

SUMMER DAY CAMP FAMILY GUIDE

DCF LICENSED CHILD CARE FACILITY (C08AL0028)

ENDORSED TRAUMA-INFORMED CENTER

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About Us

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.



Our History

For over 40 years, Girls Place has been a guiding force for girls in Alachua County, providing a supportive space where they grow, learn, and thrive. As they navigate an ever-changing world, our programs empower them with the skills and confidence to become the leaders of tomorrow.

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 nonprofit status.

January 1985

Renaë 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 15-member rotating Board of Directors of the Girls Club of Alachua County Foundation was created, and officers were elected.

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 were 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 following Dr. Janna Magette.

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 three 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.

November 2025

In partnership with the Wild Game Feast, The Amazing Give, and a community of generous donors, we successfully constructed our new playground to serve future generations.

CONTACT INFORMATION

ADDRESS AND PHONE NUMBER

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 the side door on the 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

Misty Robinson, Program Director - Summer Day Camp and ACHIEVE
Misty@girlsplace.net

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

Kevin Pirkle, Program Director - Athletics
Kevin@girlsplace.net

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 Florida 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
- Receive GP Orientation and training on interacting with the girls
- Under the direct supervision of Girls Place staff

GROUP VOLUNTEERS & GUEST SPEAKERS

- Groups from the University of Florida, Santa Fe College, local Gainesville community, Children's Trust of Alachua County-funded Enrichment Providers provide lessons, activities, and specific curriculum (e.g., finance, guitar)
- 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 may be paid at any time via the 'Pay Now' link in your Intuit QuickBooks invoice email. Alternatively, you can pay in person at the front office between 9am-6pm.

BACK-UP PAYMENT METHOD: A backup payment method is required to be kept on file; however, this is not an autopay system. Please note that the card on file will be charged for any outstanding fees if payment is not received by the payment deadline.

REGISTRATION FEE: A \$25 per family registration fee is due immediately upon enrollment. This fee is nonrefundable and nontransferable.

ANNUAL MEMBERSHIP FEE: \$25 for one child or \$50 for two or more children residing in the same household. All memberships are nonrefundable and nontransferable. Fees are charged annually in January or at the time of registration.

WEEKLY FEE: \$130 per child. Fees are due by the posted payment deadline.

EARLY LEARNING COALITION: Families receiving ELC are billed weekly at their Full-Time ELC rate for 5 days (unless otherwise noted).

EARLY DROP OFF FEES: If you choose to drop-off your child(ren) between 7:00am-7:29am, \$1 per child in cash is due at drop-off (Room 1).

LATE PICK-UP FEES: A fee of \$1 for every five minutes will be charged for pick-ups after 6:05pm. This fee must be paid in cash upon arrival. Please notify Girls Place immediately if you expect to be late.

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

REFUNDS: Refunds are granted in accordance with the Summer Day Camp Payment Procedures.

Please consult the SDC Payment Procedures for all payment related questions.

PROCARE

MYPROCARE.COM

- For all registration needs, families use MyProcure.com. This is our secure online parent portal designed to handle the "paperwork" side of childcare.

PROCARE CHILD CARE MOBILE APP (AVAILABLE ON IOS & ANDROID)

- **Team-Wide Messaging:** When you send a message through the app it is delivered to the multiple team members. This ensures your update is seen immediately, even if one specific staff member is busy with the children or away.
- **More Reliable than Email:** Emails can be lost in personal inboxes or filtered to spam. App messages provide a dedicated, documented channel that remains part of your child's official record.
- **Secure Check-In:** Use the app for check-in and check-out when arriving at Girls Place.

A NOTE ON FINANCIALS (INTUIT QUICKBOOKS ONLINE)

- Please note that as of December 19, 2025, we have transitioned all financial management and billing to QuickBooks Online. Tuition statements and payments will be handled through QuickBooks rather than the Procure portal. Keep an eye on your inbox for billing notifications from that system.

