

Roosevelt Park Ministries Class Terms

Introduction:

Roosevelt Park Ministries was originally established as a direct response to the community's felt-needs. Roosevelt Park Ministries is a separate non-profit organization responsible for its own program development and funding, officially incorporated in March of 1996.

Class registration fees are used to support the day-to-day operations of RPM, as well as support the many programs offered here.

Registration Notes:

- The Class Registration fee is not transferable.
- Payments are accepted in cash or by debit/credit or personal check at the time of registration.
- It is your duty to let us know if you change your phone number, address, or email.

Classes:

When applicable, students will be provided with printed materials or a book by the instructor.

The ministry reserves the right to deny entry to students who are more than 10 minutes late to the start of class. Please be on time out of respect for yourself, your teacher, and your classmates.

***If you will need childcare while attending classes, please fill out the childcare forms and abide by the stated guidelines.**

Parking:

We have parking behind our facility, but if parking is not available there, you may also try to park around Potter's House School (across the street). **NEVER PARK ON THE STREET OR IN THE CASH ADVANCE next to the front of our building.**

Roosevelt Park Ministries reserves the right to suspend class registration due to the following:

APPLIES TO ALL TYPES OF APPOINTMENTS, CLASSES, AND SERVICES

- Violation of the Code of conduct, for example:
 - Abusive language, discourtesy, or rudeness towards a staff member, volunteer, or another client.
 - We have zero tolerance for alcoholic beverages or illegal drugs.
 - Sexual, physical, or visual harassment towards a staff member, volunteer, or a client.
 - Bullying or taking unfair advantage of staff members or volunteers.
 - Not following the protocol and rules of the organization.

Note:

Roosevelt Park Ministries depends greatly on the work of volunteers, and for this reason at times your teacher may be absent for 1-2 weeks. During this time period, you will have a substitute teacher to cover the classes that your original teacher is not present for. This may be due to the availability of the volunteer for personal reasons, due to sickness, or due to the restrictions imposed by the global Covid-19 situation.

Office Schedule and Information:

If you have any questions or concerns, please contact us at 616-475-5881 or stop by our office during our regular office hours Monday through Thursday from 9:30 AM-5:00 PM. We are not available to answer phone calls outside of office hours.

CLASS REGISTRATION PAYMENTS ARE NONREFUNDABLE.

Etiquette and Protocol for Roosevelt Park Ministries' Classes:

1. Strive to arrive on time for class. If you arrive more than 10 minutes late, you may be denied entry to the building.
2. Maintain a respectful code of conduct towards your classmates and teacher.
3. Faithful attendance to classes is encouraged to maximize your learning.
4. Notify RPM's office if you will be absent from a class as soon as possible, preferably 24 hours beforehand.
5. Missing more than 50% of a semester's classes will forfeit your opportunity to sign up early for the next semester of classes.
6. Do not open windows and doors. This should only be done by authorized personnel.
7. Avoid interrupting the teacher and others in class.
8. Help us keep the classrooms clean and organized.
9. Please silence or turn off your phone during class.
10. Do not bring food to the classroom (meals) that distract or interrupt the process of the class. Because the amount of cleaning staff we have is limited, we ask that you help us as much as possible to maintain everything in its place and in the best possible condition. The kitchen is a courtesy for employees and volunteers, so if you need to use it, please respect the established rules.
11. Please notify us as soon as possible when your phone number, email or home address changes. We communicate using multiple means and want to stay updated. We don't want you to miss opportunities to sign up for future classes or special events and workshops we offer.
12. To leave a message for someone in our office please call 616-475-5881 during our office hours Monday through Thursday from 9:30 a.m. to 5:00 p.m. If you call outside of our office hours, please leave us a voicemail, and we will get back to you the next business day.
13. If you have any complaints, comments, or questions please do not hesitate to contact the Executive Director of Roosevelt Park Ministries, Joel Groat, at 616-475-5881 or to write to us privately at: info@rpmmins.org.



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Find us with the name: **Roosevelt Park Ministries**

