

The Gurl Code, Inc.

CHILD'S NAME: _____ DOB: _____ AGE: _____
HOME ADDRESS: _____ CITY: _____ ZIP: _____
EMAIL ADDRESS: _____

PARENT/FAMILY INFORMATION

Name of person completing application: _____

Relationship to child: _____ Are you the legal guardian? ____

Did you ever attend The GURL CODE Incorporated as a member? ____

Primary Language Spoken in the Home: _____ Do you need an interpreter?

Are you, the child or other authorized family representatives deaf or hard of hearing? ____

If yes, what is the preferred method of communication? _____

Mom's Name: _____

Home Phone: _____ Cell phone: _____

Place of Employment: _____ Work Phone: _____

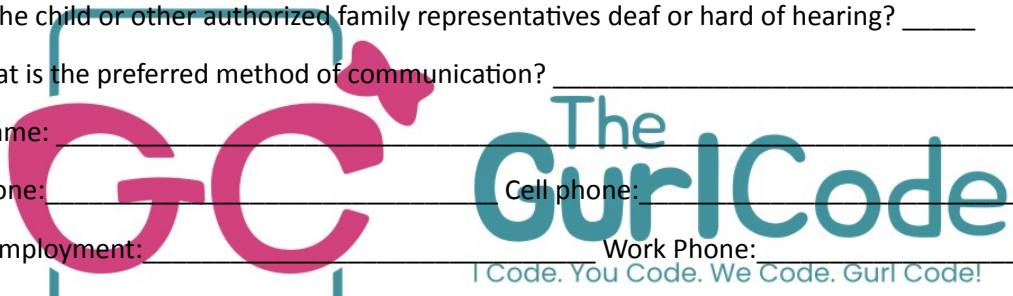
Hours you work: _____ May child contact you at work? _____

Dad's Name: _____

Home Phone: _____ Cell phone: _____

Place of Employment: _____ Work Phone: _____

Hours you work: _____ May child contact you at work? _____



SCHOOL & GRADE INFORMATION

What SCHOOL does your child attend? _____ What GRADE is your child in?

CHILD PICK UP INFORMATION

May your child sign herself out and/or walk home from the Center? _____ What time?

In addition to parents/legal guardians, this member may be picked up by the following persons ONLY. No exceptions will be made. You may add to this list at any time in person.

Written notes and phone calls will not be accepted for any reason.

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Is there ANYONE WHO CANNOT PICK UP YOUR CHILD at any time for any reason?

Name: _____ Is there a court order preventing contact? _____

AT THE GURL CODE INC. WE VALUE THE SAFETY OF EVERY CHILD. IN AN EFFORT TO ENSURE THEIR SAFETY, WHOEVER IS PICKING UP YOUR CHILD MUST PHYSICALLY COME

INTO THE CENTER AND SIGN THE CHILD OUT, AND THE PERSON (ADULT, MINIMUM AGE OF 16) MUST BE LISTED ABOVE IN ORDER TO CHECK OUT THE CHILD.

The GURL CODE INC has a late pick up fee of \$10 that will be assessed for girls picked up at after program hours. \$1 per minute for each additional minute after 15 minutes has passed program hours. Chronic lateness could result in other penalties.

EMERGENCY CONTACT

PERSON TO CALL IN CASE OF EMERGENCY IF PARENTS/GUARDIAN CANNOT BE

REACHED:

Name: _____ Best Phone#: _____ Alt. Phone#: _____

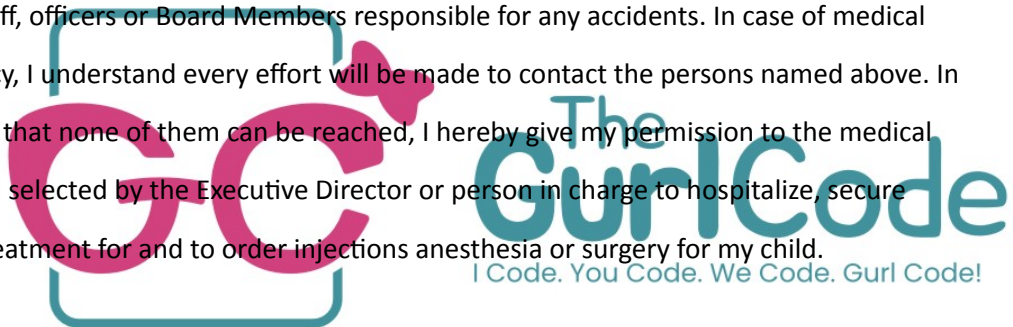
Family Doctor: _____ Phone Number: _____

