

**girls
inc.®**

UNIVERSITY

2019

APPLICATION

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 (6 Pages) for each participant**
- \$50 Registration Fee for each participant**
- Report Card (end of school year) submitted by Friday, June 7th**
- 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 over the age of 6**
- Proof of all household income for persons over the age of 18 (ex: 8 current and consecutive check stubs, signed letter from employer on company letterhead, TANF records, food stamps, free and reduced lunch verification, alimony/child support, unemployment & disability income, armed forces income, pension/retirement income)**
- 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.
- If you are self employed, you must complete a Self-Certification of Self Employment form.**

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.

Please note that when you register you are committing to pay for all weeks of Girls Inc. University you are registered for unless changes are made well before camp starts (please see payment policies for details). When you register for a week of camp we hold your child's space and turn other girls away so even if your child is later unable to attend you are still responsible for payment.

In addition, a parent/guardian for each participant is required to attend the mandatory parent orientation **Thursday, May 30th 6pm-8pm.**

Girls Incorporated of Greater Atlanta

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

In Person Registration & Tours

The best time to drop off registration packets in person is at our **front desk between 2:30pm and 6pm** on days when Cobb County Schools are open. This will also be when we are able to notarize documents if necessary. You may also drop them off to our admin staff in the mornings however we cannot guarantee there will always be someone in the office outside of program hours.

If you would like to meet our staff and see our facility before you register, we would love to show you around. However, due to programming we may not always have someone available to do this. Please understand we always prioritize the girls currently in our care.

If you would like a tour and to discuss our programs in person, we recommend scheduling a tour in advance, by emailing Michelle Graves at mgraves@girlsincatl.org. We will also try to have someone available Monday from 5pm-6pm and Wednesday from 11:30-1:30 and 5pm-6pm, but due to programming constraints this cannot be guaranteed.

Waitlist

There will be 5 groups at Girls Inc. University:

- Freshman – Rising 1st & 2nd Grade
- Sophomores – Rising 3rd & 4th Grade
- Juniors – Rising 5th & 6th Grade
- Seniors – Rising 7th & 8th Grade
- Grads - Rising High School Students

Each age-group will have no more than 20 participants to ensure high quality programming. This means Girls Inc. University will fill quickly! If your participants' age group is filled, you will be placed on a waiting list. Because you can register by the week, you may be admitted some weeks but not other weeks.

Programming Schedule

The summer schedule may vary from day to day as we work to fit in many special activities for the girls. **You will receive a specific schedule for your child's group at parent orientation.** However, while girls are at the Girls Inc. center they will generally have the same daily schedule as follows:

7:00am	Informal Time –Time for girls to make their own choices from a variety of activity stations or gym time, during this time girls of all age groups will be together.
8:00am	Wellness/Informal Time – Three times a week at 8am we will have structured wellness activities to begin our day with physical activity! Parents are welcome to join us for morning exercise before beginning your day as well! Days without wellness activities will be continued informal time.
9:00am	Home Room – Time each morning to check in with the girls in their age groups, review what they've learned, and make announcements for the day. <i>All girls are expected to arrive by 9am!</i>
9:30am	Literacy/College Readiness Time – For our younger groups this time will focus on literacy skills, to keep skills strong over the summer so they are prepared when they return to school. We will be reinforcing literacy skills through games and interactive activities. For older girls this time will be focused on age appropriate college and career preparation activities. This may include creating college and career road maps, working on building resumes or looking at available scholarships.
10:30am	Major Activity – During Major Activities girls will explore the careers from our weekly University Majors. These activities will include hearing from guest speakers working in these professions and simulating career activities in the field may be like such as starting their own business during entrepreneurship week or running their own café.
12:00pm	Lunch – Lunch will be provided daily though you may pack lunch if you prefer or have special dietary restrictions.
12:30pm	Informal Time – Girls will have another period of informal time after lunch.
1:20pm	Major Activity – Girls will participate in a second Major Activity in the afternoon.
2:20pm	STEM – While we will be exploring many career field throughout the summer, Girls Inc. believes exposing girls to careers in Science, Technology, Engineering and Math is especially important as these are some of the best career opportunities for their future. During STEM time girls will work with a variety of STEM professionals to learn about the many opportunities in STEM from Water Management to Building Apps.
3:50pm	Snack Time – Snack will be provided daily.
4:20pm	Home Room – At the end of each day this will be a brief time to unwind and reflect on the day. <i>Please do not pick up girls until 5pm.</i>
5:00pm	Wellness/Informal Time – Two times a week at 5pm we will have structured wellness activities to end our day with physical activity! Parents are welcome and encouraged to join us for afternoon exercise before heading home! Days without wellness activities will be informal time.
6:00pm	Center Closes – All girls must be picked up by this time.

