

# Parent Handbook 2023/2024



## BROOKS UNITED METHODIST HYBRID HOMESCHOOL TUTORING PROGRAM

*We are excited to share a new school year with you,  
full of exploration and growth in God's love!*

Rev. Lesley Langford,  
Brooks UMC Pastor

Terri Lynn Ingram,  
School Director  
tingram@brooksumc.com

Dear Parents,

Welcome to our Hybrid Homeschool Tutoring Program. We feel it is a privilege and an important responsibility to work with you and your children, so thank you for choosing Brooks United Methodist to serve your needs!

We will be partnering with you to homeschool your child. We, the staff of BUMC Hybrid Homeschool Tutoring Program, will tutor your child in a small classroom setting the core subjects of Math, Language Arts, Science, History, and Bible. The homeschool will be held at Brooks United Methodist Church Monday-Thursday 8:00am-2pm. The 5th day of homeschooling will be held at the satellite campus of your home. Georgia state homeschooling law states that students are required to school for the equivalent of 4.5 hours a day, 180 days a year, which is 810 educational hours in a year. It is your responsibility to log these days and hours students attend BUMC, and any days missed are your responsibility to account for. The school anticipates meeting for approximately 798 of the 810 required hours. Upon request, we will keep track of your students' attendance if needed for legal purposes.

At Brooks UMC Hybrid Homeschool Program, we strive to provide each child with opportunities to learn about God and the love of Jesus, to develop a passion for learning, and to grow in self-confidence. Our goal is to offer a program encouraging growth in the areas of academics, spiritual, intellectual, physical, emotional, and social development.

At Brooks UMC H2P, we understand that physical exercise is important to the function of the brain and overall physical health, therefore, PE will be a part of our daily schedule. If this is an area parents are interested in helping with, we welcome your leadership!

Records will be sent home of your child's progress in the form of a Progress Report or Report Card. The state requires that progress reports be kept by you for a period of 3 years.

Your participation in your child's education program will be required to complete the homeschooling requirements set forth by the state. This includes, but not limited to, testing every 3 years, beginning after the completion of 3rd grade. Additionally, educational hours are required to meet the state minimum and expected to be completed on the Satellite campus, ie. your home, or any other place you see fit. It is important to encourage and model an atmosphere of exploration and learning.

This handbook is your guide to the policies and procedures of our homeschool program. After you have read it, please put it in a convenient place so that you may refer to it during the year. Please feel free to email me or call the church office if you have any questions, concerns, or comments. Any changes made to this handbook will be done so in writing and sent via email.

We are looking forward to a fun year together! May the Lord Jesus bless you and keep you!

In Him,  
Terri Ingram  
BUMC Hybrid Homeschool Tutoring Program Director  
tingram@brooksumc.com



## **ENROLLMENT REQUIREMENTS**

Students in the BUMC Hybrid Homeschool Tutoring Program are required to have a current copy of their Declaration of Intent in order to enroll. Parents agree to follow the homeschooling laws set forth by Georgia Homeschoolers Educators Association (GHEA.org), which include:

1. Annual submission of a Declaration of Intent to homeschool, which can be found online. *H<sup>2</sup> requires a copy of this form and it must be submitted with application.*
2. Provide the equivalent of 4.5 hours per day 180 days a year. *H<sup>2</sup> will keep a log of your child's attendance upon request. We provide 6 hours per day, 140 days a year.*
3. Teach language arts, reading, history, science, and math. *At H<sup>2</sup> we will teach these core subjects, along with incorporating Bible work and PE. You can supplement, as desired, to your child's interests and family's priorities.*
4. Keep record for 3 years of child's progress in the required subjects. *At the end of every semester, H<sup>2</sup> will give you a report of the progress your child has made in the required subjects. You must keep this report in your records for 3 years. It DOES NOT have to be submitted to public school officials.*
5. Beginning at the end of 3rd grade, all students are required to be tested every 3 years (you may administer the test if you do this "in consultation with a person trained in the administration and interpretation of norm referenced tests. Test results are for your record) *At this time, H<sup>2</sup> provides this service on a need basis.*
6. Ensure the people teaching your children have met the requirements. *H<sup>2</sup> will be sure the teachers teaching your children at the program meet state requirements.*

## **HOURS OF OPERATION**

The BUMC Hybrid Homeschool (H<sup>2</sup>) calendar begins August 15, 2023 and ends May 15, 2024. Class is held 4 days a week, Monday-Thursday 8:00 am and ends at 2pm. It is your responsibility to make up missed time at your Satellite Campus (home or your choice) and to get the missed work completed. The estimated classroom time on the main campus is 798 hours. The State of Georgia requirement is the equivalent of 4.5 hours, 180 days, which is 810 hours.

