



*After School Program  
Guide  
For Parents and Guardians*



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Girls Place girls become independent women who embrace diversity, express their ideas, rise above obstacles, enhance their communities, and lead those around them.



## Vision

## Values



At Girls Place, we believe that all girls should be inspired, challenged and nurtured to become their very best.

At Girls Place, we empower girls to grow courageous, strong and self sufficient. We inspire our girls to celebrate themselves—their minds, their hearts, and their physical well being.



## Mission

# Girls Place, Inc.

## After School Program

### HISTORY

For more than 30 years of serving girls in Alachua County, the Girls Place has evolved into a passageway from childhood to womanhood for many girls in the Gainesville community. The young women of today are learning to become tomorrow's future by living and developing in a continuously changing world. Girls Place embraces this opportunity and challenge, and is confident that girls will prosper through our after school, athletic and summer programs.



<b>March – April 1981</b>	The Gainesville Junior Woman's Club began investigating the need and interest for a girls club in the community with surveys and public meetings.
<b>September 1982</b>	A 20 member Operations Board of Directors was created. The Girls Club of Alachua County was issued non-profit status.
<b>January 1985</b>	Renaë Clements (the first executive director) was hired.
<b>June 1985</b>	The first Girls Club summer day camp was held at Sidney Lanier School, run by volunteers and was an incredible success.
<b>November 1985</b>	The City of Gainesville granted Girls Club 5.3 acres of land.
<b>April 1986</b>	Construction commenced on the Girls Club clubhouse. Summer Day Camp continued being held at Westwood Middle School.
<b>August 1987</b>	The first after-school program at the Girls Club of Alachua County Clubhouse was inaugurated
<b>January 1988</b>	United Way announced the Girls Club as one of their affiliated agents
<b>April 1991</b>	A fifteen member rotating Board of Directors of the Girls Club of Alachua County Foundation was created and officers were elected
<b>November 1991</b>	Girls Club of Alachua County Foundation was issued non-profit status.
<b>September 2008</b>	The Girls Club underwent a name change and officially became known as Girls Place, Inc.
<b>October 2013</b>	Renaë Clements retired after 30 years and Janna Magette was hired as executive director.

### STAFF, CONTACT INFORMATION AND VOLUNTEERS

#### Administrative staff

**Janna Magette**, PhD, Executive Director  
*Responsible for the vision and overall operations of GP*

Janna@girlsplace.net

**Christi Arrington**, Program Director  
*Responsible for after school and summer programs*

Christi@girlsplace.net

**Tara Mercurio**, Operations Director  
*In part, responsible for collecting weekly fees*

Tara@girlsplace.net

**Kaihla Szunko**, Athletic Director

Kaihla@girlsplace.net

# Girls Place, Inc.

## After School Program

*Responsible for athletic programs*

**Laura Javidi**, Development Director

Laura@girlsplace.net

*Responsible for planning events, securing sponsorships and cultivating donors*

**Lisa Kopp**, ACHIEVE Coordinator

Lisa@girlsplace.net

*Responsible for running the ACHIEVE Program and supervising program volunteers*

### After school staff

- All staff receive Level II screenings and are CPR and First Aid certified
- A ratio of 1:15 (adult to child) ratio is maintained
- As staff are in place, their names and photos will be shared with parents on our website

### Additional contact information

Phone: (352) 373-4475

Fax: (352) 373-5550

Website: www.girlsplace.net

### Volunteers

#### Individuals

- All volunteers are background screened prior to working with the girls
- They are generally college students; many seeking credit for classes
- Volunteers are given an orientation and trained on how to interact with the girls
- **Parents wishing to volunteer must also be background checked through Florida Department of Children and Families**



#### Groups/Guest speakers

- Sororities, fraternities, nursing students and various organizations visit on occasion to do activities with the girls
- Dates are arranged with the Program Director and activities are directly monitored by after school staff

### **HOURS OF OPERATION**

Monday – Friday from School Release – 6:00 pm

Office hours: 11:00 am – 6:00 pm

School holiday hours

7:30 am – 6:00 pm

Early drop off: 7:00 am-7:29 am for an additional \$1/day per child (due in cash each morning)

### **FEES**

- K-5<sup>th</sup> graders: \$49 per week; \$41 per week for siblings
- 6<sup>th</sup>-12<sup>th</sup> graders: \$30 per week
- Annual nonrefundable membership fee: \$20 for an individual child; \$40 for family/multiple children

# Girls Place, Inc.

## After School Program

- Participants are required to be members of Girls Place. This fee is charged once per calendar year. If your child has been charged this fee for participation in another program, you will not need to pay it again until January 2015.

