



COLAGE is dedicated to providing the highest quality summer programming for your family at Family Week. All COLAGE programs are created by and for youth and adult children in LGBTQIA+ families and take into consideration youth developmental stages and a multitude of abilities. Enrollment decisions are made without regard to race, religion, gender, gender expression, sexual orientation, legal status, national origin, or ability status. COLAGE strives to make programming as accessible as possible and will make accommodations for families as they are requested. ASL interpretation is available at all Family Week events at the courtesy of COLAGE and Family Equality Council and ASL interpreters will coordinate with families on an as-needed basis.

Described below are the basic policies COLAGE uses to manage COLAGE's programming at Family Week in Provincetown, Massachusetts. Please read the following information and do not hesitate to contact us with any questions. In the event there are any changes to the Policies and Procedures listed in this handbook, parent/caregivers/guardians will be given at least two-week virtual notice.

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## **General Information**

### **Location**

Provincetown Inn  
1 Commercial St  
Provincetown, MA 02657  
Hotel phone number: (508) 487-9500

### **Days and Hours of Operation**

Registration and on site check in will be Saturday, July 27th from 1-4 pm and Sunday, July 28th from 9-12pm in the Provincetown Inn.

COLAGE's summer programming will run from Monday, July 29th to Friday, August 2nd.

Please see COLAGE's 2019 Family Week draft schedule at

<https://www.ptownfamilyweek.com/schedule-overview> to review event times per day and drop off times for youth.

### **Late Pick Up**

The check-out time for all youth Monday - Friday begins at 12:00 pm EST. Youth participants must be picked up within fifteen minutes of the end of daily program.

If a child is not picked up within 15 minutes of the end of COLAGE programming, COLAGE staff will call parents/guardians and emergency contacts.

## **Registration, Payment, & Refunds**

### **Pricing**

#### **Early Bird Prices EXTENDED through July 18, 2019**

Adults: \$100, General Youth 4-18: \$50, Child 0-3: Free, COLAGE & General Youth: \$200

### **Registration Deadline**

Registration per age group will remain open until July 18, 2019 **or until the age group is filled.** Contact the COLAGE staff for more information if needed at [kfry@familyequality.org](mailto:kfry@familyequality.org).

### **Financial Assistance**

COLAGE believes in making our programming and organization accessible to all families regardless of income or financial status. As an organization committed to racial and economic justice, we acknowledge that assistance applications can be invasive and require proof and lots of paperwork. We hope to make the scholarship as easy and un-invasive as possible. We always welcome feedback on this process and form. Information on the form will only be used by COLAGE's scholarship committee and is confidential. We will review your application and reply within two weeks of receiving your completed application. Our scholarships are on a first come first serve basis so please reply at your earliest convenience to insure funds are still

available. COLAGE scholarships take the form in reduced or free admission to COLAGE's events at Family Week. They do not include funds for housing or travel to Provincetown. All scholarship applications are due by June 30, 2019. Scholarship forms will be made available on the first day of registration, December 1st of the year prior, and end either on June 30th or when scholarship subsidies are no longer available. Please visit <https://www.ptownfamilyweek.com/> to check the current status of scholarships.

### **Payment Structure**

Upon registering you will automatically have the option to pay for registration via credit card or check on Eventbrite's secure system. Families who receive scholarships are free to pay the remaining balance on their account any time before Family Week by mailing a check to Family Equality at 475 Park Avenue South, Suite 2100, New York, NY 10016 or can pay the remaining balance by check, card, or cash at the check-in table at registration on Saturday, July 27th from 1-4 pm and Sunday, July 28th from 9-12pm at the Provincetown Inn.

### **Accepted Forms of Payment**

Credit card charges incur a fee through Eventbrite and will be settled with every transaction. Check or money order can also be used to pay for youth registration for Family Week when users select check when processing their registration. A check or money order can be made payable to Family Equality and sent to: 475 Park Avenue South, Suite 2100, New York, NY 10016.

