STUDENT & PARENT WELCOME PACKET

Girls Learning, Overcoming, and Winning

2027-2028 PROGRAM YEAR	GRADES 1-8
SATURDAYS	11:00 AM-3:00 PM

LEARN. GROW. LEAD. SHINE.

Serving the Shreveport/Bossier community

www.glowlitshreveport.org | (318) 459-8601

glowliteracyinitative@outlook.com

Welcome, G.L.O.W. Families

A message to parents and guardians

Dear Parent/Guardian,

Thank you for your interest in enrolling your daughter in G.L.O.W. Literacy Initiative, Inc. Our program is designed to help girls in grades 1-8 strengthen literacy skills, build confidence, and grow as leaders.

Each Saturday, participants engage in phonics, spelling, sight-word practice, reading comprehension, pronunciation, writing, cursive writing, creative writing, leadership development, and enrichment activities.

We are honored to partner with you in supporting your child's academic and personal growth. Please review this packet carefully and complete all required forms and acknowledgments.

We look forward to welcoming your daughter into the G.L.O.W. family and creating a year filled with learning, growth, leadership, and joy.

Warmly,
Angela Marshall, M.S.
Founder & President

OUR MISSION

To empower girls in grades 1-8 to strengthen literacy, build confidence, and develop leadership as they become Girls Learning, Overcoming, and Winning.

Welcome, G.L.O.W. Girl!

This year is your time to learn, grow, and shine.

Dear G.L.O.W. Girl,

Welcome to G.L.O.W. Literacy Initiative, a place where girls learn, grow, and shine. We are so excited that you are joining us this year. Every Saturday, you will build new skills, make new friends, and discover just how powerful your voice truly is.

At G.L.O.W., we believe reading is a superpower. Throughout the year, you will practice phonics, spelling, sight words, reading comprehension, pronunciation, writing, cursive writing, and creative writing. You will also participate in leadership activities, enrichment projects, and monthly field trips that help you explore the world around you.

Our sessions meet every Saturday from **11:00 AM to 3:00 PM**, and snacks are provided. Come ready to learn, ready to try new things, and ready to shine.

You are smart. You are capable. You are important. You belong here.

We can't wait to see you learn, overcome challenges, and win this year. Welcome to G.L.O.W. - where girls rise.

With excitement,
The G.L.O.W. Literacy Initiative Team

Program Overview

PROGRAM DAYS	Saturdays
PROGRAM HOURS	11:00 AM-3:00 PM
LOCATION	Various program and community locations

What We Teach

• Phonics • Spelling • Sight Words (Grades 1-4)
• Reading Comprehension • Reading & Pronunciation
• Writing • Cursive Writing (Grades 3-8) • Creative Writing
• Leadership & Confidence • Enrichment: Art, STEM, and Projects

Monthly Field Trips

Each month may include a literacy-based or enrichment field trip, such as visits to libraries, museums, cultural centers, or other educational destinations. Families will receive advance information for each trip.

Snacks

Healthy snacks are provided during each Saturday session. Please complete the Allergy & Dietary Information Form so staff can plan appropriately for your child.

Enrollment Form

To be completed by a parent or guardian

Student Name _____

Grade _____

School _____

Date of Birth _____

Parent/Guardian Name _____

Phone Number _____

Email Address _____

Home Address _____

Emergency Contact

Name _____

Relationship _____

Phone Number _____

Medical Information

Allergies _____

Medical Conditions _____

Medications _____

Transportation

Will your child need transportation assistance? ■ Yes ■ No

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Expectations Agreement

To help maintain a safe, consistent, and productive learning environment, parents/guardians agree to:

- Ensure consistent attendance on Saturdays from 11:00 AM to 3:00 PM.
- Notify program staff when the student will be absent.
- Keep contact and emergency information current.
- Review weekly take-home literacy activities.
- Support reading at home for at least 15 minutes each day.
- Encourage positive behavior, effort, and participation.
- Allow program staff to conduct literacy assessments to support instruction.
- Follow field trip guidelines, permission requirements, and deadlines.

By signing below, I acknowledge that I have reviewed and agree to support these expectations.

