



Inspiring All Girls to be Strong, Smart and Bold™
(334) 793-2321

**2013-2014
AFTERSCHOOL PROGRAM CALENDAR**

***PLEASE NOTE: Girls Inc. will close at 5:30 p.m. Monday through Friday beginning the 2013-2014 School Year.**

August 12-16	CENTER CLOSED
August 19	AFTERSCHOOL 2013-2014 STARTS
September 2	CENTER CLOSED for Labor Day Holiday
October 14-16	Fall Break Intercession (Center is open 7 a.m. to 5:30 p.m.)
November 7-8	CENTER CLOSED for Girls Inc.'s Regional Conference
November 11	CENTER CLOSED for Veteran's Day
November 27-29	CENTER CLOSED for Thanksgiving Holidays
December 23-31	CENTER CLOSED for Christmas Holidays
January 1-3	CENTER CLOSED for New Year's Holiday
January 20	CENTER CLOSED for Martin Luther King, Jr. Holiday
February 17	CENTER CLOSED for President's Day
March 24-28	Spring Break Intercession (Center is open 7 a.m. to 5:30 p.m.) <u>Summer Registration Begins!</u>
April 18	CENTER CLOSED for Good Friday
May 23	Last Day of Afterschool Program 2013-2014
May 26	CENTER CLOSED for Memorial Day Holiday
May 27-30	CENTER CLOSED for Summer Prep & Training
June 2	Summer 2014 Begins!



Girls Incorporated of Dothan
AFTERSCHOOL PROGRAM 2013-2014

Required Afterschool Deposit \$50 (\$15 membership fee, if applicable & \$35 first week)

Slots are not reserved until the required deposit has been paid.

Slots are provided on a first come, first serve basis.

AFTERSCHOOL PROGRAM FEES:

Membership Fee.....\$15

Weekly Fee After School.....\$35

Weekly Fee for Intercessions.....\$45

This applies to any child who is enrolled in our program as a member and who will be attending on a regular basis. It does not matter how many days your child attends during the week, the fee is the same. Per Day fees DO NOT APPLY to regular members.

Per Day Fee for Drop In's and Visiting Members of the Family (After School).....\$7

Per Day Fee for Drop In's and Visiting Members of the Family (Intercession).....\$10

This applies to friends of the members who may attend a special event at the center, daughters visiting the other parent or relative for a short vacation, or guests who are experiencing the center for a trial visit. Girls are ONLY considered "visitors" for no more than 2 days total - after this time frame, they will be required to pay a membership fee and weekly fees, and purchase a t-shirt. PLEASE NOTE: We cannot guarantee that we can accept drop-ins, and they must first be approved by the Executive Director or Program Director.

HOURS OF OPERATION DURING THE AFTERSCHOOL PROGRAM:

Business Office opens for business at 8:30 A.M.

Girls may arrive no earlier than 2:00 P.M.

Center closes at 5:30 p.m.

HOURS OF OPERATION DURING THE AFTERSCHOOL PROGRAM:

Monday - Friday 7:00 a.m. to 5:30 p.m.

SPECIAL DISCOUNTS FOR MULTIPLE FAMILY MEMBERS:

Girls from the same household receive a special weekly rate as follows:

Table with 3 columns: Number of Girls, After School fee, Intercession/Full-Time Care fee. Rows: First 2 Girls, 3rd Girl, 4th Girl.

Please note: Girls Incorporated of Dothan does not refund any fees, membership dues or field trips. If you pay for your daughter to attend a field trip, and she does not go on the trip you WILL NOT RECEIVE A REFUND for that trip. We must reserve seats for our field trips in advance, and her seat was held and paid for regardless if she attended. Field trip fees also CANNOT be transferred to another trip.

