



**girls
inc.®**

**An Exciting Place For
Girls!!**

Girls Inc. of Lakeland

Main Facility:

Jenkins Building

1220 West Highland Street

Lakeland, FL 33815

(863) 682-3002

Fax: (863) 686-5008



**GIRLS INC.
OF LAKELAND**

AFTERSCHOOL APPLICATION

**Inspiring All Girls To Be
Strong, Smart & Bold!**



**Girls Inc. of Lakeland
School Lists Pick-Up
(Space is Limited)**

Blake Academy	Lincoln Academy
North Lakeland Elem.	Lawton Chiles Academy
Dr. N. E. Roberts	Rochelle School of the Arts
Winston Academy	Jesse Keen Elem.
South McKeel	Dixieland Elementary
McKeel Central	Harrison School for the Arts
Lakeland High School	McKeel Academy



**Hours of
Operation**

After School Program Year

Monday -Friday 2:30 pm – 5:45 pm

Program Date: August 12, 2024- May 29, 2025

Teacher Work Days and School Holidays

Hours of Operation: 7:30 am - 5:45 pm

Lunch is not provided on school holidays. Girls must bring a lunch on school holidays.

School Holidays

Student Holiday	Oct. 18, 2024
Student Holiday	Nov. 11, 2024
Student Holiday	Jan. 6-7, 2025
Student Holiday	Feb. 17, 2025
Spring Break	Mar. 17-21, 2025

Agency Holidays – Center Closed

Labor Day	Sept. 2, 2024
Thanksgiving	Nov. 25-29, 2024
Christmas Holidays	Dec. 23-Jan. 3, 2025
MLK’s Birthday	Jan. 20, 2025
Good Friday	March 18, 2025
Memorial Day	May 26, 2025

Two and Half Hours Early Release Dates

August 30, 2024	December 20, 2024
September 20, 2024	January 17, 2025
October 17, 2024	February 14, 2025
November 22, 2024	March 14, 2025
	April 17, 2025
	May 16, 2025

Girls Incorporated of Lakeland offers the only daily after school program solely for girls in the Lakeland area. An all-day (10 hour) program operates whenever school is not in session. The program is supervised by staff and volunteers.

The girls are taught worthwhile skills, encouraged to develop a sense of self-worth and assisted generally in making the difficult transition to adulthood in a supportive environment. We inspire girls to be “Strong, Smart, and Bold.”

The program is funded primarily by United Way of Central Florida & Publix Charities with the remainder of funding coming from membership dues, Foundations, grants, and program fees. Afterschool fees include a \$20 application fee for the first child and a \$10 fee for an additional girl in the same household. Weekly fees for our afterschool program is \$55 per girl and for springbreak week the weekly fee is \$65.00 per girl. Scholarships are available on a limited basis.

**GIRLS INCORPORATED
OF LAKELAND**

ADMINISTRATIVE OFFICE:

P. O. Box 1975
Lakeland, Florida 33802
(863) 682-3002 (863) 688-5802
Office Cell: (813) 414-3196
Fax: (863) 686-5008

MAIN FACILITY:

The Jenkins Building
1220 West Highland Street
Lakeland, Florida 33815
(863) 682-3002 or (863) 688-5802



**Girls
Incorporated
Of Lakeland**

**The Jenkins
Building**

**AFTER SCHOOL
PROGRAM**



**Girls Inc. of Lakeland
Afterschool Summary
August 12, 2024 to May 29, 2025**

Girls Inc. of Lakeland is currently enrolling girls in grades K-12 for its afterschool program. We are a non-profit private United Way agency and our mission is to inspire all girls to be strong, smart, and bold. We are a member of a national organization, Girls Inc. Space will be limited, so applications will be accepted on a first come - first served basis. Once applications are reviewed, you will receive notification of your child's enrollment status for the school year.

PROGRAM FEES

Registration fee for the school year is \$20.00 for the first child and \$10.00 for each additional child in the same family household. Weekly fees for afterschool care will be \$55.00 per child. Weekly fee for Springbreak week is \$65.00 per child. Fees must be paid at the beginning of each week and is non-refundable. Fees can be paid by credit card, money order or by check. No cash payments will be accepted. There will be an assessed fee of \$2.00 for each day that fees are late being paid. Fees are based on five days of care. Your child care fee is payable for each week whether or not your child is present the entire week or any part of the week.

