

BHEA Enrichment Program Guidelines 2019-2020

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.”

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 section entitled “BHEA Leadership, Behavior, Attendance, and Dress Policy”.

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 follow.)
- Plagiarism and cheating.
- Littering.

Family Work Commitment 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 duties that must be routinely met every hour. To make sure that these 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 will maintain a block schedule of Family Work Commitments. All participating families are responsible for a certain number of work commitments 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 six sessions or less are required to contribute a minimum of one Family Work Commitment on the Enrichment day or days they are participating in. Families whose total enrollment exceeds six sessions are required to contribute two work commitments on the Enrichment day or days they participate in. For example: A family whose mom has signed up for one session and whose three children signed up for two sessions each in the Monday program is enrolled in a total of seven sessions. Therefore, two work commitments must be fulfilled on Mondays. If another 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.
- This year, some of our work assignments are being scheduled in longer blocks of time within an Enrichment Day, so that you can actually work fewer Enrichment Days within the semester. This will help address the issue of finding a replacement when a schedule conflict or illness arises. For example, one adult may be assigned to work in a position for Weeks 1-5 on Mondays, while another adult will have been assigned to Weeks 6-10 of the same position. These two "buddies" will actually be sharing their Family Work Commitment and can trade responsibilities amongst themselves. On the weeks that it is not your turn to work, you will be the "buddy" for that position and you will also be on the substitute list.
- It is essential that Family Work Commitments be 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 contact your "work buddy" first to see if they can trade with you. If that is not possible, find a replacement from the list of substitutes that will be provided to you. After securing a replacement, you must contact the Enrichment Team by phone or text at **865-268-4369** and explain to the Family Work Coordinator that you will not be present 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 work commitment you were scheduled to fulfill, and a number where you can be reached, as well as that of your replacement. For example: "This is Jane Doe. My number is 555-1234. I am scheduled to work in the nursery this Monday at 10:30. My replacement is Mary Poppins. Her contact number is 867-5309."

Important: Posting on Facebook is not a valid means of communicating Family Work Commitment concerns to the Enrichment Team.

- If your family chooses not to honor its Family Work Commitment, we will ask that you set up a time before the next semester begins to meet with BHEA's Board of Directors and Enrichment team to discuss whether or not BHEA's Enrichment Program is still a good fit for your family.
- Families with an infant under 1 year old are exempt from the minimum Family Work Commitment requirements. There are no other exceptions.

Family Work Commitment Opportunities:

Following is a sampling of the types of positions we must fill at each Enrichment day. While we will be taking your preferences and restrictions into account, please be aware that the Enrichment Team makes the final assignments based on the overall needs of the program. Preference forms will be available to you at the Gear-up meetings.

- **Instructors:** After one year of participation in our Enrichment program and one year of BHEA membership in good standing (i.e., BHEA fees paid, Family Work Commitments 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. Being an instructor with our Enrichment program requires a great deal of dedication and time outside of our meeting hours each week. Any day that you instruct you will not be required to fill an additional work position on that day. (If you instruct Monday and your children take sessions on Wednesday, for example, you will be placed in a work position during Wednesday sessions.)
- **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. Being an instructor's assistant in any elementary session (grades Pre-K through 5th grade) will be an hour-long commitment in each session you assist. You will work 1 hour for 10 weeks. (You may assist in additional sessions.)
- **Lunch Monitor:** Our lunch monitors will be required to roam/clean/monitor behavior during the lunch hour (not just the fellowship hall). This position will not be a seated position. You will be wiping tables, sweeping and encouraging families to clean up their lunch areas. You will work 1 hour for 10 weeks on Mondays. You will work 2 hours for 6-7 weeks on Wednesdays.
- **Roaming Monitors:** Monitors ensure that all members are using our host church in a respectful way. This position 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 watching for conduct violations. Our host churches can have lots of nooks and crannies where children and teens do not need to be left unattended. Since children may not accompany you in this position, nursery will be provided for children under 5 years of age. You will work 2 hours for 5 weeks on Mondays. You will work 2.5 hours for 6-7 weeks on Wednesdays.
- **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 children under 5 years old whose older children can move safely from one session to the next. You will work 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. You will work 2 hours for 5 weeks on Mondays. You will work 2.5 hours for 6-7 weeks on Wednesdays.
- **Main Door Monitor:** This position is a security position. Children may not accompany you in this position. Nursery will be provided for children up to 5 years of age. This position is a seated 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 recording members who have forgotten badges and with confronting potential intruders. You will work 2 hours for 5 weeks on Monday. You will work 2.5 hours for 6-7 weeks on Wednesdays.

