

Girls' Bill of Rights

Girls have the right to be themselves,
and to resist gender stereotypes.

Girls have the right to express themselves with
originality and enthusiasm.

Girls have the right to take risks, to strive freely,
and to take pride in success.

Girls have the right to accept and
appreciate their bodies.

Girls have the right to have confidence in
themselves and to be safe in the world.

Girls have the right to prepare for interesting work
and economic independence.



Inspirar a las niñas y las jóvenes a ser fuertes, inteligentes y decididas.sm

Inspiring all girls to be strong, smart, and bold.sm

**girls
inc.**

Program Handbook



After School 2023-2024

Girls Incorporated of Santa Fe
301 Hillside Avenue,
Santa Fe, NM 87501
Telephone: (505) 982-2042
Fax (505) 982-0797
www.girlsincofsantafe.org

Welcome

We are so glad that you are a part of our Girls Inc. community. We have provided this handbook so that you can familiarize yourself with our policies. If you have any questions regarding any of the policies, please do not hesitate to contact us. We look forward to getting to know you and your girl.



For more information about Girls Incorporated please visit the national website www.girlsinc.org or our local website at www.girlsincofsantafe.org

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How to be a GREAT Girls Inc. Parent/Guardian

Communicate openly and regularly with the Girls Inc. staff about you and your girl's needs.

Ask your girl about her day!

Please do NOT use your cell phone while picking up your girl (unless it is an emergency).

Introduce yourself to another Girls Inc. Parent/Guardian.

Share ideas and suggestions to help us improve.

Park your car at the park to help us keep every girl safe (cars are NOT allowed to pull up our driveway).

Attend at least one Girls Inc. event this school year.

Volunteer with us:

- Do an activity with a group
- Come help us clean up our building & grounds
- Help us with our mailings
- There are many other opportunities, ask us how!

Tell your friends and family about Girls Inc.

Pay tuition on time.

Please know that we are always looking out for the safety of your girl, if we feel as though the person who is picking her up is a danger to her we will NOT release her to them.

Creating a community of strong, smart, and bold individuals!

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Useful Contact Information

Our office hours are 10:00 - 6:00

(505) 982-2042

We are a hard-working but very small staff. Our goal is to make sure that you and your girl have the best possible experience with Girls Inc. of Santa Fe. However, we are not always able to get to the phone. Please leave us a message if you are unable to reach someone during usual business hours and we will get back to you as soon as we can.

Thank you!

Who do I call if...

Q. I want to report my girl's absence from program?

A. Please leave a message at 505-982-2042 ext 116.

Q. I want to enroll my girl for a program?

Q. I have questions or concerns about some aspects of a program?

Q. I just need more information?

A. Please call Rebecca Calhoun or Madonna Hernandez.

Q. I want to make a payment over the phone?

Q. I have a question about my payment?

A. Please call Carolyn Chambers..

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Girls Incorporated

Girls Incorporated of Santa Fe is an affiliate of a national nonprofit youth organization, dedicated to providing vital, innovative educational programs to girls ages 5 – 18, particularly those who are underserved or at risk. Our programs are researched and evaluated nationally for effectiveness, and are implemented by trained, enthusiastic and sensitive staff.



Girls are strong, smart, and bold and we equip them with the tools to remain so in the face of societal pressure to conform to ever-evolving gender stereotypes. We respect diversity of ideas and cultures, advocate for girls in the community, and provide opportunities to all girls regardless of culture, race, Disability, or socioeconomic status. At Girls Inc. every girl has the right to be herself and resist gender stereotypes; to express herself with originality and enthusiasm; to take risks, strive freely, and take pride in success; to accept and appreciate her body; and to prepare for interesting work and economic independence.

