



## **Keep Smyrna Beautiful Smyrna Recycling Center Tour Guidelines & Conduct Policies**

Our guidelines and policies are designed to ensure a positive learning environment and safety for all visitors and staff.

Staff reserves the right to end a tour at any time if the outlined guidelines for reasonable standards of behavior are not followed and/or there is consistent behavior that prohibits a learning environment.

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### Scheduling

- Scheduling a group tour must be done in advance.
- Tour groups must be no more than 30 per tour.
- Transportation must be provided by the school.
- No fees are associated with the tour.
- Tours can be provided primarily on Mondays, although tours may be scheduled Monday-Friday as needed between 8:30am-2:00pm.

### Chaperones

- A minimum of one adult chaperone for every 10 children are required for all recycling center tours.
- Chaperones are required to always stay with children unless otherwise instructed by staff.
- It is the responsibility of the chaperone to keep their group together.
- Chaperones are responsible for ensuring safe and respectful behavior of children as outlined in our guidelines.

### Behavior/Conduct

- Walk, don't run.
- Roughhousing or other rough-play behaviors are not allowed.
- Use "inside" voices and be respectful of others, no yelling.
- Keep hands to yourself. Collecting, removing, throwing, or handling of materials, machinery, or equipment unless specifically instructed by staff is expressly prohibited.
- Observe traffic safety when the center is open to the public and cars are coming and going. No playing or loitering in the parking lot or throughways.
- Be curious! We love questions. In a group/field trip setting, please raise hands.