

Christian Educators Resource Center

Mandatory Orientation Meeting

Drive Through: Please enter from Rowlett Road, travel east to west, and exit onto Century Rd.

Parking: Please park on the side of the building if you are coming in.

Dropping Off: Only students 12 years or older may be dropped off in the parking lot to come in. Please wait until they enter the building before you leave.

Signing In: Students MUST sign-in EVERYDAY for their classes by highlighting their name.

Leaving/Returning CERC: Students must have a Permission to Leave Policy signed if they are leaving in a car and plan to return. They must also sign-out and sign-in on a separate sheet if leaving and planning on returning.

Eating/Drinking: Students must eat and drink, other than water, in the kitchen. NO EXCEPTIONS. They may use the microwave, but not the refrigerator. Students MUST mark their water bottles with their initials. Also, please have them mark their lunch boxes, notebooks, and backpacks also. Gum is not allowed in the classrooms - please dispose of it properly.

Recycling: We recycle paper, plastic and aluminum. Please use the boxes in the kitchen for this purpose.

Weather: We follow the Garland ISD bad weather calendar. If Garland ISD is closed due to bad weather, we will be closed. If Garland ISD is open late, then we will open late.

Tuition: We will be opening the possibility of paying by email with credit card soon. Watch for the email. Also, make all tuition checks to CERC. Please check the tuition policy for more information.

Add/Drop: The first month is a grace period in order to drop. WE DO NOT REFUND ANY TUITION ALREADY PAID. Please refer to the Tuition Policy for the dates of dropping with minimal penalties. Please remember this is a commitment between CERC, our teachers, and for you as a family. No Add/Drop is official unless an Add/Drop form has been turned in to the Director of Education.

Electronic Devices: NO electronic devices are allowed in the classrooms, except calculators. Phones must be muted. No games, Ipods, MP3s, etc. If this is violated, CERC reserves the right to confiscate any electronic devices that are used during class. CERC will return the device when leaving for the day.

Study Hall: We are providing a study hall for students who stay and need to complete homework. The study hall must remain quiet at all times. If there is a class occupying the room, then you may use the front waiting area or kitchen.

Volunteer: Please sign-up for Volunteer opportunities for a monthly discount on your tuition. You may sign up one hour for every class you have a student taking.

Student Guidelines: Please review the Student Guidelines with your student before classes begin.

Remember that the Teachers and Staff of CERC are here to serve your family. We are growing and learning through grace and faith in God. If you have any questions, or concerns, please put them in writing in an email if they require time and research to answer. We appreciate your consideration in this matter. We will gladly get back to you as soon as possible.

You may email: shari.nelson@cerconline.org or your teacher directly.