

STRONGER
STRONGER
SMARTER
SMARTER
BOLDER
BOLDER

PARENT HANDBOOK

2024-2025

50 *years* **girls**
inc.
of Carpinteria
EST. 1971

Girls Inc. of Carpinteria

Contact Information

5315 Foothill Road
Carpinteria, CA 93013
805-684-6364
girlsinc-carp.org

FOLLOW US!



girlsinc.carp



Girls Inc of Carpinteria



Girls Inc of Carpinteria

girls
inc.

Executive Director
Jamie Collins
jamie@girlsinc-carp.org

Development Director
Tess Ortega
tess@girlsinc-carp.org

Programs Director
Kenya Rodriguez
kenya@girlsinc-carp.org

Accounting & Operations Director
Paola Vega
paola@girlsinc-carp.org

Campus Based Program Coordinator
Melissa Cornejo
melissa@girlsinc-carp.org

Athletic Enrichment Coordinator
Lei Talaro
lei@girlsinc-carp.org

Front Desk Receptionist/ Rental Bookings
Berenice Ramirez
berenice@girlsinc-carp.org

General Inquiries
information@girlsinc-carp.org

Table of Contents

Program Overview	4
• Agency Description	
• After School Enrichment	
• Bridge to Success Teen Program	
• Summer Day Camp	
Parent Communication	5
• Communication	
• Files	
• Notices	
• Schedule Changes	
• Reporting Absences	
• Grievances	
Fees and Payment	6
• Membership Fee	
• Fees	
• Financial Assistance	
• Payment Due Date	
• Refunds and Credits	
• Returned Checks	
Sign in/Sign Out Policy	7
• Sign In/Out Policy	
• Release Authorization	
• Reporting Absences	
• Late Pick Up	
• Child Custody Conflicts	
Health and Safety	8
• Accidents and Injuries	
• Illnesses	
• Head Lice Policy	
• Mandated Reporting	
• Safety	
Behavior and Discipline Policy	9
• Behavior and Conflicts	
• Consequences	
Miscellaneous	10
• Personal Belongings	
• Cellphone Policy	
• Transportation	
• Field trips and Offsite Programming	
School Calendar	11

Program Overview

Agency Description

The mission of Girls Inc. of Carpinteria is to inspire all girls to be strong, smart and bold. In partnership with schools in Carpinteria and at our Girls Inc. campus in Carpinteria, we focus on the development of the whole girl. Our outcome driven programs empower girls to achieve personal, social, political, and economic success. Through a comprehensive approach, girls learn to value themselves, take risks, and discover and develop their inherent strengths. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers, so they grow up healthy, educated, and independent.

After School Enrichment

Grades- TK-5th grade

Our After-School Enrichment curriculum includes: Structured academic support, literacy and language arts to enhance reading and writing skills, Operation SMART (science, math, relevant technology), fine arts instruction, sports and adventure, culture and heritage, economic literacy, media literacy, personal power and leadership.

Bridge to Success Teen Program

Grades 6th-8th

The Bridge to Success Teen Program provides interactive hands-on programming and activities that are essential life skills necessary for socio-economic independence. Most programming offered is derived from evidence-based curriculum researched by Girls Inc.'s national research team and is recognized as Identity Programming. Girls develop strong and habitual teamwork abilities through continual team building activities. A high level of focus is on instilling self-respect, respect for others, and community involvement which encourages bold leadership.

Typical After School Schedule

School Pick up	Scheduled dismissal time
Snack	Arrival- 3:30pm
Enrichment Program	3:30pm-4:30pm
Academic Support	4:30pm-5:30pm
Dismissal/Closing	5:30pm

Summer Day Camp

Grades K-8th grade

Girls Inc. of Carpinteria offers a summer program for young girls and teens that includes a comprehensive curriculum to inspire girls to be strong, smart, and bold. The Summer Camp staff is dedicated to providing a supportive environment in which attendees can realize their full potential academically, socially, and economically.

**More details available in summer brochure.*

Typical schedule for School Breaks, CUSD closure days or Holidays

Monday through Friday 8:00am-5:30pm

Parent Communication

Communication

Girls Inc. of Carpinteria encourages ongoing communication between staff and parents/guardians. We believe that by working together, we can create a positive environment for girls, families and staff.

Files

A file for each girls attending Girls Inc. programs will be kept at the front desk. The file will include the Admissions Agreement and the enrollment form with the girls health history and emergency contact information. The information in the girls file is confidential and may be reviewed only by the parent/guardian, a Girls Inc. of Carpinteria staff member or a representative of the Community Care Licensing. Financial records will be provided only to the parent/guardian responsible for paying the program fees.

For safety reasons it is important that the parents/guardians keep all phone numbers, email addresses, home addresses and emergency contacts current and up to date. Failure to provide current information will affect the speed in which parent/guardian is notified of an illness or emergency. All communication will be done through phone, email and the Remind App.

