

APPLE TREE CHRISTIAN HOMESCHOOLERS GUIDELINES

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OUR PHILOSOPHY

Apple Tree Christian Homeschoolers, Inc. (Apple Tree) is the *“Association of Parents Preparing Learning Enrichment Together Reaching Educational Excellence”*. It is a Christian homeschooling co-operative that desires to bring glory to God by providing activities, fellowship, and learning opportunities to enhance a family’s homeschooling journey.

Apple Tree was created and designed for the benefit of school-aged children, 1st-12th grade. Typically, we accept families and all their children if their oldest child is in at least 1st grade and the family has homeschooled for at least one year.

We accept families and their children into Apple Tree, not individual children. Some exceptions have been made in the past and each case will be reviewed and decided upon by the Board of Directors (BOD). Depending on the circumstances, we may choose to allow a high school child without a parent’s participation. We cannot allow children into Apple Tree who are not part of our own families, unless the BOD has approved this arrangement. No child outside of your immediate family can participate without the approval of the BOD and the payment of the insurance fee.

CURRICULUM

Apple Tree is an enrichment group, and is intended to fill in some of the gaps and enhance what you might be doing at home. We have a scope and sequence for 1st-12th grades so that you can see what we cover through the years. If you choose to plan your curriculum in conjunction with the Apple Tree Scope and Sequence, please ask your child’s teacher for a copy of their lesson plans (these are generally planned at orientation and finalized by the first week we meet in September.)

Any movie or documentary beyond a “G” rating that a teacher wants to show in their classroom needs approval from all the parents of the students in that class before the movie is shown. We expect teachers to preview all material (even “G” rated movies/documentaries) before showing it to their students. Also, when an opportunity arises to bring in a speaker to enhance a unit you are teaching, please remember that whatever the speaker is sharing with students should not be in contradiction to our doctrinal statement or our guidelines.

JOB DESCRIPTIONS

Board of Directors: The Board of Directors plans, coordinates, oversees, schedules, and together share the varied aspects and responsibilities of Apple Tree Christian Homeschoolers, Inc. They also support committee coordinators in charge of special events. They are willing to be a listening ear to any member in need. If you have an idea, need, or concern you’d like to share with the Board, you are ALWAYS invited to communicate with them, and they will take it under advisement. Members are welcome to address the board in person at the beginning of a board meeting (held on the first Wednesday of the month) by first making a request to do so.

Financial Team: Keeps complete financial records and is accountable to the Board of Directors. They write reimbursement checks on the week after obtaining receipts, pay Apple Tree bills, and keep the classroom accounts up to date. Apple Tree's budget records are available for your review in a binder located in the Parent Room.

Class Coordinator: Each class has a Classroom Coordinator who will spend their day with their assigned class, delegate responsibility for recognizing students' birthdays, planning special activities (e.g. Valentines or End of Year Party), communicating any important information to Homeschool Life and/or students' parents, creating a class chore chart, etc. Classroom Coordinators are directly responsible to see that the discipline policy is carried out and to involve the student's parent if necessary. They oversee the scheduling of the units on the Scope & Sequence and are responsible for tracking classroom expenses and staying within their class budget. *Classroom Coordinators DO NOT do ALL the teaching or work, but instead the teaching teams share tasks as needed.* Classroom Coordinators and their teaching teams will NOT plan activities and field trips that will take their class away from P.E., Art, or Music, as those classes are an integral part of the total Apple Tree curriculum. If an extraordinary opportunity presents itself for a class, the Class Coordinator will present it to the Board of Directors and will also need to seek the approval of the P.E., Art, and Music teachers.

Committee Coordinator: A Committee Coordinator is responsible for calling meetings for the members of their committee, reviewing tasks needing to be completed and delegating those tasks among the committee members. This person will also track committee expenses and stay within their committee's budget, order supplies if needed, and report any updates to the Committee's board member before the first Wednesday of each month so an update can be given at the board meeting.

FAMILY RESPONSIBILITIES

Arrival: Please arrive with your family by 8:45 a.m. so everyone is ready for Opening at 9 a.m. Students should be supervised by you until Opening is over.

Set-Up/Clean-Up Chores: Each family will be assigned either a weekly set-up or clean-up chore. If your family is assigned a set-up chore, please arrive with enough time to complete before Opening. If your family has a clean-up chore, please remember that clean-up begins *after* the closing meeting. If you are unable to attend Apple Tree for the day, it is your responsibility to contact your "chore back-up" family (as well as your assigned board member and classroom coordinator).

Opening: Opening begins PROMPTLY at 9 a.m. Everyone is expected to be on time and to be a part of Opening each week. Parents are responsible for having all family members present in the sanctuary on time. During the 15 minutes at Opening we start with prayer, say The Pledge of Allegiance, sing worship, and make announcements. Students Nursery thru 8th grade will sit quietly with their parents. High school students may choose to sit together quietly and in a respectful manner.

Closing: Teachers should take students to the sanctuary so we can BEGIN closing promptly at 1:45 p.m. Please sit with your class during closing. After announcements we will close in prayer. Students should bring their backpacks and any personal belongings with them to closing. ALL parents and ALL students must be at closing. Family chores start AFTER closing, not before.

Classroom cleanup

- Wipe down tables with cleaning items provided.
- Clean off dry erase boards and chalkboards
- Vacuum/sweep floors
- Properly dispose of classroom garbage and place a new bag in the can.
- Return classroom supply boxes to their proper place.
- Any other duties specific to your classroom as assigned by your Classroom Coordinator

Special Events: Each family is expected to participate in and attend all the special events including the special class events, Christmas Program, Spring Program, and the High School play. Seventh through twelfth graders are required to attend their classmates' Graduation and class plays/skits. Field trips that happen outside of normal Apple Tree hours are optional.

