

girls inc.

*Inspiring all girls to be
Strong, Smart, and Bold.*



girls inc.

After-School
Program

Parent
Handbook

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Hagerstown, MD 21740
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www.girlsinc-md.org

SUMMER CAMP

Girls Inc. Summer Camp provides girls with an unforgettable summer. Weekly field trips and special events take them on a journey of fun. Campers enjoy exciting and educational hands-on activities such as field trips, swimming, arts and crafts, sports & computers.

Summer camp is for girls 6-18 years old.

Camp hours are 7:45 a.m. to 5:00 p.m.

Registration for summer camp begins in May.

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CAMP FEES:

Member: \$60 per week (to qualify for the member rate, girls would have had to attend and paid dues for 3 months during the previous school year)

Non-Member: \$100 per week

*Note: These fees are based on the 2023 summer camp; these are subject to change each year.

Junior Leadership Opportunity:

We offer a Summer Junior Leadership opportunity for girls going into 8th-12th grade. This is an unpaid, first work experience, working side by side with Girls Inc. staff instilling independence, responsibility, interpersonal skills, and a good work ethic. There is an application and interview process to be accepted into this program.

All girls going into 8th -12th grade can apply, however, priority will be given to Girls Inc. Alumni.

There is a fee of \$25 per week for Junior Volunteers.

**We reserve the right to make exceptions of age requirements.*

TRANSPORTATION

We provide transportation to Girls Inc. for after-school programming from the following schools:

Bester Elementary	Maugansville Elementary
Emma K Doub Elementary	Northern Middle
E. Russell Hicks Middle	Pangborn Elementary
Fountaindale Elementary	Salem Avenue Elementary
Jonathan Hager Elementary	Western Heights Middle
Lincolnshire Elementary	

Note: we must have at least 8 girls enrolled from a school to provide transportation.

Van Rules:

- Seatbelts must be worn at all times—no exceptions.
- Girls must remain seated and facing forward while van is in motion.
- Hands, head and arms must be kept inside the van at all times. Girls can not throw anything out the windows.
- Fighting, offensive language, screaming and/or excessive loud talking is not permitted or tolerated.
- Girls must keep hands to themselves and only touch their own belongings.
- No eating or drinking in the van.
- Girls must sit and stay in their assigned seat.

Behavior Policy As Follows:

- 1st time is a verbal warning.
- 2nd time is a written warning that must be signed by Parent.
- 3rd time is a suspension from the van for three days.
- 4th time is a permanent removal from the van.

Van Policy/Parent Information:

- Contact Girls Inc. if your daughter will no longer need transportation after school.
- If your daughter misses the van at school, you will need to find other means of transportation from school. We are unable to go back and pick her up.
- In accordance with Maryland State Law, children under 8 must ride in a child safety seat, unless the child is 4'9" or taller. Every child from 8-16 years old must be secured with a seat belt. Child safety seats are provided by Girls Inc.
- If your child does not attend and/or ride the van for two weeks her seat will be given to a child on the waiting list.

WELCOME

Girls Inc. of Washington County

***Our mission is to inspire all girls to be
Strong, Smart, and Bold.***

Girls Inc. of Washington County has been welcoming girls into the strongest and most vocal organization for women for 75 years!.

At Girls Inc., we raise the bar for girls and dare them to soar into areas such as math, science, and technology. We place no assumptions or limitations on girls or their abilities, allowing them to discover their own talents and dreams. Girls Inc. has been growing to ensure as many girls as possible have access to our powerful programming. We will continue to invest in new research to ensure our programs reflect the ever-changing needs of the girls we serve.

Girls Inc. of Washington County is committed to reaching more girls through its programs and public education efforts for years to come.



ABOUT GIRLS INC.

Purpose: Girls Inc. is a non-profit organization for girls ages 6-18 years old. We aspire to have a lasting impact on the girls we serve by providing opportunities and experiences that focus on the needs of girls in a holistic way. Our programs reinforce learning in academic enrichment, careers and life planning, health and sexuality, leadership development, sports and adventure, life-skills, culture, and the arts. Through participation in our research based programs, it is our long-term goal for girls to be healthy, educated, economically secure, and positioned for a successful adulthood.

