



**Girls Inc. of Dothan**  
*Inspiring All Girls To Be Strong, Smart and Bold*  
**(334) 793-2321**

## **2016 SUMMER PROGRAM CALENDAR**

<b>March 28-April 1</b>	<b>Begin Spring Break Intercession-Center OPEN 7AM-5:30PM ENROLLMENT FOR SUMMER PROGRAM OPENS</b>
<b>May 6</b>	<b>Summer Scholarship Applications Deadline (No Exceptions)</b>
<b>May 20</b>	<b>Last Day of the Afterschool Program 2015-2016</b>
<b>May 23-27</b>	<b>CENTER CLOSED for Summer Staff Prep and Training</b>
<b>May 30</b>	<b>CENTER CLOSED – Memorial Day</b>

### **SUMMER 2016**

Center opens to girls at 7 A.M. (Check-in is located in the Gameroom until 8:30 A.M.)  
Center Business Office hours are 8:30 A.M. to 5:30 P.M.

<b>May 31</b>	<b>Begin Summer Program 2016 – 7 AM – 5:30 PM</b>
<b>July 4</b>	<b>CENTER CLOSED for 4<sup>th</sup> of July holidays</b>
<b>July 5</b>	<b>Afterschool Program Registration Begins</b>
<b>July 22</b>	<b>Afterschool Scholarship Application Deadline (No Exceptions)</b>
<b>July 29</b>	<b>LAST DAY OF SUMMER PROGRAM</b>
<b>August 1-3</b>	<b>CENTER CLOSED for Staff Vacations</b>

### **AFTERSCHOOL 2016-2017**

<b>August 4</b>	<b>Afterschool Program 2016-2017 Begins</b>
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of Dothan

## 2016 Summer Program Fees

Effective Summer 2016, the program fee schedule will be changed. Please note that fees MUST be paid in advance, and are nonrefundable. If a payment has not been made by the deadline, your daughter will not be able to attend until the payment is made (slots are NOT reserved). Field trips are additional, and are cash only.

**Please note: Annual Membership Fee (\$15) AND T-shirts (\$12-20) are NOT included in the prices below.**

### Payment Options:

#### **PAY IN FULL\***

Payment is due at the time of registration.

1 Child	\$360
2 Children	\$640
3 Children	\$920

\*This DOES NOT include membership fee or T-shirt\*

#### **PAYMENTS**

Down payment is required at registration in order to hold your child's slot in the Summer program.

**DOES NOT INCLUDE T-SHIRT OR MEMBERSHIP FEE.**

	<b>Down Payments</b>	<b>Total Cost of Summer</b>
1 Child	\$105	\$405
2 Children	\$165	\$720
3 Children	\$300	\$1035

#### **Schedule & Payments Due**

	June 13th	June 27th	July 11th
1 Child	\$100	\$100	\$100
2 Children	\$185	\$185	\$185

### **FAMILY GUIDANCE / DHR ASSISTANCE**

A letter stating your parent fees must be provided at registration.

Membership Fee AND 1st week of Parent Fee is due at registration. Parent fees are due EVERY Monday for that week of service.

Must have card to check in/check out your child EVERY day.

### **FIELD TRIPS**

Field trips are non-refundable, MUST be paid by Friday for trips the following week, AND must be paid in cash only. Field trips are on Tuesdays for 4th-8th and Wednesdays for K-3rd.

I understand that all fees (program, membership, field trip, T-shirt) are non-refundable and refunds are not given under any circumstances including moving, suspension, or absences. Field trip payments cannot be transferred to another trip. I agree to honor this payment plan and understand that lack of payment may result in my child losing her slot in the Summer program.

Parent/Guardian Signature \_\_\_\_\_

# SUMMER LUNCH & BREAK INFORMATION

## IMPORTANT THINGS TO REMEMBER

Girls **MUST** pack a COLD lunch every day!

**NO OUTSIDE FOOD ALLOWED**

Please pack an ice pack in lunch box if needed.

**Girls need to arrive before 10:30 a.m. if they will be eating lunch at the center.**

We encourage parents to **NOT** drop off their children between 11 a.m. to 12:30 p.m. as staff are busy serving lunch and supervising the children.

If you bring your daughter(s) after 12:30 p.m., please make sure that she has already eaten lunch as we do not have staff to supervise her while she eats.

