

2024  
2025

# AFTER SCHOOL PARENT GUIDE

# Table of Contents

Who We Are	—————	<b>01</b>
Girls Place History	—————	<b>02</b>
Contact Info	—————	<b>03</b>
Training and Safety	—————	<b>04</b>
Fees	—————	<b>05</b>
Check-in and Check-out Procedures	—————	<b>06</b>
Curriculum and Activities	—————	<b>07</b>
Program Areas	—————	<b>09</b>
Meal Programs	—————	<b>10</b>
Discipline Policy	—————	<b>11</b>
Health & Safety	—————	<b>13</b>
Additional Information	—————	<b>15</b>
Mandated Communications	—————	<b>17</b>

# Who We Are

## MISSION

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.



## VISION

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

## VALUES

At Girls Place, we believe that all girls should be inspired, challenged and nurtured to become their very best.



# Girls Place History

In more than 40 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 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.

**November 1982**

A 20 member Operations Board of Directors was created and The Girls Club of Alachua County applied for non-profit status.

**January 1985**

Renae Clements was hired as our first Executive Director.

**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 facility. 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 began.

**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.

**July 2013**

The ACHIEVE (Academic Counseling and Help Increasing Educational Victories Everyday) program began with a focus on supporting girls academically throughout the year.

**October 2015**

Our BrainPower program began. We are the first year-round holistic program to offer on-site mental health services; nearly eliminating cost and transportation as barriers.

**June 2017**

Girls Place officially became licensed by The Florida Department of Children and Family Services (DCF).

**September 2017**

Christi Arrington became the 3rd Executive Director of Girls Place, Inc.

**June 2020**

With the support of Anthem Church, donors through the Amazing Give, our GP Family and Friends, and the Women's Giving Circle, we built 3 new classrooms for our girls!

**July 2021**

Received the Award for Advancing Minority Mental Health from the American Psychiatric Association Foundation for our work in BrainPower.

# CONTACT INFORMATION

## CONTACT INFORMATION

2101 NW 39th Avenue  
Gainesville, FL 32605  
(352)373-4475  
www.girlsplace.net

## HOURS OF OPERATION

Normal Operating Hours: Monday-Friday: 7:30am - 6:00pm  
Early Drop-Off: 7:00am-7:29am (\$1/day per child due in cash each morning)  
\*Please enter through “kitchen” door on North side of the building\*

## ADMINISTRATIVE STAFF

Christi Arrington, Executive Director  
Christi@girlsplace.net

Tara Counts, PhD, Operations Director  
Tara@girlsplace.net

Jillian Ariet, Operations Coordinator  
Jillian@girlsplace.net

TBA, Program Director - Summer Day Camp and ACHIEVE

Nevada Smith, Program Director - After School  
Nevada@girlsplace.net

Liv Simmons, Program Director - Athletics  
Liv@girlsplace.net

TBA, BrainPower Coordinator

# TRAINING AND SAFETY REQUIREMENTS

## STAFF

- Pass a Level-II FDLE Background Screening
- CPR and First Aid certified
- Complete Department of Early Learning Pre-Service Courses
- Complete Department of Children and Families Courses
- Complete a minimum of 10 hours of in-service training every year
- Ideally maintain a 15:1 child to adult ratio; DCF requires a 25:1 child to adult ratio

## INDIVIDUAL VOLUNTEERS

- Pass a Level-II FDLE Background Screening
- Generally college students seeking course credit
- Receive GP Orientation and training on how to interact with the girls
- Under the direct supervision of Girls Place staff

## GROUP VOLUNTEERS & GUEST SPEAKERS

- Groups from the University of Florida, Santa Fe College, and the local Gainesville community provide lessons and activities
- Dates are arranged with the Program Director
- Activities are directly monitored by GP Staff
- Screening NOT required; volunteers sign-in to the volunteer/visitor log

# Fees

**MAKING PAYMENTS:** Fees can be paid on [www.myprocare.com](http://www.myprocare.com) at any time or in the front office between 11:00am and 6:00pm. Please plan accordingly.

