

ENROLLMENT GUIDELINES

ENROLLMENT

Enrollment is open to students who are in fourth through seventh grades. Temporary enrollment is available to assist families at times of parental illness, unexpected family emergencies, or hospitalization of a parent. To enroll a child, contact Patricia Jones program director at 982-6301 or 567-6824.

REGISTRATION FEE: These fees are non-refundable.

School year registration fee is \$30.00 per child due at enrollment.

Summer activity fee is \$75.00 per child due at enrollment.

SPECIAL RATES

Some students may qualify for special reduced rates. Maryville Intermediate Adventure Club participates in the Childcare Certificate Program. Information regarding this fee assistance program may be obtained by calling D.C.S. at **981-2350**

APPLICATION

All pages in the application must be filled out completely for a child to enroll. Do not leave anything blank. The information within the application is required by the Department of Education, which includes two or more authorized pick up people other than parents and a physician. Also, the medical information sheet is very important; if your child does not have any allergies or medical conditions, please write none in the space provided.

ATTENDANCE/STATUS/CHANGE STATUS/WITHDRAWING

Full Time – Three or more days

Part Time- One or Two days a week

Drop In – Temporarily/Occasionally: Come occasionally, for unexpected family emergencies, or In-service or Early dismissal days.

Parents/Guardians will be responsible to pay for their child's status even if their child does not attend. Deductions cannot be made for single days missed or from illness from your child's weekly fees. This fee covers staff salaries, snacks, crafts, and program supplies.

Parents/Guardians must complete a status sheet included in the school year application at the time of enrollment. Also, parents/guardians will be responsible for their child's/children's status. **If you choose to change your child's status or withdraw from CGIS Adventure Club, a written two (2) week notice or two (2) week payment is required.** If a family has signed up for a certain status, Drop In, Part Time, and attends a different status regularly for two weeks, a change of status to Part Time or Full Time will be made. You may receive credit for illness if a child misses days from school due to illness. A doctor's excuse will be required. Credit may be allowed for vacation time if this is pre-arranged with your site director.

PAYMENT OF FEES/LATE FEES

Weekly fees are due each Monday. Payments may be arranged with the site director to be paid bi-weekly or monthly in advance. **A Five Dollar (\$5.00) late fee will be applied if payment has not been received by Wednesday of the week when due.**

During the school year, after the account is two (2) weeks past due, in the discretion of CGIS Adventure Club, the child will not be allowed to continue in the Adventure Club program unless other arrangements have been made with the Director. In the event that fees are over two (2) weeks late, the Maryville City Schools (City of Maryville) may submit the account to an attorney for collection. In such event, a parent and/or

guardian of the child who is tardy in the payment of fees will be including, but not limited to, reasonable attorney fees.

Please make checks payable to CGAC/Adventure Club. If your child's last name is different than yours, please write the child's name in the memo area.

SUMMER CALENDAR FEES- Parents will be charged for all days circled on your summer calendar contract including field trip fees whether your child attends or not. All fees beyond the weekly fee will be clearly communicated on the summer calendar (field trip/ special event fees).

ALTERNATIVE SCHOOL DAYS:FULL DAY/FULL WEEKS

Alternative School Days are In-Service days, teacher's professional training days, parent conference days, enrichment days, and breaks. For each full day your child attends, an additional fee of \$15.00 per day will be added to your regular weekly fee. If only attending one or two days during the week, a full day being one of the days, the charge is \$25.00 per full day and regular charge for the other day. During full week breaks, such as fall, winter or spring, the fee will be \$25.00 per day (1 or 2 days) and \$90.00 per child (3-5 days) plus any *activity fees.

*Activity fees: Field trips, Bus fee, Lunch (Food), etc.

LUNCH ON ALTERNATIVE DAYS AND BREAKS

Students will need to bring a lunch and drink during all full days unless other meals (pizza) are planned. CGIS Adventure Club will be participating in the Summer Food Program. More information will be available in May.

RETURNED CHECKS

Anytime we receive a check as payment and there are insufficient funds available from your financial institution, your account will automatically be turned over for collection. It is the policy of Maryville City Schools to use this system to collect on insufficient funds. **There will be a \$25 fee per returned check.** After 2 returned checks we will have to meet to discuss payment options to continue care.

ARRIVAL GUIDELINES

Summer arrival-Students may walk inside and should promptly be checked in by a staff member. Parents should wait about 2 minutes until the child is inside the building in the event we may need a permission slip signed.