Use of the Facility

- Report any problems with your classroom, bathrooms, or the building as soon as discovered to the building liaison.
- We praise God for providing a place where we can meet! We want to honor God by treating this building with respect and leave it in better-than-we-found-it condition.
- Children should never go into the offices or be in the office area.
- Please be quiet in the hallways. There are people working inside this building, and we want to be respectful of their work environment.
- Students are not allowed to chew gum.
- No sitting on the tables.

CONTAGIOUS ILLNESS

Please keep your family home from Apple Tree while infected with any contagious illness, which may include fever, severe cough, or yellow or green mucus. In the event of lice, please make sure that it is completely out of your household before returning to Apple Tree to prevent further spreading among our group. In the event a family member who attends Apple Tree becomes sick with a contagious illness (e.g., strep throat, lice, confirmed case of flu, etc.), please notify the Apple Tree Coordinator as soon as possible. A notice will then be sent out to anyone that might be affected, such as classmates and teachers, so they can be aware of and be looking for symptoms in their own family, as well as pray for you! Your name will be kept anonymous in this notification.

DRESS CODE

Apple Tree uses the following verses as guides for modesty and conduct: Romans 13:14, 1 Sam, 16:7, 1 Corinthians 6:19-20, Galatians 5:13, and Matthew 5:16. Both **students** and **parents** are expected to dress modestly, clean and God-honoring. This applies to Apple Tree Wednesdays and all its sponsored events/field trips.

Shirts: Tops should not be tight, clingy, low-cut, or revealing in any way, and should completely cover the torso (no bare midriffs or chest/cleavage showing.) Tops with spaghetti straps should be worn under another shirt or sweater. Please do not have bras showing.

Leggings/tights and other pants: For all 5th/6th graders through adults are to wear a top that completely covers the back-end when wearing leggings or tights of any kind. Any rips or slits in pants must be below fingertip length. *To clarify, this means ONLY nursery through 4th graders may dress in leggings/tights of any sort with their back-end showing.* Please do not have boxers, briefs or underwear showing out of pants.

Dresses/skirts/shorts: Dresses and skirts should be at least knee-length, and shorts should be at least mid-thigh.

Other guidelines:

- Please dress according to the activities of the day, including going outside for P.E. and appropriate shoes for P.E. Any student not wearing appropriate shoes may be asked to sit out.
- For special programs, unless instructed by their music teachers to do otherwise, everyone should dress nicely for the programs (e.g. collared/dress shirts, dress pants, dresses, etc.)
- It is required that your appearance reflects the gender that God assigned you at birth.
- We ask that all members refrain from wearing articles of clothing that promote ungodly behaviors, lifestyles, agendas, etc. If you are uncertain whether an article of clothing is appropriate, please err on the side of modesty.

PARENTAL RESPONSIBILITIES

Homeschool Life: You can find all of our guidelines, scope & sequence, etc on Homeschool-Life. All of our sign ups will take place on the website, so please familiarize yourself with the site.

Teaching Assignment: Each parent will be assigned to a teaching team. If, after a few weeks, you feel you have been placed in a responsibility that you really are not suited for, please talk to a Board Member to determine more manageable responsibilities.

Nursery: During lunch, parents are to go to the nursery to feed their own children. Whenever possible, change your own child's diaper. The parents working in the nursery will come to get you when needed. If you must leave the premises for more than 30 minutes, you must take your nursery-aged child(ren) with you.

Attendance: If you cannot make it to Apple Tree due to illness, make all efforts to contact your assigned Board Member, Classroom Coordinator and your Chore Back-Up Family by 8:00 a.m. to let them know you will be absent. Please do not schedule non-emergency appointments of any kind for Wednesdays. Each day that Apple Tree is in session you are expected to be there for the entire day. When planning family vacations, please do not schedule them during required Apple Tree events (programs, plays, ceremonies). Please keep absences for regular Apple Tree days to a minimum.

Early Departures/Late Arrivals: Apple Tree understands and encourages our families to make decisions that are best for their students. In high school, this often means taking college-level courses or participating on some level in the public school system. This often necessitates an early departure or late arrival by either students and/or parents. If you find this will be the case with your family, please notify a Board Member as soon as you're able regarding your situation so that it can be evaluated. We prefer that parents remain at Apple Tree for the entire day even if their high school student needs to leave. However, each family will be granted permission for early departure/late arrival on an individual basis, based on their needs, *as well as those of Apple Tree*.

Lunch/Food/Snacks: Students may not leave the premises for lunch. This includes high school students.

- Please pack a separate cold lunch, snack, drink, and water bottle for each of your children.
- We can use the refrigerator in the kitchen by the Fellowship Hall, but space is limited. You must take what you bring with you each week. Nothing can be left in the fridge throughout the week.
- Please put your child's name on their lunch box.
- Due to food allergies, the sharing of lunches is discouraged.
- Parents with nursery children must go feed them at lunchtime.
- No microwave is available for student lunches.
- Students are not allowed in the kitchen without their parent.

Photocopies: We have a photocopier for our use, and you may use it for making photocopies for your teaching units. Making any copies is your responsibility and please try to plan a week ahead in case there are any issues. Please do not make any personal copies. If you expect reimbursement for outside copying, board approval is required before copies are made. In addition, a receipt must be submitted, and the original Board member who approved your outside copies must sign the reimbursement request.

STUDENT RESPONSIBILITIES

Phone Usage: While cell phone usage is not encouraged at Apple Tree, cell phones and other electronic devices may be used only after the permission of classroom teachers during approved times.

Recess: Not all classes have regularly scheduled recess periods, but free time may happen.

- Stay in the designated area(s) during recess.
- Do not climb the trees or fences on the property.

- Do not play in the parking lot.
- Do your very best to include everyone in the class.
- No skateboards, longboards, scooters, etc, during Apple Tree.

