

# Campus Club Milledgeville

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## Parent Handbook



Dear Parents, Welcome to the Youth Arts and Enrichment Program at [Campus Club Milledgeville](#). Safety is our number 1 priority and we pride ourselves in providing a safe learning environment for your child to grow and develop into a vital part of the community.

In our program, your child will have the opportunity to make new friends, learn new skills, participate in many activities, and create new memories to last a lifetime. Your child will have an awesome time building self confidence, creating projects, developing good character, and living a healthy lifestyle.

This Parent Handbook has a lot of important information regarding our program. Please take time to read this entire handbook and review significant information with your child. If you have any questions regarding the information in this handbook please contact the Campus Club Program Coordinator

With your continued support we the dreams of your children will become reality.

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### **Late Pick-up**

The CCM Youth Arts and Enrichment program closes at 8:00 p.m. A late fee of \$15 at 8:15 and an additional \$1 per minute will be charged for each child picked up after 8:15 p.m. Payment is due at the time of pickup and made payable to the CC Milledgeville. Failure to pay may result in dismissal from the program. Additionally, three late pickups are cause for dismissal from the program. If your child is not picked up by 9:00 p.m. and emergency contacts cannot be reached, we reserve the right to call authorities.

### **Administrative Contact**

For any questions regarding your child's paperwork, please contact Administrative Services Director at (478) 387-0200. For any questions regarding the program, licensing, or activities please contact Toyia Barnes, Program Coordinator at (478) 387-0200 or [tbarnes@campusclubsus.org](mailto:tbarnes@campusclubsus.org).

## Typical Monday/Tuesday/Thursday Schedule

The following is a typical daily schedule for the Arts and Enrichment Program; however each day runs on a slightly different activity schedule.

*Given that most Baldwin County schools dismiss at 3:30, art classes will begin at 4:30PM.*

2:50 pm - 3:30 pm	Check In
3:00 pm – 3:30 pm	Snack/ Fun Time
3:30 pm– 4:30 pm	Homework/Study Time/
4:30pm – 6:30pm	Arts Program
6:30pm – 7:30pm	Enrichment

## Typical Wednesday Schedule:

2:50 pm - 3:30 pm	Check In
3:00 pm – 3:30 pm	Snack/ Fun Time
3:30 pm– 4:30 pm	Homework/Study Time/
4:30pm – 6:30pm	Arts Program

## Typical Summer Schedule:

11:50 – 12:00 pm	Check In
12:00 – 12:45 pm	Lunch
12:45 – 1:00 pm	Travel to your arts destinations
1:00 – 3:00 pm	Arts Program
3:00 – 3:15 pm	Snack
3:15 – 4:15 pm	Outdoor / PE Activities
4:00 – 5:15 pm	Arts program
5:15 – 6:00 pm	Return to CCM's Headquarters
6:00 – 6:45 pm	Dinner and clean up
7:00 p-m	Departure

## Character Counts

At the CCM we believe that character counts in everything we say and do. We emphasize six core values through our program. We hope that all of our staff/volunteer, children and parents will join us in teaching each other about what it means to be a person of character. The six core values are:

- **Trustworthiness:** Being honest, dependable and loyal
- **Citizenship:** Respecting authority, obeying rules, protecting the environment
- **Respect:** Living the golden rule, showing courtesy and manners
- **Caring:** Being kind, compassionate and understating, showing love and charity to others
- **Fairness:** Playing by the rules, treating others fair and equal
- **Responsibility:** Being accountable, doing your best

## Mission & Goals

CCM is a charitable association providing programs based upon Christian principles to youth of all races, religious beliefs and to the underserved population. We are here to develop and enrich a student's life.

**Our Motto:** Reaching youth through what they **WANT** to learn, teaching youth what they **NEED** to learn.

**Our Mission:** A complete multi-media audio/video production facility, which trains youth with skills that develop their artistic gifts while preparing them to *succeed* in a *competitive* job market as adults.

## Core Beliefs

- **We Believe** there is no such thing as an unreachable child.
- **We Believe** a structured environment promoting artistic freedom creates a healthy environment for youth to flourish and develop.
- **We Believe** a child's artistic freedom produces a confident respect that permeates his/her life into adulthood.
- **We Believe** development in the arts, technology, and education will change the lives of our youth for the better.

## Enrollment

### Admissions Policy

CCM Youth Arts and Enrichment Program is designed for children between the ages of ten and eighteen. CCM encourages diversity in all its programs. No child will be refused admission based on sex, religion, or ethnic background. Campus Club Milledgeville site admits a new cohort of students every summer. Students must be at least 10 years of age before acceptance into the program. Acceptance will be according to the number of available slots. You can apply online or in person.

