



Summer Day Camp Guide

For Parents and Guardians

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MISSION

Girls Place, Inc. is a non-profit organization dedicated to empowering girls of all racial, religious and economic backgrounds to GROW confident, strong, and independent in order to thrive in the world around them.

Objectives for our girls:

*G*ive to themselves and others around them in order to achieve a sense of pride and self-worth.

*R*each their highest intellectual and emotional potential by exploring and developing their personal strengths and interests.

*O*pen their eyes in a climate free from gender stereotypes where they are inspired to discover their unique abilities and their relationship to our community.

*W*ork at developing meaningful relationships that foster their freedom of expression, their responsibility to themselves and others, and their integrity and compassion.



A Place to Go...

...A Place to Grow

Girls Place, Inc.

Summer Day Camp

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.



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

STAFF, CONTACT INFORMATION AND VOLUNTEERS

Administrative staff

Renaë Clements , Executive Director	Renaë@girlsplace.net
Christi Arrington , Program Director <i>Responsible for summer and after school programs</i>	Christi@girlsplace.net
Taryn Buckley , Athletic Director <i>Responsible for athletic programs</i>	Taryn@girlsplace.net
Sara Garcia , Operations Manager <i>In part, responsible for collecting weekly fees</i>	Sara@girlsplace.net
Melissa Tyrone , Development Director	Melissa@girlsplace.net
Kenny Zaron , Administrative Assistant	info@girlsplace.net

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

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 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)

Office hours: 9:00 am – 6:00 pm (the phones are not answered prior to 9:00)

FEES

Membership (12 month)	\$20
Sibling membership	\$15
Weekly fees	\$75
Sibling weekly fees	\$65
Early drop off	\$1/day per child
Late fees	\$1 for every five minutes after 6:00

Notes:

- There are not partial weekly rates; if your child attends one day or all 5 the fee is the same
- Fees due in advance by the Friday prior to the week of attendance or your child will be unable to participate
- A drop box is located at the front desk for your convenience; please put the member's name on checks
- You are not committed to pay for the weeks that your child does not attend
- **NON-SUFFICIENT FUNDS (NSF) POLICY:** All NSF checks will be charged a \$10 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 must 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
 - In addition to the girls being checked in on the computer, parents must sign them in by **printing** your first and last name and the time that you are arriving
 - Families who are supported through the Early Learning Coalition (ELC) will be in danger of losing their funding if check in procedures are not followed
- Girls report to their classrooms immediately
- Girls and parents are asked to turn over any money to the front desk or to the administrative staff, who will place it in an account or hold it for a field trip
- **If a staff person is not at the front desk, parents must check-in their child in the front office**
- Girls who arrive after their group has departed for a field trip CANNOT stay at Girls Place; girls cannot be dropped off or picked up from field trips

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
- 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 the grade level they are entering in the upcoming school year
- 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 3rd 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 summer day camp 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 (4th-12th 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

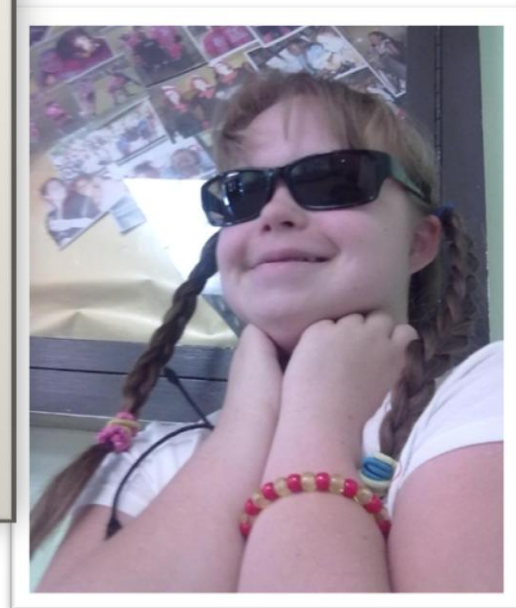
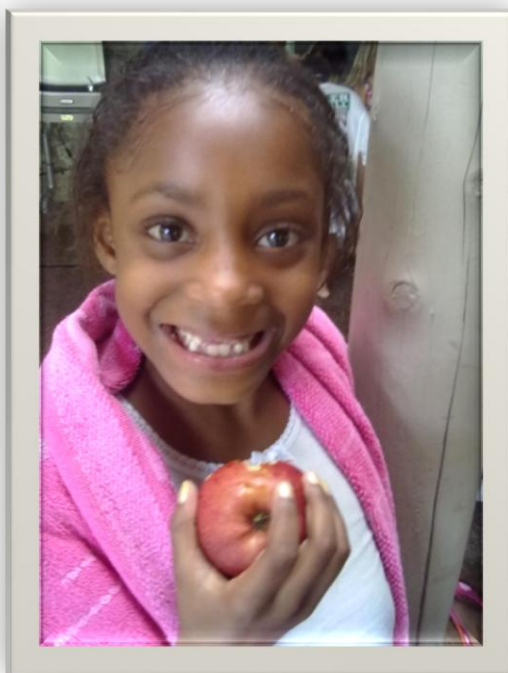
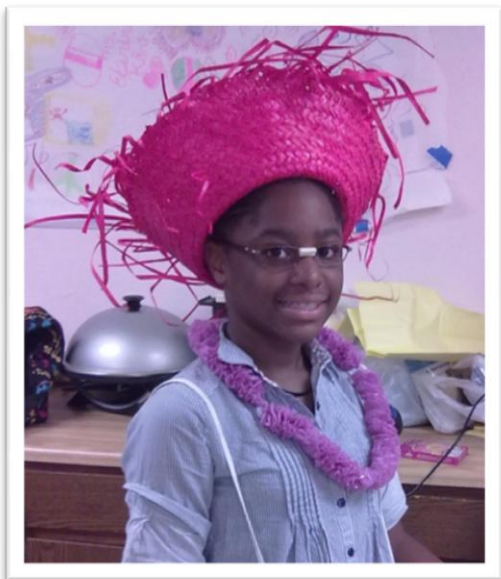
Field trips support our curriculum. Trips occur nearly every day and may include local parks, museums, springs, skating, movies, bowling, or community service.

