

Office Only: Paid \_\_\_\_\_ (Date)

Scholarship \_\_\_\_\_ yes or \_\_\_ no

**Girls Incorporated of Johnson County  
After School Enrollment Form**

Member Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Township: \_\_\_\_\_

Parent/Guardian Information Authorized for Pickup:

1. Primary Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_ Employer: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Other Primary Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_ Employer: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Girls Incorporated of Johnson County  
AUTHORIZED PICK UP FORM**

- I authorize the following people to pick up and sign out my daughter from Girls Inc. of Johnson County by 6:00PM on any given day.
- I understand that any person who tries to pick my daughter up from the program who is not on this list will not be able to take my daughter with them and we will call you to get a verbal authorization.
- I understand that my daughter must be picked up **promptly by 6:00pm.**
- I understand that if my daughter is not picked up at 6:00pm, Girls Inc. staff will call the names listed below in the order that they are listed. If she is picked up late repeatedly, her position in the program may be in jeopardy and Late fee of \$1.00 per minute.
- If the person who shows up to pick up your child appears to be under the influence of drugs or alcohol your child will not be released to them. We will contact the next authorized person on the pick up list or if necessary the police in the event of a safety concern.

\*Individuals authorized to pick up (members name) \_\_\_\_\_ :

	NAME	PHONE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

**Parent/Guardian Signature**

**Date**

\*If an individual, under age 18, is authorized to pick up your child, please complete the following:  
I authorize \_\_\_\_\_, age \_\_\_\_\_ to pick up my child and hereby (name)  
release Girls Inc. of any liability, loss, or claim which may occur in transporting and/or walking my  
child from the Girls Inc. of Johnson County.

Thank you for providing the following information, which is collected solely for reporting to Girls Inc.'s funders such as the United Way and Girls Inc. National. This information will be kept anonymous.

**Participant Age**

0- 5 years \_\_\_\_\_  
 6-8 \_\_\_\_\_  
 9-11 \_\_\_\_\_  
 12-14 \_\_\_\_\_  
 15-18 \_\_\_\_\_  
 19-25 \_\_\_\_\_  
 25 and over \_\_\_\_\_

**Participant Race/Ethnicity (check only one line)**

Multi-Ethnic \_\_\_\_\_  
 African American \_\_\_\_\_  
 Asian American \_\_\_\_\_  
 Caucasian \_\_\_\_\_  
 Filipina \_\_\_\_\_  
 Latina \_\_\_\_\_  
 Middle Eastern \_\_\_\_\_  
 Native American \_\_\_\_\_  
 Pacific Islander \_\_\_\_\_  
 Other, please indicate \_\_\_\_\_

**Participant Residency**

Franklin \_\_\_\_\_  
 Whiteland \_\_\_\_\_  
 New Whiteland \_\_\_\_\_  
 Greenwood \_\_\_\_\_  
 Bargersville \_\_\_\_\_  
 Trafalgar \_\_\_\_\_  
 Edinburgh \_\_\_\_\_  
 Nineveh \_\_\_\_\_  
 Other \_\_\_\_\_

**Annual Household Income**

Less than \$10,000 \_\_\_\_\_  
 \$10,001-15,000 \_\_\_\_\_  
 \$15,001-20,000 \_\_\_\_\_  
 \$20,001-25,000 \_\_\_\_\_  
 \$25,001-30,000 \_\_\_\_\_  
 \$30,001-40,000 \_\_\_\_\_  
 \$40,001-50,000 \_\_\_\_\_  
 \$50,000-60,000 \_\_\_\_\_  
 \$60,001-70,000 \_\_\_\_\_  
 \$70,001-80,000 \_\_\_\_\_  
 Over \$80,000 \_\_\_\_\_

**Participant Ethnicity**

Hispanic / Latina \_\_\_\_\_  
 Not Hispanic / Latina \_\_\_\_\_

Are you a Military Family? \_\_\_\_\_

**Do you receive any of the following?**

Medicaid \_\_\_\_\_  
 TANF \_\_\_\_\_  
 Food Stamps \_\_\_\_\_  
 General Assistance \_\_\_\_\_  
 SSDI \_\_\_\_\_  
 SSI \_\_\_\_\_  
 Veteran Comp. \_\_\_\_\_  
 Other Gov't Assist. \_\_\_\_\_

