

# Program Handbook



## Summer 2025

Girls Inc. of Santa Fe  
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Fe, NM 87501  
(505) 982-2042  
[www.girlsincofsantafe.org](http://www.girlsincofsantafe.org)

## Welcome to Girls Inc. of Santa Fe!

We are so glad that you are a part of our Girls Inc. community. We have provided this handbook so that you can familiarize yourself with our policies. If you have any questions regarding any of the policies, please do not hesitate to contact us. We look forward to getting to know you and your child.



For more information please visit our national and local websites

[www.girlsinc.org](http://www.girlsinc.org)

[www.girlsincofsantafe.org](http://www.girlsincofsantafe.org)

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# Girls Inc.



Girls Inc. of Santa Fe is an affiliate of a national nonprofit youth organization, dedicated to providing vital, innovative educational programs to those who identify as girls and those gender expansive young people who feel our pro-girl environment is the best fit for them, particularly those who are underserved or at risk. Our programs are researched and evaluated nationally for effectiveness, and are implemented by trained, enthusiastic, and sensitive staff.



Girls are strong, smart, and bold and we equip them with the tools to remain so in the face of societal pressure to conform to ever-evolving gender stereotypes. We respect diversity of ideas and cultures, advocate for girls in the community, and provide opportunities to all those who identify as girls regardless of culture, race, disability or socioeconomic status.

Girls Inc. encourages young people to: take risks; think, probe and be inquisitive; be leaders; be assertive, speak up for themselves and take action; make mistakes, learn from them and try again; try out new interests and acquire new skills; be healthy; physically, mentally and emotionally.

# Our Programs

Girls Inc. provides a combination of hands-on fun and informal education. All programs are research-based and age-appropriate.

**Economic Literacy®** enhances financial competence and confidence, teaches fiscal responsibility, and promotes within young people a sense of economic justice.

**Friendly PEERsuasion®** approaches drug abuse prevention as a peer issue, using the positive influence of young people modeling healthy behavior.

**Sporting Chance®** provides young people with opportunities to learn basic movement and sport skills and increase their coordination, endurance, and strength.

**Leadership and Community Action®** enables young people to join in partnership with women leaders in their community to develop and practice leadership and advocacy skills and conduct community action projects.

**Media Literacy®** encourages young people to examine how media messages are constructed and how they reflect social values, and how their active participation can influence messages.

**Operation SMART® (Science, Math, And Relevant Technology)** dispels stereotypes about math and science and invites these participants to join the fun of discovering the world around them.



# Programs (Continued)

**PEACE Initiative ® (Personal Empowerment And Conflict Examination)** provides girls with the skills they need to communicate effectively and to mediate conflict with respect and a sense of responsibility.

**Healthy Sexuality®** provides young people with the skills, insights values, motivation, and support to postpone sexual activity, and to use effective protection.

**Project Bold®** provides a continuum of age-appropriate/ gender-specific violence prevention programming to give participants skills, strategies, support for personal safety, safety in their communities, and beyond.

**enCourage®** , our outdoor leadership program, expands upon Sporting Chance® by building adventure sports skills, fostering independence, equipping young people to be healthy, safe and active out- doors and to strive-freely and take positive risks in all parts of their lives.

**Sticks and Stones®** fosters understanding through community education, educates participants in awareness and advocacy, and encourages them to use creative forms of expression to increase their own and other's understanding and appreciation of the differences between and amongst people.



# Parent & Girl Responsibilities

## Policies & Procedures



**Prior to Enrolling:** Before enrolling your child, we suggest that you sign up for one of our monthly tours to meet the staff and learn more about Girls Inc. We also suggest you read this parent handbook to ensure that our program is right for your family.

