



PARENT HANDBOOK

GIRLS INC. OF JACKSON COUNTY
956 N. O'Brien Street Seymour, Indiana 47274
(812) 522-2798

Mission Statement

Inspiring all girls to be strong, smart, and bold.
Inspirando a todas las chicas a ser fuerte, inteligente, y audaz.

Vision

To empower every girl in Jackson County

Vision in Action

Providing a safe environment that welcomes all girls to take risks and become role models and leaders through educational and recreational opportunities

The Girls' Bill of Rights

I know my rights

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

General Information

Girls Inc. of Jackson County offers a variety of classes and activities to all girls in grades K-12. Classes are taught by teenagers and adult volunteers, as well as staff members.

After school hours (Monday through Friday) 3:15 – 5:30pm

Administration hours (Monday through Friday) 8:00am – 4:00pm

Summer hours – June and July only (Monday through Friday) 6:30 am – 5:30 pm

Non-Discriminatory Policy

Girls Inc. admits girls of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities.

Registration

Parents or guardians of girls should come into the facility to register their daughter and sign up for membership. The annual membership fee is \$75. No girl will be turned away because of financial inability to pay.

Bus Information

During the school year, transportation from each Seymour City School is provided through Seymour Community Schools. Parents of girls should check with the main office of the school they attend for information regarding bus numbers.

Inclement Weather

If schools are closed due to weather, parents should call Girls Inc. to get information about hours.

Concession Stand

Girls Inc. offers a variety of snacks in our concession stand that is available to the girls for purchase. Girls may deposit their money in their concession stand account for safekeeping. Members may also bring their own snacks from home.

Pick Up Policy

PARENTS OR GUARDIANS MUST PARK IN THE MARKED SPACES IN THE PARKING LOT AND COME INTO THE FACILITY TO PICK UP THEIR DAUGHTERS. NO PARKING OR WAITING IS ALLOWED ON THE CIRCULAR DRIVE. THE CIRCULAR DRIVE IS STRICTLY FOR DROP-OFFS.

If a girl is not allowed to leave the premises with a specific person, the girl's parent or guardian should notify Girls Inc. staff and this information will be on the girl's registration record. Any court ordered contact restrictions should be given to Girls Inc. Parents should call Girls Inc. if they want their daughter to be picked up by an alternative adult or if their daughter is to go home with a friend.

Every child becomes anxious when parents are late. Out of respect for both your child and the Girls Inc. staff, please pick up your child promptly. Girls Inc. after school program ends at 5:30 pm. We have a policy that if you pick up your child late, a fee of \$1.00 per minute will be charged to you.

Staff must know where to contact parents or emergency people **at all times**. When a child is not picked up on time, staff immediately calls parents at home or work. If they cannot be reached, emergency numbers are called until someone is found to come and get the child. If no one is reached after 30 minutes the Department of Social Services or Police Department will be notified.

We understand that due to circumstances beyond ones' control a late pickup may be necessary. Please call Girls Inc. to notify staff. However, frequent late pickups may result in removal from the program unless alternate dependable transportation arrangements can be made by the parent/guardian.

Parent Involvement

Girls Inc. of Jackson County encourages parents/guardians and family members to be involved in the program by welcoming visitors at all times to observe or to volunteer to help in program areas or with special events.

Statement of Confidentiality

Participants in Girls Inc. programs have the right to confidentiality and privacy. This means we will not share any of your daughter's personal information unless you give us written permission to do so. There are instances, however, when we would need to break confidentiality. These instances would be if your daughter let us know that they were being hurt by someone (like physical, sexual or emotional abuse) or if they or any member of your family indicated that they wanted to hurt themselves or someone else.

First Aid

Girls Inc. staff is trained in CPR and First Aid. First aid will be administered immediately to any child who suffers a minor injury. In the event of a serious injury, the parents will be contacted without delay. An ambulance may be called if such action is deemed necessary. Girls Inc. recommends that parents sign the Medical Waiver on the membership form. Girls Inc. will not provide any pain or fever medications. Parents may bring medications to the office for distribution to their daughter. Parents must include a note with specific instructions for dosage and frequency of medication.