## **TUITION AND FEES**

Tuition is charged monthly August-May. Full tuition continues to be charged if the school is closed temporarily for weather, quarantine, or any other reason beyond the control of the school and school will continue via Zoom and assigned work to be completed at home. The monthly rate for the 2023-2024 school year is \$400 a month. There is a yearly Registration Fee of \$25.

Tuition is due in full on the first of every month, August through May. A late charge of \$35.00 per student will be assessed after the tenth of the month. Failure to pay tuition by the fifteenth of the month may result in student withdrawal. Please notify the director for situations of hardship so we can work with you. Payments may be made by cash, check or Paypal with a

4% fee. Checks should be made payable to: **Brooks United Methodist Church**. No post-dated checks can be accepted. Please do not place us in the position of turning your student away from attending class due to non-payment.

### **DROP OFF PROCEDURES**

Pick up and drop off times can be confusing and congested. Please follow all of the rules and procedures to ensure that things will go smoothly. Please make sure that if someone else will be picking up your child, he or she knows the school's routine.

#### **DROP OFF:**

- Enter into the church parking lot from the Brooks-Woolsey Rd. Entrance. Exit onto 85 Connector.
- Remain in single file car line.
- Drop off time is 7:50-8am.
- If you arrive after the allotted time, and a teacher is not outside to receive your child, you will need to park, enter through the main church doors, and a staff member will be called to come check your child in and walk them to class.

### **PICK UP PROCEDURES**

- Pick up time is at 2pm.
- Please be sure you are prompt to pick up your child on time.
- During pick up times, please do the same as morning drop-off and enter from the Brooks-Woolsey Rd. entrance and pull forward under the portico.
- ***Please remain in a single file line.***
- Please wait by your vehicle as a staff member will walk your child to you.
- You are responsible for buckling your child into his/her seat.
- If your child will be allowed to go home with another student, this should be written in a note, signed by the parent, and given to your child's teacher. Text to the teacher is also permitted from the parent.

**EARLY/LATE PICK UP:** If you need to pick your child up early for any reason, please send in a note that morning letting your teacher know what time you will need to pick up your child. If you choose to pick up your child early causing missed class time, it is your responsibility to make up the time at your chosen Satellite Campus to meet the state law of "equivalent to 4.5 hours for 180 days". (Please do not hesitate to ask the Director if more clarification is required.) In the event of an unplanned early pick up, please text 678-458-1762. Parents will be charged to their account \$1 a minute after 2:10pm.

### **CURRICULUM**

Curriculum will include core classes and some supplemental activities. Tuition does not include the cost of books. There is a one time book fee of \$300 for 1st - 5th grades and \$350 for 6th - 8th grades or you can request a book list and find the books used by the start of class.

Selected core curriculum includes: Language Arts, Math, History, Bible, Science and hands-on projects. Supplemental materials include but are not limited to PE, test taking skills, and typing.

## Homework

A homework journal will be kept for each student. The home assignment will be written daily and is imperative to the functioning of our program to be present at school and taken home daily so the parent knows the scripture memory and homework assignments.

Scripture memory assignment: A scripture verse will be given to the students at the beginning of the week, and written in the Homework Notebook. It will be reviewed each day in class, however, it is the parents responsibility to help the student to memorize the verse. Oral testing will be given each Thursday. If the student is not prepared on Thursday, they will be asked again on Monday for the recitation of the verse. I would like to challenge you to make this a fun family activity!

Spelling: Daily spelling work is required. Students will have their own book and work at home. The tutor will introduce the words, teach the spelling rule, and assist students with reading the words phonetically. Students will do an activity daily at home, as well as practice the words however they benefit the best. Some examples of this could be writing the words 3 times every day, writing the words in sand, or with chalk! Whatever helps your child to learn the spelling best is recommended. Students who have completed their activities and practice by Thursday will test with the teacher in class. If the desired grade is not attained, students continue to practice with the parent and the parent will retest when the student is ready.

