

GRACE PLACE INTAKE AGREEMENT

Welcome to Grace Place. We are eager to meet you and begin our work together in achieving your goals. Our program guidelines have been developed to help ensure your successful transition to stability as well as make for a comfortable and safe stay in the shelter community.

When you enter into Grace Place, you are agreeing to undertake a thoughtful and sincere effort to move beyond the current crisis you are in and to learn new ways to endure a stable future.

There are several “phases” to the Grace Place Program. Phase One is the first three days of your stay. This is a period of stabilization from the crisis and stress of homelessness. It is also a time for you to learn the structures and expectations of the program. For our staff, it is a time to get to know you and assess whether the program can be of benefit to you. You will meet with a Case Manager for an appointment during this time to complete an Assessment. The later phases are designed to help you achieve identified goals and will be discussed with you at your assessment appointment.

In addition to following the rules of Grace Place, IT IS MANDATORY THAT YOU KEEP YOUR ASSESSMENT APPOINTMENT AND ALL SCHEDULED CASEWORK APPOINTMENTS. YOU ARE ALSO REQUIRED TO PARTICIPATE AND ATTEND WEEKLY COMMUNITY MEETINGS AND WEEKLY CLASSES AND PROGRAMS in the areas of housing, family/parenting, budgeting, job skills, and other topics appropriate to self sufficiency. Your acceptance of shelter at Grace Place is your agreement to commit to following the program thoroughly and completely.

Throughout your stay at Grace Place you will be expected to maintain the following:

1. **PEACE:**

- All participants (adults and children) must keep peace with all staff, volunteers, other participants and neighbors, and treat them with respect.
- Participants who are violent, threaten the use of violence, or fail to keep the peace will be asked to leave the program.
- Physical punishment of children (hitting, slapping, etc) is not allowed.
- Participants are expected to be truthful and honest with the Grace Place staff at all times.
- Daytime and evening staff have equal authority, and must be treated with respect.
- Lack of cooperation with staff can be grounds for dismissal from the program.

2. **CURFEW:**

- **Curfew is 6 p.m. Sunday through Thursday and 8:00 p.m. Friday and Saturday.**
- Clients must sign in daily between 4-6 p.m. Sunday through Thursday and 6-8 p.m. Friday and Saturday at the Shelter Supervisor’s office.
- All participants are expected to be on the premises and signed in at that time.
- Teenagers under 18 years of age may be required to sign in at the staff’s request.
- Once participants sign in they cannot leave the premises without permission.
- Those who do not return for the evening without permission are presumed to have found housing, and will be asked to leave.
- Exceptions can be made to take into consideration alternative work schedules and any activity for the children’s schools, but these must be approved in advance by your case manager or the Program Director.
- When leaving for the day, you need to sign out.
- Clients need to be out of bed by 7:00 a.m. Monday through Friday, and 8:00 a.m. Saturday and Sunday.
- Those participants remaining in Grace Place after 9:00 a.m. are asked to sign-in indicating date, name and dorm number. The sign-in sheet is kept outside the office.

3. **QUIET HOURS:**

- Quiet hours are between 8:30 p.m. and 8 a.m.
- Children must be in bed or in rooms quiet, at 8:30 p.m.
- Portable headsets are allowed, but no individual room TV’s are permitted.
- Lights must be out by 10:30 p.m. in the dormitories.

4. **BABY-SITTING:**

- During Phase 1 no baby-sitting between residents is allowed, and at no time is staff permitted to baby-sit children for residents.
- During Phase 2/3 residents can baby-sit for other Phase 2/3 families. Staff must approve one parent watching another parent's children, but if it's over three hours, it must be approved by a case manager, and requires a signed baby-sitting agreement approved by your case manager.
- Children under 16 years of age are not eligible to be considered as babysitters for other children.

5. **SCHOOL:**

- School-age children must attend school.

