

girls
inc.

of Wayne County

FAMILY HANDBOOK

GIRLS INC. OF WAYNE COUNTY - 2026



WHO WE ARE

Girls Inc. of Wayne County inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements:

- **People:** trained staff and volunteers who build lasting, mentoring relationships
- **Environment:** girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect
- **Programming:** research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls

MISSION

To inspire all girls to be strong, smart, and bold



VISION

Empowered girls in an equitable society

SERVICES:

Our services include on-site after-school and summer programming as well as off-site outreach programming in our local school systems. We strive to be a resource in our community for girl-related issues and are always available to assist families, girls, and organizations in navigating those issues.

AFTERSCHOOL MEMBERSHIP

\$5/month

- Girls currently enrolled in K - 10th Grade
- Transportation provided from RCS to Girls Inc. with completed T-10 form.
- Cost of membership includes snack, daily activities, and field trips.
- Age appropriate activities and program with research backed and evidence-based curriculum around topics like STEM, financial literacy, healthy living, and more.

SUMMER MEMBERSHIP

\$50/week

- Girls going into K - 10th Grade for 2026 - 2027 school year
- Hours of Operation: 7:30 am - 5:30 pm
- Cost of membership includes breakfast, lunch, snacks, daily activities, and field trips.
- Age appropriate activities and program with research backed and evidence-based curriculum around topics like STEM, financial literacy, healthy living, and more.

Please note you will be charged \$10 for every 15 minutes late for pick up of your girl starting at 5:31 PM for summer and 6:01 PM for afterschool.



DISCIPLINARY ACTION PROCEDURES

At Girls Inc., we strive to create a safe and fun learning environment for all of our members. In order to maintain this environment, we have a set of consequences in place for when a member's behavior is disruptive or harmful to others. We want to ensure that all members have the opportunity to learn and grow in a positive and supportive environment.

Our behavioral steps are structured as follows, but can be escalated up to immediate and permanent termination of a girl from the programs at the discretion of the leadership team:

Level 1 - Verbal Warning:

The first time a member's behavior is disruptive, we will give her a verbal warning. This is an opportunity for her to recognize that her behavior is unacceptable and to change it.

Level 2 - Reset:

If a member's behavior continues to be disruptive, we will ask her to take a reset moment. It is a chance for her to take a break, reflect on her behavior, and reset herself before returning to the group.

Level 3 - Sent to Front Desk:

If a member's behavior still continues to be disruptive, she will go to the front desk to address her behavior. This is an opportunity for her to speak with a staff member, who will help her to understand why her behavior is unacceptable and work with her to change it. The staff member will also determine an appropriate consequence for this behavior.

Level 4 - Sent to Management Staff:

If a member's behavior is severe or persistent, she will meet with a member of our leadership staff. They will determine an appropriate consequence based on the behavior. If it is determined a member cannot participate in activities due to behavior, she will be sent home for the remainder of the day.

Level 5 - Suspension:

If a member's behavior is extremely disruptive or harmful to others, she may face suspension from Girls Inc. This is a serious consequence and will be used in extreme cases, or when any physical altercation occurs.

Girls Inc. of Wayne County looks at the entire behavior/incident case-by-case: including the nature of the behavior/incident, and the context in which the behavior/incident occurred. Each behavior/incident can lead up to further disciplinary action and/or termination.

CODE OF CONDUCT

Respect and Courtesy:

- Parents are expected to treat all program staff , volunteers, and other parents with respect and courtesy.
- Disagreements or concerns should be addressed in a calm and respectful manner, following the appropriate channels provided by the program.
- If you would like to schedule a 1:1 meeting, please email a leadership staff member.

Communication:

- Parents/Guardians will be informed about center closures, field trips, and program updates via Compass 360 messages.
- Inform the receptionist or leadership staff of any changes in contact information promptly.

Safety and Security:

- For the safety of your child, Girls Inc. of Wayne County will not release a child to any individual who is not listed in our database as an authorized pickup. Telephone authorization is accepted; however, an ID must be presented upon pick up to match the person given permission.
- Parents must schedule an appointment to tour the facility, address concerns, or go beyond the designated pickup area, especially during programming hours.
- All personal items must be kept in a locker or backpack. Girls Inc. of Wayne County assumes no responsibility for the security of personal items brought to our centers.
- Please report any safety concerns or incidents to a leadership staff member immediately.

Parental Involvement:

- If a parent or guardian wishes to volunteer at Girls Inc. of Wayne County, they must schedule a meeting with the Director of Operations and complete a background check.

Compliance with Policies:

- Adhere to all policies and procedures outlined by the Family Handbook and additional communicated notifications

ADDITIONAL INFORMATION AND POLICIES

Abuse, Neglect, and Safety:

It is our duty to protect all children participating in these programs from physical and emotional harm or neglect. Girls Inc. of Wayne County strives to create a safe environment so that our members can grow, learn, and have fun.