Fees can be paid in person (cash, check, Visa, MasterCard, money order) or online (PayPal or credit card).

We are grateful to the **United Way of North Central Florida** and the **City of Gainesville** for their support of our financial assistance program. Applications are not complete without a current 1040.

Girls Place is an Early Learning (ELC) provider. Families who qualify for ELC are often given rates well below what we can offer with our assistance program. Please contact ELC for more information. Families on ELC must abide by both Girls Place and ELC guidelines. Failure to do so can result in dismissal from Girls Place or loss in funding from ELC.

### PAYMENT POLICY

Registering for after school means that you are committed to attending for the entire 2015-2016 school year. Families will be automatically invoiced on a monthly basis based on the number of Fridays in the month as listed below. Invoices will be attached to your daughter's check out sheet on the 1<sup>st</sup> Friday of each month. In order to keep your account in good standing, you will need to pay the balance of your daughter(s) account by the last Friday of each month. Your daughter(s) will not be able to attend if you fail to pay the balance by the payment deadline. You are not automatically enrolled for school holidays or breaks, separate registration is required.

The following items are required for a complete registration for After School:

1. Complete registration form
2. 2015 Girls Place Membership (2016 Membership will be added to January's invoice)
3. First Week of After School Fees

#### After School Fees

Elementary School (1<sup>st</sup> Child) - \$49/Week

Elementary School (2<sup>nd</sup> Child) - \$41/Week

Middle and High School - \$30/Week

Late Pick-Up (after 6pm) - \$1 for every 5 minutes you are late

Financial Assistance is available to those who qualify. Families who receive financial assistance are held to the same payment deadlines.

Month	# of Weeks on Invoice	Invoice Date	Payment Deadline
August 2015	1	Due at Registration	Due at Registration
September 2015	4	September 4, 2015	September 25, 2015
October 2015	5	October 2, 2015	October 30, 2015
November 2015	3*	November 6, 2015	November 30, 2015
December 2015	2*	December 4, 2015	December 30, 2015
January 2016	5	January 8, 2016	January 29, 2016
February 2016	4	February 5, 2016	February 26, 2016
March 2016	3*	March 4, 2016	March 25, 2016
April 2016	5	April 1, 2016	April 29, 2016
May 2016	4	May 6, 2016	May 27, 2016
June 2016	2	June 3, 2016	June 10, 2016

\*Weeks only include dates Alachua County schools are in session. Separate registration is required for Holidays.\*

#### Holidays

# Girls Place, Inc.

## After School Program

Registration for holidays is required. In order to ensure that we are adequately staffed and prepared – you must sign-up for each holiday you would like for your daughter to attend. Registration dates and deadlines are available on the website. Your daughter will be unable to participate if you do not complete a holiday registration form by the respective deadline for each holiday period. Payment for holidays is required at time of registration. Your space for holidays is not confirmed until you have completed the registration and made your payment.

### Holiday Fees – Holiday Only Participants

Individual Holidays - \$20/Day (Veteran's Day, Teacher Workday, President's Day, etc.)

Holiday Week (1<sup>st</sup> Child) - \$75/Week (Thanksgiving, Winter Holidays, Spring Break)

Holiday Week (2<sup>nd</sup> Child) - \$65/Week

Late Pick-Up (after 6pm) - \$1 for every 5 minutes you are late

Early Drop-Off (between 7:00am-7:30am) - \$1/day

### Holiday Fees – Regular After School Participants

Individual Holidays - No additional fees to participate but you **MUST** sign-up! (Veteran's Day, Teacher Workday, President's Day, etc.)

