



## City of Mentor

Council-manager  
government since 1963

8500 Civic Center Boulevard  
Mentor, Ohio 44060-2499  
440-255-1100  
[www.cityofmentor.com](http://www.cityofmentor.com)

**October 15, 2010**

**Dear Parents:**

**Through some parental suggestions focusing on child safety, the City of Mentor has reviewed its current sign out procedure, for the after school ice skating program. Based on the review, the Mentor Civic Arena will be implementing some new procedures.**

**Effective immediately, we will be asking that every parent upon arriving at the arena, go directly into concession, pick up their child and their belongings. After you gather everything up, please proceed to the skate rental counter, and sign your child out in the appropriate school folder. After signing your child out, staff will return your child's shoes to you. Any participant that has their own skates will now be required to turn in their shoes to be picked up at the end of the session.**

**This is the new policy for the safety of all children participating in the program. If you have any questions, or concerns in regard to our new policy, please feel free to contact me at 440-974-5730.**

**Thank you for your understanding and cooperation with our new policy.**

**Sincerely,**

**Terri Rosenwald  
Ice Arena Manager**



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*the city of choice<sup>SM</sup>!*