Insurance Company: _____ Policy Number: _____

The Gurl Code, Inc. 2016

ALL MEDICAL EXPENSES NOT COVERED BY YOUR INSURANCE COMPANY ARE THE
RESPONSIBILITY OF THE PARENT/LEGAL GURADIAN

I give, _____ my permission to become a member of The GURL CODE of Marion
County and to participate in all activities, including special field trips and programs. I
understand that all precautions will be taken for her safety and we will not hold the Center
nor its staff, officers or Board Members responsible for any accidents. In case of medical
emergency, I understand every effort will be made to contact the persons named above. In
the event that none of them can be reached, I hereby give my permission to the medical
personnel selected by the Executive Director or person in charge to hospitalize, secure
proper treatment for and to order injections anesthesia or surgery for my child.



Sworn to and subscribed before me this ____ day of _____, 20 __, by parent/guardian
signing above.

Child's Name: _____

CHILD'S HEALTH INFORMATION SHEET

The GURL CODE does it's best to care for your daughter. The following information will

help us to respond appropriately to any situation with your daughter that may arise. Any information disclosed to The GURL CODE is confidential.

We do our best to accommodate individual needs, development, and learning styles. Please check if your child needs more assistance than others of her age typically require in any of the following. For each check mark, please provide further details you believe would helpful to our staff.

- Eating Dressing/Undressing Using Toilet
- Communicating Verbally Reading and Writing Walking Long Distances
- Calming down if agitated Social Interactions (making friends)

Comments: _____

If yes, what is the treatment: _____

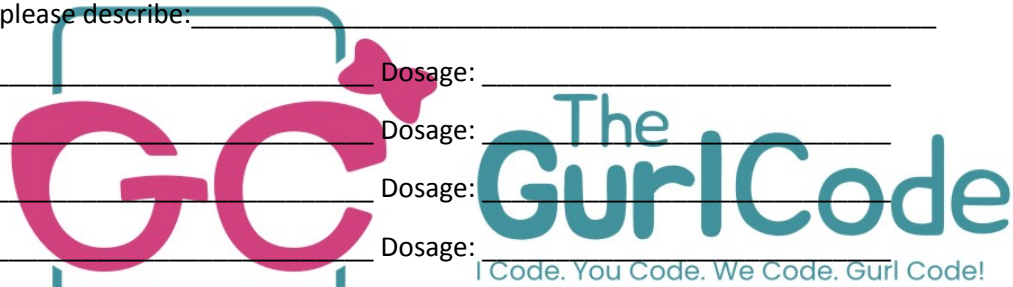
Are there any signs of distress or symptoms of a chronic condition that we should be aware of? If yes please describe: _____

Name: _____ Dosage: _____

Name: _____ Dosage: _____

Name: _____ Dosage: _____

Name: _____ Dosage: _____



If your child will need to take these medications while at the Center please complete the separate Medication Log Form. You will be responsible for providing all medications for your child including over the counter medications such as Tylenol or Pepto Bismol.

Does your child have any known food/allergies?

If so, what are the allergies? _____

STATISTICAL REPORTING INFORMATION

To comply with state and federal funding, we need the following statistical information completed. This information, as with all things in your child's folder, will be kept in strictest

confidence.