**Primary Language Spoken at Home :** \_\_\_\_\_

Total # of People Living in Household \_\_\_\_\_

Does the Participant qualify for:

Free Lunch: \_\_\_\_\_

Reduced Lunch: \_\_\_\_\_

Neither \_\_\_\_\_

**Participant Lives with:**

Two Parents \_\_\_\_\_

Parent/Step Parent \_\_\_\_\_

Mother Only \_\_\_\_\_

Father Only \_\_\_\_\_

Shared / Joint Custody \_\_\_\_\_

Foster Parent \_\_\_\_\_

Grandparents \_\_\_\_\_

**Does your child have IEP / Diagnosis:** \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Please explain so that we can better serve your child:

Is there anything we should know to better meet your child's needs?

**Girls Incorporated® of Johnson County  
Medical and Emergency Information  
Medical Care Authorization**

Member Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**Parent/Guardian Information**

1) Primary Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_ Email: \_\_\_\_\_

2) Other Primary Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_

**Emergency Contact**

**Person to notify in case of emergency (if parent/guardian cannot be reached)**

#1 Name \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Cell Phone/Pager ( ) \_\_\_\_\_

#2 Name \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Cell Phone/Pager ( ) \_\_\_\_\_

**Doctor/Dentist Information**

**Doctor and dentist to be called in case of emergency**

Doctor \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Dentist \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Medical Insurance/Health Care Provider \_\_\_\_\_

Member or Policy Number \_\_\_\_\_

**Medical/Health Information**

Does member have allergies to specific medications:

- Yes If yes, please specify \_\_\_\_\_
- No

Does member have allergies to specific foods:

- Yes If yes, please specify: \_\_\_\_\_ True allergy \_\_\_\_\_ or Preference \_\_\_\_\_
- No

Does member have allergies to insect bites:

- Yes If yes, please specify: \_\_\_\_\_
- No

List any medication(s) taken daily by participant:

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Does participant administer the medication herself? \_\_\_\_\_

Girls Inc. staff may give my daughter Tylenol or Ibuprofen or Pepto, as needed:

- Yes If yes, specify dosage allowed: \_\_\_\_\_
- No

Does member have any chronic or recurring illness, such as asthma?

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List any other health issues/medical conditions we should know about, such as car sickness, nose bleeds or heat sensitivity:

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Are there any activities your daughter should not participate in? Please explain: \_\_\_\_\_

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**In the event of any injury or accident, I authorize emergency medical treatment for my daughter when I cannot be immediately contacted.**

**Parent/Guardian**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Name (Please print)** \_\_\_\_\_

# Girls Inc. of Johnson County

## Liability Agreement Release and Medical Care Authorization

I hereby authorize, as parent or legal guardian, for \_\_\_\_\_ (child's name) to participate in Girls Inc. Programs. In consideration for this participation, I do hereby, for myself and my heirs and assigns, release and agree to indemnify and hold harmless Girls Inc. of Johnson County, its employees, and volunteers from all liability, loss, claim, demand, action or cause of action which arises or may arise or be occasioned in any way by such participation. I also release and hold harmless Girls Inc. of Johnson County, its employees and volunteers from all liability, loss, or claim which may occur in transporting my child for the purposes of participating in any Girls Inc. activity.

In the event of any injury or accident, I authorize emergency medical treatment for my child when I cannot be immediately contacted.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Media / Photo Release

(general)

I, \_\_\_\_\_ hereby authorize Girls Inc. of Johnson County, Girls Inc. National its agents, and others working for it or on its behalf to use my daughter's image/likeness/voice in still photos, slides, video productions, radio coverage, television coverage, interviews, testimonials and/or any other media for the purpose of promoting and representing Girls Inc. and its programs, and do hereby grant and convey unto Girls Inc. all rights, title, and interest in the above media including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Child's Name: \_\_\_\_\_

## Girls Inc. of Johnson County

### Acknowledgement of the following:

I (Parent) \_\_\_\_\_ acknowledge receipt of the Girls Inc. of Johnson County "Parent and Girl Responsibilities" and take responsibility to read and relay them to my child,

I \_\_\_\_\_ ABOVE NAME \_\_\_\_\_ acknowledge receipt of the "Girls Inc. of Johnson County Policy Regarding Relational Aggression, Harassment, and Bullying" and take responsibility to read and relay to my child the meaning of this paper.