CHECK-IN AND CHECK-OUT PROCEDURES

CHECK-IN

- Girls must be checked-in by 9am every day.
 - A staff member will be outside (weather permitting) between 7:30-8:45am, please pull up to the yellow curb and ensure that your child is accounted for by staff before departing.
 - If a staff member is not outside during check-in, caregivers MUST walk their child(ren) inside and check them in with a team member.
 - Girls who arrive after their group has departed for a field trip CANNOT stay at Girls Place or be dropped off at the field trip site.
 - Please call or message via the Procure App if your child(ren) will not be attending for the day.
- Girls report to the classrooms immediately.
- Excessive absence or tardiness may jeopardize scholarship eligibility (e.g., Girls Place, Early Learning Coalition, Children's Trust, etc.)

CHECK-OUT

- Girls Place closes at 6pm and all girls must be picked-up on time. Arriving late will incur late fees.
 - Check-out is 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.
 - If arriving before 4:30pm for pick-up, you are required to park and come inside.
- Caregivers can utilize the Procure App once they arrive on property to check-out girls.

Important Notes

- Girls Place reserves the right to release the child(ren) to the Gainesville Police Department if the parent/guardian/emergency contact is more than 15-minutes late and cannot be reached.
- Girls will only be released to individuals that were authorized to pick up the child(ren) by the parent/guardian during the registration process. Photo identification will be used to verify identify.
- All girls must be accompanied by an adult when arriving to and departing from Girls Place property.
- Caregivers CANNOT pick up girls from field trips.

PROGRAM AREAS

FRONT DESK

- Staffed at all times.
- Please note, the phone may not be answered between 7-9am and 4:30-6pm while staff are facilitating check-in and check-out. Please communicate via the Procure messaging feature during this time.
- All visitors and guests are required to check-in.

CLASSROOMS

- Girls are separated into groups by grade level.
- Classrooms are equipped with basic school supplies and computers for academic use and to carry out lesson plans.
- 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 four individual bathrooms and four 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 four acres of undeveloped land for groups to use including two playgrounds, a soccer field, softball/kickball field, and covered pavilion.

SUMMER THEME: HER STEM STORY

This summer, girls will go on a journey designed to empower girls through hands-on STEM exploration while actively preventing summer learning loss. Throughout the program, girls engage in science, technology, engineering, and math experiences that are intentionally connected to literacy, creativity, and storytelling.

This theme encourages girls to see themselves as innovators, problem-solvers, and future leaders in STEM fields — while strengthening reading, writing, and critical thinking skills. Each week builds confidence, curiosity, and competence, helping girls understand that they are not just participants in the story of STEM — they are authors of it.

Week 1: June 8-12

Week 2: June 15-18 (Closed June 19th)

Week 3: June 22-26

Week 4: June 29-July 2 (Closed July 3rd)

Week 5: July 6-10

Week 6: July 13-17

Week 7: July 20-24

Week 8: July 27-31

Week 9: August 3-6 (Closed August 7th)

House Rules and Words of the Month are utilized to reinforce skills throughout the summer curriculum.

HOUSE RULES

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

WORD OF THE MONTH

- June - Discovery
- July - Innovation
- August - Exploration

CURRICULUM AND ACTIVITIES

ACTIVITIES

- Our girls engage in age-appropriate activities that promote whole-child development, supporting their social, emotional, and physical growth.
- A weekly schedule is provided so families can be prepared for the week.
- To combat summer learning loss, girls read a minimum of 20 minutes each day. Girls are encouraged to bring school required summer tasks.
- Counselors facilitate Social & Emotional Learning (SEL) skills each week.
- Girls have 15 minutes a day for “quiet/meditation time” to relax and engage in mindfulness practice. This is not a nap time; blankets and pillows are not allowed.

FIELD TRIPS

- Field trips support our curriculum. Trips occur 2-4 days/week and often include local parks and pools, museums, skating, movies, bowling, or community service.
 - Field trips are NOT optional. If girls do not want to participate in a field trip, they must be kept home that day.
 - Girls arriving after their group has departed for a field trip CANNOT stay at Girls Place.
 - Girls CANNOT be dropped off to or picked up from a field trip.
 - Groups are typically back on property by 4:30pm, unless otherwise noted on the schedule.
 - We will be swimming this summer where a lifeguard is provided. At times, life jackets are required for safety purposes.