HOURS OF OPERATION

After School Program

Monday-Thursday 2:15-6:00 pm
Friday: 2:15 -5:00 pm

Summer Camp

Monday-Friday
7:45 am -5:00 pm

Programs/Activities: All girls that attend our after school program must participate in the enrichment activities that are offered each day. If they choose not to participate, parents/guardian will be called to pick up your child.

A TYPICAL DAY AT GIRLS INC.

2:15-4:00 Snack, free time, read and work on homework

4:00-4:15 Announcements

4:15-5:30 Girls participate in academic enrichment programs

Behavior Management Policy:

- Be respectful to staff, volunteers, peers and property.
- Resolve conflicts peacefully.
- Keep your hands to yourself.
- Fighting, offensive language, bullying, stealing, vandalism, disrespect to staff, volunteers and peers will not be tolerated.
- Cell phone use after 4:15pm during our enrichment programs/activities is not permitted.

Parent Information/Behavior Management Policy:

- Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be picked up immediately.
- Any inappropriate behavior by a parent, including confrontation/verbal abuse of a child or staff member in the presence of a child is grounds for dismissal from our program.
- Parents are not permitted to discuss or address any issues with a child that is not their own.
- If we feel our program cannot accommodate the needs of your child, we will meet with you to discuss our concerns. We reserve the right to dismiss your child from our program without notice.
- If a child refuses to participate in the planned activities and/or exhibits behavior that threatens her well-being or the well-being of others, they are subject to dismissal from our program.
- If a child is using their cell phone during enrichment activities, it will be collected by staff and returned to the parent at the end of the day.
- Unacceptable behavior can result in a loss of privileges (i.e. field trips, special events).
- Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well being of the child or others.

Unacceptable Behavior (includes but is not limited to) • Foul language • Disrespect for another child, staff and/or volunteer • Fighting • Refusing to take part in activities • Ignoring or disobeying rules of safety • Public or inappropriate displays of affection • Defacing property or vandalism • Stealing

Disciplinary Procedures:

1st offense: Verbal warning.

2nd offense: Note to parent.

3rd offense: Dismissal from program. The number of days will be determined by the offense.

INCLEMENT WEATHER

Girls Inc. operates as follows when schools are delayed, cancelled or dismissed early due to inclement weather:

- Schools Cancelled– Girls Inc. is CLOSED
- Schools Delayed– Girls Inc. operates on a NORMAL schedule
- Schools Dismissed Early– Girls Inc. will be **closed** and **WILL NOT** pick up at the schools. Please be sure to have an alternate plan and notify the school of any changes.
- If Washington County Schools cancel evening school activities, Girls Inc. will close at 5pm.

****Please note:** Girls Inc. reserves the right to make additional closures for inclement weather to best protect the safety of our girls, families, and staff.

POLICIES and PROCEDURES

While attending Girls Inc., all girls must comply with the following rules. In order to maintain a safe environment, we ask that you please review them with your child.

- **Be respectful to peers, mentors, volunteers and staff members.**
- **Follow all the directions the first time they are given.**
- **Stay in assigned area.**
- **Keep hands, feet, inappropriate comments, and objects to yourself.**
- **Book bags and coats get hung up in hallway. You are not permitted to bring them into the classrooms.**
- **Be respectful of others, yourself and the property.**
- **When inside the building, please walk and use inside voices.**
- **Clean up after yourself.**

Snacks: These are provided when girls arrive in the afternoon. A snack schedule is posted in the hallway. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack with your child.

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Fieldtrips: Permission slips with detailed information regarding upcoming fieldtrips will be handed out a week prior to the trip. All dues and fees must be paid and your child may not have any disciplinary referrals that month to be eligible to sign up and attend. Field trips are a privilege. Girls must demonstrate positive behavior while at Girls Inc. to attend field trips.

MONTHLY DUES/FEE SCHEDULE

Monthly Membership Dues (includes dinner Mon-Thurs) - \$60

Late Payment Fee - \$25

Returned Check Fee - \$25

Field Trip Fee - Cost will vary depending upon activity

Girls Inc of Washington County is an equal opportunity provider.

