



GIRLS INCORPORATED
OF
BRISTOL

613 HIGHLAND AVENUE
BRISTOL, VA 24201
276 669-8686

Enrollment Packet
(POLICIES AND PROCEDURES)

WE ARE A STATE LICENSED CHILD CARE CENTER WITH QUALIFIED
PROGRAM INSTRUCTORS TO CARE FOR AND TEACH YOUR
CHILDREN IN A PROGRAM BASED ATMOSPHERE. INSPIRING ALL
GIRLS TO BE **STRONG, SMART, AND BOLD**

WELCOME TO GIRLS INCORPORATED

For more than 50 years, Girls Incorporated has provided vital educational programs to millions of American girls. Our innovative programs help girls confront subtle societal messages about their value and potential, and aim to prepare them to lead successful, independent, and complete lives.

The images of girls and women in society have expanded since Girls Incorporated of Bristol was founded. The organization has grown by providing affiliate services, research-based programs, training, communication, and advocacy. Now we ask you to imagine a Strong, Smart, and Bold new generation of girls, and all they will achieve.

As you enroll your child, we are entering a type of relationship with you for the development of your child during these critical formative years. Nothing can take the place of loving parents in the development of healthy well-adjusted children and we are here merely to assist you. To help we promise to provide as safe an environment that we possibly can for your child, and to assist in promoting the excitement of learning new and wonderful things.

The following handbook was designed to help communicate how we operate and what is expected in developing a healthy partnership. Please read the following to help in the understanding and the enjoying of this partnership.

It would take several lengthy books to explain every detail about our operation and philosophy of childcare. If we have failed in the "Handbook" to answer any questions, or if you would like it discussed on a more personal basis, call or come by and we will be glad to talk to you. If there is any way we can be of service to you or your families please feel free to contact the agency and we will address the need as best we can.

Operating Hours:

School Year

(August-May)

2:00 P.M. – 6:00 P.M. MONDAY THRU
FRIDAY

SUMMER PROGRAM

(June –July)

7:00 A.M. – 5:30 P.M. MONDAY THRU
FRIDAY

School Year (Aug-May):

Girls Inc. office hours will be 10:00 AM TO 6:00 PM Monday thru Friday children are to arrive no earlier than 2:00 during the school year. Children must be picked up by 6:00 PM. IN AN EMERGENCY PLEASE CALL AS SOON AS POSSIBLE.

2009 Fee Schedule for Girls Inc.

\$10.00	Registration Fee
\$65.00	Spring Semester (January – May)
\$140.00	Summer Session (June – July)
\$65.00	Fall Semester (August – December)

Winter Storm Closing:

In case of inclement weather we will close with the Bristol Virginia School System. If weather conditions are bad it may sometimes not be possible to send the vans to area schools. If at all possible we will open and remain open. If the weather turns bad after the girls arrive we will close at the Executive Director's discretion. If you have questions on our schedule changes please try the following.

Call our center (276) 669-8686

Watch WYCB channel 5 for Bristol VA School Closings

Check WCYB website WWW.WCYB.COM

Holidays:

New Year's Eve

Good Friday

July 4th

Thanksgiving Day & Friday

New Year's Day

Memorial Day

Labor Day

Christmas Eve and Day

Drop-off and Pick up:

The parent or adult responsible for dropping the child off is expected to bring their children into Girls Inc. and make sure someone has been aware of the presence of the child before you leave.

Please pick up your child on time. In cases of emergency please call. **If we have not heard from anyone and none of the contacts can be reached, according to our license we are required to call the Department of Social Services and/or the Police after you are fifteen minutes late.** There is a charge of \$1.00 per minute for late pick up.

Only those on the emergency card will be allowed to pick up your child. Your additional children can not be left unsupervised anywhere in the building, automobile, and playground. Please collect all schoolwork and memos from your child's cubby each day before you sign them out. If your child is outside when you arrive to pick them up, leave them until you have picked up their things and signed them out.

Playground Safety:

One staff is in charge of the play areas to ensure that debris and garbage are clear. Also in charge of placing staff in strategic positions to supervise entire play area. One staff is to circulate among children while playing. All resilient surfacing should be checked to make sure that it covers all fall zones. An adequate number of staff will be in sight and sound supervision at all times.

Injury Prevention / Emergency Preparedness:

We will monitor all girls at all times. The girls are to be with staff at all times. During business hours, one adult shall be in charge of the administration of the center. Accidental injury forms are logged and evaluated. When there is a significant amount of injuries in a particular place there will be an evaluation on that area to see what can be done to ensure that the problem is eliminated. We have an Emergency preparedness plan on file should you like to review it.

