

April 21, 2016

Dear Youth Worker,

Attached is a copy of the “Parental Rights and Responsibilities Agreement” developed by the Community Action Plan’s **Family Team**.

This agreement was drafted with the intention of creating a bond between the parent/caregiver and the organization in order to best fit the needs of the child as well as keep the parent/caregiver involved in their child’s learning and development. The hope is that both caregivers and staff members will walk away from this meeting encouraged that they are on the same team.

As you will find on the attached agreement, the outlined issues include things such as the easiest way to communicate with the parent/caregiver as well as ideal timeframes for your organization to hold events to assist with future planning.

This tool was developed through focus groups with parents, caregivers, and youth workers. After several revisions, we believe we have created a tool that is sufficiently simple, and yet helpful.

This document is a template that you are free to edit to meet your needs. You may want to add specific wording to your organization, or you may find that certain parts do not apply to your clients. Specific areas that need to be personalized to your organization are underlined in the following pages. One possible enhancement would be to outline consequences (if any exist) if the parent or the organization fails to abide by the Rights and Responsibilities Agreement. You may want to add this agreement to your intake process, or make it a stand-alone component for connecting with families. However you use it, the key to its success is found in two parts:

1. **The Face-To-Face Meeting** – One of the primary goals of this document is to facilitate bonding between the youth workers and parents, as well as foster a cooperative relationship toward the good of the children participating.
2. **The Signed Commitment** – The significance of coming to mutual agreement and *signing the agreement* has a powerful sense of investment to it. When utilized in a face-to-face setting and agreed upon between both parties, we believe it will provide a firm foundation for communicating and working with parents.

We genuinely hope this tool is helpful and productive for your organization.

Sincerely,

The Family Team  
**UnifiedErie**  
[www.UnifiedErie.org](http://www.UnifiedErie.org)



*Dear Parent/Caregiver – Because we recognize that you are the expert on your child and an extremely valuable partner in our program’s efforts to serve your child, we want to spend a moment discussing and coming to an agreement on some of the key components of how we will communicate and work together moving forward. Thank you for investing in your child in this way.*

## Rights and Responsibilities Agreement

Parent/Caregiver Name:

Child Name:

DOB:

Gender:        Male                  Female

Program:

Contact Information:

Home Phone:	
Cell Phone:	
Text:	
Email:	
Facebook:	
Other:	
How do you prefer we contact you?	1) 2) 3)
How often would you like to be contacted?	
When is the best time to contact you?	

How much notice do you need to attend an event or meeting about your child?

Is childcare of other children an issue to attend such events?    Yes                  No

Is transportation needed for you to attend such events?        Yes                  No

Do you need an interpreter?                                  Yes                  No

Best time for an event to be held for you to attend?

What goals do you have for your child participating in this program?

Anything else you want us to know?

## Rights and Responsibilities Agreement

We know that working with you towards the growth of your child is a two-way relationship. So we would like to clarify what you need from us, and we would like to talk about some things we need from you to be successful. Thank you for allowing us to serve your family, and thank you for taking the steps to strengthen our relationship by committing to this joint agreement.

I, \_\_\_\_\_,  
(Parent's name)

as the parent/guardian of

\_\_\_\_\_

(Child's name)

agree to:

- Check the method of communication I chose as preferred on a (daily, weekly, minimum every 48 hours) basis
- Communicate with staff if my contact information changes
- Assure my child attends (this program) on a (regular basis)
- Drop off and pick up my child in a timely fashion
- Come to meetings about my child when requested
- Attend (\_\_\_\_) family events per (\_\_\_\_)
- Support my child in a positive and healthy manner

We, the \_\_\_\_\_ program,  
agree to:

- Give ( # days) notice before requesting a meeting with parents/guardians
- To communicate in the method indicated as preferred on this agreement
- Refer or inform families about additional resources that may be available to them from other agencies
- Maintain confidentiality regarding private information about a child/family/or parent
- To partner with parents/guardians toward the healthy growth of this child
- To remain humble and make sure that you know we value you, the parents and caregivers of our participants, as much as we value the children themselves
- Communicate every ( # weeks) using (\_\_\_\_\_) as the method to let you know how your child is progressing

Additional agreement statements:

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*Accountability Agreement: Here the agency can describe what will happen if either party fails to uphold the expectations agreed upon above.*

Signature

Date

Signature

Date