



of Pinellas

# PARENT MANUAL

## 2018/2019 Before and After School Program



Inspiring all girls to be strong, smart and bold!

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Pinellas Park, FL 33781  
[info@girls-inc-pinellas.org](mailto:info@girls-inc-pinellas.org)  
727 544 6230

Pinellas County Licensing Board License # C920281

# **GIRLS INC. OF PINELLAS**

## **2018 - 2019 Calendar**

Fri Aug. 10	Last Day of Summer Camp
Mon Aug. 13	First Day of Before & After School Program
Mon Sept. 3	Labor Day Girls Inc CLOSED
Mon Oct. 15	Schools Closed Girls Inc OPEN 6:30 am-6:00 pm
Mon Nov. 19 – Wed Nov. 21	Thanksgiving Break - Schools Closed Girls Inc OPEN 6:30 am-6:00 pm
Thurs Nov. 22 – Fri Nov. 23	Thanksgiving Holiday Girls Inc CLOSED
Mon Dec 24 – Tues Dec 25	Christmas Holiday Girls Inc CLOSED
Wed Dec. 26 – Fri Dec. 28	Schools Closed Girls Inc OPEN 6:30 am-6:00 pm
Mon Dec. 31 – Tues Jan. 1	New year Holiday Girls Inc CLOSED
Wed Jan. 2 – Mon Jan. 7	Schools Closed Girls Inc OPEN 6:30 am-6:00 pm
Mon Jan. 21	Martin Luther King Jr Day      Girls Inc CLOSED
Mon Feb. 18	Schools Closed Girls Inc OPEN 6:30 am-6:00 pm
Fri Mar. 8	Schools Closed Girls Inc OPEN 6:30 am-6:00 pm
Mon Mar. 11 – Fri Mar.15	Spring Break Camp Girls Inc OPEN 6:30 am-6:00 pm
Fri Apr. 19	Schools Closed Girls Inc OPEN 6:30 am-6:00 pm
Mon May 27	Memorial Day Holiday Girls Inc CLOSED
Wed May 29	Last Day of Before & After School Program

## The Girls Inc Difference

### Why Girls only?

Girls in the U.S. face vast and often intersecting challenges such as bullying, sexual harassment, barriers to academic and career success, unique health disparities, limited expectations and stereotypes, to name a few. Further inequalities associated with race, ethnicity, sexual orientation, gender identity, ability, and socio-economic status only exacerbate these issues. There is a tremendous need for programming that focuses solely on girls and young women in order to address the hardships they encounter every day while leveraging their capabilities.

Our **Theory of Change** is that the Girls Inc. Experience equips girls to navigate gender, economic and social barriers and grow into healthy, educated and independent adults.

**Strong/Healthy:** Makes healthy choices • Manages reproductive health • Has healthy relationships • Has sound body image

**Smart/Educated:** Motivated to achieve Improved academic performance • Graduates from high school and has post-secondary education • Sets & achieves personal, educational and career goals

**Bold/Independent:** Uses own voice & advocates for others • Is resilient • Has resistance skills • Ability to regulate emotion • Knowledge of life skills application

### Six Essential Elements:

- A pro-girl and girls-only environment
- Trusting, mentoring relationships
- Holistic, compensatory, and intentional
- Research-based curricula
- Hands-on, interactive activities
- Sustained exposure

### Non-Discrimination Policy

We are committed to providing programming to all who identify as girls regardless of their assigned sex at birth, and those who are exploring their gender identity or expression during their time at Girls Inc.

## Our Organization

Girls Inc. of Pinellas was founded in 1961. We are a 501(c)3 non-profit organization registered with the Internal Revenue Service. We are also a registered charitable organization through Florida's Department of Agriculture. Locally, we are licensed by the Pinellas County Licensing Board to provide care for children aged 5 to 18. Girls Inc. of Pinellas is governed by a volunteer Board of Directors, which provides leadership and sets policy for the organization.

## Our funding

Families pay a weekly tuition fee on a sliding scale based on combined household incomes. (See tuition schedule on page 8)

In addition to tuition, Girls Inc. of Pinellas receives funding through the United Way of Tampa Bay, the City of Pinellas Park, the Pinellas Community Foundation, the federal Child Care Food

Program, civic groups, corporations, foundations, and individual donors. Girls Inc. of Pinellas is eligible to receive funds for tuition reimbursement for eligible families from the Early Learning Coalition of Pinellas County.

