

Afterschool 2017-2018 Registration

GRADES K-8

**girls
inc.®**

Inspiring all girls
to be strong,
smart, and boldSM

At Girls Inc. we believe in the rights and abilities of every girl. Our program strives to inspire girls to be strong, smart, and bold with programming that focuses on a healthy lifestyle, academic achievement and life-skills. Our programs teach girls to manage money, develop healthy relationships, deal with peer pressure, critically examine the media, be physically active, and develop a love of science and math.

Girls Inc. creates a space that is pro-girl and for girls only, a physically and emotionally safe environment where a girl can build her strengths and set positive goals. She's exposed to new experiences and possibilities for her future like going to college, exploring professional careers, and preparing for a life of interesting and important work.



Program Dates August 14, 2017 - May 18, 2018

Our Afterschool program includes:

- Daily Snack
- Girls Inc. Identity programming with fun, hands-on, learning opportunities focused on
 - Literacy
 - Science, Math & Relevant Technology
 - Economic Literacy
 - Anti-Bullying
 - Media Literacy
 - Athletics
 - Preventing Risky Behavior
 - Leadership & Community Action
- Daily homework help from staff and volunteers
- Special guest speakers and programs to expose girls to new opportunities and experiences.
- Special activities and field trips on early release/full days!



Register Today!

Girls Incorporated® of Greater Atlanta

461 Manget St, Marietta, GA 30060 ▪ (770) 422-0999 ▪ info@girlsincatl.org ▪ www.girlsincatl.org

Afterschool Programming

At Girls Inc. your girl will participate in a wide variety of activities each day and week. While schedules will vary, most days include three activities; informal time, program time, and homework time. The typical daily schedule is below.

Informal time is down time for girls, to relax from the school day, promote healthy habits of physical activity, and let girls build their social and emotional skills through free play.

Programming time is when girls participate in hands-on curriculum designed to supplement and enrich what girls are learning during the school day, and help them be strong, smart, and bold! Each semester girls will participate in three – four programs a different one each day of the week. These programs will vary by age group and semester but will include Literacy, STEM (science, technology, engineering, and Math), Economic Literacy, Social Conflict Resolution, and Media Literacy.

During Homework time girls focus on completing their homework for the day or doing another educational activity such as reading, writing or doing extra practice on skills. Facilitators and volunteers will be available to assist girls with homework. While facilitators cannot always provide individual attention to each girl, facilitators will strive to keep track of your girl's academic needs and provide her with support in this area.

In addition, each Friday we have “Fun Friday” often with special guests and fun education activities such as crafts or games. We also provide early dismissal programming and full day programming on some days when school is closed.

Daily Schedule

- 2:45-3:00 - Cobb Girls Arrive at Center** (Marietta Girls arrive on buses between 3:30 - 4:30)
- 3:00-4:00 – Snack/Informal Time**
- 4:00-5:00 – Girls Inc. Programming**
- 5:00-6:00 – Homework Time**
- 6:00-6:30 – Informal Time/Clean up/Departure**

Girls Inc. Afterschool Schedule 17-18

Girls Inc. Afterschool program is open Monday - Friday from 2:30pm - 6:30pm, August 14th, 2017 to May 18th, 2018 unless otherwise noted on the schedule below. **PLEASE NOTE this means we are not open the first few days of school and the last few days of school for staff preparation time. Also note that these dates may change based on changes to the school calendars.**

