

# **Averitt Center for the Arts**

# **Parent Handbook**



## **General Information**

### **Averitt Center for the Arts**

33 East Main Street

Statesboro, GA 30458

Bulloch County

(912) 212-2787

[www.averittcenterforthearts.org](http://www.averittcenterforthearts.org)

## **Key Contacts**

Superintendent of Education, Tony Phillips, (912) 212-2787, [tphillips@averittcenterforthearts.org](mailto:tphillips@averittcenterforthearts.org)

## **Ratios**

We have a 1:10 ratio. This means we have one staff member for every 10 students.

## **Exempt from Licensing**

This program is not licensed by Bright from the Start, the Georgia Department of Early Care and Learning. It is an exempt program falling under exemption 591-1-1-.46(b)10. Bright from the Start is the department from the State of Georgia's Department of Early Care and Learning responsible for meeting the child care and early education needs of Georgia's children and their families. If you have questions or would like more information about Bright from the Start, feel free to contact them: Bright from the Start, Georgia Department of Early Care and Learning, 2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334, 404-656-5957 or toll-free at 1-888-442-7735. Their web site is [www.decal.ga.gov](http://www.decal.ga.gov) and contains all types of information useful for parents.

## **Programs for Three & Four Year-Old Children**

We do provide some activities for children who are three and four years of age. The schedule varies, however, those programs are four hours or shorter per day and do not exceed 20 hours per week. Children can only attend one of these activities per day. A break during the four hour block will be provided.

## **Summer**

During the summer parents can enroll their children who are three or four years old into a half-day camp program. These hours would be 9:00am – 12:00pm or 1:00 – 4:00pm but not both.

## **School Year**

During the school year parents can enroll their children in our short courses in ballet, theater, art, etc. however the children cannot attend over 10 hours per week in said courses.

**PLEASE NOTE:** In the event that camps overlap with short courses, children ages three through four can participate in camps or short courses, but, not both. This is because they would exceed the number of hours per week allowed for this age range.

## **Field Trips**

Field trips to our on-site facilities like the Roxie Remley Center for Fine Arts and our West Main facility will occur occasionally.

If Art Adventures@the Averitt takes a father away off-site field trip, perhaps to the library (which is in walking distance), all parents will be notified with a hand out. Parent permission will be obtained prior to each off-site field trip.

During each field trip a list of field trip participants will be taken on the field trip. In addition, the same list will remain in the classroom. Emergency information, parent contact information, and a first aid kit will be taken on the field trip.

## **Liability Insurance**

The Averitt Center for the Arts has liability insurance with Blount, Burke, Wimberly & Hendricks Insurers.

## **Attendance**

We take attendance at the Averitt. We will call roll and have each student answer that they are in attendance. We hope mirroring this school activity will encourage them that the Averitt is an important place for learning similar to their school.

## **Medicine**

We do not dispense or keep medicine at the Averitt.

## **Discipline**

We use a traffic light system for discipline purposes. At the beginning of the day, no one is on the traffic light. If a child misbehaves and disrupts class, that will be a green light. If it happens again, that will be a yellow light. If it happens a third time, that is a red light and we will call the parents so they can pick up their child.

## **Clean Building**

We are committed to have a classroom that is free of serious health and safety concerns. Our custodial staff is employed to provide daily cleaning complete with cleaning equipment on hand to handle daily cleaning, accident cleaning, and other forms of cleaning.

## **Emergency Information**

Each child's name, parent/guardian's name and emergency contact information will be in an easy to access central location in case it is needed.

## **Sick Child**

In order to protect the health of all children in our class, please keep your child at home if you notice that your child begins to show signs of an illness or contagious disease or if your child feels too ill to participate in a group setting.

To cut down on spreading germs, please make sure your child is fever-free for 24 hours before returning to the Averitt.

If your child becomes sick at the Averitt, the parent will be notified to pick up their child. In addition, any bodily fluids will be cleaned following proper cleaning techniques.

Please let us know as soon as possible if your child has a communicable illness or infection. All parents will be notified if a reportable contagious illness is present or has been present. Children with communicable conditions may not return to the class unless a note from their physician clearing them for participation is provided.

Children with head lice will not be allowed to attend our class.

If your child dirties their clothes due to illness, we will give them a bag to put the soiled clothing in, and give them a clean t-shirt and shorts to wear. The loaned t-shirt and shorts will need to be washed and returned in a reasonable amount of time.

## **Allergies**

Please list on the Contact Information | Waivers | Notifications form everything that your child is allergic to. If an allergic reaction occurs, you will be notified by telephone. Please give detailed instructions for first aid treatment of your child for their allergies on said form. This will explain what the staff will need to do until you arrive.

