



Girls Inc. of Dothan

Inspiring All Girls To Be Strong, Smart and Bold

(334) 793-2321

2016

SUMMER PROGRAM CALENDAR

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

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.

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

AFTERSCHOOL 2016-2017

August 4	Afterschool Program 2016-2017 Begins
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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.

	Down Payments	Total Cost of Summer
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 Fridays 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-3 rd grade	11:00 to 12:00
4 th 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!**

SUMMER REGISTRATION 2016

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.)

****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

SCHOOL & GRADE INFORMATION

What SCHOOL does your child attend? _____

What GRADE did your child complete THIS school year? _____

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
- \$25-30,000
- \$30-50,000
- \$50,000+

CHILDHOOD DISABILITIES

- Learning Disability
- Emotional Disability
- Visual Impairment
- Hidden Health Disability
- Multiple 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 _____ Children's Tums _____

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

Parent signature

Date

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

**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 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

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. Rule violations are accumulated on a monthly basis.

Minor Violations

- Center Specific Gossip
- Disruptive Behavior
- Being in an Unsupervised Area
- Name Calling

Consequences

- 1st – Warning
- 2nd – Time Out
- 3rd – Activity Restriction
- 4th – Notify Parents & Loss of Special Activity Privileges*

Major Violations

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

Consequences

- 1st – Activity Restriction and Notify Parents
- 2nd – Loss of Special Activity Privileges*
- 3rd – 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

Consequences

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

**Loss of Special Activity Privilege refers to birthday bash, special movie/popcorn day, etc. that are held within that month.*

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: _____