## **Health and Safety**

### **Program Participant Forms**

COLAGE and Cal Insurance & Assoc., Inc. require that program participants liability forms be filled out every year. COLAGE uses Eventbrite to have participants agree to a liability waiver and consent to or against a photo release during the registration process.

### **Illness**

If a youth has a fever above 100 degrees fahrenheit we ask that they stay home and return 24 hours after their fever has broken. If, outside of chronic illness or a medical diagnosis, a youth is abnormally vomiting or has diarrhea, we ask that they stay home and return when symptoms have cleared.

### **Accidents and Emergencies**

In the event of a physical accident, first aid will be administered and an incident report will be completed by COLAGE volunteer staff. Parent/Guardians will be notified as soon as possible after managing the youth's immediate needs. In case of an emergency, COLAGE staff will call 911 and contact the parent/guardian or emergency contacts provided with the youth's registration. Every age group will have at least one certified CPR and first aid responder. Uncertified volunteer staff will also be trained in emergency responsiveness.

## **Medications**

COLAGE volunteer staff will not be liable or in charge of physically administering any youth medications during programming. There will not be a program nurse on site to administer medications to youth. Administering medication to youth is the responsibility of the parent and youth, not COLAGE volunteer staff. If a medication needs to be administered to a youth during the program, a parent may bring the medication to the room of the youth during programming or sign a medication dispense form to give the COLAGE staff permission to safely secure the medication and give it to the youth per the youth's request for self-administration. To complete and sign a medication dispense form, please email [kfry@familyequality.org](mailto:kfry@familyequality.org) to receive a medication dispense form. Emergency medication such as an Epi-pen can be given to COLAGE staff to hold onto after a medication dispense form has been completed. Parents/guardians will give COLAGE staff the emergency medication each day their youth is in programming and COLAGE staff will dispense the emergency medication to the youth in case of emergencies and/or will give it back to an authorized parent/guardian at the end of programming every day. Every time an emergency medication is used, the COLAGE volunteer staff will complete an incident report, and a parent/guardian will be notified as soon as possible after managing the youth's immediate needs.

## **Allergies**

Severe allergies, food allergies, or even dietary needs must be indicated during the registration process. Any youth participant with known allergies that could lead to severe allergic reactions such as anaphylaxis must bring an appropriate treatment kit to programming, such as an epi-pen, and the parent must communicate the youth's treatment plan in case of emergencies to the COLAGE Youth Accessibility Lead Intern. Any youth participant with asthma must bring medication for treatment. Even if the youth participant has not needed this medication recently, program activities/locations, heat, and dust can aggravate symptoms. Youth participants with food restrictions and allergies will be supported if other youth bring snacks to COLAGE's programming or activities. This can only happen if the COLAGE staff are fully aware of your child's allergies. Please notify Sonya Rio-Glick, COLAGE Youth Accessibility Lead Intern, if your youth's allergies, symptoms or emergency treatment plan changes at any time from what was listed when you registered your youth. Sonya Rio-Glick can be reached at [srioglick@familyequality.org](mailto:srioglick@familyequality.org) or 646-880-3005 Ext. 150. Please call during Family Week. Sonya will have a limited ability to answer emails during Family Week.

## **Lice Policy & Procedures**

COLAGE's lice policy states that youth participant must be lice-free in order to attend COLAGE programming. Therefore, if signs of live lice are found we will contact a parent/guardian to pick the child up from programming. Staff will handle any findings with the utmost discretion and care for confidentiality. In the case that a staff member finds lice on a youth participant the staff will remove the youth from the age group and notify the age group coordinator and Director of COLAGE programming who will then inform the youth participant's parent/guardian immediately and all youth within the age group so families can be notified. A parent/guardian or authorized

adult will need to pick the youth participant up from programming as soon as possible. The youth participant may return once hair has been treated and is lice-free. A COLAGE volunteer staff member will confirm this by examining the youth's hair upon return. Family Equality will negotiate refunds if needed for youth who receive lice at COLAGE programming.

