



In-House Programming Policies and Procedures

This document outlines the general policies and procedures of CCE for 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.

- **Attendance and Sign-In/Out**

No student or visitor may enter beyond the lobby that has not registered and been cleared through the Visitor Management System at the reception area.

A parent, guardian, or authorized adult must arrive at the front desk to sign in and sign out any students younger than 16 years. Adults signing in students remain responsible for the students and must wait with them until the instructor begins class. All adults 18 years old and older 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 once they have been cleared 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.

- **Schedule**

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. Students arriving more than 10 minutes late will be denied access to class. Instructors will not be expected to interrupt class to accommodate late-comers. Emergent and unforeseen circumstances may arise in which exceptions may be made and students permitted late to class. These exceptions will be made on a case by case basis and are at the discretion of CCE staff. Once class has begun, students should remain in class for the duration. CCE reserves the right to make program schedule changes and will make attempts to notify participants and parents/legal guardians of these changes. Please be sure that we have your current phone numbers and email.

- **Dismissal**

CCE staff reserves the right to dismiss any student or family who violates policies and procedures. Reasons for dismissal include: lateness without proper notice and conduct that violates CCE policies. Conduct that will 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, visitors, or staff.
2. Fighting
3. Smoking in the building
4. Possession of a weapon of any kind.
5. Vandalism, destruction, or theft of CCE property or the property of others.

6. Possession or use of illegal substances on CCE property or being under the influence of any illegal substances upon arrival to CCE.
7. Leaving the premises without authorized parent/guardian sign-out.
8. Use of language that is inappropriate or insensitive, especially around children (i.e. curse words, threats towards individuals or offensive language).

CCE may take the following appropriate actions to insulate and protect our patrons:

1. Confiscate any illegal or dangerous items.
2. Isolate an offender from classmates and other students with staff supervision.
3. Document the incident in an internal report.
4. Contact parents, Giddens Security, and/or the West Palm Beach Police
5. Suspend the student from participation in any and all events at CCE pending an internal investigation.

Any student, parent, or participant involved in a dismissal may address their grievance through the following chain of command:

1. *Manager of In-House Programs*
2. *Chief Programming Officer*
3. *President and CEO*

- 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 here will be withdrawn from the class without refund. CCE defines bullying as aggressive or abusive physical or verbal interaction that is intended to cause physical or emotional harm. 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 a program.

Use of cell phones and personal audio/video recording devices will not be allowed during class time at CCE unless specially instructed by the instructor to do so. We ask that all cell phones be silenced upon entering the building. Calls and subsequent conversations should not occur in the classrooms. 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. Silence cell phones and use only when advised by instructor
3. Cooperate with staff and follow instructions
4. Respect other students, staff, themselves, equipment and facilities
5. Maintain a positive attitude
6. Stay in assigned program areas (See paragraph 18.)

7. Enjoy their class experience

– **Discipline**

Students under 18 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 to regain control of their behavior. For more serious issues, there will also be written communication to parent/guardian regarding a student's behavior. The parent/guardian may be notified of all disciplinary procedures through written communication, phone calls, and/or conferences called by CCE. The Teaching Artist may discuss classroom behavior but only with the parent or guardian of the child.

– **Individual Needs**

Families are encouraged but are not required 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. If your child has important health information please see the program manager before they attend their first class so we are able to offer the appropriate accommodations.

– **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 up to and including calling 911. 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) are 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.

– **Food & Beverages**

For sanitation, the health and safety of all visitors, and the welfare of all CCE equipment and facilities, no outside food, beverages, gum, mints, or candy will be allowed in the building. Only bottled water will be permitted.

– **Pets/Service Animals**

For the comfort and health of all visitors, no pets are permitted in the building or on CCE property. Accommodations will be made for visitors with service animals. **Service animals are defined by the ADA as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

– **Media Release**

The participant or participant’s parent/legal guardian consents that photographs, audio, and video containing the participant during class may be used by The Center for Creative Education for purposes of class documentation, media coverage, and promotion of The Center for Creative Education.

– **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 at the reception desk. After one week, items may be discarded or donated.

– **Program Areas**

Students and visitors of any age are not allowed in administrative areas such as the main office and the adjoining kitchen/break room. The lobby doors accessing the main office and gallery hallways are to remain locked at all times. Students under 18 are not permitted in the CCE gallery without adult supervision at all times. Adults are permitted to access the gallery, gallery restrooms and theater after they 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 once they have been cleared at the reception desk.

CCE Staff/instructors are granted access to restricted areas in the building using magnetic key/fobs, this includes art studio 1, the interior corridor and the theater. Students are only permitted access to the interior corridor when accompanied with the designated adult. Parents/guardians are able to leave the building after the instructor takes the students to class. They are not permitted in the classrooms or interior corridor unless accompanied by a staff member. Adults attending classes in art studio 1 must enter through the gallery hallway. The instructor is also responsible for monitoring visitor/student’s location throughout class.

Upon signing this document, the participant or participant’s parent/legal guardian acknowledges that they have read, understand, and consent to the In-House Policies and Procedures of The Center for Creative Education.

Participant’s First and Last Name

Parent/Guardian’s Printed Name

Participant or Parent/Guardian’s Signature

Date