I \_\_\_\_\_ ABOVE NAME \_\_\_\_\_ acknowledge that if my daughter displays negative attitude or disobeys the rules and guidelines for Girls Inc. she may receive a punishment of one of the following; time out, sentences, in/out of Girls Inc. suspension, or in some cases an expulsion from Girls Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# AFTERSCHOOL PARENT AND GIRL RESPONSIBILITIES

**Office Copy**

Please read and share with your daughter(s):

## Initial Below

\_\_\_\_ Girls, Inc.'s after school programs include group activities such as field trips; trips to the Franklin Family Aquatic Center and other outings in the community ("Group Activities"). All girls must be able to function in a group setting and strictly abide by Girls Inc. rules and policies in order to attend such Group Activities. This includes, but is not limited to, displaying appropriate behavior (a) while traveling to the Group Activities, (b) while at the center; (c) during such Group Activities; and/or (d) at events with Girls Inc. Girls Inc. provides 1:15 staff to girl ratio per Girls Inc. National standards as an after school and camp provider. Girls Inc. is not a day care provider. Any violations of Girls Inc. rules or policies or demonstrated inability to appropriately function in a group setting (in the sole discretion of Girls Inc. staff) may result in the suspension of Girls, Inc. privileges which might range from, but not be limited to, prohibition from attendance at Group Activities up to dismissal from the program.

\_\_\_\_ **Program Hours:** Program hours are **Monday through Friday 2:30 p.m. – 6:00 p.m.**  
**Girls Inc. will open early on Wednesdays for early school release.**

\_\_\_\_ **Late Policy:** A late pick up fee of \$1.00 per minute is charged if you do not pick up your daughter by 6:00pm. It is the responsibility of each family to make arrangements for picking up girls **before** the daily closing time. **FAMILIES SHOULD HAVE A BACK UP PLAN IN PLACE.** Because of significant and ongoing problems with late pick-ups, membership may be revoked for girls whose parents are late more than twice during after school. **No exceptions will be made nor refunds will be issued.** We reserve the right to contact law enforcement or Child Protective Services after 30 minutes past time of pick up.

\_\_\_\_ **Respect:** At Girls Inc. we strive to treat all staff, girls and parents with respect and courtesy at all times, including using appropriate language, respecting property and equipment and not using verbal or physical aggression towards another person. Should you or your daughter have a recurring problem abiding by these rules, she may be dismissed from the program without refund of payments.

\_\_\_\_ **Scan in/Out:** Your daughter must be scanned in every day. She must be scanned out when being picked up by someone listed on the pick-up list. Please be sure that you or anyone else who picks her up has a photo ID. Please notify us immediately if you think someone inappropriate will be trying to pick her up.

\_\_\_\_ **Cancellation: Absolutely no refunds will be given under any circumstance.**

\_\_\_\_ **Payments:** **Registration fee of \$35.00 is due at registration.**  
**Program Fees \$214                      Transportation Fees: \$26 per semester**

\_\_\_\_ **Snack:** will **ONLY** open from 2:30-3:00 p daily. The afternoon snack will be provided to each member daily at no cost, these snacks will be provided by Northwood Elementary.

\_\_\_\_ **Health:** For the health and well being of the Girls Inc. community, please do not send your daughter if she is ill or has any contagious condition, conjunctivitis ("pink eye"), head lice, strep, etc. **If your daughter has a temperature of 100.0 degrees or higher, parents will be notified and the child must be picked up as soon as possible. Girls Inc. is not a school, day care, or health care provider and therefore does not have a nurse on staff. If your child is exhibiting symptoms/complaining of feeling ill we will give you a courteous call.** If your child requires daily shots or administration of daily medication a health care provider or other designee by the guardian is welcome to provide this need.

\_\_\_\_ **Clothing:** Our programs focus on fun and "learning through doing." Please send your girl with the appropriate clothing so that she may fully enjoy herself (play clothes that can get wet/and or dirty, and that are not revealing when girls participate in activities).

