

**girls
inc.®**

**Inspiring all girls to be
strong, smart, and bold™**

INFORMATION FOR NEW MEMBERS

A. Introduction

Girls Inc. inspires all girls to be strong, smart, and bold and all programming is planned and facilitated to achieve this mission. Girls Inc. helps build girls' capacity for responsible and confident adulthood, economic independence, and personal fulfillment. Program emphasis is in the follow six core areas:

1. Self Reliance & Life Skills
2. Culture & Heritage
3. Leadership & Community Action
4. Health & Sexuality
5. Sports & Adventure

B. General Information

Membership is \$55 per year per girl. Scholarships are readily available upon separate application. All forms must be signed prior to the member's first day in the program. Girls are allowed one "free" day to check out programming before signing up.

Center hours for members are 2:30 – 6:00 p.m. on school days, 7:30 a.m. – 5:30 p.m. full day paid school holidays and summer programming. Walk-in membership benefit during summer programming is Noon – 5:30 p.m. **when available**. (Always check weekly schedule.)

Sign-in and sign-out procedures are for member safety. Staff will sign in younger members when they arrive from school; older members must sign in themselves. During the summer months or school breaks, all members must sign in themselves. When a member leaves her parent or guardian must come into the center and sign out the girl. Each member should come to the center knowing who will be picking her up at the end of the day. Anyone picking up a member must be listed on the membership form. Girls will not be released to unauthorized people! Until staff get to know family members, we will ask to see a photo ID. Members may not sign themselves out unless the appropriate box is checked on the membership form. Please read and understand the attached late policy. Ask questions if you do not understand. Late pick-ups will be documented.

If a girl misses transportation from the schools, she must call a custodial adult from school for pick-up.

Members are responsible for placing book bags, coats, and other personal items into a locker. Girls may not remove items already in a locker. Girls Inc. is not responsible for lost or broken personal items. "Lost and found" items can be found in the program office. Please check for lost personal items periodically as Girls Inc. will donate these items to Salvation Army.

Girls Inc. will provide a daily snack as part of membership benefits. Girls may have seconds only if enough food to go around. Drinks may be provided if possible but water is always available. Food is provided in cooperation with Community Kitchen and Hoosier Hills Food Bank. If there are dietary or allergy concerns, guardians may talk with staff. We are sensitive to allergies and will try to accommodate these issues when possible.

Members are not allowed to use cell phones or the center phone unless it is an emergency. (Forgotten belongings and setting up play times are not emergencies.)

C. Suicide Disclosure and Suspected Child Abuse

Should a member present suicidal intentions, staff will try to calmly talk with her and notify the immediate supervisor as soon as possible. Guardians will also be notified. If we suspect child abuse we must report it to the proper authorities. We are not making a judgment call; we have to follow up with every situation whether real or imagined.

D. Field Trips and Special Events

All outings, walks, and events occurring off Girls Inc. property require permission slips signed by the guardian. Verbal permission may not be taken from a guardian over the phone. We must have written permission slips at least one day prior to the event. Participation in field trips and special events is on a first come, first served basis and a member's spot will not be held unless all fees are paid. If fees are not paid and arrangement for scholarship not made, members may not participate in the event. Particularly during the summer, events off-site may result in the center being closed. Make sure to make other arrangements.

At the time of the scheduled departure, staff members will have a list of all participants with their emergency contact numbers. Each staff person going on the field trip will have a copy of this list and one copy will remain at the center.

E. Parental Concerns

At the end of the day, staff do try to connect with guardians about the day's activities, follow up with homework help, or other issues. Should situations arise that lead to questions or concerns, guardians are encouraged to talk directly with a member of the staff. If concerns are related to a staff member, please see the Executive Director.

F. Transportation Misbehavior Plan

Riding the bus is a privilege, not a right. If minor infractions continue repeatedly or if there is a more significant misbehavior infraction the rider will receive a written notice to give to her guardians about her problematic behavior. This notice serves as a warning letter to the possible suspension of a rider if her misbehavior continues.

After having received such notice, the bus driver reserves the right to suspend a rider for 1-day for misbehavior. If misbehavior continues, the bus driver may either give another suspension or if behavior is extreme, terminate bus privileges to the child.

In an extreme case after suspension has been given, the bus driver may terminate a student's riding privileges in order to maintain safety of all those using Girls Inc. transportation services.

G. Late Policy

During the MCCSC school year, the Girls Inc. center closes at 6:00 p.m. on regular school days and at 5:30 p.m. on school vacation or half days. During the summer, the center closes at 5:30 p.m. Members must be picked up by the closing time (center clock) or a late fee will be assessed. One late pick up results in a written warning with an explanation of fees charged. Fees will be assessed with the second late pick up. After 30 minutes, staff must call Child Protective Services and fees escalate greatly.

PLEASE NOTE: members will not be able to participate in special activities or field trips until all fees are paid (including late fees).

H. Rules To Have Fun By

Respect others and their belongings (only go through your own things!).
Keep the center safe - hitting, kicking, play fighting, and relational aggression
will NOT be tolerated. *****

There are not enough lockers for assignments - besides Girl of the Year.

Sign in and have a caretaker sign you out each day!

We do not want bugs - Keep food/drink in the snack bar.

Report to class on time, and stay with your group!

No loitering in the locker area or bathroom.

Do not go outside or between buildings without a staff person.

Please keep your shoes on at all times!

Do not pick anyone up! (Two feet on the ground!)

No 93.1FM on the radio.

No piano during tutoring times.

No girls in the back room.

Sign out materials from art center and game area.

Put a helmet on when skating.

Skate only in game area - not in snack bar, art center, resource center, etc.

Keep make-up/hairbrushes at home!

Internet user agreements must be on file to use Internet.

Permission slips must be ON FILE to attend field trips, no verbal permission
accepted. Membership must also be current.

Do homework in resource center.

Gym shoes must be worn in the gym.

Clean up at 4:00 and at 5:30pm. Find a job!

***** Girls Inc. staff will handle behavioral incidents with a self-discipline outlook with the member. However, if a member hits or kicks another person, a caretaker will be called immediately to come and get the member for the day. The second time she hits or kicks, the member will be sent home and will be suspended for an additional day. If any inappropriate behavior persists, the member could be suspended indefinitely.