Parent/Guardian Signature _____ **Date** _____

Student Expectations Agreement

As a G.L.O.W. Girl, I agree to:

- Try my best each Saturday.
- Participate in literacy, leadership, and enrichment activities.
- Show kindness and respect to students, staff, volunteers, and guests.
- Follow directions and program safety rules.
- Take care of books, supplies, and other materials.
- Practice reading and literacy skills at home.
- Represent G.L.O.W. positively during field trips and community activities.

I will come ready to learn, grow, lead, and shine.

By signing below, I agree to do my part to help make G.L.O.W. a positive place for everyone.

Student Signature _____ **Date** _____

Field Trip Permission Form

I give permission for my child, _____, to participate in G.L.O.W. Literacy Initiative, Inc. field trips during the 2027-2028 program year.

I understand that transportation may be provided and that I will receive advance notice with details for each trip, including the destination, schedule, transportation plan, and any special instructions or requirements.

I understand that participation remains subject to program expectations and any trip-specific requirements communicated to families.

Permission

■ YES, my child may participate in program field trips.

■ NO, my child may not participate in program field trips.

Parent/Guardian Signature _____ **Date** _____

Attendance & Behavior Policies

Attendance Policy

G.L.O.W. meets every Saturday from 11:00 AM to 3:00 PM. Consistent attendance is important for literacy growth and program continuity.

- More than two (2) unexcused absences may result in removal from the program.
- Parents/guardians must call or text program staff if a student will be absent.
- Students should arrive on time and be picked up promptly at dismissal.

Behavior Policy

G.L.O.W. maintains a safe, respectful, and supportive learning environment. Bullying or harassment, disrespectful behavior, repeated disruption of instruction, unsafe actions, and refusal to participate after reasonable support and redirection are not permitted.

Repeated or serious concerns may result in parent/guardian communication, a conference, an intervention plan, temporary removal from an activity, or dismissal from the program, depending on the circumstances.

Terms of Dismissal from the Program

G.L.O.W. Literacy Initiative, Inc. is committed to providing a safe, respectful, and productive learning environment for all students. While we strive to support every child's growth, certain serious behaviors or repeated policy violations may result in dismissal from the program.

Grounds for Dismissal

- Repeated disruptive behavior that interferes with instruction
- Bullying, harassment, or physical aggression toward students, staff, or volunteers
- Consistent refusal to participate in required activities after reasonable interventions
- Destruction of property or intentional misuse of materials
- Unsafe behavior that puts the student or others at risk
- Excessive unexcused absences (more than two)
- Failure to follow staff directions after multiple interventions
- Parent/guardian refusal to comply with program policies or reasonable communication expectations

Intervention Process

When appropriate, G.L.O.W. will make reasonable efforts to support the student before dismissal through verbal warnings and redirection, coaching and behavior reflection, parent/guardian communication, temporary removal from an activity, and/or a parent/guardian conference.

Depending on the seriousness of the conduct, G.L.O.W. may determine that immediate action is necessary to protect students, staff, volunteers, or program operations.

Terms of Dismissal - Continued

Immediate Dismissal

The following serious conduct may result in immediate removal from the program: physical violence; threats of harm; severe or intentional property damage; serious harassment or discriminatory behavior; or bringing weapons or other dangerous items to a program activity.

Re-Enrollment

A student who has been dismissed may be considered for re-enrollment following a parent/guardian meeting and review by program leadership. Re-enrollment is not guaranteed and may include additional expectations or conditions.

Parent/Guardian Acknowledgment

I acknowledge that I have reviewed and understand the Terms of Dismissal outlined above.

Parent/Guardian Signature _____ **Date** _____

Supply Fee Agreement

To help ensure each student has access to high-quality learning materials, G.L.O.W. Literacy Initiative, Inc. requires a **$40.00 supply fee per student** for the program year.

What the Supply Fee Supports

• Workbooks • Writing journals • Cursive practice sheets • Phonics and sight-word materials • Creative writing supplies • Leadership badges • Enrichment materials • Field trip folders • Classroom consumables such as pencils, crayons, and glue

Payment Details

Amount: $40.00 per student
Due: At enrollment or by the first Saturday session
Methods: Cash, Cash App, Zelle, or online payment when available

Financial Assistance

If the supply fee presents a hardship, please notify program staff. No child will be denied enrollment solely because of an inability to pay the supply fee.

I understand and agree to the $40.00 supply fee for my child's participation in G.L.O.W. Literacy Initiative, Inc.