### **Our Programs**

Girls Inc of Pinellas is an organization dedicated to serving girls and their families in our community. We provide programming in academic support, healthy living, and life skills to approximately 300 girls every year.

Our structure is reflective of the national Girls Inc organization, founded over 150 years ago, and our advocacy efforts reach beyond providing a nurturing, safe place for school-aged girls. Girls Inc inspires ALL girls to be Strong, Smart, and Bold!

Our innovative programs help girls confront subtle societal messages about their value and potential, and prepare them to lead successful, independent, and fulfilling lives. Programs based on research gathered at the Girls Inc. National Resource Center encourage girls ages 5 to 18 to take risks and master physical, intellectual, and emotional challenges. Girls Inc Programs are offered throughout a network of 100 affiliates in the United States and Canada and are facilitated by trained professional staff members.

#### **Girls Inc. Mind+Body**

Girls have the right to accept and appreciate their bodies, and are entitled to thrive in communities that invest in their total physical, mental, and emotional wellness. Girls need access to information, resources, and skills to be effective partners in promoting their own healthy development. To help ensure that girls have the support that they need to take charge of their own health, we focus on nutrition, physical activity, stress management, and body image.

#### **Literacy**

The Girls Inc. Literacy Initiative strives to improve the literacy skills of girls in kindergarten through third grade (K-3) by promoting a love of reading and providing fun and engaging programming that supports the school-based instruction that girls receive.

The Literacy Initiative supports girls in building developmentally appropriate reading skills by the end of third grade so that they are equipped to succeed in school and participate more effectively in the Girls Inc. Experience. Further, girls develop enthusiasm for reading as a tool to learn about the world and become healthy, educated, and independent.

#### **Girls Inc. Economic Literacy**

Girls learn to manage money, invest, and begin to develop an appreciation for global economics. Girls as young as six explore how the economy affects us locally and globally and develop skills needed to be economically independent. Girls learn these skills through various age-appropriate components.

#### **Girls Inc. Media Literacy**

Girls increase their awareness of the scope and power of the media and the effects of media messages on girls and women. They learn to analyze critically what they see and hear in the

media, advocate for change in entertainment, news, and advertising media, and create images that are more realistic and reflective of their lives.

### **STEM Project-Based Learning**

Girls develop enthusiasm for and skills in science, technology, engineering, and mathematics (STEM). Through hands-on activities, girls explore, ask questions, persist, and solve problems. By interacting with women and men pursuing STEM careers, girls come to view these careers as exciting and realistic options for themselves.

### **Girls Inc. Project BOLD**

Girls learn skills and strategies to lead safer lives in their homes, in relationships, in their communities, and online. The component builds girls' skills and personal power for avoiding or dealing with hurtful or dangerous situations and assists them in identifying resources that contribute to their safety. Girls build negotiation, assertiveness, and self-defense skills as well as facilitating open and honest discussions about violence—including teasing and bullying, sexual harassment, dating violence, and physical abuse

### **Our Leadership Team**

Yvonne Ulmer, *Executive Director*

727.544.6230 ext. 117 • Yulmer@girlsinc-pinellas.org

Brenda Banks, *Center Director*

727.544.6230 ext. 116 • BBanks@girlsinc-Pinellas.org

Tabrisha Ruby, *Program Director*

727.544.6230 ext. 110 • truby@girlsinc-pinellas.org

Gail Vollrath, *Operations Manager*

727.544.6230 ext. 114 • GVollrath@girlsinc-pinellas.org

Kathie Michael, *Community Development Coordinator*

727.544.6230 ext. 112 • KMichael@girlsinc-pinellas.org

Girls Inc of Pinellas employs numerous qualified full and part time instructional and administrative staff members.

