

Girls Incorporated® of Shelbyville/Shelby County

**Parent and Member  
HANDBOOK**

***“Inspiring all girls to be  
strong, smart and bold!”***

**904 S. Miller St  
Shelbyville, IN. 46176  
(317) 392-1190**

# Girls Incorporated Purpose

## *Welcome to Girls Incorporated!*

The purpose of Girls Incorporated programming is to build girls' capacity for responsible and confident adulthood, economic independence, and personal fulfillment.

Girls Incorporated designed this handbook to acquaint members and their parents with our center's operation. Please read it carefully with your daughter so that she may safely enjoy her time with us.

We provide character building as well as creative and enriching programs to meet the needs of girls in our community. Our programs are designed to:

- Teach skills necessary for successful day-to-day living
- Educate girls about their minds and bodies
- Stimulate creativity
- Teach girls how to become responsible members of their community
- Provide girls with opportunities to learn and grow in a positive environment
- Facilitate fun!

We encourage parent involvement and welcome your input. Please keep us informed of any concerns or special circumstances that may affect your daughter's behavior so that we may better meet her needs. Please do not hesitate to contact the President/CEO or Program Director if you have any questions or if we can be of further service to you.

**Once again, thank you for selecting Girls Incorporated of Shelbyville/Shelby County. We look forward to an outstanding relationship with you and your daughter(s).**

**The Staff of Girls Incorporated**

**Phone: (317)392-1190**

## **Girls Incorporated**

### ***What is a day like at Girls Incorporated?***

An average day at Girls Incorporated provides a balance of informal and structured program time. Informal time allows girls choices of activities such as computers, sports or educational board games. During structured program time, girls are divided by age for specific classes and activities drawn from our six major program categories.

Much more than an after-school and summer recreational club, Girls Incorporated uses well-planned, supplemental educational programs to educate girls about the realities of today and the opportunities of tomorrow. ***Girls Incorporated inspires girls to be “strong, smart and bold”.***

We are committed to encouraging girls to make responsible decisions regarding life’s challenges and helping them grow into responsible young women.

Girls also have the opportunity to become involved in many national Girls Incorporated programs. These programs are researched extensively and designed to foster creativity and build self-esteem.

## **Girls Bill of Rights**

- I have the right to be myself and to resist gender stereotypes.
- I have the right to express myself with originality and enthusiasm.
- I have the right to take risks, to strive freely, and to take pride in success.
- I have the right to accept and appreciate my body.
- I have the right to have confidence in myself and to be safe in the world.
- I have the right to prepare for interesting work and economic independence.

## **The Program**

### ***What kind of programs does Girls Incorporated offer?***

Girls participate in programs that fall in one of our six program categories. These categories include programs such as . . .

## **Careers and Life Planning**

Enabling girls to pursue careers, achieve economic autonomy and integrate a career into their lives as women and as family members.

- \*Computer Learning Center
- \*Career Resource/Take our Daughters to Work Days
- \**Economic Literacy*
- \**Educational Talent Search*

## **Self Reliance and Life Skills**

Enabling girls to conquer life's basic challenges in both traditional and non-traditional areas for women and to function independently and interdependently.

- \**Operation SMART*
- \**Media Literacy*
- \*Cooking
- \*Homework Assistance
- \*Etiquette
- \**Economic Literacy*

## **Sports and Adventure**

Enabling girls to compete and cooperate with confidence, take physical risks and master a range of physical skills. They also learn to become team players.

- \*Tennis
- \*Volleyball
- \*Golf
- \*Soccer
- \*Basketball

## **Culture and Heritage**

Enabling girls to appreciate their own and other's heritage, to enjoy diverse forms of creative expression and to recognize the contributions of women in history and culture.

- \*Cultural Awareness
- \*Art
- \*Drama

## **Health and Sexuality**

Enabling girls to develop and maintain healthy bodies, as well as becoming comfortable and responsible with their sexuality.

