

**girls
inc.**

of Greater Santa Barbara

**Parent/Guardian
Handbook**

2017

After-School | Summer Camp

Girls Inc. of Greater Santa Barbara

Contact Information

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Goleta, CA 93111

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Santa Barbara Center

531 East Ortega Street

Santa Barbara, CA 93103

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Gymnastics Center

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Santa Barbara, CA 93103

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Administrative Offices

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Please visit our website: www.girlsincsb.org

Please follow us on Social Media: @girlsincsb





Inspiring all girls
to be strong,
smart, and bold

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PARENT/GUARDIAN RESPONSIBILITIES

Communication

Girls Inc. of Greater Santa Barbara (“GIGSB” and “Girls Inc.”) encourages ongoing communication between staff and parents/guardians as an effective tool to prevent and handle behavioral and other issues as they occur. We believe that by working together, we can create a positive environment for your girl to learn, play, and grow.

For safety reasons, it is the parent’s/guardian’s responsibility to keep all phone numbers and emergency contacts current. Failure to provide current contact information will affect the speed with which a parent/guardian is notified of an illness or emergency.

Parents/Guardians are responsible for reading notices at the front desk. These notices include field trip updates, events, and other information of interest to girls and their families. Please also routinely check the parent file at the front desk for important information.

Conduct

Girls Inc. believes that all girls and employees are entitled to safe, healthy, and positive relationships and surroundings at all times. As adults, we are role models for the children participating in our programs. GIGSB is committed to providing an environment free of harassment, discrimination, bullying, and retaliation. Parents/Guardians are expected to conduct themselves in an appropriate manner when at Girls Inc. and when attending Girls Inc. events. Vulgar language, threatening behavior and/or harassment of any kind toward girls, Girls Inc. employees, or other parents and families will not be tolerated. Girls Inc. employees reserve the right to ask any adults exhibiting inappropriate behavior to leave the premises or event immediately.

Anti-Fraternization Policy

To protect the privacy and to promote the safety of girls, Girls Inc. does not permit its employees to engage in intimate personal relationships with the parents or guardians of currently enrolled girls. Parents agree not to initiate or engage in any such relationship with any Girls Inc. employee. For purposes of this policy, a personal relationship is a relationship of a romantic or intimate nature or of a character that could result in an allegation of conflict of interest or inappropriate behavior. While GIGSB does not wish to intrude into the private lives of employees, we recognize the increased potential for conflicts of interest, appearance of favoritism, and risk of claims of sexual harassment when employees develop close personal relationships with girls’ parents or guardians. Relationships are to be kept professional and within the confines of the Girls Inc. environment.

Girls Inc. employees are not permitted to enter into any formal contract (verbal or written) or informal working relationship with parents/guardians of current Girls Inc. girls outside of Girls Inc. This includes, but is not limited to, babysitting, tutoring, and housesitting.

Babysitting Policy

It is not the mission of Girls Inc. to provide childcare in any location other than at Girls Inc. facilities or Girls Inc.-sponsored activities during regular operating hours. GIGSB is obligated to safeguard the girls it serves and its employees. To protect the confidentiality of families and employees and to preserve impartial treatment of all girls, current GIGSB employees are prohibited from babysitting for girls enrolled at Girls Inc. or their siblings at any time.

Child Custody Conflicts

Parent/Guardian requests to withhold a girl from another parent/guardian will NOT be honored. Current court orders outlining custody arrangements are the only directives Girls Inc. is able to accept and enforce. Pending or expired documents cannot be accepted.

Documents and records pertaining to a child's participation at Girls Inc. will only be provided to the parents/guardians listed on the membership application.

Financial records are provided only to the parents/guardians responsible for paying the program fees. Document requests for internal records may be subject to a fee.

Fees

The Girls Inc. membership fee is \$50 per girl, per year. This annual fee covers any Girls Inc. center-based program. For after-school and summer camp programs, this \$50 fee is due with the membership application.

For the gymnastics program, the membership fee is due in January or upon registration.

After-School Program Fees (effective July 2017):

- Full-time (3-5 days per week): \$110/week per girl
- Part-time (1-2 days per week): \$65/week per girl
- Kindergarten ("Kinderfun") Program: extra \$10/week per girl
- Teen Program (7th grade and above):
 - Full-time \$55/week per girl
 - Part-time \$35/week per girl

Certain field trips and classes may incur an additional charge.

