



FED has the purpose of assisting families in furthering their educational opportunities through classes, services, and support in a Christian environment.

**FAMILY
EDUCATION DAYS**

EST.



2018

**EDUCATING TOGETHER
IN COMMUNITY**

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Who are we?

FED is a group of families who came together in 2018 to share the responsibilities of educating our children. We were looking for ways to help our families as they walk this homeschool journey together. As our group began to expand, we moved it from our individual homes to a local church, and currently, we meet at Camp Hoblitzelle in Midlothian, TX. In 2022, FED received their official certification as a 501 3(c) nonprofit.

Purpose Statement

FED has the purpose of assisting families in furthering their educational opportunities through classes, services, and support in a Christian environment.

Our Homeschool Model

We strongly believe in sharing the work as well as the experience of educating our children. Aside from introducing our children to Christ, giving them a solid foundation for education is very important. We understand everyone brings different gifts and strengths to the table as well as areas of weaknesses. It is our hope to use the strengths we bring to the table to overcome the weaknesses and make us better as a whole.

Managing Board of Directors

FED is led by a Board of Directors, governed by bylaws approved and filed with the State of Texas in 2021. Per the bylaws the Board of Directors will consist of at least three (3), but no more than eleven (11) members. Directors must be at least 18 years of age, a professing Christian, and have participated as a member of FED for at least one year.

For the 2023/24 school year, the following members are volunteering for the Board of Directors:

- Director - Linda Hachat
- Assistant Director/Program Administrator - Michelle Irby
- Registrar / Website Administrator - Kim Youngers
- Treasurer - September West
- Secretary - Dena Clark
- Tutor Liaison - TBD
- Event Coordinator - Jenn Ayers

Membership Qualifications

FED accepts all homeschool families, regardless of belief or background. Families must have at least one school-aged child (age 5 and above). Families must agree to abide by our guidelines and respect our Statement of Faith while participating in any FED activities on or off campus.

Homeschool In Texas

In the state of Texas, home schools are recognized as private schools. As such, you, as the student's parent, are always the homeschool teacher. FED is here to offer you assistance in that educating process, through our qualified tutors. You, as the teacher, have the responsibility of selecting classes, purchasing curriculum, keeping records, and making final decisions for your students' education.

Statement of Christian Faith

We believe the Bible to be the inerrant Word of God. We believe in the one true God who is eternal. We believe that man came by direct creation of God and not evolution. We believe that man was created in the image of God and that he created man and woman. We believe man is spiritually lost and separated due to sin. We believe that Jesus was fully man and God, born of a virgin and lived a perfect life. We believe that Jesus paid the price for our sins by the shedding of His blood on the cross. We believe that salvation is by grace alone and by believing in and accepting Christ as your personal Savior. As believers and followers of Christ, we are called to live lives pleasing to the Lord and to abstain from sinful practices that grieve Him. We believe that God is the giver of life and all human life is sacred and to be protected and preserved. We believe in sharing the Gospel of Jesus Christ through word and deed but not forcing God or his laws upon anyone who does not believe. We believe all people have the right to hear and to choose for themselves whether to follow Jesus, but WE reserve the right to teach Jesus in our classrooms and in our homeschool community.

Gender Statement

We believe at FED that all people are made in the image of a holy, righteous God. This means that every human being has immeasurable worth, dignity, and value. We believe that God created two genders, male and female. (Genesis 1:27) And we believe the Scriptures show that God assigns gender in the womb to children and identifies that by their biological and anatomical traits. Therefore, FED reserves the right to address children by their God-given gender.

We know that some children struggle with gender dysphoria and are aware this can be a natural process of development. We know and recognize this is often a heart-breaking struggle for both the child and the family, and we encourage both to seek the help needed from pastors and counselors. We at FED reserve the right to protect both the child struggling with gender dysphoria or same-sex attraction, as well as all other students who attend FED. Therefore, name calling and harmful words will not be tolerated. If and when relational conflict occurs, we expect parents to work out their concerns with other parents in a loving and Christ-like manner. We also expect parents to lead and direct their child in appropriate behavior (this includes clothes that correspond to their gender), while participating at FED events.

The leadership of FED has deep convictions around gender and sexual ethics that flow from the Scriptures. We also have compassionate hearts. We hope both our conviction and compassion are felt. We know that every child/family situation is unique, so the Board reserves the right to view each situation individually and make decisions that will benefit FED and its members.

How do we work?

Membership Enrollment

Enrollment in Family Education Days is done in April/May each year. Families pay a small membership fee (\$100 in 2023/24) that helps cover the costs of co-op operations: (Website, office supplies, insurance, and non-profit status). At the time of enrollment, you will be asked to agree to and sign the Family Enrollment Contract, Hoblitzelle Facilities Agreement, and COVID-19 Liability Waiver. Copies of these agreements are found on the FED website. At the time of enrollment, you will also be asked to select your families service hours for the upcoming school year and all adults who will be onsite for co-op days will need to complete a background check.

New Family Membership

We understand that there are always new families desiring to join our co-op - either new to the area, homeschooling, or participating in cooperative education. In an effort to serve all of our families well, new families will be accepted each year based on the number of returning families, in addition to how many new families the board decides our framework will allow for. We always retain the right to restrict the families we agree to allow to join the co-op based on criteria established by the board of directors. Interested families will be required to attend an open house and/or watch a video explaining the operations of the co-op. Families will also need to attend an interview with members of the FED board prior to membership being approved.

Service Hours

In order to keep our costs low and to keep true to our purpose of families helping families, FED families are required to participate in the running of co-op through yearly service hours. . Service hours may include campus security, playground patrol, parent lounge aid, study hall aid, clean up and set up crew. Parents will have the option to sign up for their service hours when registering. We depend on our families for support, so please make this an important part of your participation at FED.

Board members and tutors who lead at least 2 classes will not be required to work service hours as they are serving in other capacities.

See our full Service Hour policy for more details.

Tutors

Tutors are considered to be self-employed, independent contractors. All class fees will be paid directly to the tutor via their choice of payment, not to FED. Tutors keep track of their own payments, pay their own taxes, and have their own individual policies for late payments and missed fees.

Tutors reserve the right to decline services based on their own discretion.

Class Registration

Registration for classes is conducted online in April/May of each year. A majority of our classes are for the full year and require a full 30-week commitment. The exception is for our Hoblitzelle run “Track” program. These elective classes are per semester and registration for the Spring semester is opened in January of each year.

Class registration is conducted on a first-come-first-serve basis with initial priority being given to board members and tutors, followed by returning families, and then new families. You will be expected to pay the supply fee and first month’s tuition within a week of registration. Once a class is full, a waitlist is started in our system automatically. Do not pay your supply fee if your student is added to the waitlist. If a spot opens up, you will be notified.

Bell Schedule

FED BELL SCHEDULE	MORNING RALLY	8:00 - 8:10 AM
	1ST PERIOD	8:15 - 9:10 AM
	2ND PERIOD	9:15 - 10:10 AM
	3RD PERIOD	10:15 - 11:10 AM
	LUNCH	11:15 - 11:55 AM
	4TH PERIOD	12:00 - 12:55 PM
	5TH PERIOD	1:00 - 1:55 PM
	6TH PERIOD	2:00 - 2:55 PM
	7TH PERIOD	3:00 - 3:55 PM

All families are encouraged to attend the Morning Rally. This is a time of community, where we come together before our day begins to say the Pledge, pray together, and give brief announcements.

