



GIRLS INC. OF METROPOLITAN DALLAS

PARENT HANDBOOK

2019-2020



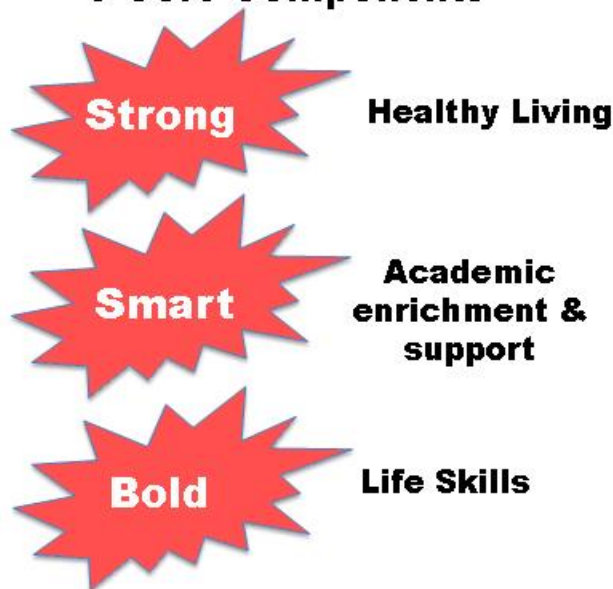
Introduction

Thank you for choosing Girls Inc., where our mission is to inspire all girls to be strong, smart, and bold. Our vision is a world in which every girl values her whole self, discovers her inherent strengths, achieves her goals, and enjoys lasting success. The Girls Inc. Experience equips girls to navigate gender, economic, and social barriers and to grow into healthy, educated, and independent women.

The Girls Inc. Experience takes a comprehensive approach to developing the whole girl. It focuses on three core components: Strong – healthy living, Smart – academic enrichment and support, and Bold – independent life skills. Additionally, there are six essential elements. We begin by creating an all-girl pro-girl environment and offering mentoring relationships with both staff and volunteers. Programs are intentional and compensatory and include research-based curricula and interactive activities. Lastly, there is sustained exposure year after year.

We are honored to serve you and your daughter, and we look forward to a great school year!

3 Core Components



6 Essential Elements



After School Program

Girls Inc. after school programs are offered at each of our three locations: Love Field, Oak Cliff, and South Dallas. We follow the Dallas ISD school calendar and do not offer programming on the days Dallas ISD is out of school. A calendar of holidays and closings is available at your campus.

Spring Break is an exception, and we offer an all day camp. After school participants may attend Spring Break camp at no additional charge.

The after school program is for girls in grades 1-12 and runs Monday through Friday from 3:00pm-6:30pm. The cost is \$60 per girl and includes strong, smart, and bold programming, daily meals, and a Girls Inc. t-shirt. Girls Inc. of Metropolitan Dallas is not licensed by the State of Texas.

Enrollment

In order to reserve a space for your daughter in the after school program, please complete and submit the following items:

- Girls Inc. registration form
- Copy of your daughter's most recent school report card
- Money order payable to Girls Inc. in the amount of your total registration fee
- Parent handbook acknowledgment page

All forms are available on our website at girlsincdallas.org as well as at each of our three locations. Girls Inc. does not offer refunds or prorated program fees.

Daily Schedule

Monthly program calendars for each age group are available on site to keep you informed on all after school activities. We are always happy to answer any questions, and we will offer opportunities throughout the year where parents are invited to come and observe. Below is a broad sample of the daily schedule.

2:30pm-3:30pm	Pick up from school
3:30pm-4:30pm	Meal time, homework help, and informal time
4:30pm-5:30pm	Girls Inc. strong, smart, and bold programming
5:30pm-6:30pm	Parent pickup, additional homework and informal time

Strong, Smart, and Bold programming includes fun, interactive games and activities centered around:

- Nutrition and fitness
- Body image and self-esteem
- Stress and healthy coping skills
- Puberty, healthy relationships, and making healthy choices
- STEAM (science, technology, engineering, art, and math) and literacy
- Leadership, bullying, and peer pressure
- College and career readiness
- Economic literacy and media literacy

Please reference the monthly program calendar for your daughter's age group for more specific information.

Core Program Hour

Girls Inc. prides itself on its enrichment programs designed to equip and empower your girls to grow up healthy, educated, and independent. In addition to our research-based curricula, your girls will be exposed to many valuable opportunities such as mentoring programs, career panels, and workshops. As such, we work hard to protect the time of day when these activities take place: 4:30pm-5:30pm. This is why parent pickup begins at 5:30pm, and we ask that parents allow their girls to remain in program until this time each day. This helps to ensure proper safety and supervision of all girls as well as high quality programming each day. When staff are required to leave the lesson in order to answer the door and supervise sign out, this disrupts the lesson for everyone. We understand that there are occasional exceptions due to special circumstances, and we are happy to work with you. Please communicate with your local Girls Inc. staff so that they can collaborate with you on a plan to minimize disruptions.