Parent/Guardian Signature _____ **Date** _____

Participation & Liability Acknowledgment

G.L.O.W. Literacy Initiative, Inc. is committed to providing a safe and supportive learning environment. Participation in youth programming may involve ordinary risks associated with movement, outdoor learning, transportation, field trips, and enrichment activities.

By signing below, I acknowledge that:

- My child is voluntarily participating in G.L.O.W. Literacy Initiative, Inc. activities.
- Program activities may include movement, outdoor learning, field trips, and enrichment projects.
- I understand that reasonable safety measures will be used, but not all risks can be eliminated.
- To the extent permitted by applicable law, I accept the ordinary risks associated with my child's participation.

Important: This acknowledgment is not intended to waive rights that cannot legally be waived. Families may wish to seek legal advice regarding waiver language.

Parent/Guardian Signature _____ **Date** _____

Medical Release & Emergency Treatment Authorization

In the event of an emergency, G.L.O.W. Literacy Initiative, Inc. will make reasonable efforts to contact the parent/guardian or emergency contact as quickly as possible.

By signing below, I authorize G.L.O.W. staff or volunteers to contact emergency services and seek emergency medical treatment for my child when reasonably necessary; emergency personnel to provide appropriate evaluation, transportation, and treatment; and the sharing of relevant medical information provided by me with emergency responders when needed for my child's care.

I understand that I am responsible for medical expenses incurred on behalf of my child, subject to any applicable insurance coverage.

Medical Provider Information

Child's Physician _____

Preferred Hospital _____

Insurance Provider _____

Policy Number _____

Parent/Guardian Signature _____ **Date** _____

Allergy & Dietary Information Form

Student Name _____

Allergies - Check All That Apply

■ Peanuts ■ Tree Nuts ■ Dairy ■ Eggs
■ Wheat/Gluten ■ Seafood ■ Other: _____

Dietary Restrictions - Check All That Apply

■ Vegetarian ■ Vegan ■ No Pork ■ No Beef
■ Other: _____

Emergency Allergy Information

EpiPen or epinephrine auto-injector required? ■ Yes ■ No

Additional Instructions

_____

_____

_____

Parent/Guardian Signature _____ **Date** _____

Pick-Up & Dismissal Policy

To support student safety, G.L.O.W. Literacy Initiative, Inc. follows a structured dismissal process.

Authorized Pick-Up Persons

Only individuals authorized by the parent/guardian may pick up the student. Please list up to three authorized adults below.

1. Name _____

Relationship / Phone _____

2. Name _____

Relationship / Phone _____

3. Name _____

Relationship / Phone _____

Late Pick-Up

- Pick-up begins immediately at the scheduled dismissal time.
- Parents/guardians should contact program staff as soon as possible if they expect to be late.
- Repeated late pickups may result in a parent/guardian conference and may affect continued participation if a safe and reliable dismissal plan cannot be maintained.

Identification

Authorized adults must be prepared to present photo identification upon request. Program staff may decline to release a student when identity or authorization cannot be verified.

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Communication Policy

G.L.O.W. Literacy Initiative, Inc. communicates with families through email, text messages, phone calls, and printed notices sent home with students.

Parents/Guardians Agree To

- Keep phone numbers, email addresses, emergency contacts, and home addresses current.
- Review and respond to important program communication in a timely manner.
- Notify staff of absences, emergencies, transportation changes, or concerns.
- Communicate respectfully with staff, volunteers, students, and other families.

Primary Contact Information

Preferred Phone _____

Preferred Email _____

Preferred Method ■ Text ■ Phone ■ Email

Parent/Guardian Signature _____ **Date** _____

Photo & Media Consent Form

Student Name _____

Parent/Guardian Name _____

Purpose

G.L.O.W. Literacy Initiative, Inc. may take photographs or videos during program activities to highlight student learning, celebrate achievements, and share program updates with families and the community. Images may be used in print materials, social media, newsletters, presentations, the organization's website, and grant or program reports.

Consent Options

■ YES, I consent to G.L.O.W. photographing and/or recording my child and using those images for educational, promotional, and documentation purposes.

■ NO, I do not consent to G.L.O.W. photographing or recording my child for public use. I understand that staff will make reasonable efforts to exclude my child from publicly used photos or videos.

