

## **Class Procedure Notes**

### **Preparing for your upcoming class:**

- **Class Status:** The decision to cancel classes based on enrollment numbers will be made twice a week. On Mondays, we will make a decision for Thursday thru Sunday classes. On Thursdays, we will make a decision for Monday thru Wednesday classes, for the following week.
  - **Class is Running:** You will receive a class packet in the mail. Packets will contain your class Sign In Sheet, Enrollment Forms, Evaluations, and a return envelope.
    - Classes with a start date occurring Thursday – Sunday will have packets mailed out on Mondays, the week of the class. Classes with a start date occurring Monday – Wednesday will have packets mailed out on Thursdays, the week prior.
    - A class reminder email will be sent to you two days prior to your class.
  - **Class is Cancelled:** Staff will contact you and your learners by phone. If we are not able to get in touch via phone, we will send an email notification.

### **Documents to complete during class:**

- **Class Sign In Sheet:**
  - Mark an "X" for each learner who is in attendance.
  - Leave the box blank if the learner is absent.
  - **DO NOT** pass the Sign In Sheet around the room as it includes personal student information.
  - Include your signature in the designated area before returning, this is required in order to process payroll.
- **Enrollment Forms:** Students not listed on the class Sign In Sheet will need to complete an Enrollment Form. Please note, instructors should not be collecting payment.
- **Evaluations:** To ensure the needs of our students are met, please have each student complete an Evaluation form at the end of class.

### **End of Class Process:**

- **Return Paperwork:** Using the return envelope, included in your packet, please return your completed Sign-In Sheet, Enrollment Forms, and Evaluations back to Kirkwood.
- **Clean Up:** Please leave all classrooms and equipment as you found them. It is expected that all facilitators and students clean up after themselves. Any damage to supplies/equipment should be reported to your Program Developer.