6. **SUPERVISION OF CHILDREN:**

- Parents are responsible for the supervision of their children.
- Children under the age of 6 must be within parents' eyesight at all times.
- Children under 12 playing outside must be supervised directly by an adult **at all times**.
- If a child is left unattended, staff is required by law to call Child Protective Services. All staff is required by law to report child abuse, neglect and abandonment.
- Parents need to be on-site when a child is in the playroom.
- Parents must sign in and sign out all children from the playroom on time.
- Children from 3 to 17 years of age may participate in playroom activities.
- Children are not allowed in the front patio area.
- Children must be inside after 6:00 p.m.

7. **CLEANLINESS:**

- Participants must keep their dorm area clean and orderly at all times.
- Participants are responsible for cleaning up after themselves and their children.
- There is no personal storage space available.
- No food/drinks are allowed in the dorms, with the exception of bottled water.
- Breakfast, lunch, and dinner must be eaten in the dining room only. No snacks can be taken into the dorm rooms. Absolutely no food/eating in the living room/TV area.
- Good personal hygiene is expected daily and will be enforced.

8. **CHORES:**

- Residents must participate in a chores program as assigned at the time of orientation.
- Participants must keep all public spaces clean.
- Only adults may take trash out.
- Children may not complete their parents' chores.
- Chores must be completed and signed off daily.
- Morning chores need to be completed by 9:00 a.m. everyday. Evening chores need to be finished by 9:30 p.m. everyday unless arranged with a Case Manager. Chores are rotated among residents on a weekly basis.

9. **CONSERVATION:**

- It is expected that everyone will conserve his or her use of water, gas and electricity. For example, turn off all lights when you leave your dorm area.

10. **ALTERATIONS & FURNITURE:**

- No alterations or additions may be made in the building, i.e., no hanging objects on the walls, installing phones, etc.
- Only the furniture that is provided may be used.
- Participants may not move furniture from one dorm to another.

11. **PETS:**

- Cats and dogs are allowed on the property however, they must be maintained in the pet area only and must be picked up after by their owner. If they are not, the owner will be asked to find another location for their pet.

12. **CARS:**

- Car washing or repairs are not permitted on the premises.
- License plate information must be submitted to staff upon arrival.

13. **PHONES:**

- The client phone in the staff office can be used for business, school, health, housing, and employment related calls. It is supervised and available by request from 8:00 a.m. to 5:00 p.m. seven days a week. Any other times need to be approved by staff. All personal calls need to be made on the pay phone located outside of the Grace Place office.
- No cell phones after 10:30 p.m.
- No directory assistance (411) calls will be allowed on the office phone.
- If a participant answers the pay phone, he/she must try to find the person being called.
- All calls on both phones shall be limited to 15 minutes.
- Participants must take turns using the phones.

14. **DAMAGE & INJURY:**

- Participants must notify the staff immediately of any injury, loss or damage to family members or property, as well as any service or repairs needed in the unit.
- If police, sheriff, or other emergency personnel come on site, staff must be notified immediately.

15. **LAWS:**

- All Federal, State and Local laws will be strictly enforced.
- Should participants, family member, friends, or associates be suspected of illegal activity or disturbing the staff or other participants, the family may be terminated from the program.

16. **DRUGS & ALCOHOL:**

- **Absolutely no alcohol or drugs will be permitted on the property. Use on site will result in immediate dismissal from the facility.**
- If staff suspects a drug or alcohol problem, the participant will need to attend a mandatory evaluation with a drug and alcohol counselor and will be mandated to follow through with treatment recommendations made by the counselor in order to remain in the program. Substance abuse is seen as a barrier to securing and maintaining permanent housing. Persons who are under the influence of drugs or alcohol and as a result of this are unable to adequately care for themselves or their children will not be allowed to stay and will be referred to an appropriate service provider. Persons displaying behavior that is irrational, threatening, violent, or otherwise dangerous to self or others will not be allowed to stay.
- Staff may require at any time that a urinalysis test be taken. An altered or diluted test will be considered a positive test.