Parent/Guardian Acknowledgment

• My child may appear in group or individual photographs or recordings if I consent.
• No compensation will be provided for the use of these materials.
• G.L.O.W. will not intentionally publish sensitive personal information with a student's image.
• I may revoke consent in writing for future use; revocation cannot undo materials already published or distributed before the revocation was received.

Parent/Guardian Signature _____ **Date** _____

Health, Illness & Medication Policy

To protect participants and staff, parents/guardians should keep a child home when the child has symptoms that may interfere with safe participation or may be contagious, including fever, repeated vomiting or diarrhea, or other significant illness symptoms.

Parents/guardians must promptly notify G.L.O.W. of relevant health changes, allergies, or medications that may affect participation.

Medication Administration
G.L.O.W. staff and volunteers will not routinely administer prescription or over-the-counter medication unless the organization has approved a written medication plan and the parent/guardian has provided required authorization and instructions. Emergency medications, including epinephrine auto-injectors or inhalers, must be disclosed to program leadership before participation.

If a participant becomes ill during programming, the parent/guardian or emergency contact may be asked to pick up the child promptly.

I acknowledge that I have reviewed this policy.

Parent/Guardian Signature _____ **Date** _____

Child Safety, Anti-Bullying & Nondiscrimination

G.L.O.W. is committed to maintaining a safe, respectful, and supportive environment for every participant.

Bullying, harassment, intimidation, threats, physical aggression, and discriminatory treatment are prohibited during G.L.O.W. programs, field trips, transportation, online activities, and organization-sponsored events.

Participants and families are encouraged to report safety concerns promptly to program leadership. Reports will be reviewed and addressed in a manner appropriate to the circumstances, with attention to participant safety and privacy.

G.L.O.W. will follow applicable child-safety and mandatory-reporting requirements. Nothing in this policy prevents staff, volunteers, or program leadership from contacting appropriate authorities when required or when immediate safety concerns arise.

I acknowledge that I have reviewed this policy.

Parent/Guardian Signature _____ **Date** _____

Privacy & Confidentiality Policy

G.L.O.W. collects participant and family information for enrollment, safety, communication, program administration, assessment, and reporting purposes.

The organization will make reasonable efforts to protect personal information and limit access to individuals who need the information to carry out authorized program responsibilities.

Participant information will not be intentionally shared publicly without appropriate permission, except when disclosure is required by law, necessary to respond to an emergency or safety concern, or otherwise authorized by the parent/guardian.

Families should avoid sending highly sensitive information through unsecured communication channels unless requested by authorized program staff.

I acknowledge that I have reviewed this policy.

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Concern & Grievance Procedure

G.L.O.W. values respectful communication and wants families to have a clear way to raise questions or concerns.

1. Whenever appropriate, begin by discussing the concern with the staff member or program leader closest to the issue.
2. If the concern is not resolved, submit the concern to the Founder/President or designated program leadership.
3. Program leadership will review the concern, gather relevant information, and communicate a response or next steps.
4. Safety concerns may be escalated immediately without following the steps in order.

Concerns should be raised respectfully and as soon as reasonably possible. Retaliation against a participant or family for raising a good-faith concern is not consistent with G.L.O.W.'s values.

I acknowledge that I have reviewed this policy.

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Packet Checklist

Please review and return all required items.

- ■ Enrollment Form
- ■ Parent/Guardian Expectations Agreement
- ■ Student Expectations Agreement
- ■ Field Trip Permission Form
- ■ Attendance & Behavior Policies reviewed
- ■ Terms of Dismissal acknowledgment
- ■ Supply Fee Agreement
- ■ Participation & Liability Acknowledgment
- ■ Medical Release & Emergency Treatment Authorization
- ■ Allergy & Dietary Information Form
- ■ Pick-Up & Dismissal Policy
- ■ Parent/Guardian Communication Policy
- ■ Photo & Media Consent Form
- ■ Health, Illness & Medication Policy acknowledgment
- ■ Child Safety, Anti-Bullying & Nondiscrimination acknowledgment
- ■ Privacy & Confidentiality Policy acknowledgment
- ■ Parent/Guardian Concern & Grievance Procedure acknowledgment

Contact Information

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Thank you for partnering with us to help every G.L.O.W. Girl learn, overcome, and win.