Winter Break / Spring Break / Thanksgiving Break Camps:

- Full-day programming \$40/day per girl

Certain field trips may incur an additional charge. Registration is required, and field trip fees must be paid in cash in advance.

Summer Camp Program Fees (effective March 2017):

- Full time (3-5 days per week): \$200/week per girl
- Part time (1-2 days per week): \$110/week per girl
- Teen Program (7th grade and above):
 - Full-time: \$100/week per girl

Field trips are included in the cost of the summer program.

GIGSB offers a sibling discount of 25% off of the fees (excluding field trip or class fees) for any and all siblings.

Other Fees

Please refer to the admissions agreement for additional non-program fees that may be incurred due to failure to report an absence, early school dismissal, payments declined due to insufficient funds, etc.

Financial Assistance

Financial assistance is available to qualifying families. To apply, a completed application (available at each center or at www.girlsincsb.org) must be returned to the center at least one week in advance of the start date. Please allow one full week for financial assistance requests to be processed. Applications must include financial information for all individuals contributing to the welfare of the girl.

Subsidized care payment programs are accepted (for example, Cal Works, Family Care Center). The applicant's caseworker must contact the Membership Coordinator at the appropriate center.

The following documents are required to apply for financial assistance:

- Most recent federal income tax returns
- Two most recent pay stubs

In addition, documentation of income from the following sources may be required:

- Social Security
- Financial aid for education
- Child support

Holidays and School Closures

Girls Inc. is CLOSED for the following national holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after Thanksgiving
- Christmas Eve and Christmas Day

Girls Inc. will be open for full-day programming during most other school closures, including spring and summer breaks. **Please confirm exact program dates with the yearly calendar at the front desk.**

[more]

PROGRAM INFORMATION

The Girls Inc. Experience

Girls Inc. inspires all girls to be strong, smart, and bold, providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face.

The Girls Inc. Experience consists of **people, place, and programming** that, together, empower girls to succeed. Trained facilitators and volunteers build lasting, mentoring relationships in an all-girl / pro-girl environment where girls are physically and emotionally safe and find a sisterhood of support with shared drive, mutual respect, and high expectations.



Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles, and improve academic performance. Informed by girls and their families, Girls Inc. also works on a national level with policymakers to advocate for legislation and initiatives that increase opportunities for girls. More information about Girls Inc. national advocacy and programs is available at www.girlsinc.org.

The Girls Inc. Experience helps girls to grow up:

STRONG (Healthy Living): Girls will participate in program activities and experiences that provide them with the knowledge, skills, and encouragement to develop and sustain a healthy lifestyle leading to:

- An increased knowledge of the dangers of unhealthy choices
- Increased level of physical activity
- An improved body image
- Improved nutritional habits and consumption of healthy foods
- Decreased or delayed substance use and risky sexual activity

SMART (Academic Enrichment and Support): Girls will participate in program activities and experiences that expand on and support their school-based learning and engagement leading to:

- An improved outlook and performance in school
- The ability to set personal, educational, and career goals
- Improved academic/school performance
- Educational aspirations beyond high school

BOLD (Life Skills Instruction): Girls will participate in program activities and experiences that build the learning, skills, and behaviors that enable them to function independently and live a productive and fulfilling life leading to:

- Increased persistence and resilience
- Ability to delay gratification
- Improved self- and emotional control

After-School Program

After girls are picked up at school and brought to the Center, their time is divided into three segments:

- Snack / Free Play
- Girls Inc. programming
- Homework support

Snack/Free Play

Girls Inc. provides a healthy snack consisting of two items from two different food groups. After snack, girls enjoy free play, or they may go to the library to read.

Programming

Girls and their parents/guardians choose new classes each quarter of the after-school program. This encourages each girl to explore new interests, and it supports a whole-girl approach focusing on healthy living, academic enrichment and support, and life skills instruction. Prior to the start of each quarter, parents/guardians will receive communication about the next quarter's classes and sign-up dates. Class sizes are limited and are filled on a first-come, first-served basis.

During the After-School Program, some classes are held offsite. The class schedule explains when girls will return to the center.

Periodically in the After-School Program, classes will have a special field trip, which will be announced by letters placed in parent/guardian files. Girls will attend the field trip unless notified by a parent/guardian that the girl should not attend. In that event, she will be placed in another class for the day.