AFTERSCHOOL REGISTRATION 2013-2014

CHILD'S NAME: _____ DOB: _____ AGE: _____ RACE: _____

HOME ADDRESS: _____ CITY: _____ ZIP: _____

PARENT/FAMILY INFORMATION

Child lives with: Mother Father Both Parents Relative Guardian Foster Home

Mom's Name: _____

Home Phone: _____ Cell phone: _____

Place of Employment: _____ Work Phone: _____ Hours you work: _____

Dad's Name: _____

Home Phone: _____ Cell phone: _____

Place of Employment: _____ Work Phone: _____ Hours you work: _____

Step Parent's Name: _____

Home Phone: _____ Cell phone: _____

Place of Employment: _____ Work Phone: _____ Hours you work: _____

How many people live in your house? _____ Who MAINLY takes care of your child? _____

Does your child receive FREE or REDUCED SCHOOL LUNCHES? YES NO

Did you, the parent, ever attend Girls Club or Girls Incorporated as a member? YES NO

In case you are not able to pick up your child and have not notified us, we need names and telephone numbers of those we can call to come and get her, or names of other people you give permission for your daughter to go home with:

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Is there ANYONE WHO CANNOT PICK UP YOUR CHILD at any time for any reason?

NAME: _____ RELATIONSHIP: _____

Is there a court order preventing contact? YES NO

AT GIRLS INC. WE VALUE THE SAFETY OF EVERY CHILD. IN AN EFFORT TO ENSURE THEIR SAFETY, WHOEVER IS PICKING UP YOUR CHILD MUST PHYSICALLY COME INTO THE CENTER AND SIGN THE CHILD OUT, AND THE PERSON (ADULT, MINIMUM AGE OF 16) MUST BE LISTED ABOVE IN ORDER TO CHECK OUT THE CHILD.

(Parent/Guardian Initials please.)

SCHOOL & GRADE INFORMATION

What SCHOOL does your child attend? _____

What GRADE is your child in? _____

CHILD'S NAME: _____

STATISTICAL REPORTING INFORMATION

To comply with Girls Incorporated's national required reporting format, the Wiregrass United Way and the State of Alabama for grants, we need the following statistical information completed. This information, as with all things in your child's folder, will be kept in strictest confidence.

FAMILY INCOME

Under \$10,000
\$10-15,000
\$15-20,000
\$20-25,000
Over \$25,000

Learning Disability
Emotional Disability
Visual Impairment
Hidden Health Disability
Multiple Disabilities

CHILDHOOD DISABILITIES

Developmental Disability
Mobility Impairment
Hearing Impairment
Other _____

Is any member of this child's family a member (active or retired) of the U.S. Military or Guard/Reserve?

Yes No

CHILD'S HEALTH INFORMATION SHEET

In case your child is injured, or is in need of emergency medical treatment, we will make all possible arrangements to notify you first and allow you to transport her to a medical facility. In the event that WE CANNOT LOCATE YOU OR THE INJURY IS TOO SEVERE TO WAIT to notify you prior to treatment, please give us the following information and permission to have your daughter treated.

INSURANCE INFORMATION

Medical Insurance Company: _____

Employer Through Which Insurance is Issued: _____

Policy Number: _____ Group Number: _____

Physician Preference: _____

Child's Regular Physician: _____ Phone #: _____

Hospital Preference: _____

HEALTH HISTORY

Are your child's school shots up to date? YES NO Date of last tetnus shot: _____

Does your child have any physical or mental handicaps? _____

Does your child have any illnesses or diseases that she receives regular treatment for? YES NO

If yes, what is the treatment: _____

CENTER MEDICATION PERMISSION SLIP

Do you as a parent give our staff permission to administer the following over the counter medications to your child per bottle directions with regards to age and weight: *(please check those that we can administer).*

Children's Tylenol _____ Pepto Bismol _____

Children's Mylanta _____ Choloroseptic Spray _____

CHILD'S NAME: _____

Does your child take any REGULAR MEDICATION? YES NO

Name: _____ Dosage: _____

Name: _____ Dosage: _____

Name: _____ Dosage: _____

Name: _____ Dosage: _____

Are we going to administer this while she is at the center? YES NO

Does your daughter have any allergies? YES NO

If so, what are the allergies? _____

TREATMENT PERMISSION SLIP

Do you as a parent give our staff permission to seek emergency medical treatment if we are unable to locate you at the time of the accident or if the medical need is so great we feel treatment is necessary now and we will continue to locate you?

YES NO

SIGNED: _____ DATE: _____

Parent/Guardian

VIDEO, WEB SITE, FACEBOOK AND PUBLICITY PERMISSION

I give my permission for my daughter to be filmed, or photographed for the sole purpose of providing newspaper stories, fundraising event publicity, program event publicity, grant documentation, Girls Inc of Dothan website stories, photos, and events, and TV news/event coverage.