- \**Growing Together*
- \**Will Power/Won't Power*
- \**Kids First Safety*
- \*Tobacco Prevention
- \*Substance Abuse Prevention
- \*Nutrition

## **Leadership and Community Action**

Enabling girls to exercise personal and collective power and challenging them to contribute to positive change.

- \*Teen Volunteers
- \*Community Service Projects
- \*Philanthropy

## **Frequently Asked Questions**

### ***What about the program staff who work with the girls?***

All program staff are selected carefully. They need to demonstrate their special interest in helping girls develop independent life skills and be themselves in a safe environment. Staff undergoes training that improves their skills in working with the girls and understanding the special needs that all children have. Some staff members are selected to attend in-depth training in order to deliver special programs. All staff undergoes a criminal background check as a part of the hiring process.

### ***How many staff members on site?***

We maintain an average staff-to-girl ratio of 1:15. However, depending on the activity and age of the girls, the ratio may range from 1:10 to 1:25.

### ***When is Girls Incorporated open?***

After school hours are:	2:30 p.m. to 5:30 p.m. Monday through Friday
Holiday and summer hours are:	6:30 a.m. to 5:30 p.m. Monday through Friday
Office hours are:	9:00 a.m. to 5:00 p.m. Monday through Friday

Girls Incorporated is closed:\*

New Year's Eve, New Year's Day, Memorial Day, the 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and Friday, Christmas Eve and Christmas Day.

\*Subject to change with ample notification to parents.

### ***Do the girls go on field trips?***

Yes. The parent or legal guardian must complete the permission slip included in the registration form. Field trips requiring fees must be paid by cash, check, or credit card in advance. There are no refunds on field trips, unless the trip is cancelled by the agency. Parents may not drop off or pick up their daughters at a field trip site. All girls return to the center via Girls Incorporated designated transportation. Field trips are a privilege at Girls Incorporated. Inappropriate behavior of a member may result in the immediate suspension of her field trip privileges.

### ***How do I register for Girls Incorporated?***

All girls' ages 6-18 are invited to join Girls Incorporated. Membership application forms must be completed and initial registration and program fees paid before a girl may attend.

Upon registering, each girl will be given a Girls Incorporated number and placed in one of the following age-appropriate groups: 6-7, 8-9, 10-11, 12 and up (Teens.)

Girls are also given the opportunity to sign-up for special programs that are available.

### ***How much does it cost to attend Girls Incorporated?***

For each girl attending it costs:

After-school:      \$50 per year (Jan-Dec)

Summer:            To be determined

Gymnastics:        Monthly fee that is based on the class level the student is in. All gymnasts must have a Girls Inc. membership.

### ***When are payments due?***

- Gymnastics payments are due on the 10<sup>th</sup> of each month.
- Summer payments are due each week on Monday.

### ***Are any scholarships available?***

Girls Incorporated occasionally has full and/or partial scholarships for membership for families who qualify for financial assistance. Please contact the front office for more information.

### ***What if there is a short-term financial hardship?***

Payment arrangements will always be considered. We ask only that you make the effort to communicate with us and keep our program staff informed of your situation.

***What if I'm late with a payment of program fees?***

There is a \$1.00 per day late charge for all payments made after the due date.

During the school year: If payment is late and late fees are not made by the first of the month, we will conclude that you no longer need our program services and your daughter's enrollment will be discontinued.

During the summer: If payment is late and late fees are not made by the beginning of the following session, we will conclude that you no longer need our program services, and your daughter will not be enrolled in the next session. If you drop your daughter without having made payment arrangements, you will be called to immediately pick her up and she will wait in the front office until your arrival.

***Is there a penalty fee for picking-up my daughter after closing?***

Yes. Girls Incorporated schedules staff to be available only during normal operating hours. If staff is required to stay after hours a penalty fee will be assessed. Late fees MUST be paid before the start of the next month or session. If late fees are not paid at that time or if lateness becomes habitual, your daughter(s) will not be eligible to attend. The following per minute late charges apply:

1-15 min \$5.00    16-30 min \$10.00    31-45 min \$20.00    46-60 min \$30.00

***Can my daughter bring a friend who is not a member?***

Yes. During the after-school programs a non-member is only allowed to visit once then they must have an adult register them for a membership. Girls participating in the summer program may not bring any guest.

