

**GIRLS INCORPORATED OF LYNN MEMBERSHIP APPLICATION 7.09 (2)**

SCHEDULE: M T W TH FRI

Start Date: \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Skin Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Identifying Marks \_\_\_\_\_ Primary Language \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

School \_\_\_\_\_ School Address \_\_\_\_\_ Grade \_\_\_\_\_

**1. Parent/Guardian Name** \_\_\_\_\_ (with whom child lives)

Parent/Guardian Date of Birth \_\_\_\_\_ Primary Language \_\_\_\_\_

Relation to Member \_\_\_\_\_ SS# \_\_\_\_\_

Email \_\_\_\_\_ Place of Employment \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_ Hours \_\_\_\_\_

**2. 2<sup>ND</sup> Parent/Guardian** \_\_\_\_\_ Relation to Member \_\_\_\_\_

Home Address \_\_\_\_\_ TEL # \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Hours \_\_\_\_\_ Primary Language \_\_\_\_\_

*IN CASE OF AN EMERGENCY, WHEN PARENT CANNOT BE REACHED, PLEASE NOTIFY AND RELEASE MY CHILD TO THE FOLLOWING PERSON:*

Name \_\_\_\_\_ Relation to Member \_\_\_\_\_

Address \_\_\_\_\_ TEL # \_\_\_\_\_

**MY CHILD IS NOT TO BE RELEASED TO ANY PERSON BUT MYSELF.**

Member's Physician/Clinic: \_\_\_\_\_ TEL # \_\_\_\_\_

Address : \_\_\_\_\_ (Optional) Medical Insurance \_\_\_\_\_

I certify that there is a record of my child's current physical exam and immunizations at school

**Date of last physical** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Parent/Guardian initials:** \_\_\_\_\_

**SPECIAL LIMITATION OR CONCERNS, IE: DIETARY RESTRICTIONS OR ALLERGIES, CHRONIC HEALTH CONDITIONS. PLEASE DESCRIBE IF ALLERGIC TO EMI/RESTRICTIONS & TREATMENTS (Please complete medical alert form)**

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



of Lynn

50 High Street | Lynn, MA 01902 | 781.592.9744 | www.girlsinclynn.org

**AUTHORIZATION FOR RELEASE OF PHOTOGRAPHS**

I hereby authorize the taking of photographs of my daughter for purposes of publication in newspapers, magazines or other printed media or broadcast by television for the purpose of promotion of Girls Inc. activities.

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

**VAN INFORMATION**

I authorize Girls Incorporated of Lynn to transport my daughter to and from the locations below. I understand that a designated adult must be waiting to receive my daughter when she is dropped off, unless other requested by the undersigned.

School weeks pick up \_\_\_\_\_

School weeks drop off \_\_\_\_\_

Vacation weeks pick up \_\_\_\_\_

Vacation weeks drop off \_\_\_\_\_

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

**EMERGENCY TREATMENT AUTHORIZATION**

As parent or guardian of the participant, I hereby authorize Girls Incorporated of Lynn 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 by ambulance or van, and seeing and/or securing appropriate medical treatment for the participant, at the expense of the undersigned. I hereby release Girls Incorporated of Lynn, its employees and agents from any and all liability or claims arising out of participant's engagement in the above-described events.

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

**ETHNIC BACKGROUND:** African American:  Caucasian:  Hispanic:  Asian:  Multi-racial:

(Other) \_\_\_\_\_

SINGLE PARENT FAMILY?  Yes  No Number in family: \_\_\_\_\_

Please list all children in family from oldest to youngest.

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

**ANNUAL FAMILY INCOME**

- Under \$10,000
- \$10,001–\$15,000
- \$15,001–\$20,000
- \$20,001–\$25,000
- \$25,000–\$30,000
- more than \$30,000

What special interests or hobbies does your daughter enjoy? \_\_\_\_\_

What are your hopes for your daughter? \_\_\_\_\_

Are you or any other family member, a veteran or on active duty?  Yes  No

If so, who? \_\_\_\_\_

Transportation Plan 7.12 (1) and Alternative Transportation Plan  
(including designated adult) 7.12 (1)