### **Vaccinations**

Safety and public health are priorities for COLAGE. For 2019, please be aware that COLAGE does not request vaccination information from youth participant and cannot confirm that youth participant are fully vaccinated. Please talk to your child's doctor if you are concerned about your child entering an environment where the vaccination history of all attendees is unknown. Please note, age-appropriate vaccines are recommended by the American Academy of Pediatrics (AAP) and the Center for Disease Control (CDC).

### **Unprescribed Substances at COLAGE Events**

Unprescribed drugs and alcohol use is not permitted in COLAGE programming. If youth are found with unprescribed drugs or alcohol at COLAGE events an action plan will be created with the youth and COLAGE staff following our commitment to harm reduction and restorative and transformative justice. COLAGE staff will notify the youth's parent/guardian of the action plan. All youth bags and liquid containers will be checked at the Friday youth dance. Young adults 18 years and older who smoke or vape must do so in designated smoking areas outside and away from COLAGE programming.

### **Parent/Guardian Responsibilities and Expectations**

To account for your child's safety, the most important responsibility for a parent/guardian is to inform COLAGE volunteer staff when their child will not be attending program on a scheduled day. Please talk to your youth's age group coordinator face to face at Family Week if you plan for your child to be absent any days due to family plans or other circumstances. We understand our families have very busy Family Week schedules and we want to best accommodate changing family schedules. We currently do not sell one day programming passes so the price of registration covers all of COLAGE programming at Family Week and families have the choice of attending as much programming as they are able to.

Parents/guardians/caregivers, please also disclose the needs of your youth and strategies to support them including but not limited to food allergies, intellectual and developmental disability diagnoses, and notes about how they work with themselves, others, or conflict if it will affect their ability to work in a group setting. Information about youth can be sent directly and confidently to Sonya Rio-Glick, COLAGE Family Week youth Accessibility Lead Intern, at [srioglick@familyequality.org](mailto:srioglick@familyequality.org) 646-880-3005 Ext. 150 and Kaley Fry, Director of COLAGE Programs, at [kfry@familyequality.org](mailto:kfry@familyequality.org).

### **General Check-in, Drop off & Pick Up Policies**

In order to ensure every child's safety the following policies must be adhered to:



- Parents/guardians/caregivers must check-in for Family Week with a COLAGE volunteer staff member on either Saturday, July 27th from 1-4 pm or Sunday, July 28th from 9-12pm in the Provincetown Inn. This will allow parents/guardians/caregivers to confirm their overall attendance, fill out any additional paperwork needed, fulfill any remaining balance for registration, and update COLAGE staff on any new youth access or allergy needs.
- Parents/guardians/caregivers must check-in and drop off youth from 9:30 am - 10:00 am Monday through Friday with COLAGE volunteer staff through our youth check-in system, Kidcheck at the Provincetown Inn. To aid parents in the process, check in on Monday will start earlier at 9:15 am. Tuesday - Wednesday check-in will continue to be from 9:30 am - 10:00 am. COLAGE volunteer staff will set up family profiles in Kidcheck before Family Week to make checking in easy and simple. Upon morning Check-in and drop off parents/guardians/caregivers will receive a security code receipt that will align with the youth name tag and will allow parents/guardians/caregivers to pick up youth.
- The parent/guardian/caregiver picking up a youth participant must have their names on the authorized pick up list in Kidcheck. All parents/guardians/caregivers listed on registration will be automatically added to each youth's kidcheck account. If parents/guardians/caregivers wish to remove another adult from the kidcheck authorized guardian list a written notice must be emailed to COLAGE staff at least two weeks before the beginning of COLAGE summer programming on July 29, 2019 or shared with COLAGE staff verbally and in writing at Family Week.
- All parents/guardians are required to keep the security code receipt received upon drop off to pick up youth easily. If the security code receipt is lost parents/guardians/caregivers will be asked to either present a photo ID (such as a library card, credit card with picture, or driver's license) or answer a series of security questions in order to confirm their identity such as first, last name, youth birthday, and primary phone number.

