

Girls Incorporated of Lynn  
 50 High Street  
 Lynn, MA 01902  
 781-592-9744 x230  
 www.girlsinlynn.org

## Odyssey Middle School After-School Program Application



Member's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Grade in Sept \_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Telephone ( ) \_\_\_\_\_

School (*please circle one*): Pickering Breed Marshall KIPP Other \_\_\_\_\_

Doctor \_\_\_\_\_ Telephone \_\_\_\_\_

Allergies \_\_\_\_\_

Medical conditions that we should be aware of: \_\_\_\_\_

Medications \_\_\_\_\_

**Disabilities:** (please circle if applicable) Learning Developmental Visual Hearing Mobility  
 Hidden Health Other \_\_\_\_\_

**Special Education Services/IEP plan or 504 plan** (please describe the type of services your daughter currently receives): \_\_\_\_\_

**Do you receive lunch at school?** (Please circle which category): Free Paid Reduced

Income level: (please choose one)
Less than \$10,000
\$10,000-\$15,000
\$15,000-\$20,000
\$20,000-\$25,000
\$25,000-\$30,000
\$30,000-\$50,000
More than \$50,000

Family Configuration (please choose one)
Two parents
Mother only
Father only
One parent at a time (joint custody)
Neither parent (e.g. foster parent, grandparent or other relative; group home)

Family Size (*How many people, adults and children, live in your household*) \_\_\_\_\_

**Racial/ethnic profile (please circle one):** Asian American or Pacific Islander

Black/African American Hispanic/Latina Native American/American Indian

White, European American or Anglo Multiracial/multi-heritage

Other (please specify) \_\_\_\_\_

**Home Language (please circle one):** English Spanish Other (please specify) \_\_\_\_\_

**Are you in an English Language Learner class?** (please circle one) Yes No

**Are you?** Check all the apply: A Returning Eureka Member \_\_\_\_ Returning Odyssey Member \_\_\_\_  
 New to Girls Inc. \_\_\_\_ Attended the School-aged Child Care Program \_\_\_\_

## Family Information

### 1<sup>st</sup> Parent/Guardian (with whom the child lives)

First and last name **Mr. Mrs. Ms.** \_\_\_\_\_

Home Address \_\_\_\_\_ Lynn, MA 0190\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Work telephone \_\_\_\_\_ Alternate telephone \_\_\_\_\_

Please tell us the best way to reach you on a regular basis: Please print clearly

Email: \_\_\_\_\_ Telephone/cell phone: \_\_\_\_\_

best times \_\_\_\_\_ best days \_\_\_\_\_

### 2<sup>nd</sup> Parent/Guardian

First and last name **Mr. Mrs. Ms.** \_\_\_\_\_

Home Address (only if different from 1<sup>st</sup> parent/guardian)  
\_\_\_\_\_ Lynn, MA 0190\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Work telephone \_\_\_\_\_ Alternate telephone \_\_\_\_\_

Email \_\_\_\_\_

### Emergency Information

1. Emergency Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Relationship to member \_\_\_\_\_

2. Emergency Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Relationship to member \_\_\_\_\_

## Attendance, Participation and Behavior Policy

Girls Inc.'s middle school programs are open to all girls. We expect that girls who enroll will attend regularly, participate and follow the rules of the program. **Parents must notify the program by 12:30 if their daughter is going to be absent. Failure to notify the program may result in termination from the program and or removal from the transportation list.**

Attendance is important in developing relationships with the other girls, the staff, building a sense of belonging and understanding of the program's culture. Attendance is also important because of the projects the girls work on in their programs. Missing a day can throw off a girl's progress and if she is working in group, it affects the group's progress. Maintaining good attendance demonstrates each girl's ability to uphold her commitments and demonstrates her ability to be responsible. Girls who do not maintain regular attendance will not be able to participate in field trips and special events.

Participation from each girl is expected. The middle school programs offer many familiar activities to the girls as well as new activities to help the girls learn new things and take healthy risks. Girls who participate have a better experience and gain more from each activity. Girls who decide not to participate are usually bored and end up misbehaving. If a girl chooses not to participate regularly, a behavior notice will be sent home.

Behavior requirements for the Odyssey program are based on five simple rules:

- 1. Treat Yourself, Others and Property with Respect**
- 2. Follow Directions**
- 3. Actively Participate**
- 4. Leave Negative Behavior at the Door**
- 5. Practice Safety**

Staff will talk with a girl if she is not following a rule. If the issue is resolved no further action will be taken. If, after being a reminded a girl continues to break the rules her parent/guardian will notified either in writing or by telephone depending on the severity of the incident. If a girl can not follow the rules after her parents were notified she may be asked to take time off from the program.