Personal Behavior: Everyone is expected to be kind, obedient, and respectful of others. Consider it a privilege to be part of Apple Tree; respectfully do what is asked of you. All language should be God-honoring and encouraging. Additionally -

- Children are expected to participate and stay with their classes at all times.
- To be excused from P.E. a parent must speak to the PE teacher. If your child needs to sit out during P.E., they need to sit on the sidelines in the gym or go stay with their parent during their designated P.E. time.
- No toys should be brought out during class time except during show & tell.
- No inappropriate behavior like wrestling, headlocks, pants pulling, bra-snapping, etc.
- Absolutely no physical fighting or bullying.
- Students are **not** allowed to bring the following items to Apple Tree or any of its outside events or field trips: Pocket knives or weapons of any kind, matches, explosives, lighters, fireworks, etc.
- The use of tobacco, alcohol, marijuana, vaping devices or illegal drugs at any time is strictly prohibited.

It is our hope that students have been taught and understand the dangers of tobacco, alcohol, marijuana and illegal drug usage. We make every effort for Apple Tree to be a place that is safe for families. Therefore, if an Apple Tree student is found to be using any of the above, he or she will be suspended from participation in our group and its events and will be considered for readmittance only after meeting before the Board of Directors with their parents.

Romantic Relationships: We are striving to raise our young men and women to be pure in heart and mind. While at Apple Tree or at any of its sponsored functions or field trips, we do not allow lap sitting, hand-holding, kissing, etc., whether both students are involved in Apple Tree or not. Flirtatious behavior toward the same sex will not be tolerated. Sometimes what is inappropriate is hard to distinguish for our students. Therefore, parents, please consider it to be your responsibility to talk with any students (and their parents, if necessary) if unacceptable behavior is noticed.

At Apple Tree, we encourage friendships that are not exclusionary. We also realize that this is an excellent place for our teens to interact and fellowship with the opposite sex. With this in mind, we encourage friendships without romance. Let's work together at Apple Tree to provide a Godly example for social development as we help our children to "treat younger men (boys) as brothers, older women as mothers, and younger women (girls) as sisters with absolute purity" (1 Timothy 5:1b-2).

VISITORS

Prospective families who are interested in joining Apple Tree are encouraged to visit. Visits are "by appointment only" beginning in January and continuing through April. Apple Tree alumni are

welcome to visit the high school class *during their lunchtime only*. Non-Apple Tree kids are not allowed to visit without prior permission from the BOD.

USAGE OF FAMILIES' HOME ADDRESSES, PHONE NUMBERS, AND EMAIL ADDRESSES

The use of an Apple Tree family's address, phone numbers or email for purposes other than a.) Apple Tree business; or b.) prayer requests, is not allowed. If you would like to send a message to everyone, you can do so via the forums on Homeschool Life and/or Facebook page (Apple Tree Parents Connect).

Homeschooling information (e.g., legislation, book sales, seminars, conferences, sports programs, etc.) can be posted to our facebook page, Homeschool Life website or by leaving information in the parent room. Please remember to pick it up at the end of the day.

If you would like to ask members if they'd like to receive information for something that may be of interest to them (e.g., fundraising events, a speaker your church is hosting, an item for sale, etc.), you may do so by leaving information in the parent room, but please remember to pick it up at the end of the day. Interested families can then request further information by contacting you. If you are in doubt about whether to send information out, first contact a Board Member.

CONFLICT RESOLUTION

Apple Tree's Policy on Biblical Conflict Resolution: We encourage our members to try to resolve conflict and offenses as quickly as possible. Please do not let bitterness, anger, or hurt take root in your heart and mind. We must refrain from criticism, grumbling and complaining, and gossip. These are Satan's way of taking glory from God. Instead, let us honor and glorify God by "keeping our tongues from evil and our lips from speaking lies" (Ps. 34:13) and allowing "our speech to be always filled with grace" (Col. 4:6.)

In any group there will be disagreements; there is no expectation that Apple Tree will be free from disagreements. However, it is God's desire for there to be continued Christian fellowship with all persons in this group. As it states in God's Word: "All this is from God who reconciled us to Himself through Christ and gave us the ministry of reconciliation" (2 Cor. 5:18.) In conflict, our goal is reconciliation.

Therefore, conflict resolution within Apple Tree will be handled to the best of our ability in accordance with Matt. 18:15-17. This means that, should a point of conflict arise within our organization between two persons or the Board of Directors acting on behalf of the group, they should first "go and show him his fault in private" (Matt. 18:15), and they should do so in love. If the conflict is not resolved by this action, the interested party should privately approach a member of the BOD, and they will assist in fulfilling the mandate of verse 16: "If he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses, every fact may be confirmed."

Since Apple Tree is an organization and not a church, we feel we cannot completely fulfill verse 17. However, if the conflict is still not resolved by the above steps, or if the member(s) refuses to meet to discuss and resolve the issue(s), the Apple Tree BOD reserves the right, on behalf of the group, to suspend the entire offending family(s) from participation at Apple Tree and it's events.

STUDENT DISCIPLINE POLICY

The Apple Tree discipline policy is designed to help all of us thrive in academics, character, maturity, and in the development of self-control. Students and adults alike benefit from exemplary behavior. Our expectation is that everyone will:

1. Attend Apple Tree prepared and ready to learn
2. Respectfully participate and cooperate
3. Respect all adults, students and property
4. Refrain from all non-Biblical behavior, such as offensive language, fighting, improper physical conduct, immodest dress, viewing or sharing of inappropriate images, etc.
5. Follow all guidelines from the 'Apple Tree Christian Homeschoolers Guidelines'

There may be times when inappropriate behavior may require disciplinary consequences, and guidelines have been developed on how to approach those situations. There are actions that will result in immediate suspension and go directly to fourth-offense procedures, such as physical fighting, viewing or sharing of inappropriate images, bullying, use of tobacco, alcohol, illegal drugs, vaping, and bringing a weapon (gun, knife, explosives, etc.) to Apple Tree or its functions, outings or field trips.