### **Who to contact:**

- If you have questions about programming call 544-6230 x 110 or email truby@girlsinc-pinellas.org
- To let us know that your girl will not be in attendance for either the before or after school program - email bbanks@girlsinc-pinellas.org or gvollrath@girlsinc-pinellas.org
- If you have questions about registration or your tuition account statements call 544-6230 ext. 114 or email gvollrath@girlsinc-pinellas.org
- If you wish to volunteer at Girls Inc. call 544-6230 ext 112 or email kmichael@girlsinc-pinellas.org
- To rent our facility contact 544-6230 ext 112 or email kmichael@girlsinc-pinellas.org

## Our Girls Inc Campus

The campus at Girls Inc. of Pinellas includes a spacious recently renovated 9,000 square foot Center and a 16,000 square foot fenced and oak-shaded playground. The Center includes a computer lab with 20 stations, a STEM lab, a library, an art studio, a dance room, a large activity room, and a cafeteria with commercial kitchen.

**Our Administrative Office** is also onsite. This includes the registration and billing office and executive offices. Administrative Office hours are 9 am to 6 pm Monday through Friday. Feel free at any time to stop by if you have questions about registration, billing or anything else.

**City of Pinellas Park Sports Facilities** Our campus is adjacent to Davis Field, a municipal sports complex with softball diamonds, soccer fields, tennis courts, basketball courts, playgrounds and picnic areas. We often use these great facilities.

**Our vehicles** include one 12-passenger van, one 15-passenger van and one 27-passenger mini-bus. All vehicles are inspected by the FLDOH on an annual basis per licensing requirements. We collaborate with 22 local schools to provide transportation to and from our facility for our before & after school programs. Our vans and mini-bus also allow us to transport our girls to and from field trips during summer camp and occasionally during the school year. Transportation is always included in Girls Inc tuition.

### Our Partner Schools

74th Street Elementary  
Bardmoor Elementary  
Blanton Elementary  
Classical Christian School  
Cross Bayou Elementary  
Dixie Hollins High School  
Lynch Elementary School  
Marjorie Kinnan Rawlings Elementary  
Morgan Fitzgerald Middle  
Morning Star School  
Northside Christian School

Osceola Middle  
Pinellas Central Elementary  
Pinellas Park Elementary  
Pinellas Park Middle  
Pinellas Park High  
Pinellas Park Plato Academy  
Sacred Heart School  
Skyview Elementary  
Southern Oak Elementary  
Starkey Elementary  
Walsingham Elementary

**Our Girls Inc Schedule** Girls Inc provides a licensed before school program from 6:30 am – 9:00 am Monday through Friday, an after school program from 2:00 pm – 6:00 pm Monday through Friday, and a full day spring break and summer camp from 6:30 am – 6:00 pm Monday through Friday. We are also open fulltime on days when school is closed during the school year. (See calendar on page 2)

**Before and After School Program** In the morning Girls Inc transports enrolled girls from our Center to school before the first bell and picks up enrolled girls at school dismissal and transports them to our Center, where they enjoy an afternoon snack, playground time, homework help, structured academic programs, and free time. If your girl does not attend one of our partner schools, you may wish to provide private transportation or contact Destiny Transportation to see if they pick up or drop off at her school. Contact Destiny at (727) 520-3901 or destiny33711@yahoo.com.

On early dismissal days for the Pinellas County School System, Girls Inc will open early and pick up the girls at the closing bell.

## Enrollment & Tuition

**Participant Registration** Registration packets are available in the Administrative Office, the Center and on our website at [www.girlsinc-pinellas.org](http://www.girlsinc-pinellas.org). We can also email the link for the registration packet to you. To enroll your girl, you must fully complete the registration packet and bring it to our Administrative Office for review or email it to [gvollrath@girlsinc-pinellas.org](mailto:gvollrath@girlsinc-pinellas.org). The first week's tuition is due upon registration and before your girl can attend our program. ***Any previous account balances with Girls Inc. must be paid in full prior to the start of any term.***

**Weekly Tuition** includes transportation, all programs and supplies, snacks, and field trip costs. **Weekly fees are due each Friday for the upcoming week.** Families are billed weekly regardless of attendance. Girls Inc of Pinellas does not issue tuition refunds.

**Please note that we do not offer a part-time tuition rate, your weekly rate applies even if your girl attends only part of the time.**

**Emergency Closures** In the case of emergency closures (due to unforeseen conditions), you will be notified by phone or email as soon as possible. Your account will be charged the full weekly tuition if Girls Inc is open 3-5 days of the week and half-weekly tuition if Girls Inc is open 1-2 days of the week.