**Program Hours:** Summer hours are Monday to Friday from 8:00 am 5:00 pm.

***A late pick-up fee of \$1.00 per minute is charged which will be added to your bill if you do not pick up your child by 5:00 pm. If your child is not picked up by 5:30 pm and we have not received word from you, the local police department or Child Protective services will be notified.***

### **Pick up/Drop off:**

Please drop your child off before 8:30 am if you plan to drop her off with her breakfast. There are no drop-in options nor part-time rates available for summer camp.

Before 9 am and after 4 pm, pick-up/drop off is in the lower garden.

For the safety of the participants, ***do not drive up our driveway at anytime.*** Please always park around the park below. During inclement weather, pick-up/drop off will be in the Main Room. If you need assistance with pick-up/drop off, please call us at 982-2042 ext.116.



### Sign In/Out:

You must sign your child in and out every time you drop them off or come to pick them up. *We will not release them to anyone that you have not authorized on their pick-up list.* No one under the age of 18 will be authorized to pick up a child unless you have signed a release authorizing a minor to pick up your child. Please be sure that you or anyone else who picks them up is on their pick-up list and has a photo ID. Please notify us immediately if you think someone inappropriate will be trying to pick them up. If the person making the pickup appears to be under the influence of drugs or alcohol, then we will not release the child to them. We will contact another authorized person on the pickup list or, if necessary, the police if that person's presence becomes a safety concern.

### Your Child's First Day:

Sometimes, it is just as difficult for a parent or guardian to face separation from a child on their first day as it is for the child. Regardless of the personality of your child or how eager they may seem, there will be a moment when they realize that their parent or guardian is not going to stay. The emotions that accompany this realization are perfectly normal and natural.

If your schedule permits, you may want to spend a few minutes looking around the environment together on the first day. Gradually, focus attention on another adult in the area.

When your child senses that they are not being watched, they will start to relax. It is also helpful to bring them to Girls Inc. to see the center and meet the staff prior to the first day of the program. If you show your child that you are comfortable with the program and the staff, your child will feel comfortable. It is important that you say "good-bye" to your child

(never sneak away) and then leave immediately. Feel free to call and check in on your child.





**Meals:**

Girls Inc. will not provide breakfast or lunch. You are responsible for providing your child with breakfast and lunch each day. If you must drop your child off before giving them breakfast, they may bring it with them to eat here. If your child is dropped off without a lunch, you will be called and asked to bring one to them before 11:30 AM. Please be sure to pack your child's lunch with healthy options (see our What To Pack? Handout for ideas and affordable options). *Please do not pack soda or candy in your child's lunch.*

**Snack:**

We will provide 2 healthy snacks for each participant every morning at 10AM and afternoon at 3 PM.

**Deposits:**

Deposits guarantee a space for your child. Please plan carefully because deposits will not be transferred or refunded under any circumstances. Deposits will be applied toward the weekly tuition.

**Absences:**

If your child will not be attending Girls Inc. on a day for which they are regularly scheduled, please notify the office the day before or call 982-2042, ext.116 before 9 AM and leave a message. *Please note: you will be charged for the days you have reserved. If your child is absent for three or more days with no communication from you, we will disenroll them for the remainder of the summer and fill the space with a child from our waitlist.*

If your child has a COVID-19-related absence, please contact us so we can make appropriate arrangements.

**Cancellation:**

If you decide you do not need a week for which you have placed a deposit, you must notify us a full 2 weeks before the week you are canceling. Cancellations must be received in writing and given to the Program Office.

Failure to give us two weeks' notice does not provide enough time to fill your child's space, and therefore you will be charged for the full tuition and fees for that week.

### **Respect & Safety:**

At Girls Inc., we strive to treat all staff, participants, and parents with respect and courtesy at all times, including using appropriate language, respecting property and Equipment, and not using verbal or physical aggression towards another person. Should you or your child have a recurring problem abiding by these rules, they may be dismissed from the program with- out refund of payments. Participants, staff, and parents are all responsible for maintaining a safe space for everyone.