Campus Policies

Sick Policy

If you or your family has a fever, is throwing up, or has green oozy goop coming from nose or eyes or any other orifices, PLEASE STAY HOME! We have no desire to spread any illness through our homes. There is nothing so important that you can't miss a class day to avoid spreading illness. PLEASE STAY HOME!

If you are on antibiotics 24 hours prior to class, fever-free, and ooze-free...COME ON IN! We can't wait to see you!

Weather/Make-up days

Snow days and poor weather are unavoidable. Being on a campground can often be treacherous during such days. We reserve the right to delay or cancel classes in order to keep our tutors and students safe. All cancellations will be made by 6 am in the morning and posted on our website and Facebook. It is the parent's responsibility to check for updated information. In most cases, should classes need to be canceled, FED will ask tutors to provide a virtual class option for students that week. Should that not be possible, the tutor will either make up for the missing class time or amend their payments to reflect the missing time.

Emergencies

All medical, weather and domestic emergencies will be carried out according to Camp Hoblitzelle's emergency procedure manual.

Campus Security

The safety and security of our students and their families is extremely important to us. The purpose of the Campus Security Policy is to put in place processes and safeguards to protect families and limit liability for both FED and Camp Hoblitzelle.

Nametags

FED nametags should be worn at all times while on campus. These name tags are issued at the beginning of the year during orientation to all students and adults with a completed background check. If you forget your nametag, please stop at the front desk to request a temporary tag. If you lose your nametag, another one will be made for you at the cost of \$2 for materials.

Visitors

Hoblitzelle is NOT an open campus and our portion of the campus is only available on Wednesdays to those families who have registered and paid for membership in FED. Visitors on campus should be a rare occurrence so as to not disrupt classes. All visitors must be pre-approved prior to being on campus by emailing registrar@familyeducationdays.com or calling Linda Hachat directly. In your communication, please be sure to specify which classes or activities you would like the visitor to participate in so we can obtain approval from those tutors.

A visitor may only visit campus twice per semester before they are required to complete a background check and request a more permanent badge. All campus visitors must complete these steps:

- The first time a visitor is on campus, they must complete a Hoblitzelle Facilities waiver. If a child is visiting, their parent or guardian must sign the form. The form is located on our website.
- When a visitor arrives on campus, they must check in and out at the office, sign a liability waiver for FED, and obtain a visitor badge.
- Visitors must be accompanied by the FED family they arrived with at all times and the FED family is responsible for their compliance with all FED policies.

These requirements include both children and adult visitors.

Student Supervision

Parents are ultimately responsible for their children at all times while on campus. They are responsible for ensuring students are only in the approved areas of campus and are always under the supervision of an adult.

For liability and safety reasons, children 14 and under MUST have a responsible adult on campus with them at all times. If in a rare situation you must assign temporary responsibility for your children to another co-op parent, that parent must come to the FED front desk to sign in as that student's responsible adult. Due to the tutors' busy schedule and responsibilities, the supervising adult cannot be a tutor.

Students age 14 and above may be on campus without a parent. They are required to stay within the areas monitored by adults at all times. If a student shows irresponsible/dangerous behavior, the parents will be asked to stay on the premises with their student for the remainder of the school year.

Regardless of the child's age, parents are responsible for knowing where their students are during the school day and monitoring their arrival and departure from campus.

Hoblitzelle Gate Codes

The gate at Camp Hoblitzelle is closed at all times. Families will receive a gate code to be used when they arrive on campus. This code is only valid during the day and times of co-op. It should not be shared with those outside of co-op.

Be alert

Despite all intentions, it is, of course, possible for people who do not belong to access Camp Hoblitzelle. All FED families are asked to be alert for people who they are not familiar with. Parents are all empowered (and encouraged!) to ask to see a person's FED nametag and to request anyone without a nametag to go immediately to the front desk. Should that person not comply, please let the front office know immediately. It takes everyone's eyes to keep students and families safe.

Animals and Wildlife

We are blessed with such a beautiful campus, we ask that you teach your children to respect the surroundings and care for them. Touching domestic animals such as the cats is permitted. Please do not bring the cats into any of the buildings. However, touching the long horns or horses is not permitted without Hoblitzelle staff supervision. Due to our wilderness surroundings, we have snakes and other potentially harmful critters that we encourage and ask you not to touch. Copperheads and Rattlesnakes are not often seen on campus, but they are present. Please remind the children to be cautious and mindful of their surroundings especially when by the lakes or forest areas.

Camp Hoblitzelle Emergency Procedures

While at Camp Hoblitzelle, we are required to follow all Camp Hoblitzelle Emergency Procedures. The staff in the FED office have all the details and steps.

Fire

1. Use the fire extinguisher if possible.
2. An adult should pull the building fire alarm, call 911 and then immediately alert the FED and Hoblitzelle staff.
3. If it is safe to do so, relocate or rescue people in immediate danger. Active classes should stay together under the direct supervision of the tutor. All families should relocate to the **Texas Pavilion** area so we can be sure everyone is accounted for.

Severe Weather

In the event of severe weather while we are on campus, all families should be inside the Conservatory, Family Lounge, or other dorm building. A notice will be sent out via Remind to all on campus so they are prepared. Service Monitors with walkie-talkies should report to the classroom area they are responsible for and radio in to the front office for further instructions. Classes in progress may be held in their areas until the threat of severe weather has passed.

Injury

Should a minor injury happen while you are on campus, please go to the FED office in the Conservatory for assistance. We have several nurses within our FED family whom we can reach out to for assistance as needed.

For major injuries, do not move the person. Send someone for assistance and/or radio in to the office for immediate assistance. Give immediate First Aid to control severe bleeding, check for breathing, and administer CPR if needed (and qualified). If 911 is needed, and the situation is not life-threatening, allow someone from the FED or Hoblitzelle office to call 911.

Lost Person

If a child is lost on campus, immediately report to the FED Office. The board member will send out a notice over the radios to start a search from all areas.

When something unusual, such as an injury, missing child, or other emergency happens, the FED board is often responsible for completing a Hoblitzelle incident report. Please be sure to report issues to the FED office so we can follow the Camp Hoblitzelle procedures.

Background Check Requirement

We take the safety of your children seriously and want to ensure we are doing everything possible to protect your child. One of the ways we do that is by requiring all adults who will routinely be on campus to submit to a **background check**. The background check process is conducted yearly, during the membership registration process, through a company used by many churches called Ministry Safe. Our level 1 background check searches for the following: Identity Research, Multi-Jurisdictional Criminal Database/Alias search, National Sex Offender Registry.

Only adults with an approved background check will be issued ID badges to be on campus. All other adults without an ID badge will be required to stop in the office to receive a visitor badge. Adults who are routinely requesting visitor badges will need to submit a background check to be issued a permanent ID badge. If you expect an adult to be on campus more than twice during a school year, please have a background check completed for them during the membership registration process.

Background Check Process

- Once a family has completed their enrollment contract and specified the names and email addresses for all adults expected to routinely be on campus, a background check will be requested through Ministry Safe. The FED registrar provides Ministry Safe with the individual's first and last name as well as their email address.
- Each specified family member will receive an email from Ministry Safe requesting they complete the background check information request. During that request you will be asked to provide your date of birth, social security number, and other identifying information. *This personal information is never provided to FED and is kept only in the secure Ministry Safe servers.*
- At the time the background check information is provided, the individual will be prompted to pay the \$10 background check fee directly to Ministry Safe through their website via credit card.
- Most background checks are returned within 48 hours. If there are no findings on your background check, you will not receive any further information on the process, and we will consider that action item completed on our end.