**Billing** Our administrative office will regularly inform parents of their current balance by providing an account statement via email. Parents can also request a statement or contact Gail Vollrath at 544-6230 x114 or [gvollrath@girlsinc-pinellas.org](mailto:gvollrath@girlsinc-pinellas.org) at any time for an explanation of their balance.

**Nonpayment of weekly tuition will result in termination of enrollment after two weeks. If families are unable to make a weekly tuition payment, please contact the office immediately to speak to someone about a payment plan.**

**Payment options** Payments can be made online by credit/debit card or bank account through MyProcure.com or by check or money order. **No cash payments will be accepted.** There is a drop box located at the Center front desk for check or money order payments.

You may also wish to enroll in our Automated Payment Processing program. Through this program, you can set up weekly debits from your credit/debit card or bank account. Please contact Gail Vollrath at [gvollrath@girlsinc-pinellas.org](mailto:gvollrath@girlsinc-pinellas.org) or 544-6230 x114 for more information.

Any fees not paid by Friday are considered delinquent and a \$5 late payment fee will be added to your account for each week a payment is late.

If at any time you need to make special payment arrangements, contact Gail Vollrath at 544-6230 x114.

### **Summary of Additional Fees:**

- Payments are due weekly by Friday for the following week of attendance. There is a \$5.00 late charge if payment is not received by the close of business the following Monday.

- \$1.00 per minute will be assessed for late pick-ups (after 6 pm) and will be added to the balance owed.
- \$35.00 will apply in the case of an insufficient funds check and will be added to the balance owed. After two NSF instances, only money orders will be accepted.

**Financial Assistance** Girls Inc is committed to providing our programs to all girls, independent of their financial circumstances. A sliding fee scale is available for families who provide documentation of eligibility for free or reduced fee school lunches. In addition, subsidized tuition is available through the Early Learning Coalition for families meeting economic eligibility guidelines. Contact ELC at 727-400-4411 or visit <http://elcpinellas.net/> for more information.

**Tuition Schedule** Girls Inc offers a flexible and inclusive tuition schedule.

#### Tuition Schedule 2018-2019

Program	Dates	Tuition
After School Program Only	August 13, 2018 – May 29, 2019	\$60, \$50, or \$40 sliding scale (based on combined household income) \$40 active military discount (with current ID)
Before and After School Program	August 13, 2018 – May 29, 2019	\$75, \$65 or \$55 sliding scale (based on combined household income) \$55 active military discount (with current ID)
Before School Program Only	August 13, 2018 – May 29, 2019	\$25 weekly (no discounts available)
Thanksgiving Break	Nov. 19 – Nov. 21, 2018	Current Girls Inc participants pay regular weekly tuition Girls not currently enrolled pay \$20 per day
Spring Break	Mar. 11 – Fri Mar.15, 2019	\$100 for the week (Registration required)
Non-Student days	See calendar, page 2	\$20 per day for girls not currently enrolled
Second girl discount		\$10 off weekly tuition per additional girl for the After School Program and Before and After School Program only. No second girl discounts for summer or Spring Break camp.

**Absences** If your girl will be absent from the before school program, you must notify the Center by email immediately at [bbanks@girlsinc-pinellas.org](mailto:bbanks@girlsinc-pinellas.org). If your girl will not require pick up for the after school program, you must notify the Center by email immediately at [bbanks@girlsinc-pinellas.org](mailto:bbanks@girlsinc-pinellas.org). Notifying the Center in writing is a licensing requirement. All written notices will be kept on file in the Administrative Office.

**Late pick up** Girls Inc is open until 6:00 pm Monday – Friday. Parents are responsible for picking up their girl by 6:00 p.m. Fees for late pick up are \$1 per minute. Your account will be billed accordingly. Continual late pick up may result in suspension from the program.

**Note:** If your girl is not picked up by 6:30 pm and we have not heard from a parent or guardian, we will call the local law enforcement agency.