If any student violates an Apple Tree guideline not listed in the paragraph above, the behavior will be addressed with the following protocol:

First Offense: A verbal reprimand will be privately given by the adult who observed the offense. A verbal reprimand should occur as soon after the offense as possible. The student should apologize to the person(s) offended and it must include the following:

- Admit and explain how the offense was wrong;
- The person who caused the offense will apologize to the person who was offended. If it was one-on-one, the apology is to be made with a parent, teacher or Board Member present. If it was a public offense; then a public apology is appropriate; either in class or in the presence of those who were present when the offense took place. The teacher should be present when the apology is made. The student may either read the apology or speak directly to the offended party/parties.
- Ask for forgiveness.

Second Offense: When a student repeats a particular offense, the teacher will give a verbal reprimand and inform the parent as soon as possible. In addition, the student will issue an apology with the parent present (see further details below). Finally, the student should apologize to the person(s) offended, and it must include the following:

- State what restitution will be made, if necessary, and state how the problem will be prevented in the future.
- Admit and explain how the offense was wrong;
- The person who caused the offense will apologize to the person who was offended. If it was one-on-one, the apology is to be made with a parent, teacher or Board Member present. If it was a public offense; then a public apology is appropriate; either in class or in the presence of those who were present when the offense took place. The teacher should be present when the apology is

made. There must be a parent, teacher or Board Member present. The student may either read the apology or speak directly to the offended party/parties.

- Ask for forgiveness

Third Offense: A student who commits a third offense must meet with their parent, at least two Board of Directors, and the student's teacher prior to the beginning of the next day that Apple Tree meets if the student wishes to participate with their class (they may not attend their class until parent and student have met with the board members and teacher). The purpose of the meeting is to discuss whether or not the student has the desire and ability to comply with the rules at Apple Tree. The Board of Directors will also decide what other appropriate actions are needed to be taken by the student. These actions may include, but are not limited to;

- Apologizing to and asking forgiveness of the offended person(s);
- Submitting a written letter of apology
- Making restitution as needed (e.g., in the case of property damage, damages would be paid for by the student/family.)
- A period of probation

A refusal to ask for forgiveness during any of the steps above would necessitate Board direction.

Fourth Offense: A fourth offense requires:

- Immediate removal from class;
- Mandatory suspension from Apple Tree until the parents and student can meet with the Board of Directors and a review/decision is made by the Board of Directors.

Before returning to Apple Tree, a review with the Board of Directors, the parent(s), and the student is required. During this meeting the parents and the student will be given the opportunity to make a statement on the student's behalf. Then the Board of Directors will have the opportunity to ask the student and parent(s) questions. After all the information is gathered, the Board of Directors will meet privately to review and decide what actions are appropriate and necessary. These actions may include, but are not limited to:

- Allowing the person to attend on a probationary basis for a specific length of time;
- Suspension for a specified period of time; or
- Expulsion from Apple Tree

The Board of Directors will notify the family as soon as a decision has been made.

Revised 8/2022

APPLE TREE STATEMENT OF FAITH

1. We believe in one God, Creator of all things, eternally existing in a loving unity of three equally divine persons: Father, Son and Holy Spirit. God is holy, loving, righteous, faithful, sovereign, all-knowing, and everywhere present, and our Triune God will do all that He has promised unto His eternal glory.
2. We believe the Old and New Testament Scriptures are the divinely inspired and infallible word of God, inerrant in their original texts. Therefore, the Bible is the complete revelation of His will for salvation and the supreme and final authority for all matters of faith, life and doctrine.
3. We believe that God created man in His image, male and female, and established marriage as a covenant to be enjoyed between one man and one woman, visibly demonstrating Christ's relationship with His church. Adam and Eve sinned when tempted by Satan, and in union with Adam, all humans therefore are sinners by nature and by choice, are alienated from God and under His wrath, deserve judgment in hell, and can only be reconciled with God and one another through faith in Jesus Christ.
4. We believe in our Lord Jesus Christ who is Israel's Messiah, the Son of God, fully God and fully man. We believe in His virgin birth, His obedient-sinless life, His miracles, His revelation of God and salvation, His vicarious and atoning death through his shed blood, His bodily resurrection, His ascension into heaven as our High Priest and Advocate, His personal and bodily return as judge of the living and the dead, His final victory over evil and death, and in His kingdom which has no end.
5. We believe that sinners can only be saved by God's grace alone through faith alone in Christ alone. Through His substitutionary death on the cross, the Lord Jesus paid our penalty as the all-sufficient sacrifice for our sins and was raised by God's power from the dead. Through Jesus Christ's justifying work, God's gift of eternal life revealed in the gospel is received by all who believe in His name.
6. We believe in the Holy Spirit, who glorifies Jesus Christ, convicts the world, regenerates sinners and assures those in Christ of our adoption as God's children. He indwells, guides, instructs, equips and empowers believers for godly living, witness and service in the fellowship of Christ's church.
7. We believe that all who have truly put their faith in Jesus Christ are members of His body, called to the fellowship and ministry of a local church, and to unity with one another from all ethnic backgrounds and Christian denominations. God commands us to love, obey and worship Him as His people, through repentance and holy living, by loving all people and caring for the poor and needy, and by making disciples of all nations, as we wait for Christ's glorious return which is coming soon. Amen!

