

GIRLS INC. GIRLS' BILL OF RIGHTSSM

**girls
inc.**[®]
Inspiring all girls to be
strong, smart, and boldSM



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 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.

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

Program Handbook



Summer 2023

Girls Inc. of Santa Fe

301 Hillside Avenue,

Santa Fe, NM 87501

Telephone: (505) 982-2042

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 Inc.
please visit the national website
www.girlsinc.org
or our local website at
www.girlsincofsantafe.org

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Our Program Team (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!



Madonna Hernandez
Director of Programs



Sara Gmitter
Programs Coordinator



Rebecca Calhoun
Program Manager



Keeley Aspaas
Data Coordinator &
Connect Navigator

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Useful Contact Information

Whom do I call if...

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

A. Email Keeley (kaspaas@girlsincofsantafe.org)

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

A. Call or email Becky (rcalhoun@girlsincofsantafe.org) 505-982-2042 ext 104.

Q. I just need more information?

A. Call/ email Becky or Sara (sgmitter@girlsincofsantafe.org) 505-982-2042 ext 104.

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

A. Call our Callout Line: 505-982-2042 ext. 116 and leave a message with the name of your girl and the day(s) she will be absent.

Q. I want to make a payment ?

A. Call or email Keeley, 505-982-2042 ext 104.

Q. I have a question about my payment or my statement?

A. Call or email Carolyn Chambers (cchambers@girlsincofsantafe.org) 505-982-2042, ext 108

Q. I want to cancel for one of the weeks I have reserved?

A. Email Becky.

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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.

Girls Incorporated encourages girls to: Take risks; think, probe and be inquisitive; be leaders; be assertive, speak up for themselves and take action; make mistakes, learn from them and try again; try out new interests and acquire new skills; be healthy; physically, mentally and emotionally.

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Dates to know :

May 13th- Spring Clean Up Day from 9:00am-12:00pm

May 19th - Payments for weeks 2-5 are due (except Teens)

May 26th- All payments due for Teen Group

June 2nd- Virtual Orientation from 10:00am-11:00am

June 5th - First Day of Summer Camp (First Session)

June 19th- CLOSED for Juneteenth

June 23rd- Payments for weeks 6-8 are due (except Teens)

July 3rd- July 7th - CLOSED for 4th of July break.

July 10th - After School Registration begins at 9:00am

July 10th - First Day of Summer Camp (Second Session)

July 19th-21st— Teen Group Camping Trip

July 28th - Last Day of Summer Camp!

July 31st– August 11th- Girls Inc. Office CLOSED



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Contributing to Girls Inc.:

We ask that every family consider volunteering a few hours of your time at our annual Spring Clean Up Day when we get our building and grounds ready for the summer. This year's Spring Clean Up Day is Saturday, May 7th from 9a-12p. We'll be reaching out with more information as the day gets closer.

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, must pay for and 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.



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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, and 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.

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.

Mind + Body Initiative

Girls Inc. Mind+Body initiative supports and promotes the whole health of girls ages 6-18, emphasizing girls overall wellbeing by focusing on physical activity, body image, nutrition, and stress management.

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Programs (Continued)

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.

Healthy Sexuality[®] provides girls and young women with the skills, insights, values, motivation, and support to 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 skills, strategies, 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 list.



Divorced & Divorcing Parents:

By law, Girls Inc. must release a child to anyone authorized to do so on her pick-up list. 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 Director of Programs 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 summer camp. 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.

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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 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:

Summer hours are Monday - Friday from 8:00 am - 5:00 pm.

A late pick-up fee of \$1.00 per minute is charged which will be added to your bill if you do not pick up your girl by 5:00 pm.

If your girl is not picked up by 5:30 pm and we have not received word from you, the local police department or Child Protective services will be notified. Please drop your girl off before 8:30 am if you plan to drop her off with her breakfast. There are no drop-in options nor part-time rates available for summer camp.

Pick up/Drop off:

For the safety of the girls, do not drive up our driveway at anytime.

Please always park around the park below.

Before 9 am and after 4 pm, pick-up/drop off is in the lower garden.

During indement weather, pick-up/drop off will be in the Main Room.

If you need assistance with the pick-up/drop off, please call us at 982-2042, ext.116.



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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 list. 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 list 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 on her first day as it is for the girl. Regardless of the personality of your girl or how eager she may seem, there will be a moment when she realizes that her parent or guardian is not going to stay. The emotions that accompany this realization are perfectly normal and natural.

If your schedule permits, you may want to spend a few minutes looking around the environment together on the first day. Gradually, focus attention on another adult in the area. When your girl senses that she is not being watched, she will start to relax. It is also helpful to bring her to Girls Inc. to see the center and meet the staff prior to the first day of the program.

