



962 Albany St. Schenectady, NY 12206
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January - May Program Packet 2019



Thank you to the following program sponsors:

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In partnership with  **FIRST NIAGARA**
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and

THE REVIEW FOUNDATION

Registration

Registration opens Tuesday, January 8th, 2019 from **12:00 pm to 7:00 pm**.

This will be the only date with extended hours to register your daughter for program. If you are unable to make this day, Girls Inc. will be open Monday through Friday from 9:00 am to 6:00 pm after January 8th, to register your daughter for program. There is no online option to register; it is in-person only. ***Registration is on a first-come, first-served basis. Program space is limited & wait lists will be available for select programs. Parents will be contacted when space is available.***

Girls Inc. is wheelchair accessible.

Program Information

After-School Programs will begin **Monday, January 14th**, from **2:30 pm to 5:45 pm**.

Daily Schedule:

2:30-4:00: Homework/SnackTime

4:00-4:45: Program 1

4:45-5:00: Break/Snack Time

5:00-5:40: Program 2

5:40-5:45: Clean-up & Dismissal



Pick-Up Policy: All girls must be picked up by **5:45 pm**.

A 15 minute grace period will be observed until 6:00. Following this time, parents/guardians are charged \$5.00 for every 15 minutes the child is not picked up (payable upon pick-up). The information will be recorded by the front desk attendant & the members parent/guardian will receive a letter stating their balance. Members whose accounts hold a balance will not be allowed to register for the next sessions programs.

Girls Inc. Provides: A safe place after programs 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.** 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. A staff member will accompany every child waiting to be picked-up.

Program Attendance/Absences: If your child does not go to school that day, she can not attend programs. If your child cannot attend a program, please contact our office at 518-374-9800. If she misses three (3) consecutive programs without calling, we will assume she is no longer interested in attending and will offer her space to a girl on our waiting list.

Sick Child Policy: If a child arrives at Girls Incorporated feeling ill or becomes ill during programs, she will be sent to the Main Office. The parent/guardian or emergency contact person will be contacted for her to be taken home. If necessary, the child will remain in the Main Office until she is picked up. **Children who are contagious should not participate in programs and risk exposing other children to their illness.** If the illness is one for which the child's school requires a note from their doctor allowing them to return to school, then a copy of the note should also be turned into the Main Office at Girls Incorporated.

Behavior Guidelines: Girls are expected to follow the rules stated in the S.M.A.R.T. Contract & Internet Contract along with the classroom rules set by teachers and Program Site Managers. These are simple rules and consequences that will be gone over with members on the first couple of days each session. There is NO tolerance for any type of violence or bullying and girls are expected to respect every person in the building. The S.M.A.R.T. Contract & Internet Contract can be found in the membership packet when signing up for programs.

Misbehavior Consequences: Misbehavior will be handled on a case by case basis. The site manager will intervene when necessary. Parent/Guardians may be called in if negative behavior is persistent or if a situation escalates. Documentation of instances will be written up and given to parents upon pick-up. Suspension from after-school programs is an option. If necessary, a behavior management plan will be created by the site manager with a parent or guardian for member behavior improvements.

Phone & Cell Phone Use: Using the office phone is limited to urgent matters 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, for a ride home or other matters concerned with a members wellbeing. Cell phones will not be permitted inside of class activities, but will be allowed to be used during free time. Apps such as SnapChat, TikTok, Instagram and other social media outlets will not be permitted. Warnings will be given to girls acting outside of the rules and phones will be held in the Program Site Managers office until the end of programs.



Inclement Weather & Emergency Information: When Schenectady City Schools have a half-day, Girls Inc. will **open** at our normal program time, **2:30pm**. Please do not have your child arrive before this time.

When Schenectady City Schools have a half-day, **but** have cancelled after-school programs due to inclement weather, Girls Inc. will also be **closed**.

When Schenectady City Schools are closed due to inclement weather, such as a snow storm, **all Girls Inc. sites will be closed**. This will include all Girls Inc. extension sites including the administrative office.


Girls Inc. will announce closings on all social media and local television stations. *Extremely bad weather may cause the cancellation of programs.* **Girls Inc. Program Closing Hotline: 374-9800 ext. 279 for up-to-date information.**

Girls Inc. will be closed on all national holidays.

Should you have any questions regarding these policies, please contact a Director of Programs at 518-374-9800 ext 232, or Schenectady's direct line at 518-374-9800 to speak with the site manager.

Connect with Girls Inc.

 @GirlsIncGCR

 /GirlsIncCapitalRegion

 info@gcr.girls-inc.org

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