Personal Affirmation of Faith and Covenant Agreement with Apple Tree

1. I believe in Jesus Christ who is Savior of the world and Lord of all, and I have received Him by faith. I am striving by God's grace and the Spirit's power to live a life that is pleasing to Him, and I am in the fellowship of a local Bible-believing church.
2. I agree with all seven points of the Apple Tree Statement of Faith listed above, which includes the spiritual unity of believers through our common faith in Jesus Christ. Furthermore, I believe that any doctrinal differences that may exist, which do not contradict our Statement of Faith, should not hinder the unity of this group of Christian home educators. [Note: If you are part of a local church which affirms any beliefs that contradict any part of our Statement of Faith, please attach a page explaining how you are able to sign this Statement of Faith in good conscience – thank you]
3. I am committed to fulfilling my responsibilities as an Apple Tree member, and to working through any conflicts that arise, by following Apple Tree policy and doing so in a Christ-like manner unto the glory of God.

Revised 8/2022

FINANCIAL INFORMATION

Updated July, 2022

1 CHILD <u>Charged Once:</u> Enrollment \$35 <u>Charged Monthly:</u> Insurance Fee \$10 Monthly Fees \$31	2 CHILDREN <u>Charged Once:</u> Enrollment \$40 <u>Charged Monthly:</u> Insurance Fee \$11 Monthly Fees \$40	3 CHILDREN <u>Charged Once:</u> Enrollment \$45 <u>Charged Monthly:</u> Insurance Fee \$12 Monthly Fees \$49	4 CHILDREN <u>Charged Once:</u> Enrollment \$50 <u>Charged Monthly:</u> Insurance Fee \$13 Monthly Fees \$58	5 CHILDREN <u>Charged Once:</u> Enrollment \$55 <u>Charged Monthly:</u> Insurance Fee \$14 Monthly Fees \$58
6 CHILDREN <u>Charged Once:</u> Enrollment \$60 <u>Charged Monthly:</u> Insurance Fee \$15 Monthly Fees \$58	7 CHILDREN <u>Charged Once:</u> Enrollment \$65 <u>Charged Monthly:</u> Insurance Fee \$16 Monthly Fees \$58	8 CHILDREN <u>Charged Once:</u> Enrollment \$70 <u>Charged Monthly:</u> Insurance Fee \$17 Monthly Fees \$58	9 CHILDREN <u>Charged Once:</u> Enrollment \$75 <u>Charged Monthly:</u> Insurance Fee \$18 Monthly Fees \$58	10 CHILDREN <u>Charged Once:</u> Enrollment \$80 <u>Charged Monthly:</u> Insurance Fee \$19 Monthly Fees \$58

Please note the following exceptions to the above tuition rates:

- ALL High School Students (9th-12th) are charged an additional \$2 per student each month for the High School Trip chaperone fund over the monthly fees listed above.
- Nursery students (0–3 years old) are charged for insurance and \$5 monthly fees; no enrollment fee.
- All other students (Pre-K through High School) are charged for enrollment, insurance, and monthly fees.

ENROLLMENT: Enrollment is a once per year fee due at the beginning of August (for students grades Pre-K through High School).

INSURANCE FEES: Insurance coverage costs are \$7 per child for accidental insurance and \$60 per family for the property, liability, and directors’ insurance. These are broken up into 7 payments which will be charged with your monthly fees.

HOW MONTHLY FEES ARE CALCULATED: The monthly fee for the first child is \$31. Each additional child up to 4 students that you have enrolled in Apple Tree (grades Pre-K through High School) adds \$9 per month to your fees. Additionally, high school students are charged an extra \$2 per month per student. Monthly fees for September are due at Orientation. Remaining monthly fees are due the first Wednesday Apple Tree meets each month, although the full year can be paid in advance if that works better for your family.

We donate money to the church monthly as a thank you for allowing the use of their facility, with the remainder of your fees contributing toward supplies, programs, curriculum, insurance, etc. Following the finance section of the handbook, you’ll find a section that explains any event that may have an extra expense involved. This includes optional field trips, program potlucks, etc. If you or your child signs up for field trips that have a cost, your account will be charged and Apple Tree will write one check for the whole group. A transportation fee of \$2 per child is recommended if your child rides with

someone else for a field trip to help cover gas and parking costs. Please offer this to them, as most parents will not ask for it.

When you enrolled in Apple Tree, you became part of the income budget. Your family size was used to determine the amount you were responsible for this year. Our supplies and curriculum purchases are based on these numbers. If you move or leave Apple Tree mid-year we ask that you remember that you have financially committed to Apple Tree for the full year, so please be financially responsible and remember to pay the remainder of your monthly fees. Monthly fees are charged for seven months of the school year, September through April. No monthly fees are charged for December.

ALL MONTHLY FEES/BALANCES ARE TO BE PAID ON THE FIRST WEDNESDAY APPLE TREE MEETS EACH MONTH. If a payment will be late for any reason, the family must contact the finance team on or before that day. Please remember it is each family's responsibility to communicate any delay to the finance team. You can find your family balance on Homeschool-Life by clicking the "balance" tab. You may pay online, which has an added fee, or pay by check made out to "Apple Tree" and placed in the payments folder located in the parent room on Wednesday.

If you have any questions about your family balance, please talk to our finance team on Wednesday or send an email to appletreechristianhomeschool@gmail.com

CHECK REQUESTS/REIMBURSEMENTS: Each class and department of Apple Tree has a budget. You can find a current balance sheet for each classroom and special event on Homeschool-Life. Please check with your Classroom Coordinator before you make a purchase for Apple Tree for which you expect to be reimbursed. If you are serving in or making a purchase for an area that is not a classroom, please check with a board member before making a purchase for which you want reimbursement (e.g., in the case of committees, the committee coordinator and board member you report to are the ones you will get signatures from.) When a purchase is approved by both the Classroom Coordinator, please use the following reimbursement procedure:

- Fill out the Reimbursement Request on Homeschool-Life
- Complete it in its entirety
- Attach all receipts (you will not be reimbursed without a receipt)

The finance team will review your submission and issue you reimbursement the following week. No reimbursements will be issued the same week they are submitted unless the request is greater than \$100. If you have a reimbursement request greater than \$100 and need reimbursement right away, speak directly to a member of the finance team ASAP.