Holiday (Full Week) - Regular after school weekly rates apply. The holiday week will be added to your monthly invoice and is subject to the payment deadline for the appropriate month as listed above.

## CHECK-IN AND CHECKOUT PROCEDURES

### Check in

- Girls are checked in with a staff member at the front desk
  - Girls receive a member number that is used to check in and out; please help your child remember her number
- Girls put their backpacks away and report to their classrooms immediately

### Checkout

- Girls can be checked out at any time from Girls Place, but must be picked up by 6:00 pm
- Parents and guardians cannot pick up girls from field trips due to the inability to follow appropriate check out procedures
- Parents/guardians must complete a registration form indicating who can and cannot pick up their child; **people authorized to pick up a child must be at least 16 years old and have identification**
- Parents and guardians must come in the building to check out the girls
- A staff member will call your child to the front desk; **please go directly to the front office window if someone is not at the desk**
- Please do not be offended if a new staff person requests your identification or if pick-up is delayed due to someone not being on the list
- If an unknown person comes to pick up a child, he or she will be verified on the registration form and their ID will be checked
- Families who are supported through the Early Learning Coalition (ELC) will be in danger of losing their funding if check out procedures are not followed
- Reminder: late fees will be charged after 6:00
  - If parents or guardians are late on a consistent basis, Girls Place reserves the right to refuse service to the family
  - If a parent or emergency contact is later than 15 minutes or cannot be reached, Girls Place reserves the right to release the child to the Gainesville Police Department

## CURRICULUM AND ACTIVITIES

### Groups

- Girls are placed in groups by their grade level
- Pink (K-1), Red (2-3), Yellow (4-5), Green (6-7), Blue (8-12)

# Girls Place, Inc.

## After School Program

- Exceptions will not be made with group assignments (i.e. if a child has been in red group for two years and is held back in 3<sup>rd</sup> grade, she will stay in red group)
- Within their specific age groups girls engage in age appropriate activities based on the components of wellness

### Curriculum

Immediately after school the girls are given the opportunity to get settled in the classrooms, have snack and run or walk laps for Morning Mile. Approximately an hour after arriving, we jump into the most important aspect of our program and give girls time to get their homework completed.

Additional activities are planned for each group at the conclusion of the homework period.

The foundation for all after school activities are the 6 components of wellness:

- **Physical** (involves the ability to carry out daily tasks, develop cardio respiratory and muscular fitness, maintain adequate nutrition and avoid abusing alcohol and other drugs)
- **Emotional** (express and display emotions comfortably, effectively and in a healthy manner. Feelings of self esteem, self-confidence, self-efficacy, trust, love, and many other emotional reactions & responses)
- **Spiritual** (provides meaning and direction in life and enables you to grow, learn, and meet in new challenges; create a sense of belonging)
- **Environmental** (refers to an appreciation for the external environment and the role individual's play in preserving, and improving environmental conditions)
- **Intellectual** (involves the ability to learn and use information effectively for personal, family, and career development)
- **Social** (having the ability to interact successfully with people and one's personal environment)



### Field Trips

Field trips support our curriculum. Trips typically occur on school holidays and may include local parks, museums, skating, movies, bowling, or community service.

- Trips are not optional but part of the objectives of the after school program
- A weekly schedule of events and field trips is provided so families can be prepared
- Parents and guardians may not drop off their child or pick them up from a field trip
- Any families arriving after the child's group has departed for a field trip CANNOT stay at Girls Place; please be on time
- Most often girls will return by 4:30 pm unless otherwise noted on the schedule



# Girls Place, Inc.

## After School Program

### ACHIEVE

ACHIEVE (Academic Counseling and Help Increasing Educational Victories Everyday) is a year-round educational program based on the Alachua County School Standards. The activities include homework assistance, academic enhancement, one-on-one tutoring or mentoring, and educational field trips. Report cards are collected and copied four times during the year to assess where the girls are academically and to determine how we need to help them succeed.

