

BHEA ENRICHMENT PROGRAM

BHEA Enrichment Program Guidelines & Policies 2025-2026

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 so that we may have 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 own 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.” Matthew 22:37, 39

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

Enrichment Participation

In addition to the general membership benefits, BHEA provides families with the option of participating in our weekly Enrichment Program. This is a co-operative environment designed to complement and enhance your homeschool journey. Our Monday sessions offer a variety of classes for all ages, planned and led by fellow BHEA parents. Participation is not required by BHEA or the state, but nearly half of our membership chooses to participate.

Please note that BHEA’s Enrichment Program is not a drop-off program. Every child must have a background-check-approved adult on premises at all times (flexibility is offered for students age 16+, as long as the Family Work Commitment is fulfilled).

Participation Fees

Once registered as BHEA members, families choosing to participate in the Enrichment Program will begin the Enrichment Program registration process. The total cost for participation varies, but consists of a \$60 family registration fee, plus the cost of the individual session fees selected by your family.

Individual session fees vary and are set by the class instructor. **These fees are payable directly to the instructor and must be paid by the deadline unless the instructor has provided other**

arrangements. All students with outstanding session fees after the payment deadline will be dropped from the session.

Your \$60 Enrichment Program registration fee covers:

- Facility usage fee
- Enrichment website license fees
- Extra paper products (paper towels, toilet paper) and trash bags
- Scan cards and readers
- Replacement of well-used items (chairs, tables, kitchen towels, white boards, electronics)

Family Work Commitment (FWC)

ALL participating families must fulfill a specified number of Family Work Commitment (FWC) sessions. The required number of sessions is based on the total number of classes your family enrolls in:

- Families signed up for 3 class sessions or less must fulfill 1 FWC every week.
- Families signed up for 4-7 class sessions must fulfill 2 FWC every week.
- Families signed up for 8+ class sessions must fulfill 3 FWC every week.

FWC fulfillment is not optional, and is the means by which we are able to provide this amazing cooperative learning environment for our children and uphold the mission of BHEA to support homeschool families. 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.

It is essential that FWC fulfillment is taken seriously and executed diligently. If you know in advance that you will be unable to fulfill your service position on a given day, you must attempt to find a replacement from the list of substitutes provided on the BHEA website under the Enrichment Program Menu or directly at www.bhea.net/sublist. This list is kept up-to-date and organized by availability.

The only valid way to find a substitute is by using the official FWC Sub List. **DO NOT** post this need in the BHEA Facebook. You will need to contact substitutes directly and individually via phone call, text, or email. Reach out only to individuals who are marked as available during your shift.

DO NOT send group texts, group emails, or mass messages. Please note that if your child's session is cancelled for any reason, you are still expected to fulfill your FWC or find a substitute.

After securing a replacement, you must contact the Enrichment Team by phone or text at **865-268-3832** and explain to the team member answering the phone that you will not be present and that you have either found, or are seeking, a replacement.

Be sure to provide:

- Your full name
- Date of absence
- Your FWC position and time of service
- Phone number where you can be reached
- Name and phone number of your secured substitute

For example: “This is Jane Doe. My number is 555-1234. I am scheduled to work in the nursery this week at 10:30. My replacement is Mary Poppins. Her contact number is 867-5309.”

Posting on Facebook is not a valid means of communicating FWC concerns or substitute needs to the Enrichment Team. Please text 865-268-3832.

Because we rely on all adult members to operate our program, failure to fulfill your FWC is a serious issue that impacts all participants. Failure to serve your FWC three times without arranging a substitute or notifying the Enrichment Team will result in dismissal from the program.

Family Work Commitment (FWC) Positions

The following is a sampling of the types of positions we must fill during each Enrichment Program day. While you will be given the opportunity to sign up for your preferred FWC position(s), please be aware that the Enrichment Team is not always able to accommodate preferences and will make the final assignments based on the overall needs of the program.