GROUPS

- Girls are placed in groups by the grade level they are **entering in the upcoming school year.**
 - Pink (K-1st Grade)
 - Red 2 (2nd Grade)
 - Red 3 (3rd Grade)
 - Yellow 4 (4th Grade)
 - Yellow 5 (5th Grade)
 - Green (6-7th Grade)
 - Blue (8-9th Grade)
- 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.)

SAMPLE SCHEDULES

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			
8-10:30 Lunch	Breakfast Bar Turkey Ham Sandwich	Cereal Pizza	Muffin Nachos	Breakfast Bar PBJA snacks	Honey Buns Grilled Cheese			
Pink	Northeast Pool Leave at 10:00, return by 12:30 Bring bathing suit, towel and sunscreen. Please label everything. Additional activities: House Rules Plan for Empower Show	LaChua Hiking Trail Leave at 9:30, return at noon Please wear sneakers and light clothing. Water bottle is a must! Consider wearing a hat as well. Additional Activities: Chinese Rattle Drum Ran Sticks	No trip away from GP Activities: Harmonicas Guests: UF Chinese Student Assoc. (12-16) Wind Chimes Ghungroo	Pajama Day! No trip away from GP Feel free to wear pajamas (and sneakers) for a chill day that will include watching <i>Shrek the Musical</i> . Additional Activities: Castanets Practice for Friday Let's Move II	Rum Island Springs Leave at 9:30, return at 1:00 Bring bathing suit, towel and sunscreen. Please label everything. Floats are ok. Please leave them deflated until we get to the springs. This spring has a lot of shallow section for our nonswimmers. Additional Activities: Empower Rehearsal & Show (2:00)			
	Red	Northeast Pool Leave at 10:00, return by 12:30 Bring bathing suit, towel and sunscreen. Please label everything. Additional activities: House Rules Plan for Empower Show	No trip away from GP Activities: Let's Move II Chinese Rattle Drum Ran Sticks Harmonicas Practice for Friday	Possam Creek Park Leave at 9:00, return at 11:15 Feel free to wear pajamas (and sneakers) for a chill day that will include watching <i>Teen Beach</i> . Additional Activities: Guests: UF Chinese Student Assoc. (11:30) Pajama Day! Bring your PJs to change into after lunch! Movie: <i>Teen Beach</i> Wind Chimes	Cedar Key Leave at 9:30, return at 2:30 Bring bathing suit, towel and sunscreen. Please label everything. Floats are ok. Please leave them deflated until we get to Cedar Key. Additional Activities: Ghungroo Practice for Friday Gardeners meet at 2:45	No trip away from GP Additional Activities: Castanets Empower Rehearsal & Show (2:00) Complete projects from the week Let's Move II		
			Northeast Pool Leave at 10:30, return by 1:00	Pajama Day! No trip away from GP	Cedar Key Leave at 9:30, return at 3:30	No trip away from GP	UF Stadium Leave at 9:30, return at noon	

SAMPLE STAFF SCHEDULE

Gala Place, Inc. Summer Day Camp		Week 9 August 3-7, 2015																Word of the Month: Respect Theme: Ho			
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	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities	PJO Activities
8:00am					Rainy Day Prep				Green State								Rainy Day Prep				
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	(9:15) Morning Mile	(9:15) Morning Mile	(9:15) Morning Mile	What do you love?	Youth Combine	Beats (10:00-11:00)	Beats (10:00-11:00)	Beats (10:00-11:00)	Beats (10:00-11:00)	Beats (10:00-11:00)	Beats (10:00-11:00)	Morning Mile	Link Tag	Pine Springs	Beats (10:00-11:00)	Beats (10:00-11:00)
9:30am	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool	Prepare for pool
10:00am	(10:15)	(10:15)	(10:15)	(10:15)	What do you love?	What do you love?	What do you love?	What do you love?	What do you love?	Youth Combine	Beats (10:00-11:00)	Beats (10:00-11:00)	Beats (10:00-11:00)	Beats (10:00-11:00)	Beats (10:00-11:00)	Beats (10:00-11:00)	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	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	Paper chains
11:30am					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	Out of the water
12:30pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
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	Change clothes
1:30pm	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading	Dormito Reading
2:00pm					Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week	Book of the Week
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	Thankful Tree
3:00pm	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack	Snack
3:30pm	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs	Talking Hairs
4:00pm					Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs	Paper Eggs
4:30pm					Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II	Let's Move II
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																					

