

BHEA Enrichment Program Guidelines 2018-2019

It is our desire at BHEA that your experience with our Enrichment program be filled with joy and good memories. The importance of proper conduct at our Enrichment Days 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 “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.”

Please read the following guidelines carefully and understand that by paying the Enrichment Program Registration Fee, you agree to these guidelines and agree to uphold them. We ask that parents and students review these guidelines together.

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 instructors, parents, or church staff will not be tolerated.

Continued offenses by a student will result in the parent being required to attend sessions with the student. If inappropriate conduct persists, the student will not be allowed to continue in the BHEA Enrichment program. (Fees will not be refunded.)

Again, the responsibility for instructing children in proper behavior rests on each parent; however, there may be times when other parents or instructors may need to verbally correct (*not* corporally punish) 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. The child may return to the session with the instructor's permission.
3. If a child continues to misbehave, he or she will be required to leave the Enrichment Day. The BHEA Board of Directors will review Enrichment program privileges for those who are repeatedly asked to leave. Refunds will not be provided.

** BHEA reserves the right to adjust this procedure in extreme cases.*

Examples of Behavior Warranting Verbal Discipline:

- Students being in “off limits” areas of the building and grounds.
- Disrespectful language and attitudes directed toward instructors, parents, or church staff.
- Loud voices and aggressive language and behavior, including cursing and inappropriate conversation, name calling, hitting, etc.
- Excessive displays of affection.
- Running in the hallway is NOT permitted. If a child continues running in the hallways, a parent will be asked to escort the child to each of his or her sessions.
- Dress code violations. Please refer to the **BHEA Dress Code Policy** for the standard dress code.
- Unwillingness to cooperate with the instructor.
- Damaging the church facility.
- Taking part in potentially destructive activities on the church grounds. (More instructions on facilities use follows.)
- Plagiarism and cheating.
- Littering.

Service Contribution and Policies

As a cooperative, volunteer-only program, we ask that all parents be prepared to jump in and stand in the gap whenever needs arise on Enrichment Days. That being said, there are specific service needs that must be routinely met every hour. To make sure that those needs are consistently attended to, that the work is spread around fairly, and that our Enrichment program operates smoothly, safely, and enjoyably for all, we must maintain a schedule of specific service assignments. All participating families are required to meet a minimum service contribution for the fulfillment of those assignments, based on the number of sessions they are signed up for as well as the number of days they participate. If a family participates in both days of Enrichment, they must contribute to both. Through this system, we each help to provide this amazing cooperative learning environment for our children as well as uphold the mission of BHEA to support other homeschoolers. Here's how it works:

- Families whose total enrollment is four sessions or less are required to contribute a minimum of one service position on the Enrichment day or days they are participating in. Families whose total enrollment exceeds four sessions are required to contribute two service positions on the Enrichment day or days they participate in. Examples: A family with two children signing up for three sessions each in the Monday program is enrolled in a total of six sessions, so two positions must be fulfilled on Monday. However, if a family has one child who is enrolled in one session on Monday and one session on Wednesday, that family must serve for one position on each of the days.
- The service positions that are scheduled are for the duration of the semester. Typically, this is 10 weeks for Monday Enrichment (preK - 8) and 13 weeks for Wednesdays (grades 6 - 12).
- Families with an infant under 1 year old are exempt from the minimum service position requirements. There are no other exemptions.
- In rare situations, a teen over 16 years of age can take on a position to fulfill his or her family's minimum service contribution. If you feel your family's exceptional situation would

require that a very responsible teen be permitted to do that, you must email the Enrichment Team as soon as possible at enrichment@bhea.net. There are a limited number of these positions and once they have all been assigned, no new teen positions will be created.

- It is essential that service positions be taken seriously and executed diligently each week. If you know in advance that you will be unable to fulfill your service position on a given day, you must make every attempt to find a replacement for yourself, either by contacting a friend or posting a message on BHEA's Facebook page or Yahoo! Group. After putting in a good faith effort, we ask that you contact the Enrichment Team by phone or text at **865-268-4369** and explain that you will not be there and that you have either found or are seeking a replacement. Be sure to provide your full name, the name, day and time of the service position you were scheduled to fulfill, and a number where you can be reached. Important: You must also leave the name of your replacement and his or her cell phone number.

We understand that true last minute emergencies happen even on the way to an Enrichment Day. At those times, you must call the Enrichment Team right away so that an effort can be made to find a replacement on-site. Failure to follow these steps or habitual disregard of your scheduled minimum service contribution will affect your family's prospects for future participation in the Enrichment program.

Service Positions:

Following is a sampling of the types of positions you will have the opportunity to sign up for to fulfill your minimum service contribution. This will be one of the steps you encounter while taking part in sign-ups for individual sessions.

