

## CLASS RULES

**We are guests in the facility. Treat the facility, its staff, and residents with respect and thank them for allowing you to come to the facility**

1. Students who are 5 minutes late for a one hour class or 10 minutes late for a class that is longer than one hour will be turned away from the class.
2. If you smoke ask the instructor to find out if and where it is permitted.
3. Please leave the classroom and bathrooms neat. Clean up any water on the floor and put paper in the trash; Let the instructor know if there is any problem found in the bathroom.
4. All electronic devices are on silent mode during class. You are not to answer them until break time.
5. If a student is text messaging, sleeping, using foul language, causing a disruption in the class, or leaving the class, the instructor will dismiss the student from class
6. Dress code is professional work clothes. A student will not be admitted to the next class if they are not dressed properly.
7. Children are not permitted in the class room.
8. Certificates are sent to the facility within 3 weeks of the class.
9. If YOU pay for the class then the certificate will be given to you after successfully completing the class
10. Classes are taught in English. Students must be able to comprehend the material presented or a certificate cannot be given.

**YOUR SIGNATURE ON THE ROSTER INDICATES THAT YOU HAVE REVIEWED AND UNDERSTAND THESE CLASS ROOM RULES.**

**OUR GOAL IS TO PROVIDE A POSITIVE LEARNING EXPERIENCE FOR ALL.**