

Learning Center School and Youth Group Guidelines

Please print out and review the following guidelines prior to coming to the Institute. They are intended to enhance the Learning Center experience for all who attend.

Arriving at the Institute

- **Driving up the entrance way:** As you drive up the road to the Institute, you will find a gate. Please press the button and let the front desk know that you have arrived. They will buzz you in. Please note that if your visit is planned for other than Monday – Friday, 8AM – 5PM, you must make special arrangements with the Education Coordinator.
- **Parking and Unloading:** You may unload students at the front door. Parking for cars and buses is available in the Visitor Parking Lot.
- **Entry:** Check-in at the front desk. The Education Coordinator will meet you there and take you to the Learning Center.
- **Chaperones:** A minimum of 1 adult chaperone for every 7 students is required, except for high school groups, which do not require chaperones. A maximum of 1 adult for every 4 students will be enforced, with the exception of special needs classes and preschoolers.

Inside the Institute

- **Restrooms:** Restrooms are located on every floor near the elevators.
- **Lunches:** If you are going to be at the Institute during lunch time, students may bring their lunch. Space for storage of the food and a location to eat will be provided.
- **Student Behavior:** Students are expected to stay with their group. They may not leave the classroom unaccompanied. No running is permitted and chairs in the classroom should not be moved without permission.
- **Chaperone Responsibilities:** Students must be supervised by a chaperone at all times. They are expected to keep track of students and act as a role model for the students. Chaperones are encouraged to promote student learning and learn something new for themselves.
- **Exit and Re-entry:** If anyone in your group wishes to leave the building and re-enter, they must do so through the front entrance. The entire group must exit together through the front entrance.

Adhering to these guidelines will heighten the learning experience and contribute to a FUN time for all.