Part of creating a safe environment is making sure that our employees are aware and constantly vigilant about possible child abuse, neglect, or safety concerns. All staff, including volunteers, will make every effort possible to prevent child abuse, and where abuse or suspected abuse has occurred, will take the necessary actions to protect the child in question from further abuse.

If any Girls Inc. staff member or volunteer identifies or suspects abuse, a report will be made, in collaboration with the leadership staff member present and after the Executive Director has been notified, to the Indiana Child Abuse/Neglect Hotline or law enforcement.

Staff are directed to not release a girl to an adult who they believe is under the influence of drugs or alcohol and law enforcement will be called. This includes the staff member smelling marijuana, alcohol, or observing concerning behavior of the adult picking the child up.

Lice Policy

We agree with health officials that head lice are not a health hazard because they do not transmit any disease. However, head lice is considered a nuisance and we take preventative efforts at the center. To avoid transmission of head lice, Girls Inc. conducts random head checks.

If signs of lice are identified, the caregiver/parents will be notified immediately to pick the girl up and to treat her. We will make every effort to preserve the dignity and privacy of each girl. As an additional preventative measure, we notify all families of live lice found at Girls Inc. and provide information on prevention and treatment. Re-admittance to the center will be allowed after documentation of a lice-free head check.

ADDITIONAL INFORMATION AND POLICIES

Health and Safety

Girls who have a fever, an active contagious infection, or who have vomited within 24 hours prior to coming to Girls Inc. should not attend for the day. If girls become injured or sick while they are at Girls Inc. we will contact parents/guardians immediately, using the information provided on the girls registration form, to take them home and get treatment. If it is an emergency situation, we will contact emergency services as needed.

Cell Phones and Electronics

Girls Inc. of Wayne County has a strict, no cell phone or electronic devices policy for girls. This is for the safety of the girls, their devices, and the staff. Members are to be responsible for keeping all devices out of sight, at all times. This includes but is not limited to; cell phones, tablets and smart watches. If a cell phone or any other device is being used, the girl will be asked to leave their device at the Front Desk until it is time to be picked up. If she refuses, a call to parents will be made and disciplinary action will be taken. If a girl is getting picked up, parents/guardians must follow our regular pick-up procedure and call the Front Desk or come into the center. Release of a girl will not be done through parents texting or calling the girl directly.

Network and Computer Acceptable Use

Girls Inc. of Wayne County has several electronic devices such as tablets and computers. Girls are expected to follow all rules such as:

- Only visiting/accessing safe and approved sites
- Not using the devices for personal matters
- Not visiting social media websites or chat options
- Not downloading any materials without permission

If rules are not followed, or devices are used inappropriately, discipline action will be taken, including up to termination from the program.

Illness

Girls who have a fever, an active contagious infection, or who have vomited within 24 hours prior to coming to Girls Inc. should not attend for the day. If girls become injured or sick while they are at Girls Inc. we will contact parents/guardians immediately, using the information provided on the girls registration form, to take them home and get treatment. If it is an emergency situation, we will contact emergency services as needed.

ADDITIONAL INFORMATION AND POLICIES

Field Trip Policies

We schedule a variety of exciting and enriching opportunities for the girls and provide prior notice for times when girls will be away from the Girls Inc. center. We expect girls will participate in these educational outings and remain with their group. Girls who arrive at the center when their group is on a field trip may not join the trip at the site and will be placed with an alternative group until their group returns. Girls may not be picked up from field trip locations for liability reasons. Parents and guardians are not allowed to chaperone field trips.

Snacks and Meals

Girls Inc. provides summer attendees with free breakfast, lunch and snacks. Meals are prepared in accordance with federal and state guidelines for nutrition. Families may choose to opt out of this program, however any girl bringing her own meal must pack food that is not temperature sensitive (does not need to be refrigerated or reheated). This restriction is due to the space and staff resources devoted to the summer food program.

If a girl has specific dietary needs or allergies, the parent/caregivers must notify leadership staff with advance notice so that an appropriate meal can be provided by our contracted food preparer. We will do everything in our power to accommodate needs and allergies but cannot accommodate preferences.

We request that families let us know when girls will not be participating in the free meals with us for the following week. Advance notification for prescheduled vacations is always appreciated.

Snacks are provided and vary every day. We work hard to accommodate allergies and dietary needs but cannot always guarantee an item. Please let staff know as soon as possible of an allergy/dietary need. Girls can bring their own snacks if they wish.

*Snacks are often received at Girls Inc. through donations by individuals and organizations and what we receive is outside of our control. If you wish to donate snacks for the girls, please let us know. We appreciate all donations.

CELL PHONE/DEVICE POLICY

Girls Inc. members are to be responsible for keeping their devices out of sight, at all times. This includes but is not limited to; cell phones, tablets, and smart watches. If a member is getting picked up, parents/guardians must follow our regular pick up procedure and call the front desk. If a cell phone or any other device is being used, the member will be asked to leave their device at the front desk until it is time to be picked up. If she refuses, a call to parents will be made and disciplinary action will be taken.