	Mon	Tues	Wed	Thurs	Fri
8am	Wellness Activities		Wellness Activities		Wellness Activities
Timing will vary	Grad College Visit	Freshman & Sophomore Field Trip	Freshman, Sophomore, Junior & Senior Skating	Junior & Senior Field Trip	Grad Job Shadow
4pm	Freshman Swimming	Junior Swimming		Sophomore Swimming	Senior Swimming
5pm		Wellness Activities		Wellness Activities	

In addition, some activities will be scheduled on a weekly basis including weekly field trips, skating and swimming, which will vary for each group as the schedule shows above.

Girls Incorporated of Greater Atlanta

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

Attendance

Girls Inc. University hours are from 7:00AM to 6:00PM. Girls will not be allowed to be dropped off early even if staff are present in the building as this prevents staff from preparing for the day. All girls are to be picked up by 6:00PM or late pick up fees will be assessed.

Our primary program hours are between 9:00 AM and 5:00 PM. The hours from 7:00 AM to 9:00 AM and 5:00 PM to 6:00 PM are considered before and after-care and will be informal/wellness activities. Please remember parents are encouraged to join us for wellness activities!

We request that participants arrive by 9:00 AM and are picked up after 5:00 PM to take full advantage of our program. Participants arriving after 9:00 AM on non-field trip days will still be able to join programming as long as this is not a consistent occurrence, as late arrival is very disruptive to programming. If this is consistent, after discussions with parents, participants may not be admitted after 9:00 AM.

Unfortunately, girls arriving after their group has left on a field trip will not be able to attend that day, we are not able to delay field trips for tardy participants. Some field trips may be required to leave earlier than 9:00am; this will be communicated with parents in the detailed schedule available at parent orientation. We will do our best to return from all field trips by 5:00PM however there may be some instances where traffic or other unforeseen issues will force field trips return late. In addition, please remember that on swimming days your child may not be available for pick up until approximately 5:15PM due to time getting back from the pool and changing.

Parents/Guardians or authorized pick-ups are required to **come in the building and sign participants in and out of camp** each day. You are not allowed to simply drop participants off in the parking lot. 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.

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 9:00 AM.** This is especially important for field trip days.

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. University if they currently have or, in the last 24 hours, have had a 1) fever greater than 100 degrees, 2) diarrhea and vomiting, 3) a contagious rash or illness, 4) obvious pain or discomfort and/or 5) head lice and pink eye. Some contagious ailments such as pink eye may require a doctor's notice that your child is no longer contagious to return to Girls Inc.**

While possible please give medications outside of camp hours. **Any medications girls must take while at camp 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 kept with staff at all times in the group's emergency bag.

Behavior

Girls Inc. promotes self-discipline and works to create rules and structure that help each girl feel safe and secure while ensuring all girls show respect to each other, staff, volunteers and property. 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 prevents other girls from receiving high quality programming, 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, but are not limited to, summer pre and post-surveys taken by participants to measure content knowledge such as a survey of career opportunities that measures the effectiveness of Girls Inc. University career exploration and literacy tests that measure how effectively our program combats summer learning loss. 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.

