

Friday Arts and Fun

A program of Home Front Educators
Serving Central Virginia

Family and Teacher Handbook

Website: www.HomeFrontEd.org

Home Front Educators

Home Front Educators (HFE) is a not-for-profit support group for families who have chosen to educate their children at home. We provide support for families with children grades Kindergarten through 12 by providing practical educational opportunities, support for parents in their home school endeavors, and family-oriented social opportunities. Home Front Educators is not affiliated with any church or other home education group. It is supported solely by annual membership dues. Membership with Home Front Educators is not restricted by race, religion, or creed.

Friday Arts and Fun

Philosophy: Friday Arts and Fun (FAF) reflects the vision and mission of Home Front Educators. We support all families in their endeavors to educate their children in the manner God directs them. We hope to enhance the education occurring at home, and provide specialized classes in a group setting that may be more difficult for families to provide at home. By providing a setting in which like-minded individuals can get to know and support one another, we create an environment that fosters success, friendship and true community. Home Front Educators is not a business, incorporated non-profit organization, or registered charity. FAF is not a registered school. We operate using Christian beliefs found in the Judeo-Christian Holy Scriptures. Our classes may include prayer and teaching from these scriptures.

Administration: Friday Arts and Fun is led by the Classes Coordinator and Co-Coordinator. Oversight is provided by the Leadership team of Home Front Educators, of which the Coordinators are members. These are the positions of leadership on the FAF team:

FAF Coordinator:	Christy Sattler
Registrar:	Susi Mann
Secretary	: Becky Smith
Volunteer Coordinator.....	Lisa White
Teacher Liason.....	Shannon Carroll
Computer	Susan Sheppard

Registration: FAF will schedule classes and offer registration at least one month before the beginning of each semester. Class minimums and maximums will be decided upon the merits of each class, with the standard being a minimum of ten and a maximum of 20. Classes may be cancelled if minimum registration is not received by the deadline date. Registration will be secured on a first-come, first-served basis, according to date received/postmarked.

Students registering after the start of the semester will be allowed if space permits and the teacher is in agreement. We will maintain a waiting list when classes meet maximums. Coordinators, in conjunction with the teachers, may re-evaluate class sizes to allow for more students, as long as the quality of the class is maintained.

Rules: Children must be accompanied by an adult when not in class. Parents have full access to their children at all times. If a student is disrespectful or disobedient during any part of FAF classes or activities, the parent is expected to provide discipline. Teachers will need to keep control of classrooms, and if need be, call the parent in to sit with the student. If the student repeatedly disrupts, disrespects, and/or disobeys, the family may be asked to reconsider their child being a part of that class and/or FAF. Home Front Educators and individual teachers reserve the right to dismiss students.

Information, Cancellations, and Notices: Information and reminders will be sent via e-mail. Our web site homepage will have weather and cancellation notices posted by 8 am on Friday mornings. Teacher cancellations will also be posted on the site. ***Please checking the site every Friday morning before coming to class.***

If a class is missed due to inclement weather, teacher illness or extenuating circumstance, we will utilize our make-up day, ***with times to be announced after the last scheduled class of the semester.*** If more than one class is missed, we may schedule another make-up day, double up the class times, meet at the teacher's home or refund the fees for that day.

Sales, Flyers and Give-aways: FAF provides an opportunity for information to be disseminated to all the families by putting flyers, information, notices and other similar materials on the tables provided. These must all be approved by the HFE Leaders or the FAF coordinator prior to distribution. We also allow sales of items by our families, under the same guidelines. Used books, clothing and other items may be brought to give away. We ask that you be responsible to take home any remaining items at the end of the day.

Generation of Ideas: Classes and activities are developed with the ***ideas provided by you.*** Input from our families on wants, needs, likes and dislikes is necessary for generating classes that will meet our needs. If you have an idea for a class, please communicate this to the FAF team. We understand that our group changes with each semester. Children grow older, babies are born, and emergencies arise. With all these changes within our families comes the requirement for adaptation. HFE is committed to meeting those needs through this group format. Please share with us your wishes, so that we may work together for our families!

