

MEMBERSHIP FORM

GIRLS INCORPORATED OF THE GREATER CAPITAL REGION

ADMINISTRATIVE OFFICE: 962 ALBANY ST., SCHENECTADY, NY 12307 • PHONE: 518-374-9800

GIRL'S LAST NAME: _____ GIRL'S FIRST NAME: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

DOB: ___/___/___ AGE: _____ GRADE: _____ SCHOOL: _____

CELL/PHONE: _____ - _____ - _____ EMAIL: _____

PARENT/GUARDIAN'S NAME: _____ ALT PHONE: _____

OTHER PARENT/GUARDIAN'S NAME: _____ ALT PHONE: _____

EMERGENCY CONTACT PERSON #1: _____ PHONE: _____

HOW DID YOU HEAR ABOUT GIRLS INCORPORATED®? _____

MEDICAL INFORMATION Please list any medical condition we should be aware of: _____

LIST ALL DAILY MEDICATION: _____ INSURANCE CARRIER: _____

PLEASE LIST ANY DISABILITIES (Learning, Developmental, Emotional, Visual, Hearing, Mobility, Multiple, etc.): _____

The following information is required for reporting to funding sources: Information remains confidential

YEARLY HOUSEHOLD INCOME: \$ _____ NUMBER OF PEOPLE LIVING IN HOME: _____

WHOM THE MEMBER LIVES WITH: BOTH PARENTS: ___ MOTHER ONLY: ___ FATHER ONLY: ___ JOINT CUSTODY: ___
 IF NEITHER PARENT (PLEASE LIST WHOM THE CHILD LIVES WITH): _____

FOSTER CARE: (PLEASE CHECK ONE): YES ___ NO ___

RACE: BLACK/AFRICAN AMERICAN: ___ WHITE/EUROPEAN AMERICAN: ___ HISPANIC/LATINA: ___
 NATIVE AMERICAN/AMERICAN INDIAN: ___ MULTIRACIAL/MULTIPLE/BIRACIAL HERITAGE: ___ OTHER: _____

HOME LANGUAGE (OTHER THAN ENGLISH): SPANISH: ___ OTHER (PLEASE SPECIFY): _____

TREATMENT CONSENT: I hereby grant permission for my daughter to become a member of Girls Incorporated of the Greater Capital Region. I authorize a staff member of said organization consent to medical treatment at any health care facility as necessary to preserve the health of my child.

INITIALS: _____

FIELD TRIP CONSENT: I give my consent for my child to participate in field trips and neighborhood outings arranged and supervised by the staff of said organization, and therefore allowing my child to be transported by vehicle or walking (with adult supervision in order to arrive at the destination).

INITIALS: _____

PHOTOGRAPH CONSENT/SOCIAL MEDIA: I give my permission for my child to be photographed, filmed and/or recorded during Girls Incorporated activities for in-house and/or news purposes. I understand that her picture and voice may be used on the Girls Incorporated literature and social medias.

INITIALS: _____

ACADEMIC CONSENT: I give my permission for said organization to access, if need be, my child's academic records or information from other involved agencies with the understanding that these records will not be released without my consent so that she may be best served.

INITIALS: _____

I have read and answered all information to the best of my knowledge.

Signature of Parent/Guardian: _____

Date: _____

ADMINITSTRATION USE ONLY:

SPRING: ___ FALL: ___ SMART CONTRACT: ___ INTERNET CONTRACT: ___ ENTERED INTO TRAX: YES OR NO

S.M.A.R.T. CONTRACT

As a member of Girls Incorporated, I agree to be S.M.A.R.T.:

S Strong, smart and boldSM

I am in control of my own destiny.

M My personal best

I agree to do my personal best in everything I do.

A Academics

I know that my education is important and I agree to ask for help when I need it.

R Respect

I agree to show and give respect by treating others as I want to be treated.

T Take responsibility for my own actions

I agree that by not yelling, cursing, hitting, name calling, and putting down my peers that I show and give respect.

All girls will be held accountable to the S.M.A.R.T. agreement by staff.

Parent/Guardian **S.M.A.R.T. Contract:**

To ensure a safe environment and quality programming, we ask you, as a parent/guardian of a Girls Incorporated member, to sign the following contract indicating that you and your child understand and agree to the guidelines of the S.M.A.R.T. Contract.

I agree to support the S.M.A.R.T. Contract.

I agree to use positive language and show positive behavior while at Girls Inc.

If my child does not uphold the guidelines of the S.M.A.R.T. Contract she may be suspended or lose her membership.