**Permission to Pick Up** Your girl will only be released to adults who the parent or guardian has authorized in writing on your registration packet. To ensure the safety of your girl, you and all adults picking up your girl will be asked to present a photo ID until the staff recognizes you. Changes to the approved list **MUST** be made in writing in advance. Phone authorization is only acceptable in emergencies and will be at the discretion of the Center Director.

To further ensure safety, any person who appears to be under the influence of drugs or alcohol will not be permitted to remove any girl from Girls Inc. Another authorized person will be contacted. According to licensing guidelines, if no other authorized adult is available, we are required to contact the local law enforcement agency.

**Security/Restrictions to Access/Drop Off and Pick Up** Girl Inc is committed to ensuring the safety of all girls in our program. There is a keypad lock at the Center front door that requires a 4-digit code to enter. You will be given the code at the start of the term and notified of any changes to the code if applicable. We ask that you do not share the code with persons other than the ones you have authorized for pick up. Girls Inc requires that you escort your girl into the Center when dropping her off and making sure she scans her ID card. When picking up your girl, we require that you come in to the Center and make sure she is scanned out at the front desk. Girls will not be released from the building to parents, guardians, or authorized pick up persons who have not entered the building.

Parents are responsible for providing written court documentation if any party is legally barred from having access to a girl while enrolled at Girls Inc. Please alert the Center Director immediately of any unusual circumstances pertaining to restricted access.

**Emergency Closing** Girls Inc abides by the closure system of the Pinellas County Schools. If the schools are closed due to inclement weather, so is Girls Inc.

**Emergency Procedures** Girls Inc of Pinellas maintains a plan for evacuation and care of children during emergencies and disasters approved by the Dept. of Health in Pinellas County. Staff is regularly trained on emergency preparedness.

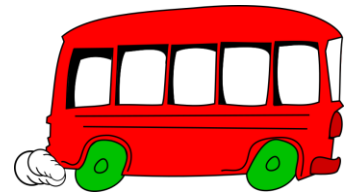
**Illness & Medications** Please speak with the Center Director for the protocol if your daughter needs medications to be dispensed. Licensing requires that all staff must be trained by the parent or guardian in dispensing medication before attendance. Please refrain from sending your girl to Girls Inc if she is ill. If your girl arrives at Girls Inc feeling ill or becomes ill on site, staff will contact you for immediate pick up. Please be sure that you have recorded your current work, home, and cell phone numbers on your girl's registration form. According to licensing guidelines, your girl may not return for 24 hours after leaving due to illness.

**Head Lice** Girls Inc conducts periodic head inspections for head lice. If your girl attends Girls Inc with head lice, you will be contacted immediately to pick her up. According to licensing guidelines, she may not return until she is nit-free.

**Electronic Devices** Girls Inc is not responsible for the security of any electronic items brought on premises. Any devices brought on premises must be placed at the Front Desk for safety and may be collected at the end of the day.

**Supervision Policy** Girls Inc participants are supervised at all times. They will not be permitted to leave the Center without authorized adult supervision. Girls Inc is not responsible for girls dropped off at the Center before operational hours or after the Center is closed.

**Transportation Policy** Girls Inc provides transportation to and from 22 area schools. Girls should arrive at the designated pick up area immediately when released by their teacher, and wait for Girls Inc transportation to arrive. If your girl is not at the designated pick up point, our drivers are instructed to have the adult at the school pick up point do a last call and check school attendance. If the adult pick up point person says they are not in attendance, we will take the pick up point person's name and return to our center. Please help your girl understand the importance of these transportation regulations.



Proper behavior while riding in the Girls Inc buses or vans is essential for the safety of all riders. Drivers are given the authority to report to Girls Inc staff any girl who ignores safety regulations while traveling in Girls Inc vehicles. Safety regulations include remaining seated at all times, seatbelts fastened while on the vehicle, and maintaining normal voice volume during the ride. Repeated violations of safety and behavior policies could result in suspension of transportation.

**Commitment to Safety - Rules, Conduct and Discipline Procedures** Girls Inc. of Pinellas values safety as the highest priority for the girls in our care. Center rules are designed with safety in mind and we ask all families to help us in maintaining a safe environment by supporting our center rules, conduct and discipline procedures below.