Evaluations: The coordinators welcome your comments at any time. We encourage you to be in the classes with your children for at least one whole class session during the semester so that you will be aware of what your child is experiencing. We will conduct

evaluations on each new teacher and class and, periodically, on other classes. We reserve the right to readjust our program and schedule **at any point**, based on these evaluations and feedback.

Teachers

Teaching: Parents are responsible for their children's education and remain involved in the educational process at FAF. We cooperate together to utilize and share strengths and skills within our group, although we may obtain teachers from outside our group. In this case, the teacher must be referred by a group member, and will provide two letters of recommendation addressing character and instructional abilities. HFE reserves the right to conduct a background check on all teachers, assistants, and nursery workers.

Teachers are responsible to keep order in their classrooms and replace all chairs, tables, etc. as they were found.

Teachers are self-employed tutors and as such are responsible to report their earnings as dictated by the IRS. HFE and FAF are not employers of the teachers, and are not accountable in any way for government or taxation withholding or filing.

Teachers will be asked to read through this handbook, and sign an agreement to abide by the statements contained within this document. We recognize that differences are present in style and philosophy, but items set herein are non-negotiable.

Parents

Registration fees: Registration fees are due when the registration form is submitted. This non-refundable fee is \$25 per semester (discounted for early payment, noted on registration form). The fees are used for insurance to cover our group meeting in the church (as the church's insurance will not cover outside groups) and other office expenses. It also includes our cleaning expenses (\$1 per family per week = \$10 per semester).

Class fees: All class fees are collected on the first Friday of each month, either in person. Any special arrangements for payment should be made in advance, with the coordinators and teachers. **Paying the Teachers:* Please place the *correct amount of cash* in the teacher's envelope then initial the sheet on the front of that envelope. HFE does not pay the teachers; you do. We just hold the money for the teachers at the table. If a substitute teacher is utilized, the primary teacher will be responsible to pay them for their time. Teachers may give discounts or scholarships in their own classes, and communicate this to the FAF Team. This is left to their discretion.

Refunds: Parents are not refunded teacher payments or the registration fee for sick days, vacations, other absentees, drop outs, or their own cancellations due to weather. If there is a pressing need, please speak with the HFE Leadership or FAF Team, who will help you address your situation with the teacher(s).

Dropping a class: If after attending the initial two classes in the semester you decide the class is not a good fit for your child, you may withdraw by giving notice to the FAF

team by the second class. Your first month's fee will not be refunded, but you will not be accountable for the remaining two months' fees. You may attend the third class. ***If you do not give notice by the second Friday, you will be held accountable to pay the remaining two months' fees, whether or not your child attends.*** This is a protection for our teachers, who agree to teach for certain minimums. If payment requirements are not met, future registration may be denied until the previous commitment has been fulfilled.

Accountability: When you register for a class, please be accountable to that class and teacher. Teachers spend time and resources in class, as well as at home in preparation. Please respect that time, and have your students prepared for class. Homework may be required. We request our teachers to do no grading and give no tests. The academic classes may require parents to follow up on assignments, review and grade work (if they so choose).

Volunteering: Parents are to volunteer two hours each month while their children are in class. A list of volunteer assignments and instructions will be found on the Information Table each week. Young children are to be monitored in the restrooms. Parents will take turns in a nursery rotation for teachers' and other children.

Signing out: Students need to arrive on time for their classes. If the parent leaves the premises, arrangements must be made with another parent, who will assume responsibility for the child/children. The parent must sign out at the Information Table and leave a cell phone number and other emergency contact numbers. **YOU ASSUME ALL RISK. TEACHERS AND COORDINATORS WILL DO EVERYTHING POSSIBLE TO MAINTAIN A SECURE ENVIRONMENT, BUT IT IS BEST IF PARENTS ARE ON THE PREMISES.** If there is a disciplinary problem, parents will be called back to the premises to deal with it. If parents do not pick up students on time, the coordinators will ask the parent to stay on premises from that point on. If this is not acceptable or is not followed, students will be dismissed from attending Friday Arts and Fun.