Background Check Findings

Background check findings are only viewable by a small group of FED board members. Should a finding be reported, a Pre-Adverse Action notice will be sent to the individual via email. This will be a written communication that includes a copy of the background report, notices on your right to dispute inaccuracies, and contact information for Ministry Safe should you choose to do so. We will also, at that time, request a sit-down with the family to discuss the findings and determine the next steps.

In most cases, the determinations on the findings will be made by the FED board on a case-by-case basis. Based on the findings, the FED board may choose to restrict the individual's access to the campus and FED events or we may determine it is in the best interest of all for the family to not attend co-op.

Conflict, Behavior, and Discipline

The purpose of the Conflict, Behavior, and Discipline Policy is to put in place guidelines for general behavior and the process for dealing with conflict and/or discipline when needed.

We ultimately believe that parents are responsible for their child's safety, well-being, and behavior while on campus.

General Behavior Rules

1. Be kind: keep your hands to yourself, use kind words

Col. 3:12 Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience.

2. Be respectful: to staff, others, yourself, and the environment.

Peter 5:5 Likewise, you who are younger, be subject to the elders. Clothe yourselves, all of you, with humility toward one another, for "God opposes the proud but gives grace to the humble."

3. Be safe: Stay with a staff member and your group.

Proverbs 11:14 "Where there is no guidance, a people falls, but in an abundance of counselors there is safety."

4. No drugs, alcohol or smoking/vaping on campus will be acceptable.

Conflict

Conflict is a normal part of human interaction. At FED, families are expected to follow the Matthew 18 model for conflict resolution.

"If your brother sins, go and show him his fault in private; if he listens to you, you have gained a brother. But if he will not hear you, then take with you one or two more, so that in the mouth of two or three witnesses every word may be established."

We ask that individuals check their motives and examine their own heart and sins before admonishing another. All actions, in deed and words, should be honoring to God. Families should refrain from gossip or divisive speech and instead pray faithfully for each other.

ROMANS 14:19 "So then let us pursue what makes for peace and for mutual upbuilding"

Suspension from FED

The following offenses are cause for suspension from FED activities and may result in termination of your family's ability to participate in FED.

- Any physical fighting
- Profane or obscene language
- Disrespect for staff
- Destruction or theft of property
- Violation of computer and internet safety policy
- Bullying, in person or online
- Any use of drugs, alcohol, or other illegal substances on campus or at a FED event

Discipline

All discipline will be conducted through the parent and the board in a Biblical, Christ-like manner. In addition, Camp Hoblitzelle's policies and procedures will be followed as they are applicable.

While certain situations, such as those relating to safety, might cause some of these steps to be skipped, the general discipline process will be:

1st offense - verbal warning given to both the student and their parent by a board member. This warning will be documented with a follow-up written communication via email.

2nd offense - loss of privilege. Students will lose privileges on campus, including but not limited to their ability to be on campus without direct parent supervision.

3rd offense - conference with parent and development of a SMART plan*.

4th offense - suspension (length determined by the director)

**A SMART plan is a written document that lays out specific goals and guidelines that a student must follow to avoid suspension. These goals will be measurable, attainable, relevant, and time-based to establish quantifiable results that show both the student and parent are taking the issue seriously and desire to correct the behavior that is violating FED policy.*

Student Homework and Class Participation

While we understand that families choose to homeschool in many different ways, we feel it is important for students enrolled in academic classes at co-op to be active participants in the class. Tutors spend considerable time preparing lessons, establishing homework, and if applicable, grading that returned work. It becomes disruptive to the class progress and other students' abilities to learn and move forward in their learning when students are not completing homework or preparing to participate in class each week.

Parents are asked to read the class descriptions carefully to make sure they understand the homework load for a class. If a family's homeschool style or schedule leans toward them not completing routine homework outside of co-op, we ask that you talk to the tutor prior to registering for a class with homework. Tutors will be able to tell you if lack of homework completion will prevent a student from actively participating in class each week.

Classes for students 3rd grade and up will have a class Google Classroom. Tutors use this resource to communicate homework and provide extra resources to students. Because of Google's security settings, the accounts are set up under the student's FED email address. Parents must retain their student's login information and routinely log into the student's account to check assignments. Parents are also encouraged to accept the invitation at the beginning of the year to receive Google "Guardian Summary" emails each day. These summary emails include a review of your student's Google Classroom announcements and a list of any missing work they have missed.

Beginning in the fall of 2023, if grades are maintained for a class, they will be maintained directly within the Parent Dashboard on the FED Website. Parents are encouraged to navigate to this dashboard often to monitor grades and missing assignments.

It is FED's policy that should a student not turn in their homework for 3 consecutive weeks, a tutor has the right to drop the student from their class. Parents will still be responsible for paying all tuition due based on the current Drop Fees Policy. Tutors are expected to communicate with the parents after the 2nd week of not receiving homework, but after that the responsibility to follow up with their students and get work completed is on the parents.

Dress Code

Our desire is that all families dress in a way that honors God and respects all individuals encountered at FED events. Ultimately, we respect families and their decisions but ask you consider the following guidelines:

- Basic rule of thumb: "Raise your hands and touch your toes. If anything shows, please change your clothes."
- No undergarments should be visible. This includes outfits that show by design.
- No crude slogans or drug/alcohol related advertisements on clothing.
- Consider the nature of our activities when dressing for FED activities. Younger students may need to wear shorts under skirts/dresses that are worn above the knee.
- Our classes are at a camp so weather will always be a factor. Consider that students will need to be outside, at least to transfer from class to class, when dressing.

Swim-Suit Policy: if using the Hoblitzelle pool, please be modest. One-piece or tankinis for girls and swim trunks for boys would be appreciated. Above all, respect the camp rules and abide by them.

Should someone's dress be considered inappropriate, the board reserves the right to require a student change clothes before returning to campus.

Teen Relationships and PDA

We understand that students will date and couple off while at FED and that each family has different rules related to teen dating. Our goal is not to encourage this behavior, but to give appropriate guidelines for students to follow. Parents should be clear with their teens on their expectations above those set forth in our general policy.

In general, we expect students to remain above reproach in all their behavior and interactions while at FED classes and/or activities. Our goal is to foster community, friendship, and a focus on education. Behavior that distracts from that goal is not acceptable.

Some general guidelines for behavior are:

- Holding hands, a *short* hug and a quick kiss on the cheek is acceptable but extended displays of affection are not.
- Students should not be found alone in classrooms or anywhere else on campus. They should always stay in the visual range of supervising adults. This provides accountability and helps to avoid gossip or any misinformation about the students being spread.
- At no time should evidence of a relationship be seen in the classroom. Students are there to learn and that should be the focus.
- Teens should always be aware of younger students around and behave in a way that would allow those younger students to look up to them as role models.

In addition, if students are mature enough to date, they should be mature enough to deal with the break-up of that relationship. At no time will we permit drama, divisiveness, or gossip on campus related to a break-up.

Please remember, we are training students to follow God and be a testimony to those around them and not a distraction.

Co-op Fees and Expenses

This policy covers the rules related to co-op fees and expenses. It includes details on the FED membership fee, payment of facilities fees, supply and tuition payments to tutors, and the co-op class drop fees policy.

Please know that we take the payment of fees and expenses to FED, Hoblitzelle, and our tutors very seriously and expect families to pay in a timely fashion. Families who have not paid fees or expenses will not be eligible to register for future membership or classes with FED until they have paid those debts.

FED Membership Fee

The yearly FED Membership Fee is set by the board no later than the beginning of February each year. This fee is paid by all families enrolling in FED during the yearly membership enrollment process. In 2023, the FED

Membership fee is \$100. Returning families received a \$25 discount on their membership fee and were asked to pay \$75.