**Please allow extra time on Monday during check-in and drop off as COLAGE volunteer staff must confirm the following:**

- Verification of program participant information and authorized guardian list
- Review of pick-up & drop off procedures such as age group times and security code receipt
- Confirmation of program details for the day

### **Check in and Drop off Procedures for Youth Programming**

Use the main Provincetown Inn entrance to enter the building and head to the right of the lobby towards the Trawler Room for youth check-in Monday through Friday. There will be tables to the left of the entrance of the Trawler room with at least four check-in stations set up with at least one COLAGE volunteer staff member per station.

Upon drop off each morning, expect the following procedure:

- Wait in line for an open check-in station.
- Check in your youth at a check-in station using Kidcheck.

- Upon checking in the Kidcheck system will print off one name tag per youth with a unique security code every day and a parent receipt with the same security code.
- The COLAGE volunteer staff member at the check-in station will tell you where to drop off and pick up your youth for the day of programming.
- A Parent/guardian/caregiver dropping off will save the unique parent receipt with security code in a secure place like a wallet, apply the name tag to youth with matching security code, and walk the youth to their assigned room.
- Upon arrival at the drop off room, parent/guardian/caregiver will let age group staff know of any special news, pick up changes, or considerations that will help the youth be supported that day at COLAGE programming.

### Pick up Procedures

All youth can be picked up Monday through Friday from 12 pm to 12:30 pm. Wednesday and Friday programming varies so please stay up to date with pick up times and events, such as field day, the variety show and tween and teen dance on our schedule found here: <https://www.ptownfamilyweek.com/schedule-overview>. 13+ youth will be invited to stay every day for afternoon discussions topics that change daily based on youth identities such as people with trans parents, donor conceived youth, people whose parents came out later in life, youth of color, and straight youth with a LGBTQ+ parent. Parents are welcome to pack their youth a snack at the beginning of the day to eat at this event or drop off food during the morning drop off time or afternoon pick up time because lunch will not be provided at any COLAGE event in 2019. FIT training will also be in the afternoon after afternoon discussions Monday through Thursday for youth ages 17-18 years old.

Upon pick up each afternoon for all age groups, expect the following procedure:

- Everyday (even when you are picking up your youth early) when you are ready to pick up your youth from COLAGE programming you should head directly to your youth's age-group room to check them out. Please **do not enter the room** in order to maintain and respect each room's COLAGEr-only space rule that only allows youth and adult children with a LGBTQ+ parent to enter the room. Please wait at the door for a COLAGE volunteer to confirm your pick up code and to connect you with your youth.
- COLAGE volunteer staff member at the age group room will check for security code receipt from parent/guardian/caregiver in order to release youth to adults on authorized pick-up list. If parent/guardian/caregiver have lost the security code receipt then they will be asked to provide a photo ID or answer a series of security questions to verify their identity.
- Parent/guardian/caregiver please notify the COLAGE volunteer staff member of any expected changes to following day drop-off or pick up time.

### We also ask that Parent/Guardians:

- Fill out a self check out form for youth ages 11-18 if you want them to be able to check themselves out. You can contact Sammie Groom to set this up by emailing



sgroom@familyequality.org or talk to Sammie at Family Week registration or check-in. Please note, all youth in high school can check themselves out unless otherwise noted. If you do not want your youth to check themselves out please notify Sammie Groom at sgroom@familyequality.org.

- If you want an older sibling to be able to check out a younger youth please contact sgroom@familyequality.org or fill out a self check out form with Sammie Groom at registration or check-in.
- Email sgroom@familyequality.org if they wish to add another adult to the authorized parent/guardian/caregiver list for their youth.
- Follow rules regarding payment and financial aid.
- Notify COLAGE program volunteer staff regarding any change to youth records, including emails, authorized people, allergies, etc.
- Read all materials sent via email or mail or posted at COLAGE programming.
- Listen to and share concerns with COLAGE full-time staff, Kaley Fry, Family Equality Chief Program Officer, Amanda Hopping-Winn, and or COLAGE board members.

