



Dear Parent/Guardian,

We are so happy that your child(ren) attend(s) programs at COA Youth & Family Centers!

The Youth Development Vision at COA is to provide a framework for youth develop positive self-identity, build skills, and pursue their goals so that they may become innovative leaders for the community.

We work towards this goal by providing engaging and educational opportunities for young people to discover, learn and grow in emotionally and physically safe spaces. Staff members are continuously trained and COA has policies and procedures in place that ensure the safety of your child while participating in programming at COA.

We know that we cannot do this work alone, and therefore have high expectations of both the participants and their parents/guardians to follow and reinforce the policies and procedures while participating in COA programming. Included with this letter are two documents that you must read carefully, sign and return to the COA site that your child(ren) attend(s).

1. The **Behavior Contract** defines the behaviors that we know all children can follow, and expect to see each day. Please note that the behaviors listed in bold will not be tolerated under any circumstances and will result in the immediate termination of your child(ren) from the program. Both the child and the parent/guardian must agree to the behavior expectations and sign the form.
2. The **Safe Passage Policy** gives your child(ren) permission to either walk home from the center or be picked up by an authorized adult each day. Please note that while we are committed to the safety of your child(ren), COA is not responsible for participants once they leave the building.
Parent or authorized adult are required to come in pick up their child (ren) that is in are care.

Both of these forms need to be completed for each child that attends COA programming. Please complete and return to COA as soon as possible. We are partners in the success of your child(ren), and I encourage you to contact me if you have any questions or concerns related to these forms, or programming in general. Please feel free to call me, (414) 263-8383 ext. 3102 or 2011 send me an email, hparow@coa-yfc.org.

Best regards,

Hope Parow
Youth Development Director



SAFE PASSAGE POLICY WAIVER & RELEASE OF LIABILITY

Member's Name:		Age:	
Center Location:			
Parent's Name & Phone:			

Please read each option carefully and **initial** the following that apply:

I give my child age 10 and older permission to leave the center unescorted at any time.

I give my child age 10 and older permission to leave the center at dismissal time only (varies at each location).

I give my child age 10 and older permission to escort other members of the same household away from the center.

I don't give permission for my child to leave the center without being escorted by an authorized adult and/or parent or guardian.

I don't give permission for my child to escort other members of the same household away from the center.

I understand that my child age 9 and younger must be escorted from the center by an authorized adult and/or parent or guardian.

I hereby release the COA Youth & Family Centers, its employees, officers, volunteers, and agents from any and all claims, demands, rights, and causes of action that may arise from my child leaving the center unescorted. I am assuming the risk for any mental or physical harm that my child might incur while outside the care and custody of COA Youth & Family Centers. I have read and understand the Safe Passage Policy and my child will comply with its terms as a part of his/her membership with the COA Youth & Family Centers.

Parent/Guardian Signature _____ Date _____