***What should she wear?***

Athletic shoes or athletics sandals must be worn at all times. Girls Inc. t-shirts are required for all field trips and can be purchased at the front desk. Bathing suits are required to swim. Flip flops may be worn in the pool area only. Swimsuits may not be worn under clothes at any time due to possible infection. Girls who do not bring underclothes will not be allowed to participate in the swim program.

### ***Can my daughter attend if she is sick?***

Please keep your daughter at home if she is ill. With so many girls through our doors each day, the chance for illness to spread is high if it is not handled properly.

The Health Department of Shelby County and the Board of Directors of Girls Incorporated of Shelbyville/Shelby County have mandated that we enforce a “no nit” policy regarding head lice. To monitor this, we check for head lice regularly. Should your daughter have nits, you will be called to pick her up immediately.

### ***How is it handled if she gets sick while at the center?***

If your daughter becomes ill at the Center (i.e.: vomiting, running a fever), or shows signs of having a contagious illness (i.e.: chicken pox, mumps, measles), you will be called to pick her up immediately. Girls Incorporated has a 24-hour sickness policy. If your daughter is sent home ill, she will not be permitted to return to Girls Incorporated for 24 hours, unless accompanied by a Doctor’s note. Parents are expected to provide Girls Incorporated with a “30-minute pick up” contact – an individual able to retrieve your daughter within 30 minutes in case of an emergency. Please call if your child has chicken pox, pink eye, impetigo, ringworm or lice. It is the parent’s responsibility to furnish Girls Inc. with up to date phone numbers and contact information.

In the event that any foreign substance is swallowed or there is a possible concern over poisoning, the Indiana Poison Center is contacted.

### ***What if my daughter needs medication?***

Girls Incorporated is a Well-Child Care Facility. Girls Incorporated staff cannot administer medication to any child, and will not be held liable for any “missed” medication. Parents are welcome to designate an adult to come by the Center and administer medication at the appropriate time, provided that written notification is given to the center office ahead of time.

Additionally, your child may self medicate. All medications must be in the currently dated pharmacy/physician labeled container. All over the counter medication must be brought to the center in the original labeled container with the student’s name, the dosage and time of administration affixed to the container. Medicine will be stored in a locked cabinet in the front office.

The parent/guardian is responsible for informing the center of any changes in the student’s health or changes in medication. If any changes in medication occur

during the year, requests must be accompanied by the physician's authorization or a new correctly labeled prescription bottle.

***What if my daughter gets injured at the center?***

Minor injuries will be tended to at the center by administering basic First Aid. Accident reports will be completed for our records. If it appears that your daughter might need medical attention, we will contact 911 and you. Updated residential, business, and emergency contact telephone numbers are essential for prompt emergency communication.

***Does Girls Incorporated provide food?***

No. Our *snack bar* program offers snacks to purchase to all girls each day after school. Snacks should not be considered a replacement for an actual meal. Girls should bring a lunch and drink on full days and lunch for field trips or other special full days as notified. Snacks and lunches should be packed for room temperature. Girls Inc. does not provide access to microwaves.

***What if my daughter has food allergies?***

Girls Incorporated asks that parents list any known food allergies on the registration form prior to a girls starting at the center.

***What if there is a weather emergency during center hours?***

During the school year Girls Incorporated will open at 7:00 am if school is cancelled due to inclement weather. Girls Inc will also be open during 2-hour delays, however, there is a \$4 charge and the Shelbyville Central Schools will pick up members and take them to school. Thunderstorms and tornados are common and girls will continue programs unless the county sirens alert that there is a severe weather threat. During this alert, all girls and staff are to report to the inner hallway for instructions. Roll call is conducted by office administrator to make certain all girls are accounted for. CEO monitors conditions and makes judgment call as to when it is safe to return to activities based on the weather alert, contact with city officials, and weather radio. In the event of a level 3 snow emergency, Girls Incorporated will be closed.