- **Instructors:** After one year of participation in our Enrichment program and one year of BHEA membership in good standing (i.e., BHEA fees paid, service requirements fulfilled, etc.), members are eligible to submit proposals for sessions they would like to instruct. Due to space, time, and programming considerations, not all session proposals will be accepted. Additionally, first-year instructors are limited to instructing no more than two sessions, including sessions in which one co-teaches. One session of instructing is equivalent to one service hour, which is the minimum service contribution for a family taking four sessions (combined). Instructors whose families are taking more than four sessions or whose children take sessions on a second Enrichment Day in which they do not lead a session are required to fulfill a second service assignment.
- **Instructors' Assistants:** All sessions grades 5 and below are required to have two-deep leadership. Assistants may be asked to do everything from helping a child complete a task to bathroom runs.
- **Hallway and Roaming Monitors:** Monitors ensure that all members are using our host church in a respectful way. They will supervise activity in the halls and stairways, helping students navigate to and from sessions and watching for conduct violations.
- **Nursery Workers:** You will be watching toddlers play while holding, rocking, and changing babies. This job also involves sanitizing toys. Unlike most positions, nursery workers can't leave until all the babies are picked up. This is an ideal position for families with infants or toddlers whose older children can move safely from one session to the next.
- **Door and Parking Lot Monitors:** Door monitors will ensure that everyone who enters the building is a member or expected guest, and will assist with the proper use of the scan card

system. Parking lot and other monitors will be watchful for potential challenges to safety and security both in and out-of-doors on Enrichment Days. *Please note: Parents in these positions cannot be accompanied by their children, nor can these roles be fulfilled by teenagers.*

- **Welcome Table:** Those serving at the welcome table will greet visitors and members and provide information and assistance as needed.
- **Set-up and Clean-up:** A few volunteers are needed immediately before and after the lunch hour and at day's beginning and end for set-up and clean up. This will include light cleaning such as washing tables, taking out the trash, light sweeping, and possibly putting up and taking down a few tables or chairs, etc.

Use of our Host Facility

We are so thankful to our host church for their hospitality. We want our presence to be a blessing to the staff and congregation, rather than a burden. As your children become comfortable in these beautiful surroundings, please remind them that we are to be respectful of both staff and facility. Take the time to greet church staff and thank them if you see them in the hallways. You might make someone's day!

Inside Use:

- When the sanctuary is in use, please remember that it *is* a church sanctuary and should be respected as such. No food is allowed in the sanctuary. When the sanctuary is *not* in use by BHEA for chapel services or other prearranged activities, please do not enter. Our host church has generously supplied plenty of other spaces for gathering, fellowshiping, childcare, nursing, etc. You may ask any member of the Enrichment team about where the best place for you to wait for your child/ren might be.
- Because of the age of the elevator at our host church, we would prefer that it be used only when necessary. It is fine to use the elevator for wheelchairs, strollers, or overburdened teachers and parents. The elevator may not be used by children unless in the company of their parents.
- Please do not ask church staff to use the printer or copy machine in the church office.
- Do not call the church office for BHEA matters! If you need to contact someone on-site during an Enrichment Day, please call or text **865-268-4369**.
- The kitchen may be used by our members. You, as the parent, are responsible to clean up any mess, and wash, dry, and replace any dishes or utensils you or your children borrow. Families should bring their own paper products. *Please do not enter the kitchen when there is an Enrichment session in progress.*
- Food and beverages may be consumed in the Fellowship Hall and in session areas (according to each instructor's preference). Please clean up all spills, trash, and leftover food and deposit in the appropriate trash cans. *Please note that our host church would appreciate the use of non-padded chairs only for eating and drinking.*
- No signs should be hung on the walls. Please use the BHEA bulletin board located in the Fellowship Hall or bulletin boards in the classrooms. Please be aware that classroom bulletin boards are being shared with the church and are not for our exclusive use.

- Students should not climb on furniture, run in halls, slide down railings, dangle from the stairwells, jump over fences, or climb onto the roof.
- The use of skateboards, roller blades, bikes, scooters, etc., is not allowed inside this facility or outside on its grounds.
- Smoking is not allowed on the premises.
- Please always pick up trash that you see on the floors, tables, and grounds. We want to leave the church cleaner than when we arrived!