All reimbursement requests for the school year are due by the last day Apple Tree meets in April, with the exception of purchases made for events occurring after that (graduation, picnic, high school trip, yearbook). Requests for those events must be turned in no later than one week following the event. All requests **MUST** be submitted before June 15th to allow the finance team time to close out the year. Any reimbursement requests submitted after this time will be denied. **IMPORTANT NOTES:** If receipts submitted exceed the class or event's budget, you will not receive a full reimbursement unless prior permission was received to exceed that specific budget.

EVENT DESCRIPTIONS/ ADDITIONAL OPTIONS AND THEIR ESTIMATED COSTS

Apple Tree T-Shirt: Optional. Most years someone organizes a group order for custom Apple Tree t-shirts. Typically t-shirts are approximately \$15.

Spirit Days: These days occur throughout the year and are fun ways to change up the routine of AT. These days include Crazy Hair/Hat day, Color Wars, Pajama Day, Valentine's Day Red/Pink, Apple Tree shirt day, and Sports Jersey day. Cost is optional. Use what you have at home or buy something new.

Fall Field Trip: On the last Wednesday of September we go to a local farm for either pumpkin or apple picking. This is an optional event, open to all members of AT past and present and also any guests you'd like to invite (e.g. grandparents, cousins, friends etc.). Typically we get to enjoy a private event at the farm, experiencing the rides, attractions, and activities (depending on what farm we are visiting). We then eat lunch together brought from home. Cost varies based on location. Participants over the age of 2 are subject to purchasing admission or event fees.

Picture Day: Picture Day occurs early in October during a regular AT Wednesday. Apple Tree hires an outside school portrait company to come and take school portraits of all of the teachers and kids for yearbook purposes. Different photo packages are available for purchase, but you are under no obligation to buy your photos. If you want to buy photos, you'll deal directly with the portrait company.

Medieval Faire/Egypt Fair: These fairs alternate years. The fair lasts for a few hours over lunchtime in the Apple Tree building, usually on the last Wednesday in October, but there are no classes scheduled on this day. The 7th/8th grade classroom teachers, students and parents of 7th/8th grade students coordinate a Medieval Fair. In the same way, the 5th/6th graders coordinate the Egypt Fair. This is a great event to invite guests to. There is food, crafts and activities that go along with a Medieval/Egypt theme. There are some participation costs if your child is in either of these classrooms. Your family will have to provide a craft and a potluck meal for this event. You should expect to pay roughly \$25-\$50 or more depending on what you decide to create and your food contribution.

All American Day: This event occurs mid-November for a few hours over lunchtime, and occurs during a regular AT Wednesday. We also like to honor a war Veteran as our guest speaker. If you know any Veterans, please invite them to this special day. This is an all-school event. Lunch is served and consists of hotdogs provided by AT and side dishes provided by AT families. Each family helps to contribute to the lunch event, costing approximately \$10-25 for your food contribution.

Graham Cracker House Day: This event occurs early in December in the AT building. The high school students form teams and spend a few weeks brainstorming and designing extravagant gingerbread creations that are assembled on this day. The high school student teams spend their entire day building and assembling their creation using icing provided by AT, but the candy and other supplies are purchased by the teams. Toward the end of the day, the Pre K/K through 8th grade students come through the high school room and vote for their favorite creation. The Pre K/K through 8th grade

students build and decorate smaller gingerbread houses using graham crackers, icing and candy provided by AT. The Pre K/K kids decorate their graham cracker houses in their classroom. The 1st-8th graders decorate and build theirs during art class. For Pre-K-8th grade students there are no additional costs. The High schooler students make a team creation, so cost is what you purchase in supplies for your team's creation.

Christmas Program and Potluck: This event is much like a recital. We all gather together on the last Wednesday before Christmas break in December in the AT building to watch our Prek/K through 7th/8th grade students perform the songs they have been practicing during music class all semester. There is also an opportunity for any student to perform a talent like dancing, singing, or playing an instrument. This is a terrific event to invite family members and friends who would enjoy seeing your children perform. We all bring potluck items to share, and enjoy a meal together after the students perform. The cost is approximately \$10-25 for your food contribution.

Water Park: This is an optional event, so the cost is optional as well. On the last Wednesday in February, we go to a water park. We stay overnight from either Tuesday to Wednesday or Wednesday to Thursday. This is a fun day for the whole family, and husbands often attend. Many families invite cousins, grandparents and even past Apple Tree members! The younger kids love swimming with their classmates. The high schoolers often swim during the day, but plan a social gathering around dinnertime and hang out afterwards in the common area of the hotel with adult chaperones. Cost varies from \$120 - \$150 (depending on the location of the water park) for a room for 5 people, plus the cost of meals.

Drama Camp and Play Performance nights: This is a very, very special time for our high school students. For the weeks leading up to the play in March, all of the high school students participate in preparation and then Drama Camp. A carefully selected play is chosen and every student gets a speaking part. Yes, every high school student-no exceptions. During Drama Camp week(s) the kids practice and perfect their roles, and then perform the play on the following Friday and Saturday after Drama Camp. If you have a high schooler, you will be required to serve on one of the drama camp committees like props, set design, sound system, food, etc. Everyone is encouraged to attend the performance nights! It is a huge undertaking, and takes a lot of work, but these 2 weeks will be among your kids' favorite memories! Your high school student will need about \$5 for the meal provided during auditions, money to purchase their lunch during the 2 weeks of rehearsals (or pack their own lunches), and may have to purchase a few clothing items for their costume. Many families of the cast members go out for pizza after the final performance. If your high schooler attends the cast party, they will need to contribute a food item. Cost for admission is generally \$6 admission per person.

