

**The mission of the Center for Creative Education (CCE) is to empower our students to grow academically, creatively and socially through arts-based education.**

With this in mind, CCE offers a wide and growing variety of in-house and off-site programming. This document outlines the general policies and procedures of CCE during in-house programming. In some instances, these programs may require some variations in the policies and procedures for that program or class. When this occurs, parents/guardians and students will be provided with the changes in writing as appropriate.



## 1. ATTENDANCE & SIGN-IN/OUT

**A parent, guardian, or authorized adult must arrive at the front desk to sign in and sign out any students 16 years old or younger. Adults signing in students remain responsible for the students and must wait with them until the instructor begins class.**

Only authorized persons, as indicated in the registration form will be allowed to sign a student out of class. If someone other than an authorized person is picking up a student, notification in writing with the person's name and contact information must be provided by the parents. Any persons signing a child in or out must be at least 18 years of age.

**Any adult entering the building will be required to sign-in with a valid driver's license or state issued ID using our automated visitor management system. CCE requires all adults remaining in the building to wear an ID tag printed upon their clearance at the reception desk.**

Students should be signed out and picked up promptly at the end of class. If a student is not picked up by 30 minutes after class, and the parent/guardian and emergency contact cannot be reached, CCE staff will phone the West Palm Beach Police Department to take custody of the student.

**All students over 16 years old must sign in on their class attendance sheet.**



## 2. ABSENCES

Parents and Guardians should contact the program manager or instructor prior to the class if the student will not be attending for any reason. Absences without prior notification are considered unexcused. No more than two unexcused absences per program or course are allowed. It may be possible for students to attend another session as make-up that week, with the permission of the instructor and the Manager of In-House Programs.



### 3. LATENESS & PARTICIPATION

All classes and events will begin promptly at the documented start time. Students must arrive at CCE with enough time to sign-in and be present at the start of class. It is discourteous and disruptive to other students and instructors to arrive late to class.

Students arriving more than 10 minutes late may be denied access to class. Three late arrivals without previous communication to the CCE staff or instructor are equivalent to one unexcused absence (refer to section 2). Once class has begun, students are not permitted to leave the building and return to class.



### 4. TUITION AND PAYMENTS

CCE offers a variety of free and tuition-based classes, some of which offer reduced or remitted tuition based on financial need.

All tuition-based classes require a \$50, non-refundable deposit per student that is applied to the cost of tuition. Registrations will only be processed once the deposit is received. Tuition is payable up to one week before the start of classes or at orientation. No student may attend class until tuition is paid.

Checks should be made payable to the Center for Creative Education. Any check returned for non-sufficient funds (NSF) will incur a processing fee of \$30 in addition to any fees charged by your financial institution.



### 5. CCE CANCELLATIONS

CCE is committed to the safety of all students. We reserve the right to cancel classes for inclement weather and other emergencies. In general, CCE will follow the decisions of the Palm Beach County School District on emergencies that impact **afterschool programs**. In the event of such an emergency, CCE will attempt to contact students and parents/guardians directly via phone, email, or text message. You may check our website or contact the CCE office for more information. Classes cancelled by CCE will be rescheduled subject to instructor availability. Students should refer to the class schedule or instructor of the class or program in which they are participating relating to cancellations due to holidays.



### 6. WITHDRAWALS

Students who withdraw from a CCE class are not eligible for a refund unless the withdrawal occurs prior to the first day of class or at orientation, whichever is first. No refunds will be given as of the first class. Students withdrawn from a CCE class based upon violation of in-house policies are ineligible for a refund. **Registration deposits are not refundable.**



## 7. DISMISSALS

CCE staff reserves the right to dismiss any student or family who violates policies and procedures. Reasons for dismissal include: non-payment, repeated absence or lateness without proper notice, and destructive behavior. Behaviors which may result in immediate dismissal include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the student, other students, instructors, or staff.
2. Fighting.
3. Possession of a weapon of any kind.
4. Vandalism, destruction, or theft of CCE property or the property of others.
5. Possession or use of alcohol or drugs on CCE premises or being under the influence of any substances upon arrival to CCE.
6. Leaving the premises without authorized parent/guardian sign-out.
7. Use of language that is inappropriate or insensitive, especially around children.



## 8. STUDENT CODE OF CONDUCT

CCE offers a friendly, nurturing and comfortable environment for all students. Inappropriate conduct and language will not be tolerated. In addition, CCE maintains a zero tolerance policy in regards to bullying and any person displaying bullying behaviors as described below will be withdrawn from the class without refund. CCE defines bullying as aggressive physical or verbal interaction that is intentional and involves an imbalance of power or strength. Bullying can take many forms such as unwanted physical contact, verbal abuse, intimidation through gestures or social exclusion and sending offensive messages by e-mail, text, or social media. Displaying any of these forms of abuse is grounds for withdrawal from class.