**TUITION EXPRESS:** All families **MUST** have a valid credit card or bank account on file at all times. Accounts with a balance on the last Friday of the month will be automatically charged via Tuition Express at noon. It is your responsibility to update credit card or bank account information as needed.

**ANNUAL MEMBERSHIP FEE:** \$25 for one child; \$50 for 2 or more children residing in the same household (nonrefundable and nontransferable). All programs require participants to have a current Girls Place membership. Membership fees are charged once a year.

**WEEKLY FEE:** Elementary school is \$65 per week per child. Middle school is \$50 per week. Fees are due by 12pm the last Friday of the month before the week that your child will attend. We offer a sliding scale fee structure, please visit the website for more information.

**LATE PICK-UP FEES:** Parents will be charged \$1 for every five minutes they are late beyond 6:05pm due in cash upon arrival. Please notify Girls Place as soon as possible if you will be late.

**NON-SUFFICIENT FUNDS (NSF):** All NSF checks, declined credit card charges, or overdrafts will be charged a \$25 fee.

**REFUNDS:** Refunds are granted in accordance with the After School Payment Procedures.

---

**Please consult the AS Payment Procedures for all payment related questions.**

---

# CHECK-IN AND CHECK-OUT PROCEDURES

## CHECK-IN

- Girls will be checked-in with the Procure app by a staff member when they arrive at Girls Place.
  - Please call or message via the Procure App by noon if your child(ren) will not be attending for the day.
- Girls report to the classrooms immediately.
- Excessive absence or tardiness may jeopardize financial assistance eligibility.
- 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.

## SCHOOL HOLIDAYS

- On school holidays, weather permitting, a staff member will be outside for check-in from 7:30-9:00am. Please pull up to the curb and wait until we have checked in your child.

## CHECK-OUT

- If arriving before 4:30pm for pick-up, you are required to park and come inside.
- If arriving between 4:30-6pm, please pull up to the yellow curb. A staff member will be outside (weather permitting) to verify identity. Staff will then call for your child to come outside for pick-up. Please continue to move the pick-up line forward.
- Parents can utilize the Procure App to once they arrive on property to check-out girls.

## NOTES

- Girls Place reserves the right to release the child to the Gainesville Police Department if the parent/guardian/emergency contact is more than 15 minutes late and cannot be reached.
- Girls can be checked out at any time from Girls Place, but must be picked up no later than 6:00pm.
- Girls will only be released to individual's authorized to pick up the child by the parent/guardian during the registration process. Photo identification will be used to verify identify.
- Parents and guardians CANNOT pick up girls from field trips.
- REMINDER: Late fees will be charged if arriving after 6:00pm. Girls Place reserves the right to refuse service.
- All children must be accompanied by an adult when arriving to and departing from Girls Place property.



# 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)
- Exceptions will not be made with group assignments (i.e. if a child is held back in 3rd grade, they will remain in Red 3.)

## ACTIVITIES

- Girls engage in age-appropriate activities based on the social determinants of health.
- There is dedicated time to work on homework every day. If you do not want your child to complete homework at Girls Place, please communicate with the Program Director.
- Girls read a minimum of 20 minutes each day.
- Counselors facilitate Social & Emotional Learning (SEL) skills each week.
- We intentionally plan physical activity into our weekly activities
  - Morning Mile
    - An internationally recognized program to encourage physical activity in a school setting that we have modified to use in an out-of-school setting.
    - Girls set goals to travel from Gainesville to a desired destination (ex. Disney 112 miles away) and celebrate once their group has walked enough to “get there”.

