

## The Learning Vine Code of Conduct

Updated 06-04-11

### Friday Enrichment Program Rules

Parents and children alike are expected to know and understand the following rules. Please read them to your children and keep a printed copy handy for reviewing. If a family repeatedly breaks any of these rules, they may be asked to leave The Learning Vine program without refund.

#### Building Use:

1. Do not enter the top floor/upstairs for any reason. The church has requested this area be left for just the church staff and their meetings.
2. If you make a mess, clean it up, including vacuuming.
3. Keep the bathrooms neat.
  - Do not overuse paper towels.
  - Wipe up counters after washing hands.
  - Put all refuse in the proper receptacle.
  - Please do not flush personal products.
4. If you take out tables and chairs, put them back where you found them.
5. Do not enter rooms that are not being used for a class. The only permissible areas for waiting are the Café and the large open area downstairs.
6. Aside from the lunch break (please see rules below) there is no food allowed in the lower level unless it is a part of a class. The Café tables are the only place that food may be in the building.

#### During class hours:

7. Students that do not have a class must have a parent or other adult (age 18 or older) supervising them. The only exception is teens (ages 13-18) who may sign in and out of the Teen Study Area (common area downstairs.)
8. Students may not remain in the building unsupervised at any time. Socializing is an important skill, but we need this to be monitored by parents or supervising adults, so that it does not interfere with the teaching environment. If a student is found to be unsupervised, your family will be addressed and your children may be dropped from their classes without refund. Student safety is our priority.
9. Hallways are to be kept empty to allow classes to proceed quietly. Please do not stand, sit or talk in or near the hallways.
10. The large area downstairs should be kept as quiet and clean as possible. You may use a table and chairs if desired, as long as you put them back where you found them.
11. Parents may leave the building only if the following criteria are met:
  - Children are age 8 or older.
  - AND children have consecutive classes.

#### Between classes:

12. Children ages 3-7 must be moved from classroom to classroom between classes by a supervising adult or older sibling.
13. Children older than 7 may move to their next consecutive class without an adult. If a class is their last or they have the next period off, they must be picked up by a supervising adult from the classroom.

## Lunch Break

14. The lunch break on Fridays is from 12:00 – 12:25 pm. We will have three areas in which lunch may be eaten. Each of these areas will have one or more lunch monitors to ensure adherence to the rules:
  - **The Café** – This option is only available for students who are being supervised by their parents or approved supervising adult (age 18+) only. No unsupervised students are allowed in the Café during lunch for any reason.
  - **The common area downstairs** - This option is for ages 3-12. We will have blankets laid out for the youngest students and tables with chairs for the older ones.
    - i. Ages 3-7 **MUST** be accompanied by a parent or supervising adult.
    - ii. Ages 8-12 may eat here without a parent, but will be supervised by the lunch monitors.
  - **Room 2A** – This option is for teens only. There will be tables and chairs available, and this room will be supervised by an adult. Parents do not need to be present, but are welcome.
15. Packed lunches can be left downstairs, under the main stairwell, against the wall.
16. There is no microwave or refrigerator available, so please pack your lunches accordingly.
17. Please do NOT ask the Café workers for anything for free, such as ice, use of the microwave, flatware, napkins etc. Purchasing food and drinks from the Café is always encouraged!
18. If your child has a severe food allergy, please plan on eating lunch with your child to protect him or her from exposure. The lunch monitors cannot be responsible for this.
19. Rude or disruptive behavior during lunch will not be tolerated. If a child is disruptive, the parent will be called and that child will not be allowed to lunch without his or her parent.
20. All students will be asked to participate in clean up after lunch in all three areas. Leaving behind a mess is not permitted.

## Identification:

21. All LV students must wear an ID badge on a lanyard during LV hours, which will be given out at the Family Orientation Meeting. This ID badge will contain the child's schedule with room numbers and emergency information. If a student forgets his or her lanyard, a temporary one may be picked up and used for one day only. It must be returned at the end of the day. Permanent replacement lanyards cost \$5 each.

## Sign in and out:

22. All students age 3-12 must be signed in and out by a supervising adult in the lower level upon arrival and departure.
23. Students ages 13-18 may sign themselves in, but must be signed out by an adult.