- **Outside Parking Monitor:** This position is a security position. Children may not accompany you in this position. Nursery will be provided for children up to 5 years of age. This position is a walking position. You will monitor the parking lot and outside areas of our host church. You will work 2 hours for 5 weeks on Mondays. You will work for 2.5 hours for 6-7 weeks on Wednesdays.

BHEA's 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 or not your child is too ill to attend Enrichment sessions. You may find these guidelines on page 7 of the BHEA Handbook.

If you are unable to fulfill your Family Work Commitment 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 865-268-4369 and do not come. Likewise, parents, please be understanding if a teacher needs to cancel due to illness. Our schedule has a built-in make-up day at the end of the semester.

We have wipes and hand sanitizer available at Enrichment sessions, and we encourage you to bring your own to use throughout the building. Please remind your children to be extra diligent with hand washing (particularly before eating).

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

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 unless it is for prayer and quiet meditation. Our host church has generously supplied plenty of other spaces for gathering, fellowshiping, childcare, nursing, etc.
- 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). No food or drink can be taken into the sanctuary. Please clean up all spills, trash, and 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.
- 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 on the premises.
- 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 is for children under 11. Reminder: Children under 11 must be under direct adult supervision at all times while outdoors.
- 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 while at Enrichment. Please complete the proper paperwork with the Enrichment Team. ***Note: This is a temporary form for all or part of one day only. It is not in effect beyond the date on the form. It may only be used twice per semester.***
- 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 out of the building 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, and 12:30 to 1 p.m. for both middle schoolers and high schoolers on Wednesdays. However, 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. 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.

Nursery

- Nursery care for young children is available exclusively for those who are instructors, their assistants, and those performing their Family Work Commitment.
- Due to the limited volunteer-to-child ratio, except for the time in which you are serving out your Family Work Commitment, the nursery is *not* available to care for your child/ren.
- The nursery rooms can be used as playrooms 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 3 years to 5 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.

Scan Card Policy

For the safety and security of all our Enrichment families, BHEA has adopted a scan card process for entry and exit of our host church. These scan cards will be 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 (preferably on a lanyard) the whole time they are on campus.
- If you have forgotten your scan card, please stop at the front door to ask for a temporary 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 for \$5.

What Does Your Enrichment Program Registration Fee Cover?

- Facility rental
- 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)
- Cleaning service for the host church

2019-2020 BHEA Enrichment Program Parent and Student Responsibility Agreement

The BHEA Enrichment Program is a cooperative effort among BHEA families. This document is a summary of the guidelines we have set to help our program run smoothly and safely. Please read this form with your children.

1. I understand BHEA is a volunteer organization and that there are no paid positions. The Enrichment program is maintained by a team of busy parents, just like me. I resolve to handle any offenses with grace and in the spirit of Matthew 18:15, always seeking a resolution that preserves the unity of the group.
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. I will do my best to fill in when needs arise.
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 understand that, as a BHEA member, I should help remind ALL BHEA children to be courteous and respectful in the host church building.
6. I realize that I will be financially responsible for any damages caused by deliberate acts of negligence by my child to the building or its equipment.
7. I understand that my non-homeschooled children (if any) cannot attend any BHEA events – including Enrichment Days – during regular school hours.
8. I am aware that BHEA uses a scan card process for entry to and exit from our Enrichment host church. I agree to wear my scan card visibly throughout the entire time that I am on campus and will ensure that my children do so as well. Replacement cost of scan cards is \$5 each, and I agree to pay this amount if a card is lost or forgotten more than 3 times in a semester.
9. I understand that I am required to perform the Family Work Commitment that I am assigned. The amount of time I serve is determined by the total number of sessions that I and my children are taking and/or the number of Enrichment Days in which we are participating. If I am unable to fulfill my obligation on a given day, I will follow the process laid out to secure a replacement, reporting all the pertinent information to the Family Work Commitment coordinator at 865-268-4369.
10. I have read BHEA's Illness Policy on page 7 of the BHEA Handbook and agree to stay home if I am ill or keep my child at home if he or she is ill.
11. 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 with the Enrichment Team. I understand that this is a temporary form for all or part of one day only. It may only be used twice per semester.
12. 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.
13. I understand that my children MUST be out of the building by 2 p.m. on Mondays and by 4 p.m. on Wednesdays due to fire code regulations. No exceptions can be made.

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