Outside Use:

- Children under 11 years of age should be under direct adult supervision at all times they are outdoors, including when walking in the parking lot.
- Please use extreme caution as you drive through the parking lot as children are often present.
- Please remind your students often not to run in the parking lot and to look both ways. We have teen drivers.
- Please leave skateboards, bicycles, roller blades, and scooters at home. Our parking lot is too congested to ride them safely.
- The playground structure is for children 10 years old and younger. The structure's roof is not designed to hold a child, so do not climb on it. Reminder: Children under 11 must be under direct adult supervision at all times while outdoors.
- No one should enter the neighbor's yard, beyond the designated marker, except to retrieve a lost ball.
- Please remember that if you, your child/ren, or your teens leave the property to take a walk, visit Parks and Recreation across the street, or go to play at the park just down the street, our security plan ends at the boundaries of church property.

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.

Drop-off Policy

- Children under 16 years of age may NOT be dropped off, nor may they be left in the care of older siblings.
- In the case of an emergency, another adult may be your child's temporary guardian. Please complete the proper paperwork at the Welcome Table.
- If your student is over 16 and is dropped off or drives him/herself, it is your responsibility to set rules for your student about whether or not he/she is allowed to leave the building, either alone or with other students. No other adult is responsible for stopping them from leaving.
- Due to fire code regulations, all children MUST be picked up by 2 p.m. on Mondays and 4 p.m. on Wednesdays. No exceptions can be made.

Lunch Policy

- While some of our clubs and teams occasionally hold fundraising lunches (always taking orders well in advance), we do not generally provide lunch. We encourage you to bring your lunch to Enrichment Days. It is a great time to socialize and make new friends. Picnic blankets and camp chairs are welcome in the church yard and playground.
- Lunch time is 11:20 to noon on Mondays, 11:20 to noon for middle schoolers on Wednesdays, and 12:20-1:00 for high schoolers on Wednesdays, but you are welcome to eat at any time.
- Children must be supervised by their parents during the lunch period. The Fellowship Hall is a perfect place to eat. *Please note that our host church would appreciate the use of non-padded chairs only for eating and drinking.*
- When you and your children are finished eating, please pick up your trash and put it in the trash cans provided and clean up any mess that has been made.

Nursery

- Nursery care for young children is available exclusively for those who are instructors and their assistants, and those serving in a security capacity, such as door or parking lot monitor.
- Do to space limitations, and unless you are serving in a security role (such as door or security monitor), the nursery is *not* available to watch your child/ren while you fulfill your minimum service contribution. Please choose a position that will enable you to keep your child with you.
- The playrooms are available for parents to hang out with their very young children while older children participate in sessions. One room is for children ages 2 and under and the other is for children ages 2 years to 4 years. Please choose the one which best fits your family's needs. This is a great place for moms to get to know one another while children play, learn, and make friends.

What Does Your Enrichment Program Fee Cover?

- Facility rental
- Enrichment website license fees
- Extra paper products (paper towels, toilet paper) and trash bags
- Welcome table supplies (nametags, envelopes, paper, pens, copy supplies)
- Scan cards and readers
- Electronics (projectors, DVD players)
- Replacement of well used items (chairs, tables, kitchen towels, white boards)
- White board markers and chalk

2018-2019 BHEA Enrichment Program

Parent/Student Responsibility Agreement

The BHEA Enrichment Program is a cooperative effort among BHEA families. This form is a summary of the above guidelines to help our program run smoothly and safely. Please read this form with your children. Thank you!

1. I understand BHEA is a volunteer organization and that there are no paid positions.
2. As members of a volunteer organization, we each have an obligation to help when it is needed and to serve with a glad heart.
3. BHEA is Christian-based; however, instructors are not required to sign a statement of faith. I understand that it is my responsibility to read each instructor's session description and bio and to make decisions appropriate for my own family.
4. I have read all BHEA conduct guidelines with my child(ren), including the Dress Code Policy from the BHEA Handbook. I understand that I am responsible for helping my child to behave respectfully and courteously.
5. I realize that I must be financially responsible for any damages caused by deliberate acts of negligence by my child to the building or its equipment.
6. I understand that I must sign up for at least the minimum required number of service positions. This number is determined by the total number of sessions that my children are taking and/or the number of Enrichment Days in which we are participating.
7. I understand that as a parent, I should help ALL children be courteous and respectful in the building.
8. I understand that children under age 16 may not be dropped off unless I have an emergency. In case of emergency, I will find an adult to be my child's temporary guardian and will fill out the proper paperwork at the Welcome Table.
9. If I have children ages 16 or older, I understand that it is my responsibility to set rules with my children about whether or not they are allowed to leave the building at lunch or between sessions — either by themselves or with other students. No other adult is responsible for stopping them from leaving.
10. I understand that my children MUST be picked up by 2 p.m. on Mondays and by 4 p.m. on Wednesdays. No exceptions can be made.

**** By paying the Enrichment Program Registration Fee, you are agreeing to the ALL of the above Enrichment Program Guidelines.***