**Any act of physical or verbal violence including hitting, pushing, throwing something, swearing, and threats or other extremely negative talk may result in immediate suspension or termination from the program.**

We have read and understand the attendance, participation and behavior policy for the middle school programs at Girls Incorporated of Lynn.

\_\_\_\_\_  
Parent/Guardian Signature      date

\_\_\_\_\_  
Member Signature      date

**Girls Incorporated of Lynn  
Permissions, Releases, Waivers and Authorizations**

1. I hereby give my permission for (name of girl) \_\_\_\_\_ to participate in all of the activities at Girls Incorporated, including sports and athletic activities (such as basketball, canoeing, rock climbing, soccer, swimming and ropes course), community projects and personal development activities (teen health, lifestyle, sexuality, identity and community issues). I grant my permission for her to go on outings and field trips off site transported and chaperoned by authorized Girls Incorporated staff/volunteers. I grant her permission to participate to all program evaluation, including surveys and focus groups. I hereby release Girls Incorporated of all responsibility other than reasonable care.

**Parent/Guardian signature** \_\_\_\_\_ **date** \_\_\_\_\_

2. This program is being paid for in part by the Massachusetts Department of Public Health (MDPH). As a part of the health education program, MDPH is collecting information to understand the different experiences of youth who take part in the program. This information will help us understand if our program made a difference, and how to improve our program in the future. Your daughter will be asked to complete an anonymous survey (names will not be asked in the survey) at the beginning of the program and again at the end of the program. This survey involves answering questions about some of their behaviors, knowledge and skills. Any information your child provides in these surveys will be confidential—this means everything will be private. No names or other personal information will be shared in any reports. Reports about the program will include information only about groups of people, never about individuals. During the surveys your child may choose not to answer any questions they don't feel comfortable answering.

**Parent/Guardian signature** \_\_\_\_\_ **date** \_\_\_\_\_

3. I hereby authorize Girls Incorporated to photograph my daughter for the purposes of publication in newspaper, magazines, and other printed or electronic/social media such as the Girls Inc. web site, Twitter, Facebook page or broadcast by television for the purpose of promotion of Girls Incorporated activities.

**Parent/Guardian signature** \_\_\_\_\_ **date** \_\_\_\_\_

4. I authorize Girls Incorporated to carry out any measures deemed necessary should an emergency occur. These measures may include administration of first aid and/or CPR by Girls Incorporated staff; transportation to the nearest medical facility; and/or securing, at the expense of the undersigned, appropriate medical treatment for (name of girl) \_\_\_\_\_ .

**Parent/Guardian signature** \_\_\_\_\_ **date** \_\_\_\_\_

5. I hereby release Girls Incorporated, its employees and agents, from any and all liability or claims arising out of the girls' named above engagement in the above-described events.

**Parent/Guardian signature** \_\_\_\_\_ **date** \_\_\_\_\_

6. I hereby grant Girls Incorporated of Lynn permission to contact my daughter's teachers and to receive copies of her report card in order to assess her academic status and assist her where needed academically. I understand the information shared between her teachers and Girls Incorporated staff regarding her academic progress will be kept confidential.

**Parent/Guardian signature** \_\_\_\_\_ **date** \_\_\_\_\_

\_\_\_ I give my daughter permission to take Tylenol/Ibuprofen if she is not feeling well.

**Parent/Guardian signature** \_\_\_\_\_ **date** \_\_\_\_\_

**INTERNET USE PARENT PERMISSION FORM**

I read and understand the Internet Use Policy (page 7 and 8 of this application) and agree to its conditions as it pertains to my daughter \_\_\_\_\_.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**USER AGREEMENT**

I, \_\_\_\_\_ agree to the terms of Girls Inc.'s Internet Use Policy. I understand that I am responsible for following the rules for using the Internet and the computer room. I am also responsible for following any instructions I receive from Girls Inc. staff. I understand that I should not give out my personal information online (my full name, address, phone number, etc.), or my photograph. I also understand that I should ask a staff person for help whenever I have a problem or question about my computer or Internet use. I agree that if I do not follow the rules or instructions, I may lose my privilege of using the Internet and possibly all computers use at Girls Inc.

Member signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Odyssey Participant Survey

Member Name \_\_\_\_\_ date \_\_\_\_\_

**The Middle School Programs are designed to promote academic achievement, offering homework assistance, tutoring and informal educational programs. Please help us understand how the program can help you by completing the following section.**

1. On your last report card what grade did you receive in the following subjects?  
   English Language Arts\_\_\_ Math\_\_\_ Social Studies\_\_\_ Science\_\_\_
2. What subjects or areas would you like help with?
3. Who usually helps you with your school work?
4. Where do you work on your schoolwork?
5. What is your favorite subject in school and why?
6. On a scale from 1-3 with 1 meaning you never do this, 2 sometimes and 3 meaning you do this all the time, rate your effort on the following:

	Never do this	Sometimes do this	Do this all the time
<b>I put effort into completing my homework</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>I put effort into studying</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>I ask questions in class</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>I go after school for extra help</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Look over the problems I get wrong on tests and quizzes</b>	<b>1</b>	<b>2</b>	<b>3</b>

The middle school programs also fosters girls’ development by providing a pro-girl environment where girls can build positive relationships with other girls, explore new interests and be *Strong Smart and Bold*. Please help us understand you a little better and what your interests are right now.

