

Title: Curfew and Overnight Absence  
Issued By: Rights of Passage  
Applies To: Program Services

I. POLICY

Youth at the Rights of Passage (ROP) must abide by curfews which vary based on their progression through the program.

II. PURPOSE

To assist youth in establishing structured schedules and managing priorities.

III. PROCEDURE

A. Youth curfews are as follows –

1. Step 1: 10:00 pm, 5 days per week; and 12:00 am, preceding 2 days off
2. Step 2: 11:00 pm, 5 days per week; and 1:00 am, preceding 2 days off
3. Step 3: 12:00 am, 5 days per week; and 2:00 am, preceding 2 days off
4. Step 4: 12:00 am, 5 days per week; and 2:00 am, preceding 2 days off
5. Steps 5 and 6: No curfew

B. Remind youth to be in their room at least two (2) hours after their curfew time, or by 3:00 am; whichever is earlier.

C. Limits to overnight and late curfew are as follows –

1. Step 1: No overnight or late curfew;
2. Step 2: Maximum 2 per month, must be pre-approved;
3. Step 3: Maximum 3 per month, must be pre-approved;
4. Step 4: Maximum 4 per month, must be pre-approved; and
5. Steps 5 and 6: No pre-approval required for overnights –
  - a. Youth must inform staff when they will be away; or
  - b. If more than 5 overnights will be taken in a month, discuss the possibility of a move-out with the youth.

D. The overnight team must record on the “Program Tracking Sheet” the youth’s compliance with their curfew.

E. Record as an overnight absence if the youth returns after 3:00am.

F. Inform youth to obtain prior approval for late curfew and overnight absence –

1. Make a written or verbal request to the Key Youth Worker (KYW) detailing times, dates, and reasons;

2. In the absence of the KYW and if the request is time-sensitive, make a written or verbal request to the Youth Worker (YW) on shift;
3. The decision about the youth request will be based on the reason provided and in the context of the youth's plan, challenges, and recent behaviour.
  - a. Discuss the decision with the youth; and
  - b. Log the request, decision and rationale in the youth's file.
4. The KYW, in consultation with the Program Manager, will approve the request for an absence of two or more consecutive nights, or an overnight absence beyond the Step guidelines.
5. Unapproved late curfews or overnights decrease the probability of being approved for late curfews or overnights.
6. Late curfew or overnight absence due to a confirmed work schedule (such as an overnight shift) is permitted and exempt from the Step limitations.