



**Kitsap Home Care**  
109 Olding Road, Suite 100  
Bremerton WA 98312  
360-377-7307

## **TRAINING CENTER CLASSROOM RULES**

### **Attendance**

- Student is required to be in attendance **DAILY** if enrolled in the EFOC or RST course.
- Must arrive to class promptly. Tardiness is not tolerated. **NO ONE** will be allowed to enter after the doors are closed at the start of class. Schedules may be viewed online at [www.kitsaphomecare.com](http://www.kitsaphomecare.com).
- If a student, in good standing, must leave due to a family emergency, debilitating medical condition or illness – they will be able to return to complete the course. For example: If they left Tuesday morning, they would return the next time on Tuesday at 8:00 am. If they left Tuesday afternoon at 3:00 pm, they would also return on a Tuesday at 8:00 am.

### **Students**

- Be prepared for all classes by bringing book, pens, and supplies.
- **Dress appropriately!** Clean clothes that are neat and presentable without tears and holes. Shirts are to be modest in look and fit. Closed toed shoes with socks.
- Only registered students and registered interpreters are allowed in class. Students may not bring consumers, children or any other visitor to the class.
- Smoking of tobacco or e-cigarettes is not allowed within the facility or at the entrance; only the designated area to the South of the building.
- Any inappropriate behavior will not be tolerated and students may be asked to leave.

### **Classroom & Equipment**

- A coffee maker, microwave, and small refrigerator are available for students. Use equipment properly, so it does not break.
- Keep classroom and restroom clean – pick up after yourself (coffee cups, food, paper, etc). Please do not put any liquids in the garbage. Drain in the sink and throw item away.
- Please do not put paper cups in the microwave to heat up coffee – it will break down the cup, creating spills.

### **Cell Phones**

- Put on silent/vibrate. Refrain from texting in class.
- Step outside if you need to take a call.
- Too many cell phone disruptions may result in having your cell phone off for duration of class.

### **Payment**

- Class size is limited. All classes should be paid for at least 48 hours in advance.
- We accept MasterCard/Visa/Discover credit and debit cards, cash, and money orders. All credit/debit card cancellations will pay a minimum of a \$10.00 processing fee.
- Cancellations must be at least 2 business days in advance to receive a full refund, unless a credit/debit card processing fee applies.

**THIS IS A FRAGRANCE FREE ENVIRONMENT! DO NOT WEAR FRAGRANCE THROUGHOUT THE DURATION OF ANY COURSE. THANK YOU.**

**DIRECTIONS:** Take Austin Way exit off of Hwy 3, turn right onto Olding Road. The building will be on the right. If you need additional help please call us at: 360-377-7307.