**Please circle which words describe you:** quiet friendly easy going energetic talkative patient cooperative loud funny hard worker smart like being part of a group independent leader healthy open to new experiences successful nature loving athletic enjoys math artistic enjoys computers special physically active strong curious crazy capable confident creative enjoy performing like to be challenged like to read bold good listener

**Current hobbies:** Growing things art dance sports:\_\_\_\_\_ adventure cooking reading computers television writing movies shopping puzzles board games arts& crafts acting/ attending plays singing music video games building things hiking drawing painting running playing an instrument jump rope/Double Dutch animals travel design

## Internet Use Policy

### Availability of Internet Access

Girls Incorporated offers access to the Internet (an international, unregulated computer network which provides digital pathways to information sites) during our after school programs and summer programs. Girls Inc. members typically may access the Internet during activity periods as well as during unstructured time at the beginning and end of the program day.

### Disclaimer Notice

During computer access times, Girls Inc. staff and/or volunteers are on hand to help with girls' questions and generally oversee computer use. However, the girls operate the individual workstations themselves, and ultimately Girls Inc. has no control over the availability of websites, which sites will post, or the content of information-text or images—that is retrieved from the Internet. This information could contain content that Girls Inc., the child or parent may consider objectionable or inappropriate for the child to be viewing.

Girls and their parents should be aware that the Internet may contain inaccurate and incomplete information, and that the Internet may contain information that may not be suitable for children, such as controversial or sexually explicit material that some may find offensive or inappropriate.

Members are responsible and accountable for following all rules and policies when using Girls Inc. computers or their personal computer. It should also be noted that Girls Inc. staff or designated volunteer instructors may review files and communications to ensure that members are using network and equipment properly. Member and parents should not expect that information stored or displayed on Girls Inc. machines will be private.

Girls Inc. will not provide e-mail accounts or access to members unless part of a specific program. Members who have personal e-mail accounts from another source may access those from Girls Inc. computers only with prior parent/guardian permission.

### Internet Safety Instruction

Girls Inc. will offer introductory instruction for all members on appropriate use of the Internet and related safety practices. The introduction will cover Girls Inc. policies as well as offer examples of use and age-appropriate online resources for the girls to consider accessing.

Parents are strongly encouraged to stay in touch with their child's online activities—discuss what is being seen or done online and, when possible, explore the web together.

### Required Permission Forms

In order for a member to access the Internet while at Girls Inc., she will have to sign the User Agreement Form, indicating that she agrees to Girls Inc.'s Internet Use Policy rules and regulations. She must also have signed permission from her parent/guardian.

## **Internet Rules and Regulations**

Before accessing the Internet, users must agree to the Girls Inc. Internet Use Policy, sign the User Agreement, and have a parent/guardian sign the Internet Parent Permission Form.

Members may directly access the Internet. Girls Inc. staff will encourage members to access educational/age-appropriate sites, but they have no control over what sites post. Children might read or see offensive material. By signing the Parent Permission Form, parents assume responsibility for their children's Internet use

The following uses of Girls Inc. computers and Internet access are prohibited:

- **Accessing or transmitting any material which is deemed unlawful, obscene, sexually explicit, or otherwise inappropriate for children.**
- **Using the Internet in any other illegal manner (harassing others, hacking, releasing viruses, etc.)**
- **Altering or damaging Girls Inc. software, hardware or data**
- **Unauthorized software installation**
- **Accessing (or attempting to access) unauthorized files, passwords, etc.**
- **Copyright infringement**
- **Providing Internet access to unauthorized user**
- **Unauthorized downloading or copying of information or software**
- **Using the Internet in ways not authorized by parent/guardian**
- **Not complying with instructions given by Girls Inc. staff/volunteers**

## **Violations of Policy**

Any violations of Girls Inc.'s rules and policies regarding Internet use, as well as other programs rules, and applicable government laws shall be reviewed individually by case. Any violations of these rules and policies may result in the loss of Internet and possibly computer privileges, and termination from Girls Inc. programming if there are multiple infractions.

Revised: September 30, 2008

**Parent/Guardian and Member keep pages 7 and 8 for your records**



Girls Incorporated of Lynn  
50 High Street, Lynn, MA 01902  
781-592-9744