Medication:

If a child must be given medication while signed in at Girls Inc. the medication administrator must be informed. Only the medication administrator will be allowed to administer medication. The medication bottle must be clearly labeled with the child name, directions, and dosage. Any non-prescription medication will be given only if there is a medication letter filled out in our office. That note is good for 10 days and should be updated as needed. Please pick up medication at the end of the needed time. If medication is not picked up within 48 hours it will be properly disposed of. Please inform the staff if the medication needs to be refrigerated.

Health Concerns:

Each child must have received all immunizations by the time of enrollment and must be current according to age level as prescribed by the Virginia Department of Health child health standards. Please make us aware of any chronic physical problem and allergies your girl may have.

Sick children cannot be cared for at Girls Inc. A child may not remain at the center if they are thought to be ill or contagious. If a child becomes ill during the day, their parent or guardian will be contacted to immediately pick them up. The following is a partial list that outlines when a child will not be allowed to stay and must be picked up immediately.

<u>Fever:</u>	A child who has a fever of 100.5 or higher.
<u>Vomiting/Diarrhea:</u>	Must be picked up.
<u>Pink Eye/ Conjunctivitis:</u>	Must be picked up; and be on medication 24 hours before they can return.
<u>Streptococcus:</u>	Must be picked up; and be on medication 24 hours before they can return.
<u>Head Lice:</u>	Must be picked up; cannot return until treatment is complete.

When children at the center have been exposed to a communicable disease listed in the Department of Health current chart, the parents shall be notified within 24 hours of the next business day. Except life threatening diseases, this will be reported immediately. Also if the child has been exposed outside of Girls Inc. you will need to inform us.

Confidentiality:

All information obtained for the purpose of enrolling your daughter is confidential. The information will not be released to anyone.

To protect our members we monitor all internet activity. E-mails, instant messaging, and chat conversations are not permitted in our computer lab. If your child is found to be participating in these activities her computer time will be revoked. We record and monitor all computer activity on our server and it is the property Girls Incorporated of Bristol, meaning any of its affiliates and representatives. The activity we monitor whether deemed confidential, trivial, directly, or indirectly associated with Girls Inc., it is the purpose to use this information in any way we see fit.

Girls Incorporated does not discriminate based on age, race, religion, disability, origin, or sex

Girls Incorporated is a licensed day care facility; we are required to report any suspected child abuse or neglect.

A custodial parent or guardian shall be admitted to Girls Incorporated as required by the code of Virginia.

Food:

During summer program Girls Inc. will provide breakfast, lunch and a snack. During the school year Girls Inc. will provide snack. If the children are out of school during the school year and come to Girls Inc. for a full day they will need to bring a packed lunch.

Discipline:

The demeaning of a child will not be tolerated at Girls Inc. We use a positive approach to behavior modification. Positive discipline provides better results for the overall program situation and better results for the child. We have devised a system that is called the Star system. Every child is given 10 stars for the six weeks. During that period anything the child has done to break a rule will result in the loss of a star, or stars. At the end of that period each child will take a turn shopping in our Star Store. They can pick out prizes ranging from pocketbooks, notepads, pencils, etc. The more stars that you have the more you are able to buy.

If it should happen that your child has lost all her stars, and if discipline is still needed a parent will be called to come to the center to get their child and the child will not be able to return for a specified period of time, depending on the severity of the offense.

- First time = 1 day suspension
- Second time = 2 days suspension
- Third time = 3 days suspension
- Fourth time = your child will not be allowed to return

Chain of Command:

If you have a concern and wish to discuss it with us please see the Program Director or Director of Operations. If they have not resolved the issue to your satisfaction, then see the Executive Director.

Dress Code:

Please dress your child so they are able to manage their clothes themselves. Dress them in comfortable clothes and shoes suitable to play outside or at the gym. In summer we request each child have a pair of tennis shoes either worn everyday or and an old pair left here; we are frequently on the playground or on field trips which require foot protection. Clothing that is disruptive, inappropriate, or represents a bad attitude will not be tolerated. (Examples: alcoholic beverages, foul language, unacceptable logos or pictures) Please do not dress your girl in coats, jackets, and sweaters with tie strings around the neck.

Personal Belongings:

We are not responsible for items brought into Girls Incorporated of Bristol; your child is responsible for their personal belongings. Cell phones are not permitted. If they are seen they will be taken and returned when the girl leaves.

Parking Area:

We apologize for the limited parking at Girls Inc. But we ask that you watch for children and parents walking to and from cars. While walking in, assume that drivers cannot see you and hold your child's hand at all times.

