

## BHEA Enrichment Class Guidelines 2010-2011

It is our desire at BHEA that the overall experience with Enrichment Classes be one that is filled with joy and good memories. The importance of proper conduct at our classes cannot be underestimated. Because we may have differing views on what is considered appropriate behavior, we have provided some basic guidelines. Although each family sets standards of its own, we need unified standards for parents and children when we are together as a group. Remember, we are not only ambassadors for homeschooling wherever we go, but we are ambassadors for Christ, above all else.

First and foremost, each family is responsible for their children. After that, we are all responsible to one another, and with this responsibility comes respect and common courtesy. Above all, we are to be obedient to Jesus Christ, who commands us to “Love the Lord your God with all your heart, all your mind, all your soul, and all your strength, and love your neighbor as yourself.”

Outlined below are guidelines for Enrichment Classes. We ask that parents and students review these guidelines together, then initial and sign the Parent/Student Responsibility Agreement. We trust that each family will abide by the guidelines; however, we feel that the “read and initial” policy serves to ensure that the policies have been read and communicated. The Parent/Student Agreement must be signed and submitted with your registration in order for the registration/payment to be considered complete.

### Conduct

We believe that as homeschooling parents, we are all working to instill in our children Christ-like behavior, a positive attitude, and a respect for authority. Conduct that is deemed inappropriate by teachers, parents, or church staff will not be tolerated. Continued offenses by a student will result in the parent being required to attend class with the student. If inappropriate conduct does not stop, the student will not be allowed to continue in BHEA classes. (Tuition and other fees will not be refunded.) Please read the following information carefully and understand that by signing the Parent/Student Agreement, you agree to support the teachers and parents in helping to maintain an enjoyable, respectful learning environment for your children and the children of other BHEA families.

Again, the responsibility for instructing children in proper behavior rests on each parent; however, there may be times when other parents or teachers may have to verbally discipline (*not corporal punishment*) a child if the parent is not available or if the parent is not responding.

### Disciplinary Procedures

1. The child will be given verbal correction by the parent and/or adult in authority. The child is expected to respond quickly and respectfully to verbal correction. If parents are unaware of, or are ignoring problem behavior, another parent or adult will address the misbehavior.
2. If the misbehavior continues after the verbal correction, the parent will be expected to discipline the child with at least a 10-minute supervised time away from the class. The child may return to class with the teacher’s permission.
3. If a child continues to misbehave, he will be required to leave. BHEA will review class privileges for those who are repeatedly asked to leave. Refunds will not be provided.

### Examples of Behavior Warranting Verbal Discipline

1. Students roaming the hallways or being in “off limits” areas of the building and grounds.
2. Disrespectful language and attitudes directed toward teachers, parents, or church staff.

3. Loud voices and aggressive language and behavior, including cursing and inappropriate conversation, name calling, hitting, biting, spitting, etc.
4. Running in the hallway or fellowship hall is NOT permitted. If a child continues running in the hallways, his parent will be asked to escort him from class to class.
5. Dress code violations as stated in the BHEA handbook.
5. Unwillingness to participate and cooperate with the teacher.
6. Damaging the church facility.
7. Skateboarding, rollerblading, biking or scooter riding in the parking lot or on the church grounds.
8. Littering.

### **Mandatory Service Positions**

We ask that all parents be aware of what needs to be done at Monday Fun. *Please remember that a parent/guardian must stay at Monday Fun unless your child is 14 or older.* Younger siblings may not be left in the care of older siblings! Following are some places where help is needed:

1. Nursery: Nursery care is available at every hour for your young children. If you are not volunteering elsewhere, please stay in the nursery with your nursery-age children. This is a great place for moms to get to know one another. A tremendous amount of your homeschooling education can happen in the nursery while you watch the children and talk to other moms!
2. Hallway Monitor: The children need to be supervised at all times. Monitors will need to make sure children are behaving respectfully in the building. If you see a child running or shouting or doing something you know he shouldn't be doing, please re-direct the child. You may need to find his parent or just have him sit by you. No children should be wandering around the church without a parent, unless they are using the restroom.
3. Hostess Table: Two volunteers each hour will provide information and direction to parents and students at the welcome table.
4. Set-up and Clean Up: Many volunteers are needed in the morning, at closing, and during the lunch hour for set-up and clean up.

### **Facility Use**

We are so thankful to Rockford Baptist Church for their hospitality. Please remember that we are **guests** in this building. Teach your children proper respect for the facility.

- Children should not climb on furniture, slide down the railings, or dangle from the stairwell.
- The sanctuary should not be used except for a designated class. The lights are to remain off unless a class is using the room.
- Voices should be at a low conversation level in the hallways during classes.
- Do take time to greet church staff and thank them if you see them in the hallways!
- Please do not ask to use the copy machine in the church office. Teachers should make copies before classes, and parents can make them later.
- Children should not be outside without an adult.

- Please do not call the church office for BHEA matters! If you need to contact someone at Monday Fun, please call a member or an Enrichment Team member on their cell phone. (*See your Membership Directory for these numbers, but please use them only when necessary.*)
- The kitchen may be used at this facility in a **limited** way. However, you are responsible to clean up any mess, and wash, dry, and replace any dishes or utensils you need to borrow. Classes should bring their own paper products.
- All eating must be done in the Fellowship Hall or kitchen areas. Do **not** take food into any other rooms.
- Please walk with your children in the parking lot since they have a tendency to run in the parking lot without looking. Please watch carefully when you are driving, as sometimes children dart out very suddenly in spite of their parents' warning.

***Incidents of misconduct or other behavior deemed disrespectful to the church in which we are guests, may result in a loss of certain privileges. Parents, please make sure your children are properly supervised. Consequences for violations will be enforced.***

### **General Guidelines**

1. Nametags will be available at the Information Desk. Please take time to make a nametag for yourself and make sure you wear it every Monday. BHEA adds new members every year, and this is one way to meet and greet each other. This also helps the teachers and those performing their service hours tremendously.
2. Sign-up forms to purchase pizza, registration forms for field trips or special events, and the container for box tops will be at the Information Desk. Scholastic Book forms will be on a table outside the sanctuary.
3. You will be given the opportunity to purchase pizza for lunch at Monday Fun. Sodas will be available for purchase as fundraisers for our various clubs. Alternately, you may bring your lunch to Monday Fun.

### **Lunch Policies:**

1. Make sure you, not your child, puts in your pizza order and writes your name on the sheet for the appropriate size and kind of pizza you are ordering. You may order a whole or half cheese or pepperoni pizza. All orders must be placed by 10:30.
2. Children must be supervised by their parents during the lunch period.
3. During the warm weather we encourage you to bring your chairs or a blanket and have a picnic outside during lunch time.
4. When you and your children are finished eating, please pick up your trash and put it in the trash cans outside of the kitchen. There will be designated recycling areas for cans and pizza boxes.