

## **ELM Organizational Guidelines**

1. **Guest.** ELM is a guest of First United Methodist Church of Marietta, so we respect the regulations established by the church. They house our program at no charge. Please remember, no smoking inside the building or consuming food or beverages in the classrooms.
2. **Do Not Bother Staff.** Please do not ask the church staff to do anything for you without going through the Director. The church has requested one liaison from ELM, and that is the Director of ELM.
3. **Emergency Procedures.** Exit maps are posted in all rooms. Familiarize yourself with the exit doors and emergency procedures. You have a copy of the detailed emergency plans in the Roster packet in each class. Please review.
4. **Name Badges Mandatory.** Name badges must be worn by all ELM participants (instructors and students) each week. Complete the emergency information on the back. Instructors, please support this by wearing your badge at all times and ask your students to do the same. Replacement badges are available the ELM desk in Family Life Hall (Dining room).
5. **Medical Emergency.** If someone becomes ill or injured, immediately contact the Director or the church receptionist on the 1st floor of Family Life Hall or dial 911. Incident reports are required to be filled out by the Director.
6. **ELM Closed.** In inclement weather, ELM closes when Cobb County and/or City of Marietta schools are closed. Always err on the side of caution when making the decision to drive to ELM.
7. **ELM Room.** ELM has a storage room available for our use at the church.
8. **Contact Information.** Director, Kelly Daugherty's phone number is 678-910-1579 if you need to contact her for any reason. We are not on site except for the Tuesdays when we are in session. The ELM email address is [elmcoobb@gmail.com](mailto:elmcoobb@gmail.com). Our ELM website is [www.elmcoobb.org](http://www.elmcoobb.org). Our mailing address is ELM, P.O. Box 671213, Marietta, GA 30066
9. **Church Activity Conflict.** The church has preschool going on the same time ELM is in session. Please be careful of the children and their parents when in the parking lot and drive slowly. Arrive in plenty of time. Come in the Family Life Hall (where we have lunch) and have a cup of coffee for \$1.00 and visit with other ELM participants before classes begin.
10. **Lunch.** Lunch service begins at 11:30 a.m. and continues through 12:15 p.m.. Lunch is \$7.00. Brown baggers are welcome and may purchase drinks, salad or dessert for a dollar each. Thank you for showing respect to ELM speakers or performers during lunch programs by refraining from speaking.
11. **Conflict Resolution.** Immediate concerns and problems that cannot be resolved in a satisfactory manner should be discussed with the Director who can be contacted on her cell phone 678-910-1579. The Director may also be found in the Family Life Hall dining room at the ELM table, or making rounds throughout the FUMC Campus. Creative ideas and suggestions are welcomed

and encouraged. Please fill out an index card with your idea or suggestion, contact info, and implementation plan and give it to the ELM Director or a Board member. You will be contacted by the Director or a Board member to present your idea and evaluate the feasibility of implementation.

12. **Contribute Magazines.** Like to read magazines? Bring yours to swap with others. Place them on table in Family Life Hall Dining room.
13. **Accommodating FUMC.** ELM participants may sometimes be asked not to park in certain areas or to change to a different classroom for a specific day to accommodate FUMC events. Thank you for understanding this and for returning the classroom to its original order before leaving.
14. **Contribute Puzzles.** Like to do jigsaw puzzles? Bring yours to swap with others on a table in Family Life Hall dining room on the second and last day of every session during lunch.
15. **Registration Process.** Everyone attending a class as a student must register through the Online or with ELM Director (if you don't have a computer/ internet) during open registration. All classes are on "first come first served" basis - when a class is FULL it is no longer available. The instructor may have set the limit to give each student the individual attention needed to learn. We want registration to be fair and impartial and we want our instructors to enjoy the classroom experience.
16. **ELM Class Addition Form.** Will be given to students when they change classes or register on the first day of each session. The form will have student's name, class they have enrolled in - this is the official notification to the instructor that the student has gone through the proper procedure to change classes or register.
17. **Class Attendance.** Students are expected to check the class attendance sheet each time they attend class. Class changes are allowed only during the first week of classes. Class changes can be made by the Director/Asst. Director on the 1st day of every session at the Registration Help Desk.