Girls Incorporated Of Bristol Programs

Girls Incorporated of Bristol has been providing services for the young girls in our community since 1950. Our programs offer creative, structured environments that empower girls to become all they can throughout their lives. With a long successful history, we offer programs that cover many different areas of importance for young girls. Our programs cover six different content areas, within each content area, there are between 50 and 250 different "sub lessons" covered throughout each program;

Health and Sexuality enables girls to take charge of developing and maintaining fit, healthy bodies and minds to function comfortably and responsibly.

Self-Reliance and Life Skills enables girls to conquer life's basic challenges in areas both traditional and non traditional for woman and to prepare them to function independently and interdependently today and in the future.

Careers and Life Planning enables girls to pursue careers that will provide them with economic autonomy and combine a rewarding career with their lives as women and family members.

Leadership and Community Action enables girls to exercise personal and collective power effectively and responsibly and to enable them to analyze and contribute to positive change in the community, nation, and the world.

Sports and Adventure enables girls to compete and be cooperated with confidence, to take physical risks and to master a range of physical skills.

Culture and Heritage enables girls to appreciate their own and others' heritage, to enjoy diverse forms of creative expression and to recognize the contributions of women to history and culture.

As a licensed day center with the state of Virginia, we maintain a positive, safe environment for our girls. Our staff to girl ratio must be 1 to 18 with all staff trained in CPR and First Aid along with specific training within their program area. We are an agency of the United Way of Bristol. We have found that there are many young girls who can benefit from our programs and grow to be **Strong, Smart, and Bold**.

Authorization of Participation & Transport

I understand that the Girls Inc program operates in a group format and that my child is responsible for their belongings. I authorize and give my permission for my child to participate in all program activities and program evaluations, unless notified in writing. This includes water activities and Girls Inc. transportation, staffed by the Girls Inc. staff or other related personnel. I may be asked to contribute items for special activities.

Authorization for first-aid/ emergency medical care

I grant my permission to Girls Inc. staff and or medical personnel to give my child first aid including preventative measures such as sunscreen. In the event of an emergency, I give my permission to medical staff selected by Girls Inc. of Bristol to secure and administer treatment (including hospitalization) and provide necessary transportation for my child. I understand that Girls Inc. will notify me as soon as possible in the event of illness, injury or emergency. If requested or required, I agree to pick my child up. In the event that my child or any member of the immediate household develops any reportable

communicable disease, as defined by the State Board of Health, I will report it to Girls Incorporated of Bristol.

In the event of an accident, the program instructor will fill out and accident forms to document the event and to better inform you of the details surrounding the occurrence. If injuries are incurred First-Aid will be administered and emergency medical care contacted if needed. The parent (s) or authorized person will be contacted by the phone numbers listed on the card. For the welfare of your child, please keep the phone numbers listed on the card updated. Both your current work numbers and the emergency phone numbers must be current in case we need to contact you in the event of injury or illness.

Agreement of fees, attendance and suspension information

Fees are made payable to Girls Inc. of Bristol and paid at the front desk or mailed to: 613 Highland Avenue, Bristol, VA 24201. I agree to accept full responsibility for my child's fees. Spring and Fall sessions will be \$65.00 and Summer session will be \$140.00. Any fees not paid in advance are subject to a late fee charge of \$1.00 per day up to \$15.00. I understand that since payment is due in advance, unless previous arrangements have been made, when more than two weeks of non-payment will result in automatic suspension from the program. If I default on fees I understand that I will be responsible for the costs of collection. There are no refunds or credits for absence, sickness, or mishaps. I understand that there is a late fee of 1.00 for every minute per child for any pick-up after closing hours. I will be notified if the inclusion of my child is not in the best interest of the program or the child (endangerment, discipline, and disrespect). If the situation can not be resolved, Girls Inc. of Bristol reserves the right to suspend or remove any child from the program at any cost.

Photo Release

My child may be photographed and or videoed. Girls Inc. reserves the right to use this photo and or video for Girls Inc. and United Way promotions.

Insurance

The parent and or guardian are responsible for all medical coverage in the event of an accident/ emergency.

Early dismissal, school out days and food

I understand that on early dismissal days, my child will need a nutritious lunch and drink sent with her if the school isn't providing it. Also when Bristol Virginia Schools are out for snow or dismisses early Girls Inc. will be closed. If the weather turns bad after school you will be asked to pick your child up early. On any day the schools are out and you girl comes to Girls Inc. you will need to pack a lunch.

Parental agreement

All of the above is correct and I will update as all information as needed. I will communicate with Girls Inc. staff. I have received a parent handbook, enrollment policies and I have read all policies and agree to abide by the policies of Girls Inc. of Bristol.

Enrollment

- Shot record
- Physical Form
- Enrollment agreement
- Enrollment Card

Child _____

Parent/guardian Signature _____ Date _____

Please list any previous child care: _____

Enrollment Date _____

Termination Date _____

