

Robert J. Kinsey Youth Center  
701 S. Berkley Rd.  
Kokomo, Indiana 46901  
(PHONE) 765-457-1408  
**Emergency Shelter Care**

Dear Emergency Shelter Care Parent/Guardian,

Your child has been temporarily placed in the Emergency Shelter Care Unit of the Robert J. Kinsey Youth Center. This letter explains your rights and responsibilities as a parent.

**CASE CONFERENCE:** It is your responsibility to contact the Emergency Shelter Care Unit and speak with either the unit case worker or program director within 24 hours of your child's detention. This can be done during business hours 8:00am to 4:00pm Monday through Friday by calling 765-457-1408 and asking for the Emergency Shelter Care Unit.

**PROPERTY:** Please deliver the following items immediately 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 for recreation
- School books and necessary school supplies
- Optional items – one pair of post earrings, a watch, curling iron, straightener, hair dryer, make-up
- Parent may provide electric razor.
- Please see attached hygiene policy for hygiene information.
- Parents may deposit money into their child's commissary account to purchase name brand items. (Cash or money order only, can be delivered to facility lobby and deposited in the Commissary Box or mailed to the Kinsey Youth Center with your child's name in the memo section.)

Except for emergencies, items may be exchanged or replaced **only** at visitation. All items are to be given to and exchanged through youth center staff.

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

- Tobacco, smoking or vaping materials of any kind.
- Over the counter or expired prescription medication
- Money
- Clothing or items that depict sex, violence, disrespect, drugs, or famous personalities
- Clothing which does not fit properly, tank tops, halter tops, strapless tops, spaghetti strap tops, low-cut tops, crop tops, tops which are short, shorts that have less than a seven inch inseam, tight yoga pants/leggings, or clothing with any musical groups or band.
- 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 of 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, you are required to arrange for a physical exam within 48 hours of their admission. A physical exam is also required if your child stays longer than 30 days. You are responsible for all fees and transportation. We will provide you the required form for your doctor to complete. This form will need to be returned to the Emergency Shelter Care Unit. 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 are 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** is available each day of the week for you to speak with your child between the hours of 6:30pm and 7:00pm unless you have had a visit that day. You may also call into the center to speak with your child during that time.

**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 one (1) hour. **Visitors must schedule visitation in advance by contacting the Emergency Shelter Care Unit. 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.

If you are not available for phone calls or visitation at these times, please contact the Emergency 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.

**Therapeutic passes, if required** are to be scheduled through collaboration of the parent/guardian, placing agency and ESC administration. We suggest a successful visit in Shelter Care be observed before a home pass is granted. Passes are for the purpose of enrolling in school, therapy or job hunting.

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 Emergency 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, we suggest you immediately return your child to Emergency Shelter Care.

While we encourage you to continue working with your child's school, we occasionally have parents who use school as an opportunity to bypass the court and Emergency Shelter Care for things that are not related to school. School is not the time or place for visits or phone call 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 B.S., JSOCC  
Program Director

Rosalie Prifogle, B.S., JSOCC  
Programming

Brandy Small, B.S.  
Administrative Case Worker

Leah Sand, B.A., M.P.M.  
Compliance Monitor