- **Instructor Assistants:** All sessions, classes, and nursery rooms for children younger than nine are required to maintain two-deep leadership. At least two background-check-approved adults must be present at all times during any session involving children younger than age nine. Occasionally an instructor assistant is also needed in sessions for older children. Assistants may be asked to do everything from helping a child complete a task, to guiding young students to and from the restroom. The time required for an instructor assistant FWC depends on the length of the session and ranges from 60-90 minutes.
- **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 cannot leave until all babies are picked up in the room where you are assigned, or your replacement arrives. This is an ideal position for families with children under 5 years old, if older siblings can move safely from one session to the next. Adults are

placed in either the 0–2-year-old room or the 3–5-year-old room. This position is active, but not as physically taxing as a roaming monitor or outside monitor. Families with an infant under 1 year old are given priority to serve their Family Work Commitment in the nursery.

- **Roaming Indoor Monitor:** Monitors ensure that all members are using our host facility in a respectful way. This is not a seated position. You will be moving in hallways, stairs, restrooms, classrooms and the sanctuary as needed, helping students navigate to and from sessions and ensuring that members are following behavioral guidelines. Our facilities can have lots of nooks and crannies where children and teens do not need to be left unattended. Roaming monitors also assist with cleaning door knobs and other infection prevention measures. Children **MAY NOT** accompany adults serving in this position. However, nursery services are available for children through age 5 while parents fulfill this FWC position.
- **Main Door Monitor:** This position is a seated security position. You will be required to monitor the scan card station, watch for any person entering the building who does not have a scan card, and issue visitor badges. You will need to be comfortable being assertive with members who have forgotten badges and with confronting potential intruders. You will need to reference the list of approved Enrichment participants. Children **MAY NOT** accompany adults serving in this position. However, nursery services are available for children through age 5 while parents fulfill this FWC position.
- **Outside Parking Monitor:** This is a security position. Adults will actively walk and monitor the parking lot and the perimeter outside of our host facility. Children **MAY NOT** accompany adults serving in this position. However, nursery services are available for children through age 5 while parents fulfill this FWC position.
- **Instructors:** Members who meet the criteria for instructing (i.e., Enrichment participant in good standing for at least 1 year, BHEA fees paid, FWC fulfilled, etc.) 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. Being an instructor with our Enrichment program requires a great deal of dedication and time outside of our meeting hours each week. Therefore, if you are an instructor, this will satisfy your FWC for the semester in which you are teaching.

Special Consideration: In certain circumstances, the Enrichment Team may consider approving a student-led session. In these instances, the co-instructor must be the student's parent, who will closely supervise the student. The parent must remain in the classroom with the instructing student at all times. A second adult assistant may be required in the session to fulfill our requirement to have two-deep adult leadership. A student instructor

may be required to provide the Enrichment Team with a class syllabus or lesson plans for review at any time.

Scan Card Policy

For the safety and security of all our Enrichment families, BHEA utilizes a scan card process for entry and exit of our host facility. These scan cards are created for new families at the Gear-up meetings. Returning families who need to update or replace cards may also do that at the meeting.

- Each family member, including infants, must have a scan card to attend Enrichment days.
- All members must wear the scan card in full view on a lanyard around the neck or clipped to the upper chest. This must be worn the entire time one is on campus. Please do not allow your children to clip it at their waist, wear it around their wrist, or place it in their pocket. For safety reasons, it must be immediately visible to anyone scanning any room or hall. Children under 3 may have their scan card affixed to a diaper bag or carried by their parent.
- If you have forgotten your scan card, please stop at the front desk to ask for a visitor card.
- After 3 times of forgetting a family member's scan card ID, we will automatically issue you a replacement card (for \$5 each). If you have lost a scan card and need to purchase a replacement, you may do so at the cost of \$5.
- When your student reaches the age of 16, please see the Enrichment Team for an updated scan card.

Behavioral Conduct & Disciplinary Procedures

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 facility 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 (*BHEA reserves the right to make adjustments in extreme cases*)

1. The child will be given verbal correction by the adult in authority. The child is expected to respond quickly and respectfully to verbal correction.

2. If the misbehavior continues after the verbal correction, the parent will be expected to address the issue with the child. The parent will be notified in person or electronically, A follow up email will be sent to properly document the incident. 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.

Examples of Behavior Warranting Verbal Discipline:

- Students being in "off limits" areas of the building and grounds.
- Disrespectful language and attitudes directed toward instructors, other members (adults or children), or facility 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 facility.
- Taking part in potentially destructive activities on the facility grounds. (More instructions on facilities use follow.)
- Plagiarism and cheating.
- Littering.