ANNUAL HOUSEHOLD INCOME PARENT/GUARDIAN HIGHEST LEVEL OF EDUCATION

- Under \$10,000 Graduate Degree
- \$10,001-15,000 Bachelor's Degree
- \$15,001-20,000 Associates Degree
- \$20,001-25,000 Vocational/Technical Training
- \$25,001-30,000 High School Diploma
- \$30,001-50,000 Some High School
- Over \$50,000 Middle School
- Other
- Unknown

CHILD'S RACE/ETHNICITY (check only one)

- Multi-Ethnic
- African American
- Asian American
- Caucasian
- Filipina
- Hispanic or Latina
- Middle Eastern
- Native American
- Pacific Islander
- Other _____



How many people live in your house? _____

Does your child receive FREE or REDUCED SCHOOL LUNCHES? _____

Is any member of this child's family an active member of the U.S. Military or Guard/Reserve? _____

Child's Name: _____

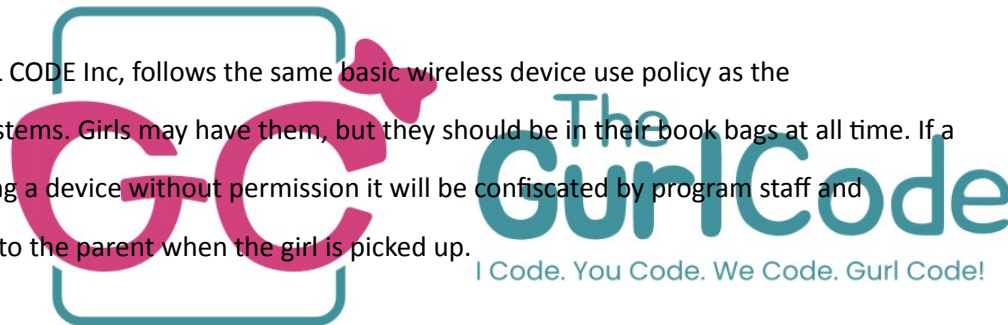
PHOTO, VIDEO, WEB SITE, FACEBOOK AND PUBLICITY PERMISSION

I give my permission for my daughter to be filmed, or photographed for the sole purpose of providing newspaper stories, fundraising event publicity, program event publicity, and grant documentation, The GURL CODE Inc. website/social media stories, photos, brochures and TV news/event coverage.

Parent signature Date

CELL PHONE, SMARTPHONE, TABLET, SMARTWATCH, PERSONAL LAPTOP USE

The GURL CODE Inc, follows the same basic wireless device use policy as the school systems. Girls may have them, but they should be in their book bags at all time. If a girl is using a device without permission it will be confiscated by program staff and returned to the parent when the girl is picked up.



At times, girls may be given permission to use their personal devices as a part of supervised activity. During such time the device should only be used as directed by staff. While utilizing such devices:

Girls are expressly prohibited from posting to Facebook, Twitter, Instagram, Tumblr, blogs, websites, or any other external sites while at The GURL CODE.

Girls shall not send, display or download offensive or inappropriate messages or pictures

Use obscene language, harass, insult or attack others, Violate copyright laws

Visit any unapproved or inappropriate website.

Under no circumstances will The GURL CODE staff provide anyone with the password to the GURL CODE Wi-Fi. The GURL CODE, its staff, officers and Board

Members are not responsible for any damage, theft or loss of any personal wireless device brought to the Center.

FINANCIAL POLICIES

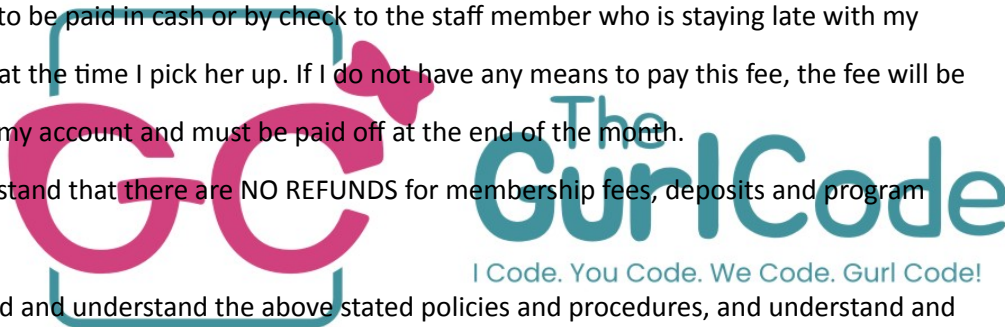
The GURL CODE is able to provide services to you and your daughter(s) for a greatly reduced price BECAUSE of support from The Fever Cares Fund, and a strong Board of Directors who conduct multiple fundraisers each year to support the programs, our corporate sponsors, private donors, civic organizations, foundations, and YOU..... yes, YOU!

