

MEMBERSHIP INFORMATION
PLEASE READ CAREFULLY

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

SCHEDULE:

2:30	Arrival Begins
2:30-3:15	Structured Free Time
3:15-3:30	Snack Time
3:30-3:50	Homework/Structured Free Time
3:50-3:55	Clean Up
4:00-5:00	Program Time
5:00-5:30	Homework/Literacy/Structured Free Time

PICK-UP POLICY - All children must be picked up by **5:30 PM**. All children will be in the lobby by 5:30pm. Parents can come to the lobby and retrieve their child or parents can also call **(518-512-2725 ALBANY)** or **518-374-9800 SCHENECTADY** ahead of pick up time and staff will retrieve their child. If a parent is picking up their child early they can come to the front desk in the lobby or call ahead for their child. Walkers will be dismissed at 5:30pm. 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 programs, 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 Staff will remind the child of the established guidelines. If the behavior continues, an incident report will be completed by a Program Staff and the member will meet with a Site Manager to discuss the situation. Should you receive one of these forms you may call Girls Inc. to speak with the Site Manager and/or Program Staff. 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

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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 Staff 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, check 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.*
- **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 Albany Site Manager, Kelly Mucci kmucci@gcr.girls-inc.org, Schenectady Site Manager, Starr Pettway spettway@gcr.girls-inc.org or Senior Director of Programs, Diana Suits dsuits@gcr.girls-inc.org