

Robert J. Kinsey Youth Center

701 S. Berkley Road
Kokomo, Indiana 46901-5151
Telephone (765) 457-1408
Fax (765) 454-9990

Dear Parent/Guardian,

Your child has been temporarily admitted to the Shelter Care Unit of the Kinsey Youth Center. This letter explains your rights and responsibilities as a parent.

PROPERTY: Please deliver the following items to the center upon your child's admission.

- Prescription medication with current label, (within the past thirty days)
- Sleepwear appropriate for a co-ed setting
- Four changes of clothing
- Coat appropriate for season
- Two pair of shoes, one pair being tennis shoes for recreation
- School books, backpack, school ipad or laptop, and necessary school supplies
- Optional items – one pair of post earrings, curling iron, straightener, hair dryer, make-up, electric razor
- Please see attached hygiene policy for hygiene information.
- Parents/guardians may (not required) deposit money M-F between 8am-4pm in the black box in the center lobby. This money will be placed on your child's commissary account to purchase name brand hygiene items.

RESTRICTED PROPERTY: The following items will be stored, destroyed or returned to you as they are **not** appropriate for shelter care:

- Tobacco or smoking material of any kind
- Over the counter or expired prescription medication
- Money (will be placed on commissary)
- Clothing or items that depict sex, violence, disrespect, drugs, or famous personalities or music groups
- Clothing which does not fit properly, tank tops, halter tops, strapless tops, spaghetti strap tops, wife beaters, low-cut tops, short waist tops, shorts that have less than a five-inch inseam, tight yoga pants/leggings, clothing with holes above the knee.
- Mirrors, aerosol cans, glass containers, perfume, cologne or body spray
- Acrylic or fake nails of any kind
- Items of value or items that are deemed unnecessary or inappropriate by youth center staff.

The Robert J. Kinsey Youth Center is not responsible for lost or stolen property. Property left at the youth center for longer than 30 days will be destroyed or donated to charity.

HEALTH: If your child is under a doctor's care or has a chronic health condition, your child will be required to see the center physician the next available opportunity for a physical exam. A physical exam is also required if your child is in Shelter Care longer than 30 days. You are encouraged to continue or initiate counseling with your child as necessary and to notify the Shelter Care Unit of all appointments in advance. Appointment cards may be requested to verify appointments.

FAMILY CONTACT: Approved contacts are determined by the placing agency, however are limited to parents or guardians over 18 years of age.

Phone calls are available each day of the week for you to speak with your child between the hours of 6:30pm and 8:30pm unless you have had a visit that day. You may also call into the center to speak with your child

during this time. Phone calls are limited to one call per day and are 10 minutes in length. Residents may make a phone call to each parent if they do not live in the same household.

Visitation is on Tuesday, Thursday and Sunday evenings from 6:00pm–8:00pm and Saturday from 2:00pm–4:00pm and is limited to two people at a time for 30 minutes total. **Visitors must schedule visitation in advance by contacting the Shelter Care Unit. If you do not arrange your visit in advance, you may not be permitted to visit if all the time slots are full. If you are late for your visit, you will be asked to wait until the next available time or asked to reschedule for another day. Visitors will be expected to confirm their identification with a photo ID prior to entering the youth center.** You may purchase a beverage and/or snack from the vending machines provided by the center for your child to consume during your visit. All items **must** be consumed prior to the end of the visit. You may not bring anything into the center other than money for the vending machines. You may choose to leave your belongings in your car or obtain a locker in the lobby. You may bring your locker key back with you.

Passes are for therapeutic purposes and must be approved by the placing agency. We suggest a successful visit in Shelter Care be observed before a home pass is granted. Please set up your child's weekend pass by 4pm on Friday. Residents who are eligible for pass will be permitted according to their level. Level 3: 3 hours on both Sat. and Sun. Level 4: 4 hours on both Sat. and Sun. Level 5: 5 hours on both Sat. and Sun. Residents on levels 4/5 may take a 1 hour pass out during visitation as approved by the placing agency.

If you are not available for phone calls or visitation at the times listed above, please contact the Shelter Care unit to make alternate arrangements. It is important that Shelter Care has a phone number where you can be reached in case of an emergency.

Family contact is intended as an opportunity for you to spend quality time with your child and to work on existing problems. **You are expected to supervise your child the entire time you have signed him/her out of Shelter Care. You are also expected to go directly to and from appointments with no additional stops.** If problems develop and are getting out of control during passes, you may immediately return your child to Shelter Care.

While in Shelter Care, your child will attend the school they are enrolled in if they are a Howard County resident. Staff will provide transportation or they will ride a bus if they are a Kokomo High School student. If you live outside of Howard County, we will contact their school to arrange for them to complete assignments at the center. Please provide your child's school device if they have been issued one. While we encourage you to continue working with your child's school, we occasionally have parents who use school as an opportunity to bypass Shelter Care for things that are not related to school such as extra phone calls or visits. School is not the time or place and these activities can be disruptive to the education environment.

It is our desire to work with you toward the best interest of your child and we ask for your cooperation. Please contact us with any questions or concerns.

Sincerely,

Julie Watkins, BA, JSOCC
Program Director

Miranda Addison, BS
Shelter Care Case Worker

Hannah Mooney, BA
Compliance/Case Worker

Zero Tolerance for Sexual Abuse

PRISON RAPE ELIMINATION ACT (PREA)

The Robert J. Kinsey Youth Center is committed to providing a safe and secure environment in which students can work on their individual needs and issues and successfully return to their home or community. The facility adheres to a zero tolerance policy for any and all sexual activity on all units within the facility. If you have been sexually assaulted **REPORT THE ATTACK IMMEDIATELY TO ANY STAFF**. The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and or administrative investigation. You will be seen by medical immediately. Do not shower, brush your teeth, use the restroom or change your clothes you could destroy evidence. To support this commitment, the facility has implemented several reporting methods for students and families in case of a sexual incident:

- The facility has placed on every unit a student reporting system via the phone. A student can use any unit phone to report sexual abuse or misconduct. All reports are taken seriously and investigated thoroughly. Students are encouraged to use this system to report sexual abuse issues or any issues or concerns they may have.
- All Kinsey Staff receive PREA training and are ready to respond to any and all reports of sexual misconduct or abuse. All staff members are trained to respond immediately and report all incidents of sexual abuse or misconduct. Students reporting sexual abuse or misconduct will be free of any staff reprisals and will not have the report affect them negatively in any way.
- The Kinsey Youth Center has a grievance system on each unit. Residents who do not feel comfortable using the phone or telling staff can use a grievance to identify sexual misconduct or abuse and submit the grievance into a confidential and secure “lock box” located on the unit. All submitted grievances will be taken seriously and fully investigated.
- Residents who do not feel comfortable talking to staff or using the other reporting methods to report sexual abuse or misconduct can tell their family or community caseworker who can then forward the information to the Youth Center for follow up. The Kinsey Youth Center takes all reports from outside agencies or entities very seriously and will investigate the claims.
- The facility maintains a zero tolerance policy for any and all sexual behavior and pledges to fully investigate any and all claims of sexual misconduct or abuse. Students will be free from staff retaliation and should feel confident that any report or allegation will be handled professionally and in a timely manner. Students and staff identified as engaging in any sexual contact, abuse or misconduct will be disciplined or prosecuted in full accordance with policy, procedure and State Laws.