

# General Policies and Guidelines

## Clean Up Policy

Please help clean up before you leave each week. Clean up includes wiping down tables with Lysol, taking out the trash(making sure all dirty diapers are out of the nursery trash), sweeping, returning materials to their proper place, making sure bathrooms are decent, making sure windows are closed and locked, and turning lights off. We want to respect any place we meet so one of our goals is to look like we were never there, like it was before we were there. 😊

\*\*Older students will be asked to help with some of the clean-up duties.

## Conflict Resolution Policy

Unfortunately, personality conflicts and misunderstandings can happen. It is important that we agree on how to deal with these situations, should they arise.

Based on Matthew 18, if conflict arises, parents and teachers should seek to resolve the issue on their own. If either party is unsatisfied or resolution\* cannot be met, the parties then need to seek the assistance of one of the ladies on the leadership team.

**\*resolve/resolution—achieved when all parties reach mutual agreement or understanding.**

## Inclement Weather Policy/Snow days

If Charleston schools close on co-op days, we will cancel co-op for that day. We have several families that drive quite a distance and we don't need to be out on inclement weather days. If we cancel a Thursday, there will not be a make-up day or refund for that day. This policy applies for pandemic and other reasons for closing down public and private schools, if it applies.

## Group Communication Procedure

Communications between the director, teachers, and members of Young Explorers Co-op will come in various forms depending on the type of announcement.

Forms of communication that will be used are e-mail, text, and Facebook.

Weekly general reminders will come in the form of a group text as well as a Facebook post.

Young Explorer's Facebook page is by invitation only.

## Fire Safety/ Tornado Safety

During the fall semester, Young Explorers will practice a fire drill. During the Spring semester, there will be a tornado drill.

## Refund Policy

No refunds will be given for class fees, once the semester has started, since teachers will have bought supplies for their classes.

Initials: \_\_\_\_\_

Last Updated: 3-29-20