PLEASE READ THE ABOVE STATEMENT AND SIGN BELOW ACKNOWLEDGING YOUR UNDERSTANDING

I (member name)_____ have read and understand the above statement and will uphold my Girls Inc. membership responsibilities. I understand the consequences of my actions and will be held accountable for any rule(s) I may break.

Member Signature

Date

Parent/Guardian Name (print)

Date

Parent/Guardian Signature

Date

NETWORK AND COMPUTER ACCEPTABLE USE PLEDGE GRADES K-3

I agree to use Girls Inc. of Wayne County technology carefully, respectfully, and responsibly.

I will follow Girls Inc. of Wayne County rules.

I will protect my privacy, and the privacy of others.

I will be safe on the Internet.

If I do not work safely and responsibly, I may lose my computer privileges.

These expectations have been discussed with me.

I understand these expectations, and I agree to follow them whenever using technology at Girls Inc. of Wayne County.

Member Name

Date

NETWORK AND COMPUTER ACCEPTABLE USE PLEDGE GRADES 4-10

I Will Respect Myself

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet and in the Girls Inc. of Wayne County learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

I Will Protect Myself

I will ensure that the information I post online will not put me at risk. I will not post my name, address, or phone number, a schedule of my activities or inappropriate personal details. I will report any aggressive or inappropriate behavior directed at me. I will not share my password or account details with anyone else.

I Will Respect Others

I will show respect to others. I will not use electronic resources to bully, harass, or stalk other people. I will not visit sites that Girls Inc. of Wayne County would deem inappropriate. I will not abuse my access privileges. I will respect my peers and program leaders by not using technology inappropriately.

I Will Protect Others

I will protect others by reporting bullying. I will not forward any materials (including emails and images) that the school would deem inappropriate.

I Will Respect Copyright

I will use and abide by the fair use rules. I will not install software on devices provided by Girls Inc. of Wayne County. I will not steal music or other media, and I will not distribute these in a manner that violates their licenses.

I Will Respect Technology

I will take all reasonable precautions to protect computer devices from damage. I will not tamper with its software. I will not interfere with Girls Inc. of Wayne County's systems or attempt to bypass assigned network access.

Acceptance

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, and in a way that will represent Girls Inc. of Wayne County in a positive way. I understand that failing to follow the above may lead to loss of these privileges.

Member Signature

Date



of Wayne County

2026-2027 OUTING PERMISSION FORM

I hereby give permission for my child,
_____ (member's name) to attend
outings during 2026-2027 programming with Girls Inc.
of Wayne County. I understand that all outings are
subject to change and weather permitting. Parents and
guardians will be notified through Compass 360
regarding changes to outings (delays, cancellations, etc.)

Parent/Guardian Signature

Date

In the event, that I cannot be reached please contact:

Name

Relationship To Member

Phone

FAMILY HANDBOOK AND CODE OF CONDUCT

SIGNATURE OF RECEIPT

We acknowledge that we have received and read the Family Handbook and the Code of Conduct. We understand these and agree to be held responsible for adhering to the terms stated in both documents.

We understand the disciplinary guidelines described in the Code of Conduct and further understand that Girls Inc. members will be held accountable for their behavior. If in violation, members will be subject to the disciplinary consequences outlined in the Code of Conduct.

We realize that it is our responsibility to clarify any questions or raise concerns about either document with the Executive Director.

Our signatures below indicate that we have received, read, and understand the Family Handbook and the Code of Conduct. We agree to follow all of the policies and procedures outlined in both documents.

Guardian Signature: _____ Date: _____

Member Signature: _____ Date: _____



of Wayne County

OPT-IN FORM FOR HEALTHY SEXUALITY /PUBERTY PROGRAMMING

Member Name: _____ Grade: _____

Summary of the Contents and Nature of the provided Instruction:

Grades 7-10

- Identity and Reproductive Anatomy
- Personal Values and Decision Making
- Consent and Healthy Relationships
- Risk and Consequences
- Birth Control and Contraceptives
- Healthy Communication
- Digital Safety & Harassment

Grades 5-6

- Puberty, Hygiene, Hormones & Emotions
- Personal Values and Decision Making
- Consent and Healthy Relationships
- Healthy Communication
- Digital Safety & Sexual Harassment

Grades 3-4

- Puberty, Hygiene, Hormones & Emotions
- Personal Values and Decision Making
- Consent and Healthy Relationships
- Healthy Communication
- Digital Safety

Grades K-2

- Consent, safe physical touch
- Healthy friendships and communication

Please print, sign, and return this form to Girls Inc. if you wish for your member to participate.

_____ Signature _____ Date

GIRLS INC. GIRLS'
BILL OF RIGHTSSM

**girls
inc.**[®]

Inspiring all girls to be
strong, smart, and boldSM



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 BE
SAFE IN THE WORLD.**



GIRLS HAVE THE RIGHT TO
**PREPARE FOR INTERESTING
WORK AND ECONOMIC
INDEPENDENCE.**



CONTACT US:

**girls
inc.**

of Wayne County

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