Writing: We will work through the IEW writing program. Students will have writing assignments to do at home.

1. Monday: In class, the outline will be created.
2. Monday-Wednesday: At home, students will complete a paragraph each night following the checklist provided.
3. Thursday: the essay should be ready for editing by the parent.
4. Editing guidelines: checking for spelling, punctuation, and grammar. Parents should help their child through discussion to add strong verbs, adjectives, and other grammatical requirements. Refer to the student checklist to be sure all elements are present and marked in the writing.
5. If the student is able, the rewrite should be completed over the weekend and ready for submission on Monday. This can be handwritten or typed by the student.

Typing: Typing class will be offered by Ms. Terri at the end of the day from 2-2:30pm beginning the first week of September. The cost is \$100 per semester. Students will be required to use their own typewriter and maintain their own machine. Students will be required to purchase the text: *Keyboarding Skills (Homeschool Edition)* WW8825648 By: *Diana Hanbury King*

### **SNACK & LUNCH**

Students should bring a healthy, satisfying snack to school, along with a nutritious lunch. A microwave is available to reheat food. Students will need to bring their own water bottle to school. **No other drink is allowed.** Red 40 is prohibited.

### **BEHAVIOR GUIDANCE**

Children who participate in an enriched, active classroom with close teacher involvement are typically happy and engaged, reducing the occurrence of behavior issues. Nevertheless, in a group setting, conflicts occasionally develop. Our staff treats each child with respect and uses positive reinforcement strategies. When unacceptable behavior occurs, teachers may gently remind the child of the classroom rules, redirect them to a new activity, or give them time to calm down in a quiet area of the room. If this does not resolve the problem, we will call the parent to promptly come pick up his or her child. If the behavior is repeated, a parent meeting will be scheduled with the child's teacher and director to find the root of the issue and work towards a resolution. If this does not resolve the behavior issue, *H<sup>2</sup>P* reserves the right to withdraw your student from the program. In this situation, there is no prorated tuition refund.

### **WITHDRAWAL**

Though we strive to meet the individual needs of all of our students, we understand that parents' needs may change, or it may become apparent that the program does not meet the needs of the student. In these circumstances, a mutual agreement will be made to release the student from the program immediately. **Tuition will not be prorated for that month and no payment will be due for the following months.**

Supply List will be given before the start of school

Please Note: Though we practice patience and grace, we are not trained in the field Special Needs. If you have a child who requires the support of Special Needs, it is best to be placed with a professional trained in that field.

# BUMC HYBRID HOMESCHOOL TUTORING PROGRAM

## ACKNOWLEDGEMENT FORM

Student Name: \_\_\_\_\_

Parent/Legal Guardian Initial:

\_\_\_\_\_ I understand that this is a hybrid homeschool tutoring program which requires me to share the responsibility of ensuring my child is properly educated to my standards.

\_\_\_\_\_ I understand this program is not a licensed day care program nor school and is not required to be licensed as such.

\_\_\_\_\_ I understand that the tutoring will be for approximately 798 hours. If I miss class for any time, it is my responsibility to make-up those hours and to provide an additional 12 hours a year to satisfy the state requirement of 810 hours.

\_\_\_\_\_ I understand this program operates under an exemption from Bright from the Start.

\_\_\_\_\_ I agree to be responsible for adhering to Georgia state laws for homeschooling.

\_\_\_\_\_ I agree to employ Brooks United Methodist Church Hybrid Homeschool Tutoring Program to tutor my child who has a current Declaration of Intent to Homeschool.

\_\_\_\_\_ My child has my permission to play on playground equipment, walk on the walking path, to be outside with supervision, and to play in the gymnasium with items commonly found in a gym.

\_\_\_\_\_ I agree with the tuition rate stated in the handbook and agree to pay it on time.

\_\_\_\_\_ I agree to purchase the books on the Book List as specified.

\_\_\_\_\_ I will pay the book fee for the program to purchase the required books for my child.

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Signature of Parent/Legal Guardian

Date