### Sample Schedule

February 2015 - LOVE Month					
Girls Place, Inc. - After School Program					
	<i>House Rules</i>	<i>Black History Month</i>	<i>Word of the Month</i>	<i>Building a + classroom</i>	<i>Sports</i>
	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27
			LLTG Mentoring (4:00)		
12:00			Transportation begins		
12:45	Team Meeting		Let's get settled		
1:20	Transportation begins	Transportation begins	Assign classroom tasks	Transportation begins	Transportation begins
2:00	Let's get settled (check in, "what I brought with me," calendar, roll call and magic number)	Let's get settled	Hw	Let's get settled	Let's get settled
2:30	Snack ( <b>Red</b> )/MM (Pink, Yellow)	Snack ( <b>Red</b> )/MM (Pink, Yellow)	Snack ( <b>Red</b> )/MM (Pink, Yellow)	Snack ( <b>Red</b> )/MM (Pink, Yellow)	Snack ( <b>Red</b> )/Playground
2:40	Snack ( <b>Pink</b> )	Snack ( <b>Pink</b> )	Snack ( <b>Pink</b> )	Snack ( <b>Pink</b> )	Snack ( <b>Pink</b> )
2:50	Snack ( <b>Yellow</b> )	Snack ( <b>Yellow</b> )	Snack ( <b>Yellow</b> )	Snack ( <b>Yellow</b> )	Snack ( <b>Yellow</b> )
3:15	Regroup (Assign classroom tasks)	Regroup (Assign classroom tasks)		Regroup (Assign classroom tasks)	
3:30	Hw (check for completion and check planner)/Reading/Journals (High/Low)	Hw	Remaining activities below:	Hw	Hw
4:15	Wrap up Hw/Pack up	Wrap up Hw/Pack up		Wrap up Hw/Pack up	Wrap up Hw/Pack up
4:20	"I like to move it" activity	"I like to move it" activity			Remaining activities below:
4:30	House Rules/Weekly Goals/Expectations/Review Word of the Month (WOM)	Remaining activities below:		Remaining activities below:	
<b>P</b>	Skits for Win with trust	Black History Month: Mae Jamison (Space pack)	This is our island Self Esteem (3:30)	Crafternoon (Theta Alpha) (4:00)	Playground free play (2:30-3:00) Sport: Soccer
<b>R</b>	Skits for Win with trust	Self Esteem (4:15) Black History Month: Mae Jamison (rockets)	This is our island WOM: Art activity	Crafternoon (Theta Alpha) (4:00)	Playground free play (3:00-3:30) Sport: Soccer
<b>Y</b>	UF Club Softball (4-6) Skits for Win with trust	Black History Month: Mae Jamison (rockets)	Class Murals WOM: Art Activity	Crafternoon (Theta Alpha) (4:00)	Playground free play (3:30-4:00) Self Esteem (4:30)
<b>G/B</b>	Skits for Win with trust	Black History Month: Mae Jamison (rockets)	Class Murals WOM: Art Activity	Self Esteem (4:30)	Free play outside

### MEAL PROGRAM (BREAKFAST, LUNCH AND SNACK)

#### Breakfast and Lunch

Girls Place DOES NOT provide breakfast or lunch on school holidays.

Girls Place is a partner with the Kids Café Program, and we will provide snack each afternoon. All after school participants may receive snack regardless of income level. A snack period is designated each day with additional items being sold. Items range from \$0.25-\$1.00 and may include peanuts, crackers, fruit snacks, Gatorade, and water. We request that parents set up an account in the front office so children will not have money with them. Additional money can be added to the account at any time. We are not responsible for any lost or stolen money that is not turned in with staff members.

#### Accounts

- We prefer that an account be established to avoid any issues with missing money
- An account can be set up and spending limitations can be set
- We cannot be responsible for lost or stolen money
- Please give money to Ms. Pat prior to 9:00 am on school holidays or to the administrative staff in the front office between 9:00am and 6:00pm

### BEHAVIOR AND DISCIPLINE

Girls Place has established our House Rules for all of our programs. Please help us help your children GROW and integrate these terms into your conversations with your child.