Belongings & Coming Prepared for the Day

Participants are expected to come prepared for all activities that take place during Girls Inc. University.

This means they need to wear comfortable clothes and shoes that they can move in. **Please do not wear any shoes that girls cannot run and play in, including teens** with the exception of professional dress days! Participants will not be allowed to remove shoes for activities, and if they are not appropriately dressed, they will not be able to participate. Participants must bring items for special activities such as a swimsuit and towel on swim days and socks on skating days. Girls may also have days they will need to dress up due to field trips in a business setting. All girls must wear their Girls Inc. shirt when they are leaving the building on a field trip. We are not able to accommodate participants calling on a regular basis to request items they have forgotten. Participants are responsible for all items they bring to camp. Girls Inc. of Greater Atlanta is not responsible for any lost or stolen items including, but not limited, to money, phones, or electronics.

Program Expectations

Girls Inc. strives to provide a fun and educational experience and we expect girls who enroll in our Girls Inc. Summer University program to understand that it is not summer school, however, respect, participation, and a positive attitude is of utmost importance. **Please help us emphasize that they must act responsibly, participate in a positive manner and respect everyone, especially the program facilitators and staff.** Major behavior violations such as cursing, name calling, “mean girl” practices, fighting, bullying, or insubordination will be handled by our administrator.

Report Card Policy

If we do not receive your child's report card, unfortunately, you will no longer be eligible to receive your designated scholarship rate. We conduct program evaluations and collect report cards to receive funding provided through various grants. If we do not have the information required, we are no longer eligible for the grants, which will in turn drive up your costs.

Payment Policies

Registration Fee: The registration fee of \$50 is non-refundable. However, it will be waived if *three (3) or more weeks registered for* is paid **in full before** parent orientation. For instance, if you register for 3, 4, 5 or 6 weeks, the fee is waived only if you pay for all weeks registered **before** parent orientation.

Tuition Fee: The tuition fee is \$125 per week. However, scholarships are available based on need as assessed by family income and size.

Week 1 payment is due on or before Friday, May 24th. **Your daughter cannot attend Week 1 if payment is not paid by Friday, May 24th.**

Tuition Responsibilities: By completing this registration packet you are agreeing to pay weekly tuition for all weeks you have registered for. You will not be held responsible for weekly tuition ONLY if you notify Girls Inc. that the participant will not be attending ON or BEFORE MAY 17, 2018 AND we are able to fill that spot with another participant. Any changes to week selection must be submitted in writing before May 17th. After May 18th, **you will be required to pay for all weeks you have registered for even if your participant does not attend.** There will be no tuition refunds if a participant does not attend due to illness, transportation issues, or other unforeseen circumstances. Refunds will also not be issued if the participant is dismissed due to behavior.

Late Payments: Weekly tuition is due one full week in advance. For instance, tuition for week one of camp (June 3rd – 7th) is due no later than Friday morning May 24th. For instance, tuition for week two of camp (June 10th-14th) is due no later than Monday morning of week one (June 3rd). A \$3 per day late fee will be charged if the payment is made late. For instance, if week two tuition is paid on June 11th, you will also be charged a \$18 late fee. **The participant will not be allowed to be dropped off if that week's tuition payment has not been made.**

Returned Checks: If a check you have written for program fees is returned from the bank unpaid, **you will be charged a \$25 returned check fee.** This fee 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.

Late Pick-up: Girls Inc. University closes at 6:00 PM. Late pickup fees begin to accrue at 6:05 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.

