

# Summer 2019



## Guide for Parents and Guardians

Girls Place is a Department of Children and Families licensed Child Care Facility.  
Certificate Number: **C08AL0028**

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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

# Summer Day Camp Girls Place, Inc.

## HISTORY

In 34 years of serving girls in Alachua County, 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>July 2013</b>	ACHIEVE (Academic Counseling and Help Increasing Educational Victories Everyday) Program founded
<b>September 2013</b>	Renaë Clements retired and Janna Magette, PhD began her tenure
<b>October 2015</b>	BrainPower Program began
<b>July 2017</b>	Girls Place, Inc. became a Department of Children and Families licensed child care facility.
<b>September 2017</b>	Christi Arrington became our 3 <sup>rd</sup> Executive Director.

# Summer Day Camp Girls Place, Inc.

## STAFF, CONTACT INFORMATION AND VOLUNTEERS

### Administrative staff

**Christi Arrington**, Executive Director

Christi@girlsplace.net

**Lynn Little**, Program Director and ACHIEVE Coordinator

Lynn@girlsplace.net

*Responsible for Summer Day Camp Programs and the Guided Reading Program*

**Nevada Smith**, Program Director

Nevada@girlsplace.net

*Responsible for after school programs and Transportation*

**KaihlaSzunko**, Operations Director

Kaihla@girlsplace.net

*Responsibilities include billing and collections*

**Charlie McKnight**, Athletic Director

Charlie@girlsplace.net

*Responsibilities include yearly athletic programs*

**Nikole Fethiere**, BrainPower Coordinator

Nikole@girlsplace.net

*Responsibilities include all mental health counseling needs*

### Summer staff

- Fingerprinted and pass a level II background screening
- CPR and First Aid certified
- Ratio of 1:15 (adult to child)
- 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

- Volunteers are generally college students; many seeking credit for class
- Volunteers are given an orientation, trained on how to interact with the girls and are fingerprinted and background checked
- They are under the direct supervision of the program or administrative staff
- **Parents must also be background screened as well if they would like to accompany the girls on field trips or assist in the classroom.**



### 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 and Operations 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)

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Office hours: 11:00 am – 6:00 pm (the phones are not answered prior to 11:00)

## FEES

**Registration Fee: \$25** per family (due immediately with registration; nonrefundable and nontransferable)

**Membership Fee: \$20** for one child; \$40 for 2 or more children in the family (nonrefundable and nontransferable). Participants are required to be members of Girls Place. This fee is charged once per calendar year.

**Weekly fees: \$79** for the first child and \$68 for each sibling. Fees are due IN ADVANCE of the weeks that your child will attend. Fees must be paid online (with a credit card or PayPal) or in person (cash, check, credit card or money order).

### Notes:

- Please consult the **Summer Day Camp Payment Policy** for payment deadlines
- Fees can be paid online or in the front office between 11:00 am and 6:00 pm. Please plan accordingly.
- **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.
- **Refunds:** The registration and membership fees are nonrefundable and nontransferable. Refunds for specific summer weeks will not be granted after the week has begun. Any refund issued will include a \$5 administrative fee. Prior to the deadline, refunds may be granted with the completion of a removal form. Late removals will result in a late fee of \$10.
- 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 6:05 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 must be signed in by 9AM daily. We will need to call all families if not signed in and if we cannot get in contact with a family or emergency contact, we have to contact law enforcement.
  - 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

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- Girls and parents are asked to turn over any money to the front desk or to the administrative staff, who will place it in a snack 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 at the window**
- Girls who arrive after their group has departed for a field trip CANNOT stay at Girls Place; girls cannot be dropped off at a field trip

## Checkout

- Girls can be checked out at any time from Girls Place, but must be picked up no later than 6:00 pm
- Parents and guardians cannot pick up girls from field trips due to the inability for our staff 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 window if someone is not at the desk**
- Please be patient with new staff people requesting 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 and copied for ease in picking up your child at a later date
- Reminder: late fees will be charged after 6:00 pm 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, Red 3, Yellow 4, Yellow 5, Green (6-7), Blue (8-9)

Week	Dates	Theme
1	June 3-7(NO BREAKFAST or LUNCH ON JUNE 3 <sup>RD</sup> )	Camp GP
2	June 10-14	All Around the World
3	June 17-21	Environment
4	June 24-28	STEM
5	July 1-3 (CLOSED July 4-5) NO BREAKFAST or LUNCH PROVIDED	Travel the USA
6	July 8-12	Sports/Olympics
7	July 15-19	Space
8	July 22-26	Culinary/Wellness
9	July 29-August 2 (NO BREAKFAST or LUNCH PROVIDED)	The Arts
10	August 5-9 (NO BREAKFAST or LUNCH PROVIDED)	The Arts

- Exceptions will not be made with group assignments (i.e. if a



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- 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

## Facilitators

Girls Place employs facilitators to plan the activities for the summer. They establish theme weeks and plan related activities and field trips.