### **Authorized Child Release**

Children will only be released to parent/guardian/caregiver or those authorized by the parent/guardian/caregiver in advance in writing and through verbal consent at Family Week. The COLAGE volunteer staff will ask to see a valid picture ID or ask a series of security questions to identify authorized person/s if a security code receipt is not presented at pick up. If the COLAGE volunteer staff member does not recognize the parent/guardian/caregiver, they may ask security questions to confirm the person's identity. This is for the protection and safety of your child.

### **Absence Policy**

If your youth will not be attending programming on a scheduled day due to family circumstance, **please confirm with the youth's age group coordinator in person at Family Week.**

### **Late or Early Pick Up Policy**

If you and your youth will be late checking into COLAGE's summer programming please inform your youth's age group coordinator face to face the day before so they can inform the check in team. If you plan to arrive early to pick up your youth, please inform your age group coordinator the day of so they can inform the check out team.

### **Personal Belongings**

Youth will participate in active indoor and outdoor activities and are encouraged to wear breathable and comfortable clothes that also affirm their gender identity. All items (water bottles, snack bag, etc.) should be marked with the youth's first and last name. COLAGE is not responsible for lost or damaged personal items. Toys, games, or music players are not allowed unless otherwise stated by an age group coordinator. Youth are allowed to carry cell phones with them during programming but they can only be out and active to use meditation apps to

relieve panic attacks and anxiety, in case of an emergency and to call parent(s)/caregiver(s) if needed.

### **Lost & Found**

Please label all items that could be left behind with your youth's first and last name. Labeled items can easily be returned to families throughout the week. If you have missing items, please alert a COLAGE volunteer staff member to assist you. Unclaimed items will be given daily to the Provincetown Inn front desk.

## **Program Components**

### **Sample Daily Schedule:**

9:30 - 10:00 am	Youth Drop off at Ptown Inn
10:00 - 12:00 pm	Morning Youth Workshops
12:00 - 12:30 pm	ALL YOUTH Check-out
12:30 - 1:30 pm	Optional: 13+ Youth Afternoon Discussion
1:30 - 2:30 pm	Optional: 17 & 18 year old FIT Training

### **Food at COLAGE Programming**

All youth allergies are expected to be recorded during registration prior to COLAGE programming. If you would like to add or edit information in regards to youth allergies please contact Sonya Rio-Glick at [srioglick@familyequality.org](mailto:srioglick@familyequality.org) or call 646-880-3005 Ext. 150 as soon as possible. Youth will be permitted to bring their own snacks from home and eat during programming, with consideration for other youth's allergies. Please leave all nuts and traces of nuts at home. COLAGE spaces are nut-free zones to support youth with severe nut allergies.

### **AM and Afternoon Games, Activities, and Down Time**

From 9:30 - 10:00 am during youth check-in and 12 - 12:30 pm drop off, youth will participate in games and activities and have down time until programming begins or youth are dismissed. At this time, COLAGE programming has not begun and youth are allowed to use their cell phones as they wish.

### **Age Groups**

Every day youth participant will meet in their age-group rooms. Activities within their age-group room will be workshops created by the COLAGE volunteer staff team and consist of get-to-know-you games, community building activities, announcements, social justice workshops, and planning skits and arts and craft presentations for the end of week variety show.

### **Age Groups Ratios**

COLAGE has a set number of volunteer staff for Family Week and a set number of youth ratios to foster a great connection between adult COLAGE mentors and youth. The ratios for each age group are as follows: Sprouts (7 year olds and first time 8 year olds) 4:1, Waffles (8-10 year olds) 5:1, Middle School (11-13) 6:1, and High School (14-18) 8:1. COLAGE abides by these ratios to best respect and support our youth and volunteers. Thus, we have a max capacity per age group because of a set number of volunteer staff.

