

# Girls Place, Inc.



A Place to Go...

...A Place to Grow

## After School Program Guide

*For Parents and Guardians*

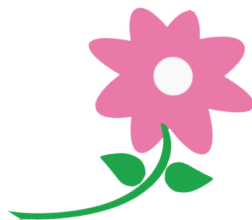


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Girls Place girls become independent women who embrace diversity, express their ideas, rise above obstacles, enhance their communities, and lead those around them.



## 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

**HISTORY**

Over more than 25 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>	Rena Clements (the current 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.

**STAFF, CONTACT INFORMATION AND VOLUNTEERS**

**Administrative staff**

**Renae Clements**, Executive Director

Renae@girlsplace.net

**Christi Arrington**, Program Director

Christi@girlsplace.net

*Responsible for after school and summer programs*

**Taryn Buckley**, Athletic Director

Taryn@girlsplace.net

*Responsible for athletic programs*

**Sara Garcia**, Operations Manager

Sara@girlsplace.net

*In part, responsible for collecting weekly fees*

**Recreational staff**

- All staff receive background checks and fingerprinting 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

**Additional contact information**

Phone: (352) 373-4475

Fax: (352) 373-5550

Website: [www.girlsplace.net](http://www.girlsplace.net)

**Volunteers**

**Individuals**

- All volunteers are interviewed by the Program Director
- They are generally college students; many seeking credit for classes such as exceptional people and majors that include youth and community sciences, education and recreation
- Volunteers are given an orientation and trained on how to interact with the girls
- They are under the direct supervision of the recreational or administrative staff



**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 recreational staff

#### HOURS OF OPERATION

Monday – Friday from School Release – 6:00 pm

Office hours: 9:00 am – 6:00 pm

#### FEES (NEW STRUCTURE AS OF AUGUST 12, 2012)

After school is \$49 a week for K-5<sup>th</sup> graders and \$25 a week for 6<sup>th</sup>-12<sup>th</sup> graders. An additional nonrefundable annual membership fee (\$20 for an individual child; \$40 for a family with multiple children) is required.

Fees can be paid in person (cash, check, Visa, MasterCard, money order) or over the phone (Visa or MasterCard).

We are grateful to the **United Way of North Central Florida** and the **City of Gainesville** for their support of our financial assistance program. The deadline to apply for assistance is **Wednesday, August 8th**. Applications must include a current 1040 and a free or reduced lunch form from an Alachua County School. Please contact Sara@girlsplace.net with any questions.

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.

#### FEE ADJUSTMENTS EFFECTIVE AUGUST 1, 2012:

- Registration implies a commitment to participate in the program for the entire 2012-2013 school year.
- Families are responsible for paying for every week regardless of how many weeks they attend
- Teacher work days and school holidays are included in the weekly rate
- A week of fees must be paid by **August 10<sup>th</sup>** to secure a spot in the program.
- Families signed up and not attending will be charged up to one month prior to being inactivated and the child will lose her spot in the program
- Families on ELC will be responsible for the full fees if they fail to attend the program
- To return to the program, families must confirm that there is space available, pay a \$15 activation fee and pay their balance in full
- Payment will no longer be accepted online; forms of accepted payments are check, cash, money order, Visa or MasterCard.
- Middle school students will experience a fee increase effective January 1, 2013. The rate will be \$30 a week and will still include school holidays.

Early drop off for school holidays      \$1/day per child

Late fees      \$1 for every five minutes after 6:00

#### Notes:

- **NON-SUFFICIENT FUNDS (NSF) POLICY:** All NSF checks will be charged a \$25 late fee. Please pay for all NSF checks with cash or money order, as they will not be deposited again. After two

returned checks within one year, cash payments will be required thereafter for services plus any bank services accrued by Girls Place.

- In general, parents will not be required to pay additional fees for field trips. Parents and guardians will be notified in advance should a trip require an additional cost.
- Late fees: In accordance with Board of Directors policy, parents or guardians will be charged \$1 for every five (5) minutes late beyond 6:00 pm. Regardless of late fees, please call if you will be late.

#### CHECK-IN AND CHECK OUT PROCEDURES

##### Check in

- Girls will be checked in with a staff member at the front desk
  - Girls will receive a member number that will be used to check in and out; please help your child remember her number
- Girls put their backpacks away and report to the pavilion 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 are discouraged from picking up girls from field trips due to the inability to follow appropriate 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 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)
- 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

### **Components of Wellness**

The foundation for all after school activities are the 6 components of wellness. The components of wellness are listed below with example activities and the frequency at which they occur.