Homework Support

At the end of each programming day, girls will be assigned by grade level to a homework room, where staff assistance and support will be provided. Parents/Guardians are encouraged to notify the Center Director of any academic or homework concerns so that staff can provide the best possible support.

Summer Camp Program

The Summer Camp program incorporates elements of structured Girls Inc. programming with a summer camp feel. The morning hours are filled with activities and programs focusing on Girls Inc. core essential services (Strong, Smart, Bold). Each day includes team building, journaling, and free reading. Afternoons include field trips and activities based on each week's camp theme. Each group will go offsite at least once a week.

Every Friday afternoon, parents/guardians will receive a calendar and a letter in their files detailing the activities and field trips for the following week. This calendar will also be posted on the wall next to the front desk at each center. Parents/guardians are expected to be aware of field trip days and times, as well as any items a girl may need to bring.

Gymnastics Program

Girls enrolled in the After-School Program have the option to sign up for gymnastics classes as part of their programming schedule each quarter, for an additional fee. Please refer to your center's quarterly class schedule for details.

Girls Inc. Gymnastics offers year-round recreational and competitive-level classes for girls and boys from toddler thru high school. Classes enroll by season: Summer, Fall, and Winter/Spring. Gymnastic class schedules are available at www.girlsincsb.org.

Girl Conduct

Girls Inc. promotes self-discipline and establishes rules that are sensible and helpful in making each girl feel safe and secure. As participants in Girls Inc. programs, girls have a positive role to play in ensuring that Girls Inc. is a safe, healthy, equitable, and harassment-free environment for everyone. As a community, we have the responsibility of making sure that no one is made to feel less strong, smart, or bold because of someone else's actions or lack of actions.

Each girl will be expected to:

- Treat herself, other people, and their property with respect.
- Do only what is safe.
- Act responsibly when using Girls Inc. property and materials, and help to keep the center environment clean and organized.
- Have fun!

In addition to these general rules, each class will create a shared set of agreements about expected behaviors in that class/activity, so that girls share responsibility for a respectful, safe, and fun environment.

Anti-Bullying Policy

GIGSB employees receive regular training in bullying prevention and cultivating acceptance and understanding in all girls. Bullying, harassment, and/or discrimination on the part of a Girls Inc. girl will not be tolerated and will be just cause for disciplinary action, up to and including immediate expulsion from Girls Inc. Future enrollment will be permitted only at the discretion of the Center Director and/or Director of Programs.

Bullying is a form of emotional or physical abuse that has three defining characteristics:

- Deliberate – A bully's intention is to hurt someone.
- Repeated – A bully often targets the same victim again and again.
- Power Imbalance – A bully chooses victims he or she perceives as vulnerable.

Bullying occurs in many different forms, with varying levels of severity, including but not limited to:

- Physical Bullying – poking, pushing, hitting, kicking, beating up.
- Verbal Bullying – yelling, teasing, name-calling, insulting, threatening to harm.
- Indirect Bullying – ignoring, excluding, spreading rumors, telling lies, getting others to hurt someone.
- Cyber Bullying – mean, harsh, or cruel text messages, rumors sent by email or posted on social networking sites, embarrassing videos, photos, websites or fake profiles.

Girls Inc. procedures for intervening in bullying behavior:

- Girls witnessing or experiencing bullying are encouraged to report the incident to a staff member; such reporting will not reflect on the victim or witness in any way.
- Girls can rely on staff to promptly investigate each occurrence of bullying (whether reported or witnessed) in a thorough and confidential manner.
- GIGSB will make reasonable efforts to keep the report of the bullying and the results of the investigation confidential.
- Staff will address the victim first and then address the bully. Consequences will then be determined based on the incident.

- Any girl who engages in bullying may be subject to disciplinary action, up to and including expulsion.
- If the bullied girl or the parent/guardian of the girl feels that appropriate resolution of the investigation or complaint has not been reached, the girl or the parent/guardian of the girl should contact the Center Director. GIGSB prohibits retaliatory behavior against any complainants or participants in the complaint process.

Disciplinary Steps

Minor Incidents

For minor incidents of misbehavior (repeatedly not following directions, single instance of disrespecting staff or other girls, for example), a staff member will give verbal warnings and may ask the girl to take a time-out until the situation is under control and the staff member has a chance to understand the situation and address it privately with the girl.

If verbal warnings do not result in an acceptable behavior change, a write-up will be issued to notify parents/guardians of the behavioral incident and the action taken by staff.