### Registration

All registration forms must be fully completed prior to attendance. Forms include: Enrollment/ Emergency/Medical Information, Personal Rights, Notification of Parents Rights, Permission for Trips and Excursions, Consent to Treatment and Release, Liability Release, Health Statement/Photographic Release and

Insurance Disclaimer. All children must have an emergency contact that can be at the program site within 45 minutes. Enrollment forms must be returned to the Campus Club Milledgeville, 116 Frank Bone Rd. Milledgeville, Georgia 31061. Space is limited. New enrollment forms are required, even if your child has been enrolled in previous years.

Providing updated information to CCM (change of address, telephone numbers, family information, emergency contacts, etc.) is the responsibility of the parent and must be made immediately at the time of change.

### **Program Plans**

It takes approximately \$85.00 per student per week during the summer program. We supplement that through fundraisers, student sponsorship, and local assistance.

#### Arts and Enrichment Program Center Location

**Campus Club Milledgeville  
116 Frank Bone Road  
Milledgeville, Georgia 31061  
[campusclubsus.org/Milledgeville](http://campusclubsus.org/Milledgeville)**

result in 45 minutes or less. The following behaviors are unacceptable and may result in the immediate suspension of a child for the remainder of the day and/or further time period: endangering the health and safety of self or others, stealing or damaging property, leaving program boundaries, continuous disruption of the program, refusal to follow rules, using profanity or gang signs, acting in a lewd manner, possession of illegal substances or weapons. In addition, at no time will swearing, abusive language or physical violence be allowed by staff/volunteer, children, or parents. Please discuss the behavioral expectations of our program with your child. Finally, CCM is designed to meet a wide variety of children's needs. However, our program may not be appropriate for all children. CCM reserves the right to terminate or suspend a child from the program for any reason.

### **Personal Belongings**

All children's personal belongings should be labeled with their first and last names. Children also need to bring all materials necessary to complete homework. We prefer closed toe shoes and shorts under dresses. We also strongly suggest that cell phones, mp3 players, hand held video game systems, etc. be left at home. The staff/volunteer is not responsible for lost, stained, or soiled clothing or any other personal belongings that are lost or damaged.

### Program Activities

#### **Daily Activities**

Attendance and snack: Site Staff/volunteer verifies that all children are at the program. Calls will be made to parents and other emergency contacts if a child does not arrive by the scheduled time. Homework, Study/Tutoring Time: Time is set aside each day to allow children to work on homework, go over problematic academic areas, and study time for upcoming exams. Our qualified site instructors will supervise homework and assist students. Staff/volunteer will check backpacks for homework. It is up to the child to get their homework. Your child's CCM instructor will be in constant contact with student's school teachers, to monitor problems and/or improvement. Our staff/volunteer understands the need to have children do their homework during the afternoon, but also recognize the need for children to have a change of pace from their schoolwork.

## Responsibilities

### **Staff/Volunteer**

The Arts and Enrichment Program operates under direct supervision of the Campus Director whose office is located at the facility. The program will be staffed by a program coordinator who is responsible for the overall operation of the site including; supervision, program planning and implementation, communication and parent relations. The quality of our staff/volunteer is an important determinate in maintaining our high program standards. Our program staff/volunteer is experienced, qualified and trained thoroughly. Staff/volunteer is First Aid and CPR/AED certified. CCM also understands the role every staff/volunteer member plays in the life of your children, and expects all staff/volunteer to serve as positive role models. Staff/volunteer members shall not relate to children enrolled in CCM programs outside of approved CCM activities, including babysitting. CCM will take disciplinary action if staff/volunteer/volunteers violate this policy.

### **Parent**

CCM recognizes that parents are the most important people in a child's life. Because of this, we welcome your advice, participation and support. The CCM allows for parent visitation at any time. Parents are also encouraged to participate in our many volunteer opportunities. Communication is really the key. If parents have a problem, concern or question we encourage parents to ask program staff/volunteer. If front line staff/volunteer is unable to meet your needs, please contact the Campus Director. It is through your input that we are better able to meet the needs of the community and enhance the quality of our program. We encourage parents to participate in our parent advisory committee. These groups give parents an opportunity to create and enhance their children's experiences. Parents need to adhere to all policies outlined in this handbook. This includes completing registration prior to the start of the program, keeping all forms up to date, signing children in and out every day, being on time for drop-off and pick-up, reading parent information boards, helping staff/volunteer enforce safety, health, and behavioral standards, equipping children for each day of childcare and reviewing program rules with their children.