Spring Program: The Spring Program is held on a Friday night in April at Crosspoint in McHenry. This event is much like the Christmas Program where kids perform what they have been practicing in music class. There are also opportunities for kids to perform a special talent they wish to share. There is a

reception afterwards where we eat finger foods like veggies, sandwiches and desserts that we all provide. At this event we also display the artwork and school projects they have created all year. This is a wonderful event to invite your friends and family to. Cost is approximately \$10-25 for your food contribution

High School Trip: For 3-4 days your high schoolers have the option to attend the high school trip. They usually travel to a fun location around 5 hours away. Chaperones are chosen, and at least one dad must attend. This trip usually consists of activities in town, like a tour of a submarine or lighthouse for example. Most of the time there are activities at the location like beach swimming, gaga ball, open gym or a high ropes course. Quality meals are provided by the location's kitchen. Chaperones will lead the kids through some bible teaching and daily devotions are encouraged. This trip is often the highlight of the highschooler's year, and favorite AT memory. This trip is optional and usually costs approximately \$100 per high school student plus any spending money your student brings. However, the cost of this trip can fluctuate from year to year depending on location, how many students participate, and if a fundraiser takes place.

Graduation Ceremony and Reception: Apple Tree graduation occurs on a Saturday in May at Crosspoint. There is a beautiful ceremony celebrating our 8th grade and senior graduates. They wear traditional cap and gown and the seniors give speeches and receive diplomas. A lovely reception follows. AT families bring food to share at the reception and AT provides the rest. We encourage all AT families to attend, and invite friends and family. Cost is simply the amount of your food contribution. Graduates will have to purchase their tassel for approximately \$10.

End of the year picnic: This picnic occurs at a local park/forest preserve, typically on the last Wednesday in May. We sometimes have a potluck, sometimes just bring our own lunches, but either way we have a great time together! This is a wonderful way to wrap up the year and start the summer. Cost is simply the amount of your food contribution if we have a potluck.

Additional Expenses for High School Room:

- Money for food during the high school kick off that occurs before the school year starts.
- \$10 donation for the winter service project and money for lunch afterwards.
- A few times throughout the year, the high school students get together outside of Apple Tree for social events. These are entirely optional, but often require costs for bowling, food, movie tickets etc.

APPLE TREE COMMITTEES

The number in parentheses is the number of people that may be assigned to the committee

Worship Committee (1-2): This committee leads Apple Tree's morning worship. This includes one worship song and one patriotic song. It is our desire to include even our non-reading children in worship time. Each year worship songs will rotate between a maximum of 5 songs throughout the year. Songs must be very widely known among the majority of members and be easy for even non-readers to learn and sing. When in doubt ask a board member. This committee will strive to encourage student leadership & participation in morning worship and patriotic songs.

Purchasing (1-2): This person will be responsible for stocking cleaning supplies and maintaining coffee & snack supplies in the parent room. There is a list to reference. This person will also communicate with the event committees to purchase necessary paper goods for all Apple Tree Events.

All American Day (4): This committee is responsible for organizing everything needed for All American Day in November. This includes: inviting a speaker, communications, decorations, sound system, food sign-ups, tables, paper goods, clean up and tear-down. Most often everyone pitches in to help with tear down.

Christmas Program/Christmas Party Committee (4): This committee is responsible for organizing everything needed for our on-site Christmas Program in December. This includes: communications, decorations, sound system, food sign-ups, tables, paper goods, clean up and tear-down. Most often everyone pitches in to help with tear down. This committee also organizes the optional Mom's Christmas party hosted in someone's home in December. Committee members are not obligated to host this event at their home.

Spring Program Committee (5): This committee is responsible for organizing everything needed for our off-site, Friday evening Spring Program in April. This includes: communications, decorations, sound system, food sign-ups, tables, paper goods, clean up and tear-down. Most often everyone pitches in to help with tear down.

Graduation Committee: Ceremony and Reception (10): This committee is responsible for organizing everything needed for our off-site Graduation Celebration for our 8th graders and seniors. This event is usually on the 1st or 2nd Saturday of May, but depends on the schedules of the graduation families. This committee will be broken up into 2 groups of 5: ceremony and reception, including the set-up and clean-up for your committee. The coordinators for these 2 committees will work together and share the budget.

Yearbook Committee (2-4): This committee is responsible for all things yearbook including: designing layouts, occasionally taking photos of Apple Tree events and helping parents use the yearbook website Tree Ring.

*Someone will be assigned as a committee coordinator.

SCOPE & SEQUENCE GRADES 1-8 FOR YEAR ONE

Grades	1st/2nd	3rd/4th	5th/6th	7th/8th
History and Social Studies	Voting/Elections National Symbols National Monuments Amelia Earhart Samuel Morse Christmas Around the World	Pioneers U.S. Geography	Ancient Egypt Presidents	World War II Renaissance
Science and Health	3 States of Matter (liquids, solids, gases) Bubble Science The 5 Senses Animals (birds, insects, and nocturnal) Plants (life cycles, types, and photosynthesis)	Systems of the Body Bees	First Aid Physics Fun Chess	Space Science
Language Arts/ Literature	Incorporated into History and Science lessons	Farmer Boy	Presidential Biographies	Number the Stars (WWII) Drama (Spring Program) Writing- Research Paper