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Dates to know :

August 15—First day of School

August 16 - First day of After School Programs

August 17— First day of Kindergarten

September 1— GISF closes at 3p because of Zozobra street closures

December 14- Last day of Fall After School

January 3- First day of Spring After School

TBD— Last day of Spring After School

May 23— Last day of SFPS

DATES WHEN Santa Fe Public Schools ARE CLOSED or 1/2 DAYS & THERE WILL BE NO AFTER SCHOOL

September 4 –Labor Day

October 9— Indigenous Peoples Day

October 26 & 27- Parent/Teacher Conferences

November 7— Election Day

November 22-24- Thanksgiving Break

December 15— Last day of SFPS before Winter Break, 1/2 day

December 18– Jan 3- Winter Break

January 15 - Martin Luther King Jr. Day

February 26 - Parent/Teacher Conferences

February 19 - Presidents Day

March 25-29- Spring Break

April 1 - Vernal Holiday

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Visitors & Guests at Girls Inc.: All visitors and guests who spend a significant amount of time interacting with the girls must apply to be a program volunteer, pass a background check, and attend a volunteer training. Our staff are not allowed to have visitors while at work. Our first priority is the girls and their safety.

Staff: All staff members are certified in First Aid and CPR, have had a criminal background check, and have had personal references checked prior to being hired. Each participates in a comprehensive Girls Inc. training every year. We are fortunate to employ a mature, caring, excited and diverse staff from a variety of backgrounds and experiences.

Our Programs

Girls Inc. provides a combination of hands-on fun and informal education. All programs are research-based and age-appropriate.

Economic Literacy® enhances financial competence and confidence, teaches fiscal responsibility, promotes within girls a sense of economic justice.

Friendly PEERsuasion® approaches drug abuse prevention as a peer issue, using the positive influence of young people modeling healthy behavior.

Sporting Chance® provides girls with opportunities to learn basic movement And sport skills and increase their coordination, endurance, and strength.



Leadership and Community Action® enables girls to join in partnership with women leaders in their community to develop and practice leadership and advocacy skills and conduct community action projects.

Media Literacy® encourages girls to examine how media messages are constructed and how they reflect social values, and how girls' active participation can influence these messages.

PEACE Initiative (Personal Empowerment And Conflict Examination) provides girls the skills they need to communicate effectively and to mediate conflict with respect and a sense of responsibility.

Programs Cont.

Operation SMART® (Science, Math, And Relevant Technology) dispels stereotypes about math and science and invites girls to join the fun of discovering the world around them

Healthy Sexuality® provides girls and young women with the skills, insights, values, motivation, and support to learn about and understand their bodies, postpone sexual activity, and to use effective protection

Project Bold® provides a continuum of age-appropriate/gender-specific violence prevention programming to give girls and young women the skills, strategies, and support for personal safety, safety in their communities, and beyond

enCourageSM, our outdoor leadership program, expands upon Sporting Chance by building adventure sports skills, fostering independence, equipping girls to be healthy, safe, and active outdoors and to strive-freely and take positive risks in all parts of their lives.

Sticks and Stones fosters understanding through community education, educates girls in awareness and advocacy, and encourages girls to use creative forms of expression to increase their own and others' understanding and appreciation of the differences between and amongst people.



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Keeping Information Current: For the safety of your girl, it is critical that you update all changes in telephone numbers, emergency numbers, and other important information. Please notify Girls Inc. in writing as soon as possible if changes in information occur. Remember that only the parent or guardian who submitted registration paperwork and signed the release is authorized to make changes or additions to their girl's paperwork or pick-up card.



Divorced and Divorcing Parents: By law, Girls Inc. must release a child to anyone authorized to do so on her pick-up card. To avoid confusion, we encourage divorced or divorcing parents to work these issues out together so that there is a clear understanding and agreement between the two about who is authorized to pick up a girl on a particular day. If there are certain days when a parent has no visitation rights and/or is not allowed to pick up the girl, we ask to have those dates in writing and a copy of the court document be issued to the Program Manager for our files. Girls Inc. cannot enforce court orders without these documents on file at our site.

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Specific Girl Needs: If your girl has specific needs, please contact Girls Inc. so that we can set up a time to talk before your girl begins attending after school. Every girl is welcome at Girls Inc., including those with different emotional, behavioral, physical and learning needs. The meeting will be designed to exchange information so that your girl can be happy and successful in our program. We want to ensure that your girl's and your family's needs and expectations are met.

Child Abuse & Neglect: Girls Inc. is a mandatory reporting agency. If at any time abuse or neglect is suspected or there is evidence that a girl is being abused or neglected, Girls Inc. is by law obligated to report these observations to the Children, Youth and Families Department or the appropriate authorities immediately.