\_\_\_\_ **Personal Belongings:** Girls Inc. will not be held responsible for any belongings that your daughter brings and/or leaves on Girls Inc. property. Valuables such as cash, jewelry, toys, electronics, and cell phones are brought in at your own risk. **However theft is not tolerated at Girls Inc. Theft is a cause for suspension or dismissal from the center with no refund of fees.**

\_\_\_\_ **Phone Calls:** Girls Inc. members are generally not allowed to use phones in the center. If a parent needs to get in touch with her daughter, a staff member will take the call and relay a message to the member, or if you must speak to them we will get them unless they are out of the center.

\_\_\_\_ **Confidentiality and Truthfulness of Information:** We only share information about your daughter with the staff who works directly with them. In order to ensure that your daughter has the safest, most productive and FUN time in our program, we ask that you be honest when reporting all information about your daughter, so that our staff is able to design and modify programming and other activities to best suit her individual needs to the extent possible.

\_\_\_\_ **Contributing to Girls Inc.:** We ask that every family consider getting involved in Girls Inc. You can do this in a variety of ways: teach girls a new skill, help during a class, speak to the girls about your career, chaperone a field trip/swimming, participate in clean up days, or donate items needed from our wish list! There are many ways to lend a hand, and we encourage everyone to get involved. Please contact the Program Director Sydney Stewart at [sydney@girlsincjc.org](mailto:sydney@girlsincjc.org) or the Office Manager Amy Chandler at [amy@girlsincjc.org](mailto:amy@girlsincjc.org).

\_\_\_\_ **Behavior:** There is a code of conduct / behavior expectations for participation in programs.

\_\_\_\_ **If the person who shows up to pick up your child appears to be under the influence of drugs or alcohol your child will not be released to them. We will contact the next authorized person on the pick up list or if necessary the police in the event of a safety concern.**

Parental/Guardian support and involvement are vital to successful membership at Girls Inc. I have read and understand these policies. By signing the signature page of the membership packet you and your daughter agree to abide by these policies and understand that failure to abide by these policies will result in termination from Girls Inc. We understand that if termination results from violation of the above policies, no deposits and or/advance payments will be returned to us.



of Johnson County

**Girls Inc. of Johnson County**  
**Network and Computer**  
**Acceptable Use Pledge**  
**Grades K-3**

I agree to use Girls Inc. of Johnson County technology carefully, respectfully, and responsibly.

I will follow Girls Inc. of Johnson County rules.

I will protect my privacy, and the privacy of others.

I will be safe on the Internet.

If I do not work safely and responsibly, I may lose my computer privileges.

These expectations have been discussed with me.

I understand these expectations, and I agree to follow them whenever using technology at Girls Inc. of Johnson County.

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Name

Date



of Johnson County

**Girls Inc. of Johnson County**  
**Network and Computer**  
**Acceptable Use Pledge**  
**Grades 4-6**

**I Will Respect Myself**

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet and in the Girls Inc. of Johnson County learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

**I Will Protect Myself**

I will ensure that the information I post online will not put me at risk. I will not post my names, address or phone number, a schedule of my activities or inappropriate personal details. I will report any aggressive or inappropriate behavior directed at me. I will not share my password or account details with anyone else.

**I Will Respect Others**

I will show respect to others. I will not use electronic resources to bully, harass or stalk other people. I will not visit sites that Girls Inc. of Johnson County would deem inappropriate. I will not abuse my access privileges. I will respect my peers and program leaders by not using technology inappropriately.

**I Will Protect Others**

I will protect others by reporting bullying. I will not forward any materials (including emails and images) that the school would deem inappropriate.

**I Will Respect Copyright**

I Will use and abide by the fair use rules. I will not install software on devices provided by Girls Inc. of Johnson County. I will not steal music or other media, and I will not distribute these in a manner that violates their licenses.

**I Will Respect Technology**

I will take all reasonable precautions to protect computer devices from damage. I will not tamper with its software. I will not interfere with Girls Inc. of Johnson County's systems or attempt to bypass assigned network access.

**Acceptance**

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, and in a way that will represent Girls Inc. of Johnson County in a positive way. I understand that failing to follow the above may lead to loss of these privileges.

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Name

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Date





of Johnson County

# Girls Inc. of Johnson County

## Network and Computer

### Acceptable Use Pledge

### Grades 7-12

#### **Purpose**

The purpose of this Acceptable Use Policy is to ensure that girls will benefit from learning opportunities offered by Girls Inc. of Johnson County technology resources in a safe and effective manner. Internet use and access is considered a privilege.