### **Equipment Use & Supplies:**

Throughout the summer, Girls Inc. will make numerous types of equipment and supplies available to your child for use during group activities, during free time and on fieldtrips. Normal wear and tear is expected. We simply ask that the equipment and supplies be treated with respect. If a child willfully destroys Girls Inc. property, the parent or guardian will assume financial responsibility for that property. We also include an Acceptable Use of Technology agreement with our registration paperwork that specifies guidelines for use of computers and access to Girls Inc.'s wireless network.

### **Removal from Program:**

Please remember that our top priority is the safety of your child and of all the young people at Girls Inc. If a situation should arise in which we no longer feel that we can keep your child or other young people safe when they are here, we reserve the right to ask you to remove your child from our program.

### **Payments:**

You will pay for your child's first week of summer camp at the time of registration in addition to a membership fee and deposit on additional weeks. Weekly tuition is a flat fee, and you will not be reimbursed for absences or closures (i.e., Juneteenth). The payment for weeks 2-4 is due before the end of the day on May 17th, and payment for weeks 5 - 8 is due before the end of the day on June 21st. Failure to pay your tuition, unless previously arranged, will result in your child losing their space in Camp. Girls Inc. will charge a \$50.00 fee on checks returned for non-sufficient funds. If a check is returned to us for non-sufficient funds more than once, we will only accept cash as a form of payment from you.

### **Additional Costs:**

There may be additional costs for certain activities and field trips. These charges range from \$.50 to a few dollars, and we ask that your child bring the exact amount, preferably in an envelope marked with their name. Please plan ahead and DO NOT send checks or large bills. Failure to provide our child with activity money may result in them not being able to participate in that activity.

### **Year-End Payment Records:**

When it comes time to prepare yearly tax returns, contact Girls Inc. for records of your childcare payments. (Please allow for a week to process.)



### Health:

For the health and well-being of the participants and Girls Inc. community, please do not send your child if they are ill or have any contagious condition. Participants should stay at home if:

- They are feverish or have had a fever in the last 24 hours
- They have vomited or had diarrhea in the last 24 hours
- They have pink eye
- They have a sore throat or hacking cough
- They have been on antibiotics for strep or other
- contagious infections for less than 24 hours,
- They have head lice.

If you drop off your child while they are ill or if your child becomes seriously ill during the day, you will be notified and asked to pick them up within the hour. Girls Inc. is not qualified to care for seriously ill children.

If there is an incidence of lice, Girls Inc. will immediately post a notice for your information. Please note that if your child experiences a case of head lice, you will be expected to sign a copy of and comply with our lice procedures.

***Please remember that this is not a judgment of you or your child, but rather our best effort to try to keep everyone healthy.***







**Medication:**

For safety and legal reasons, staff are not allowed to dispense prescription or non-prescription medicine; however, your child will be allowed to administer their own medication if necessary. If you send medication for your child to administer to themselves, please bring the medication in its original container to the Program Office for safe storage along with a letter clarifying dosage and medication schedule and giving your child permission to administer their own medicine.

***Please remember to label your child's medication with their name.***

**Clothing:**

Our programs focus on fun and “learning through doing.” Please send your child with the appropriate clothing and shoes so that they may fully enjoy themselves (play clothes that can get wet and/or dirty).

If your child arrives in inappropriate clothing or shoes, they will not be permitted to stay at Girls Inc. or to participate in activities.

***Things needed every day:***

- A full belly from eating breakfast at home
- A healthy lunch
- A reusable water bottle
- Sturdy, closed-toed shoes (NO FLIP FLOPS or CROCS)
- Sunscreen and hat/cap
- Jacket/sweatshirt for changes in weather
- A small backpack for her belongings

Please label everything your child brings each day. Things left at the end of the summer will be donated to a local charity. Please check the lost and found regularly.

**Personal Belongings:**

Girls Inc. will not be held responsible for any belongings that your child brings and/or leaves on Girls Inc. property. Valuables such as cash, jewelry, toys, and electronics should be left at home.