Child's Name: \_\_\_\_\_

Part Time

Full Time

**My child will arrive at the program by:**

- Parent Drop-Off
- Program Bus
- Program Van
- Lynn Public School Bus
- Unsupervised Walk
- Supervised Walk with \_\_\_\_\_
- Other \_\_\_\_\_

**My child will depart from the program by:**

- Parent Pick-Up
- Program Bus
- Unsupervised Walk
- Supervised Walk with \_\_\_\_\_
- Other \_\_\_\_\_

**My child will arrive at the program by:**

- Parent Drop-Off
- Program Van
- Unsupervised Walk
- Supervised Walk with \_\_\_\_\_
- Other \_\_\_\_\_

**My child will depart from the program by:**

- Parent Pick-Up
- Program Van
- Unsupervised Walk
- Supervised Walk with \_\_\_\_\_
- Other \_\_\_\_\_

I give permission for my daughter to be released from the program at the end of the day as stated above and/or I give permission to the following people to receive my child at the end of the day. If no one is authorized, please indicated by writing "no one".

1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Any other transportation requests must be stated in writing and maintained in the child's file or the above plan must be implemented. This permission is valid for one year from the date of the signature.

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

**OFF SITE ACTIVITIES PERMISSION FORM**  
**SECTION 7.34 (5) ©**

**SACC Program:** Girls Incorporated of Lynn  
**Address:** 50 High Street, Lynn, MA 01902

Child's Name: \_\_\_\_\_

I, \_\_\_\_\_, give permission for my child to participate in all of the regularly scheduled on-going activities located at the following off-site facilities.

The following locations are frequent field trip locations that Girls Incorporated members participate in:

- \* Nahant Beach                      \*Roller World                      \*YMCA Lynn                      \* Children's Museum
- \* High Rock Tower Park              \*Science Museum                  \* New England Aquarium
- \*Peabody Museum                      \*Operation Bootstrap              \* Children's Museum
- \*Lynn Library                              \*Lynn Arts Inc.                      \*Goldfish Pond
- \*Neighborhood nature walks      \* Lynn City Hall                      \* Wayne Alarm

The program will provide a list in writing of scheduled activities.

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

THE DEPARTMENT OF EARLY EDUCATION AND CARE  
SUBSIDIZED CHILD CARE  
ATTENDANCE NOTIFICATION AGREEMENT

*Excessive absences may result in the termination of your childcare subsidy.*

Your child (ren) is/are receiving an EEC childcare subsidy and is/are expected to attend the early education and care program, in accordance with the terms of your childcare authorization. Childcare educators/providers are required to make every effort to ensure that each childcare slot is filled, or each voucher is used at all times.

To ensure that you do not lose your childcare subsidy for excessive absences, you must:

1. Ensure that your child(ren) attend(s) the early education and care program, in accordance with the terms of your childcare authorization.
2. Notify your Subsidy Administrator of a recurring change in your child(ren)'s schedule of care (i.e. after school programs, sports, custody arrangements) which will result in your child(ren) not needing child care on a particular day or days of the week;
3. Immediately notify your childcare program to explain your child(ren)'s absence; and
4. Provide at least 2 weeks advance notice if you plan to remove your child(ren) from the childcare program.

EEC allows children up to 10 absence days, attributed to "vacation time", within a twelve-month period. You must inform your provider of your scheduled vacation to ensure that your child(ren)'s absences are properly recorded for attendance purposes.

The Massachusetts subsidized childcare regulations and policies define excessive absences as:

- More than 3 consecutive unexplained absence days (Consecutive unexplained absences are absences which are not reported to the provider on a daily basis).

Families experiencing excessive absences will be issued a two week Notice of Termination. Your childcare services will end on the date listed on the Notice unless you request a Review of the termination of your subsidy.