Within those theme weeks, the following House Rules and Words of the Month are utilized to reinforce skills.

## House Rules

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

## Words of the Month

- June – Welcome
- July – Goal Setting
- August – Boundaries **And More!**



Summer Learning Loss – We are committed to helping our girls enter the next school year ready to learn! The girls will be reading a minimum of 20 minutes each day and additional activities (i.e. spelling bee, science experiments, social studies, etc.) are planned each week to combat learning loss. Girls are encouraged to bring school required summer tasks during the weeks they attend. Members will also be involved in our BrainPower program where they will learn Social/Emotional skills for everyday life.

## Field Trips

Field trips support our curriculum. Trips occur nearly every day 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 is provided so families can prepare
- 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
- We will NOT be swimming this summer due to DCF regulations
- **Please feel free to volunteer while the girls are at the Girls Place Facility (ALL VOLUNTEERS NEED TO BE BACKGROUND CHECKED through our Operations Director).**



# Summer Day Camp Girls Place, Inc.



## Sample Parent Schedule

Week 6: July 13-17		Summer Day Camp					Word of the Month: Empower Theme: Music Around the World		
		Monday	Tuesday	Wednesday	Thursday	Friday			
8-First Lunch	Breakfast Bar Turkey Ham Sandwich		Cereal Pizza	Muffin Nachos	Breakfast Bar PB&J snackers		Honey Buns Grilled Cheese		
Pink	<b>Northeast Pool</b>		<b>LaChua Hiking Trail</b>		<b>No trip away from GP</b>		<b>Pajama Day!</b>		
	Leave at 10:00, return by 12:30		Leave at 9:30, return at noon				No trip away from GP		
	Bring bathing suit, towel and sunscreen. Please label everything.		Please wear sneakers and lighting clothing. Water bottle is a must! Consider wearing a hat as well.				Feel free to wear pajamas (and sneakers) for a chill day that will include watching Shrek the Musical.		
Additional activities: House Rules Plan for Empower Show		Additional Activities: Chinese Rattle Drum Rain Sticks		Activities: Harmonicas Guests: UF Chinese Student Assoc. (12:10) Wind Chimes Ghungroo		Additional Activities: Castanets Practice for Friday Let's Move It		Additional Activities: Empower Rehearsal & Show (2:00)	
Red	<b>Northeast Pool</b>		<b>No trip away from GP</b>		<b>Possum Creek Park</b>		<b>Cedar Key</b>		
	Leave at 10:00, return by 12:30				Leave at 9:00, return at 11:15		Leave at 9:30, return at 2:30		
	Bring bathing suit, towel and sunscreen. Please label everything.				Feel free to wear pajamas (and sneakers) for a chill day that will include watching Teen Beach.		Bring bathing suit, towel and sunscreen. Please label everything. Floats are ok. Please leave them deflated until we get to Cedar Key.		
Additional activities: House Rules Plan for Empower Show		Activities: Let's Move It Chinese Rattle Drum Rain Sticks Harmonicas Practice for Friday		Additional Activities: Guests: UF Chinese Student Assoc. (11:30) <b>Pajama Day!</b> Bring your PJs to change into after lunch! Movie: Teen Beach Wind Chimes		Additional Activities: Ghungroo Practice for Friday Gardeners meet at 2:45		Additional Activities: Castanets Empower Rehearsal & Show (2:00) Complete projects from the week Let's Move It	
<b>Northeast Pool</b>		<b>Pajama Day!</b>		<b>Cedar Key</b>		<b>No trip away from GP</b>		<b>UF Stadium</b>	
Leave at 10:30, return by 1:00		No trip away from GP		Leave at 9:30, return at 3:30				Leave at 9:30, return at noon	