#### **General**

- Technology sessions will always be supervised by a program leader. Internet usage will be monitored.
- Girls will participate in Digital Citizenship programming.
- Girls will be aware that any technology usage, including distributing or receiving information, may be monitored for unusual activity, security and network management reasons.
- Girls will treat others with respect at all times and will represent Girls Inc. of Johnson County in a positive way.
- Girls will use technology resources for educational purposes.
- Girls will take all reasonable precautions to protect technology from damage.

#### **Unacceptable Use**

- Uploading and downloading of non-approved software
- Intentionally visiting Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Plagiarizing or violating copyright laws
- Disclosing or posting personal information
- Sending or receiving any material that is illegal, obscene, defamatory or that is intended to annoy, bully or intimidate another person
- Sharing their own or other people's personal details, such as addresses or phone numbers, pictures or passwords

#### **Social Media**

- *Refer to Social Media Guidelines by the National Office for guidance.*

#### **Acceptance**

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, and in a way that will represent Girls Inc. of Johnson County in a positive way. I understand that failing to follow the above may lead to loss of these privileges.

---

Name

---

Date

# AFTERSCHOOL PARENT AND GIRL RESPONSIBILITIES

**Parent Copy**

Please read and share with your daughter(s):

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**GIRLS INC. OF JOHNSON COUNTY**

**POLICY REGARDING  
RELATIONAL AGGRESSION, HARASSMENT, AND BULLYING**

**DEFINITIONS:**

1. Relational Aggression (RA): behavior that is intended to harm someone by damaging or manipulating her peers. RA is unacceptable, as it leads to lowered self-esteem, absenteeism, and possibly violence. Examples of RA include, but are not limited to, spreading rumors, gossip, exclusion, taunting, and building social alliances against particular individuals.
2. Harassment: behavior, including any speech or action, which creates a hostile, intimidating or offensive environment.
3. Bullying: written or verbal communication or overt, physical acts or gestures, committed by a member or group of members against another member with the intent to harass, ridicule, humiliate, intimidate, or harm the other member.

**POLICY:**

Girls Inc. of Johnson County expects that all members will be treated with dignity and respect at all times. Likewise, Girls Inc. of Johnson County expects that all members will treat their peers and the staff with dignity and respect at all times. In addition, Girls Inc. of Johnson County expects all members to practice empathy and inclusion in dealing with one another. These expectations are without regard for an individual's color, ethnicity, national origin, ancestry, gender, sexual orientation, religion, appearance, age, family background, marital status, disability, or position in the agency.

Girls Inc. of Johnson County will not tolerate any behavior intended to degrade, insult, threaten, isolate, ostracize or harm any member or staff member of the agency. Such behavior, whether exhibited as relational aggression, harassment, and bullying, or otherwise, is unacceptable and is grounds for disciplinary action up to, and including, expulsion from services.

**Parents Copy – Please keep**

## **Girls Inc. of Johnson County Behavior Management Plan**

A primary Girls Inc. goal is to help girls develop positive self-image. We encourage children to be self-directed. To do this, children need opportunities to build self-esteem. Therefore, no child is subject to abuse, or neglect, cruel, unusual, severe or corporal punishment. Through supervision, guidance and redirection, children can learn to identify their feelings and express them. This prevents children from hurting one another and helps children appropriately ask for what they need.

When a child misbehaves, the staff/mentor in charge will send the child to the program director. If the member continues to disrupt the program or cannot regain their control a parent will be called to notify them of their child's behavior and asked that they be picked up and leave for the day.

### **Bullying, Abusive Language, Threatening Behavior or Endangering Others, and Vaping/Substance Use**

Any behavior which causes a person to fear for her/his safety or well-being constitutes an interference with member purposes and requires firm intervention on the part of staff. Such behavior includes:

- Bullying/Cyberbullying -- "bullying" means overt, unwanted, repeated acts or gestures, including 1) verbal or written communications or images transmitted in any manner (including digitally or electronically), 2) physical acts committed, aggression, or 3) any other behaviors, that are committed by a member or group of members against another member with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted member and create for the targeted member an objectively hostile environment that:
  - 1) Places the targeted member in reasonable fear of harm to the targeted member's person or property;
  - 2) Has a sustainability detrimental effect on the targeted member's physical or mental health;
  - 3) Has the effect of sustainability interfering with the targeted member's ability to participate in or benefit from the services, activities, and privileges provided by Girls Inc.
- Verbal harassment and/or inappropriate verbal comments.
- Threatening or intimidating behavior.
- Sexual harassment.
- Physical aggression.
- Vaping/Substance Use.