PICKUP GUIDELINES

CGIS Adventure Club closes promptly at 6:00 p.m.. If you arrive after 6:00 you will be charged an additional fee of \$1.00 for each minute past 6:00. After all emergency numbers are contacted and no communication from you has been received by 6:30, the local authority or D.C.S. may be called for assistance with your child. The Department of Education mandates that the parents or an individual authorized to pick up your child must personally sign your child out daily. If a sibling is picking up your child, they must be on the authorized pick up list. Students will not be released to any person other than the parent or other persons authorized to pick up your child. It is the parent's responsibility to notify the site director or assistant director in writing if a person other than those already authorized will be picking up his/her child or any other special instructions. Anyone picking up your child should be prepared to show his/her drivers license.

PERMISSION FOR STUDENTS TO WALK HOME OR OUTSIDE TO A PARENT'S VEHICLE

Parents have the opportunity to compete and sign a permission slip for their child to walk home or outside to a parent's vehicle. Maryville City Schools or CGIS Adventure Club will not be held responsible for students after they sign out. Procedures for students to sign out are as follows:

- Parent(s) must complete the permission form in the application
- Parent(s) must advise CHIS Adventure Club of their intentions by a phone call, email, text message (363-8099) or send a note on day(s) their child will be walking.

POLICIES AND PROCEDURES

ACTIVITIES

Choices are provided for the students participating in the program; however, at times it is necessary for all students to participate in the same activity. Daily activities include: free play, game systems, computers, indoor or outdoor physical games and sports, simple art, and quiet activities such as board games and cards.

BICYCLES

Students are allowed to bring bicycles during our summer program. They may leave their belongings in the GGIS Adventure Club for the week or entire summer. **Students are required by law to wear a helmet while riding a bike.** Parents/Guardians must sign a permission slip for students to ride bikes. Also, CGIS Adventure Club is not responsible for lost, stolen, or broken equipment that is brought to Adventure Club.

BUS CONDUCT

Field trips are a privilege to students upon good behavior. Good conduct is a must for safety. Please remind your child to always behave in an orderly manner on the bus. Students must walk to the bus with a teacher when leaving the school or field trip site. Then students must walk quietly before boarding the bus while roll is taken for the transportation log. When loading he/she should go directly to a seat and remain seated facing forward until given directions to depart the bus. Students must keep hands, arms, and head inside the bus windows at all times, and students may only open the windows with permission. No shouting, roughhousing, throwing anything, or other unnecessary confusion will be allowed. No gum, food or drinks, cellphones, or other electronic devices are allowed on the bus at any time. Students should follow all bus rules and any instruction from the bus driver promptly. Emergency doors and safety equipment are for "emergency only" and should not be touched by students unless instructed to do so. A student may be denied the privilege of going on a field trip if his/her behavior is causing disruption on the bus.

CARE OF SCHOOL PROPERTY, BUILDING, AND GROUNDS

Parents or guardians are responsible for any damage a student might do to furniture, lockers, books, and other property of the school system or CGIS Adventure Club. Students who destroy, damage, or lose school property shall be responsible for the cost of replacement or repair of such materials or equipment.

CELL PHONE/TELEPHONE POLICY

Students must ask a CGIS Adventure Club staff or director to use the phone.

Cell phones are a privilege during CGIS Adventure Club hours under the following conditions:

- 1) Students keep their phones on silent
- 2) Students do not let other students use their phones
- 3) Students do not take pictures or videos
- 4) Students do not make calls or use phone to make loud noises
- 5) **NO PHONES DURING HOMEWORK, OUTSIDE OR GYM PLAY, OR ON FIELD TRIPS**

CHILD ABUSE

Under Tennessee Law (TCA 37-1-403) it is the duty of any person, including CGIS Adventure Club employees, who has a reasonable suspicion that a child has been the victim of physical, mental, or sexual abuse to report such harm to the Department of Children's Services or police. If CGIS Adventure Club personnel do not report the suspected abuse they can be convicted of a misdemeanor. The CGIS Adventure Club program will provide child abuse information concerning detection, reporting, and prevention during the year. Parents with concerns should contact the Adventure Club Director, school personnel, or call 1-800-54-ABUSE (2-2873).

DISASTER PLAN

Fire, tornado, and lock down drills are held at intermittent intervals throughout the year during regular school hours as required by law. CGIS Adventure Club staff will provide specific instructions for students to follow in the event of an emergency. It is essential that everyone take immediate, appropriate action when emergency signals are given.

DISCIPLINE (Parent/Student Handbook)

Adventure Club students are required to follow the same rules and policies as the school. In the Adventure Club. The goal of discipline is to guide the student in finding acceptable means of self-expression by setting limits, defining rules, and being consistent. The requirements are simple. Students must not intentionally hurt other students or engage in acts that will put their own safety in jeopardy. Students must take care of supplies and equipment and share responsibility for the proper use of the space provided. Students must listen to the adults supervising them and respond appropriately.