Girls Inc. Afterschool Schedule 2017-18	
First Semester	
August	
Monday, Aug 14th	FIRST DAY of Afterschool Program
September	
Friday, Sept 1st	Open 11:30am -6:30pm - International Academy of Smyrna - Early Release
Monday, Sept 4th	Center Closed - Labor Day - all schools closed
Monday, Sept 25th - Friday, Sept 29th	CENTER OPEN 8:00am - 6:30pm - Fall Break - All Schools Closed
October	
Monday, Oct 16th	CENTER OPEN 8:00am - 6:30 pm - Marietta City Schools Closed
Tuesday, Oct 31st	Open 11:30am -6:30pm - International Academy of Smyrna - Early Release
November	
Tuesday, Nov 7th	CENTER OPEN 8:00am - 6:30pm - Election Day - Cobb County Schools Closed
Friday, Nov 17th	Open 11:30am -6:30pm - International Academy of Smyrna - Early Release
Monday, Nov 20th - Friday, Nov 24th	CENTER CLOSED - Thanksgiving - All Schools Closed
December	
Thursday, Dec 21st - Friday, Dec 29th	CENTER CLOSED - Winter Holidays - All Schools Closed (Staff Report)
Second Semester	
January	
Monday, Jan 1st - Wednesday, Jan 3rd	CENTER CLOSED - Winter Holidays - All Schools Closed (Staff Report)
Monday, Jan 15th	CENTER OPEN 8:00am - 6:30pm - MLK Jr. Day - All Schools Closed
February	
Friday, Feb 16th	Open 11:30am -6:30pm - International Academy of Smyrna - Early Release
Monday, Feb 19th - Friday, Feb 23rd	CENTER OPEN 8:00am - 6:30pm - Mid-Winter Break - All Schools Closed
March	
Monday, Mar 12th	Open 8:00am - 6:30 pm - Marietta City Schools Closed
Friday, Mar 23rd	Open 11:30am -6:30pm - International Academy of Smyrna - Early Release
April	
Monday, Apr 2nd - Friday, Apr 6th	CENTER CLOSED - Spring Break - All Schools Closed (Staff Report)
May	
Friday, May 18th	LAST DAY of Afterschool Programming

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Afterschool Transportation

All Marietta City Elementary Schools will drop girls off at our center for the afterschool program on the school bus. Girls Inc. will pick up girls from a limited number of local Cobb County and Charter Elementary Schools. The program is also open to girls in K - 8th grade at the schools listed below or a girl who can be dropped off at the center if they are homeschooled or at a school outside our service area.

The following list is subject to change due to the number of girls registered for our Afterschool Program. We cannot pick up at a school if there are not enough girls from that school registered – i.e. we cannot pick up at a school for only one girl even if it is a school listed below.

Marietta City School *(School buses will drop girls off at the center)*

A.L. Burruss Elementary
Dunleith Elementary
Hickory Hills Elementary
Lockheed Elementary
Park Street Elementary

Sawyer Road Elementary
West Side Elementary
Marietta Center for Advanced Academics (MCAA)
Marietta Performance Learning Center
Marietta Middle School

Charter & Cobb County Schools *(Girls Inc. will pick up & bring to the center)*

Brumby Elementary School
International Academy of Smyrna
Fair Oaks Elementary School
LaBelle Elementary School

Milford Elementary School
Powers Ferry Elementary School
Sedalia Park Elementary School

Afterschool Tuition

\$50 registration fee due at the time of registration

Tuition is \$500 per semester, once registered you are committing to attend for the entire semester. The fall semester is August to December, and spring semester is January to May. For your convenience, your semester tuition can be paid as **\$100 per month** due before or on the 1st of the month.

Please note this does mean that some months there is more programming than others (March provides more program hours than May) however because it's a semester fee that's broken into monthly payments. The monthly payments for both months are the same. Payments cannot be pro-rated or refunded for time not at the center. This is due to the costs associated with holding a space for your girl as well as consistency of payments helps keep administrative costs low!

We have a limited number of scholarships available based on need. To apply for a scholarship, simply check the scholarship box on the application (Application Page 4).

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Registration Requirements

All of the following items are required in order for your registration to be complete. We apologize for any inconvenience the additional documentation adds. It is required due to our government funding, which enables us to keep your costs low.