### **All COLAGE Youth Workshops**

Every COLAGE workshop is created by and for people with one or more LGBTQ+ parent/guardian/caregiver. COLAGE programs are thoughtfully developed for each age group balancing creativity with recreation, providing a nurturing environment to talk with other youth about growing up in a LGBTQIA+ family and ways to become empowered, while focusing on connecting youth to a network of peers that will be lifelong friends and members of their support system.

### **Life Skills Within A Social Justice Framework**

COLAGE programming is committed to youth-led exploration of subject matter that is centered around celebrating our families, exploring our identities, and building leadership and community skills to help youth become healthy and active members in their collective communities. This means that conversations about a variety of identity-related topics emerge, such as discussions about race, ability and access, gender exploration and identity, safe sex and sexuality, and privilege. COLAGE staff are trained and prepared to facilitate these conversations in a developmentally appropriate manner. We find that most of the youth leave the conversations feeling validated and empowered but we are keenly aware that children have varying degrees of exposure to these topic areas before our programming. All discussion are opt-in and youth are able to share or listen as they feel most comfortable. We never make any youth participate if they are unwilling to interact with the subject matter we always give youth an additional option for activities such as coloring. We encourage youth to talk with their families and ask questions about the topics covered in programming. We find that COLAGE programming is often the start or continuation of important conversations between youth and their parents/guardians. If you are interested in the framing or discussion around any particular topic, please feel free to reach out to your youth's age group coordinator, Director of COLAGE programming Kaley Fry, Family Equality Chief Officer of Programming, Amanda Hopping-Winn, or one of the COLAGE Board members present at registration. Amanda Hopping-Winn is also a parent and keenly aware of the COLAGE workshops and can be a great contact for parents. You can contact Amanda via email at [ahoppingwinn@familyequality.org](mailto:ahoppingwinn@familyequality.org) or by phone at 646-880-3005 Ext. 122.

### **Youth Autonomy**

During COLAGE programming we do not force youth to participate in activities if they do not wish to interact with the subject matter. We believe in honoring youth's autonomy and their choice to say no. If youth choose to not participate in an activity, at least one COLAGE staff member will support a parallel alternative activity such as drawing or journaling within the same room of the main workshop. The alternative activity will take place in the same area as the main

activity so youth will be able to hear what is being discussed and have the option to return to the main group if they choose and to allow the COLAGE staff member immediate support from another staff member if needed. If at the end of COLAGE programming the youth listened to the main activity but participated in an alternative activity for the majority of the two hours, that is the youth's decision and COLAGE staff will honor that choice. Please address any concerns about this policy to Chief Program Officer, Amanda Hopping-Winn. You can contact Amanda via email at [ahoppingwinn@familyequality.org](mailto:ahoppingwinn@familyequality.org) or by phone at 646-880-3005 Ext. 122.

### **Community Building**

Youth participants will have many opportunities to work together in groups to further develop social skills and get to know other participants. A minimum of one activity or ice breaker per day will be dedicated to team building.

## **Creating our COLAGE Community**

### **Community Member Expectations**

At COLAGE we expect behavior that is communally **respectful and responsible**. Our goal during programming is to teach young people to engage and maintain relationships within our community by modeling qualities such as inclusiveness, respect, integrity, empathy, accountability, and forgiveness or closure. At COLAGE we strive to create a community where we are all encouraged to grow and thrive. COLAGE volunteer staff and youth participant are asked to follow these basic guidelines in addition to each age groups' agreements. Each age group will come up with group agreements at the beginning of the week and are expected to follow those throughout the week in order to create our ideal COLAGE community.

