

GHC Family Handbook 2026–2027

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Our Vision

Our purpose is to unify and serve the unique needs of Grace Church's homeschooling families and those in the Bible-believing Christian community. We want to support the call to educate our children at home by providing a variety of academic and enrichment classes under the spiritual covering of the pastors and elders of Grace Church of Fredericksburg. It is our hope that these classes would help to strengthen the relational experiences among homeschool families at Grace Church. Supporting each other in this way could provide fellowship for parents and students taught at home, as well as provide an avenue for activities that benefit from group instruction. Above all else, we want to bring glory to God in all we do.

Statement of Faith

Respecting this Statement of Faith is a condition of membership and leadership in Grace Homeschool Co-op. It is not a goal of our organization to focus on growing ourselves or to seek approval from those who disagree with our philosophy, decisions, or activities.

Our Statement of Faith includes only those truths upon which all true Christians agree. It concerns the Person and Work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 2, Eph. 4:5), which distinguishes believers from non-believers. There are many other precious truths taught in the Bible over which godly men have differed in understanding. Therefore, this is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity (Rom. 15:7). *

We believe the Bible to be the inspired, authoritative, infallible and inerrant Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of a lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life and to perform good works.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

*We believe in the spiritual unity of believers in our Lord Jesus Christ.**

**Adapted from HSLDA and from the National Association of Evangelicals' Statement of Faith*

GHC Basics

GHC is not a school nor are we accredited by any state or national educational agency.

The GHC instructors are either a veteran homeschool parent, a retired/certified educator, or a work-world professional. Each has a background in the respective coursework, a passion for the subject, and a desire to prepare students for life.

Should you include GHC as part of your family's homeschool journey, please consider your student's ability to self-govern. If a student is unable to govern personal behavior, class participation, accountability for completed class work and good attitude, GHC is not the place.

Conduct Policies

Whatever you do in word or deed do all in the name of the Lord Jesus... Col. 3:17

It is very important that all GHC members realize that we represent home education, and that we should demonstrate exemplary behavior toward our fellow members, tutors, and for the church building that we've been so graciously allowed to use. Please instruct your children that at all times our actions and attitudes should honor our Lord Jesus Christ.

**It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.
Proverbs 20:11**

The conduct of students, parents, and tutors should comport with biblical values and be consistent with our Statement of Faith. If a concern is brought to the leadership's attention, then that situation will be evaluated by GHC leadership and may be taken to the Grace Church elders, the ultimate governing body of Grace Homeschool Co-op. GHC will always work for a positive solution for the Co-op and all individuals. For the safety and integrity of GHC certain issues might result in a removal from Grace Homeschool Co-op.

The following rules of conduct are required from GHC students as we strive to be an exemplary organization. Students are to read these carefully, and sign to that effect on the Family Contract. **Parents are responsible for their own children's behavior and must ensure that they are acting in accordance with these rules. Students 10 years and older must sign the Family Contract acknowledging they know and will follow the conduct outlined in this document.**

To show thoughtfulness and respect for our host church

- Do not enter any portion of the church other than the designated co-op area.
- Students must consume food only in the café or in a classroom with tutor permission. Adult members and the children they are supervising may consume food in the foyer table area and at service duty stations when on duty. Food is not allowed in the sanctuary. Members must clean up all areas after they have eaten.
- Gum is not allowed in church buildings.
- Bathrooms must be kept clean. Toilet malfunction should be reported promptly.
- Any trash created in the classrooms, lobby, or grounds must be thrown away properly.
- Any spills or messes must be reported promptly to a Board member. Spills should not be left for others to handle.
- No running or loud active play is allowed in the hallways, classrooms, or lobby.
- No dangerous or damaging items are allowed in the building (i.e. baseballs, knives, lighters, matches, water guns, etc.).