Parent & Girl Responsibilities, Policies & Procedures

Before Enrolling We Suggest: Before enrolling your girl, we suggest that you sign up for one of our monthly tours at one of our centers to meet the staff and learn more about Girls Inc. We also suggest you read the parent handbook to ensure that our program is right for your family.

Program Hours: Girls Inc. of Santa Fe follows the Santa Fe Public Schools calendar. Please see page 21 for details. After School hours are Monday - Friday, pick up at school until 6pm. A late pick up fee of \$1.00 per minute is charged and will be added to your monthly statement if you do not pick up your girl by 6pm. If your girl is not picked up by 6:30 pm and we have not received word from you, the local police department or Child Protective services will be notified.



Sign In/Out: You must sign your girl in and out every time you drop her off or come to pick her up. We will not release her to anyone that you have not authorized on her pick-up card. No one under the age of 18 will be authorized to pick up a girl unless you have signed a release authorizing a minor to pick up your girl. Please be sure that you or anyone else who picks her up is on her pick-up card and has a photo ID. Please notify us immediately if you think someone inappropriate will be trying to pick her up.

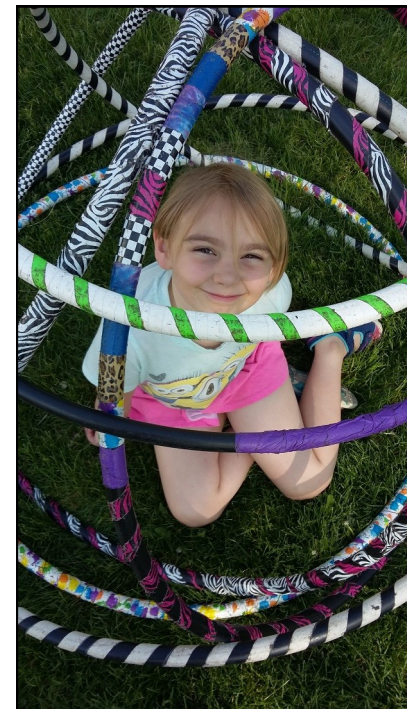
Your Girl's First Day: Sometimes it is just as difficult for a parent or guardian to face separation from a girl at the beginning of the school year as it is for the girl. If you show your girl that you are comfortable with the program and the staff, your girl will feel comfortable. Please notify your girl's teacher as well as the Secretary at her school that she will be joining us to eliminate any potential confusion at pick up time. Please feel free to call and check in on your girl at any time.



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

Communication: Girls Inc. is a family, and our staff take the time to build individual relationships with each girl and her unique family. As in all families, communication is key. Please let us know what is happening in your girl's life that may affect her behavior, need to be celebrated, mourned, etc.



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Positive Discipline system: At Girls Inc., we encourage positive behavior, thus minimizing negative behavior. When there is negative behavior, we are fair, consistent and communicative. Rather than exercising punishments, we teach the girls self-discipline and encourage them to learn handle their own conflicts with the help of a staff mediator. We will always take the time to discuss your girl's behavior with you. If you have any questions regarding her behavior, please feel free to call the Program Manager or check in with us. In the event of serious or recurring behavior issues, we may ask you as a parent or guardian to meet with us and your girl to plan for successful behavior management.



Emergency Evacuation Plan: In the event that we have to evacuate the building, the girls will be secured in a designated area. After the girls are secure, you will be notified of the incident and will be asked to pick up your girl within 45 minutes.

Location 1 - Tommy Maccione Park

Location 2 - The Church of Holy Faith, 505-982-4447, 311 East Palace Avenue.

Absences: If your daughter will not be attending Girls Inc. on a day for which she is regularly scheduled, please notify the office the day before or leave a message at 505-982-2042 ext. 116 **before 2pm M-Th and before 12p on Friday**. Failure to call and notify Girls Inc. will result in a **\$5.00 charge**.



Deposits: Deposits guarantee a space for your girl. Please plan carefully because **deposits will not be transferred or refunded under any circumstances.** Deposits will be applied toward the weekly tuition.

Cancellation: If you decide you do not need a month for which you have placed a deposit, you must notify us 2 weeks before the month you are canceling. Cancellations must be received in writing and given to the Program Office.