AFTERSCHOOL PROGRAM AND ALL DAY SESSIONS

Girls Inc. will provide limited afterschool care from select schools. We will also provide all day care for most school holidays and standard holidays. Please see the attached list of days that we are scheduled to be open and days we are to be closed. Please see the list of schools that we will be picking up from to determine if we will serve your daughter's school this year. Girls will be picked up from school by Girls Inc. staff and must be picked up from Girls Inc. by 5:45 p.m. Parents unable to pick up their child/children at closing time will be charged a late fee. Late fee charges per child are \$5.00 for the first 15 minutes past closing and \$5.00 for each additional 15 minutes. Fee must be paid prior to your child/children returning to the center.

AFTERSCHOOL DAILY SCHEDULE

2:30 – 4:00 p.m.	Girls will be picked up from school
3:30 - 4:00 p.m.	Snack
4:00 - 5:15 p.m.	Afternoon activities
4:15- 4:30 p.m.	Sustained Silent Reading -Everyone stops to read at this time!
5:15 - 5:45 p.m.	Clean Up/Prepare For Home

SNACKS

The snack bar will be open every day from 3:30 – 4:00 P.M. Cash money is not accepted for snacks. Parents must pay for their daughter's snacks by check, money order or credit card or girls can bring snacks from home. Girls are allowed to have up to

three snacks daily. A snack is provided to girls that do not have funds in their snack account or do not bring a snack from home. Candy nor gum are allowed at Girls Inc.

DRESS CODE

Proper shoes and dress attire must be worn at all times. Please review the attached rules with your daughter to ensure that she is dressed appropriately. ***Of special note, girls should not wear pants with holes, shorts should not be short-shorts, and tops should not be strapless or spaghetti straps. Shoes must be closed in from the back and for safety reasons, tennis shoes are suggested especially for outside play. Girls dressed inappropriately will be required to change into appropriate clothing provided by Girls Inc.***

CELLS PHONES/ MP3 PLAYERS/ IPODS/ALL OTHER ELECTRONIC DEVICES

Girls are not permitted to have the items listed above unless it is necessary for tutoring or homework help and cleared through our President and CEO. If a girl is found with these items in her possession without clearance, she will face discipline by the President and CEO.

COVID-19 PRECAUTIONS

To ensure the safety and well-being of your daughter and your family, our Girls Inc. families, our staff and their families, we have revised our COVID precautions and practices; however, we still have precautions in place to help avoid anyone being infected with the virus. Please read, sign and return the attached statement with your daughter's application. We will not accept any applications without this signed document.

Covid-19 Precaution Statement

Please read, sign and return the statement below with application!

I have read and fully understand the above policies and procedures for the Girls Inc.'s programs this school year and have read and understand the COVID-19 precautions and will abide by them. If I fail to do so or my daughter fails to do so, I understand that she will not be able to participate in any of Girls Inc.'s programs.

Signature of Parent/Guardian

Date

Child's Name



Girl's Name & Number _____
Location: ___Lakeland ___Bartow

Important Health & Safety Precautions August 12, 2024

Girls Inc. Staff will:

- Comply with daily general health screenings
- Require any employee who test positive to quarantine at home for days recommended by local health department.
- Clean and sanitize the facility daily with ongoing cleaning of frequently touched surfaces.
- Monitor class size and alternate use of common areas in facility to limit larger group/cross group interactions
- Educate, and frequently remind, girls about appropriate social distancing, hand washing, and other healthy habits.
- Isolate any girl who displays symptoms of COVID19 and contact parents to pick them up in a timely fashion.
- Face masks are now optional for our staff.