Parent signature

Date

TRANSPORTATION CONSENT/BEHAVIOR POLICY

I understand and agree for my daughter(s) to ride on the Dothan City School buses or Wiregrass Transit Authority (WTA) buses during field trips as part of the program content and structure of Girls Inc of Dothan, and as such, I agree for her to abide by the following bus rules:

1. Girls will board buses in an orderly manner. Drivers have the authority to delay arrival and departure times until there is order on the vehicle.
2. Girls who misbehave or continue to act in a disorderly manner while on the bus may be suspended from riding the bus for a specific period of time at the discretion of the Wiregrass Transit Authority bus driver, the Director of the organization, and by the management of Girls Inc of Dothan.
3. Girls fighting on the vehicles will automatically be suspended from riding the bus for a week and can be expelled from the Girls Inc programs.
4. Girls found defacing or vandalizing the bus will be suspended from riding the bus and possibly be expelled from Girls Inc. Juvenile authorities can be notified and parents can be held financially responsible for the damages.

Parent signature

Date

CHILD'S NAME: _____

Girls Incorporated of Dothan
FINANCIAL POLICIES

Girls Incorporated is able to provide services to you and your daughter(s) for a greatly reduced price BECAUSE of the Wiregrass United Way, a strong Board of Directors who conduct 6 fundraisers each year to support the programs and scholarships, our local churches, civic organizations, foundations, and YOU.....yes, YOU!

On Fridays, you will receive a bill for the services we have provided for your daughter(s). That bill will reflect the current fees for the programs your daughter(s) is enrolled in. **PAYING YOUR BILL ON TIME AND IN FULL** means that we have money to continue to operate for the next month. Allowing this bill to get behind makes it difficult for you to pay, and could cause your daughter(s) to be suspended and unable to attend.

Our present policy regarding fees not paid in full at the end of each month is as follows:

If at any time the total amount of fees due equals \$100, Girls Inc. of Dothan requires that:

- A. your account be frozen,
- B. your daughter's membership be suspended for a period of time to allow you to catch up on your fees, and
- C. your daughter cannot physically attend any of our programs or activities until the account is paid in full.

Invoking this policy can be avoided by talking to the Executive Director regarding your account and your financial needs. If you have changes in your job, your income, or even your family situation, please tell the Executive Director. We have tools that we can use to help you out in the short term, or work towards financially getting you back on track. Failure to talk about your financial situation only hurts you and your daughter.

Now that I have read the above state policy, I agree to the following terms and policies:

1. I understand that my PROGRAM FEES MUST BE PAID IN FULL EACH WEEK in order for my daughter to be considered eligible to continue to attend. Failure to do so could result in my daughter being removed from the program.
2. I also understand that there is a \$30 RETURN CHECK CHARGE that will be assessed should my checks be returned by my bank or other financial institution.
3. I also understand that PICK UP TIME IS 5:30 P.M. and there is a \$1 charge for every minute or portion thereof that I am late. That money is to be paid in cash or by check to the staff member who is staying late with my daughter at the time I pick her up. If I do not have any means to pay this fee, the fee will be added to my account and must be paid off at the end of the month. Continued tardiness in picking up my daughter could result in my daughter being removed from the program.
4. I understand that there are NO REFUNDS for membership dues, program fees or for field trips. If I pay for a field trip, and my daughter does not attend that day I WILL NOT RECEIVE A REFUND for that trip. I also understand that field trip fees cannot be transferred from one trip to another. Girls Inc. has to reserve seats for field trips, and I understand that a seat was reserved for my daughter regardless if she attended the trip.

I have read and understand the above stated policies and procedures, and understand and agree that it is my responsibility to keep my financial account clear and straight and to make timely payments on my account.

Parent/Guardian Signature

Date

Girls Incorporated of Dothan Computer Use Agreement

I understand that, as a Girls Inc. member and internet user, I am responsible for my actions and that I am responsible for acting considerately and appropriately, in accordance with the rules listed below.