- 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

In addition to the field trips mentioned above, the summer program includes the following:

Swimming

- Mondays (11:00am-1:00pm at NE pool)
- All staff members go to the pool. Therefore, girls must go to the pool even if they do not want to swim.
- Parents are required to inform staff about their child's swimming ability; that ability will determine where a child can be in the pool
- Girls must pass a swim test (50 yards across the pool and back) in order to go down the slide or off the diving boards
- If girls come in their bathing suits, PLEASE be sure to pack additional clothes and underwear
- Label towels and sunscreen with your child's name



Girls Place, Inc.

Summer Day Camp

Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	
7:00	Early drop off	Early drop off	Early drop off	Early drop off	Early drop off	
7:30	Normal drop off/supervised free play	Normal drop off/supervised free play	Normal drop off/supervised free play	Normal drop off/supervised free play	Normal drop off/supervised free play	
8:00						
9:00	Welcome/breakfast	Welcome/breakfast	Welcome/breakfast	Welcome/breakfast	Welcome/breakfast	
10:00	Field Trip: Northeast Pool	Kickball	Field Trip: Northeast Park	Downtown Library	Fanning Springs State Park	
11:00		Sign Language				
12:00	Lunch	Lunch	Lunch	Lunch		
1:00	Sewing Puppets	Field Trip: UF Entomology Dept Tour	Field Trip: Altrusa House (play board games with residents)	Storytelling		
2:00						
3:00	Bullying Prevention Lesson	Cooking activity: Flat Bread Pizza	Volleyball (teamwork)	Nursing Students: Dealing with Stress		
4:00	Snack					Snack
5:00	Craft: Nature Rubbings	Reading	Planning time: field day for pinkies	Capture the Flag		Snack
6:00						

MEAL PROGRAM (BREAKFAST, LUNCH AND SNACK)

Breakfast and Lunch

All summer camp participants may receive meals regardless of income level. Breakfast tends to be cereal and milk or a pastry and juice. Lunch meals may include a sandwich, crackers and fruit. Members who do not participate are required to bring a lunch. Girls Place DOES NOT provide snack. A snack period is designated each day with items ranging from \$0.25-\$1.00. 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 or 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"> Abusive Language (random & direct) Group Disruption Harassment Unsafe acts Defiance Bus/Van Misconduct 	<ul style="list-style-type: none"> Repeated or continuous Level 1 misconduct smoking/using tobacco Fighting Theft/larceny Vandalism Trespassing Disorderly Conduct Threat/intimidation 	<ul style="list-style-type: none"> Repeated or continuous level 1 or 2 misconduct Assault Burglary/breaking and entering Battery on staff member Robbery Kidnapping Arson 	<ul style="list-style-type: none"> Sexual battery Aggravated Battery Possession, use or sale of explosive device Illegal, street or recreational drug possession or use Weapons: possession/use of items wielded for intent to harm
Possible Consequences	<ul style="list-style-type: none"> Verbal Reprimand Time Out Withdrawal of Privileges Work detail/ Restitution Conversation with Program Director or Executive Director 	<ul style="list-style-type: none"> Referral form signed by parent/guardian Suspension from Girls Place (after 3rd write up) Alternative placement or expulsion from Girls Place Notify proper law enforcement authorities. 	<ul style="list-style-type: none"> Alternative placement or expulsion from Girls Place Notify proper law enforcement authorities Suspension from Girls Place activities 	<ul style="list-style-type: none"> Suspension from Girls Place activities Recommend alternative placement Notify law enforcement Recommend expulsion

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

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

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 summer day camp. 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.**



Downtime

- The pink and red groups will have down time after lunch each day
- During downtime girls may nap (mats are provided, please bring a blanket or towel if needed) or relax and may read

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 and television promotions

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/>

