

PROCEDURE FOR THE 6TH, 7th & 8th GRADE STUDENTS
TO COME TO THE VALLEY YOUTH CENTER

Your Child Must:

- Bring a note to the school office on Friday's at the beginning of the school day (in the morning). The note must be written, signed, and dated by the parent each week by the parent.

Note Example: I give my child, _____, Permission to attend the Valley Youth Center after school. Sincerely, X

- Your Child's name will be put on a list in the Murray Avenue office stating that they will be attending the Valley Youth Center after school on Friday.
- At dismissal your child will meet in the cafeteria and will be given a walking pass by the Murray Avenue Staff Member in charge.
- 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 without a form filled out, the parent will be called and asked to come and fill it out. If you cannot, the form will be sent home with the child. We would like all emergency forms filled out prior to your child visiting the VYC or when your child comes for the 1st time. This is for your child's safety. Even if your child is attending the Center once in the course of the year, please fill out the form.
- **SPENDING MONEY:** Snacks, drinks, and food are sold. Between \$8.00 and \$10.00 is more than adequate. Pizza, mac and cheese, beverages, snacks and candy are sold. 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 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. We also have a big screen TV, 2 foosball machines, ping pong and 2 pool tables, and two sofa areas, a kitchen area and a bar for the children 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:** 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. If another parent is picking up your child, they will have to sign your child out. You will also need to call us at the center and inform us on the scheduled Friday and send us a handwritten, dated, & signed note. At that time, you 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 emergency in the 20 years we have been at the Center.
3. Your children are #1 to us!

Thank you for your cooperation!