If you show your girl that you are comfortable with the program and the staff, your girl will feel comfortable. It is important that you say "good-bye" to your girl (never sneak away) and then leave immediately. Feel free to call and check in on your girl.



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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 to 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 - Fort Marcy Park 617 Paseo De Peralta



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Meals:

Girls Inc. will not provide breakfast or lunch. You are responsible for providing your girl with breakfast and lunch each day. If you must drop your girl off before giving her breakfast, she may bring it with her to eat here. If your girls is dropped off without a lunch, you will be called and asked to bring one to her before 11:30. Please be sure to pack your girls lunch with healthy options (see our What To Pack? Handout for ideas and affordable options). Please do not pack soda or candy in your girls' lunch.

Snack: We will provide 2 healthy snacks for each girl every morning at 10am and afternoon at 3pm.

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.

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 call 982-2042, ext.116 before **9am** and leave a message. Please note: you will be charged for the days you have reserved. If your girl is absent for three or more days with no communication from you, we will disenroll her for the remainder of the summer and fill her space with a girl from our wait-list. **If your girl has a COVID-19 related absence, please contact us so we can make appropriate arrangements.**

Cancellation: If you decide you do not need a week for which you have placed a deposit, you must notify us a full 2 weeks before the week you are canceling. Cancellations must be received **in writing** and given to the Program Office. **Failure to give us two weeks notice does not provide enough time to fill your girl's space, and therefore you will be charged for the full tuition and fees for that week.**

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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 & Supplies:**

Throughout the summer, Girls Inc. will make numerous types of equipment and supplies available to your girl for use during group activities, during free time and on fieldtrips. 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.

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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 982-2042.

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 Director of Program in advance. Remember, the snack must be store-bought (not homemade) and there must be enough for every girl in her group.



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Clothing:

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

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

Things she will need every day:

- A full belly from eating breakfast at home
- A healthy lunch
- A reusable water bottle
- Sturdy, closed-toed shoes (NO FLIP FLOPS or CROCS)
- Sunscreen and hat/cap
- **A mask that snugly covers her mouth and nose**
- Jacket/sweatshirt for changes in weather
- A small backpack for her belongings

Please label everything your girl brings each day. Things left at the end of the summer 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.

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Payments:

You will pay for your girl’s first week of summer camp at the time of registration in addition to a membership fee and deposit on additional weeks. Weekly tuition is a flat fee and you will not be reimbursed for absences or closures (i.e. July 4th). The payment for weeks 2 - 5 is due before the end of the day on May 21st and payment for weeks 6 - 8 is due before the end of the day on June 25th. **Failure to pay your tuition, unless previously arranged, will result in your girl losing her space in Camp.** 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 child-care payments. (Please allow for a week to process.)



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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,
- They have vomited or had diarrhea in the last 24 hours,
- They have pink eye,
- They have a sore throat or hacking cough,
- They have been on antibiotics for strep or other contagious infections for less than 24 hours,
- They have head lice.

If you drop off your girl while she is ill or 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 to care for seriously ill children.

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.



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We ask that:

- Parents comply with drop off and pick up procedures as fully outline in the COVID-19 Precautions, Protocols and Procedures document.
 - Whoever is picking up the child must be listed on the contact card, and have a valid photo ID.
 - Parents will wear a mask inside the building at all times.
- Parents tell us if your child or anyone in your household has:
 - Tested positive for COVID-19
 - Exhibited any symptoms in the past 24 hours (fever of 100.4 or greater, cough, sore throat, chills, nausea, vomiting or diarrhea, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell or taste).
- Participants practice social distancing while at summer camp.
- Participants comply with frequent requests to wash hands for 20 seconds.
- Parents or designated friend or family on the pick-up list will be available at all times to pick up your child within 30 minutes should she become ill during summer camp.
- Your child wears a fitted filtered face mask, which must be washed daily (if reusable) or replaced (if disposable).

We understand as parents you are entrusting your loved ones with us and we are so thankful for each and every one of our families. If you ever have any questions or concerns don't hesitate to reach out to us directly, we are always here for you.

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COVID-19 Precautions for Summer Camp

Girls Inc. of Santa Fe will:

- Wear face masks when indoors and in vans for your protection.
- Require any employee/volunteer who tests positive for COVID-19 to quarantine at home for 5 days.
- Clean and sanitize the facility daily with ongoing cleaning of frequently touched surfaces throughout the day.
- Limit larger group/cross group interactions.
- Educate and frequently remind all participants about appropriate social distancing, hand washing and other healthy habits.
- Contact parents to pick up any participant who displays symptoms of COVID-19 within 30 minutes. Should the symptoms become severe such as difficulty breathing we will call 911 immediately.
- Email families/staff/volunteers immediately about any known possible exposure to COVID-19.



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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.

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