Girls Inc. Member Name & Signature

Date

Parent/Guardian Name & Signature

Date

INTERNET CONTRACT

At Girls Inc. we encourage the use of the Internet via supplied computers, laptops, and tablets for exploration, education and fun. However, we are concerned with the safety and access to websites which may be inappropriate. We make every attempt to supervise all girls while they utilize our technology, and have established a set of specific rules of conduct which the member must read and agree to while at Girls Inc.

I will:

- use the computers only for exploration, education, and fun while visiting only constructive and lawful sites.
- use the computers to view, download, send, print, and display material that respectful, constructive, and honorable.
- use decent proper language, and observe proper Netiquette.
- treat others with respect.
- use only authorized software on the computers.
- get permission before I change, copy, rename, delete, or otherwise access file or software that are not my own creation.
- honor and accept all copyright laws.
- keep my individual password confidential, and not give it out to others.
- ask for permission to go on a website that is not listed on the Girls Inc OK Sites list or web board before accessing the site.

I will NOT:

- damage, disable, or interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- reveal personal information about myself or of other members or friends while on the internet, for example, names, home addresses, telephone numbers.
- use chat rooms at any time because they are unsafe.
- access any website where I do not meet the age requirement set forth by that website, if I do meet the requirement I will have an appropriate permission slip signed by my parent/guardian to use.
- post pictures of myself, friends, or others taken at Girls Inc. to any website.
- post any negative or bullying messages to any websites.

Girls Inc. technology use is a privilege, and not a right. Inappropriate use may result in disciplinary action.

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We have read and agree to follow the Girls Inc. Internet Rules.

Girls Name (Please Print)

Parents Signature

MEMBERSHIP INFORMATION
PLEASE READ CAREFULLY

The following are Girls Incorporated policies and information for all members, parents and guardians:

- ◆ **PICK-UP POLICY** - All children are picked up by **5:45 PM in Schenectady** and **5:30 PM in Albany**, except walkers who are to leave at these times.
 - A) Following a 15 minute grace period, parents/guardians **MUST**
 - 1) enter the building,
 - 2) initial the late pick-up log,
 - 3) make your payment.Parents/guardians are charged \$5.00 for every 15 minute increment the child is not picked up (payable upon pick-up).
 - B) Members whose accounts are not current are not allowed to attend programs.

- ◆ **AGENCY RESPONSIBILITIES** –
 - A) To provide a safe place for members to wait until a parent arrives. **If the child walks home they will be allowed to leave at the end of programs. If the child receives a ride, the child will wait inside until their ride arrives.**
 - B) If a child does not have a way home at the end of program, calls will be made to the parent and/or emergency number to pick-up the child.
 - C) A staff member will accompany every child waiting to be picked-up.

- ◆ **BEHAVIOR GUIDELINES** - Girls Incorporated has certain expectations of members with regards to their behavior during programs. These are simple rules and consequences that will be gone over with members on their first couple of days each session. So that you and your child can be aware of these expectations, please review the "Girls Incorporated Member Contract" along with your child.

- ◆ **MISBEHAVIOR CONSEQUENCES** - If a member misbehaves, Program Specialists will remind the child of the established guidelines. If the behavior continues, an incident report will be completed by a Program Specialist and the member will meet with a Site Manager to discuss the situation and complete a "Write It Out" form which will be sent home to the parent/guardian and filed. Should you receive one of these forms you may call Girls Inc. to speak the Site Manager and/or Program Specialist. In certain instances, the parent/guardian may be called immediately and/or further action taken.

- ◆ **PHONE PRIVILEGES** - Phone usage by members at Girls Incorporated is restricted to **EMERGENCY USE ONLY**. Play date arrangements are not considered an emergency and will be restricted. Members are allowed to call a parent/guardian to let them know they arrived safely or for a ride home.

- ◆ **PROGRAM ABSENCES** - Members are excused from program provided Girls Inc. is contacted prior to the missed activity. Three (3) consecutive unexcused absences from a single program results in removal from that program. If there are no names on the waiting list for that activity, the Program Specialist will make a determination.

- ◆ **CANCELLED ACTIVITIES** - In the event that an activity has to be cancelled, a posting will be placed on the whiteboard in the lobby or on the front door to the building (if the building is

Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating Facilities

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility

State agencies reimburse facilities that offer non-residential day care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and,
- youths through age 18 in afterschool care programs in needy areas.

Contact

Information If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center
 2440
 GIRLS INC OF THE GREATER CAPITAL REGION
 962 ALBANY ST
 SCHENECTADY, NY 12307
 (518) 374-9800

State Director, NYS CACFP
 NY State Department of Health
 Division of Nutrition
 150 Broadway 6 FL W
 Albany, NY 12204-2719
 1-800-942-3858 (in NY only)
 518-402-7400



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