



Dear Parents of West Broadway,

Effective July 23, 2012, West Broadway Youth Outreach implemented our "No Child Left Alone" policy.

Parents and community members in West Broadway work very hard to ensure the safety of neighborhood children, and the staff at West Broadway Youth Outreach are always striving to emulate this caring vigilance. WBYO's mandate to provide a safe environment for local children and families is always a priority, and program hours are carefully planned and widely published to allow consistency and accessibility.

Recently, however, we have experienced an ongoing problem with children who are not being picked up from program at the appropriate time. WBYO staff cannot be held accountable for the safety of children outside of prescribed programming hours. In spite of their every effort to ensure no child is left alone, WBYO remains a community drop-in and parents/guardians are responsible for the transportation and accommodation of their children outside of program hours.

The "No Child Left Alone" policy requires that children who are reliant on parental accompaniment for travel to and from programs **must be picked up at the time specified on the WBYO calendar. For normal programming, this means by 8:30pm. For summer programming, this means 5:30pm.** Children who are not picked up on time will be verbally reminded of this policy once, following which subsequent late pick-ups will require that the child be accompanied by an adult on all outings/activities for the following week, or 5 days.

As members of the community, we understand that due to unforeseen events, parents may occasionally have difficulty picking up their children on time, despite their best efforts. We understand these difficulties, and encourage parents to **provide alternate arrangements for their children to be picked up.** The safety of WBYO children must come first, and we know that you will work together with us to ensure that no child is left alone.

Sincerely,

The Board of Directors,
West Broadway Youth Outreach Inc.

WBYO's "No child Left Alone" Policy:	
1st Late Pick Up	- Verbal Reminder - Documented Late Pick up
2nd Late Pick Up or More	- Child must be accompanied by Parent/Guardian for one week or 5 program days
Please note the expectation of having your child participate at WBYO is to make yourself available for any calls in case of emergencies (injury, behaviour, etc.). By signing below you understand that if your child is not picked up within 45 minutes from a phone call made/message left by WBYO staff, your child must be accompanied by a parent/guardian for the following month or 30 program days.	

Child(ren)'s Name(s): _____
 Parent/ Guardian Signature: _____ Date: _____