

PROCEDURE FOR THE 4TH & 5TH GRADE STUDENTS
TO ATTEND THE VALLEY YOUTH CENTER

YOUR CHILD MUST:

- Students must bring a note from their parent or guardian to Mrs. Kupa in the Assistant Principal's Office on Friday during homeroom. This note must be written, signed and dated each week by the parent.

Note Example: (note must be signed & dated each week) I give my child _____ permission to attend the Valley Youth Center after school today. I am aware that the pick up time is 6 pm. Sincerely, Mrs. 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 and wait to be dismissed to the bus.
- Children will be bused 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 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 will be 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 & Food are sold. Between \$5,00 and \$10.00 is more than adequate. A price list and menu will be forthcoming.
- **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 and other activities in the Red Lion Gym while at the Valley Youth Center. Crafts are available for the girls at the Center for a nominal fee.
- **PICK UP TIME:** Is Extended until 6 pm - Please pick up at 6 pm 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 their cell phones: Denise Kuritz, President at 267-784-0278/my3sonsplus1@comcast.net, or the Vice Presidents, Deb Indictor at 215-317-3138, Denise Hewish at 215-316-1531, Joanne Chester at 267-987-1134. If a student answers the phone, please ask for the President or one of the Vice Presidents or an Adult Volunteer in Charge. Our Pine Road Representative is Nancy Swerdlow. She can be reached at Home: 215-914-0112 Cell: 215-284-5257 or e-mail: nancy@thesixpackstore.com.
- **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 DATED NOTE.

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 only had one emergency in the 15 years we have been at the Center.

Thank you for your cooperation.

Denise Kuritz
President
Valley Youth Center
215-938-5202
www.valleyyouthcenter.net