Cell phone and camera use will not be allowed during class at CCE. These items will be confiscated by CCE staff and will be returned to the student or parent upon dismissal. Students may use our business phone to call parents/guardians. If necessary, parents are requested to call the office to relay messages for the students.

While at CCE we expect students to:

1. Use appropriate language at all times.
2. Cooperate with staff and follow instructions.
3. Respect other students, staff, themselves, equipment and facilities.
4. Maintain a positive attitude.
5. Stay in assigned program areas. (Students and visitors are not allowed in the kitchen and office areas).
6. Enjoy the classes.



## 9. DISCIPLINE

### Students under 16 years old

Discipline will be based on careful evaluation of the circumstances for each case. Factors that will be considered include the seriousness of the offense, the student's age and developmental level, frequency of misbehavior and the student's attitude. Generally, CCE staff will remove a student from a situation so they can regain control of their behavior. For more serious issues, there will also be a verbal or written communication to parent/guardian regarding a student's behavior. The parent/guardian will be notified of all necessary disciplinary procedures through written communication, phone calls, and/or conferences called by CCE staff. The Director of Programming may request a student's Individual Improvement Plan to best understand their behavioral challenges and needs.

### Students over 16 years old

Students over the age of 16 displaying misconduct, as described in section numbers 7 and 8 will be dismissed and may not be accepted as a CCE student in the future.



## 10, CHILD ABUSE / MISCONDUCT

All staff and teaching artists at CCE have passed a level II background screening and fingerprinting. All CCE volunteers have passed a level I background check. All staff, teaching artists, and volunteers have been made aware to the Florida Statutes of 2012 requiring them to report Child Abuse and Misconduct.

“39.201 Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; **central abuse hotline.— 1-800-96-ABUSE**

(1)(a) Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).

(b) Any person who knows, or who has reasonable cause to suspect, that a child is abused by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).

(c) Any person who knows, or has reasonable cause to suspect, that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender, as defined in this chapter, shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).”



## 11. INDIVIDUAL NEEDS

Families are encouraged to provide CCE staff with information regarding special considerations for students with individual needs. Individual needs may include but are not limited to: physical impairments, mental or cognitive impairments, behavioral impairments, chronic medical conditions, and allergies. Our staff will consider this information along with every student's individual needs in planning activities and space with reasonable accommodations.



## 12. MEDICAL TREATMENT

In the event of an emergency in which the parent, guardian, or emergency contact cannot be reached, CCE will take appropriate action in the best interest of the student. No CCE staff, teaching instructors, or volunteers are permitted to administer medical care or distribute medications to students beyond basic first aid (bandages and antiseptics). Only CCE staff, teaching instructors, or volunteers with documented CPR/AED certification will be permitted to administer techniques and procedures covered in CPR/AED training. If Emergency Medical Services (EMS) is contacted, any medical expenses incurred would be the total responsibility of the student's family. CCE will always act in the best interest of the student.



## 13. FOOD AND BEVERAGES

For sanitation, the health and safety of all visitors, and the welfare of all CCE equipment and facilities, children under the age of 16 are not permitted to bring food and beverages, including gum, mints, and candy beyond the main lobby. Bottled water is permitted.

CCE staff and volunteers reserve the right to deny entry to the building or beyond the main lobby to anyone with food or drink in their possession. Food and beverages may be permitted for specific events such as gallery openings.



## 14. PETS

For the comfort and health of all visitors, no pets are permitted in the building. If visitors bring pets onto the CCE grounds, pets must be leashed and owners must clean up after them. Accommodations will be made for visitors with service animals that are adequately labeled as such with a vest or tag.



## 15. MEDIA RELEASE

All students over 16 and parents of students under 16 will be asked to sign a waiver permitting CCE or an acting agent to photograph, video or interview for program purposes. In signing this media release participants give permission to CCE to use photographs and videos containing them and quotes gathered from video recordings or interviews for use in CCE publications, advertising, social media, and program evaluations.



## 16. LOST ITEMS

CCE is not responsible for any personal items lost, damaged, or stolen during CCE In-House Programs. If CCE staff finds any personal items left on the premises, they will be kept in our lost and found box or at the reception desk. After one week, items may be discarded or donated.



## 17. PROGRAM EVALUATION

All CCE programs are subject to annual internal and external evaluations. Results from these evaluations are used for program quality control, program improvement, and collecting data for grant requests. For questions about the evaluation processes, contact the Director of Programming.