

**PROCEDURE FOR THE 1st, 2nd, 3rd, 4th, & 5th GRADE STUDENTS  
TO ATTEND THE VALLEY YOUTH CENTER**

**YOUR CHILD MUST:**

- Students must bring a note from their parent or guardian to the school office on Friday during homeroom. This note must be written, signed, and dated each week by the parent.

Note Example: I give my child, \_\_\_\_\_, permission to attend the Valley Youth Center after school today. I am aware that the pickup time is 6pm. Sincerely, X

- Your child will be issued a bus pass at that time and their name will be recorded on the student list for attendance purposes.
- At dismissal, students will be called to the cafeteria (Multi-purpose room) and wait to be dismissed to the bus.
- Children will be transported by bus to the Valley Youth Center.
- Students from the Valley Youth Center will ride on the bus to ensure safety and chaperone the kids on the way to the Valley Youth Center.
- When your children arrive at the Center the Parent Volunteers will check your children in again. Your child's name will be put on a "Check In List". This serves as a "double check" and is for your child's safety.
- At this time, we will check to see if your child has an Emergency form filled out. If your child is visiting the second time without a form filled out, you will receive a telephone call and another form sent home. Your child will need to have the form filled out in order to attend in the future. This is for your child's safety in the event we need to get in touch with you. Even if your child is attending the Center once in the course of the year, please fill out the form, it is for your child's safety.
- **SPENDING MONEY:** Snacks, drinks, and food are sold. Between \$5.00 and \$10.00 is more than adequate. A price list and menu will be forthcoming.
- **ADMISSION:** \$5.00 per student per week entry fee entitles your child all of the services that the center has to offer.
- **GAMES:** All games are set on "FREE PLAY" and we try to have each child rotate on each game so that everyone gets a turn. 2 machines have about 800 games or more loaded on them. The children also have an opportunity to play basketball, soccer, football and the girls have an opportunity to jump rope, hula hoop, and other activities in the Red Lion Gym. Crafts are available for the girls and boys for free most weeks and for a nominal fee on other weeks. We also have a TV, 2 foosball machines, ping pong and pool table, and two sofa areas to enjoy.
- **PICKUP TIME:** Is extended until 6pm- Please pick up at 6pm **sharp**. We still have to clean up after the children leave. If you are running late, please call at 215-938-5202 and notify us.
- **SIGN OUT: SIGN OUT:** Your child must be signed out of the Valley Youth Center by YOU. You must come into the Center to sign your child out on our sign out sheet and provide a driver license. If another parent is picking up your child, you will also need to call us at the center and inform us on that scheduled Friday, send us a handwritten, dated, and signed note with the name of the child you are authorizing to pick up along with your child. At that time, the adult picking up the children will be asked by our adults in charge to present an appropriate identification or driver license.

**IMPORTANT:**

1. Please go over the procedure with your child.
2. Please fill out the Emergency Contact & Medical Form as soon as possible so that in the event of an emergency we know how to contact you. We have had only a few emergencies in the 19 years we have been at the Center.
3. If a student volunteer answers the phone, ask for an Adult Board Member in charge. Our High School student volunteers help by answering the phones in the office while adults are chaperoning the children.

Thank you for your cooperation!