To show thoughtfulness and respect for our tutors

- Students arrive to class on time; gather your things promptly to allow the next class to begin on time.
- Students complete your assignments as requested, and be responsible to bring them back when asked.
- Listen attentively in class. Do not visit with classmates while the tutor is speaking. Raise your hand rather than interrupting.
- Inappropriate attitudes and language are unacceptable and are subject to discipline.
- No distracting electronic games or students' personal music, headphones, or earbuds may be used in the classroom.
- Parents will respect the tutors' requests and will ensure their requirements are honored.
- Parents will approach any concerns in a respectful, productive manner.

To show thoughtfulness and respect for all participating families

Do to others as you would have them do to you. Luke 6:31

Let no unwholesome word proceed from your mouth, but only such a *word* as is good for edification according to the need of *the moment*, so that it will give grace to those who hear. Ephesians 4:29

- Conduct yourself in a way that your words and actions promote unity and encouragement.
- Avoid disrespectful, offensive, rude, or immoral behavior.
- Avoid gossiping about one another. Handle conflict privately and biblically.
- No public displays of affection except short hugging are allowed during co-op hours whether inside or outside the building.
- **Bullying and harassment** will not be tolerated. "Bullying" has become a cultural buzzword. The GHC board defines bullying as written, verbal, or physical conduct that adversely affects the ability of one or more people to participate in or benefit from GHC's activities by placing the person(s) in reasonable fear of physical or psychological harm.
- **Drugs and alcohol are not permitted on Grace Church property. Members should not enter the facility while under the influence of drugs or alcohol.**

To show thoughtfulness and respect for GHC leadership

If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person. Matthew 18:15

...if it can't be resolved, then...

But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If the person still refuses to listen, take your case to the church. Matthew 18:16-17

- Bring input and opinions to the GHC Board in a responsible and respectful manner. Please recognize that their leadership is voluntary, and as such please afford them a good measure of grace and gratitude.
- Handle personal conflicts privately and Biblically. Parents should contact tutors/parents first if they have concerns. If there is not a satisfactory resolution of the situation, parents should then contact the GHC Board.
- In the unfortunate event that a member's behavior is contradictory to the Code of Conduct in the GHC Handbook and causes GHC personnel unnecessary concern or excessive work, the family will receive a phone call or email from a GHC Board member regarding their behavior, upon the first incident. Should a second incident occur, the offender may be removed from the co-op for the remainder of that semester.

The following is a partial list of bullying/harassment behaviors that will not be tolerated

The Lord detests lying lips, but he delights in people who are trustworthy.
Proverbs 12:22

- **Verbal Bullying:** includes teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, and any deliberate degrading remarks about another person's character or physical appearance in a manner that does not reflect respect for the individual.
- **Social Bullying:** involves hurting a person's reputation or relationship by such things as leaving someone out on purpose, telling other children not to be friends with another student, spreading rumors, and intentionally embarrassing a fellow GHC member in public
- **Physical Bullying:** involves hurting a person's body or personal belongings by such things as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things and making mean or rude hand gestures
- **Cyber Bullying:** involves the use of electronic information and communication devices to willfully and repeatedly harm a person(s) through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to: sending false, cruel, vicious messages, creating websites that have stories, cartoons, pictures, and jokes ridiculing others, breaking into an email account and sending vicious or embarrassing materials to others, engaging someone in electronic communication and tricking that person into revealing sensitive personal information and forwarding that information to others, and/or posting of a student's picture without their permission
- **False Reports:** people who file false reports of bullying or harassment will be subject to disciplinary action.

Dress Code

Students, parents, tutors, and guests - please dress modestly and in accordance with biological sex from birth at all times. Those not adhering to the dress code will be asked to change. [Also, we are glad so many feel at home at GHC, but please encourage your student\(s\) to dress for success in our academic setting as to maintain a distraction free learning environment.](#) Each family may have different viewpoints on appropriate attire, however the final decision of dress code adherence will be determined by the board and church staff.

