

**SCHENECTADY MEMBERSHIP INFORMATION**  
**PLEASE READ CAREFULLY**

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**The following are Girls Inc.'s policies and information for all members, parents and guardians:**

**COVID 19 POLICIES & INFORMATION:**

- 1) If your child has any symptoms pertaining to COVID please do not send them to Girls Inc.
- 2) All children will be screened for any symptoms before they enter the building by a Girls Inc. staff member (temperature will be taken with a no-touch thermometer). In case the child needs to be sent home parents, need to stay until the screening is complete. Screening will be done before children enter the building.
- 3) When the child first enters the building they will be required to use hand sanitizer and be wearing a mask.
- 5) All children, if physically able to do so, are required to wear a mask. We prefer that they come with their own. However, if they need one, one will be provided for them.
- 6) All children must practice safe social distancing and limit contact with common used items.
- 7) All children will be encouraged to practice good hygiene and will be asked to wash their hands or use hand sanitizer numerous times throughout the day.
- 8) If a child starts to display symptoms while at Girls Inc. they will be isolated and need to be picked up immediately.
- 9) If the child is at Girls Inc. during their schedule virtual school time, technology will need to be brought with them or prior arranges will need to be made with Girls Inc.
- 10) If the child is at Girls Inc. during their schedule lunch time, she must bring her own lunch with her. Snack will be provided by Girls Inc.
- 11) Staff will monitor and assist when needed during the scheduled virtual time. Staff will try their best to help each girl complete assignments and/or homework, each day. The child will be required to participate in the virtual time (following the guidelines of the school district). If the child does not cooperate, they will be warned and a parent/guardian will be contacted. After three warnings, the child may be dropped from the program. We understand that these are new and challenging times, and we will do our best to help each child succeed.

**SCHENECTADY SCHEDULE:**

**Kindergarten-4th Grades Daily Schedule**

- 12:30-1:00 Arrival/Lunch Time
- 1:00-2:40 Girls Inc. staff will monitor and assist with virtual learning
- 2:40-3:30 Structured Free Time
- 3:30-3:45 Snack
- 3:45 Clean up
- 4:00-5:00 Girls Inc. Programming (visit our website for information on our programming)
- 5:00-5:30 Structured Free Time
- 5:30 Pick Up

**5th Grade and Up**

- 1:00-1:40 Arrival/Lunch Time
- 1:40-3:20 Girls Inc staff will monitor and assist with virtual learning
- 3:20-3:45 Structured Free Time/Snack
- 3:45 Clean Up
- 4:00-5:00 Girls Inc Programming
- 5:00-5:30 Structured Free Time
- 5:30 Pick Up

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**PICK-UP POLICY** - All children are picked up by **5:30 PM in Schenectady**. During drop off/pick up parents will not be allowed in the building. They can come to the front of the building and staff will see them through the windows and retrieve their child. Parents can also call **(518-374-9800)** ahead at pick up time and staff will retrieve their child.

except walkers who are to leave at these times. Parents/guardians are charged \$5.00 for every 15 minute increment the child is not picked up (payable upon pick-up).

- A) After LATE pick up, parents/guardians MUST  
1) make your payment by the end of the week

**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.

◆ **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.

◆ **ATTENDANCE POLICY** - Members are excused from programs provided Girls Inc. is contacted prior to the missed activity. **THREE unexcused absences (in a month) results in a warning, the following unexcused absence results in a removal from the 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 closed). Girls Incorporated will be closed when Schenectady/Albany City Schools are closed for holidays or bad weather. In the event of bad weather, call our weather phone at 374-9800, ext. 279 for current information, check our Facebook or Website. If Schenectady/Albany City Schools close due to the weather Girls Incorporated will also close. *Also, please check the school closing network on TV or the internet.*

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- ◆ **SICK CHILD POLICY** - If a child arrives at Girls Incorporated feeling ill the child will not be allowed to enter the building and parent/guardian will be contacted. If a child becomes ill during programs, she will be isolated and will need to be picked up immediately. The parent/guardian or emergency contact person will be contacted for her to be taken home. **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.
- ◆ **SCHOOL & GIRLS INC:** If a child is too sick to participate in any school activity (in-person, hybrid or virtual), she may not attend Girls Inc. either.

Should you have any questions regarding these policies, please contact the Senior Director of Programs, Diana Suits, at 518-374-9800 ext 232 or [dsuits@gcr.girls-inc.org](mailto:dsuits@gcr.girls-inc.org)