### **Restorative and Transformative Practices used in COLAGE Programming**

COLAGE staff will practice restorative and transformative conflict-resolution models during programming to teach young people to build, engage and maintain relationships within our community. COLAGE staff support non-violent and non-punitive conflict-resolution strategies so we teach youth how to utilize restorative practices in their interpersonal relationships and move to restorative and transformative resolutions. We believe these skills will build more just leaders within our community and work towards creating a compassionate and supportive COLAGE community at Family Week. By implementing restorative and transformative practices we shift the focus from harmful behaviors and actions that erode a community to opportunities to dispel miscommunication and deepen bonds and understanding of one another. We do not ostracize youth or use punitive measures to reprimand them. Instead we call them in to become accountable for their actions by engaging in dialogue and asking them to use a reflexive lense to develop emotional literacy for themselves and understand their impact on the community and those affected. We give all parties involved the opportunity to share what happened and share how it affected them on all levels such as physically and emotionally. We follow up the moments of sharing with moments of repairing to strengthen bonds, dispel miscommunication and make a mends. This system is based on the principles and teachings of Restorative and Transformative

Justice and indigenous conflict-resolution strategies. More information on Restorative and Transformative Conflict-resolution can be found here:

- <https://www.edutopia.org/blog/restorative-justice-resources-matt-davis>
- <https://www.youtube.com/watch?v=wcLuVeHlrSs>
- <https://leavingevidence.wordpress.com/2019/01/09/transformative-justice-a-brief-description/>
- <https://www.youtube.com/watch?v=m6X1i8khmt8>
- <https://leavingevidence.wordpress.com/2019/01/09/transformative-justice-a-brief-description/>

### **How We Handle Conflict**

It is the intent of COLAGE to provide a nurturing environment that is as safe and brave as possible for all of our youth participants and staff with a deep understanding of the intersecting systems of privilege and oppression that our youth participants and staff exist within and the trauma they carry with them. COLAGE acknowledges the range of ability and autonomy our youth participants have and we aim to provide an environment that meets all of our youth participants where they are at emotionally, psychologically, spiritually, and physically. Our COLAGE volunteer staff take a restorative and transformative justice approach when working through conflict. We view conflict as an opportunity to help young people learn more effective strategies for conflict-resolution, communication, recognizing community impact, and emotional literacy. If a participant is disrupting the program, creating a disruptive environment, or harming another youth or COLAGE volunteer staff member, all participants will be brought to a quiet space to reflect and collect their emotions. Once all parties feel safe, all people involved will be brought into a conversation about what happened, the group and individual's behavior and actions, and how people were impacted. The discussion will be lead by a COLAGE volunteer staff member and will use these restorative practice questions: What happened? How did it make you feel? Who was affected? How can it be made right? Youth will be given a model for accountability and conflict-resolution to use in these types of discussions: Share what happened. Share how it made you feel. Listen to the people affected. Acknowledge and share how you hurt someone and accept responsibility, honor the other person's feelings, share specific things you intend to change to do better in the future, ask what needs to be done to make things right to move forward or have closure for all people involved. For questions or more learning about restorative and transformative justice please refer to the resources in the previous paragraph and contact Kaley Fry, Director of COLAGE Programming at [kfry@familyequality.org](mailto:kfry@familyequality.org) or 828-782-1938.

## **COLAGE Family Week Staff Contact Information**

### **General Family Week Inquiries and Concerns**

Kaley Fry  
Director of COLAGE Programming  
[kfry@familyequality.org](mailto:kfry@familyequality.org)  
828-782-1938

Amanda Hopping-Winn  
Family Equality Chief Program Officer  
[ahoppingwinn@familyequality.org](mailto:ahoppingwinn@familyequality.org)  
646-880-3005 Ext. 122

### **Youth Accessibility during COLAGE Programming**

Sonya Rio-Glick  
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646-880-3005 Ext. 150

Ruby Marzovilla  
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### **Billing & Registration Support**

Kaley Fry  
[kfry@familyequality.org](mailto:kfry@familyequality.org)  
828-782-1938

Katie Frederick  
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646-880-3005 Ext. 138

### **Attendance, Program & On-site Support**

Kaley Fry  
[kfry@familyequality.org](mailto:kfry@familyequality.org)  
828-782-1938

Amanda Hopping-Winn  
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### **COLAGE Donations**

Jamie Bergeron  
[Jamieb@colage.org](mailto:Jamieb@colage.org)