1<sup>st</sup> Offense: verbal warning/call to parent/guardian, possible suspension.

2<sup>nd</sup> Offense: call to parent/guardian to pick member up, suspension (number of days to be determined by Program Director and/or CEO).

3<sup>rd</sup> Offense: call to parent/guardian, suspension (number of days to be determined could include up to termination/expulsion of services determined by Program Director and CEO).

### **Public Displays of Affection**

Being overly affectionate in the center is not in good taste and will not be allowed. Members should refrain from inappropriate, intimate behaviors at the center. Members are expected to show good taste and conduct themselves appropriately. Lewd and/or inappropriate Public Displays of Affection such as kissing, touching, etc. will not be tolerated and will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. Good taste and respect for others is the guideline for appropriate behavior.

### **Expectations for Girls Inc. Members**

1. BE respectful of yourself, and other members. Keep your hands and feet to yourself.
2. BE respectful to all adults including staff, volunteers, visitors, and adults helping with field trips.

3. BE respectful of Girls Inc's equipment and facility. Use all equipment the way it is designed to be used. Do not sit on tables, hang on or kick the walls, building, or railing/spindles on the porch. The bathrooms are not play areas and permission is needed to go to the bathroom.
4. BE respectful of Girls Inc. spaces. Front desk, staff member's offices, staff breakroom, storage areas, are off limits to members.
5. BE aware of and follow the rules of Girls Inc. (as given by staff, interns, and volunteers).
6. BE ready to listen and follow instructions.
7. BE involved and engaged in a program or activity until it is complete.
8. BE helpful in cleaning up and putting away materials you use.
9. BE selective and choose only GIJC approved programs or activities on computers, tablets, and school issued devices. Violence, swearing, and sexual content are all forbidden.
10. BE prepared for the weather; wear appropriate clothing, shoes, etc. to be able to participate in scheduled programs and activities. A shirt should be worn at all times. The Girls Inc. red t-shirt should be worn on Fridays for field trips. A good pair of tennis shoes or shoes with a strap are required due to walking to the Franklin Aquatics Center and other field trips around Franklin.
11. BE ready to have fun!!

### **Participation/Programming**

Most activities and programming are scheduled in about 30-45 minutes. Members are encouraged to participate in all activities. Girls Inc. focuses on introducing members to a wide array of programs to develop the whole child. Those who refuse to participate will remain with their group and sit quietly.

Membership at Girls Inc. is a privilege, and behavior that is disrespectful and potentially dangerous is not tolerated and may result in a verbal warning, time out, parent notification, and suspension especially when the safety of another member is at risk. Repeated behaviors that disrupt Girls Inc. programming and/or risk the safety of others can result in expulsion/termination from Girls Inc.

### **Expectations of Girls Inc.'s Member's Parents**

1. Please respect that our staff are not allowed to text parents regarding their children at any time. All questions or concerns should be directed to the CEO or Program Director. Staff are not allowed to pick up/transport Girls Inc. members. Staff are discouraged from fraternizing with GIJC members' parents as such relationships could possibly cause negativity within our program and potentially cause unsafe circumstances to our members.
2. Approach conflict with staff in a manner which is respectful and is not witnessed by members or other children. If you have an issue with a staff person, please schedule a time to discuss it that is convenient with both the CEO and Program Director.
3. NEVER confront one of our members who is NOT your own child. If you have a concern with one of our members, please address an adult staff person and let them handle it. Treat other members as you would want your child treated and remember that they are still kids.
4. You may be responsible for any damage that your child may intentionally or unintentionally cause to GIJC property.
5. Respond as quickly as possible when members need to be picked up.
6. Maintain open communication with staff, informing GIJC of any household or health/medical changes or issues that may cause behavior changes in the child in our care so that we may better serve members.
7. Refrain from any physical punishment or verbal attacks on GIJC property.
8. Review and encourage your child to follow GIJC rules.
9. Ensure that enrollment information is up to date, especially primary and emergency contact names and phone numbers.