- **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)
  - Structured sport (basketball, volleyball, etc.) twice a week
  - Cooking activity with emphasis on nutrition once every two weeks
  - Presentation or group activity focusing on nutrition once a month
  - Puberty/hygiene lessons (4<sup>th</sup>-12<sup>th</sup> graders) once during the program
- **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)
  - Positive adult interaction on a daily basis
  - Nursing presentations once during the program
  - Peaceful Paths presentations on relationships and dating violence preventions (8 week session)
  - Opportunity for time each week with a mental health counselor
- **Spiritual** (provides meaning and direction in life and enables you to grow, learn, and meet in new challenges; create a sense of belonging)
  - Engage in community service activities
- **Environmental** (refers to an appreciation for the external environment and the role individual's play in preserving, and improving environmental conditions)
  - Community Service (including neighborhood and park clean ups, participating in walks for healthy babies and breast cancer, making cards, meals and desserts for Ronald McDonald House) once a month
  - Promoting recycling on a daily basis
  - Promoting life skills (cleaning up after oneself, respecting nature, etc.)



- **Intellectual** (involves the ability to learn and use information effectively for personal, family, and career development)
  - Reading (for leisure or school requirement) on a daily basis
  - Academic enhancement twice a week
  - Leadership opportunities (planning activities, problem solving, etc.) on a daily basis
- **Social** (having the ability to interact successfully with people and one's personal environment)
  - Friendship building activities weekly with one-on-one discussions as needed
  - Tolerance activities on a monthly basis (includes bully prevention, peer acceptance) with one-on-one discussions as needed

### **Field Trips**

Field trips support our curriculum. Trips occur nearly every Wednesday and 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 summer 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

### Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
12:30			Transportation		
1:30	Transportation	Transportation	Snack	Transportation	Transportation
2:00			UF Nursing Students Positive Body Talk		
2:30	Snack	Snack		Snack	Snack
3:00	Homework	Homework		Homework	Homework
3:30			Homework		
4:00	Bullying Prevention	Nutrition Discussion		Egg drop science experiment: plan & design	
4:30			Distribute canned food collection fliers		Soccer
5:00	Community Service: Design fliers for canned food drive	Cooking: Heart healthy cupcakes			
5:30					Soccer
6:00					

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

#### **Breakfast and Lunch**

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

If Girls Place is accepted again by the Kids Café Program, we will provide snack. 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.

### **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 Ms. Sara between 9:00am and 6:00pm

## **BEHAVIOR AND DISCIPLINE**

### 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 recreational aides 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 school

- Chiles
  - Transported by Boys and Girls Club
  - Pick up vehicle – White van
  - Pick up location – Bus circle
- Ft. Clarke
  - Transported by Boys and Girls Club
  - Pick up vehicle – White van
  - Pick up location – Bus circle
- Glen Springs
  - Transported by Girls Place
  - Pick up vehicle – Yellow bus or white van
  - Pick up location – Bus circle
- Hidden Oak
  - Transported by Boys and Girls Club
  - Pick up vehicle – White van
  - Pick up location – Bus circle
- Hoggetowne
  - Transported by Girls Place
  - Pick up vehicle –White van or Yellow Bus
  - Pick up location – Front circle
- Howard Bishop
  - Transported by Girls Place
  - Pick up vehicle –White van or Yellow Bus
  - Pick up location – Bus circle



- Littlewood
  - Transported by Boys and Girls Club
  - Pick up vehicle – Yellow Bus
  - Pick up location – Bike rack near bus circle; monitor will be present and walk girls to Westside Park where the bus is parked
- Metcalfe
  - Transported by Girls Place
  - Pick up vehicle – White van
  - Pick up location – Bus circle
- Norton
  - Transported by Girls Place
  - Pick up vehicle – Yellow Bus
  - Pick up location – Bus circle
- One Room School House
  - Transported by Girls Place
  - Pick up vehicle – White van
  - Pick up location – Front door
- Rawlings
  - Transported by Girls Place
  - Pick up vehicle – White van
  - Pick up location – Bus circle
- Stephen Foster
  - Transported by Girls Place
  - Pick up vehicle – Yellow bus or White van
  - Pick up location – Bus circle
- Talbot
  - Transported by Girls Place
  - Pick up vehicle – Yellow Bus or White van
  - Pick up location – Bus circle
- Terwilliger
  - Transported by Boys and Girls Club
  - Pick up vehicle – Yellow Bus
  - Pick up location – Bus circle
- Westwood
  - Transported by Boys and Girls Club
  - Pick up vehicle – Yellow Bus or white van
  - Pick up location – Bus circle

Thank you  
for the grant for vehicles  
Plum Creek Foundation!



## HEALTH/SAFETY CONCERNS

### First Aid

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

- Girls are not given access to any social networking sites (Facebook, My Space, Urban Chat, etc.) during Girls Place time
- Girls are prohibited from getting on these sites during our visits to the library also
- Recreational aides are prohibited from being “friends” with any Girls Place members
- It is also strongly discouraged for recreational aides 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/>

