

June 2004

Dear Parents/Guardian,

We welcome the opportunity to partner with you in helping your child learn and grow this summer. As with other organizations that serve youth, we are all concerned about ensuring safety for the children that attend our programs. As you may know, 16 years ago we discovered that sexual misconduct was perpetrated upon youth by a former director, F.S. Dick Wichman, who worked at Cameron House from 1947-1977. This history has taught us that we need to be proactive in ensuring that sexual misconduct does not happen again.

To this end, we are writing to remind you that we train staff and volunteers in what they need to do to provide a safe and healthy environment for children and we welcome your input as well. We emphasize that good youth programs include not only creative activities, but also positive relationships with their peers and leaders. We have also instituted clear procedures and guidelines governing screening and training of staff and volunteers which includes:

- Specific personnel policies that define a code of conduct for all staff
- Rigorous screening process in the hiring and selection of staff and volunteers where fingerprinting and background check are required for persons 18 and older
- Required annual training on physical, emotional and sexual abuse and the procedures for reporting suspected abusive behavior.
- Educating staff and volunteers on behaviors of children that may indicate abuse.
- In the summer program, having more than one leader for any youth group

We have recruited and hired a very qualified and mature group of coordinators for our summer program. They will train, supervise and direct the volunteer leaders in the summer activities and mentor the leaders throughout summer.

You have entrusted your child to our care. We take this responsibility seriously and have been planning for our summer since December. **We are committed to helping your child have a safe, fun, challenging and enjoyable summer, whether your child is a participant or volunteer. .**

If you have any questions or concerns, please feel free to call me at (415) 781-0401 ext. 142.

Peace be with you,

Rev. Gordon Lam
Director of Ministries for Youth