Arrival and Dismissal

Girls arrive on campus from school between 3:00pm-4:30pm depending on the release time of each school. Parent pickup is between 5:30pm-6:30pm. Parents must sign out daily, and all visitors are required to present a valid ID. Participants should be picked up no later than 6:30pm each day. Pickups after 6:30pm will incur a \$1.00 per minute late fee, payable by the end of the week in which the fee is incurred. While all registration fees must be paid by money order, Girls Inc. will accept cash for late fees. If you choose to pay by cash, please bring small bills or exact change, as we keep minimal change on site.

Meals

Girls Inc. partners with Citysquare to provide a healthy meal each day. Parents may send alternate options, and we ask that all food is ready to eat. We are unable to heat or refrigerate food for the girls.

Attendance

We ask that girls are able to attend the after school program at least three days a week or 60% of the session. Research shows that our programs have the most impact and produce the most positive outcomes for girls when they attend at least 50 hours of program. It is our goal to serve every girl at this level so that she can receive the greatest benefits.

When your child will be absent, please place a courtesy call to the campus or notify the staff via the class messaging app. If your child will not ride the Girls Inc. bus and/or will not attend program that day, please notify campus staff by 2:00pm. This helps to ensure each child's safety during bus routes. Failure to notify Girls Inc. will result in a \$5 fee, payable by the end of the week in which the fee is incurred. While all registration fees must be paid by money order, Girls Inc. will accept cash for late fees. If you choose to pay by cash, please bring small bills or exact change, as we keep minimal change on site.

If your child will be routinely absent one day a week for activities such as tutoring, extra-curricular activities, etc., please inform the campus staff of the day and duration. This will alleviate the necessity of calling each week. There are no refunds or proration for absenteeism.

Holidays and Closings

Girls Inc. follows the Dallas ISD school calendar. A calendar of holidays and closings is available at each campus. In the event of a closing due to inclement weather, parents will be notified via email and the class messaging parent communication app. For up to date information on inclement weather, follow Girls Inc. of Metropolitan Dallas' website, Facebook, and Instagram.

Safety and Security**Authorized Pickup**

Please list all persons who are authorized to pick up your child as well as any persons who are not allowed to pick up your child on the registration form. Any exceptions to this should be communicated in writing via a signed letter or email. In order to ensure the safety of your child, please make certain that all persons authorized to pick up are able to produce a photo ID for verification. Please have your ID on you at all times during pickup. We will ID daily during the first few weeks of program as we get to know you. There will be times, however, when other staff are filling in, and they may ask for your photo ID at any time.

Adult Restrooms

Adult restrooms for parents, staff, and visitors are separate from the restrooms for children. Girls Inc. staff can direct you to the adult restrooms on campus.

Sick Care Policy

When a child in our care becomes ill, we may contact you to pick them up from Girls Inc. It is in the child's best interest. Should your child have a fever over 99.5, diarrhea, vomiting, sore throat, heavy nasal discharge, severe cough, abdominal pain, head lice, etc., please keep them at home. Please do not bring them back to Girls Inc. until they are free from all symptoms and free of fever for at least 24 hours. When your child is out, please notify Girls Inc. staff.

Medication

Girls Inc. staff does not dispense medication, but we offer secure spaces on campus where prescribed medication is accessible to participants with staff supervision. All medication must be in its original container. Over-the-counter medication will not be dispensed.

Injuries and Emergencies

At Girls Inc. of Metropolitan Dallas, we make every effort to assure your child's safety, though we cannot guarantee that accidents will not occur. In case of a serious accidental injury, you will be contacted immediately. If you cannot be reached, we will call the authorized person you have indicated on the registration form to make medical emergency decisions about your child. A signed emergency medical release is necessary to ensure prompt medical attention. If we cannot reach anyone, your child will be transported to the nearest hospital of your choice and recommendations of the attending physician will be followed. Girls Inc. will have a designated person stay with your child until you arrive.

Procedures for Parental Notification

Parents are expected to provide Girls Inc. staff with any and all phone numbers we might need in order to reach you. This includes home, work, and cell numbers as well as email addresses. In addition, Girls Inc. should have names and numbers of co-workers who might be able to locate you if you are out of your office. We require parents to provide names, complete addresses, and phone numbers of at least two people from different households who could pick up your child in an emergency. Please be advised that Girls Inc. staff are authorized to call your emergency contacts to pick up your child in the event we are unable to reach you in a reasonable amount of time and depending on your child's condition.