The following are against our dress code:

- shorts and skorts shorter than fingertip length
- skirts should be no shorter than 2" from the knee
- jeans that display holes above fingertip length
- visible spaghetti straps, bra straps, or tank tops less than 2" wide
- off the shoulder tops
- clothing that reveals cleavage
- clothing that reveals the midriff area
- shirts with inappropriate pictures or slogans
- pants or shorts with wording across the buttocks, and visible underclothing
- [accessories such as hats, tails, ears, etc...](#)

Discipline Procedures

In the unfortunate event that a member's behavior is contradictory to the Code of Conduct in the GHC Handbook and causes GHC personnel unnecessary concern or excessive work, the family will receive a phone call or email regarding their behavior upon the first incident. Should a second incident occur, the offender will be removed from the co-op for the remainder of that semester.

Participation in GHC is a privilege. The GHC Board, if faced with continuing conduct violations by a parent or student, can terminate the student's enrollment contract. No refund will be given.

Student Qualifications

In order to register a child for GHC, the child must meet the following criteria:

- The child must be 4 years old as of August 31st.
- The child must be totally toilet trained. Tutors and Classroom Assistants will not be able to assist students in the restroom.
- The child must not cause any kind of physical or vocal disruptions during class.
- The child must have the capacity to independently participate in class activities without a parent, including staying seated as necessary for a 55-minute period.
- The registering parent must be the legal guardian of the child, or have worked with the Board in obtaining an exception.
- To provide all students with the best overall experience, because of the range that our classes already have, we ask that parents appropriately place students in their grade based on their actual age. In individual circumstances, if you feel that your child is not capable and needs to remain at a lower level, please come discuss this with the GHC Board for potential approval.
- Students can not register in any classes that they have not met the grade level or passed pre-requisite requirements without prior tutor and GHC Board approval.
- Parents should be aware of all homework expectations and all skills necessary on course descriptions before registering a child in classes. Please make a prayerful decision on what your child can handle and be prepared to assist your child to be successful in each class.

If a student is registered for classes and does not meet the above criteria, causes disruptions, or requires extra time from the tutor or board to participate, then the student may be removed from the class without refund.

Please understand that we are not equipped with the resources or qualifications to provide special accommodations.

For the success of your student, please do not register any of your children in classes where they have not met the grade, pre-requisite requirements, or passed a previous academic class with a 70% or higher without prior tutor and GHC Board approval. Students placed in inappropriate classes will be removed and no refund will be given.

Safety Policies

Absences

Please email your tutor if your student will not be in class so they can plan accordingly. Students are also responsible to keep up with all missed work.

Classes at GHC are a year-long commitment for each class in which a child is enrolled. A child's absences can disrupt the entire class and make it difficult for the child to learn from the class.

Excessive absences:

- Elementary, middle school classes - 4 consecutive class days or 8 classes total in a year.
- High school academic classes - 4 consecutive class days or 8 classes total in a year, and missed work is not made up in a timely manner.

Excessive absences may result in your family being **bumped down to New Member registration status** even though you are a Current Member for the following year's registration.

This does not include extended illnesses, births, deaths, or other extenuating circumstances that have been communicated to the tutors and the Board.

Background Checks

All persons 18yrs. and older working as a tutor, assistant, service duty worker, and all members of the set-up/reset team must have a background check done by Grace Church of Fredericksburg.

- Background checks must be submitted at least 2 weeks before working with children.
- There is a fee of \$10.00 per background check. Please see the “Registration Information” and “Fee” sections of this document for more details.
- Members of Grace Church do not have to pay the background fee.
- Background checks are renewed every three years and a GHC Board/staff member will contact you when you need to resubmit your information and pay \$10.

Injury/Incident Reports

In the event that an injury or incident occurs to a student while in class, signed into the café, or going between classes, an Injury/Incident Report will be completed.

Family members who are not actively participating in GHC

Siblings, relatives, and family friends, older than 16, who are not registered in a GHC class may not be on the premises during GHC. Any exceptions must be requested in an email to the GHC Board. They must be accompanied by an adult at all times. Anyone 18 or older who will be in the building regularly who is not in class is required to have a background check on file.

Parking Lot/Playground

For the safety of all participants, no child or teen is allowed outside the building or in the playground during class time without direct adult supervision. Current families can use the playground at their own risk with adult supervision. Please accompany children who are returning to the building for class or to use the restroom.

