Education A La Carte Classes Policies

**CLASS INFORMATION**

Classes start and end promptly at the times listed above. Please respect the teacher and other students by arriving in a timely fashion to ensure your student is seated and present at the beginning of class.

**PARENT RESPONSIBILITY**

Due to the size of our classes and the numbers of families involved, **EALC is not a drop-off program.**

Parents are required to be on site at Grace Covenant Church at all times.

With the exception of IEW, parents are not required to sit in class with their children. Given the layout of the facility, parents must let the teacher know where they intend be. In case of an emergency, parents will be reached by cell phone.

Parents are responsible for ensuring their children successfully transition to their next class.

Parents are in charge of their children at all times, including children not taking classes. Teachers are not responsible for the medical care of students.

All children not in class must be with their parents at all times. Parents may provide quiet work or toys for their children. If a parent cannot be on site due to a medical reason or an emergency, please contact the teacher for a possible solution.

Two rooms are available for waiting parents/students:
1. The Connector is available as a quiet **Social Space** and for quiet play, as well as the hallway outside the LEGO classroom.
2. Ask co-coordinators Bethany Wright or Christine Harris for **Study Hall** space.

Families as a whole must decide which room to wait in; waiting children may not be separate from their parents. Please do not linger in hallways to limit the distraction for ongoing classes.

The church nursery is off limits and no church toys may be accessed. Parents are welcome to bring toys from home. Changing tables are found in the bathroom. Please dispose of diapers in the main bathroom trash can.

EALC Coordinators, Teachers, and Grace Covenant are not responsible for the content or management of other EALC classes.

**STUDENT RESPONSIBILITY**

Students are expected to be respectful, responsible, and kind.

Students will make sure to use the restroom before class. Class is only one hour and there is too much fun to miss!
TEACHER CANCELLATION POLICY
If a teacher needs to cancel class, the class will be notified via email by 8:00am.

SICKNESS POLICY
Taking into consideration the delicate medical needs of our teachers and students, we have a strict sickness policy. If there is illness in your immediate family, please stay home. Students must be symptom-free 48 hours before class (Sunday night onward). Symptoms include: fever, colored snot/discharge, rash, sore throat, wet/productive cough, vomiting, diarrhea, stomach ache, etc. When in doubt, please stay home. If lingering illness is present in your home, please contact the teacher.

INCLEMENT WEATHER POLICY
If Beavercreek School is closed, EALC is closed. If Beavercreek School is on a delay, a judgement call will be made by the instructors by 8:00am and notification sent by email. If you do not feel comfortable with your drive, please do the best thing for your family!

FOOD POLICY
Due to families with severe contact allergies, food may only be consumed in Room 104-106 (downstairs). Do not eat in the hallways, Social Space room, or classrooms. This includes snacks for toddlers and waiting siblings.

To honor those with severe contact allergies, please wash your hands — with soap and water, not just hand sanitizer — after eating and before entering the classroom.

Thank you for keeping our families safe!

LUNCH POLICY
Lunch space is available in Room 104-106 ONLY for those who have both a Period 3 and Period 4 class. The kitchen is not available to store or reheat food. Families are responsible for cleaning up after their lunch, including sweeping their area and ensuring all trash reaches the trash can.

FACILITY POLICY
As guests of Grace Covenant Church, we want to honor them by leaving the facility nicer than we found it. If you see trash floating in the hallway or a mess that needs addressed, please help out and keep our relationship with GCC strong.

Please be mindful of the offices when walking in the hallways and respectful of the business workspaces of the church. Thank you for honoring the church by not running.
**Education A La Carte Classes Policies**

**IMPORTANT:** You cannot attend EALC without a signed waiver!

FAMILY LAST NAME (print clearly) __________________________________________

**POLICY AGREEMENT**

I understand and will honor all of the EALC policies as described above:

- Class Information
- Parent Responsibility
- Student Responsibility
- Teacher Cancellation Policy
- Sickness Policy
- Inclement Weather Policy
- Food Policy
- Lunch Policy
- Facility Policy

Signature of Parent ________________________________________________________

Signature of Student(s) ____________________________________________________

**PHOTO PERMISSIONS** *(check one, if left unchecked we will assume permissions granted)*

I give permission for my student’s photo or likeness to be used on EALC’s website and other promotional material. Parent Initial: ________

I *DO NOT* give permission for my student’s photo or likeness to be used on EALC’s website and other promotional material. Parent Initial: ________

**LIABILITY WAIVER**

I do hereby agree to assume all risk of injury, harm, or damage to my person, any participants or property arising during or in connection with said activity/program; and I do hereby release and agree to indemnify and hold harmless Grace Covenant Church of Beavercreek, Ohio, Inc., co-coordinators and teachers at Education A La Carte, and parent helpers from any and all liability, actions, damages, and claims of any kind or nature whatsoever for injury, harm, or damage to my person, any participants, or property that may arise or occur in connection with my use of the facilities.

I have read carefully and agree to the above policy and waiver before signing it and I sign it voluntarily.

Signature of Parent __________________________________________ Date __________

**RETURN BEFORE AUGUST 1 BY MAIL OR BY EMAIL (SCANNED):**

Bethany Wright
5363 Brainard Dr
Kettering OH 45440
bsn.wright@gmail.com

Questions? Contact Bethany Wright 937.657.5185, EALC co-coordinator