

# MARY AND FRANCES YOUTH CENTER



120 South Linden Street • PO Box 843062 • Richmond, VA 23284 • (804) 827-0802

## **Communication and Notification Plan**

VCU and the MFYC are committed to maintaining a safe and supportive environment for all individuals in the university community, particularly youth who participate in our programs. Activities involving minors are integral to VCU's mission of creating and disseminating knowledge, as well as outreach through community engagement. Ensuring the safe and appropriate treatment of youth on campus is imperative.

### General Information:

- Directions and parking information can be found on our website through this link ([www.maps.vcu.edu/monroepark/francesyouthctr](http://www.maps.vcu.edu/monroepark/francesyouthctr)). Please note, the ramp next to the MFYC is NOT ours and cannot be used for drop-off/pick-up; if used, you are liable to be towed.
- All programs of the Youth Center adhere to VCU's *Safety and Protection of Minors* policy.
- All programs of the Youth Center adhere to VCU's safety and security policies, such as fire and emergency evacuation.
- In the event of an accident, emergency, or severe behavioral challenge, MFYC staff will contact the parents/guardians immediately.
- For information, relevant complaints or questions, please contact the director at 827-0802.

### Policies and Procedures:

- **Electronics Policy:** cell phones, iPods and other electronic devices are not allowed or necessary. Please be advised that if your child is using these devices during programming, it will be taken away and returned only to a parent or guardian. If you need to contact your child, please call 804-827-0802 or 804-828-2841 and we will deliver the message or connect you with your child.
- Parents do not need to sign in, however children must be signed out before they can leave.
- Photo identification must be presented before children can be signed out. Only individuals, 18 and older, listed on your registration may pick up your child. If another individual will pick up your child, you must submit this information in writing or email.
- There will be a fee each time your child is picked up late. The fee begins at 10 minutes and is \$10.00, and then increases by \$3.00 for each five minutes thereafter.

### Program Expectations:

- **Honesty-** being true to yourself and to others
- **Respect-** acting in a way that is positive towards others and property
- **Teamwork-** working together to accomplish a task or goal
- **Caring-** being a friend to everyone
- **Responsibility-** doing what you are supposed to do at all times



VIRGINIA COMMONWEALTH UNIVERSITY

Community Engagement | Mary and Frances Youth Center