### **Children**

It is the goal of our CCM to provide a healthy, safe and secure environment for all participants. Here at the CCM we cannot allow behavioral problems to interfere with this objective. In some circumstances a single action (such as violence toward another child or staff/volunteer) may warrant a parent to pick up a child immediately. Pick up must

## Arrival and Departure

### **Hours of Operation**

The program ends promptly at 7:00 pm. In accordance with our late pick up policy parents will be charged at 8:15pm and \$1 for each additional minute. If children are left at the program until 9:00pm authorities will be contacted. Continual tardiness will result in dismissal from the program.

### **Holiday Schedule**

The Programs is closed on the following holidays:

- Labor Day
- Thanksgiving and the day after
- Christmas Eve and Christmas Day
- New Years Day
- President's Day
- Memorial Day
- Independence Day

We will also be closed on the last week of the school year in order to prepare for summer. In addition, we will be closed the week of summer in order to prepare for the school year.

### **Sign-in**

CCM requires that participant must sign in and out each day. The parent or legal guardian must sign the participant out. Staff/volunteer will sign in participants who enter the program from school. A phone call is required if your child will be absent or will arrive at the site at a different time than usual. If your child does not arrive at the Arts and Enrichment Center phone calls will be made to persons listed on the emergency sheet and the school office to determine the whereabouts of your child. If the child cannot be located, missing child procedures will begin.

### **Sign-out**

Children will only be released to those persons listed on the Emergency/Health Information form. No Exceptions. Only the registering legal guardian may make changes to this form. Any person who is listed but who is unfamiliar to the staff/volunteer will be asked to show picture identification. Parents are required to supply all known information about an absent or divorced parent. For safety, please provide us with any legal documentation pertinent to your child's custody. Without this information we may not be able to prevent a non-custodial

parent from removing a child from the program. Once children are signed out, it is the parent's responsibility to watch and supervise their children. If a person should arrive to pick up a child under the influence of drugs or alcohol the child will not be released into their care and staff/volunteer may have no recourse but to contact authorities, for the child's safety.

### **Absences**

Please call the CCM site prior to the expected time of arrival if your child will be absent or will arrive at the CCM site at a different time than usual. If you take your child early from school or if your child is sick please notify the CC Milledgeville. If a child does not show up at the expected time the missing child protocol will begin.

### Health & Safety

#### **Illness**

CCM Arts and Enrichment Program include all sorts of physical activities. Children must be able to participate in all activities. CCM is not equipped to care for children who are ill and program staff/volunteer has the authority to ask parents to remove children from the program if that child's health is judged to be detrimental to the child, other children and/or staff/volunteer. Children exhibiting the following symptoms may not attend the program: severe pain, temperature over 100 degrees, diarrhea, jaundiced skin, visibly enlarged lymph nodes, an episode of vomiting, rash, evidence of lice or nits, severe cough, runny nose with colored discharge, red or inflamed eyes and/or headache. If a child becomes ill while in our care, a parent will be contacted and asked to pick the child up within 30-40 minutes. Ill children will be isolated, until a parent arrives. If the parent cannot be reached, the staff/volunteer will phone the emergency contact person(s) listed on the child's Emergency Form. Children exhibiting any of the above symptoms must remain out of the program until symptoms are gone.

#### **Medications**

A Medication Authorization form must be completed and signed by a parent or guardian in order for any medication to be administered. Medication (including inhalers) needing to be administered must be brought directly to staff/volunteer in its original, labeled prescription container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. Children are not allowed to administer medications (even aspirin or cough drops) themselves. All unclaimed medication will be disposed of after five consecutive days of nonuse.

### **Emergency Procedures**

In case of an emergency situation staff/volunteer will contact a parent immediately. Staff/volunteer has emergency information on children at all times. Staff/volunteer will contact the child's doctor or call 911 depending upon the urgency of the situation. In case a parent cannot be contacted, staff/volunteer will notify other emergency contacts. It is the parent's responsibility to have current health information and contact people (that live within 45 minutes) listed on file. CCM is prepared for emergency situation by having posted emergency plans, kits and routine drills. In case of a major emergency please contact the main CCM for information regarding children. If children and staff/volunteer are ordered to go elsewhere for safety, information on the children's location will be posted and the corporate CC office can be called for information.

### **Snack**

CCM will provide a snacks and meals to all participants. Typically snacks include sandwiches, hotdogs, granola bars, fresh fruit, yogurt, crackers and cheese. An occasional dessert may be served as a special treat or celebration. CCM will do its best to provide children with a variety of foods. Should your child have a food allergy, one of the following will occur: CCM may provide a substitute snack based on the current inventory or the child may bring a snack/meal. Please make sure to disclose all food allergies at the time of registration. Snacks are usually served around 3:30pm.

### Fieldtrips & Transportation

#### **Fieldtrips**

CCM program may have field trips and/or excursions. A field trip permission form must be completed before departure. You may be asked to pay a fee for your child's fieldtrip.