# ACTIVITIES

House Rules and Words of the Month are utilized to reinforce skills throughout the year

## HOUSE RULES

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

## WORD OF THE MONTH

Examples: Courageous, Persist, Responsibility

2024-2025 Word of the Month list will be announced in August

## FIELD TRIPS

- School holidays and breaks often include field trips.
- Field trips support our curriculum and include local parks, museums, skating, movies, bowling, or community service.
  - Field trips are NOT optional
  - Girls arriving after their group has departed for a field trip CANNOT stay at Girls Place
  - Girls CANNOT be dropped off or picked up from a field trip
  - Groups are typically back on property by 4:30pm, unless otherwise noted on the schedule

## SAMPLE STAFF SCHEDULE

Girls Place, Inc.  
Summer Day Camp

Week 9  
August 3-7, 2015

Word of the Month: Respon  
Theme: HOA

Time	Monday, August 3				Tuesday, August 4				Wednesday, August 5				Thursday, August 6				Friday, August 7				
	Pink	Red	Yellow	Blue	Pink	Red	Yellow	Blue	Pink	Red	Yellow	Blue	Pink	Red	Yellow	Blue	Pink	Red	Yellow	Blue	
7:30am	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities	PIO Activities
8:00am																					
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	(8:40) Breakfast
9:00am	(9:15) Assembly	(9:15) Assembly	(9:15) Assembly	(9:15) Assembly	Morning Mile	Morning Mile	STEM G	Morning Mile	What do you love?	Youth Combine	Youth Combine	Youth Combine	Morning Mile	Look Tag			Morning Mile	Morning Mile	Morning Mile	Morning Mile	Morning Mile
9:30am	Prepares for pool	Prepares for pool	Prepares for pool	Prepares for pool																	
10:00am	(10:15)	(10:15)	(10:15)	(10:15)	What do you love?	What do you love?	Math	UP Tour 9	Snow	Youth Combine	Resist										
10:30am	NE Pool	NE Pool	(10:45)	(10:45)					Youth Combine	Paper Making											
11:00am			NE Pool	NE Pool	Paper Making		(11:45)	Return at 11:00													
11:30am					Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Return by 12:15	Return by 12:15	Lunch	Lunch	Lunch	Lunch	Return by 12:15	Lunch	Lunch	Lunch
12:00pm	Out of the water	Out of the water										Lunch (12:15)	Lunch (12:15)	Lunch	Lunch						
12:30pm	Lunch	Lunch	Out of the water	Out of the water	Decorative Reading	Decorative Reading		UP Tour 9	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading
1:00pm	Change clothes	Change clothes	Lunch	Lunch	Paint class with			UP Tour 9	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with
1:30pm	Decorative Reading	Decorative Reading	Change clothes	Change clothes	Decorative Reading				Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with	Paint class with
2:00pm					Break at individual tent		Water Filter Test						St. Paddy's Day								
2:30pm	Thankful Tree	Thankful Tree	Thank you cards		Return at 2:00	Paper Eggs	Paper Eggs	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00	Return at 2:00
3:00pm	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Return at 3:30	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack
3:30pm	Talking Maze	Talking Maze	Talking Maze	Talking Maze	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading	Decorative Reading
4:00pm																					
4:30pm																					
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	Clean & Prep
5:30pm																					

# PROGRAM AREAS

## FRONT DESK

- Staffed in the mornings and afternoons to facilitate check-in and check-out
- All visitors and guests are required to check-in

## CLASSROOMS

- Girls are separated into classrooms by group/grade
- Classrooms are equipped with basic school supplies and computers for academic use
- Classrooms will have no more than the posted capacity regulated by DCF
  - Capacity varies for sedentary and active activities
- Counselors use walkie talkies to communicate with staff when girls leave the room
- Girls always go in pairs when they leave the classroom

## BATHROOMS

- Girls Place has 4 individual bathrooms and 2 multi-stall bathrooms for the girls to use
- Girls wash their hands prior to leaving the restroom
- Team members and visitors utilize single stall bathrooms only

## GYM

- Girls Place has a 6,000 sq. ft. gymnasium equipped for volleyball, basketball, and other group activities
- Gym access is granted to no more than two groups at a time

## PLAYGROUND AND FIELDS

- Girls Place has 4 acres of undeveloped land for groups to use including a wooden playground, metal playground, soccer field, softball/kickball field, and covered pavilion
- The playgrounds are limited to one group at a time