### ***What is the procedure for a fire?***

Drills and procedures are reviewed and performed quarterly. The building is equipped with fire safety alarms that have a back-up system that is inspected annually. Evacuation routes are posted in each room with floor plans marking closest exits. During an actual fire, each staff member working directs students to the closest exit. Roll call is conducted by office administrator to make sure all girls are accounted for.

### ***What happens during an emergency lockdown?***

In the event of notification of a lockdown, there will be a notice posted on the door for parents that no entry or exit is possible during this time. Normal activities will resume once CEO has been notified by the local police or by the Shelbyville Central School Administration that all threats are secure.

### ***What if my daughter needs to use the phone while at the center?***

To ensure your daughter's safety, all contact with persons outside of Girls Inc. must be made through the office staff. The telephone at the center is for business and emergencies only. Girls will only be allowed to place and receive calls in an emergency. Cell phones should be turned in at the front desk upon arrival and retrieved when leaving.

### ***Is Girls Incorporated responsible for my daughter's belongings?***

Girls are responsible for their own property. Lost and found articles are stored in a central location and are recycled or disposed of on a weekly basis. Please mark your daughter's possessions with her name. This helps us in returning lost articles. We ask that all valuable items be left at home.

### ***Is transportation available from area schools to the center?***

Transportation is provided to and from all Shelbyville Central Schools. A bus transportation form is available at the front office.

### ***How do I make sure that program staff is aware of when my daughter arrives at the center?***

All members are responsible for observing the sign-in/sign-out process. All girls upon arriving at the center are required to check-in at the front desk. Once members are entered into the computer system they will be issued a pin number to clock themselves in and out.

### ***Can I drop my daughter off without entering the center?***

We prefer parents to escort their daughter into the center to ensure she enters the building and checks-in as required. However, if you choose to drop off your daughter, please wait and watch for her to enter the facility before leaving. Girls Incorporated is not liable for girls who are dropped off and do not check-in.

### ***How do I check my daughter out?***

Parents or designated persons must sign out members at the front desk when leaving the facility. Checkout time is recorded, and authorized signatures are secured for our records. Members who leave the premises without permission may be suspended. Please exit through the front of the building. This allows us to monitor traffic on the property and provide a secure environment for the girls.

### ***Can anyone check my daughter out?***

No. If someone other than the parent/guardian will be picking a member up their photo identification will be match to the release information on your daughter's registration form.

## **Standards of Conduct**

### ***How is my daughter expected to behave?***

Girls Incorporated has a no tolerance policy regarding hazing and bullying. Education for staff is provided yearly regarding standards and resolution. Programming is instituted for members.

In order for Girls Incorporated to be a healthy community, each girl must be aware of her responsibilities and the consequences of her actions - both for herself and for others. We feel that each girl deserves a chance to grow from her mistakes. Girls Inc. uses an Assertive Behavior Management Program.

The following standards of conduct apply to ALL girl members of Girls Incorporated of Shelbyville/Shelby County and will be strictly adhered to in all cases. Please review these standards of conduct with your daughter. It is important that both girls and parents understand and accept the behavior standards of the organization. Therefore, you and your daughter will sign an agreement of these standandars on the last page of this handbook.

### ***What are the consequences if she misbehaves?***

Our focus is to ensure that every girl has a safe, fun and positive experience while here at Girls Incorporated. Guidelines for the various parts of the facility are included below for you to review with your daughter. Staff will work with your child to prevent and reduce problems through one-on-one intervention. This may include a recovery time for your child (a “sitting on the side” period for however long your child feels she needs to be ready to participate again in a positive manner.) Emphasis is placed on the choices each girl makes. Each girl may participate with the staff in the determination of privileges earned for good choices and the determination of consequences for poor choices. Some behaviors will result in immediate suspension or termination of membership. These include but are not limited to fighting, possession or use of alcohol, tobacco, drugs or weapons and behaviors defined as criminal acts according to Indiana Statutes.