Girls Inc has a zero tolerance policy for bullying and physical aggression or violence. We model the appropriate behaviors and abide by licensing regulations governing Pinellas County Children's Centers.

Girls Inc staff is trained to handle conflicts in ways that encourage girls to compromise with others, to develop self-discipline, and to resolve conflicts in a non-violent manner. Our program staff:

- Observe and allow girls to resolve conflicts on their own.
- If the girls need additional encouragement, we offer mediation as necessary.
- If the problem persists or escalates, we separate the girls for a "cooling off" period.
- If the problem **a) creates a safety concern, b) escalates to a physical/verbal altercation, c) is unmanageable and/or repetitive, or d) continues to be a distraction during activities**, we discuss the behavior with the parent. Depending on the behavior, we may need to complete an incident report.

If the problem is **an immediate safety issue or if physical violence results** after taking the above actions, parents of each girl involved will be called. Any girl participating in physical violence will need to leave with their parent and may be suspended for the next day.

## Expulsion Policy

Every effort will be made to prevent the expulsion of girls from our program. However, Girls Inc of Pinellas reserves the right to cancel the enrollment of a girl for reasons, not limited to, but including, the following:

- Non-payment or excessive late payment of fees/tuition.
- Failure to adhere to policies and procedures as outlined in our Parent Manual.
- The parent/guardian exhibits behavior that is detrimental to the health and well-being of the girls and staff or negatively interferes with the normal functioning of the program. This includes but is not limited to: vulgarity, intimidation, harassment, or violation of child care licensing regulations.
- Failure to complete required enrollment and registration forms.
- Habitual tardiness when picking up your girl.
- Failure of the girl to adjust after a reasonable amount of time.
- The girl has needs, which cannot be adequately met with current staffing patterns.
- The girl's behavior threatens the health & safety of herself, the other girls or staff.
- Uncontrollable tantrums/angry outbursts.
- Bullying or hurting other girls (pushing, kicking punching, cursing, biting, etc.)
- Threatening other girls with violent words.
- Other – at the discretion of the Center Director in consultation with the Executive Director.

If at any time you or program staff feels the necessity to request a conference about this discipline policy, the Center Director will accommodate that request. Please be aware that ongoing serious problems can result in permanent removal from the program.

**Withdrawal from Girls Inc of Pinellas** If you wish to remove your girl from our program, written notice must be received in the Administrative Office at **least two weeks in advance**. All account balances must be paid in full. We will continue to bill you for weeks not in attendance if we have not received notification in writing. If you wish to re-enroll your girl later, the registration process needs to be completed in full.

**Illegal Substances** Girls Inc has a zero tolerance policy for illegal substances or the use of tobacco or alcohol on our premises or in our vehicles. Girls found to be under the influence of illegal substances or alcohol will be terminated from the program. Smoking while on Girls Inc property is prohibited, as is the possession of cigarettes.

**Girl Abuse & Neglect Reporting Requirements** All personnel are mandated by law to report their suspicions of girl abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with Florida Statutes.

For additional information and updates to our Parent Manual, visit <http://girlsinc-pinellas.org/>.

GIRLS INC. GIRLS'  
**BILL OF RIGHTS**

**girls  
inc.**

Inspiring all girls to be  
strong, smart, and bold



**1**

GIRLS HAVE THE RIGHT TO  
**BE THEMSELVES  
AND TO RESIST GENDER  
STEREOTYPES.**

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**2**

GIRLS HAVE THE RIGHT TO  
**EXPRESS THEMSELVES  
WITH ORIGINALITY AND  
ENTHUSIASM.**

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**3**

GIRLS HAVE THE RIGHT TO  
**TAKE RISKS, TO STRIVE  
FREELY, AND TO TAKE  
PRIDE IN SUCCESS.**

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**4**

GIRLS HAVE THE RIGHT TO  
**ACCEPT AND  
APPRECIATE  
THEIR BODIES.**

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**5**

GIRLS HAVE THE RIGHT TO  
**HAVE CONFIDENCE IN  
THEMSELVES AND BE  
SAFE IN THE WORLD.**

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**6**

GIRLS HAVE THE RIGHT TO  
**PREPARE FOR INTERESTING  
WORK AND ECONOMIC  
INDEPENDENCE.**