

**CITY OF FORT WORTH
CORRECTIVE ACTION**

Dear Parent or Guardian:

As a City of Fort Worth facility, this Center is governed by standard policies for participant behavior. These policies are set to help ensure that staff can safely and effectively provide the community with a wide range of recreational activities that will add positive assets to every participant's life. Corrective action policies always apply to everyone equally and.

Community Center

Incident Report Regarding _____

This letter is being sent to you to inform you that _____ has violated one or more Center policies which are detailed as follows:

This behavior cannot continue as it violates program policies and places your child and other participants at risk. Corrective Action taken by staff:

Date of Correction Action

Staff Initials

Refunds of City of Fort Worth Membership Cards or Registration Fees will not be provided due to the removal of a participant from a program because of a Disciplinary Action.

Thank you for your cooperation.

Staff /Manager Signature

Parent/Guardian Signature

Date

Staff Use Only (follow up action):

Suspended _____ # of days _____ Removal from program _____ Not allowed to attend field trip

Notes: _____