# Girls Place, Inc.

## After School Program

- G – Give your heart
- R – Respect comes first
- O – Own your genius
- W – Win with trust

### Expectations for staff

- Staff is expected to provide and maintain a safe atmosphere which will encourage positive behavior, high achievement, and show respect for all individuals by treating them fairly and impartially
- Recreational aides and other staff members may develop individual rules and disciplinary practices, which supplement the Discipline Policy but do not conflict with it

### Expectations for girls

- Girls are expected to know, understand and abide by the rules set forth by the administrative staff as well as the recreational aides

### Expectations for parents

- Parents are asked to support Girls Place, Inc., the staff, and the rules that are in place to protect the girls

### Disciplinary Policy

- Factors that are considered when determining the level of discipline for misbehavior include but are not limited to:
  - Seriousness of offense
  - Planning, impulse or self defense
  - Age and/or disability
  - Strength of evidence
  - Cooperation/remorse
  - Disciplinary history



The following chart defines the levels of offenses, examples of misbehaviors and possible consequences:

Offense	Level 1	Level 2	Level 3	Level 4
Definition of offense	Least serious acts of misconduct which interfere with orderly procedures and or activities	Serious acts of misconduct which include repeated minor misconduct and acts directed against persons or property	More serious acts of misconduct, including repeated similar misbehavior, serious disruptions of the orderly conduct of Girls Place, Inc. and threats to health, safety, or property; may result in suspension	Most serious acts of misconduct; these violations require notification to law enforcement
Example of Misbehaviors	<ul style="list-style-type: none"> <li>• Abusive Language (random &amp; direct)</li> <li>• Group Disruption</li> <li>• Harassment</li> <li>• Unsafe acts</li> <li>• Defiance</li> <li>• Bus/Van Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated or continuous Level 1 misconduct</li> <li>• smoking/using tobacco</li> <li>• Fighting</li> <li>• Theft/larceny</li> <li>• Vandalism</li> <li>• Trespassing</li> <li>• Disorderly Conduct</li> <li>• Threat/intimidation</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated or continuous level 1 or 2 misconduct</li> <li>• Assault</li> <li>• Burglary/breaking and entering</li> <li>• Battery on staff member</li> <li>• Robbery</li> <li>• Kidnapping</li> <li>• Arson</li> </ul>	<ul style="list-style-type: none"> <li>• Sexual battery</li> <li>• Aggravated Battery</li> <li>• Possession, use or sale of explosive device</li> <li>• Illegal, street or recreational drug possession or use</li> <li>• Weapons: possession/use of items wielded for intent to harm</li> </ul>
Possible Consequences	<ul style="list-style-type: none"> <li>• Verbal Reprimand</li> <li>• Time Out</li> <li>• Withdrawal of Privileges</li> <li>• Work detail/ Restitution</li> <li>• Conversation with Program Director or Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• Referral form signed by parent/guardian</li> <li>• Suspension from Girls Place (after 3<sup>rd</sup> write up)</li> <li>• Alternative placement or expulsion from Girls Place</li> <li>• Notify proper law enforcement authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Alternative placement or expulsion from Girls Place</li> <li>• Notify proper law enforcement authorities</li> <li>• Suspension from Girls Place activities</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension from Girls Place activities</li> <li>• Recommend alternative placement</li> <li>• Notify law enforcement</li> <li>• Recommend expulsion</li> </ul>

- An effort is made to involve the parents in every aspect of a child's experience while at the Girls Place. Please make sure that you, as a parent, understand the levels of offenses and the consequences. Also, please be sure that you reinforce Girls Place rules with your child.
- Please know what staff members are responsible for your child and consult them as necessary

## TRANSPORTATION

Transportation is provided from school and on field trips only; Girls Place does not provide transportation to a member's home. Members will be transported in Girls Place vans or buses; the staff is unable to transport girls in their personal vehicle.

Transportation is shared with the NW Unit of the Boys and Girls Club. Girls Place picks up from about 7 schools and transports Girls Place members and Boys and Girls Club members. We drop off their members at their club and drop off our girls at Girls Place. Likewise, Boys and Girls Club drops our girls off at Girls Place.

