

Adult Learning Policies and Procedures

Get ready to take your training...please take note of these policies and procedures!

During Covid-19 time--scheduled courses will be held in virtual meetings.

- 1** Please register in advance so we can be prepared. Register through [eBiz](#), by calling 888-922-4763 or [emailing](#).
- 2** Courses start on time; plan to arrive 10 minutes early to sign in.
- 3** If you cannot attend, please call to cancel at least 24 hours in advance. Please review our [Cancellation Policy](#).
- 4** You may bring food and drinks to class.
- 5** Please DO NOT bring children; childcare is not provided.
- 6** Girls in middle school and high school may attend if there is space available.
- 7** Volunteers who are pre-registered will be notified of cancellations or changes.
- 8** Notices will be recorded on the council's answering machine, 888-922-4763. Check if the weather is at all doubtful. Virtual courses will not be canceled unless the power is out.