Health: For the health and well-being of the girls and Girls Inc. community, please do not send your girl if she is ill or has any contagious condition. Girls should stay at home if they are feverish or have had a fever in the last 24 hours, have vomited or had diarrhea in the last 24 hours, have pink eye, have a sore throat or hacking cough, have been on antibiotics for strep or other contagious infections for less than 24 hours, or have head lice.

If there is an incidence of lice, Girls Inc. will immediately post a notice for your information. Please note that if your girl experiences a case of head lice, you will be expected to sign a copy of and comply with our lice procedures. Remember that this is not a judgment of you or your girl, but rather our best effort to try to keep everyone healthy.

If your girl becomes seriously ill during the day, you will be notified and asked to pick her up within the hour. Girls Inc. is not qualified or staffed to care for seriously ill children.



Snack: A snack is provided each afternoon. If your girl is a picky eater or has special dietary needs please feel free to send her with her own snack. If your girl has any allergies to foods, please let us know in advance so we can ensure her safety. Please remember that candy and gum are not allowed at after school!



Celebrating Holidays & Birthdays: Girls Inc. is happy to celebrate all holidays for people of all ages, ethnic groups, and faiths. Please let us know if you do not want your girl to take part in a certain activity so that we can make alternate arrangements for her.

You may make arrangements with the Program Manager to bring a treat to eat during snack time to celebrate your girl's birthday. Please make these arrangements with the Program Manager advance. Remember, the snack must be store-bought (not homemade) and there must be enough for every girl in her group.

Clothing:

Our programs focus on fun and “learning through doing.”

Please send your girl with the appropriate clothing so that she may fully enjoy herself (play clothes that can get wet and/or dirty). If your girl arrives in inappropriate clothing, she will not be permitted to stay at Girls Inc. or participate in activities.



Please label everything your girl brings. Things left at the end of the school year will be donated to a local charity. Please check the lost and found regularly.

Personal Belongings: Girls Inc. will not be held responsible for any belongings that your girl brings and/or leaves on Girls Inc. property. Valuables such as cash, jewelry, toys and electronics should be left at home.

Cell Phones: Cell phones are not allowed at Girls Inc. Girls who bring cell phones will be required to leave them in the office until the end of the day. If you need to reach your girl, you can call our office number at 505-982-2042.

Medication: For safety and legal reasons, staff are not allowed to dispense prescription or non-prescription medicine; however, your girl will be allowed to administer her own medication if necessary. If you send medication for your girl to administer to herself, please bring the medication in its original container to the Program Office for safe storage along with a letter clarifying dosage and medication schedule and giving your girl permission to administer her own medicine. Please remember to label your girl's medication with her name.



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

Equipment Use and Supplies:

Throughout the school year, Girls Inc. will make numerous types of equipment and supplies available to your girl for use during group activities as well as free time. Normal wear and tear is expected. We simply ask that the equipment and supplies be treated with respect. If a girl willfully destroys Girls Inc. property, the parent or guardian will assume financial responsibility for that property.



Removal from Program: Please remember that our top priority is the safety of your girl and of all the girls at Girls Inc. If a situation should arise in which we no longer feel that we can keep your girl or other girls safe when she is here, we reserve the right to ask you to remove your girl from our program. We will work with you to determine a fair refund that meets both your needs and the needs of our program.

Tuition Payments: The balance of the monthly payment is due for the upcoming month before the close of business on the last Friday of each month. For example, payment for October is due before the end of the day on the last Friday of September. Failure to pay by that Friday, unless previously arranged, will result in a \$10.00 late fee. If we have still not received your tuition payment or communication from you within five business days of its due date, your girl will be removed from our program and we will no longer be able to pick her up. Girls Inc. will charge a \$50.00 fee on checks returned for non-sufficient funds. If a check is returned to us for non sufficient funds more than once, we will only accept cash as a form of payment from you.

Additional Costs: There may be additional costs for certain activities and fieldtrips. These charges range from \$.50 to a few dollars, and we ask that your girl bring the exact amount, preferably in an envelope marked with her name. Please plan ahead and DO NOT send checks or large bills. Failure to provide your girl with activity money may result in her not being able to participate in that activity.

Year-End Payment Records: When it comes time to prepare yearly tax returns, contact Girls Inc. for records of your childcare payments. However, please note that our Accountant is only on the office once a week, so please give us at least one week to fulfill your request.

