

AFTERSCHOOL PARENT AND GIRL RESPONSIBILITIES

Office Copy

Please read and share with your daughter(s):

Initial Below

____ Girls, Inc.'s summer programs include group activities such as field trips; trips to the Franklin Family Aquatic Center and other outings in the community ("Group Activities"). All girls must be able to function in a group setting and strictly abide by Girls Inc. rules and policies in order to attend such Group Activities. This includes, but is not limited to, displaying appropriate behavior (a) while traveling to the Group Activities, (b) while at the center; (c) during such Group Activities; and/or (d) at events with Girls Inc. Girls Inc. provides 1:15 staff to girl ratio per Girls Inc. National standards as an after school and camp provider. Girls Inc. is not a day care provider. Any violations of Girls Inc. rules or policies or demonstrated inability to appropriately function in a group setting (in the sole discretion of Girls Inc. staff) may result in the suspension of Girls, Inc. privileges which might range from, but not be limited to, prohibition from attendance at Group Activities up to dismissal from the program.

____ **Program Hours:** Program hours are **Monday through Friday 2:30 p.m. – 6:00 p.m.**
Girls Inc. will open early on Wednesdays for early school release.

____ **Late Policy:** A late pick up fee of \$1.00 per minute is charged if you do not pick up your daughter by 6:00pm. It is the responsibility of each family to make arrangements for picking up girls **before** the daily closing time. **FAMILIES SHOULD HAVE A BACK UP PLAN IN PLACE.** Because of significant and ongoing problems with late pick-ups, membership may be revoked for girls whose parents are late more than twice during the summer. **No exceptions will be made nor refunds will be issued.** We reserve the right to contact law enforcement or Child Protective Services after 30 minutes past time of pick up.

____ **Respect:** At Girls Inc. we strive to treat all staff, girls and parents with respect and courtesy at all times, including using appropriate language, respecting property and equipment and not using verbal or physical aggression towards another person. Should you or your daughter have a recurring problem abiding by these rules, she may be dismissed from the program without refund of payments.

____ **Scan in/Out:** Your daughter must be scanned in every day. She must be scanned out when being picked up by someone listed on the pick-up list. Please be sure that you or anyone else who picks her up has a photo ID. Please notify us immediately if you think someone inappropriate will be trying to pick her up.

____ **Cancellation: Absolutely no refunds will be given under any circumstance.**

____ **Payments:** **Registration fee of \$35.00 is due at registration.**
Program Fees \$150 Transportation Fees: \$26 per semester

____ **Snack:** will **ONLY** open from 2:30-3:00 p daily. The afternoon snack will be provided to each member daily at no cost, these snacks will be provided by Northwood Elementary.

____ **Health:** For the health and well being of the Girls Inc. community, please do not send your daughter if she is ill or has any contagious condition, conjunctivitis ("pink eye"), head lice, strep, etc. **If your daughter has a temperature of 100.0 degrees or higher, parents will be notified and the child must be picked up as soon as possible. Girls Inc. is not a school, day care, or health care provider and therefore does not have a nurse on staff. If your child is exhibiting symptoms/complaining of feeling ill we will give you a courteous call.** If your child requires daily shots or administration of daily medication a health care provider or other designee by the guardian is welcome to provide this need.

____ **Clothing:** Our programs focus on fun and "learning through doing." Please send your girl with the appropriate clothing so that she may fully enjoy herself (play clothes that can get wet/and or dirty, and that are not revealing when girls participate in activities).

____ **Personal Belongings:** Girls Inc. will not be held responsible for any belongings that your daughter brings and/or leaves on Girls Inc. property. Valuables such as cash, jewelry, toys, electronics, and cell phones are brought in at your own risk. **However theft is not tolerated at Girls Inc. Theft is a cause for suspension or dismissal from the center with no refund of fees.**

____ **Phone Calls:** Girls Inc. members are generally not allowed to use phones in the center. If a parent needs to get in touch with her daughter, a staff member will take the call and relay a message to the member, or if you must speak to them we will get them unless they are out of the center.

____ **Confidentiality and Truthfulness of Information:** We only share information about your daughter with the staff who works directly with them. In order to ensure that your daughter has the safest, most productive and FUN time in our program, we ask that you be honest when reporting all information about your daughter, so that our staff is able to design and modify programming and other activities to best suit her individual needs to the extent possible.

____ **Contributing to Girls Inc.:** We ask that every family get involved in our program by giving at least 3 hours of your time. You can do this in a variety of ways: teach girls a new skill, help during a class, speak to the girls about your career, chaperone a field trip/swimming, participate in clean up days, or donate items needed from our wish list! There are many ways to lend a hand, and we encourage everyone to get involved. Please contact the Program Director Cristal Nevins at cristal@girlsincjc.com or the Office Manager Amy Chandler at amy@girlsincjc.com.

Parental/Guardian support and involvement are vital to successful membership at Girls Inc. I have read and understand these policies. By signing the signature page of the membership packet you and your daughter agree to abide by these policies and understand that failure to abide by these policies will result in termination from Girls Inc. We understand that if termination results from violation of the above policies, no deposits and or/advance payments will be returned to us.