Transportation Safety

All children transported by Girls Inc. of Metropolitan Dallas must adhere to safety rules. Children must remain seated, wear a seatbelt, and follow the staff's directions at all times. Because of our safety requirements, any violation of this transportation policy may result in restriction of your child riding in the vehicle. Because of the seriousness of our safety concerns, we will notify parents immediately of any discipline problems that occur in our vehicles.

It is prohibited for Girls Inc. staff to transport participants in their personal vehicle without being identified as that participant's legal parent or guardian.

General Information

Campus Dress Code

Girls should dress comfortably and with adequate coverage. Participants are allowed to change from their school uniform to clothes of their choice as long as they are following our dress code. Tops should have sleeves or at least 2-inch straps, reach the midriff, and be cut so that cleavage is not showing. Acceptable bottoms include shorts or skirts, jeans, or pants that extend to or past the knee. Leggings should be worn with discretion and continue to provide necessary coverage of the child's body. If clothing is deemed unacceptable or inappropriate, girls may be asked to change. Closed toe shoes are required at all times.

A Girls Inc. t-shirt is provided at the beginning of the year. Additional shirts are available for purchase at each campus for \$10 each. Members are required to wear their Girls Inc. t-shirts for field trips and outings associated with Girls Inc.

Lost and Found

Each campus has a lost and found bin where we will store remaining items at the end of each day. Please check the bin for any missing items. We encourage you to label all of your child's belongings. Girls Inc. of Metropolitan Dallas is not responsible for lost or stolen items.

Electronics

Cell phones and other electronic devices are not allowed during meal time and core program hour unless otherwise approved by Girls Inc. staff. During the times when devices are allowed, girls are expected to use them responsibly and are prohibited from sharing them with others. Inappropriate or unsafe use of devices will result in confiscation of the item. Confiscated devices are returned at the end of the day. Girls Inc. of Metropolitan Dallas is not responsible for lost, stolen, or damaged electronics.

Discipline

At Girls Inc. of Metropolitan Dallas, discipline is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Girls Inc. staff may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include, but are not limited to, the following:

- Using daily praise and encouragement of expectations and good behavior by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or time away from the group

Developing self-control is a learning process. At Girls Inc., we work with your child to guide them through the transitional periods of their day, rewarding positive behavior, redirecting them as needed to other activities, and if the situation and/or the child's behavior warrants, using brief supervised time away from the group. This gives the child

time to calm herself down emotionally, reflect on her behavior, and plan for improvement prior to returning to the group activity. We do not believe in humiliating, ridiculing, rejecting, or yelling at a child. Physical punishment is never allowed.

In rare cases in which a child is being disruptive or causing harm to herself or others, management will explore every avenue possible to prevent suspension and expulsion. From setting conferences, creating positive climates, and focusing on the prevention of disruptive behavior, as a team parents and staff will develop clear and consistent expectations to address disruptive behavior. Expulsion or suspension will only be considered after many attempts have been made to improve behavior without success.

Parent Engagement

Parent Involvement

We encourage and welcome parental involvement and feedback in a number of different ways, including:

- Attending the annual open house
- Participating in Girls Inc. special events and parent showcases on campus; we will communicate these opportunities to you on the monthly program calendars and during daily pick up as the dates approach.
- Completing parent satisfaction surveys

Parent Conferences

We always enjoy the opportunity to speak with you about your daughter's progress and how we can work together to meet her needs. We strive to provide regular feedback throughout the week. However, it can sometimes be difficult to spend as much time as we'd like talking to parents while the girls are in our care. Therefore, we welcome the opportunity for parents to schedule individual conference times with the Campus Manager and program staff.

Questions and Concerns

If you ever have questions, concerns, or feedback you'd like to share on how we're doing, we would love to hear from you. The Campus Manager at your Girls Inc. location is there to assist you. If you need additional help, please don't hesitate to reach out to any of our program team listed below.

Contact Information

Love Field Campus

2040 Empire Central
Dallas, Texas 75235
Phone: 214.654.4530

Campus Manager:
Courtney Taylor-El
ctaylor@girlsincdallas.org

Oak Cliff Campus

350 N Zang Blvd.
Dallas, Texas 75208
Phone: 214.941.0787

Campus Manager:
Kimbra Young
kyoung@girlsincdallas.org

South Dallas Campus

4411 Meadow Street
Dallas, Texas 75215
Phone: 214.426.2691

Campus Manager:
Da'Neice Mahan
dmahan@girlsincdallas.org

Erin Chupka
VP of Program Services
echupka@girlsincdallas.org
214.654.4540

Paty McFatridge
Program Services Coordinator
pmcfatridge@girlsincdallas.org
214.654.4530

Parent/Guardian Signature

By signing this page, I acknowledge that I have read the Girls Inc. of Metropolitan Dallas Parent Handbook. I further acknowledge that I understand and agree to follow the policies set forth in this handbook, and I understand what is expected of me as a parent/guardian.

Girl's Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Date: ____/ ____/ ____