MEAL PROGRAMS

LUNCH ****Pending Funding fom School Board of Alachua County****

- All summer camp participants, regardless of income, can choose to receive FREE lunch (provided by Alachua County Public Schools)
 - See ACPS website for menu.
 - Menu is subject to change depending on availability.
- ACPS Food Service is NOT provided the last two weeks of the summer.
- Families may choose to send a packed lunch and extra snacks from home.

SNACK ****Pending Funding****

- Girls Place offers a “Free Snack” to each participant daily
- “Buy Snack” is also available for those who would like to purchase snack items
- Prices range from \$0.25 to \$1.00
- A snack account can be established in the front office
 - Snack accounts are **CASH ONLY** and not refundable
 - 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
- Spending limits can be set by parents/guardians
- Girls Place is **NOT** responsible for lost or stolen money

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)	Chips (\$1.00)
	Cheez-Its (\$0.75)	

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, etc.).

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 that May Cause Suspension/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 that May Cause Suspension/Expulsion

- Failure to comply to Girls Place 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/or 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 caregivers when treatment is provided.
- Caregivers will be notified immediately if an injury involves the head, is severe, or requires additional medical 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 child's 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.
- **Our team discourages “medicine breaks” over the summer; in this large group setting, listening and following directions is critical to a successful summer.**

LICE

- Lice checks are conducted on an as-needed basis. Families 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, caregivers will be contacted to pick-up the child. The child must be picked up within one hour of notification.

HEALTH AND SAFETY

CONTAGIOUS ILLNESS PROCEDURES

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: 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:

- Effective March 1, 2024, the CDC respiratory policy requires sick individuals to isolate until both their overall symptoms are improving and they remain fever-free for 24 hours without the aid of medication.

HEALTH AND SAFETY

PERSONAL PROTECTION AND HANDWASHING

- Staff are required to wear gloves while preparing and packaging opened foods and snack items.
- Staff 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 are sanitized as needed by staff during the day.
- In addition to staff responsibilities, a contracted company cleans nightly with emphasis on high-touch areas.
- Purifiers are used in the original five 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 a contagious illness, a room may close temporarily for deep sanitizing; girls will utilize other space in the building during that time.

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.

HEALTH AND SAFETY

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 GUIDELINES

- By enrolling your child in our program, you give consent for your child to be transported to and from Girls Place for field trips during Summer Day Camp.
- 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 two children on the vehicle at all times.
- Children must remain seated at all times with their seatbelt securely fastened
- Feet should be out of the aisles.
- Voices should remain at a conversational level.
- All body parts and belongings 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 Summer Day Camp 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 child's caregivers.

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 for a prolonged period of time 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 if they seem them 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 office (352)373-4475 or Procure Message the team.
- Girls Place is not responsible for lost or stolen electronics.

PRINTED MATERIALS AND SOCIAL MEDIA RELEASE

- Your child's image may be used in Girls Place printed materials including, but not limited to newsletters, fliers, brochures, newspapers, and marketing materials unless you selected "I DO NOT agree" in the registration form.
- Your child's image may be use in Girls Place social media unless you selected "I DO NOT agree" in the registration form.

SOCIAL MEDIA USE

- Girls are not given access to any social networking sites (e.g. Facebook, Instagram, Snapchat) while at Girls Place, including 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/guardians.

MANDATED COMMUNICATIONS

Section 402.3125(2), F.A.C. requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Childcare Facility".

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.306, 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 vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child 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

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child 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.

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 exams/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.
- 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.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



MANDATED COMMUNICATIONS

Section 402.305 (9B), F.A.C. requires that parents are provided with the information detailing the causes, symptoms, and transmission of the influenza virus.

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.



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/ or www.immunizeflorida.org/

CRITICAL COMMUNICATION

While no longer a state mandate, we believe sharing this information is a critical communication to help our families stay vigilant and ensure no child is ever left alone in a vehicle.



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.