Notices

Parents/guardians are responsible for reading the notices at the front desk and on the Parent Information Board and messages delivered through the Remind app or Constant Contact. These notices will include field trip updates, special programs, events and other information of interest to girls and their families. Please also routinely check the parent file in the lobby for other important information.

Schedule Changes

All schedule changes must be submitted, in writing 1 month in advance using the form provided by Girls Inc. found in the front office. Excusing your child with ample time will prevent you from getting billed for that month. If Girls Inc. does not receive notice of schedule changes you will be billed for your normal amount.

Grievances

Parents/guardians are encouraged discuss and resolve any issues with the staff involved. If the matter cannot be resolved, a meeting will be scheduled with the appropriate Director. If further discussion is needed a meeting can be set up with the Executive Director.

Fees and Payments

Membership Fee

The Girls Inc of Carpinteria membership fee is \$35 per girl, per year. This annual fee is non-refundable. The membership fee is due with the registration packet.

Fees

All fees are subject to change. *See annual fee calendar for more information.*

Program	Full Time:	Part Time :
After School Enrichment (TK-8th)	3-5 days a week \$550 monthly	2-1 days a week \$250 monthly
School Breaks (K-8th) {Fall, Winter, Spring, Summer}	\$200 Weekly, 8:00-5:30. No partial schedules	
Additional fee may apply for specialty sports camps		
Additional fees may apply for CUSD closure days or single holidays		

Financial Assistance

Limited scholarships are available. Scholarships apply to out-of-school care programs including breaks when available. All enrichment programs require a new scholarship request. Financial aid applications are available at the front desk.

Payment Due Date

Payments are due on a monthly basis. There will be no bills mailed out to you. An account exceeding \$300 will result in services no longer being provided, payment plans are available in some cases.

Refunds and Credits

Refunds and credits will not be given for the days a member is absent, except in cases of extreme emergency. Your child's spot is reserved even when absent. Please contact the front desk to request and exception on this policy based on an emergency situation.

Returned Checks

Girls Inc. will charge an additional fee of \$30 for any returned check.

Sign in/Out Policy

Sign in/Out Policy

Girls Inc staff members will be responsible for signing children in upon arrival. Parents/Guardians will be required to use a full signature when signing girls out at dismissal. For safety purposes girls in elementary school must have a parent/guardian **physically** come in to sign-out girls. Teen girls may walk home after programs, with a signed permission from parent/guardian.

Release Authorization

Four individuals (18 year or older) authorized to pick your child have been provided. Changes and additions to this list must be made in person by the parents/guardians listed in the registration packet. If you cannot make this change in person a one time exception will be made if a signed letter is sent via email directly from a parent/guardians.

Reporting Absences

If your child will not be attending Girls Inc. you must call our office by 12:00pm during the school year or by 9:00am during holidays and breaks. **Failure to notify office of an absence will result in a \$5 charge to your account.**

Late Pick up

Our programs close at 5:30pm. A late fee of \$1.00 per minute will be applied to your account after 5:36pm.

Continued lateness may result in termination of services.

**NOTE, picking up later than 6:00pm may result in involving the sheriff department.*

Child Custody Conflicts

Current court orders outlining custody arrangements are the only directives Girls Inc. is able to accept and enforce. Pending or expired documents cannot be accepted.

Health and Safety

Accidents and Injuries

If a girl is injured, the necessary steps will be taken to ensure her safety and medical care.

- Staff will assess the injury
- For most minor incidents, staff will clean the affected area, apply ice and/or apply a sterile covering.
- For more serious incidents or any head injury. Parents/guardians will be notified.
- 911 will be called if deemed necessary.

Injuries will be documented on an incident report. The report will document a description of the incident and the action taken by staff. A copy will be provided to parent/guardian.

If it is necessary for a girl to be picked up due to an injury or illness, Girls Inc. staff will attempt to contact parent's/guardian's. If the call remains unanswered then staff will attempt to contact the numbers on the emergency list.

Illnesses

Girls Inc. is not equipped to care for ill girls. If girls are unable to participate in normal activities it is the parent's/guardian's responsibility to pick them up from Girls Inc. If your child did not attend school due to illness, she may not attend Girls Inc. No over the counter medication will be given to girls. Medication can only be administered if there is a doctor's note and a signed consent form by the parent/guardian.

Head Lice Policy

Our No Live Lice Policy encourages each family to do their part at home to prevent the spread of lice with routine screening, early detection, and keeping your daughter home until all live lice are removed. Routine lice checks will be conducted and girls with live lice will be sent home and will be able to return once no live lice are found.

Mandated Reporting

Girls Inc. of Carpinteria is mandated by the California Penal Code to report any suspected case of child abuse. This code requires that teachers, day care providers and after-school program leaders report any suspected or disclosed child abuse or neglect. Notification of the parents is not required and will only be provided if deemed necessary by Girls Inc. staff.

Safety

Girls Inc. of Carpinteria is committed to establishing a safe environment for all. In case of an emergency we work closely with local (and state) emergency authorities, including local school districts to develop a response plan. Parents/guardians will be notified through a Remind text message or via email. All of our programs practice safety drills at least three times a year (fall, spring, and summer) to help our staff and girls know what to do in the event of an emergency. It also helps us to improve our ability to keep girls and staff safe by evaluating our emergency plans and strengthening our response skills.