17. **TB TESTING:**

- Participants must submit proof of TB (tuberculosis) testing or appropriate TB treatment within one week of entering the program.

18. **WEAPONS:**

- Absolutely no weapons, highly flammable materials, firearms, ammunition, fireworks, explosives, or any other material or instruments which, in the opinion of United Outreach, pose an unreasonable risk of damage or injury will be tolerated on the premises.
- Any person suspected of having these items is subject to immediate termination from the program. Participants possessing these items must make arrangements for storage elsewhere prior to coming to the program.

19. **RIGHT OF ENTRY:**

- United Outreach personnel shall have the right to enter the premises occupied by the participant for the purpose of emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purposes.

20. **MISCELLANEOUS:**

- Breakfast will be served daily from 6:00 a.m. to 8:00 a.m., 7:00 a.m. to 9:00 a.m. Saturday and Sunday.
- Dinner is available from 5:30 p.m. and over at 7:30 p.m., unless otherwise arranged with residents or staff to have a meal saved for late arrivals. Clients may not prepare their own meal during this time. Please be sure to sign their name on the sign-up sheet including number of people eating.
- Participants are responsible for laundering their own linen during their designated laundry time.
- No smoking at any time inside Grace Place. Smoking is allowed only on the front patio or back play area.
- Residents are not allowed to have visitors.
- Sexual contact between clients who come in as a couple (married or unmarried) is only allowed if the couple is able to be assigned to a private room. If such a room is not available, and the couple is housed in a partitioned dorm, they are asked to refrain from sexual contact. Sexual contact between clients who come to the program separately is prohibited.
- Residents are not allowed to go through donations until staff approves it. For example, they may not go through donations when donors are present or ask donors what they are donating.
- No personal belongings shall be left in the bathrooms or showers or around community space at Grace Place.
- No gum chewing on the premises. Shoes must be worn at all times.
- **ARRIVE ON TIME FOR ALL CASEWORK APPOINTMENTS**

21. **TERMINATION:**

- When terminated from the program, participants agree to leave the premises immediately for rule violations relating to alcohol and drug use or violence, and at the discretion of the program staff, within forty-eight hours for non-compliance with other program rules.
- Failure to comply with rules can lead to warnings given to each participant by their case manager. If a participant receives three warnings, they will be asked to leave the program.
- Once a participant has left Grace Place, their belongings will be allowed to remain on the premises for one day. If items are not picked up after the allotted time, they will be considered a donation.

Throughout your stay at Grace Place, you and your case manager will work together to explore and address both the immediate and underlying causes of your homelessness. All Grace Place staff work together as a team, and as a team our goal is to support you in achieving long term stability. However, our team can only be successful in helping participants who want to help themselves. **THEREFORE, IF YOU WISH TO STAY AT GRACE PLACE BEYOND PHASE ONE, YOU MUST AGREE TO WORK ON A CASE PLAN.** Stays up to 60 days are possible at Grace Place if you have a commitment to the program and demonstrate continued progress towards your goals.

I have read and understood the above Intake Agreement and agree to abide by it. I understand that I may be asked to leave the program immediately if I should fail to meet any of the above criteria and that this decision rests solely in the discretion of the staff at Grace Place Shelter, United Outreach of El Dorado County.

I further understand that occupancy of a room at Grace Place is a necessary incident of program participation, and that my participation in no way establishes a landlord-tenant relationship, under the civil code.

I agree that if my temporary and limited use of the facility and its programs are revoked, I will leave voluntarily when asked by staff. If I do not, I understand that the law enforcement personnel can forcibly remove me, as I will be considered a trespasser on Grace Place property.

Signature of Adult 1: _____

Signature of Adult 2: _____

Date: _____

MY CASE MANAGER IS: _____

MY ASSESSMENT APPOINTMENT IS: _____