### Van/Bus Rules

- The bus is equipped with a driver and a monitor to supervise the children
- Children should be seated at all times
- All feet should be out of the aisles
- Voices should remain at a conversational level
- Heads and arms must remain inside the windows
- Girls are asked to have their bags or backpacks on the floor between their feet or on their laps rather than on the seat

### Transportation procedures by organization

- Boys and Girls Club
  - Vehicle: White van or bus with a blue Boys and Girls Club logo
  - Location: School bus circle
  - Schools
    - Chiles
    - Ft. Clarke
    - Hidden Oak
    - Littlewood
    - Meadowbrook
    - Talbot
    - Westwood
- Girls Place
  - Vehicle: White van or yellow bus with a GP logo
  - Location: School bus circle
  - Schools
    - Cornerstone Academy
    - Glen Springs
    - Howard Bishop
    - Norton
    - One Room School House (ONLY ON DAYS THAT ALL ALACHUA COUNTY SCHOOLS ARE OPEN)
    - PK Yonge
    - Stephen Foster
    - Terwilliger

## HEALTH/SAFETY CONCERNS

### First Aid

- Basic first aid supplies are available and will only be administered by certified staff

# Girls Place, Inc.

## After School Program

- Incident reports are completed and placed on the check out sheets when an injury occurs and treatment is given
- Parents will be notified immediately if an injury is severe or requires additional attention

### Medications

- All medications are secured in a lock box
- Medications can be doctor prescribed or those that are taken on an as needed basis (ex. Tylenol or Advil)
- A signed consent form must be completed in order for staff to allow the child to take medication; Girls Place staff will not administer medications
- Any medication must be in a current and labeled prescription bottle

### Lice

- Periodic lice checks are conducted
- Parents or guardians will be called to pick up their child if nits or lice are evident
- Girls are instructed not to share brushes, hats or clothing due to the potential spread of lice
- Literature is available in the office on preventing the spread of lice and treating it

### Illnesses

- If your child is diagnosed with a contagious illness such as chicken pox, measles, or mumps please notify office staff immediately; we are obligated to notify the Health Department and notify parents immediately
- If a child has a fever above 100°, parents will be contacted to pick up the child

### Soiled clothing

- We have a very limited supply of clothes in the event that a child soils her clothes
- Please pack clean underwear and shorts if your child is known to soil her clothing on a regular basis; staff will not help the girls change their clothes
- Girls Place has the right to refuse service to any child who is consistently soils her clothes

## ADDITIONAL INFORMATION

### Lost and Found

- We cannot be responsible for items that are lost or stolen at the Girls Place, Inc – please **DO NOT** bring expensive or valuable items (cell phones, game boys, MP3 players, etc.)
- Periodically check the lost and found for clothing
- Each week clothing will be donated to a local organization

### Electronics

- Electronics are not allowed at Girls Place
- Electronics include, but are not limited to: cell phones, iPods, mp3 players, DS, DSi, Leapster, etc.
- We are not trying to be mean or unaccommodating, but we cannot be responsible for these items if they are lost, damaged or stolen
- These items have proven to be a HUGE distraction for the girls.
- It is understandable that many parents want their child to carry a cell phone. We do not disagree with their right to carry them; we do, however, disagree with the necessity of cell phones during the course of after school. If you need to get in touch with your child please call the front office (352) 373-4475.
- Please be advised that if the counselors see any electronic devices they have been instructed to take the device and turn it into the front office until the child goes home.
- **We will not be responsible for lost or stolen electronics.**

### Photo Release

- Reminder: during activities and events at Girls Place my child may be photographed or videotaped by Girls Place staff.
- If you agree on the registration form, your child may be used in Girls Place publications including newsletters, fliers, and brochures in addition to local newspaper, television promotions and social media

### Social media

# Girls Place, Inc.

## After School Program

- Girls are not given access to any social media sites (Facebook, Instagram, Twitter, etc.) during Girls Place time
- Girls are prohibited from getting on these sites during our visits to the library also
- After school staff members are prohibited from being “friends” with any Girls Place members
- It is also strongly discouraged for after school staff members to be “friends” with members parents
- We do encourage parents to be involved in their child’s activities online; the internet has opened up a world to your children and opened your children to the world
- Please visit the North Florida Internet Crimes Against Children website for more information on protecting your child on the internet
- <http://floridaicac.net/>