Serious Incidents

A write-up sheet is immediately issued for more serious incidents (for example, repeated use of profanities, physical violence). If three write-ups are issued within a quarter, the Center Director will decide if suspension or expulsion is a necessary next step.

In the event that a girl is displaying behavior that is deemed unsafe to herself or to others, staff will contact the parent/guardian and immediate pick-up may be necessary. In the event that a parent/guardian cannot be reached, Girls Inc. will contact other numbers on the emergency contact list provided by the parent in the registration packet.

Girls Inc. encourages ongoing communication between staff and parents/guardians as an effective tool to prevent and handle discipline issues as they occur. We believe that by working together, we can create a positive environment for girls to learn, play, and grow.

Personal Belongings

Girls should bring the following items each day they attend summer camp programs:

- Closed-toe shoes
- An extra set of clothes
- An unbreakable, reusable water bottle

For after-school and summer camp programs:

- All clothing should be labeled with the girl's first and last name for easy retrieval should an item become lost.

- Each girl is issued a red Girls Inc. t-shirt upon registration. Anytime girls go off-site, they *must* be wearing their red Girls Inc. shirts.

Girls Inc. highly encourages girls to leave the following personal items at home:

- cell phones
- iPads
- e-readers
- handheld video games
- toys

If a girl brings a cell phone, it must be turned off and remain in the girl's backpack or cubby. If a girl would like to use her cell phone to contact a parent or guardian, she must come to the front desk to be supervised while doing so.

Girls Inc. of Greater Santa Barbara is not responsible for lost clothing or personal articles. Each center maintains a current lost and found. Please check the lost and found regularly. Each quarter, any items that have not been claimed will be donated to the appropriate local agency.

Snacks and Lunch

Snacks are provided to each girl, free of charge. Girls and families are responsible for providing their own lunch during summer camp and full-day programs.

- Morning snack consists of at least one item.
- Afternoon snack consists of two items, each from a different food group.

Refrigeration and heat are not offered for snacks or lunches. Please do not send items such as Cup-o-Noodles or other foods that need to be refrigerated, cooked, heated, or reheated.

Please do not send:

- Soda
- Candy
- Items containing:
 - tree nuts
 - peanuts
 - nut butters

Healthy snack suggestions:

- Fruit
- Vegetables

- Granola bar (peanut- and nut-free)
- 100% juice

Ice Cream Day

Each week, both centers sell ice cream for only \$1. Each girl has an ice cream account. Accounts may be prepaid at the front desk.

It is the parent's/guardian's responsibility to keep money in the ice cream account as Girls Inc. is not responsible for notifying a parent/guardian when a girl no longer has money in her account.

Ice Cream Days:

- Wednesday at the Santa Barbara Center
- Thursday at the Goleta Valley Center

Field Trips and Off-Site Programming

During the After-School Program, some classes are held offsite. Please read the class schedule carefully so you are aware of when your girl will return to the center.

Periodically in the After-School Program, classes will have a special field trip. You will receive notice of the field trip through a letter in your parent/guardian file and your girl will attend the field trip unless you let the front desk know that you do not wish for her to attend.

Every Friday afternoon during the Summer Program, you will receive a calendar and a letter in your parent/guardian file detailing the activities and field trips your girl will be involved in for the following week. This calendar will also be posted on the wall next to the front desk. Please pay attention to field trip days and times.

During the Summer Program, each group goes offsite once a week. Check your parent file for her calendar which will tell you when she goes offsite. Her field trip day will be the same day each week.

Each girl is issued a red Girls Inc. t-shirt upon registration. **Anytime the girls go off-site they *must* wear their red Girls Inc. shirts.** If a girl does not have one that day, she will not be permitted to attend the field trip and will stay behind and participate in activities with another group.

Girls **are not** permitted to bring additional spending money on field trips.

Field trips are included in the cost of the summer program.

Pool

What to bring on field trip days to the pool:

- Bathing suit
- Towel
- Girls Inc. t-shirt
- Sunscreen

Teens

Occasionally girls in our teen program choose to go off-site with their facilitator (for example, to get smoothies). Teens may be asked to bring a small amount of cash (typically around \$5) for these mini-field trips.