Sign-in/Sign-out Procedures

- On the first day of GHC you will be asked to sign the Health Screening Form. By signing your child in every week, you are affirming you are following the policy. See Illness Policy below.
- All students who do not have a driving waiver, on file, must be signed in and out of co-op by a **parent or a designated adult**. Sign-in sheets are maintained by the Service Duty Workers at the table in the foyer each Monday and Wednesday.
- On the sign-in sheets, every student must have an individual time written next to their name. One set of initials can be used for a group of siblings.
- If a child or teen is signed out of the co-op, he/she must either leave the premises or be in the company of an adult. The student may not stay in the café, be on the playground, or any other part of the building or parking lot. Injuries or incidents that occur involving a student that has been signed out are not under the jurisdiction of GHC.
- If a child is waiting to be picked up by a parent, they need to wait in the cafe and the parent needs to come pick them up from the cafe.

Sign-in/Sign-out for Driving Teens

- Parents who wish for their teens to drive themselves to GHC must sign the Student Driver Waiver for their child, which can be found on the GHC website.
- Teens may not sign themselves in and out of the co-op unless they are driving themselves to or from co-op.
- If your driving situation changes during the co-op year please complete, sign and turn-in the waiver to the Service Duty Coordinator before sending your teen driver.
- Teen drivers transporting siblings may sign their siblings in and out of co-op as long as the driving waiver has been signed.

Dismissal from Class

- If your child is K4-2nd grade, the CA or tutor will walk them to the next class, if they have one. Otherwise, you need to meet them at the classroom for dismissal.
- 3rd grade and above will report to the foyer.
- Pick-up time for students 2nd grade and under (including children in the babysitting rooms) is 5 minutes before the start of the next class time or 3:55 at the end of the day. Please pick-up your child/children promptly (11:25, 12:55, 1:55, 2:55, or 3:55).

Visitors

- Per Grace Church of Fredericksburg policy, no one is allowed in classes or the building during co-op hours without prior approval from the GHC Board, unless they are an enrolled student, parent of an enrolled student or engaged in some other church-approved function. Siblings* or friends of any age not enrolled in the co-op are not allowed in the building during co-op hours unless authorized ahead of time by the GHC Board. Driving teens who are transporting siblings are permitted for that purpose, but may not loiter in or around the building. *Younger siblings are allowed to be with their parent at GHC.

Weapons/Firearms

- We ask that all weapons/firearms are secured in your vehicle while GHC is in session. If you have questions, see a Board member.

Communication/Social Media

Photos of student(s) may be taken during GHC classes by GHC Admin, Tutors, and CAs. These are to be used in the slideshow that is presented at the spring showcase. Slideshows are never saved, distributed, or published in any manner. During the Showcase presentation parents and relatives may record/photograph the performance and GHC has no control over where these are published. On occasion, tutors may send pictures/video of activities done in class with their email updates and/or in a closed Facebook group. Please contact the individual tutors for their use of photos taken in class or to 'opt out' if you wish.

Members' posts on the Facebook page or through the website Announcement forum are in no way sponsored by Grace Church of Fredericksburg or Grace Homeschool Co-op. An individual member's support of or attendance to these events is at their own discretion and risk. These resources are provided to help build community, and the content of posts are solely the opinion and responsibility of the poster.

Website

Current/Active Grace Homeschool Co-op members have access to the private side of the Grace Homeschool Co-op Homeschool-Life website.

- Members should have their website settings to allow forum notices to be received.
 - Members are automatically added to class forums for the classes their child is registered in and settings will be preset to receive communication from tutors and staff. **Do not alter these settings. This will enable families to gain all pertinent GHC communication.**
 - All correspondence should have a parent CC'd.
- At the end of the academic year, non-returning members will be removed from the private side of the website.
 - It is advised that you download any course descriptions, calendars, or class information before the last day of GHC classes as they are not saved after 30 days.

Social Media

GHC maintains 2 Facebook profiles.