The FED Membership Fee is the operating budget for FED for the year. An accounting of how the membership fee is spent is provided to the membership at the yearly Family Meeting. This fee covers things such as insurance, technology (website, office equipment, payment fee expenses), administrative needs (office supplies, paper/toner, first aid kits, name badges) and some event costs.

The FED Student Council and other approved groups may fundraise for specific events, expenses, or activities through the year as well. These funds are reported to and managed by the FED Treasurer.

The FED Membership Fee is nonrefundable to families who leave the co-op.

Facilities Fees

FED Facilities fees are set based on the amount charged by the facilities used for co-op classes. In 2023, that fee is \$100 per semester per family. The fee is collected through the FED website. An invoice will be created for each family 2 weeks before the due date. In 2023, the facility fee due dates are August 16th and January 19th. A late fee of \$25 is added to any unpaid invoice the day after the due date.

Once all fees are collected, the FED Treasurer provides payment to the facility.

Facilities fees are nonrefundable and will not be prorated. Families that do not attend co-op during the 2nd semester will not be required to pay the 2nd semester facilities fees.

Tutor Payments

Tutors are considered to be self-employed, independent contractors. All class fees, including supply fees and tuition, are set by the tutors and will be paid directly to the tutor via their choice of payment, not to FED. Families who choose to enroll in a class are responsible for paying those fees per child enrolled. All tutor payments are nonrefundable once paid, this includes supply fees paid to hold a student's spot in a class.

- **Supply fees** are due at the time of registration. Certain classes that are heavy in supplies (lab sciences and arts primarily) may also ask for a supply fee for the 2nd semester. This is indicated upfront in the class description.
- There are **8 total tuition payments due through the year**. For the 2023/24 School Year, these payments are due: (1) At registration or no later than June 15th, (2) September 6th, (3) October 4th, (4) November 1st, (5) January 10th, (6) February 7th, (7) March 20th, and (8) April 10th. These dates are shown on our yearly calendar.
- **Payments are made directly to the tutor** through the method of payment they specify. This may be through cash/check or any number of electronic payment options. Methods of payment are listed by tutor on the FED internal website under Member Tools: Tutor Payment Information. Should an electronic payment be used, families are asked to send payments in a way so that **no extra fees** are charged to the tutor. Families who are not comfortable with this option should choose to use cash and/or check, bring it to the Conservatory on the class day in which tuition is due, and put it in the folder labeled with the tutor's name.
- **Late Fees**. Families are asked to treat tuition payments as they do any other bill for services. If the due date does not work for your family's budget, there is always the option to pay tuition payments early. All

late payments will incur a late fee of \$5 per week, per student, per class. If a family is late paying tuition, they need to include the late fee with their payment. Should an *unusual situation* arise where you are unable to make a tuition payment, families are asked to communicate with their tutors in advance. Many times grace will be given as needed.

- **Drop Fees.** Should you need to drop a class, a drop fee may be due to the tutor. Please see the Drop Fee Policy for details.
- **Prepayment.** Unless a tutor has specifically stated that they would prefer to not receive them, prepayments for tuition are fine. Families that wish to prepay tuition for a semester or the full year may do so. Please do so with the full understanding that at no time are tutors required to refund any portion of those prepaid fees should you decide to drop a class during the year.

Drop Fees

A majority of our classes are for the full year and require a full 30-week commitment, but we understand that times will arise when a student needs to change their schedule. Per the FED enrollment contract, families are still responsible for a portion of the tuition due for the year. The portion of tuition due when a class needs to be dropped is referred to as a drop fee.

There is a grace period for the first 3 weeks of classes that allow parents and tutors to determine if the class is a proper fit for a student. If you drop a class during that grace period, no further payments will be due. Any payments already made are nonrefundable. After that grace period, drop fees are due to the tutor based on the following guidelines:

Drop before	2023 Dates	Percentage of Remaining Tuition Due
Week 4	Drop before Tuesday, September 5th	Grace Period Supply fee & Tuition Payment 1 (paid at registration) are not refundable
Week 6	Drop between Wednesday, September 6th & Tuesday, September 19th	25%
Week 12	Drop between Wednesday September 20th & Tuesday, November 7th	50%
After Week 12	Drop after Wednesday, November 8th	100%

The amount of remaining tuition due is calculated by taking the remaining number of tuition payments due (of the 8 total) and multiplying that by the monthly tuition. This remaining tuition due amount is then multiplied by the percentage of remaining tuition due from the chart above to calculate the full drop fee due.

There is a drop form on the internal website under Membership Tools: Class Drop Form. This form needs to be completed any time a class needs to be dropped.

Once that form is completed, you will need to pay the drop fee directly to your tutor per their payment guidelines.

Hoblitzelle Programs

Our Hoblitzelle-run programs, including theater and "track electives", are run by semesters instead of the full 30 weeks. Payments for these classes run slightly different than other co-op classes. Registration for these classes is done during regular registration in the Spring for Fall classes and in January for the Spring classes.

Theater Classes: The payment structure for theater classes remains the same as regular 30 week classes. While there are fewer weeks of classes each semester, there are extended rehearsals for each semester's performances that cover the remaining time. Drop fees for theater follow the Hoblitzelle/semester class drop fee structure listed below.

Hoblitzelle "Track" classes: Track classes do not meet when co-op classes are held off site (see the yearly calendar for those dates) or during the month of January. As such, there are only 3 tuition payments each semester. In the fall of 2023, the supply fee will be due August 16th and tuition payments will be due (1) September 6th, (2) October 4th, and (3) November 1st. In the Spring of 2024, the supply fee will be due February 7th and tuition payments will be due (1) February 7th, (2) March 2th, and (3) April 10th.

As all Hoblitzelle programs are semester based, their drop fee dates are different and listed below:

Drop before	2023 Fall Semester Dates	2024 Spring Semester Dates	Percentage of Remaining Tuition Due
Week 4	Drop before Tues, Sept 5th	Drop before Tues, Feb 27th	Grade Period Supply fee & Tuition Payment 1 (paid at registration) are not refundable
Week 6	Drop between Wed, Sept 6th & Tues, Sept 19th	Drop between Wed, Feb 28th & Tues, March 26th	50%
After Week 6	Drop after Wed, September 20th	Drop after Wed, March 27th	100%

Homeschooling Children of Others

FED recognizes that at times parents are unable to directly homeschool their children and appoint someone else to help with that effort. This policy addresses how that relationship is handled within FED policies and operations.

This policy is not meant to address families homeschooling children for whom they have legal guardianship. In those cases, the child is registered under the family that has guardianship.

Legalities

FED makes no claims to be an authority for determining legality of homeschooling. All families need to do their own research and make their own decisions.

FED did reach out to the Texas Homeschool Coalition and received the following information:

“Texas Education Code 29.916 (a) does stipulate that the education be parent-directed but doesn’t say they cannot hire tutors or use outside classes. Parents or guardians may give permission for someone else to homeschool their child or children. However, be sure that you understand the definition of a homeschooled student, to ensure you are homeschooling (homeschooling is provided by the parent or the person standing in parental authority).

In other words, the parents might outsource some of the child’s education, but the parent still oversees the education of their own child and should manage the student records for the child. The person teaching their child is serving as the tutor or class for that parent. This means that in order for a student to meet the definition of a homeschooled student, they should not homeschool themselves or have someone other than a parent or guardian with parental authority oversee their homeschool.

Homeschool families have a great deal of freedom, including the freedom to obtain assistance in teaching their children from outside classes or tutors. People providing these services to homeschool families, whether in their home or in another facility, are considered a business, and might be subject to any rules applying to businesses, even if their services are offered to homeschool families, who are free from regulations.”