SCOPE & SEQUENCE GRADES 1-8 YEAR TWO

Grades	1st/2nd	3rd/4th	5th/6th	7th/8th
History and Social Studies	Johnny Appleseed George Washington Carver Helen Keller Pilgrims Christmas Around the World	Revolutionary War Explorers	Civil War Cultural Studies	Medieval History Missionary Biographies
Science and Health	Fire Safety/ Emergency Preparedness Science of Germs Animals (polar/arctic and aquatic) Sink/Float Light/Shadows Weather Watching	Ecosystems (Rain Forests, Ponds, And Deserts) Oceanography	Natural Disasters Geology	Inventors and Inventions Botany Magnetism & Electricity
Language Arts/ Literature	Incorporated into History and Science lessons	Boxcar Children	Treasures of the Snow Poetry	Report on Missionary Drama (Spring Program) Ivanhoe

HIGH SCHOOL SCOPE & SEQUENCE

SUBJECT	YEAR ONE - 23/24	YEAR TWO - 24/25	YEAR THREE - 25/26	YEAR FOUR - 22/23
THE ARTS/HISTORY	Various art projects and elements of history will be sprinkled throughout			
DEVOTIONS	Names of God/Old Testament ~ Small groups and prayer	Wisdom and Proverbs ~ Small groups and prayer	Identity in Christ ~ Small groups and prayer	Relationships/Body of Christ ~ Small groups and prayer
THEATER	Drama Camp/HS performances			
COMMUNITY	Service projects, group outings, and team building activities			
LANGUAGE ARTS	Shakespeare - group discussion, character development, critical thinking	Wonder - group discussion, character development, emotional intelligence	The Outsiders - group discussion, character development, worldview, resolving conflict	Documentary - group discussion, critical thinking, worldview, logic
LIFE SKILLS	Automotive, early childhood development	Food safety, cooking, health & nutrition	Time management, workplace etiquette	Personal finances, conflict resolution
SPEECH	Communication, motivational speech	Debate, persuasive speech	Listening skills, demonstrative speech	Growing in confidence, informative speech

ART SCOPE AND SEQUENCE YEAR ONE

Technique	1st/2nd	3rd/4th	5th/6th	7th/8th
Drawing	Texture, lines & shading Name Sign	Texture, Lines, Basic Perspective, 3-D & Shading Name Sign	Perspective: 1-Point, Value, Shading in Scenery (charcoal) Name Sign (Lettering)	Perspective: 1 & 2 Point, Value & Shading Name Sign
Chalk/Pastels	Basic Use of Chalk Create Simple Objects	Basic Use of Chalk Nature	Basic Use Of Simple Objects/ Scenery Still Life on Black or Colored Paper	Continue to Develop Scenery on Black Paper
Paper Construction	Collage: With Texture, 2-D Effects Diorama: Shoebox Fish Stuffed & Painted	Collage: With Texture 3-D Effects Diorama: Shoebox Fish Stuffed & Painted	Egyptian Unit Papier-Mache Mummy & Scarabs	Puppetry Papier-Mache Puppet Head Design Costume
Color/Acrylic Paints	Color Wheel: Primary/ Secondary Still Life Poster Fun	Color Wheel: Primary/ Secondary Still Life Poster Fun Light/Dark	Color Wheel: Primary/ Secondary Interim Black & White Values Still Life	Color Wheel: Primary/ Secondary Interim Black & White Values Renaissance (Sistine Chapel)
Print Making	Spatter Paint String Art	Spatter Paint String Art	Spatter Paint String Art	Spatter Paint String Art
Paper Making	N/A	N/A	Create Hand Crafted	Create Hand Crafted
Christmas Crafts	Graham Cracker Houses	Graham Cracker Houses	Graham Cracker Houses	Graham Cracker Houses

ART SCOPE AND SEQUENCE YEAR TWO

Technique	1st/2nd	3rd/4th	5th/6th	7th/8th
Drawing	Shapes Using Still Life, Texture, Shading, Human Body, Basic Design	Shapes Using Still Life, Texture, Contour Lines, Shading, Human Body, Basic Design	Shapes, Expanding How it Fits Into Our Background, Texture, Contour Lines, Shading, Human Body, Basic Design, Expand Skills	Shapes, Expanding How it Fits Into Our Background, Texture, Contour Lines, Shading, Human Body, Basic Design, Expand Skills
Color/ Water Color/ Painting	Basic Color Wheel Review, Still Life Scenery	Basic Color Wheel Review, Still Life Scenery	Basic Color Wheel Review, Still Life Scenery	Basic Color Wheel Review, Still Life Scenery
Paper Construction	3-D Shapes Paper Folding	3-D Shapes Paper Folding	3-D Shapes Origami Mosaics	Medieval Crafts Treasure Boxes
Design	Paper Cutting Wall Hanging Mobile	Paper Cutting Wall Hanging Mobile Stained Glass	Paper Cutting Wall Hanging Mobile Stained Glass	Medieval Crafts
Christmas Crafts	Graham Cracker Houses	Graham Cracker Houses	Graham Cracker Houses	Graham Cracker Houses

PHYSICAL EDUCATION SCOPE & SEQUENCE

GRADE	ACTIVITY
Pre-K & Kindergarten	<p>Introduction to fitness training (light calisthenics and stretching) Group games, good sportsmanship, following rules Focus on eye-hand coordination using bean bags, balls, jump ropes, parachutes, hula hoops, beginning tumbling, and rhythm games</p>
1st – 4th	<p>Fitness training (calisthenics and stretching) Group games, good sportsmanship, following rules Focus on eye-hand coordination using bean bags (intermediate to advanced skills), basketball, floor hockey, ball throwing, football, softball, soccer, track & field, jump ropes, parachutes, advanced hula hoop skills, Frisbees, jogging, tumbling, and rhythm games.</p>
5th – 8th	<p>Fitness training (calisthenics and stretching) Group games, good sportsmanship, following rules. Focus on basketball, volleyball, hockey, football, softball, soccer, jogging, kickball, dodgeball, and track & field, kickboxing, and possibly dance (square dancing and ethnic folk dancing)</p>