**Cell Phones:**

Cell phones are not allowed at Girls Inc. Participants who bring cell phones will be required to leave them in the office until the end of the day. If you need to reach your child, you can call our office number at (505) 982-2042.

**Celebrating Holidays & Birthdays: —**

Girls Inc. is happy to celebrate all holidays for people of all ages, ethnic groups, and faiths. Please let us know if you do not want your girl to take part in a certain activity so that we can make alternate arrangements for them.

You may make arrangements with the Program Manager to bring a treat to eat during snack time to celebrate your child's birthday. Please make these arrangements with the Director of Program in advance.

Remember, the snack must be store-bought (not homemade) and there must be enough for every participant in their group.





**Positive Discipline System:**

At Girls Inc., we encourage positive behavior, thus minimizing negative behavior. When there is negative behavior, we are fair, consistent and communicative. Rather than exercising punishments, we teach the participants self-discipline and encourage them to learn to handle their own conflicts with the help of a staff mediator. We will always take the time to discuss your child's behavior with you. If you have any questions regarding their behavior, please feel free to call the Program Manager or check in with us. In the event of serious or recurring behavior issues, we may ask you as a parent or guardian to meet with us and your child to plan for successful behavior management.

**Emergency Evacuation Plan:**

In the event that we have to evacuate the building, the participants will be secured in a designated area. After the participants are secure, you will be notified of the incident and will be asked to pick up your child within 45 minutes.

- Location 1 - Tommy Maccione Park
- Location 2 - Fort Marcy Park 617 Paseo De Peralta





**Confidentiality & Truthfulness of Information:**

We only share information about your child with the staff who work directly with them. In order to ensure that your child has the safest, most productive, and most fun time in our program, we ask that you be honest when reporting all information about your child, so that our staff is able to design and modify programming and other activities to best suit their individual needs.

**Communication:**

Girls Inc. is a family, and our staff take the time to build individual relationships with each young person and their unique family. As in all families, communication is key. Please let us know what is happening in your child's life that may affect their behavior, need to be celebrated, mourned, etc.





### **Specific Needs:**

If your child has specific needs, please contact Girls Inc. so that we can set up a time to talk before your child begins attending summer camp. Every child is welcome at Girls Inc., including those with different emotional, behavioral, physical, and learning needs. The meeting will be designed to exchange information so that your child can be happy and successful in our program. We want to ensure that your child's and your family's needs and expectations are met.

### **Child Abuse & Neglect:**

Girls Inc. is a mandatory reporting agency. If at any time abuse or neglect is suspected or there is evidence that a participant is being abused or neglected, Girls Inc. is by law obligated to report these observations to the Children, Youth and Families Department or the appropriate authorities immediately.

**Keeping Information Current:**

For the safety of your child, it is critical that you update all changes in telephone numbers, emergency numbers, and other important information. Please notify Girls Inc. in writing as soon as possible if changes in information occur. Remember that only the parent or guardian who submitted registration paperwork and signed the release is authorized to make changes or additions to their child's paperwork or pick-up list.



**Divorced & Divorcing Parents:**

By law, Girls Inc. must release a child to anyone authorized to do so on their pick-up list. To avoid confusion, we encourage divorced or divorcing parents to work these issues out together so that there is a clear understanding and agreement between the two about who is authorized to pick up a child on a particular day. If there are certain days when a parent has no visitation rights and/or is not allowed to pick up the child, we ask to have those dates in writing and a copy of the court document be issued to the Director of Programs for our files. Girls Inc. cannot enforce court orders without these documents on file at our site.



**Contributing to Girls Inc.:**

We ask that every family consider volunteering a few hours of your time at our annual Spring Clean-Up Day when we get our building and grounds ready for the summer. This year's Spring Clean-Up Day is Saturday, May 3rd, from 9 a.m. to 12 p.m. We'll be reaching out with more information as the day gets closer.