When using the internet while on a computer at Girls Inc., **I will not:**

- *Use a computer unless there is a teacher or staff member present*
- *Use a computer unless I have asked to do so, especially when in the office or administrative areas of the center*
- *Print anything until I have been given permission by the staff member in charge*
- *Send, display, or download offensive messages or pictures*
- *Download any data, pictures, music, art, or other internet matter*
- *Give out personal information on any website, personal page, blog, or other area*
- *Use obscene language, harass, insult or attack others*
- *Damage computers, computer systems, or computer networks (this includes changing workstation or printer configurations, deliberately destroying data or spreading computer viruses)*
- *Violate copyright laws*
- *Use other users' passwords*
- *Trespass in other users' files, folders, or work*
- *Bring food or drink to the computer area.*
- *Visit unapproved or inappropriate websites. These will be made known to you by a Girls Inc staff member during your class or lab time.*

Girls Incorporated of Dothan has the right to read and retain any electronic messages transmitted/received via use of a computer located at Girls Incorporated of Dothan.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of the internet or any computers at Girls Incorporated:

1. Loss of access to ANY computer
2. Loss of membership to Girls Inc. depending on the severity of the offense
3. Legal action, if and when necessary.

All girls (grades 3-8) have to sign the computer use policy in order for her to be eligible to use our computers in the lab for class work or for homework/research; a parent's signature must accompany the computer use agreement.

Yes, I understand the above policies regarding computer and internet use at Girls Incorporated. I accept full legal responsibility should my child damage computers or computer systems/networks, destroy data or equipment, or spread computer viruses from a Girls Inc. computer.

By signing below, my child has my permission to access the Internet under the supervision of a Girls Inc. staff member.

Parent's Signature

Date

Child's Name



**Girls Inc. of Dothan
DISCIPLINE POLICY**

OUR DISCIPLINE POLICY

Girls Inc. is dedicated to ensuring a safe and nurturing environment. Parents are asked to work with us regarding any problems your child may have. Children must be willing and able to participate with a maximum child/staff ratio of 20:1. The primary goal of this policy is to reinforce the idea that all behaviors, appropriate or inappropriate, and their consequences are in the child’s control. All incidents of misbehavior are documented and retained by Program Staff.

Minor Violations

- Screaming/Yelling
- Running in the Building
- Being in an Unsupervised Area
- “Babying” Younger Girls

Consequences

- 1st – Warning/Time Out
- 2nd – Activity Restriction/Notify Parents
- 3rd – Suspension from Program

Major Violations

- Disrespect to Staff, Equipment, Center
- Swearing or Inappropriate Language

Consequences

- 1st – Activity Restriction/Notify Parents
- 2nd – Suspension from Program
- Also – Restitution for Damaged Property**

Serious Violations

- Attempts to Injure (hitting, biting, kicking)
- Threatening other members and/or Staff with Physical Harm
- Inappropriate Comments and/or Touching
- Stealing
- Bullying/Intimidation/Name Calling

Consequences

- 1st - Suspension from Program
- 2nd – Termination of Membership
- Also – Restitution for Stolen Items**

Extreme behavior cases involving violence, stealing or destruction of property may result in an immediate suspension or permanent removal from the program. If a child destroys any property belonging to Girls Inc. of Dothan, the parent will be responsible for paying for the cost of the damage. Continued inappropriate behavior(s) may result in permanent removal from the program.

Girls Inc. of Dothan reserves the right to request without advance notice that you pick up your child and to discontinue service if the child’s behavior poses a threat to herself, other children, staff or to property belonging to Girls Inc. of Dothan.

It is not our intent to suspend any girl from the fun and healthy activities at the center. IT IS OUR INTENT TO PROVIDE A SAFE ENVIRONMENT, INVOLVE A CHILD’S PARENT, AND ASK FOR THEIR SUPPORT OF OUR STAFF AND TO ASSIST US IN USING CREATIVE BUT EFFECTIVE DISCIPLINE.

Parents/Guardians

Girls Inc. expects all adults in the building waiting for their daughter(s) or visiting for a defined purpose to conduct themselves in a manner that is respectful and responsible. The Executive Director and Program Director reserve the right to ask anyone on the property to vacate if their behavior or actions put our members or staff at risk. Noncompliance of any request will result in contacting the local authorities.

Please sign that you have read and agree to this discipline policy. This form must be signed by both the parent and child.

Parent/Guardian Signature: _____

Date: _____

Girl Member Signature

I understand the above policy and consequences and intend to follow them.

Member Signature: _____

Date: _____