



## **Girls Incorporated of Meriden**

### **Parent Handbook**

*Inspiring all girls to be Strong, Smart, and Bold*

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Meriden, CT 06451

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**Organizational Mission**

To inspire all girls to be Strong, Smart, and Bold.

**Vision**

To be recognized as the premier organization that helps all girls to realize their potential and exercise their rights.

**Girls Bill Of Rights**

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 to be safe in the world.

Girls have the right to prepare for interesting work and economic independence.

**Membership Information**

All participants are required to be members of Girls Incorporated. The fee is \$30.00 and is non-refundable. Membership year begins June – May. A new membership will be required during this cycle regardless of when previous membership was purchased. We offer a family membership rate of \$60.00 for three or more children seeking membership.

## **Hours of Operation**

Girls Incorporated of Meriden is open Monday – Saturday. The building shuts down each evening when the last class is completed. General times of operation are as follows and may change due to class enrollment:

### **During the School Year:**

Monday 9:00 a.m. – 8:00 p.m.

Tuesday 9:00 a.m. – 8:00 p.m.

Wednesday 9:00 a.m. – 8:00 p.m.

Thursday 9:00 a.m. – 8:00 p.m.

Friday 9:00 a.m. – 8:00 p.m.

Saturday 9:00 a.m. – 1:00 a.m.

### **Summer Hours**

Monday – Friday 7:30 a.m. – 5:00 p.m. (9 weeks)

The organization follows the Meriden Public School Systems calendar and is closed when school is not in session during the school year. No programs occur on days the school system is closed including vacations. The administrative office is open during February and April vacation to answer any questions you may have. The office will post in advance any other times the office is shut down.

**If the Meriden Public Schools are closed due to snow Girls Incorporated of Meriden is closed and there will be no classes that day and evening. If there is a morning delay all a.m. classes are canceled and evening classes will run. If there is early dismissal all evening classes are canceled.** The organization reserves the right to cancel evening classes due to weather at its own risk and will notify families individually if necessary.

Girls Inc. also reserves the right to cancel class if an instructor is out sick. All efforts will be made to bring in a substitute.

If a class is canceled due to a holiday, weather, or sick instructor classes will not be made up and class fees will not be prorated. Any makeup of classes is at the discretion of the Executive Director.

## **Programs**

All programs advertised will run if there are enough participants enrolled. It is at the discretion of the Program Director and Executive Director to determine class size minimums and maximums. Basic class size minimum is 3 and maximum depends on the class. If a class is canceled Girls Inc. will make every effort to get you into a comparable class, if class fee is greater than the original class the difference will be waived for that session only. If we are unable to accommodate you with a class a credit for the class fee will be placed on your child's account to be used for future sessions. Refunds typically are not given it is at the discretion of the Executive Director to approve any refunds. Please note Memberships are non-refundable as explained above.

Fall Session – runs for eleven weeks

Winter Session – runs for eleven weeks

Spring Session – runs for ten weeks

If any special items are needed for class that is not included with class fee you will be notified at time of registration.

## **Payment/Financial Assistance**

At time of registration it is expected that payment will be received to reserve a spot for your loved one. Partial payment not approved by the Executive Director will not hold the spot for the child in your life. Girls Inc. is dedicated to ensuring that no girl is turned away due to financial constraints. Financial Assistance is available to families meeting general income guideline requirements. A meeting must be set up with the Executive Director and at that time proof of income must be disclosed with current year taxes and four current pay stubs or benefits letter.

## **Drop-off and Pick-up**

It is expected that all children be escorted to and from the building by an adult. Members and guests may enter through the front and back doors of the organization and escort their child into the living room to make sure they get to their intended class and do the same at pick-up. No child should leave this building without an adult it is not ok for them to meet you at the car. This rule is for the safety of our members and is strictly enforced.

## **Behavior Policy**

**Members** – Girls Incorporated is dedicated to ensuring a safe and nurturing environment. Staff works closely with our members to ensure their safety. Basic organization rules are followed by all programs with activity specific rules also added on for members to follow. It is at the discretion of the Executive Director and Program Director to determine overall safety of members and any action will be discussed with parents/guardians on a case by case basis.

**Parents/Guardians/Guests** – Girls Incorporated expects all adults in the building waiting for their loved ones or visiting for a defined purpose will conduct themselves in a manner that too is respectful and responsible. The Executive Director and Program Director reserve the right to ask anyone on the property to vacate if their behavior or actions put our members and or staff at risk. Non compliance of any request will result in the contact of local authorities.

**Incident Reports** – In the event an injury has occurred on the premises the member is assessed and/or treated for their injury as allowed by the State and general Red Cross First Aid guidelines. Parents will be verbally contacted depending on the situation for you to determine if you would like to pick up your loved one early. Injuries that present to be minimal i.e. cut, scrape, etc., will be treated and encourage the child to return to scheduled activities. An Incident Report will be filled out by the proper staff person for all injuries. Once signed by all parties a copy will go to the family and one on file at Girls Inc.

Safety is our number one priority, in the event of a severe injury occurs Girls Inc. reserves the right to contact emergency services for hospital transport.

## **Closing Remarks**

Girls Incorporated of Meriden has an open door policy and encourages families to communicate with the office if you have any questions or concerns. We want to make sure your experience with the organization is enjoyable and the loved one in your life is inspired to be Strong, Smart, and Bold.