**Visitors & Guests at Girls Inc.:**

All visitors and guests who spend a significant amount of time interacting with the participants must apply to be a program volunteer, must pay for and pass a background check, and attend a volunteer training. Our staff are not allowed to ~~have visitors while at work.~~ Our first priority is the girls and their safety.

**Staff:**

All staff members are certified in First Aid & CPR, have had a criminal background check, and have personal references checked prior to being hired. Each participates in a comprehensive Girls Inc. training every year. We are fortunate to employ a mature, caring, excited, and diverse staff from a variety of backgrounds and experiences.





## Dates to know :

**May 3rd** - Spring Clean Up Day from 9:00am-12:00pm

**May 16th** - Payments for weeks 2-4 and all Teen weeks

**May 30th** - Virtual Orientation from 10:00am-11:00am

**June 2nd** - First Day of Summer Camp (First Session)

**June 19th** - CLOSED for Juneteenth

**June 20th** - Payments for weeks 5-8 are due (except Teens)

**June 30th to July 4th** - CLOSED for 4th of July break

**July 7th** - After School Registration begins at 9:00am

**July 7th** - First Day of Summer Camp (Second Session)

**August 1st** - Teen Group Camping Trip

**August 2nd** - 70th Birthday Party on the Plaza

**August 4th to August 8th** - Girls Inc. Office CLOSED



## Useful Contact Information

### *Whom do I call if...*

Q. I want to enroll my child for a program?

A. Email Keeley

**program@girlsincofsantafe.org**

Q. I have questions or concerns about some aspects of a program for K-6th grade?

A. Call or email Maggie

**mfeil@girlsincofsantafe.org,**

**(505) 982-2042, ext. 104**

Q. I have questions or concerns about some aspects of a program for teens?

A. Call or email Becky

**rcalhoun@girlsincofsantafe.org,**

**(505) 982-2042, ext. 104**

Q. I want to report my child's absence from program?

A. Call our Callout Line: **(505) 982-2042 ext. 116** and leave a message with the name of your child and the day(s) they will be absent or email **program@girlsincofsantafe.org**.

Q. I want to make a payment?

A. Call or email Keeley

**program@girlsincofsantafe.org**

**(505) 982-2042, ext. 104**

Q. I have a question about my payment or my statement?

A. Call or email Carolyn

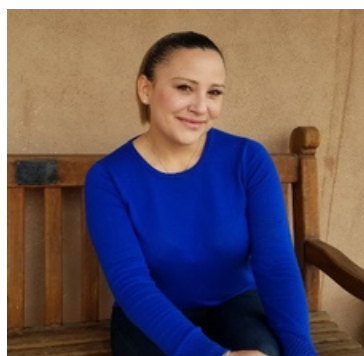
**cchambers@girlsincofsantafe.org**

**505-982-2042, ext 108**

## Our Program Team

(505) 982-2042

We are a hard-working but very small staff. Our goal is to make sure that you and your girl have the best possible experience with Girls Inc. of Santa Fe. However, we are not always able to get to the phone. Please leave us a message if you are unable to reach someone during usual business hours and we will get back to you as soon as we can.  
*Thank you!*



**Madonna Hernandez**  
Director of Programs



**Rebecca Calhoun**  
Senior Program Manager



**Maggie Feil**  
Program Manager



**Keeley Aspaas**  
Data Coordinator &  
Connect Navigator



**Sara Gmitter**  
Programs Coordinator



*Inspiring all girls to be strong, smart, and bold*

GIRLS INC. GIRLS'  
**BILL OF RIGHTS**<sup>SM</sup>

**girls  
inc.**<sup>®</sup>

Inspiring all girls to be  
strong, smart, and bold<sup>SM</sup>



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.**

*Inspira a las niñas y las jóvenes a ser seguras, inteligentes y decididas*