Definition of a Homeschool Student

The following is the official definition of a homeschool student from the THSC website (<https://thsc.org/glossary/>):

“A home schooled student predominantly receives instruction in a general, elementary or secondary education program that is provided by the parent—or a person standing in parental authority—in or through the child’s home [Texas Education Code 29.916 (a)].

The parent or person standing in parental authority might contract with outside sources in order that the student receives additional instruction. For example, a private tutor, co-op class or a college class. However, this source or these sources do not circumvent the parent’s role in determining the overall success or failure of the student.”

Membership per Family

The parents of all children attending FED are ultimately responsible for their education. As such, all families whose children will be attending FED must hold a FED membership and complete all the yearly requirements for such membership. This includes individually completing all membership agreements and liability waivers, paying all required fees, and completing all required service hours.

A family's decision to establish an agreement with someone else to tutor or manage the day-to-day homeschooling responsibilities is between the family and that individual. FED holds that in all areas, our focus will be on working with the individual family through their child's time with FED.

Communication Responsibilities

All communications regarding the student, including communication from tutors regarding classes and from FED regarding behavior or policy concerns, will be done with the parent. It is the parents' responsibility to share any details they want others to know.

Others on Campus

Per our Campus Safety policy, everyone on campus must have a FED nametag. If a FED family is babysitting, homeschooling, or required for any reason to have non-family member children on campus with them on a routine basis (more than 2 times per semester), that child must have a FED nametag issued. The child's parent must sign both a FED and a Hoblitzelle waiver of liability.

Service Hours

We run on the cooperative model of "many hands make light work"! Everybody works together to run FED - even the board members are just volunteers!

Families need to sign up for 1 open service hour that equals 15 hours of on-campus service time. You will serve the same hour and same location for 15 consecutive weeks - either Semester 1 (August 17th - January 17th) or Semester 2 (January 24th - May 15th).

If you are ill or unable to fulfill your service hour for an assigned week, you are responsible for identifying your replacement and communicating the change with our Service Hour coordinator.

Descriptions

Exact locations of service hour areas are subject to change based on specific needs. See the service hour registration page for the current details for each location.

A map is included on page 31.

Service Hour Payment Option

We strongly prefer that all families contribute to the co-op by fulfilling their 15 hours per year of service. In the RARE case where this is not possible, we have identified families that would be willing to cover your 15 hours for a fee of \$150 (\$10 per hour). You must be pre-approved, by emailing service@familyeducationdays.com with your request details, to use this option. Once your request is approved, you will receive an email with a list of those approved to fulfill the service in your place. It will be your responsibility to contact these individuals and secure your replacement. You will need to determine, with your replacement, the best service hour to register for and you will need to do this step, in your name, to complete your registration. Both you and the individual covering your hours will be required to complete a contract specifying your agreement. At all times, you retain the responsibility of fulfilling this service hour, we are simply helping to facilitate an option should you be unable to do so.

Missed Service Hours

The safety of our students on campus depends on families fulfilling their service hour. We take it seriously when a family does not fulfill that commitment because it means an area of campus is not being monitored for safety!

Every effort should be made to arrive for your designated time early enough to check-in and get to your location in time for there to not be a lapse in coverage. Should you be more than 5 minutes late we will consider your service hour not filled for that day. Failure to fulfill your service hour, without finding a suitable replacement, will result in a \$25 fee being charged to you through the FED website. This fee must be paid within 1 week. Should you miss 3 or more of your required service hours, without identifying a suitable replacement, you will not be eligible for membership the following school year.

FAQs

Who is exempt from fulfilling service hours? - All participating families must fulfill a service hour except for board members and tutors who tutor 2 or more classes because they are serving in other capacities.

Who is eligible to fulfill my family's service hours? - The service hours must be fulfilled by an adult, over the age of 21, who is capable of fulfilling the requirements of the position you signed up for and has a completed background check on file with FED.

How can I see what I signed up for? - You can check this through your "Class Registration". First, make sure you are logged into your account by looking for your name in the top left corner. If it's not there, you are not logged in. When you are logged in, go to the Home page. You'll see the 4 boxes with "Announcements", "Calendar", "Enrolled Classes" and "Class Forums". Under that section, on the right under the blue toolbar, there is a link that says "Manage Class Registration". Clicking on that link will give you the details of your future "classes", including your service hour.

Expectations

Parent Expectations

We love our families and know we could not exist without your help and cooperation. We ask that you agree to and abide by the Family Enrollment Contract (found at the back of this handbook). In addition, here are a few expectations for our families:

- Be on time for classes. Tutors plan for a full 55 minutes of class time, and students arriving late disrupt everyone's learning.
- Pay your tutor fees on time. No one likes to have to ask for payment, so please help us avoid this awkward situation. If you know you are going to be late on your tuition payment because of an unforeseen situation, contact your tutor to let them know.
- Be responsible for your child(ren)'s messes. We are all parents and know that messes will happen. Please keep the camp clean, trash in the provided receptacles, and instruct your child on the proper care for the environment and class areas.
- YOU ARE THE PARENT! It is your responsibility to ensure your child's classwork is getting completed, they are getting to class on time, and are where they are supposed to be. It is your responsibility to control and discipline your child and be aware of their behavior in class as well as on campus.

Missed Days: If your family is unable to attend on a co-op day, it is your responsibility to communicate with the tutors. They will provide you with details on what the student missed in class and how you can help your student not fall behind. Students are still expected to have the work completed.

Student Expectations

- Be on time for class with all your supplies ready to learn.
- Complete all homework. Understand how your teacher will be communicating with you. Will there be posts in Google Classroom? Are you given a syllabus each semester, unit, or week?
- Communicate with your tutor and your parents. Are you stuck on a topic? Are you having trouble keeping up with assignments? Do you need some help to be more successful? Everyone is here to help you with those things - but you have to tell us you need help!
- Be respectful - to your tutor, your classmates, our facility, and to yourself!

Tutor Expectations

Tutors sign a contract each year which dictates our expectations for them. A copy is included at the back of this contract. Specifically, we ask that tutors:

- Be prepared and on time for classes.
- Communicate well with parents and students weekly. This includes posting information on Google Classroom to help families understand homework expectations each week.
- Be clear on their expectations of payment, homework, and the level of help needed from parents.
- Have a plan in place in case they are unable to tutor on a particular week. The tutor will always try to have a qualified substitute. If it is necessary for a class to be canceled, they will communicate with you on any adjustments to your tuition payment.

Graduation

Graduation is an exciting event for both a student and their parents! FED holds a graduation ceremony in May of each year. Based on the FED goal of building a stronger homeschool community, our yearly graduation ceremony is open to both FED families and the local homeschool community. This event is planned by the coordinator identified by the FED Board, with input from the families of the graduating seniors, using the guidelines established by the FED board.

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Graduation Requirements

As the homeschool teacher, you can graduate your homeschool student(s) when they have met the requirements you set forth for them. FED does not oversee that process nor will we ask for you to prove that your student has met a specific number of credits or classes before allowing them to graduate. We do ask that all parents certify on the application form that they have considered their homeschool's requirements for graduation and that the student applying for graduation has met those requirements.

In addition, FED does not oversee the requirement for individual families determining if their Senior is graduating with Honors. These are decisions left to individual homeschool families.

FED encourages families to consider the TEA requirements when determining if their student is prepared to graduate, especially if the student might be college-bound. The Texas Homeschool Coalition lists the current Texas Education Association's guidelines for public schools on their website [here](#).