We ask that:

- Parents abide by our ONE WAY flow of traffic and STAY IN YOUR VEHICLE at drop off and pick up. We know there may be a delay based on traffic and we ask everyone to be patient and comply with our directions.
 - Drop off for all day sessions will be from 7:30am-10am.
 - Please do not leave your child until they have been screened and checked in by the staff.
 - Afternoon pick up will be from 4:15pm- 5:45pm. Whoever is picking up the child must be listed on the contact card, have a sign with their Girls Inc. ID# in the car window, and have a valid photo ID.
 - If you need to drop off or pick up outside of these timeframes please stay in your car and call us at **(813)414-3196**. You will NOT be able to come inside the facility.
- Girls comply with general health screenings upon arrival. Temperature will be taken of everyone prior to entering the facility. Those with a temperature of 100.4 or higher will not be allowed to stay.
- Parents must tell us if your daughter has:
 - Tested positive for COVID19 in the past two weeks
 - Been exposed to a positive case of COVID19 in the past two weeks
 - Exhibited any symptoms in the past 24 hours (fever, cough, etc)
- Girls practice social distancing while at Girls Inc.
- Girls comply with frequent requests to wash hands for 20 seconds.
- Parents or designated friend or family will be available at all times to pick up your daughter within 30 minutes should she exhibit any symptoms of the virus.
- Parents do not send your daughter to Girls Inc. if she is sick at all with any kind of illness.
- Face masks are now optional.

Parent Signature _____

**Girls Inc. of Lakeland & Bartow
Afterschool Application
2024-2025**

FOR OFFICE USE ONLY

Date Received: _____
Received by: _____
Reg. Paid _____ Date Paid _____
Starting date: _____
Scholarship requested: _____
FT: _____ PT: _____
Check in number: _____
Eligible for Free Lunch ___yes___no___
Referred by: _____ MTS _____

Child's Name _____ Home Phone _____

Cell Phone _____

Address _____
(street) (city) (state) (zip)

E-mail Address _____

Grade entering fall of 2024 (**Latest Copy of Report Card Must Be Attached**) _____ Age _____

School attending _____

Birthdate _____ Ethnic Background: ___White___Black___Latino___Multi-Cultural___Other_____

Do child live with? ___Mother___Father___Grandparents___Other_____

How many Sisters _____ Brothers _____? Total number in family _____ T-Shirt Size ___Child___Adult

Does your sister attend Girls Inc.? ___Yes___No___ If yes, sister's name _____

Does child receive free or reduced lunch at school? ___Yes___No___

Income Level: ___Under \$10,000___\$10,000 - \$15,000___\$15,000 - \$20,000___\$20,000 - \$25,000___\$25,000 - \$30,000___\$30,000 - \$50,000___\$50,000-\$75,000___More than \$75,000

Emergency Information/Please Print:

Home Phone: _____ Is someone home during the day? ___Yes___No___

Phone Number: _____ First person to speak to other than Parent/Guardian: _____

Phone Number: _____ Second person to speak to other than Parent/Guardian: _____

Mother's or Guardian's Name: _____ Work Number: _____

Mother's or Guardian's Place of Employment: _____

Father's or Guardian's Name: _____ Work Number: _____

Father's or Guardian's Place of Employment: _____

Does family have health and/or accident insurance? ___Yes___No___

Is child allowed to walk home? ___Yes___No___

Does she belong to: ___Girl Scouts___Campfire___YMCA___Other_____

Reason for joining Girls Inc: ___For Fun___For Learning___Needed place while parents work___Other_____

Has she participated in Girls Inc. Program before? ___Yes___No___

PARENTAL OR GUARDIAN'S PERMISSION (required if under 18 years of age)

My child has my permission to join Girls Incorporated. I also grant permission for the use of photos with my daughter to be used by Girls Inc. and/or its agents for public relations purposes on behalf of Girls Inc.

Parent or Guardian Signature

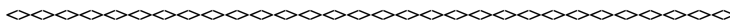
Date

PERMISSION SLIP

We, the parents/guardians of _____ hereby agree for our daughter to be a member of Girls Incorporated of Lakeland. We give her permission to attend and participate in activities sponsored by Girls Inc., both at the center and away from the center. Both she and we agree not to hold Girls Inc. or its staff responsible for injuries or accidents, and further authorize center staff to administer first aid.

Signature of Parent or Guardian

Date



_____ has permission to ride in Girls Inc. vehicles when leaving Girls Inc. for activities away from the building during the school year session. I understand that reasonable measures will be taken to safeguard my child's safety.