I have read the above policy; I agree to the following terms and policies:

1. I also understand the PICKUP TIME and there is a \$10 late fee if my daughter is not picked up on time and \$1 charge for every minute or portion thereof that I am late. That money is to be paid in cash or by check to the staff member who is staying late with my daughter at the time I pick her up. If I do not have any means to pay this fee, the fee will be added to my account and must be paid off at the end of the month.
2. I understand that there are NO REFUNDS for membership fees, deposits and program fees.

I have read and understand the above stated policies and procedures, and understand and agree that it is my responsibility to keep my financial account clear and straight and to make timely payments on my account.

Parent/Guardian Signature Date



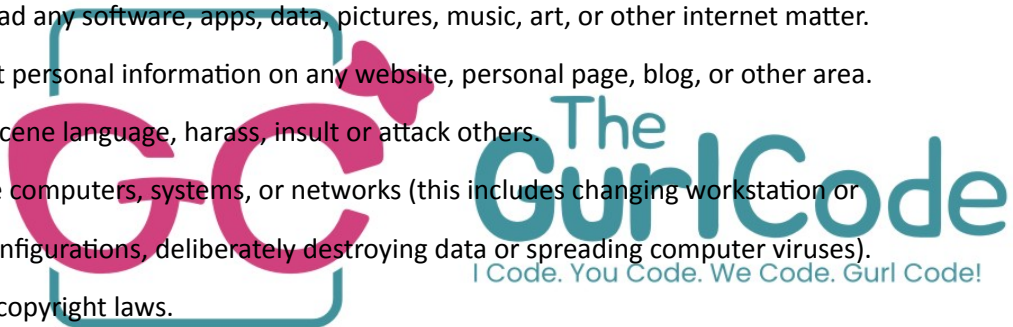
COMPUTER USE AGREEMENT

I understand that, as a Gurl CODE Inc. member and internet user, I am responsible for my own actions and that I am responsible for acting considerately and appropriately, in accordance with all laws and rules listed below.

When at The Gurl CODE, I will not:

- o Use a computer unless there is a staff member present.
- o Use a computer unless I have asked to do so, especially when in the office or administrative areas of the center.
- o Print anything until I have been given permission by a staff member in charge.
- o Send, display, or download offensive or inappropriate messages or pictures
- o Download any software, apps, data, pictures, music, art, or other internet matter.
- o Give out personal information on any website, personal page, blog, or other area.
- o Use obscene language, harass, insult or attack others.
- o Damage computers, systems, or networks (this includes changing workstation or printer configurations, deliberately destroying data or spreading computer viruses).
- o Violate copyright laws.
- o Use other users' passwords or share my passwords.
- o Trespass in other users' files, folders, or work.
- o Bring food or drink to the computer area.
- o Visit unapproved or inappropriate websites. These will be made known to you by a Gurl Code staff member during your class or lab time.

The GURL CODE Inc, has the right to read and retain any electronic messages transmitted/received via use of a computer located at any facility utilized by The Gurl CODE Inc.



I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of the internet or any computers at The Gurl CODE:

1. Loss of access to ANY computer
2. Loss of membership to The GURL CODE depending on the severity of the offense
3. Legal action, if and when necessary.

All girls have to sign the computer use policy in order for her to be eligible to use our computers in the lab for class work or for homework/research; a parent's signature must accompany the computer use agreement.

Yes, I understand the above policies regarding computer and internet use at The GURL CODE. I accept full legal responsibility should my child damage computers or computer systems/networks, destroy data or equipment, or spread computer viruses from a The GURL CODE computer.

By signing below, my child has my permission to access the Internet under the supervision of a The GURL CODE staff member.