Sick policy: Please do not bring children to class who have had fever, vomiting or diarrhea in the past 24 hours. Children with cloudy nasal discharge, productive cough, or unexplained rashes should also stay home. This respects the other members of our classes and helps prevent major outbreaks of illness. Communicable diseases (i.e. Chicken pox) or exposure to such would also prevent class participation. Contact the Classes Coordinators with any questions.

Lost and Found: Please try to keep track of all your children's items. There will be a storage box provided for lost and found items. If not claimed, they will be given or thrown away at the end of the semester. This box is kept in a locked closet of Grace Church and is not available through the week. It will be available by the Information Table each week.

Conflict Resolution: Should a problem arise during the course of the classes, or you are dissatisfied with any aspect of the program, we ask that you first approach the source of concern. If the issue is not resolved, please contact the FAF Coordinator. Every attempt will be made to solve the matter. Final resolution may be obtained by contacting the President of Home Front Educators and the Leadership Team.

Handbook: Parents will be asked to sign an agreement with Home Front Educators, to abide by all policies and procedures found in this handbook.

Students

Dress Code: Students are to dress neatly and modestly. No revealing necklines, short hemlines, tight, or midriff-baring clothing tolerated. T-shirt logos need to be respectable as well. The coordinators reserve the right to ask the parent to provide alternate clothing or take a student home based on violation of this dress code. Parents and Teachers are also asked to respect this dress standard.

Facility

Grace Evangelical Free Church has graciously allowed FAF the use of their facility. FAF has been granted the use of the Lobby, Café, Children's area, and Gym. There is to be no running or rough play in any of these areas except the Gym. Please abide by the following guidelines with respect to each of the areas.

Lobby/Café: There is to be no running or rough play in the Lobby. Food and drinks are only allowed in the Café and in certain areas of the Lobby. FAF provides tablecloths for picnicking in designated areas. Each family is responsible for cleaning up their own lunch items and throwing away all trash.

Children's area: This is the area when FAF classes are held. There is to be no running or eating in this part of the facility. The nursery is available for mothers of nursing babies and small children while older children are attending classes. The following guidelines are for nursery use:

1. Pull out only a few toys for your child to play with at a time.
2. After using the exersaucer, please wipe down with a Clorox wipe so it will be clean for the next guest.
3. Please avoid cloth toys. We suggest you bring your own from home.
4. When finished playing, please pick up all toys your child played with and place on the counter to be washed.
5. Please do not bring sick children into the nursery.
6. Please use your own diapers, wipes and blankets.
7. No shoes are allowed on the floor mat; the mat must not be taken apart.
8. Make sure to vacuum any crumbs.

Gym: The gym is available for running, rougher play, and organized sports activities. Adult supervision will be maintained in the gym at all times that children are present – if there are no adults available the gym will be closed. The following rules must be adhered to in order to enjoy gym privileges:

1. No hanging on the basketball goals.
2. No kicking balls up to the lights.
3. No throwing or hitting others with hockey sticks or pool sticks.
4. No name calling or fighting.

5. Show respect and obey adults in charge.
6. Older children need to watch out for the smaller ones.
7. If participating in a group game, no holding balls so others cannot play.
8. Show good sportsmanship at all times.
9. Do not bring toys into the gym that you are not willing to share.

Failure to abide by these rules will result in loss of gym privileges for the day.

General: Our desire is to maintain the facility in such a way that reflects respect for the privilege that has been granted to FAF. Supplies in the classrooms are not to be used. These do belong only to the church. Children are not to touch any musical, electronic, or other specialized equipment that belongs to the church. Please be mindful to supervise your children and clean up after them as necessary. A swiffer is located in the Café for spot mopping spills. Other cleaning supplies can also be found in the kitchen next to the Café. If there are spills on the carpet, please notify the leadership immediately so that it can be cleaned right away. A portion of the \$20 registration fee each semester is designated to pay for the use of the facility and for major cleaning.

Parents are responsible for the repair or replacement costs of any damaged items or property due to roughhousing or unauthorized use by their children. Continued disregard for the property and facility may result in dismissal from FAF classes.

Prepared November 29, 2006
Revised February 11, 2010