Behavior Management Plan

A primary Girls Inc. goal is to help girls develop positive self-image. We encourage children to be self-directed. To do this, children need opportunities to build self-esteem. Therefore, no child is subject to abuse or neglect, cruel, unusual, severe or corporal punishment. Through supervision, guidance and redirection, children can learn to identify their feelings and express them. This prevents children from hurting one another and helps children appropriately ask for what they need.

When a child misbehaves, the teacher in charge will send the child to the site director or program director. If the member continues to disrupt the program or cannot regain their control a parent will be called to notify them of their child's behavior and asked that they be picked up and leave for the day.

Bullying, Abusive Language, Threatening Behavior or Endangering Others and Vaping/Substance Use

Any behavior which causes a person to fear for his/her safety or well-being constitutes an interference with member purposes and requires firm intervention on the part of staff. Such behavior includes:

- Bullying/Cyberbullying

Bullying" means overt, unwanted, repeated acts or gestures, including (1) verbal or written communications or images transmitted in any manner (including digitally or electronically), (2) physical acts committed, aggression, or (3) any other behaviors, that are committed by a member or group of members against another member with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted member and create for the targeted member an objectively hostile environment that:

(1) places the targeted member in reasonable fear of harm to the targeted member's person or property;

(2) has a substantially detrimental effect on the targeted member's physical or mental health;

(3) has the effect of substantially interfering with the targeted member's ability to participate in or benefit from the services, activities, and privileges provided by Girls Inc.

- Verbal harassment and/or inappropriate verbal comments
- Threatening or intimidating behavior
- Sexual harassment
- Physical aggression
- Vaping/Substance Use

1st offense: verbal warning/call to parent/guardian, possible suspension

2nd offense: call to parent/guardian to pick member up, suspension (# of days to be determined)

3rd offense: call to parent/guardian, suspension (# of days to be determined)/expulsion from center

Public Displays of Affection

Being overly affectionate in the center is not in good taste and will not be allowed. Members should refrain from inappropriate, intimate behaviors at the center. Members are expected to show good taste and conduct themselves appropriately. Lewd and/or inappropriate Public Displays of Affection such as kissing, touching, etc. will not be tolerated and will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. Good taste and respect for others is the guideline for appropriate behavior.

Technology PolicyGirls Inc. of Jackson County is pleased to offer access to a computer network, including access to the Internet, for leisure and educational purposes. Access to the Internet is available in the computer lab and through the wireless internet capability throughout the facility. Girls will be supervised while in the computer lab. The Internet enables users to explore thousands of libraries, databases, museums, and other repositories of information from around the world. However, everyone should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Girls Inc. does have filtering software in place that might block access to inappropriate materials.

Emailing, chatting, and instant messaging in the computer lab are not permitted at this time. No food or drinks are permitted in the Computer Lab.

Computer users are responsible for appropriate behavior on the Girls Inc. computer network. Access to the network is a privilege, not a right. Access may be revoked if abused. Guidelines are as follows:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not change the computers' settings in any way.
5. Do not violate copyright laws.
6. Do not trespass in another person's folders, work or files.
7. Do not access web sites that are inappropriate or potentially offensive or dangerous. Girls Inc. staff members retain the right to determine if a site fits those criteria.
8. Notify an adult immediately, if by accident, you encounter materials which may be inappropriate as described above.

Girls should not bring valuables with them to Girls Inc. We have no place to safely store them. Girls are encouraged to keep their money at the control desk or concession stand for safekeeping. Girls Inc. is not responsible for lost or stolen items. If a girl brings a cell phone she will need to keep it in the program office. Girls Inc. has a phone members can use for emergencies. We strongly urge members not to bring cell phones. Parents can call their daughter anytime at 522-2798.



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www.girlsincjackson.org

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