Parent's Signature Date

Child's Signature Date



asked to work with us regarding any problems your child may have. Children must be willing and able to participate with group/classroom activities. The primary goal of this policy is to reinforce the idea that all behaviors, appropriate or inappropriate, and the consequences are in the child's control. All incidents of misbehavior are documented and retained. This policy applies to behaviors both at the Center or while riding on the bus or van.

Minor Violations Consequences 1st – Warning/Time Out, 2nd – Activity Restriction/Notify Parents, 3rd – Suspension from Program.

Major Violations Consequences: Disrespect to Staff, Equipment, and Property 1st – Activity Restriction/Notify Parents, 2nd – Suspension from Program.

Also – Restitution for Damaged Property.

Serious Violations Consequences 1st - Suspension from Program with Physical Harm 2nd – Termination of Membership Also – Restitution for Stolen/Damaged Property.

Extreme behavior cases involving violence, stealing or destruction of property may result in an immediate suspension or permanent removal from the program. If a child destroys any property belonging to The GURL CODE, their parent(s) will be responsible for paying for the cost of the damage. Continued inappropriate behavior(s) may result in permanent removal from the program.

The GURL CODE reserves the right to request without advance notice that you pick up your child and to discontinue service if the child's behavior poses a threat to herself, other children, and staff or to property belonging to The GURL CODE of Marion County.

It is not our intent to suspend any girl from the fun and healthy activities at the center. IT IS OUR INTENT TO PROVIDE A SAFE ENVIRONMENT, INVOLVE A CHILD'S PARENT, AND ASK

FOR THEIR SUPPORT OF OUR STAFF AND TO ASSIST US IN USING CREATIVE BUT EFFECTIVE DISCIPLINE.

Parents/Guardians

The GURL CODE expects all adults in the building waiting for their daughter(s) or visiting for a defined purpose to conduct themselves in a manner that is respectful and responsible.

The Executive Director and Program Director reserve the right to ask anyone on the property to vacate if their behavior or actions put our members or staff at risk.

Noncompliance of any request will result in contacting the local authorities.

Please sign that you have read and agree to this discipline policy. This form must be signed by both the parent and child.

Parent/Guardian Signature: _____ Date: _____

Girl Member Signature

I understand the above policy and consequences and intend to follow them.

Member Signature: _____ Date: _____

The following information is important for the safety and protection of your daughter(s).

Please read the information, sign this form and return it to The GURL CODE with your application. Your daughter may not attend The GURL CODE without this signed form.

Please keep and refer to your copy of The GURL CODE Parent Handbook. Your signature below indicates that you have received this information.

I understand that The GURL CODE staff and volunteers are not allowed to babysit or transport girls at any time outside of The GURL CODE program. Immediate disciplinary action will be taken by The GURL CODE toward staff and volunteers if a violation is discovered.

I understand that The GURL CODE will not supervise my daughter when she is left at the center before or after The GURL CODE program hours.

I understand that my daughter is not allowed to leave the program with an unauthorized person. Any person authorized to pick-up my child must be listed in person (by the parent/legal guardian) with The GURL CODE Notes and phone calls



are not accepted to add people to the list.

- I understand my child's safety is paramount to The GURL CODE should a person arrive to pick up my daughter who appears to be under the influence of drugs or alcohol, staff may contact the police. Please do not put staff in a position where they have to make this judgment call.
- I understand that The GURL CODE is mandated by law to report in suspect cases of abuse or neglect to the appropriate authorities for investigation.
- I understand that The GURL CODE will charge a late fee of \$10 if your child is not picked up on time and \$1 per minute for every minute after. For girls left at the Center past closing, we will notify the Indianapolis Police Department and the Department of Children and Families that the child has been abandoned.
- I understand that The GURL CODE reserves the right to serve girls and parents who respect and respond to our program philosophy. We will not continue to serve a parent who becomes disruptive or disrespectful to staff or girls. We feel confident that any and all differences of opinion may be resolved in a role modeling manner. I have received a copy of The GURL CODE Parent Handbook.

Parent/Guardian Signature Date Girl's Name