# MEAL PROGRAMS

## SNACK

- Girls Place offers a “Free Snack” to each participant daily
- “Buy Snack” is also available for those who would like to purchase snack items
- A snack account can be established in the front office
  - Snack accounts are **CASH ONLY**
  - Additional money can be added to the account at any time
  - Please place money in an envelope or bag with child’s full name on it
  - Money **MUST** be turned in upon arrival
- Prices range from \$0.25 to \$1.00. Spending limits can be set by parents/guardians
- Girls are **NOT** allowed to purchase food for their friends
- Girls Place is **NOT** responsible for lost or stolen money
- Girls Place does not serve candy, or sugary drinks (e.g. soda, Gatorade)
- Drinking water is always readily available. Please have your child bring her water bottle with her daily.
- Girls wash their hands before consuming any snacks or food

### Buy Snack Sample Menu

Water (\$0.50)	Gummies (\$0.25)	Pringles (\$0.75)
Capri Sun (\$0.50)	Ice Pops (\$0.25)	Pickles (\$0.75)
Propel (\$1.00)	Popcorn (\$0.75)	Sun Chips (\$1.00)
	Cheez-Its (\$0.75)	Veggie Straws (\$1.00)

## OUTSIDE FOOD

- Outside food for groups must be approved by the Program Director in advance. (e.g. cupcakes for a birthday celebration)
- Please be aware that we have children with severe peanut and tree nut allergies.
- Food delivery for girls is not permitted (DoorDash, Uber Eats).

# TRAUMA-INFORMED DISCIPLINE POLICY

## POLICY

Girls Place, Inc. behavior expectations and discipline procedures are based on the Girls Place Mission. Using a trauma-informed approach, Girls Place, Inc. promotes behavior guidance and discipline through creating a positive environment, developing structure, promoting social and emotional learning, reinforcing our mission, and addressing challenging behaviors.

Definitions:

1. Trauma results from an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening and that has lasting adverse effects on the individual's functioning and mental, physical, social, emotional, or spiritual well-being.
2. A Trauma-Informed approach recognizes and responds to the signs, symptoms, and risks of trauma to better support the health needs of those who have experienced Adverse Childhood Experiences (ACEs), trauma or toxic stress.

Girls Place, Inc. team members promote desired behaviors through teaching and reinforcement. Staff redirect or problem-solve with youth when they are not displaying desired behaviors. In all instances, discipline should be reasonable, timely, fair, age and developmentally appropriate, logically connected to the behavior, relationally based, and should match the severity of the misbehavior.

There are times when restrictions may be necessary and are most often linked to the health, safety, or well-being of others. In the event an individual harms themselves or someone else, trained staff may physically restrain the youth to ensure safety. Girls Place staff does not use corporal punishment under any circumstance.

# TRAUMA-INFORMED DISCIPLINE POLICY

## INCIDENT REPORTS

Internal documentation is kept on incidents to help staff understand and identify patterns of behaviors and common triggers of the children. Staff members keep parents aware and alert to all challenging situations and ask for advice and support when needed. Any time a child receives an incident report, parents will be asked to acknowledge receipt by signing the document.

## PROGRAM SUSPENSIONS

Program suspensions will be at the discretion of the Program Director and based on severity of the incident as well prior incidents for the school year. No refunds will be given in the event of a suspension.

## PROGRAM EXPULSIONS

We recognize and appreciate the unique characteristics and behaviors that each child and family brings to our program. Unfortunately, there are times we must remove a child from our programs either on a short term or permanent basis. Girls Place team members will do everything possible to work with the family of the child(ren) to prevent expulsion.

Expulsion is meant to be a period for the parent/guardian to work on the child's behavior and/or to come to an agreement with our organization. The parent/guardian will be notified of the length of expulsion and the expected behavioral changes required for the child to return to Girls Place.

### 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

# HEALTH AND SAFETY

## REPORTING

- We are required by DCF to maintain a log of all incidents and accidents. This includes any injury that requires first aid (bandage, CPR). It also includes reporting potential injuries, such as a fall.