## **Defibrillator**

We have an AED defibrillator in the Roxie Remley Center for Fine Arts where the Averitt is located.

## **Snacks**

You are welcome to send an afternoon snack with your child each day. We have no problem with your child enjoying a snack during the Averitt however, we will not be providing them or distributing them. All snacks have to be self-served due to food allergies, food sensitivities and likes/dislikes of each child.

## **Reporting Child Abuse or Neglect**

Our staff is required to report any evidence of child abuse or neglect to the proper officials.

## **Background Checks**

The the Averitt staff must complete a successful background check through the Statesboro Police Department.

## **Smoke Detector & Fire Extinguisher**

According to fire safety standards, as a safety precaution, the Averitt has a smoke detector and a workable fire extinguisher that is inspected on a regular basis.

## **Teaching Staff**

All teaching staff have advanced degrees and teaching experience in the subject area they are instructing.

## **Physical Risks**

Although we take all precautions possible, as with all classroom scenarios, there are physical risks associated with groups, furniture, equipment, etc. Your child's safety is our number one concern. This is just a reminder of possible physical risks.

## **Expected Behavior**

For safety purposes, horse play, rough play, wrestling by students attending the Averitt will not be allowed.

## **Clean Hands**

To prevent the spread of contagious germs, we post a reminder sign in the restroom and encourage children to wash their hands with the liquid soap provided and dry their hands on the single-use towels provided.

## **First Aid**

For first aid we have the student clean the area with peroxide themselves. We provide first aid anti-biotic cream and band aids. Staff will assist them if needed.

## **Emergency Procedures**

Here are the emergency procedures the staff will follow if needed.

Severe Weather: In the event of severe weather, the students will be moved to the hallway away from windows and doors.

Loss of Power: In the event of loss of power, the students will be asked to remain calm and stay in the classroom and all parents will be called for their child to be picked up.

Loss of Water: In the event of loss of water, the students will be asked to remain calm and stay in the classroom and all parents will be called for their child to be picked up.

Death, Serious Injury, or Loss of Child: In the event of death, serious injury, or loss of child, the children will be asked to remain calm, emergency services will be notified first, parents will be called second for their child to be picked up.

Threatening Event: In the event of a threatening event, the children will be moved to the safest location and parents will be called for their child to be picked up.

Tornados: In the event of a tornado, the children will be placed in the hallway sitting on the floor, crouched over with their hands over their heads until the threat of danger has passes. At this point, the parents will be called for their child to be picked up.

Natural Disaster: In the event of a natural disaster, the children will be moved to the safest location and parents will be called for their child to be picked up.

## **Plans for Emergencies**

Evacuation Plan: All students will evacuate the building and gather by the fence in the causeway and parents will be called on the phone for their child to be picked up.

Relocation Plan: If needed, the students will be relocated to the Averitt Center for the Arts Main Gallery and parents will be called on the phone for their child to be picked up.

Shelter-In-Place Plan: In the event that the children need to report to a shelter in place, they will be moved to the hallway and parents will be called on the phone for their child to be picked up.

Lock-Down Plan: If the need arises that a lock down is necessary, the double doors and the side door to the causeway will both be locked and children will be moved to the hallway. Parents will be called on the phone for their child to be picked up.

Communication Plan: The communication plan is that staff, while watching the students, will divide the list of parents and call parents from their cell phones for their child to be picked up.

Reunited with Family Plan: In the event phone calls are necessary for staff to have parents pick up children early, a location will be decided on a safe place for pick-up prior to that phone call and based on the incident and that location will be communicated on the telephone when parents are called for their child to be picked up.

Continuity of Operations Plan: If the event the Averitt needs to stop operating because of unforeseen circumstances, parents will be called on the telephone to communicate the date and time the class will begin again.

### **Emergency Care**

The staff of the Averitt will not interfere in any way the delivery of emergency care or services to a child by a licensed or certified emergency health care professional.

### **Cleaning Supplies**

All cleaning supplies for the Averitt and the Roxie Remley Center for Fine Arts will be locked in a cleaning closet and will not be accessible by children. In addition, non-food related products in an aerosol dispensing can, flammable or corrosive materials, poisons, insecticides, office supplies will be locked in a closet and will not be accessible by children. Big buckets (3-gallon or larger) and other large rigid containers will not be allowed in the classroom.

### **Drills**

Fire Drills, Tornado Drills, and drills for other emergencies will be held. Fire drills will be held monthly. Tornado drills will be held every six months. Other drills will be practiced as well.

### **Personal Medicine**

Personal medicine and personal first aid items like an epi-pen, rescue breathers, and the like are allowed and each student will keep such item in their possession at all times.

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