***My signature below indicates that I understand the information in this document and agree to comply with the requirements set forth above.***

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

**Effective Date: October 1,2018**

**GIRLS INCORPORATED OF LYNN**  
**ATTENDANCE AGREEMENT**

Because United Way funding pays a portion of \_\_\_\_\_'s child care, including explained absences due to illness, emergencies, or a maximum of two weeks' vacation per year, I \_\_\_\_\_, agree to the following:

1. To notify Girls Incorporated of Lynn at least two (2) weeks in advance prior to a planned termination, so that another child can benefit by immediate enrollment and money is not expended on a vacant slot.
2. To notify Girls Incorporated of Lynn immediately to explain any absence of my child so that the program is assured that I plan to continue services.
3. To call the program before **1:00 pm during school weeks and before 8:15 am during vacation weeks** to notify them of my daughter's absence.
4. I understand that my daughter is allowed 30 absence days in a 6-month period.
5. I understand that excessive absences, which indicate to a reasonable person misuse of services, will result in an advance Notice of Termination.
6. I also understand that after three (3) consecutive days of unexplained absences at any time the childcare agency will send me an Advance Notice of Termination, to become effective fourteen (14) calendar days from the date of the notice, unless I contact them to explain my child's absences, or request a fair hearing within the fourteen-day period.
7. I also understand that I must notify the agency immediately upon receipt of a Termination Notice if I have withdrawn my child from services.

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

## Girls Incorporated of Lynn Behavior Management and Discipline Policy

As required by the Department of Early Education and Care. The following acts are prohibited:

- \*abuse and neglect
- \*cruel, unusual, severe or corporal punishment
- \*physical hitting of any manner upon the body
- \*verbal abuse, ridicule or humiliation
- \*denial of food, rest, bathroom facilities
- \*punishment for soiling, wetting, or not using the toilet
- \*punishment for eating/ not eating food

Girls Incorporated of Lynn programs are designed to maximize girl's choice, participation and interest. Through creative learning programs and informal activities, many behavioral problems are alleviated. However, in the unfortunate event of a problem, the following policy has been designed to encourage positive behavior while discouraging negative behavior. The policy is as follows:

### Rules for general behavior:

1. **Resolve conflicts peacefully.** Talk it out and get help from the staff. No physical violence- (hitting, pushing, kicking etc.)
2. **Use safe behavior at all times.** Walk while going from one room to another, no jumping or standing on chairs or tables, use program equipment (scissors, carpentry equipment, etc.) only under staff supervision.
3. **Treat others with respect.** Include others in activities. Girls Inc. is for all to enjoy, speak to others as you would like them to speak to you, no gossiping, screaming or yelling at others.
4. **Use Girls Inc. supplies and equipment only at Girls Inc., under staff supervision.** Only library books may be checked out of the library and returned to Girls Inc. No equipment or supplies are to be used without permission from staff, and NO EQUIPMENT is to be taken home or away from Girls Inc. Return materials, games and equipment to their proper place when done using them.
5. **Ask permission from the adult staff in your area before leaving a room.** If you need to get water, use the restroom, or go to another program space, you must first tell the staff person in charge of the area so we will know where you are and that you are safe at all times.
6. **Go directly to your assigned room with your staff when returning from every trip outside the building.** After the staff has taken attendance, you can ask to get water, go the bathroom, or collect your things.
7. **Tell Program Assistant before leaving the program for the day.** When being picked up from Girls Inc., or before walking home if you have written permission, you must tell the Program Assistant you are leaving, so that we know who you are leaving with and what time you are leaving in order to ensure your safety. A parent/guardian or designated person must sign out the child at the end of the day.
8. **Listen when staff members are speaking to you.** This includes during informal time, program activities, and circle time. Maintain eye contact and remain quiet until the person is done speaking. Do not turn your back; roll your eyes, read, or do homework, or the like when staff is speaking to you as an individual or a group.

### Consequences for behavior

1. When a member breaks a rule, she will be given a verbal warning first, and if the action is **repeated**, she will be asked to take a **5 minute time out** in the room but away from the group. She may return to the group/activity when she is able to follow the rules. During a time out, members can reflect on their behavior and think of alternate ways of behaving. When the time out is over, the member and the staff person will review the incident and alternate ways of behaving.

2. Each girl aged 6-9, who has three (3) time outs within one activity session, will be sent to the Program Director to review the rules and discuss better ways to follow them. A notice will be set home to inform the parent/ guardian of the behavior problem. Each girl aged 10-13 who has more than 1 time out within one activity session will be sent to the Program Director to review the rules and discuss better ways to follow them. Parents/ guardians will be notified in writing of the behavior problem.

