

**PROCEDURE FOR THE 6TH 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 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. The gym is sectioned off in 1/2 younger children at one half and older children at one half. Crafts are available for the girls and boys for free. We also have a big screen TV, a foosball machine, ping pong and pool table, and two sofa areas to enjoy.

- **PICKUP TIME:** 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. If you cannot get thru, call our board members on the list provided. Call the office 1st.
- **SIGN OUT:** Please present your driver's license when signing out your child. 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, and 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.
3. If a student volunteer answers the phone, ask for an Adult Board Member in charge.

Thank you for your cooperation!