All families who apply to participate in the FED graduation must agree to the following:

- To review and agree to abide by our Statement of Faith and Code of Conduct as published on our website
- To review and agree to abide by the guidelines FED has set forth in this document
- To recognize that all expenses for the graduation events are divided equally among the families participating. A budget is provided to the families in February, but this is subject to adjustment based on the exact costs. Coordinators will be open with all families on exact expenses and any outstanding fees are expected to be paid prior to graduation day. The FED Treasurer collects funds and is responsible for distributing them as needed.
- To actively participate in all planning activities and volunteer as needed to ensure a successful graduation

It is not a requirement that a student applying for graduation attend or have attended FED.

The FED Board reserves the right to review the applications for graduation and deny participation.

Applying to Graduate

All families who wish to graduate must submit an Application for Graduation no later than February 15th of each year. The number of graduating seniors is limited by the FED Board each year based on logistics and co-op needs, with FED students receiving priority, so submitting your application early is recommended.

Graduation Timeline

The following timeline will be followed as we prepare for graduation activities.

October

- The FED Board will appoint a graduation coordinator for the year. The preference is for this coordinator to not have a child graduating.
- The coordinator will confirm the established date of graduation, checking with local school calendars to ensure there is no conflict.
- The coordinator and the FED Board will work with Hoblitzelle to confirm the availability of the Hoblitzelle Chapel for graduation. Should the chapel not be available, the coordinator will work to secure an outside facility.

November

- The coordinator will obtain a list of the FED Seniors and remind them to complete the application form.
- The coordinator will post to the external Family Education Days Facebook page as well as the Ellis County Homeschool Facebook page with a notice of our graduation date and the process to apply to participate.

January

- The coordinator will host an initial graduation meeting with the families who have already applied. They will use the guidelines from this page to make necessary decisions related to graduation and divide up the volunteer tasks needed.
- The coordinator will begin putting together the graduation budget to identify the expenses that will need to be shared among the families.
- Families will be asked to pay a \$100 deposit to be applied to the expenses in the Graduation Budget. Any additional costs incurred over that amount will be due before graduation.
- The coordinator will work with the Student Council advisor to ensure student council members will be available to help at graduation and with the reception.
- The coordinator will work with the Choir Director to ensure the Choir is prepared to sing at graduation.

February

- Families of graduating seniors will begin having *short* monthly meetings to review planning updates and volunteer needs. These meetings will be held at lunchtime on a FED class day if at all possible.
- In the February family meeting, the coordinator will discuss the order of events at graduation, obtain opinions on guest speakers, and hold a vote on cap and gown colors.
- A senior parent will be identified as the cap and gown coordinator. This parent is responsible for collecting the cap and gown order forms and placing one group order. All families will pay for their cap, gown, tassel, and, if earned, Honor cords or stole. This amount is not included in the Graduation Budget.
- The coordinator will identify the person/company responsible for preparing the slideshow and program. This could be a Senior parent volunteer or an outside company depending on the skills available. If an outside company is used, that expense will be added to the Graduation Budget. Once these vendors are identified, a due date should be provided for families to turn in pictures, bios, and the senior's song of choice.
- The graduation photographer will be identified and a time scheduled for them to take group shots of the Senior class. The coordinator will facilitate with the FED Board to give first priority for this role to a FED family. This expense is included in the Graduation Budget. If families choose to have the photographer also take individual Senior pictures, that expense is not included in the Graduation Budget.
- Families should order their student's diploma and graduation announcements early in the month.

March

- When the order for the caps and gowns is received, the coordinator will distribute all items to the families. Should anything not fit, the families will be responsible for working with the company to process any returns and reorders.

- The scheduled group pictures will be completed.
- Families will be working on pulling together the pictures and song for their senior slideshow, along with their program bio.
- At the March family meeting, the coordinator will discuss the reception and decisions should be made related to refreshments and decorations.

April

- Items for the slide show and program should be turned into the vendor by the due date established.
- The coordinator will be working to finalize the timeline for graduation day, including when families are able to set up their Senior tables.
- A sample of the program will be provided for families to approve before it is sent to print.

Costs, Guidelines, and Details

FED strives to find a balance between having a graduation that is personal for each family/senior class with having a ceremony that fulfills FED's mission and vision. As such, certain guidelines for graduation have been established by board policy and some decisions are left up to the families.

Facility Rental - Graduation will be held at Hoblitzelle each year, unless a conflict arises on their calendar. A portion of the Graduation Budget covers the fees associated with facility rental and sound technicians.

Caps and Gowns - The families of graduating seniors will get to vote in February on if they prefer Black or Red caps and gowns. The tassel color is up to the individual student and will not be uniform. In addition, the families of the graduating seniors can determine if they prefer honors stoles or tassels. This expense is not included in the Graduation Budget and will be paid by each family in February. Students are free to decorate the top of the cap as they wish, as long as it meets the FED Code of Conduct. Students are also welcome to throw their cap at graduation, as long as they have written their name on the inside.

T-Shirts - Each graduating class can choose if they wish to order class t-shirts. A graduating student's parent should volunteer to coordinate this.

Group Pictures/Graduation Pictures - A photographer will be selected for taking group pictures of the senior class. The coordinator will facilitate with the FED Board to give first priority for this role to a FED family. These pictures are used in the group slideshow at graduation. Families of the seniors can determine where the group pictures should be taken. They are also free to hire the photographer to take individual pictures of their seniors at that time. Preferably, the same photographer will be at graduation to take pictures for the families. The cost of the photographer for group pictures and at graduation is included in the Graduation Budget. Should families choose to have individual senior photos taken at the same time, that expense is not included in the group budget.

Group and Individual Slideshows - A group slideshow will be playing as guests arrive and find their seats. This slideshow will include group photos as well as a few individual photos of each of the graduates. In addition, a slideshow will be created for each individual graduate that will be shown while that graduate and their parents approach the stage. This slideshow will include 10-15 photos of the student and a song of their choice. These slideshows may be created by a family volunteer or an outside vendor may be hired depending on the skills available. The cost of the slideshow development is included in the Graduation Budget.

Programs - A graduation program will be created by either a family volunteer or an outside vendor. The program will include an order of ceremony as well as a bio and picture for each graduating senior. Parents are also encouraged to include a short note to their senior to be included. Each student receives 10 color programs to pass out to family members. Additionally a QR code of the programs will be available for guests at the ceremony. The costs of development and printing is included in the Graduation Budget. Should families require more color programs, they can request them at an additional expense.

Commencement Speaker - A commencement speaker should be identified for graduation. This is typically not a paid job, however it is traditional to give the speaker a token of appreciation for his/her time. FED recommends this gift be approximately \$100 in value and it is included in the Graduation Budget.

Reception - A reception is held following the graduation ceremony. The student council will serve coffee/punch/water and cake and/or cookies. The coordinator and the senior families will determine how the reception area will be decorated and the expenses for everything except those related to decorating the Senior Table are included in the Graduation Budget.

Senior Table - Each senior will have a Senior Table decorated as they wish. These tables can include photos, mementos, and other things of importance to the senior as well as treats/snacks and a place for guests to leave a personal message.

Graduation Day

The families of graduating seniors should plan to arrive early to set up their senior tables and help the Student Council with the setup for the reception. Students will be provided with an area to get ready onsite.

