

AFTERSCHOOL 2011-12

PARENT AND GIRL RESPONSIBILITIES

Parent Copy

Please read and share with your daughter(s):

___ All girls must be able to function in a group setting and abide by Girls Inc. rules in order to attend. This includes behavior on the bus, at the center, or at events with Girls Inc.

___ **Program Hours:** Program hours are **Monday through Friday from 2:30 am – 6:00 pm.**

___ **Late Policy:** A late pick up fee of \$1.00 per minute is charged if you do not pick up your daughter by 6:03. 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.

___ **Sign in/Out:** Your daughter must be signed in every day. She must be signed 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 \$135.00 and Transportation fee \$20.00**

___ **Additional Costs:** There may be additional costs for certain activities. These charges range from \$.50 to a few dollars, and we ask that your daughter bring the exact amount – preferably in an envelope marked with her name. Failure to provide your daughter with activity money may result in her not being able to participate in that activity.

___ **Food:** Lunch will be provided on a daily basis from Northwood Elementary. There will be a calendar sent home and another posted in the center so that if your daughter does not like what we will be serving on any given day you may send a lunch.

___ **Snack bar:** will **ONLY** open from 2:30-3:15p daily. The afternoon snack will be provided to each member daily at no cost, these snacks will be provided by Northwood Elementary. We do however have a candy machine and the items will vary weekly, the cost for the candy machine is \$0.25.

___ **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 99.5 degrees or higher, parents will be notified and the child must be picked up as soon as possible.**

___ **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.

___ **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 Director of Operation & Programming Jenny Sandefur jennysandefur@ymail.com or the Program Coordinator Abbie Kempf abbiekemp@gmail.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.