### **Break**

We have 2 breaks during the Summer (morning and afternoon). Girls may bring snacks from home or purchase snacks from our Cantina. The snacks that are offered through our Cantina range in price from 0.25 to 0.50 cents and include (but are not limited to):

Koolaid Jammer	0.50 cents
Pickles	0.25 cents for half pickle – 0.50 cents for whole
Chips – variety	0.50 cents
Pop Tarts	0.25 cents for one – 0.50 cents for both
M&M Cookies	0.50 cents
Rice Krispy Treats	0.50 cents

***Ice Cream Wednesdays at Afternoon Snack*** - Items range from 50 cents to \$2.

***You can put snack money on a snack account for your daughter.***

### **Lunch**

Lunch Schedules:

K-2 <sup>nd</sup> grade	11:00 to 12:00
3 <sup>rd</sup> grade and up	12:00 to 1:00

Girls **MUST** pack a COLD lunch every day. Please pack an ice pack in lunch box if needed. Please see information above regarding arrival times and lunch. **No outside food is allowed!**



**Current Member Summer Registration Form**

**Confidentiality:** Any confidential information requested is for our records and for the funding our Organization receives. The answers you provide will be kept completely confidential. Your cooperation in providing this information is both appreciated and necessary.

**Member Information**

Child's Name (First/Last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Grade Completed THIS School Year 2015-2016): \_\_\_\_\_

**Household Information**

**Family Setting:**

- Both Parents
- Guardian
- Relative
- Single Parent
- Parent & Stepparent
- Foster

**Family Income:**

- Under \$10,000
- \$10-\$15,000
- \$15-20,000
- \$20-25,000
- \$25-30,000
- \$30-50,000
- Greater than \$50,000

Parent/Guardian (First/Last Name): \_\_\_\_\_

Phone Number: \_\_\_\_\_  Work  Cell  Home

Phone Number: \_\_\_\_\_  Work  Cell  Home

Email Address: \_\_\_\_\_

2<sup>nd</sup> Parent/Guardian (First/Last Name): \_\_\_\_\_

Phone Number: \_\_\_\_\_  Work  Cell  Home

Phone Number: \_\_\_\_\_  Work  Cell  Home

Email Address: \_\_\_\_\_

**\*\*T-Shirts are REQUIRED FOR ALL FIELD TRIPS\*\***

**Circle T-Shirt Size: Youth S M L Adult S M L XL XXL**

**Cost – Youth Sizes \$12, Adult Sizes \$15 and XL/XXL \$20**

**Authorized Pick-Up List**

In case you are not able to pick up your child and have not notified us, please provide 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. Please note that you will be charged \$1 for every minute past 5:30 that your daughter remains at the center.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

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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.)

**Member Medical Information**

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Preferred Physician: \_\_\_\_\_ Physician Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Medical Problems/Allergies: \_\_\_\_\_

**Treatment Permission**

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

\_\_\_\_\_  
**Parent signature**

\_\_\_\_\_  
**Date**

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 \_\_\_\_\_ Children's Tums \_\_\_\_\_

**Video, Website, 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 and 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 Girls Inc.
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**

I understand the rules of Girls Inc. of Dothan, and I have explained the rules to my daughter. I agree that Girls Inc. of Dothan will not be responsible for any accident to my daughter while on the premises of Girls Inc. of Dothan or while engaged in any of its activities away from the center.

\_\_\_\_\_  
**Parent signature**

\_\_\_\_\_  
**Date**

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 3 fundraisers each year to support the programs and scholarships, our local churches, civic organizations, foundations, and YOU..... yes, YOU!

Fees are due on the dates provided in your registration packet. **PAYING YOUR FEES ON TIME** means that we have money to continue to operate. Allowing this bill to get behind makes it difficult for you to pay, and will cause your daughter(s) to be suspended and unable to attend.

**Our present policy regarding fees not paid is as follows:**

**If at any time the total amount of fees due is 2 weeks behind, 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.

**I understand and agree to the following terms and policies:**

- 1. I understand that my PROGRAM FEES MUST BE PAID IN ADVANCE in order for my daughter to be considered eligible to continue to attend. Failure to do so will 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 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 the following Friday. 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.**

**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