I hereby acknowledge that I have read and thoroughly understand all of the above.

Signature of Parent or Guardian

Date

EMERGENCY MEDICAL INFORMATION

CHILD'S NAME _____ DATE OF BIRTH _____

ADDRESS _____ HOME PHONE _____

FATHER'S/GUARDIAN'S PHONE AT WORK _____

MOTHER'S/GUARDIAN'S PHONE AT WORK _____

PEDIATRICIAN'S NAME _____ PHONE/OFC. _____ H _____

FAMILY DOCTOR'S NAME _____ PHONE/OFC. _____ H _____

ALTERNATE DOCTOR'S NAME _____ PHONE/OFC. _____ H _____

DENTIST NAME _____ PHONE/ OFC. _____ H _____

MEDICAL INSURANCE COMPANY NAME _____

ADDRESS _____ POLICY NUMBER _____

ARE IMMUNIZATIONS UP TO DATE? _____ YES _____ NO

BLOOD TYPE _____ RH FACTOR: (*Check One*) RH NEGATIVE _____ RH POSITIVE _____

PRESENT MEDICAL PROBLEMS & CHRONIC CONDITIONS (EPILEPSY, ASTHMA, ETC.)

MEDICINES TAKEN REGULARLY

NAME _____ REASON TAKEN _____ DOSE & FREQUENCY _____

NAME _____ REASON TAKEN _____ DOSE & FREQUENCY _____

NAME _____ REASON TAKEN _____ DOSE & FREQUENCY _____

WILL SHE NEED TO TAKE MEDICATION AT GIRLS INC.? _____ YES _____ NO

SPECIAL PRECAUTIONS & OTHER INFORMATION

I/We, the undersigned parents or guardians of _____ a minor, hereby authorize Girls Inc. staff to sign for and authorize admission and treatment of the above named minor for any emergency medical procedure deemed necessary by the medical staff. I also authorize the physician and medical staff to perform any emergency procedure necessary, and realize that such treatment, not covered by Girls Inc. insurance will be at my/our expense. I have read and thoroughly understand all of the above.

Signature of Parents or Legal Guardian

Date

PICKUP AUTHORIZATION FORM

The following person/persons is/are authorized to pick up my child/children from Girls Incorporated. I understand that only the person/persons listed below will be allowed to pick up my child or children.

PLEASE MAKE SURE NAMES ARE READABLE!!

Person's Name

Phone Number

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Signature of Parent/Guardian

Date

GIRLS INCORPORATED OF LAKELAND

RULES FOR GIRLS

Girls are expected to follow all rules and directions issued by Girls Incorporated and staff members.

The telephone is to be used for emergency calls only. Every girl must check in on arrival and parents must sign her out upon leaving. Leaving the Center for a time and then returning is not permitted unless the parent has made prior arrangements with the office staff.

A girl must be a registered member of Girls Incorporated in order to attend. Visitors can tour the Center, but are not allowed to stay unless they are registered.

A girl must be in 7th grade or high school to participate as a teen member.

Girls are encouraged not to bring toys, games, dolls or stuffed toys to Girls Incorporated. If they are brought, they are the child's responsibility. Girls Incorporated will not be responsible for any lost items.

Shoes must be worn at all times. Appropriate shoes are needed for running, sports, and other activities. Flip flops, shoes with a heel over 1" high, or shoes without an enclosed back or enclosed strap may not be worn.

Hats, head coverings, and sunglasses are not permitted indoors.

Shorts/skirts must be at least mid-thigh length to be appropriate. Both must be worn at the waist and not hanging from the hip. No cutoffs at any length are acceptable.

Pants that are frayed, cut or torn are not permitted. Jeans are permissible, but slits or holes in any pants are unacceptable. All pants must be worn at the waist and not from the hip. If designed for a belt, a belt must be worn and fastened.

Tops of the following type are not permitted - tank tops, tops that show girls' stomach, crop tops, off the shoulder, spaghetti straps, strapless tops or tops that expose undergarments. All tops should have a modest neckline.