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

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

Family/Household Size	Extremely Low	Very Low Income 50%	Low Income 80%
1	\$15,750	\$26,200	\$41,900
2	\$18,000	\$29,950	\$47,900
3	\$20,780	\$33,700	\$53,900
4	\$25,100	\$37,400	\$59,850
5	\$29,420	\$40,400	\$64,650
6	\$33,740	\$43,400	\$69,450
7	\$38,060	\$46,400	\$74,250
8	\$42,380	\$49,400	\$79,050

Member Information Form

Please Print Clearly! Participant Information

First Name: _____ Last Name: _____

Date of Birth: _____ Age at start of Summer: _____

New or Returning Member: _____ Current Grade: _____

Grade Starting in Fall 2019: _____ School: _____

City: _____ State: _____ School District: _____

You will be provided with two T-shirts for field trips, please choose a size that ensures they fit all summer.

T-Shirt Size (Circle): YSM YM YL AS AM AL AXL AXXL

If different than parents/guardians - girls who have their own phone or email address especially high school girls.

Participant's Phone #: _____ Participant's Email: _____

How did you hear about Girls Inc.? _____

Medical & Behavioral 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 and/or Autism, 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.

Contact Information Form

Primary Parent or Guardian Contact During the Summer

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 During the Summer

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's Name: _____

Parent/Guardian's Name: _____ Relationship to Participant: _____

Parent/Guardian Signature: _____ Date: _____

Contact Number 1: _____ Contact Number 2: _____

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: _____

Insured Name: _____ Insured Birthdate: _____

Medical Insurance provider: _____

Group Number: _____ Policy Number: _____

Other relevant emergency information (medicine allergies, specific instructions, etc.):

Girls Inc. Medication Permission

For safety reasons and legal purposes, staff is not allowed to dispense prescription or non-prescription medication. Whenever possible, please administer necessary medications before or after coming to Girls Inc. However, if your daughter has prescribed medication that needs to be administered during the time she is present at the center, your daughter will be allowed to administer her own medications when necessary. Administration of medication includes but does not limit to taking her own inhaler and/or opening her dispenser and taking her own capsules or pills. All medication must be in its original container and should state your daughter's name and instructions. Medications that do not follow original descriptions or are found inconsistent with instructions from their original dispenser (such as different color, different marks, different shapes) will not be accepted.

Child's Name: _____ Parent/Guardian's Name: _____

Child's Group (please circle): Freshman Sophomore Junior Senior Grad

Medication Name: _____

Medication instructions and any other important information:

By signing this form I certify that I agree with the Girls Inc. policies and procedures regarding medication. I also certify that the child mentioned above understands and is capable of administering her own medication/(s) without any assistance from Girls Inc. faculty and staff.

Parent/Guardian Signature: _____ Date: _____

Weekly Registration

Girls Inc. University is best experienced as a full 6-week program. You are able to register for only the weeks you can attend, however, priority will be giving to girls who register for at least 3 weeks. Check the box next to each week your participant will be attending. Don't forget to check your schedule for things like family vacation or sports commitments.

Any changes to week selection must be made in writing and submitted to Bridget.

You are responsible for payment for each week you register for regardless of attendance.

Week One: June 3 – June 7

Week Two: June 10 – June 14

Week Three: June 17 – June 21

Week Four: June 24 – June 28 (closed week of July 1-5)

Week Five: July 8 – July 12

Week Six: July 15 – July 19

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

Asian

Black or African-American

Hawaiian or Pacific Islander

Hispanic or Latina

Middle Eastern

White

Other (Describe below)

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

Girls Incorporated of Greater Atlanta

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

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)

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

Name	Age	Yearly Income (Monthly income x12)	This Box For Girls Inc. Use Only		
			ID	SS	Income
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Yearly Income		_____	Meet Income Eligibility Requirements (DHS)		Meet Income Eligibility Requirements (CDBG)

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 or legal immigrant? Yes No

Do you have at least one dependent minor child; under age 18 living with you? 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: _____

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 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 all weeks registered even in the event this week is not attended.

I understand that I must also attend the **mandatory parent orientation Thursday, May 30th** from 6:00-8:00 PM.

Parent/Guardian Signature: _____ Date: _____