

Class policies

1. A completed program intake form is required for services. Please complete the form prior to class. You can download it from the CVOEO website (www.cvoeo.org), or we will mail or email it to you.
2. Information shared by anyone in class will be considered completely confidential. But please freely share class materials with family and friends.
3. Classes will be rescheduled if we do not have at least a minimum number of people who have confirmed attendance.
4. We make reasonable attempts to let you know if we have to cancel a class, but sometimes we can't reach you. We apologize in advance. Please make sure we know how to contact you.
5. If you registered for a class, we expect you to call us if you are unable to attend.
6. In consideration of other participants and to avoid disruption of class, early arrival is encouraged; entrance to class is permitted up to 15 minutes after the start time.
7. Please bring a pen. If you have a 3-ring binder or a folder, bring that to keep class materials in.
8. Class times sometimes occur at meal times. You are welcome to bring prepared food to eat. You don't need to bring enough to share!
9. Classes are free, but we need to collect information to keep them free. Your attendance means you agree to participate in periodic surveys (at least twice a year).
10. There is no limit to the number of times you can take our classes. It's totally up to you. Make the most of them.