Illness Policy

Out of concern for the health and safety of our members, BHEA has long had an Illness Policy. This offers guidelines you may use to help decide whether your child should attend Enrichment sessions. You will find these guidelines in the main portion of the BHEA Handbook. Please be advised that our decision to hold sessions is not dependent on any school system's decision to close due to illness. We will announce our own illness closures, when applicable.

If you are unable to fulfill your FWC because of illness, please find a replacement by following the process we have laid out in the section that pertains to that. However, if you are absolutely unable to locate a replacement and are sick, please contact the Enrichment Team at

865-268-3832 and do not come. Likewise, parents, please be understanding if an instructor needs to cancel due to illness.

We will try our best to have wipes and hand sanitizer available at Enrichment sessions. Please remind your children to be extra diligent with hand washing (particularly before eating).

We do not have any policies regarding masks in place. If extraordinary circumstances should arise, the priority of the Board of Directors will be to continue serving our member families. Therefore, we do reserve the right to enact such a policy should it become necessary to perform our mission to support and encourage the homeschool community.

We appreciate your cooperation in helping to keep all our children as healthy as possible so that we can all continue to enjoy a fun and, hopefully, illness-free academic year.

Use of Host Facility

We are so thankful to our host facility 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 guests who are expected to be respectful of both staff and facility. Take the time to greet their staff and thank them if you see them in the hallways. You might make someone's day! **If you would like to use the host facility for a BHEA function you MUST go through the BHEA Activities Coordinator. This must only be arranged by the activities coordinator.**

Due to fire code regulations, all Enrichment participants MUST be out of the building and off of the playground 15 minutes after the last session of the day.

Inside Use:

- Children age 10 and under are to be in a class session or with their parents at all times, and are not permitted to be in hallways, unless traveling to/from class. If the parent is serving their FWC and the child does not have a corresponding class session, they must be under the supervision of another Enrichment parent.
- Children age 16 years or older do not require a parent/guardian on site at all times. As long as the adult FWC is fulfilled each week, students are free to come and go as arranged with their parents. If you (the adult) choose to leave the premises please be advised that no other adult is responsible for preventing your child(ren) from leaving.
- 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 unless it is for prayer and quiet meditation. Our host facility has generously supplied plenty of other spaces for gathering, fellowshiping, childcare, nursing, etc. BHEA members are not allowed in the balcony at any time.

- Because of the age of the elevator at our host facility, we request that it be used only when necessary. It is fine to use the elevator for wheelchairs, strollers, or overburdened instructors and parents. The elevator may not be used by children unless in the company of their parents.
- Please do not ask the staff to use the printer or copy machine in the church office.
- *Do not call the office for BHEA matters! If you need to contact someone on-site during an Enrichment Day, please call or text the Enrichment Team at 865-268-3832.*
- Please help us maintain kitchen privileges by cleaning up after yourselves. BHEA Members should not borrow their silverware or kitchen items. Instructors may borrow items from the kitchen for use in an Enrichment session with Enrichment Team permission. Items used must be washed, dried, and returned where found.
- Children should not be entering the kitchen at all without adult supervision. Please remember at all times that we are guests of our host facility and we strive to leave the building as clean as when we arrived. Due to our host facility's weekly food ministry, there will be no kitchen access during the 4th Enrichment block on Mondays.
- Food and beverages may be consumed in the Fellowship Hall, but never in the sanctuary. Please clean up all spills, trash, leftover food and deposit in the appropriate trash cans. Please do not have food or drink around padded chairs, including those in classrooms.
- No signs should be hung on the walls without permission of the Enrichment Team.
- Students should not climb on furniture, run in halls, slide down railings, dangle from the stairwells, jump over fences, or climb onto the roof.
- 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 facility cleaner than when we arrived!

Outside Use:

- The playground is for children age 10 and under, and only with adult supervision that has been arranged by the parent.
- Children age 10 and under should always be under direct adult supervision while outdoors, including when walking in the parking lot.
- Please use extreme caution as you drive through the parking lot as children are often present. Remind your students often not to run in the parking lot and to look both ways. We have teen drivers.
- The use of skateboards, roller blades, bikes, scooters, etc., is not allowed on the premises. Our parking lot is too congested and busy to ride them safely.