The general order of ceremonies will be:

- Welcome and Prayer - FED Board Member
- Performance by the FED Choir
- Guest Speaker
- Awarding of Diploma by each family to their senior
- Closing and prayer over the seniors - FED Appointed

Other Senior Activities

The coordinator and families of graduating seniors can choose to offer other activities for the graduates through the Spring. Hoblitzelle has offered to host these events for us as needed. These may include:

- Senior Lunch
- Senior Service Project
- Baccalaureate - Held the week prior to graduation. All student's pastors should receive an invitation in February if this event will be held. Students can share a verse or short testimony during this time. This will be open to all students and their families as a time of prayer and encouragement. Praise and Worship will be led by students, if skills allow. This is a student coordinated event.

2023/24 Family Enrollment Contract

Following is the text of the 2023/24 Family Enrollment Contract signed at the time of registration.

I am enrolling my family in Family Education Days (FED) for the 2023/24 school year. By choosing "Agree" to each of the questions below, I am signaling my agreement to comply with the co-op policies. I understand that failure to comply with these policies may result in my family being unable to attend co-op classes.

Homeschool Teacher

- I understand that Family Education Days is a homeschool co-op, not a school. We exist to support families through their homeschool journey.
- Our classes are led by qualified tutors. These tutors do not take the place of YOU, the homeschool teacher.
- The tutor only has 1 hour a week with your child(ren); you are responsible for their continued education time throughout the week.

FED Handbook

- I have read through the FED Handbook
- I agree to abide by co-op guidelines while participating in FED activities on or off campus.
- I agree to respect the Statement of Faith while participating in FED activities on or off campus.
- I acknowledge that these guidelines are conveyed through the FED handbook and, as changes are needed, email communications.

Payments

- I understand that by enrolling my child/children in Family Education Days Co-op classes, I am committing to paying all the described supply fees and tuition payments directly to each tutor.
- I acknowledge that supply fees are due at the time of registration to hold my students' spot in the class. This fee is non-refundable.
- I recognize tuition for the 30 weeks of classes is broken up into 8 equal payments for ease of accounting. Those payments are due to the tutor the first Wednesday of each month or based on the FED calendar.
- Payments that are late incur a \$5 late fee per child, per class, per week. Payment of this late fee is mandatory.
- If I withdraw my child from a class or my family from the co-op, I understand I am still responsible for a portion of the course tuition according to the co-op's "Drop Policy" located in the FED Handbook.
- I understand that failure to pay all fees owed to FED and/or the tutors will result in my family being removed from co-op and/or not eligible to reapply for membership in the future.

Parent on Campus

- I understand that Family Education Days is not a drop-off program. As a co-op, we run on ACTIVE involvement from all our families. We are all volunteers.
- I acknowledge that all children 13 and under must always have a responsible adult on campus with them. This adult is not expected to attend classes but must stay on campus. When students are not in class, they should be with their parents.
- Students 14 and older may attend co-op on their own. Should there be issues with the student's ability to follow the rules, a parent will be required to attend co-op with them.
- I understand that parents are always responsible for the supervision of their child while on campus, including but not limited to, ensuring they stay in the permitted areas of camp and clean up after themselves.

Background Check

- FED takes the safety of its students seriously. One of the ways we do that is by requiring any adult who will routinely be on campus to submit to a background check.
- I acknowledge that only those with an approved background check will be issued ID name badges to be on campus.
- This background check is run through Ministry Safe at the direct request of the FED Registrar and the cost of \$10 per background check is paid by the adult directly to Ministry Safe at the time the background check is run.

Parent Responsibility

- I recognize that I am my child's homeschool teacher.
- I understand that it is my responsibility to require my student(s) complete their assigned work, monitor their weekly progress, and maintain/check their grades.
- I understand that I should communicate with my students' tutors when there is a concern. Based on the FED Conflict Resolution policy, if you are unable to resolve the concern with the tutor, you should contact a FED Board member for mediation.

- I recognize that students who fail to turn in homework for 3 weeks in an academic class may be removed from the class by the tutor and the remaining tuition will still be due to the tutor per the drop policy.

Service Hours

- I understand that Family Education Days is a cooperative that requires participation from all families to run.
- I agree to responsibly fulfill the service hours required - 15 hours in the 2023/24 school year.
- I acknowledge that, should I be unable to fulfill my hours, it is my responsibility to find a replacement and communicate the change to the Service Hour coordinator. This includes last minute times where your children are ill or something unexpected happens. We encourage all families to identify a backup before one is needed for these situations.
- I further understand that should I fail to show up for my assigned service hour, without securing a replacement, I WILL be invoiced \$25 on the FED website and am required to pay the invoice within 2 weeks.
- If I miss 3 or more service hours without identifying a replacement I acknowledge I will be ineligible for membership the following school year.

Emergency Medical Services

- I acknowledge that if my child(ren) is (are) in need of emergency care and it is not possible to reach me, Hoblitzelle staff and/or FED administrators have my permission to secure medical services for my children. Emergency care is defined as cardiac or respiratory distress where only immediate medical attention would keep a child alive.
- I understand that should a need arise for a child to be transported to the hospital, a Family Education Days board member will stay at their side until a parent arrives.
- I also understand that I will be responsible for the cost of all medical services.
- I confirm that I have included any known allergies or medical issues in my child's profile on the FED website.

General Agreement

- I understand that I am giving my family approval to participate in activities with Family Education Days.
- I assume all risks and hazards incidental to such participation and do hereby agree to hold harmless the co-op, facility, tutors, administrators, and/or participants.
- I agree that by completing this form, I am also certifying that my spouse and/or the child's other parent/legal guardians are in agreement with this enrollment contract. If there is a custody situation that requires a separate agreement from the other legal parent/guardian, it is my responsibility to let Family Education Days administrators know and to have the additional parent/guardian agree to these requirements.

2023/24 Tutor Contract

Following is the text of the 2023/24 Tutor Contract signed at the time of registration.

I am agreeing to tutor at Family Education Days for the 2023/24 School Year. By choosing "Agree" to each of the questions below, I am signaling my agreement to comply with the co-op policy. I understand that if I choose "Disagree" for any question my application will not be accepted until the disagreement is resolved.

Independent Contractor

- FED Tutors operate as independent contractors.
- As such, FED is not responsible for reporting tutor income for tax purposes. This also means FED will not withhold FICA (Social Security and Medicare taxes), make state or federal unemployment compensation contributions, or withhold state or federal income tax on your behalf.
- Tutors are solely responsible for tracking income and tax requirements.
- Tutors are also required to provide the materials and supplies needed to tutor their classes and fulfill their class requirements at their own expense.

Learning Environment

- Tutors are expected to provide a positive learning environment.
- This includes, but is not limited to, being prepared and on time for class, handling any disruptive students swiftly, treating students with respect, ensuring students are treating each other with respect, and communicating with students and parents in a timely manner.
- If tutors are having difficulties with a student, they should communicate with a member of the FED board for assistance.

Class Planning

- Tutors are expected to put time into planning and preparing for their classes.
- A class syllabus/contract should be provided to all parents that clearly explains: class expectations, including homework time, costs for the year, materials and curriculum being used, means of communication, and a description of the materials being covered.
- Further, tutors are expected to develop a class scope and sequence that explains what topics will be covered on a weekly basis during the year. The details provided in this scope and sequence will vary based on the subject and age of the students being taught.
- Tutors are expected to provide both the syllabus/contract and the scope and sequence to the Tutor Liaison by July 15th of each year. Significant changes to those documents through the year should be communicated to the Tutor Liaison and parents as early as possible.

Communication

- Tutors are issued a FED email address and are expected to monitor this email frequently so they can be contacted when a parent has a question or concern.
- Tutors are expected to respond to communication in a timely manner and should clearly spell out in the class contract what forms of communication will be used and the timeframe in which replies will be made.
- Tutors acknowledge that the website forums should be their primary means of class related communication with families through the school year.
- Tutors acknowledge that classes with students in upper elementary and above must have a Google Classroom that is utilized to communicate assignments and class reminders to the students.