[more]

HEALTH & SAFETY

Mandated Reporting

Girls Inc. is mandated by the California Penal Code to report any suspected case of child abuse. This code requires that teachers, day care providers, and after-school program leaders report any suspected or disclosed child abuse or neglect. Notification of parents is not required and will only be provided if deemed appropriate by Girls Inc.

Accidents and Injuries

If a girl is injured, the necessary steps will be taken to ensure her safety.

- Staff will assess the injury.
- For most minor incidents, staff will clean the affected area, apply ice, and/or apply a sterile cover.
- For more serious incidents, and for any head injury, parents/guardians will be notified.
- 911 will be called if deemed necessary.

Injuries are documented on an accident report. Reports will document a description of the incident and the action taken by staff.

In the event that a staff member deems it necessary for a girl to be picked up from Girls Inc. due to injury or illness, it is the parent's/guardian's responsibility to respond immediately. If the request is refused or remains unanswered, Girls Inc. staff will contact other numbers on the emergency contact sheet.

For safety reasons, it is the parent's/guardian's responsibility to keep all phone numbers current. Failure to provide us with current contact information will affect the speed with which a parent/guardian is notified of an illness or emergency.

Health

Girls Inc. is not equipped to accommodate sick and/or contagious girls. If a girl does not attend school for the day, even if her absence was not illness-related, she may not attend Girls Inc.

Illness:

For your girl's health and to protect the health of the other girls at Girls Inc:

- A girl may not attend if within the last 24 hours:
 - She has been running a temperature above 100 degrees.
 - She has had a loose bowel movement or diarrhea.
 - She has vomited.

- She is in the first 24 hours of antibiotic medication.
- A girl may not attend or may be sent home if:
 - She has any rash or other symptom of illness.
 - She is in obvious pain or discomfort.

If a girl exhibits any of the above symptoms or is in obvious discomfort, the parent/guardian will be notified and immediate pick-up may be necessary.

Medication:

Girls Inc. staff members who may administer medication are:

- Center Director, Assistant Center Director, Membership Coordinator, or staff member listed on LIC 308-Designation of Facility Responsibility form who have been properly trained by previously mentioned staff.

Girls Inc. will:

- Only dispense medication when:
 - Medication is in the original bottle/packaging with the label, and is not expired.
 - Parent/guardian completes the Parent/Guardian Consent for Administration of Medication form (LIC 9221).
 - Parent/Guardian trains the Girls Inc. employees to administer the medication properly.
- Administer Epi-Pen injections.
- Document administration of medication on Girls Inc. Staff Documentation of Medicine chart.
- Store medication in a labeled zip top plastic bag with:
 - Parent/Guardian Consent for Administration of Medication form (LIC 9221)
 - Girls Inc. Staff Documentation of Medicine chart

Parents/Guardians will be notified:

- Verbally, at the time of pick up, if non-life threatening medication has been dispensed.
- Immediately, via phone call, in the instance of an allergic reaction requiring an Epi-Pen injection, in which case 911 will also be immediately notified.

Lice:

As a precaution, girls should not share items that touch heads (hats, headphones, headbands, pillows, brushes, sweaters, etc.) and should keep items in designated cubbies so they don't come into contact with other girls' items.

If a girl appears to have head lice or nits (staff discretion), parents/guardians will be notified and **immediate pick-up will be necessary**.

Girls may be re-admitted to Girls Inc. when the either of the following conditions are met:

- Girl appears to be free of lice and nits after a head check by a staff member.
- Girl brings a note from a health professional indicating that the girl is free of lice and nits.
 - The note must be dated within 48 hours from being sent home from Girls Inc.

Facts about lice:

- Lice are not an indicator of poor hygiene.
- Lice are common in children as they tend to play closely together, hug, and share items such as stuffed animals and hair accessories.
- Girls can get lice from school, church, daycare, after-school programs, movie theaters, buses, etc.—basically, anywhere that people congregate.
- The front desk has useful resources and information on lice eradication and prevention.

Sunscreen

Girls should have sunscreen applied at home prior to being dropped off during the summer program and in the morning during the school year.

Staff members ensure that every girl has sunscreen applied before going to the pool during the Summer Program. Sunscreen will be available during lunch and snack times for girls to reapply.

Girls whose parents/guardians do not wish to use the sunscreen provided by Girls Inc. should bring sunscreen from home, marked clearly with the girl's name.

Thank you for joining Girls Inc. of Greater Santa Barbara in our mission to inspire all girls to be strong, smart, and bold.