- **Complete Application Packet for each participant**
- **Most recent report card (end of last school year)**
- **\$50 Registration Fee for each participant**
- **Proof of Residency for primary Parent/Guardian (ex: Photo ID or check stub with proper Address, utility bill or mortgage/rent which lists address)**
- **Copies of photo IDs for all household members over the age of 18**
- **Copies of Social Security card for all household members 6 and older**
- **Proof of all household income for persons over the age of 18 (ex: 2 months current and consecutive check stubs, signed letter from employer on company letterhead, TANF records, food stamps, free and reduced lunch verification)**
- **If your girl receives free or reduces lunch at school, we need a copy of the Free/Reduced Verification Form.**
- **If there is no-income in the household, you must complete a notarized Self-Certification form.** Self-Certification forms are available at Girls Inc. and a staff member is available to notarize documents Monday-Friday 2:30pm-6:00pm.

We are able to use previous copies of social security cards or photo IDs for girls who have been registered in other center programs in the last year. We must receive an updated version of the other documents.

Registration materials can be returned in person at Girls Inc., by fax to 770-499-2386, or by email to Bridget Trawick at btrawick@girlsincatl.org. Questions specifically regarding application materials can also be directed to Bridget Trawick at the email address above.

Your registration is not complete and your spot will not be held until we have received your completed application packet and your registration fee, this includes ALL supporting documentation.

You may pay your registration fee in cash, money order, check, debit card, or credit card in person or through PayPal on our website at www.girlsincatl.org.

If you would like to meet our staff and see our facility before you register, we would love to show you around! Please schedule a tour, by emailing Michelle Graves at mgraves@girlsincatl.org.

Attendance

You are responsible for informing us if your participant will be absent on any given day. Please **call and inform Girls Inc. of absences no later than 12:00 PM**. When you do not notify us that your child will be absent we waste significant time during pick up that causes confusion and can result in your child being made to wait for longer periods at school!

Parents/Guardians or authorized pick-ups are required to come **in the building and sign participants out no later than 6:30pm** each day. Only people listed in this packet will be allowed to pick up the participant, and people picking up girls will be asked to show ID.

Please note that homework time is 5pm-6pm. If you pick your child up early they may not have adequate time to work on their homework. We recommend picking up your girl between 6 & 6:30pm to give them maximum homework time.

Illness and Medication

Girls Inc. is not equipped to care for sick children. All Girls Inc. Program Facilitators are First Aid and CPR certified, however they have no other medical training. If a girl is unable to participate in the normal routine, the parent/guardian will be called and must come pick up the child. If a primary parent/guardian cannot be reached, Girls Inc. will contact alternate contacts provided for pick-up. Participants are not allowed to come to Girls Inc. Afterschool Program if they have not attended school that day due to illness or if they currently have or, in the last 12 hours, have had a 1) fever greater than 100 degrees, 2) serious diarrhea or vomiting, 3) a contagious rash or illness, 4) obvious pain or discomfort and/or 5) head lice. Some illnesses such as pink eye may require a doctor's notice that your child is no longer contagious to return to Girls Inc.

Any medications girls must take while at Girls Inc. must have written directions and signed authorization from a parent/guardian. Medication must be in its original container with an unaltered label containing the child's name and the date. Medication will be stored in the front office while at the Girls Inc. center and will go with staff on field trips.

Belongings & Coming Prepared

Participants are expected to come prepared for all activities that take place at Girls Inc. Participants will not be allowed to remove shoes for activities, and if they are not appropriately dressed, they will not get to participate. Girls Inc. of Greater Atlanta is not responsible for any lost or stolen items including but not limited to money or electronics. Girls in our elementary afterschool program are not allowed to use cell phones or electronic devices while at the afterschool program.

Behavior

Girls Inc. promotes self-discipline and works to create rules and structure that help each girl feel safe and secure and ensure all girls show respect to each other, staff, volunteers and the space. We also try to focus on incentives for positive behavior. When participants break rules, they are reminded of the expectations at Girls Inc. and discuss their behavior with staff, or take a short time away to calm down. Often this is all that is necessary.