Required Instructional Time

- Unless otherwise clearly stated in your class description, tutors are expected to provide families with a minimum of 30 hours of instructional time.
- Tutors should do their best to ensure they are present for class each week.
- If a tutor should be unavailable for their weekly instruction time at co-op, either because of a planned absence or an emergency, they are responsible for covering that instructional hour. Tutors can use their judgment based on the ages of the students and the type of class to: 1) utilize an approved and qualified substitute*, 2) provide a virtual lesson, or 3) offer an alternative off-site lesson time that meets with a majority of the students' schedules. * All substitutes should be qualified to teach the subject matter and have an approved background check on file with FED.
- If a tutor has to cancel class for any reason, they are expected to communicate with the parents and with the Tutor Liaison as soon as they are aware of the cancellation.
- If there are no alternate plans possible, the tutor is responsible for refunding tuition for that class.

Supply and Tuition Fees

- The family's ultimate agreement to pay tuition is with you, the tutor, not with FED.
- You are responsible for keeping accurate records of family payments and following up with parents for nonpayment. If you are struggling to collect money from a family, please reach out to the Tutor Liaison and we will help in any way possible. Families that are not current on their tutor payments may not register for any future classes.
- You agree that the first 3 weeks of school are intended to be a grace period in which students may drop classes without a drop fee penalty. After that, any families that drop from your class will be responsible for paying a drop fee as published in the FED Handbook.

Background Checks

- All tutors are required to pass a yearly background check and bi-yearly Ministry Safe training program through the FED appointed provider.
- Tutors will be notified in February of each year of how to complete these requirements and must complete them prior to the upcoming years' schedule being released to families.
- Background checks from other ministries cannot be accepted for liability purposes. Tutors who have completed a Ministry Safe or similar child safety protection training through another venue can provide the appropriate documentation to the Tutor Liaison and the FED requirement may be waived.
- The cost for these are included in the yearly administrative fee.

Administrative Fee

- While many co-ops charge tutors fees per student or as percentage of your tuition, FED is choosing to ask tutors to pay only a yearly administrative fee to help cover the costs related to things such as: background check and child protection training, FED Tutor shirts, the website for class management, and emergency class supplies in the office for class days.
- The 2023/24 school year administrative fee is \$30 and is due to FED in March.

Safety from Scandal and False Accusations

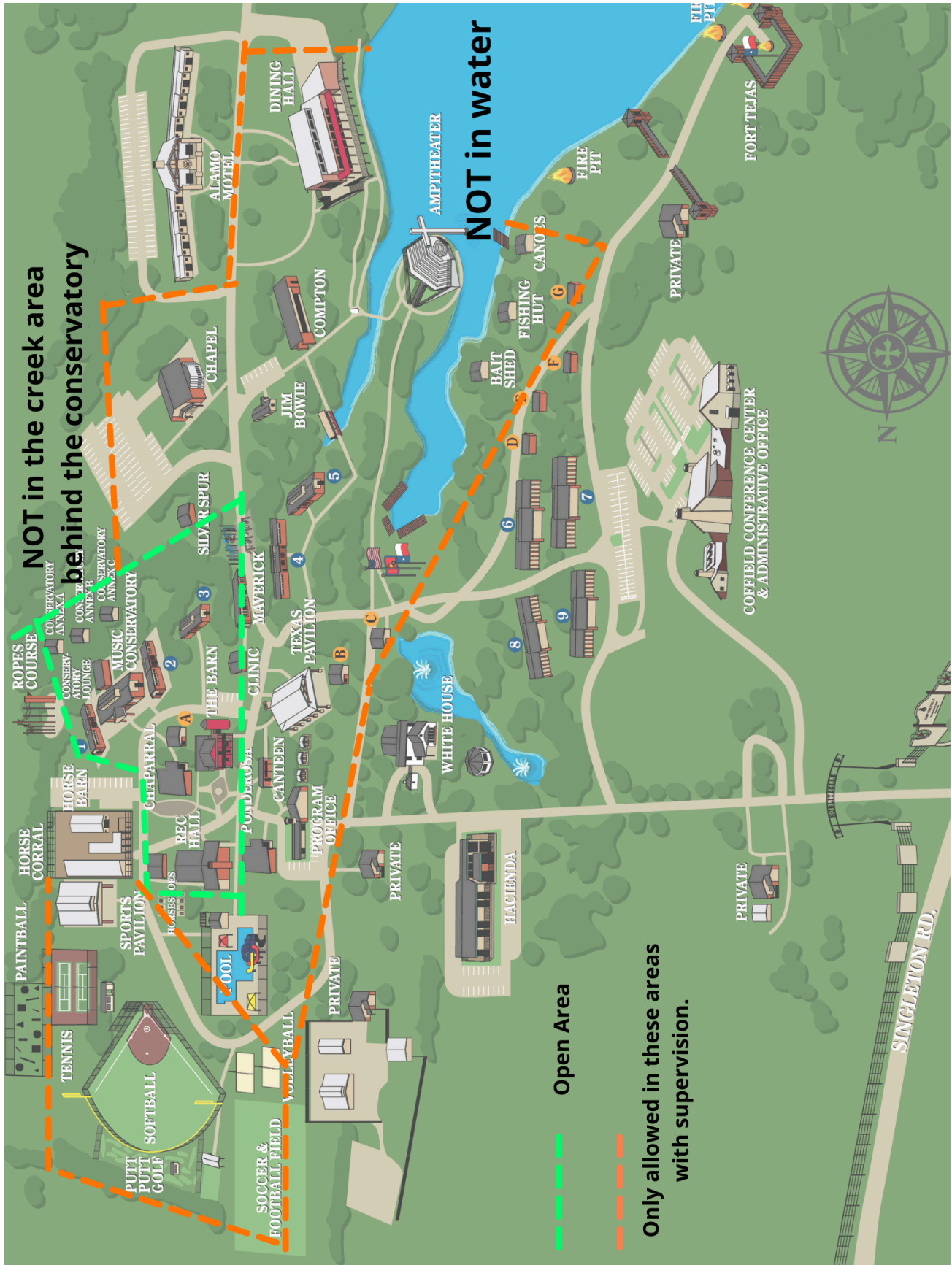
- Tutors are asked to ensure their safety from scandal and false accusations by taking necessary precautions.
- Tutors should never be alone in a classroom or bathroom with a child. Should your class roster be limited to one (1) student at any time, contact the front office for an alternate class location that allows for you to be in public view.
- If younger students need help with clothing, ask them to come to you, do not go into the bathroom with them.

- It is also important you involve parents in all discipline - it is their responsibility to parent their child's behavior.

General Agreement

- I am agreeing to tutor at Family Education Days for the 2023/24 School Year.
- By choosing "Yes" to each of the questions above, I am signaling my agreement to comply with the co-op policy.
- I acknowledge that my commitment to the families of FED is for the full 30 weeks of the school year and agree to fulfill that commitment.
- I recognize I have the right to refuse to accept students and/or remove them from my class should they fail to follow the co-op and/or my contract guidelines on behavior or homework expectations.
- I recognize that parents have the right to drop my class with no additional financial burden if, after mediation with a FED Board member, it is determined I am not fulfilling my contractual obligations.
- I further agree to indemnify and hold FED harmless of any loss or liability arising from performing services under this Agreement.
- I recognize that failure to meet these requirements will result in action up to and including termination of my ability to tutor at FED.

Camp Hoblitzelle Map



Service Hour Map