When a student has problems expressing his/her wishes or feelings appropriately, the staff is ready to offer alternative suggestions that will help the student achieve desired results. If persistent difficulties or unacceptable problems occur, parents will be contacted and asked to work together with the student and staff. After three unacceptable incidents occur, a student may lose his/her place in the program. After any unacceptable incident, your child may be suspended for one or two days. Physical fighting is an automatic three day suspension from our program. We need your cooperation in stressing the importance of "**personal best behavior**" to your child. It is our goal to keep the program safe and enjoyable for everyone.

Students in the program must practice self-discipline. The following are some examples (though not limited to) unacceptable behavior:

- 1) Taunting or teasing others...cruelty will not be tolerated!
- 2) Disrespect to staff and others.
- 3) The use of vulgar or profane language or gestures.
- 4) Inability to follow rules to the point that it disrupts the operation of our program.

DRESS CODE

CGIS Adventure Club students are to follow the same dress code as school. Any student found in violation of the dress code will be referred to the administration.

ELECTRONIC MEDIA

The use of computers and the internet is a privilege, not a right. Any inappropriate use could result in cancellation of those privileges. Each user will receive information on internet etiquette and proper use during the school year and are expected to follow those guidelines concerning internet and computer use while at CGIS Adventure Club. CGIS Adventure Club students with behavioral problems may lose their computer time for the day. Students are given computer time each day. During full days students are given computer time throughout the day.

EMERGENCIES/PARENTS CONTACT INFORMATION

Parents have a responsibility to keep all necessary data updated when there is a change in employment, home address, phone numbers, or other information pertaining to their child. CGIS Adventure Club staff must be able to locate a parent or responsible party immediately in the event of an emergency. An emergency medical authorization form is included in the application packet. Parents are responsible for all medical and dental expenses incurred in the event of an emergency. Parents may not hold Maryville City Schools, CGIS Adventure Club, and staff liable for any claim arising out of the doctor's or emergency personnel's actions.

EMERGENCY PROCEDURES:

- 1) Contact the parents or guardian.
- 2) Contact the people listed for emergency contacts.
- 3) Contact the student's physician and follow instructions from the physician.
- 4) If no one can be reached the CGIS Adventure Club staff will make whatever arrangements necessary for the safety of the student.
- 5) In case of a serious accident CGIS Adventure Club will contact 911.

FIELD TRIPS

Field trips are planned for fall and spring breaks as well as the summer program. Parents or guardians must sign a weekly permission slip for the week's field trips. Students will not be allowed to leave the school property without a signed permission slip. All staff goes on the field trips. No students will be left on site on field trip days. If your child cannot go on the trip you must make other arrangements for the day. The answering machine will be on for any messages. **CGIS Adventure Club phone number is 982-6301, and Mrs. Jones' cell number is 567-6824.** Students must arrive at school 30 minutes prior to departure time for field trips.

Walking field trips: CGIS Adventure Club will go to Everett Park. Parents must sign the permission slip included in the application allowing their child to go on the walking trips.

HEAD LICE POLICY

Any student found to have head lice or nits will be sent home immediately. The school has a "no nit" policy, therefore, we must be concerned for the welfare of all the children attending the program.

HOMEWORK

During this time, students are required to refrain from talking or making unnecessary noise to allow everyone to have a quiet environment to complete their homework. Students that continue to talk and make loud noises during homework time will be sent to sit with Director. Parents will be informed that their student did not complete his/her homework and was asked to leave. If additional time is needed for a student to complete his/her homework they may stay in one of the designated rooms with a teacher to finish. Students that do not have homework will have the opportunity to read.

ILLNESS/INJURY

CGIS Adventure Club cannot provide for sick students. Please do not send your child to the program if they are ill. If a student becomes ill while at the program, you will be contacted. CGIS Adventure Club requires that your child be picked up as soon as possible in this case. If a child has a communicable illness such as pink eye, strep throat, etc... we will need to have a physician's note releasing the child to come back to Adventure Club.

IMMUNIZATIONS

It is the parent's responsibility to have student's immunizations up to date and on file in your school's office.

INSURANCE

It is important that all medical care be readily accessible to each student should an injury occur while in the program. We need a copy of the student's health insurance card on file.

LEGAL CUSTODY

All parents/guardians in a single custody or divorce situation must provide legal documentation of custody. If custody is shared, both parents/guardians must sign the application or fill out a separate application for the child attending. We request that all custody situations be made outside of Adventure Club. These decisions should be made between you and your attorneys and should not involve the interpretation of the Adventure Club staff. CGIS Adventure Club does not have the authority to prevent either parent from picking up their child in a joint custody situation without a court order preventing a parent's contact with a child. Therefore, either parent may pick up the child/children at any time. CGIS Adventure Club will not keep up with your parenting schedule. Parents will need to work schedules out for themselves. If a parent is not following the court ordered custody directive stating custody times, you will need to manage the situation with your attorneys. If you are picking up the children and it is not your scheduled day, it is your responsibility to contact the other parent immediately. Please refrain from discussing problems that you are having with each other with any CGIS Adventure Club personnel.