Participants can also be given consequences designed to change future behavior such as writing down what they could do differently next time. Behavior issues on field trips may result in not being able to participate in future field trips as field trip environments often pose more risk. For behavioral issues, a white slip will be sent home to parents to inform them of the issue and what is being done to address it. For repeated or more severe behavior issues a pink slip will be sent home. *If the behavior continues beyond this point, or if at any time a participant's behavior causes significant damage to or puts themselves, other participants, staff, or volunteers at risk, Girls Inc. of Greater Atlanta withholds the right to dismiss a participant from the program.*

Evaluation

Girls Inc. of Greater Atlanta is dedicated to providing high quality, intentional programming that moves girls forward to become strong, smart and bold women. To continue improving our programming to meet these goals, we utilize a number of different tools to evaluate the effectiveness of our programs. In addition, information from these evaluations is used to secure additional funding for our programs which help keep costs low for our parents.

These tools include pre- and post-surveys taken by participants to measure content knowledge such as a skills survey of what they learned in an Economic Literacy class. We may use an evaluation to measure a girls' progress in reading, or by using your child's report card to see how we can make our program better in academic support. In addition, we use a questionnaire called the Survey of Afterschool Youth Outcomes (SAYO) to look at youth's participation in afterschool activities and measures engagement in the program.

These outcomes may also be measured by collecting materials produced by girls over the course of the summer. In addition, our staff will make observations regarding participants' skills, attitudes and knowledge and how they change over time. All evaluation materials, such as surveys, will be kept confidential. Any reporting done will be at the group level (i.e. 80% of girls...). Individual results will not be shared.

Payment Policies

Non-Refundable Policy: The Afterschool Membership Fee of \$50 is Non-refundable. No refund will be granted to any member for a month of programming who withdraws or is dismissed for any behavioral reason. NO refund will be provided due to student absences or school closure due to bad weather.

Late Payment Policy: Each month's tuition payment is due by the 1st of the month. You will be given a 3-day grace period to make this payment. **Any payments received after the 3rd of the month will be assessed a \$2 per business day late fee.** For example, if you were to pay one week late you would owe a \$10 late fee for the 5 business days you paid late. If the tuition and late payments are not made your participant will not be allowed to continue attending the Girls Inc. Afterschool program.

Late Pickup: Girls Inc. closes at 6:30 PM. Late pickup fees begin to accrue at 6:35 PM, after which you will be assessed a fee of \$1.00 for every minute you are late. Late pickup fees are due within one week of when they are incurred. In the event of consistent late pick-ups, or extremely late pick-ups Girls Inc. reserves the right to increase fees or even dismiss participants from the program.

Returned Checks: If a check you have written for program fees is returned from the bank, **you will be charged a \$25 returned check fee** which will be due within one week of notification. In addition, we will require you to make all payments to Girls Inc. through cash, money order or cashier's check for six months following the returned personal check.

Below are the federal low-income guidelines that are utilized but some of our funders to determine funding eligibility. **This is for your information only and does not affect your participation in this program.**

CDBG MAXIMUM HOUSEHOLD INCOME LIMITS [COBB COUNTY, GEORGIA, PY2016

Family/Household Size	Extremely Low 30%	Very Low Income 50%	Low Income 80%
1	\$14,200	\$23,650	\$37,800
2	\$16,200	\$27,000	\$43,200
3	\$20,160	\$30,400	\$48,600
4	\$24,300	\$33,750	\$54,000
5	\$28,440	\$36,450	\$58,350
6	\$32,580	\$39,150	\$62,650
7	\$36,730	\$41,850	\$67,000
8	\$40,890	\$44,550	\$71,300
Ea. Additional Member	Extremely Low 30%	+ \$2,850	\$37,800

Income Limits, Effective: March 6, 2015 *Source: U.S. Department of Housing & Urban Development [HUD]

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Member Information Form

Participant Information

First Name: _____ Last Name: _____

Date of Birth: _____ Age at start of school year: _____

New or Returning Member: _____ Grade Starting in Fall 2017: _____

School: _____ Teacher: _____

School District: _____ T-shirt Size: _____

How did you hear about this program? _____

Medical Information

Please list any medical information we should be aware of including any **allergies, medications, diagnoses or other concerns.**

Please include any way these conditions or behaviors may need addressed or accommodated. For example, if your child has been diagnosed with ADHD please describe behaviors we should expect to see or if there are behavior modification techniques (incentives or disciplines) used at home or at school. This will help us work with you as a team to help your child succeed and ensure that your child receives consistent messages to avoid confusion. Please attach additional information or discuss this with us as necessary.