## FIRST AID

- Basic first aid supplies are provided and will be administered by certified staff
- Accident reports are completed and provided to parents when an injury occurs and when treatment is provided
- Parents will be notified immediately if an injury involves the head, is severe, or requires additional attention

## MEDICATIONS

- A signed consent form must be on file for staff to administer medication of any kind to the child. A medication log will be maintained by staff after each administration of medication.
- Prescribed medication must be in a current and labeled prescription bottle with the members' name, dosage and usage clearly labeled.
- Over-the-counter (OTC) medication must be in its original container, in date, and labeled with the child's name. (ex. Tylenol, Advil, Cream)
- Prescription medications are secured in a lock box with access limited to administrative staff

## LICE

- Lice checks are conducted on an as needed basis. Parents or guardians will be called if nits or lice are evident.
- If a child is sent home due to head lice, proof of treatment is required prior to their return
- Girls are instructed not to share brushes, hats, or clothing due to the potential spread of lice

## FEVERS

- If a child has a fever above 101, parents will be contacted to pick-up the child. The child must be picked up within one hour of notification.

# HEALTH AND SAFETY

## ISOLATION FOR POTENTIALLY CONTAGIOUS ILLNESS

Families are expected to communicate immediately about illnesses and keep children home with the following minimum expectations:

### Strep Throat

- Definition: bacterial infection caused by group A Streptococcus or “group A strep.” People who are sick with strep throat are very contagious.
- Recommendation: stay home from school and GP until they no longer have a fever without medication and have taken antibiotics for at least 24 hours.

### Flu (Influenza)

- Definition: common contagious viral respiratory illness that can affect the nose, throat, and lungs. Flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk. Flu illness can vary from mild to severe
- Recommendation: that those who have a fever and respiratory symptoms stay at home until 24 hours after their fever ends (100 degrees Fahrenheit [37.8 degrees Celsius] or lower), without the use of medication.
- Exposure: If exposed or direct contact with someone who has the flu, it is recommended to wear a well fitted mask, wash hands frequently, avoid contact with the sick person, and do not share personal items

### Respiratory Syncytial Virus (RSV):

- Definition: contagious virus that affects the lungs and breathing passages. Most children get RSV infection by age 2, but you can get infected at any age and more than once in your lifetime.
  - People who are sick with respiratory syncytial virus (RSV) are contagious for 3 to 8 days. People usually get sick with RSV 4 to 6 days after being exposed to the virus.
  - Recommendation: A child with RSV can return after it has been 8 days since symptoms started.
  - Exposure: If exposed or direct contact with someone who has RSV, it is recommended to wear a well fitted mask, wash hands frequently, avoid contact with the sick person, and do not share personal items

### COVID-19:

- As of March 1, 2024, The updated Respiratory Virus Guidance recommends that people stay home and away from others until at least 24 hours after both their symptoms are getting better overall, and they have not had a fever (and are not using fever-reducing medication).



# HEALTH AND SAFETY

## PERSONAL PROTECTION AND HANDWASHING

- Staff are required to be masked while preparing and packaging opened foods and snack items
- Staff are trained and reinforce proper hand washing, the importance of covering your cough/sneeze and doing so into the bend of your arm, and physical distancing
- Sanitizer will be available for instances when hand washing is not possible

## CLEANING, SANITIZING, AND PURIFICATION

- Bathrooms are well stocked with soap and paper towel and sanitized as needed by staff during the day
- In addition to staff responsibilities, a contracted cleaning company cleans nightly with emphasis on high touch areas
- The building is sanitized with Electrostatic backpack sprayer daily
- Purifiers are used in the original 5 classrooms (Rooms 1-5) to support CDC suggested ventilation efforts while the new classrooms (Rooms 6-8) are equipped with a modern HVAC unit that pulls fresh air into the space consistently
- Windows are partially open in vehicles to promote fresh air entering the vehicle
- If a child or staff person is diagnosed with Covid-19, a room may close temporarily for deep sanitizing; girls will utilize other space in the building during that time

# HEALTH AND SAFETY

## SOILED CLOTHING

- Please pack clean underwear and shorts if your child is known to soil her clothing on a regular basis. Staff will NOT help girls change their clothes.
  - The girls will be provided a private bathroom, wipes to clean, and a bag for soiled clothing.
- Girls Place has the right to refuse service to any child who consistently soils her clothes.