## Sample Staff Schedule

Girls Place, Inc. Summer Day Camp		Week 9 August 3-7, 2015																Word of the Month: Respon Theme: Ho			
		Monday, August 3				Tuesday, August 4				Wednesday, August 5				Thursday, August 6				Friday, August 7			
Time	Pink	Red	Yellow	BHG	Pink	Red	Yellow	BHG	Pink	Red	Yellow	BHG	Pink	Red	Yellow	BHG	Pink	Red	Yellow	BHG	
7:30am	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	FIG Activities	
8:00am					Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
8:30am	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	(8:40) Breakfast	
9:00am	(9:15) Assembly	(9:15) Assembly	(9:15) Assembly	(9:15) Assembly	Morning Mile	Morning Mile	Morning Mile	Morning Mile	Morning Mile	What do you love?	Youth Combine	Downs (12:15)	Yarnball	Link Tag	Link Tag	Link Tag	Link Tag	Link Tag	Link Tag	Link Tag	
9:30am	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Nutrition	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	UP Tour - B	
10:00am	(10:10)	(10:10)	(10:10)	(10:10)	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	
10:30am	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	NE Pool	
11:00am					Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	Paper chains	
11:30am	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
12:00pm	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	Out of the water	
12:30pm	Lunch	Lunch	Lunch	Lunch	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	
1:00pm	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	Change clothes	
1:30pm	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	Downs Reading	
2:00pm	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
2:30pm	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	
3:00pm	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	
3:30pm	Turkey Hatz	Jumba	Turkey Cones	Turkey Cones	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	Thankful Tree	
4:00pm	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	Place Mats	
4:30pm	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep		
5:00pm	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	
5:30pm	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	Clean & Prep	

## MEAL PROGRAM (BREAKFAST, LUNCH AND SNACK)

### Breakfast and Lunch

All summer camp participants may receive FREE 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 also provides snack. There are two options: Free Snack (Provided by Bread of the Mighty Food Bank) and Concessions. A snack period is designated each day with items ranging from \$0.25-\$1.50. 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.

Please be aware that we have children who have severe peanut and tree nut food allergies. All girls will be required to wash their hands often, before and after all meals. Outside food for groups need to be pre-approved by a Program Director.

### Accounts

- Concession accounts can only be established with **CASH**; no other forms of payment will be accepted
- 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 front desk or administrative staff in the front office

## BEHAVIOR AND DISCIPLINE

As previously mentioned, 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.

- 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
- All staff members have, or are working on, their 40 hours of DCF licensing.
- All staff members have their 12 hours of training through the Office of Early Learning.

### 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



Summer Day Camp  
**Girls Place, Inc.**

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>

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:

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- 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 House Rules with your child.
- Please know what Classroom Counselors are responsible for your child and consult them as necessary.
- Girls Place takes a holistic approach to all things we do, including discipline. We work to prevent behavior challenges by getting to know the girls as individuals, working with the girls and families on an as needed basis.

### EXPULSION PROCEDURES

Given the diversity of the families and communities that we serve, it is upon us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program. Unfortunately, there are sometimes reasons we have to remove a child from our programs either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

#### Parent/guardian actions for expulsion

- Failure to pay fees and/or failure to pay fees on time
- Failure to complete required forms or comply with Girls Place policies and procedures
- Habitual tardiness when picking up your child
- Verbal abuse or intimidation towards staff

#### Girls' actions for expulsion

- Failure to comply to Girls Place's House Rules in a reasonable amount of time
- The child is at risk of causing injury to herself or others
- Uncontrollable outbursts
- Physical, verbal, and emotional abuse to staff or other girls

If after the remedial actions identified in the Behavioral Policy have not worked and the Girls Place administration finds that they can no longer accommodate the child, the parent/guardian will be asked to remove her. The child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting expulsion. Expulsion is meant to be a period of time so that the parent/guardian may work on the child's behavior and/or to come to an agreement with our organization. The parent/guardian will be informed regarding the length of the expulsion and the expected behavioral changes required in order for the child to return to Girls Place

### 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
- Everyone should wear their seatbelts while the vehicle is in motion
- 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

# Summer Day Camp

## Girls Place, Inc.

### HEALTH/SAFETY CONCERNS

#### First Aid

- Basic first aid supplies are available and will only be administered by certified staff
- Accident 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; Only certified staff members will be allowed to administer medication and a medication log will be kept up to date.
- Any medication must be in a current and labeled prescription bottle with members' name, dosage, and usage clearly labeled.

#### Lice

- Periodic lice checks are conducted
- Parents or guardians will be called if nits or lice are evident
- If a member is sent home due to head lice, they may return after treatment with proof of treatment.
- 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 101°, 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 consistently soils her clothes

#### Emergency Preparedness

- We practice fire, inclement weather, and possible intruder drills periodically throughout the summer.
  - All plans have gone through the Alachua County Sheriff's office to help us create the safest plans for Girls Place, Inc.
- We will notify parents by emailing and texting in the event of an actual emergency. We will use a phone call home if needed.

### 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, video games, music players, etc.)
- Periodically check lost and found for belongings
- Clothing will be donated to a local organization each Friday

#### Electronics

- Electronics are not allowed at Girls Place
- Electronics include, but are not limited to: cell phones, iPods, mp3 players, DS, DSi, Leapster, etc.

## Summer Day Camp Girls Place, Inc.

- 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.**

### Meditation

- Girls will have Meditation time to relax a bit for 15 minutes a day.
- No blankets or pillows are allowed
- Girls will be led in mindfulness practice. This is not a “nap time”

### 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 Media

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