For safety reasons it is important that all phone numbers and email addresses are kept current and up to date.

Behavior and Discipline Policy

Behavior and Conflicts

Girls Inc. promotes self-discipline and tries to establish rules, which are sensible and help each girl feel safe and secure. We strive to encourage positive choices through proactive behavior management and positive reinforcement. We encourage and support girls to learn to manage their own behavior and to resolve their own conflicts in a peaceful manner.

If a Girls Inc. member is experiencing a conflict, is feeling angry, or feeling harassed they should speak to Girls Inc. staff immediately. Staff are always available to help figure out how to resolve a conflict, and can help mediate a problem or discuss how to move past a conflict.

Absolutely no obscene, foul, threatening or violent language is allowed. Girls Inc. of Carpinteria has a zero tolerance for physical fighting. Any participant who engages in physical fighting will be suspended immediately and contingent on situation may be expelled from the program. If at any time, a participant harms another, parent(s)/guardian(s) will be notified and participant will receive a verbal and written notification of suspension and sent home immediately.

Consequences

When a staff person needs to intervene in a conflict or behavior issue, we will work to ensure that our consequences match the behavior and that girls are given tools to continue to learn how to best mediate conflict in their own way. When staff need to intervene in a conflict/behavior:

- | | |
|--------------------------------|--|
| 1st offense: | Staff will give a verbal warning. |
| 2nd offense: | Staff will meet with girl to discuss conflict or behavior. |
| 3rd offense: | Staff will complete an "I've Observed" report and submit 3 copies (girl's file, girl's parent/guardian, and staff supervisor). Program Director will meet with girl to discuss conflict or behavior. |
| 4th offense: | A meeting will be scheduled with the girl and her parents/guardians. A behavior contract will be established. |
| 5th offense: | Will result in suspensions from Girls Inc. programs. Behavior contract will be revised with conditions of return. |

****Girls will meet with the program director immediately if they are disrespectful to staff or guests.***

BEHAVIORS THAT WILL RESULT IN IMMEDIATE SUSPENSION AND/OR TERMINATION FROM PROGRAM:

- Persistent Verbal harassment (This includes cyber/text harassment)
- Physical fighting or threats of violence
- Deliberate destruction of property
- Leaving the group unattended and without permission

Micellaneous

Personal Belongings

All personal belongings are the child's responsibility. No valuables like toys or electronics including smart watches should be brought to Girls Inc. Parents/Guardians should note that Girls Inc. cannot accept responsibility for the loss or damage to personal property. Any items left behind will be placed in the lost and found.

Cellphone and Other Electronic Communication Devices Policy

We understand that many may choose to bring cellphones, smart watches or other communication devices to Girls Inc. for safety and communication reasons. **Cell phones and other devices are NOT allowed out during program time.** We reserve the right to ask to turn the ringer or device off, leave phones or device in a safe place or take the phone or device if it is causing a distraction and instructions are not being followed. If you need to reach your child while they are attending Girls Inc. programs, please use the main phone number. We will transfer your call to a phone so that you can speak with them.

Snacks and Lunch

Snack is provided to each girl. Girls and families are responsible for providing their own lunch during summer camp and full-day programs. Refrigeration and heating are not offered for snacks or lunches. It is the parent/guardian responsibility to notify Girls Inc of any food allergy. Girls Inc cannot guarantee allergen free snacks. Please provide your own allergen free snack.

Transportation

Transportation is provided by Girls Inc. of Carpinteria, unless told otherwise. All van rules must be followed by passengers. Disciplinary actions will be taken if rules are not followed.

Field trips and Offsite Programming

During Girls Inc. programs some classes and activities will be held offsite. You will receive notice of this through a letter at the front desk, a flyer on the parent information board or a Remind message. Periodically there will be special field trips. You will receive notice of these with information on departure and return time along with any expected cost. Some field trips have limited capacity and require advance registration. It is the parents/guardians responsibility to notify the front desk if girl is not to attend.

School Year Calendar

2024-2025		
Date(s)	CUSD	GIC
Summer 2024 (6/10-8/21)	Closed	Open ***Closed: 6/10-6/14, 6/19, 7/4, & 8/19-8/21
Labor Day (9/2)	Closed	Closed
CUSD Staff Day (10/14)	Closed	Open
Veterans' Day (11/11)	Closed	Open
Fall Break (11/25-11/27)	Closed	Open
Thanksgiving (11/28-11/29)	Closed	Closed
Winter Break (12/23-1/8)	Closed	Open ***Closed: 12/24, 12/25, 12/31 closing at 3pm, & 1/1
MLK Day (1/20)	Closed	Closed
Lincoln's Holiday (2/14)	Closed	Open
Presidents Day (2/17)	Closed	Closed
Spring Break (3/24-3/28)	Closed	Open
Memorial Day (5/26)	Closed	Closed