

GIRLS INCORPORATED[®] RULES

**WELCOME! WE ARE SO GLAD TO HAVE YOU AS PART OF THE GIRLS INCORPORATED FAMILY.
OUR FAMILY RULES ARE:**

1. Please check in when you arrive at the Center and sign out before leaving.
2. Refer to staff as Ms., Mrs. or Mr.
3. You are to behave in a manner that shows you respect yourself, other girls and the staff.
4. Please respect everyone and their belongings. There is no fighting, bad language, name calling, arguing with staff, or damaging of property allowed.
5. There is absolutely no hitting or threatening.
6. Please keep all Girls Incorporated property on the premises. Any toys that are broken while playing need to be reported to staff. (Please report if you see anything broken or dangerous lying around).
7. You need to wear your shoes at all times for your safety.
8. Food or drink is allowed at the Center during snack and lunch time only. (Water is available at all times).
9. Chewing gum is permitted as long as it's not found on floors, walls, furniture, etc.
10. You are to attend classes during class time or sit quietly in the game room until classes are over.
11. You are responsible for cleaning up after yourself and after class each every day.
12. There is no running in the Center (Exception: relays with staff supervision).
13. You are allowed in classrooms only when staff are present.
14. If you have a contagious diseases or condition, you may not attend the Center.
15. Girls in grades 5-12 may go in the Teen Room/House during free time and lunch time.
16. Please knock on the office door to receive permission to enter the office.
17. You must have permission to use the office phone. (It should be used only for brief emergency calls).
18. You may participate in parties, fieldtrips and/or special events only with a current membership card and when dues are paid in full or arrangements have been made. You will then be eligible for awards and special recognition.
19. Girls are expected to act in a **Strong**, **Smart** and **Bold** manner while at the Center, at home, at school, etc.
20. Personal cell phones must be kept in purses and backpacks and only to be used with prior permission from a staff. Otherwise they will be taken by staff and given back at end of the day. Repeated offenses may result in suspensions. We are not responsible for any articles lost or stolen.
21. Computers are not to be used for any social networking (unless for programming). This means no face book, my space or anything else where it allows you to chat with others you do not know. There will be a notebook for appropriate websites members are allowed to visit.
22. Your personal belongings should be labeled with your name and kept in your backpacks, bags, etc. We are not responsible for any articles lost or stolen.

THESE RULES ARE FOR THE BENEFIT OF EVERYONE!

All girls are expected to abide by these rules if they choose to come to the Center.

Breaking these rules may result in work assignments, time outs, temporary or permanent suspensions, loss of privileges or other disciplinary actions.

Remember, fighting / hitting will not be tolerated at all.

_____/Date_____
Member

_____/Date_____
Parent/Guardian

_____/Date_____
Campus Manager

Tish Correa Osborne
CEO