

Late Entry Policy

Late arrivals for the purpose of work or school-related activities are allowed with *prior* approval from the Shelter Manager for the late list. Guests must call the shelter intake office each night that they plan on being late at **(608) 416-1446**. Due to the fact that staff must enter guests into HMIS before the end of intake, it is asked that guests call no later than 30 minutes before the end of intake hours.

Year-round intake hours are from **5:00pm – 8:30pm**.

To be approved for late entry, the guest must first show documentation of their work schedule. The schedule must demonstrate that the time their work ends, plus reasonable travel time to the shelter, would be later than the time that intake ends. If a guest were to start a job on any given night before they had the opportunity to talk to the Shelter Manager, an exception may be made if the guest brings in proof that they had been working that evening. However, the guest must still call during intake hours to be granted entry after intake hours.

Guests who call in for late arrival consent to one shelter night being entered into HMIS.

Guests may be suspended from late arrival privileges if they abuse the late entry policy.