Program Registration Form

Primary Parent or Guardian Contact

First Name: _____ Last Name: _____

Relationship to participant: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Best phone # to reach you: _____ Phone Type: _____

2nd phone # to reach you: _____ Phone Type: _____

Secondary Parent or Guardian Contact

First Name: _____ Last Name: _____

Relationship to participant: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Best phone # to reach you: _____ Phone Type: _____

2nd phone # to reach you: _____ Phone Type: _____

Other contacts authorized to pick up child.

(Please limit to no more than 3 authorized pickups besides parents or guardians)

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

I have provided Girls Incorporated of Greater Atlanta with all necessary medical information and can be reached at the numbers listed. I acknowledge and accept the risk for any accidents or injuries arising by reason of participation in the program, by myself or the person who is shown as the "participant." I agree to hold Girls Incorporated of Greater Atlanta officials, staff, volunteers and community partners harmless from any accidental injury or loss of property that may occur to the participant or myself while participating in any of Girls Incorporated of Greater Atlanta's programs. I further give consent for pictures of the participant or materials produced by the participant to be used by Girls Incorporated of Greater Atlanta or our partners for program documentation, marketing and promotional materials.

Parent/Guardian Signature: _____ Date: _____

Field Trip/Emergency Treatment Permission

This form will accompany staff on field trips for the purpose of contacting you and treating your child in an emergency. Please provide the best way to reach you, as well as any relevant information that staff may need to know in an emergency.

I, _____, hereby give permission for my daughter to leave the Girls Incorporated of Greater Atlanta Center under the supervision of Girls Inc. staff to participate in field trips. I understand that activities may have certain unavoidable risk and agree to hold Girls Incorporated of Greater Atlanta, staff, volunteers, and partners harmless in case of an accident or injury. I give permission for my daughter to receive emergency medical treatment and hospitalization, if necessary and understand payment will be my responsibility. If I cannot be reached, I give permission for Girls Inc. staff to contact and discuss the situation with the emergency contacts listed below.

Participant Name: _____ Guardian Name: _____

Relationship to Participant: _____ Guardian Date of Birth: _____

Address: _____

Contact Number 1: _____ Contact Number 2: _____

Guardian Signature: _____ Date: _____

Additional Emergency Contact

Contact Name: _____ Relationship to Participant: _____

Contact Number 1: _____ Contact Number 2: _____

Additional Emergency Contact

Contact Name: _____ Relationship to Participant: _____

Contact Number 1: _____ Contact Number 2: _____

Medical Insurance provider: _____

Group Number: _____ Policy Number: _____

Other relevant emergency information (medicine allergies, pre-existing conditions, specific instructions, etc.): _____

Scholarships

Scholarships are available based on need as assessed by family income and size. Once you have completed your application our staff will contact you within 3 business days to inform you of your scholarship rate. You may submit your application without registration fee if you first need to know your scholarship rate before committing to registering for the summer, however no space will be held for your child until the registration fee is paid.

Yes, I am applying for a scholarship No, I am not applying for a scholarship

Demographics

Answers in the next section are used to better understand our community and for Girls Inc. to apply for other forms of funding that help keep the cost to you as low as possible.

Your answers WILL NOT affect your child participation but we do require you answer it completely in order to participate. Thank you for your assistance in collecting this information!

Please check the boxes that describes the participants racial/ethnic background, if the participant is **multi-racial please select all boxes that apply.**

American Indian or Alaska Native Hawaiian or Pacific Islander White
 Asian Hispanic or Latina Other (Describe below)
 Black or African-American Middle Eastern _____

What language(s) is spoken in your home? English Spanish Other: _____

Does your child have any disabilities as identified on the Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) Yes No

Who lives with the participant at home? **Please check one box only.**

Both Parents Mother Only Neither parent (describe below)
 Father Only One Parent at a Time (Joint Custody) _____

Is the Head of Household a female? Yes No

How many people are in the household? _____

Please list the name, age and yearly income for all members of the Household including children.