3. A member who is sent to the Program Director 3 times within one week gets an in-house suspension. Parent/guardian will also receive a notice. A behavioral contract specific to the child will be drawn up and signed by all parties.

4. If behavior is repeated, a mandatory meeting will be set up to see if outside collaboration is required in order for the member to continue attending program.

**All efforts will be made to have member continue attending program.**

5. Any act of violence to another member may result in **immediate suspension** from the program for one to five days. Acts of violence include hitting, kicking, or threatening other members. The decision to suspend a member will be at the discretion of the Program Director or Designee.

6. In an emergency situation, which Girls Inc. of Lynn defines as **a situation that poses imminent threat of physical harm to property, environment, self, or others.** Girls Incorporated staff will provide safety for all members by one or more of the following methods:

Discussion, a brief time out, implementation of a behavior plan. In all cases, staff will use the least restrictive or least intrusive method of intervention first. If a member demonstrates a pattern of behavior problems, a behavior plan designed for that individual member will be used to help modify behavior. If a member does not modify her behavior, after all avenues have been exhausted, she will be referred to another program to better suit her needs.

**We have read, understand and agree to follow the general rules for behavior as stated in the Girls Incorporated of Lynn’s Behavior Management and Discipline Policy.**

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

Member’s signature: \_\_\_\_\_ Date: \_\_\_\_\_



## EMERGENCY CARD INFORMATION

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

### INSTRUCTIONS TO REACH PARENT/ GUARDIAN

1. \_\_\_\_\_  
Name, address, phone #

2. \_\_\_\_\_  
Name, address, phone #

### PEDIATRICIAN/ SOURCE OF HEALTH CARE

\_\_\_\_\_  
Doctor's name, address, phone #

### EMERGENCY CONTACT PERSON/S

1. \_\_\_\_\_  
Name, address, phone #

2. \_\_\_\_\_  
Name, address, phone #

### MEDICAL EMERGENCY TREATMENT

I hereby give girls Incorporated of Lynn permission to administer basic first aid and/ or CPR to my child \_\_\_\_\_, and/or to take my child to a hospital and to secure medical treatment when I cannot be reached or when delay would be dangerous to my child's health.

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

**ALLERGIES, CHRONIC HEALTH CONDITIONS:** \_\_\_\_\_

**SPECIAL NEED OF CHILD:** \_\_\_\_\_

Insurance information (optional):

Company name: \_\_\_\_\_ Participating hospital: \_\_\_\_\_

Policy #: \_\_\_\_\_ Special instructions: \_\_\_\_\_

**MEDICAL ALERT FORM**

DATE: \_\_\_\_\_

According to the information indicated in your daughter’s registration packet, she has the following allergy/ medical condition:

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Or

Disability:    Learning    Developmental    Visual    Hearing    Mobility

In order for the Girls Incorporated of Lynn School Aged Program to take the proper precautions to ensure your daughter’s health and safety in the program, please specify the disability or symptoms of a reaction and the procedures that staff should follow in the event that your daughter has a reaction while at the program.

Does she have    An Epi Pen?    Insulin?    None

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Respectfully,  
Girls Incorporated of Lynn  
50 High Street  
Lynn, MA  
01902

**MEDICAL CONSENT FORM**  
**102 CMR 7.05 (2) (C)**

Name of child: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Prescription \_\_\_\_\_ Non-prescription \_\_\_\_\_

Dosage: \_\_\_\_\_

Date/s medication to be given: \_\_\_\_\_

Times medication to be given: \_\_\_\_\_

Reason/s for medication: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Name and phone number of prescribing physician: \_\_\_\_\_

Directions for storage: \_\_\_\_\_

I, \_\_\_\_\_, give permission to the authorized staff members to administer medication to my child as indicated above.

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

Doctor's signature: \_\_\_\_\_



Dear Parent/guardian,

Girls Incorporated of Lynn would like your permission to contact your daughter's teacher to determine if our School Aged Program is helping her get her homework completed as well as to determine what other areas your daughter could use extra help in. Please feel free to call me at 781-592-9744 x 224 if you have any questions. Thank you for your support and cooperation.