Fasteners will be fastened as designed (this includes buckles, belts, straps, shoestrings, suspenders and zippers). Both straps on overalls must be fastened.

Girls cannot wear clothing that exposes the torso or upper thigh – examples are daisy dukes, halters, bareless dress, tube tops, shirts or blouses tied at the midriff. Garments such as boxer shorts, bloomers and bustiers which are traditionally designed as undergarments may not be worn

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Girls Incorporated Rules

as outer garments. Leggings may be worn under shorts or skirts but not by themselves.

Girls are not allowed to wear jewelry, buttons, haircuts or other items that are offensive, suggestive or indecent (for example- Big Johnson) t-shirts associated with gangs, encourage drugs, sex, alcohol, tobacco products or violence. Also, those which support discrimination on basis of age, color, handicap, national origin, martial status, race, religion, sex or sexual connotation cannot be worn.

Girls are responsible for games and equipment they are using. Since we serve so many girls, sharing the games and equipment is often necessary.

All sports and games are to be played according to Girls Incorporated rules.

Girls are not allowed in rooms without a staff member present. Use of any equipment such as sewing machines, irons or stoves must be approved and supervised.

Fighting, verbal or physical, including name calling, bullying, is not permitted. Hitting, in earnest or jest, whether hitting first or hitting back, is not permitted. Girls may be suspended for such behavior.

Girls are expected to show proper respect to staff members and adults.

Girls are expected to show proper respect to other Club members and abide by Girls Incorporated rules.

Girls can not purchase more than 3 snacks at a time.

Girls cannot chew gum or eat candy or sunflower seeds at Girls Inc. or purchase on fieldtrips.

Girls cannot drop out of class and start a new class without approval from the appropriate staff.

Girls are responsible for picking up their own trash and cleaning up behind themselves in all areas and should help take care of the Center's building and grounds.

Body piercing is not appropriate at Girls Inc.

Body tattoos and body marks are not appropriate at Girls Inc. and must be covered at all times.

Girls are not allowed to sit on furniture or equipment. If this rule is not followed and furniture or equipment is broken, it is the responsibility of the parent/legal guardian to repair or replace broken furniture/equipment.

Girls are not to have feet on furniture nor are they to sit on the arms of the furniture.

Girls are not to sit on any of the table games, i.e. air hockey table, foosball table, etc.

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Girls Incorporated Rules

Girls are not allowed to share snacks with each other.

All play areas must be cleaned and checked by an adult before girls may get up to play.

Running is not allowed inside of the building.

Purses or anything of value must be secured in either an assigned locker with a lock provided by the person assigned to the locker or in a designated area in classroom. The office must be provided with a key to the lock or the combination before a lock can be placed on a locker.

Girls are not allowed to begin playing after lunch or snack until directions are given by staff. This rule also applies to playing cards.

Girls are not allowed to have cell phones, headsets, MP3 players, iPods or pagers while at Girls Inc. or on Girls Inc.'s vehicles. If a girl is found with these items in her possession, she will be suspended from Girls Inc. The length of suspension will be determined by the President & CEO.

SPECIAL PROGRAMS

(such as movies or The RP Funding events)

Girls are to get drinks and use the bathroom before leaving Girls Incorporated and are to remain seated throughout the performance.

Purchasing of refreshments is to be decided with program leader before entering the building.

Girls must stay with the group and sit with the group of Girls Incorporated.

POOL RULES

Only one piece bathing suits may be worn. No t-shirts, shorts or cut-off may be used as a substitute for swimwear.

Running, jumping, dunking or diving are not permitted in the pool.

Girls must pass a swimming test before they can enter the deeper areas.

A girl who disobeys the rules will sit out for the remainder of the class.

Foul language, fighting, hurtful teasing not permitted.

All girls must wear swim caps and have a bathing towel.

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Girls Incorporated Rules

VEHICLE RULES

Load back seat first, then load toward front. Unload front seat first, then unload toward back.

Everyone is to remain seated.

No shouting, screaming or loud talking is permitted.

No gestures or remarks are to be made out the windows.

Nothing is to be stuck out the windows (hand, feet, trash, etc.)

Seatbelts are to be used.

Signature of Member

Signature of Parent/Guardian