## EMERGENCY PREPAREDNESS

- We practice fire, inclement, and intruder drills periodically throughout the summer
- Parents will be notified by email, Procure message, and/or phone call in the event of an actual emergency.

## TRANSPORTATION

- Transportation is provided FROM school and for GP field trips only
- Members will be transported in Girls Place vehicles or chartered busses
- Girls Place staff are not allowed to transport girls in their personal vehicles

### Van/Bus Rules

- The bus is equipped with a driver and a monitor to supervise the children
- Smaller vehicles may only have a driver on the vehicle, in this instance there will be at least 2 children on the vehicle at all times.
- Children must remain seated at all times with the seatbelt securely fastened
- 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 on the floor between their feet or on their laps rather than on the seat

By registering for the after school program, parents authorize Girls Place to arrange for transportation in case of an accident or acute illness of the participant. In the event it is not possible to receive instruction for the participant's care, consent is given to any licensed physician for treatment. Additionally, registration authorizes a physician to administer medication and to perform necessary treatment for the preservation of the participant's health and well-being. Any cost incurred for treatment of sudden illness or accident shall be paid by the identified payers.

# ADDITIONAL INFORMATION

## LOST AND FOUND

- Girls Place is NOT responsible for items that are lost or stolen. Please DO NOT bring expensive or valuable items to GP.
- To prevent lost items, please label belongings as much as possible
- Periodically check lost and found for personal belongings
- Items left in lost and found will be donated to a local charity

## ELECTRONICS

- Electronics are not allowed at Girls Place (e.g. cell phones, smart watches, tablets, etc.)
- If it is necessary for your child to have an electronic device, it must be turned in to the front office upon arrival.
- Staff have been instructed to take electronic devices and turn them in to the front office until the child goes home.
- If you need to get in touch with your child, please call the front office (352)373-4475
- Girls Place is not responsible for lost or stolen electronics.

## PHOTO AND SOCIAL MEDIA RELEASE

- If you agree to the photo release on the registration form, your child's image may be used in Girls Place publications including, but not limited to newsletters, fliers, brochures, newspapers, and television promotions
- If you agree to the social media release on the registration form, your child's image may be use in Girls Place social media.

## SOCIAL MEDIA USE

- Girls are not given access to any social networking sites (e.g. Facebook, Instagram, Snapchat)
- Members are prohibited from accessing social networking sites during field trips to the library
- Staff are prohibited from being "friends" with any Girls Place members on social media
- It is strongly discouraged for counselors to be "friends" with members' parents

# MANDATED COMMUNICATIONS

Section 402.3125 (5), F.S. requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Childcare Facility"

## Know Your Child Care Facility - General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

### Health Related Requirements

#### Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (CPR) on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

### Ratios



Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

### Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

### Food and Nutrition

Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

### Record Keeping

#### Maintain accurate records that include:

- Children's health exam/immunization record.
- Medication records.
- Enrollment information.
- Personnel records.
- Daily attendance.
- Accidents and incidents.
- Parental permission for field trips and administration of medications.

### Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.



To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873

# MANDATED COMMUNICATIONS

Section 65C-22.008(3)(III), F.A.C. requires that parents be provided with the information detailing the causes, symptoms, and transmission of the influenza virus.

## What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

### Call or take your child to a doctor right away if your child:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse

## How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.



## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions.

### To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group settings until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

For additional helpful information about the dangers of the flu and how to protect your child, visit: [www.cdc.gov/flu/](http://www.cdc.gov/flu/) or [www.immunizeflorida.org/](http://www.immunizeflorida.org/)

## What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Centers for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.

## How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



# MANDATED COMMUNICATIONS

## DISTRACTED DRIVER

Twice a year, we are required to share the following with you. Please plan on signing that you received the reminder in April and September.



### Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

*During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/ home and instead leave them in the adult's vehicle upon arrival at the adult's destination.*



### Facts About Heatstroke:

- ⚠ It only takes a car **10 minutes** to heat up 20 degrees and become deadly.
- ⚠ Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.
- ⚠ The body temperature of a child increases **3 to 5 times faster** than an adult's body.

