

Hands in Motion

Class Guidelines

At Hands in Motion classes we want to be a blessing and a positive addition to your Homeschool experience. In order to do that, we have a few basic rules of conduct for our students. Thank you for reading it carefully with your child that we may all benefit and enjoy class time.

In order to maintain a positive environment for learning:

1. Students are to respect all staff and program participants by showing kindness to their fellow students, honoring and obeying the instructor and aides, and refraining from unkind remarks, coarse jokes, or other language that demonstrates disrespect or a lack of charity. Students will be warned verbally by the instructor if their conduct or comments are inappropriate.
2. We believe discipline belongs in the home: therefore, if a student persists in inappropriate conduct, the instructor will ask the student to sit out of classroom activities for the remainder of the period and a parent will be notified. Proper restoration should be prompted by the parent to be done before the next class time. This will allow the student to continue with classes with confidence and encourage them to be a positive participant. If behavior becomes a reoccurring pattern, Hands in Motion reserves the right to dismiss the student from continued classes without a refund.
3. Students are expected to demonstrate appropriateness in dress as exemplified in the guidelines below.
 - No strapless shirts or dresses
 - No exposed midriffs, backs, undergarments, or inappropriately revealing clothing
 - No character, skeletal bones or vulgar designed shirts.
4. Students are not to bring electronic equipment to the facilities. This includes but is not limited to CD and mp3 players, gaming devices, etc. Cell phones should be put away and turned off while student is in class.
5. Students must be under the direct supervision of an adult at all times including breaks, and it is the student's responsibility to be in an area that is appropriately supervised. It is the parent's responsibility to know charter guidelines for supervision.
6. Of course: All weapons, illegal drugs, alcohol, and tobacco products are strictly prohibited from the facilities.
7. In order to protect the gym floor, please **NO GUM**.
8. Hands in Motion offers educational opportunities to all students regardless of disability, race, or gender. However, HIM does not have the staffing available for students whom may need special supervision or attention. We will make every attempt to accommodate IEP students within the structure of the classroom. If it is determined that any given student needs more individualized attention than HIM is able to accommodate, parents and/or charter supervising teacher will be conferenced. Hands in Motion reserves the right to un-enroll such student from continued classes without a refund.

We are extremely grateful to Valley Christian for the use of these facilities. Please help us by respecting the facility. Siblings are welcome to use the basketball hoops in the front parking lot with parental supervision. Please do not allow them to run through the school campus. Please refrain from using the pre-school play yard located behind HIM classroom.

Registration and refunds: Students enrolled in classes shall remain for the session duration. After the second week, Hands in Motion reserves the right to only offer class credit for dropped students. Classes missed by the student are not refundable. Missed classes due to instructor illness will be attempted to make-up; however, it is at the instructor's discretion whether a make up class is to be offered.

IMPORTANT SIGN IN/ SIGN OUT DETAILS:

In order to assure our students' safety, please follow the sign-in/out procedure. This is very important! **Please have a parent or designated adult bring student(s) into the classroom and sign in. For pick up, please also sign them out. They will NOT be released without an adult.** If someone other than yourself will be picking up your child, on a certain day, please write us a note including the person's name. Thank you for your diligence in this.

Classes are scheduled with a ten –fifteen minute break. This time is for the instructor to prepare for the next class. Students taking consecutive classes are expected to stay in the classroom area or when appropriate play area. They may be asked to help clean up and prepare for the next class. It is the parent's responsibility to know their charters guidelines in regards to supervision. If your child is staying over the lunch break without you, they must be enrolled in Nibble and Dribble

We are looking forward to having an exciting time. Thank you for your participation and help in creating a fun, safe learning environment for all to enjoy.

Chris and Jennifer Androkitis
Hands in Motion