- 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 property.

Lunchtime at Enrichment

While some of our clubs and teams occasionally hold fundraising lunches (always taking orders well in advance), we do not generally provide lunch. You are encouraged to bring your lunch and enjoy the opportunity to visit and make new friends. Picnic blankets and camp chairs are welcome on the lawn and playground area.

- Lunch time is 11:50am to 12:30pm. However, you are welcome to eat at any time.
- Children 10 and under must be supervised by their parents during the lunch period. The Fellowship Hall is a perfect place to eat. *Please note that our host facility would appreciate the use of non-padded chairs only for eating and drinking. No food or drink is permitted in the sanctuary.*
- 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.

Emergency Drop-off & Pick Up

Children age 15 and under may NOT be dropped off or unaccompanied by a parent/guardian at Enrichment sessions, nor may they be left in the care of older siblings of school age who are on site. In the event of an emergency or unavoidable circumstance, a parent may drop off a child who is 15 years old or younger under the following conditions:

- The parent or guardian must **designate a temporary guardian** who is a background-check-approved adult.
- The parent must complete a **Temporary Responsibility Form**, which can be obtained from an **Enrichment Team member**, before leaving the child.
- This form is valid for **part or all of one day only** and may be used **no more than twice per semester**.

In the event of an emergency or unavoidable circumstance, a non-background-check-approved adult may be permitted to pick up a child from the **lobby only**, under the following conditions:

- The parent or guardian has followed all required emergency procedures, including assigning temporary responsibility for the child to another background-check-approved adult at Enrichment.

- The member's FWC is being fulfilled by another Enrichment participant and the Enrichment team has been notified.
- The non-background-check-approved adult may **not enter the building beyond the check-in desk** under any circumstances, and may pick the child up from the lobby.

These exceptions are for **one-time or emergency situations only** and are **not permitted for recurring arrangements**.

Nursery Guidelines

- Nursery care for young children is available exclusively for those who are instructors, their assistants, and those performing their FWC.
- Due to the limited volunteer-to-child ratio, except for the time in which you are instructing or serving out your FWC, the nursery is *not* available to care for your child(ren).
- Nursery rooms can be used as playrooms for parents to hang out with their very young children while older children participate in sessions. There are rooms for children ages 0-2 and 3-5. 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.

Refund & Cancellation Policy

Voluntary Withdrawals

If a parent voluntarily withdraws a student from a session *prior* to the beginning of the second meeting of that session, the parent shall be given a refund of the session fee, less expenses incurred by the instructor. This amount will be determined at the discretion of the instructor. If the student is withdrawn from the session *after* the beginning of the second meeting, no refund should be expected.

While we encourage parents to speak with instructors before removing their child from any sessions, please be advised that parents must themselves log in and manually drop the session(s) from their family registration online. This is not the responsibility of the instructor or the Enrichment Team.

Enrichment Program Registration Fee Refunds

Families may request a refund of their Enrichment Program Registration Fee (\$60) after manually dropping each child's session(s) from the family schedule and contacting the BHEA Treasurer prior to the beginning of the second week sessions. Contact the BHEA Treasurer at treasurer@bhea.net. No refunds will be given after the second week of Enrichment sessions.

In the Event of a Program Cancellation

In the event BHEA must cancel the semester for reasons beyond its control - as determined by its Board of Directors - the percentage of completed session meetings will have an impact in determining whether there is a refund, as well as the amount of the refund. Also, please note that the only instructors who can issue refunds are those who do NOT have the ability to continue their sessions in any way and have funds remaining after purchasing supplies. If the semester is canceled on or following 9 of the 12 session meetings, there will be no refund.

Ending Sessions After an Unavoidable Program Cancellation

Our instructors have been asked to develop transparent contingency plans so that you can have some idea of what to expect should a cancellation have to occur. You will find each instructor's individual plans for finishing or ending the semester within his or her session description. Examples of plans that could be implemented include, but are not limited to, Zoom calls, weekly email with assignments and/or educational links, Google classroom, pick-up, or delivery of assignments/activities, etc. Please evaluate this information before making your session selections.

Be advised that while there are cases in which the Enrichment Program Registration Fee is refundable, BHEA's (separate) Family Membership Fee of \$50 is not refundable.