### ***Will I be notified if my daughter is having difficulties?***

The staff is accessible for scheduled conferences to discuss the needs of your daughter and we encourage parental involvement at the center. However, a request for a parent conference will be made only in the event of a serious violation, or if your child is having a consistent behavioral problem identified by staff. If the executive staff concludes that the member’s behavior is destructive or that the member’s presence in the center infringes on the rights of other members, membership may be terminated at the discretion of the Program Manager.

### ***Discipline Philosophy***

- I (staff) will treat you (girl) with respect so you will know how to treat others and me while here at Girls Inc.
- If you cause a problem, I will ask you to solve it.  
Possible problem areas include:
  - Safety of yourself and/or others
  - Respect of facility and property
  - Respect of other girls, staff, volunteers, guests and parents

- If you are unable or unwilling to solve it, I will do something
- The action I take will depend on each girl and each situation
- If you think I was unfair, come and tell me and we will talk about it

### ***General Girls Inc Rules***

1. Ask staff for permission and a pass to leave your group/room/area
2. Leave personal items at home (electronic devices, cell phones, toys, games, stuffed animals, etc.)
3. Dress appropriately (always wear athletic shoes, clothing that covers you, and only your own clothes and shoes)
4. Always walk from one area to another
5. Food, drinks and candy in snack bar only
6. Do only your own hair and use only your own hair items (brush, comb, barrette, scrunchy, etc.)
7. Be safe and respectful of all property and people
8. HAVE FUN!!!

### ***Locker Rules***

1. You will not share a locker with another girl(s)
2. Put your stuff in your locker only
3. Go into only your belongings
4. Go into only your locker
5. Food and drinks should be kept in your lunchbox or backpack
6. Swimsuit and towel should be kept in a bag or your backpack
7. All personal decorations should be on the inside of your locker

### ***Bathroom Rules***

1. Keep bathroom door open at all times
2. Always flush after you go
3. Wash your hands when finished
4. Throw away paper towels in trash can
5. Let staff know if there is a problem (need more paper towels or toilet paper, toilet is not working)

### ***Gym Rules***

1. Gym equipment stays in the gym
2. Food, candy, drinks and personal items should remain in your locker or cubby
3. Closed-toed athletic shoes are required for most sports
4. Enter equipment room only with permission from staff
5. Gymnastics (cartwheels, handstands, etc.) are done in gymnastics class only
6. Throw and kick balls only to someone who is ready to catch it

7. Participate and have fun!
8. Clean up at end of class

### ***Snack Bar/Multi-Purpose Room Rules***

#### Snack Bar (lunch, snack, etc.)

1. Wash hands before lining up
2. Use good table manners
3. Place unwanted, unopened food items in share box
4. Ask permission to get an item from the share box
5. Ask permission and clean up your space to leave

#### Multi-Purpose Room

1. Cards and games stay in multi-purpose room
2. Use crayons and pencils only for drawing and writing
3. Sign up to use the computer

### ***Computer Rules***

1. Ask if you have questions or need help
2. Visit positive websites only
3. No email, instant messaging, chat rooms, blogs or bulletin boards
4. Print only with permission

## **What If I Have More Questions?**

The front desk is our information center. Information is posted on a bulletin board in this area. The front desk will also direct you to the appropriate staff if you have more questions or need additional information.

**Once again, thank you for selecting Girls Incorporated of Shelbyville/Shelby County. We look forward to an outstanding relationship with you and your daughter(s).**

Girls Inc. Parent and Member Handbook Confirmation

I, \_\_\_\_\_, confirm that I have read and fully understand the Girls  
(INSERT NAME)

Incorporated of Shelbyville/Shelby County Parent and Member Handbook. I have also  
reviewed the book with \_\_\_\_\_, and she understands the rules,  
(INSERT MEMBER'S NAME)

policies and procedures set forth in the handbook.

\_\_\_\_\_  
Handwritten Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date