LOCKERS

Students are not allowed to go to their locker/classroom after 3:00 p.m. without an adult.

MEDICATION

No school official or CGIS Adventure Club staff shall dispense any type of medication to students unless a child's health is dependent upon medical aid. **The state requires that the Adventure Club have a "Permission for Medication" form completed and on file for Prescription and over-the-counter medications.** Medication must be administered by the following regulations:

Prescription medication:

- 1) A prescription "Permission for Medication" form must be filled out by a physician and by a parent/guardian and be on file with CGIS Adventure Club.
- 2) Prescription medication must be brought to CGIS Adventure Club in its original, pharmacy labeled container. The container shall display the child's name, licensed physician's name, prescription number, pharmacy name address and phone number, medication name and dosage, date, and administration route or other directions.
- 3) Students on prescription medications will report to the Adventure Club office where the medicine will be administered and logged by a designated staff member unless otherwise instructed on the Permission Medication form.
- 4) Changes in prescription medications shall have written authorization from the licensed physician.
- 5) All prescriptions for long-term medications shall be renewed at least annually.

The parents/guardians must also inform the staff if the doctor has indicated any possible side effects of the medication. Medication such as inhalers and epi-pens must be made available to the CGIS Adventure Club staff.

NON-PRESCRIPTION MEDICATION

- 1) A Non-prescription permission of Medication form must be filled out by parents/guardians and on file with CGIS Adventure Club.
- 2) Students will be responsible for their own medication unless otherwise instructed on the Permission for medication form.
- 3) All Non-Prescription drugs given in the school or Adventure Club must be brought from home with the manufacture's original label with the ingredients listed and the child's name affixed to the container.

MOVIES

Periodically students will have the option to watch G or PG rated movies.

PERSONAL ITEMS

Students are not allowed to bring personal items such as toys, Ipods, PSP's, etc. during regular school days. This is the school policy. However, personal items may be allowed on alternative school days such as in-service days, teacher's professional development days, parent conference days, as well as breaks and summer. Please write your child's name on all items. If personal toys, etc. become a problem they will no longer be allowed. CGIS Adventure Club is not responsible for personal items that are broken or lost.

PICK UP PROCEDURES

When you arrive, if the gate is closed to the front drive, you will need to proceed to the back drive and park in the staff parking lot and walk up to check out your child/children. If the gate is open, then you may pull up to the Adventure Club door. This procedure should be followed throughout the year.

PICTURES

CGIS Adventure Club may use, without compensation, the image of children on video, print, or broadcast communications in order to help in the positive promotion of the Adventure Club program. Pictures of the students are taken participating in activities for an Adventure Club scrapbook, bulletin boards, and special events. If you do not want this information used in CGIS Adventure Club publications, please contact the director.

SNACKS

Two snacks and drinks are provided each day after school. On alternative school days such as in-service, teacher's professional development days, parent conference days, as well as breaks and summer we offer a morning snack with a drink and two snacks and drinks in the afternoon. Parents or students may request for sugar-free snacks. There will be a variety of snacks offered as well as fruit. Drinks offered will be milk, juice, and water.

SNOW DAY POLICY

CGIS Adventure Club **will not operate** on the days that Maryville City Schools are closed for snow. Please listen to local radio, television stations, and parent link phone call for Maryville City School announcements concerning decisions about late arrivals, school closing, and early dismissals. If Maryville City Schools dismisses early, Adventure Club **will not open**.

STAFF

The CGIS Adventure Club staff is ready to meet the needs of students and to provide positive adult role models for the students. Our staff is trained in CPR and basic first aid. Each year the staff attends 12 hours of training. The workshops include training in the following: Child development, Child Abuse Prevention, team building, safety, bullying, food allergy awareness, ADD and ADHD. We also complete the Maryville City Schools "Safe Schools" training.

TERMINATION

The CGIS Adventure Club reserves the right to terminate a family or student from the program who does not abide by the policies set forth in the packet. After three Adventure Club altitude adjustment forms, student may also be terminated as well.

A message from your CGIS Adventure Club Director

Welcome! We are excited to have your student/s at Coulter Grove Adventure Club. It is our belief that Coulter Grove's willingness to offer continuing care beyond the regular school day provides a much needed, valued service to many school families. This handbook is intended to provide a clear understanding of our policies and procedures. Please read the handbook as an orientation to our CGIS Intermediate Adventure Club Program. This is the first step toward a positive experience in our program. We value your partnership and we are glad you are joining us to experience the adventure!

May we SOAR into the new school year together!

Patricia Jones

Director, Coulter Grove Intermediate School