Name	Age	Yearly Income (Monthly income x12)	This Box For Girls Inc. Use Only		
			ID	SS	Income
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
			Residency		_____

Is someone in the household currently receiving: (check all that apply)

- Food Stamps
 TANF
 Medicaid
 SSDI
 SSI
 Free/Reduced School Lunch

Is the participant a current Georgia Resident? Yes No

Is the participant a US citizen? Yes No

Is the participant a legal immigrant? Yes No

I, the undersigned, certify that the information shown above is true and accurate to the best of my knowledge. I understand that I may be subject to criminal prosecution for knowingly providing false information to the agency.

Parent/Guardian Signature: _____ Date: _____

Program Specifics

The goal of the Girls Inc. Afterschool program is to move girls forward in the areas of making healthy choices, achieving academically and learning necessary life skills. Please know that while academic achievement is one of our primary goals our priority is providing high quality, educational opportunities through hands-on activities. We do have homework time each day, and do our best to provide as much support as possible – however homework completion is not the primary focus of this program. We do want to ensure that our program is focus on the areas that matter most to you and your child, so please let us know your priorities below.

Below is a list and brief description of our Girls Inc. Identity programs developed by the national Girls Inc. network. **Please rank these programs order of what you would like to see in afterschool this year by numbering them 1-8.**

	Allies in Action – anti-bullying program that teaches girls to identify how they want to be treated and relate that to how they treat others in order to positively navigate social situations.
	Economic Literacy – enhances girls’ financial competence and confidence while empowering them to recognize early on that they can exercise control over their financial future.
	Leadership & Community Action – Girls build their leadership skills and learn about service and creating change in their community.
	Mind+Body - teaches girls about nutrition, physical activity, stress management, and positive body image.
	Media Literacy – a program developed to help girls identify, deal with and combat negative messages from the media, by teaching comprehensive media literacy encompassing critical thinking, creativity, communication and collaboration.
	Operation SMART - Girls develop enthusiasm for and skills in science, technology, engineering, and mathematics (STEM). Through hands-on activities, girls explore, ask questions, and solve problems.
	Project Bold – Provides a continuum of age-appropriate and gender-specific violence prevention programming to give girls and young women the skills, strategies, and support for personal safety.
	Sporting Chance – provides girls with opportunities to have fun; learn basic movement and sport skills; increase their coordination, endurance, and strength.

Academically what areas does your child need the most assistance in? **Check all that apply**

- Reading Writing Math Science Social Studies

Girls Inc. often also creates locally developed programs such as our arts programs (musicals/plays/dance) or partners with other organizations to provide programming. Please use the space below to let us know what other programs you would like to see!

Program Preferences Continued

In addition to our program content goals we strive to help each girl in our program develop habits of continual growth in all areas including social and behavioral development. Please let us know if there are any additional areas where we can help you girl grow!

Are there any social areas you would like to see your girl improve in? (examples could include: don't get along well with peers, struggles with confidence, is very shy)

Are there any behavioral areas you would like to see your girl improve in? (examples could include: listening to instructions, being respectful, helping others, showing initiative, telling the truth)

For any challenges mentioned above are there things that help your girl at home or school that we can reinforce here? (ex. time away for behavior issues etc.)

Anything else we should know about your girl?

Acknowledgement of Girls Inc. Policies

I, _____, parent/guardian of _____, have read and understand the attendance, illness, medication, behavior, evaluation, belongings and payment policies that have been set forth by Girls Incorporated of Greater Atlanta and included in pages 6-8 of this registration packet. I acknowledge that it is my responsibility to adhere to all these policies and make all required payments by the stated deadlines, including tuition payments for the entire semester she registers for regardless of attendance.

Parent/Guardian Signature: _____ Date: _____