Monthly Fees are due by the 1st of each month. Late payment fees will apply if payments are not received in a timely manner. If your account becomes delinquent, you may forfeit your daughter's transportation reservation and she will not be able to attend the after school program until the balance is paid in full and we are able to work with her school to reestablish transportation arrangements. This may take several days after payment is received.

Recurring Credit/Debit Card Payments: If you will be using your credit/debit card for payment, consider signing up for the Recurring Credit/Debit Card Payment Program. Your information will be stored on our secure credit card processing site and the payment will be automatically processed on the 1st of each month.

PARENT INFORMATION

Child Pick Up Policy:

- All parents or designated adult pickup person is to pick-up on the side of the building, near the cones.
- Parents are asked to wait in line; we appreciate your patience.
- Once child is released to her parent/designated pick up person—the child's care is the responsibility of the parent/guardian.
- DO NOT park on Washington Ave. You will get ticketed. Pull into our parking lot to pick up your child.

Late Pick Up Policy:

1st time - You will receive a written warning.

2nd time - Your child will not be able to attend Girls Inc. for 3 days.

3rd time & each time after - Your child will not be able to attend Girls Inc. for one week.

Monday—Thursday: Pick up after 6:00 pm is considered late

Fridays: Pick up after 5:15 pm is considered late.

Monthly Parent Calendar: A monthly calendar of activities and schedules is provided each month. One will be sent home with your child each month.

Schedule Changes: Although every effort is made to keep our schedule consistent, there are times when changes to the monthly calendar are made. Please read your weekly emails.

Possessions from Home: Responsibility for the safekeeping of cell phones, electronic games/toys, or any personal belongings brought from home remains with the child. We recommend girls do not bring these items to Girls Inc. Girls Inc. is NOT responsible for lost, stolen or damaged belongings.

Cell Phone Use: We recommend girls do not bring cell phones to Girls Inc. However, we do understand, in many cases, girls do not leave home without them as it is a way for you as the parent to communicate with your child. Girls are NOT permitted to use cell phones after 4:00 pm during our enrichment programs/activities. It is distracting to the teacher and other girls in the class. We reserve the right to take the cell phone and return it to the parent/guardian at pick up time.

Homework Policy: Girls Inc. stresses the importance of homework and sets time aside every day for girls to work on their assignments. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide one-on-one homework assistance for every child. Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child.

Communication: We maintain an open door policy. Please feel free to direct questions or concerns related to any facet of our after school program to the Programming Director. In order to meet the needs of the children and the staff during program hours, we ask that parents limit their conversation with program staff members to subjects only involving your child. Reminders will be emailed to parents weekly. If a more in-depth conversation is needed, please call to schedule an appointment.

Release Policy: Children will only be released to the individuals listed on the pick up card. Please call us or send a note in advance if someone else will be picking up your daughter. Also, please make sure that the person picking up your daughter can provide us with adequate proof of identity. If we do not receive notice, your daughter will not be permitted to leave Girls Inc. until a parent/guardian is contacted.

Emergency Health Care: Most program staff members have been certified in First Aid and CPR. If further treatment is necessary, parents will be notified and transportation will be secured to an emergency care facility. All incidents are documented and parents are provided a written report.

Medication: If a child is to take medication while in the program, the parent must provide written authorization. If it is a prescription medication, it must be in its original container and a doctor's note must be provided. The container must specify the recipient, dosage and schedule. A record will be kept of all medication given.

Behavioral Specialist: This staff member will be implementing program/curriculum focused on educational, social and emotional support that will equip girls with coping strategies, confidence building, approaches to communication, resilience, self-esteem building, problem solving skills, academic growth and leadership skills.

Mandated Reporter: All staff members are required by law to report suspected incidents of abuse and/or neglect to the Programming Director, who will then report it to the Washington County Department of Social Services. Girls Inc. of Washington County will cooperate in all investigations of abuse and/or neglect.

Security: Girls Inc. recognizes its responsibility to promote and foster safety and ensure a safe and effective learning environment. Therefore we have implemented the use of surveillance cameras throughout the building and grounds. The purpose of the surveillance cameras is to promote discipline, health, welfare and safety of staff and students, as well as that of the general public. Surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Any camera recording used for surveillance shall be the sole property of Girls Inc. of Washington County.