/crate provided by FYA. They will have access to belongings if requested. Youth will be encouraged to take out items needed for the night into temporary bags, as they will only have access to their belongings when accompanied by staff. Backpacks will be kept in full view of both youth and staff at all times.
9. Youth wanting to shower in the morning will be encouraged to sign up for a shower time as soon as possible. Shower times are first-come, first-served, one person at a time. Hot water not guaranteed.
10. Youth must agree to remain in designated shelter areas.
11. Youth will be informed verbally and see in writing that once they enter, if they want to stay, they should not leave. If they leave, they will not be allowed back in.
12. Drugs, alcohol, tobacco and weapons are not allowed in the shelter. Youth who display these items may be asked to leave.

Case by Case:

- Youth who are between the ages of 18 and 21.
- Youth who are under the age of 13.
- Youth who are intoxicated or otherwise under the influence of drugs or alcohol.
- Youth with serious mental illness or developmental delay. Youth with these and other special needs will be referred to outside services for the best possible outcomes and service.
- Youth with physical disabilities or limitations.