Sincerely,

\_\_\_\_\_  
Maria Manzueta  
Program Director

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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 that the information shared between her teachers and Girls Incorporated staff regarding her academic progress will be kept confidential.

School Aged Member: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Special Education Services:  IEP plan  504 plan  None

Please describe the type of services your daughter currently receives

\_\_\_\_\_  
\_\_\_\_\_

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

# GIRLS INCORPORATED OF LYNN

## Oral Health Non-Participation Form

In January 2010, EEC issued new regulations for child care programs that include a requirement that educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care [606 CMR 7.11(11)(d)]. This regulation is intended to:

- Help children learn about the importance of good oral health
- Provide information and resources regarding good oral health to childcare programs and families
- Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks

EEC licensed programs must comply with this regulation. However, parents may choose that their child(ren) not participate in tooth brushing while present at the childcare program. You do not need to fill out this form to have your child(ren) participate in tooth brushing while they are in childcare. However, if you do not want your child to brush his or her teeth while s/he is attending the childcare program, please fill out the information found below. A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record at the program. Should you change your mind and wish for your child to participate in tooth brushing, this form may be withdrawn at any time by requesting in writing that it be removed from your child's file. Thank you.

I ***do not*** wish to have my child participate in tooth brushing while in care at: Girls Incorporated of Lynn

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you have any questions or concerns, please call:** Maria Manzueta at 781-592-9744 Ext. 224

### NOTIFICATIONS AND REMINDERS THROUGH REMIND APP

Girls Inc. would like to ask your permission to send you notifications about events, announcements and closure days to your cell phone or email address through the **Remind APP**.

*Please complete below if you give us permission to send you messages.*

Thank you,

*Maria Manzueta*  
**Program Director**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Daughters Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Cell phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Message in English: \_\_\_\_\_ or Spanish: \_\_\_\_\_

## Contract/Consent for Children 9 Years and Older to Leave the Program

**Program Name:** Girls Incorporated of Lynn—School Aged Child Care Program

**Address:** 50 High Street, Lynn, MA 01902

I \_\_\_\_\_, understand that the permission I have received to leave  
(Child's Name)

the program is a privilege granted to me. This privilege is based on my parent(s)/guardian(s) and the staff's expectations of my ability to be responsible for my safety and well-being while I am away from the program.

By signing this contract, I agree to the following:

- I will always check in with a staff person when arriving and before departing from the program.
- I will go only to the destinations agreed upon by my parent(s)/guardian(s) and will inform staff of my destination each time I leave the program.
- I will act in a safe and courteous manner while I am away from the program.
- I will return to the program at or before the time designated by my parent(s)/guardian(s) or by the staff. If I am going to be returning late, I will call the program to inform them of when I will be returning and why I am late.
- I will abide by all restrictions listed by my parent(s)/guardian(s) on the authorization and consent form.

Further, I understand that if I do not abide by the agreements made above, both my parent(s)/guardian(s) and/or the program, as a consequence for my actions, may take away my privilege to leave the program for a time period deemed appropriate by them.

**Parents/Guardians:** *I understand that the program has the right to rescind the above privilege if my child's behavior warrants the limitation. I recognize that my child will not be supervised by staff while she is away from the program. I understand that I am responsible for my child once she leaves the program. By signing this contract, I authorize my daughter \_\_\_\_\_ to leave the program.*

\_\_\_\_\_  
(Child's Signature)                      \_\_\_\_\_  
(Date)                      As \_\_\_\_\_'s parent/guardian, I agree with this contract.  
(Child's Name)

\_\_\_\_\_  
(Parent/Guardian Signature)                      \_\_\_\_\_  
(Date)                      \_\_\_\_\_  
(Staff Signature)                      \_\_\_\_\_  
(Date)

Activity/Location	Method of Transportation	Leave/Return Time	Restrictions

This permission is in effect from \_\_\_\_\_ to \_\_\_\_\_.

**Permission to Apply Hand Sanitizer**

I \_\_\_\_\_ give permission for Girls Inc. of Lynn to allow my child \_\_\_\_\_ to use hand sanitizer periodically throughout the day in addition to soap and warm water to clean her hands while at the program. She may apply it herself or ask a staff to help.

**Parent/guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_