- “Grace Homeschool Co-op” is a public page used to share general information.
- “GHC Community (Fredericksburg, VA)” is a private Facebook group for current GHC members
 - This group is used to advertise Co-op and community events that members might find interesting.
 - Members may post to this group. Posts are moderated and may take up to 24 hours to be approved.
 - At the end of the academic year, non-returning members will be removed from this Community Facebook group.

Weather/Emergency Notification

This year GHC will be utilizing the text feature on the GHC website. Please make sure at least one cell phone number for each family is “opted-in” to receive text message alerts from our Homeschool Life website. There is a **limit of two** phone numbers per family that may “opt-in” for text messages. These texts may consist of time sensitive notifications such as weather cancellations, emergency notices, and important reminders. These notices will also be posted on the website home page, emailed through the forum, and possibly posted on the GHC Community Facebook page.

General Policies

AI

Students may not use AI to generate content for their assignments in any manner. This practice compromises learning, originality, and authenticity. Tutors may run assignments through AI detecting programs to help decide if an assignment has had any content created by AI, but this is not required.

If a tutor suspects AI generated work, they will contact the parents and student.

- Tutors may request previous drafts of the work or sheets where items like math problems have been worked out to confirm the originality of the work.
- If it is believed that more likely than not AI was used in some way, tutors may choose to give a “0” for the work deemed AI generated/aided, or they may ask for the assignment to be redone under the supervision of a parent.

Calendar

Please familiarize yourself with the GHC calendar posted online. Some holidays/break days are used as makeup days. The Wednesday at the end of each semester may also be used, by high school tutors, as an exam day.

Class Evaluation

Members are encouraged to complete the Class Evaluation forms when posted online. This helps make sure classes are meeting members’ needs and expectations. Please fill out one per class per student. Feedback is shared with the tutors but no names or identifying material is revealed.

Members and Tutors are encouraged to communicate beyond the class evaluations, the class evaluation is only one tool to help facilitate discussions.

Classroom Use

Classrooms, Chapel, Worship Center, and kitchens are reserved for GHC classes. Students/families who are not in class should remain in the main common areas of the facility-foyer, playground, cafe, and nursing mom’s room.

Field Trips

Opportunities to join field trips with other GHC families will be announced on our website forum and Facebook pages or with a specific tutor and class. Parents are solely responsible for their own child(ren) while on field trips. Field trips are open to current GHC members first, then if appropriate opened to the community.

Free Items Section

The space in the foyer to the left of the entry door is where members can place items for free to be considered by other GHC adult members.

- Please collect any of your unclaimed items at the end of the day.
- We ask you to use a picture with your contact number for any large items.
- Items should be clean.

Illness Policy-Health Screening Statement

As per our vision statement, we desire to meet in person. We understand that each family may present symptoms of illness in a unique manner and ask that you use the [current Health Screening Statement posted on the website](#) to best guide your decision on whether or not your family should attend GHC, keeping in mind the whole community.

- The Health Screening statements are to help prevent potential exposure and/or spread of any illness on the premises of Grace Church.
- By signing your student(s) in each week**, you are affirming the statements on the Health Screening statement form.
- These statements apply **to you, your student(s), and your household**.
- Please wait to attend until the **WHOLE** family is illness-free
- Grace Homeschool Co-op reserves the right to modify the screening requirements as we see fit to meet the needs of the GHC Community.
- **If GHC or Grace Church is made aware of any illness cautioned about in the Health Screening statements in your household, you will be asked to take your family home.**

Inclement Weather and Makeup Days

GHC Board Members will make a decision regarding classes, and members will be notified via GHC e-mail, text message, and website by 7:00 am the morning of Co-op. If snow/sleet starts while GHC is in session please realize we may dismiss classes early for everyone's safety. The Co-op does not follow any school district cancellations.

- Option 1 - GHC cancels for the day and would use the next makeup day. Anyone working service, set-up, or reset on the day canceled would be rescheduled to work on the makeup day.
- Option 2 - **10:00/10:30** classes and lunch are canceled, starting the day with 12pm classes. 1st shift service does not have to arrive until 11:45 and work the remainder of their shift time. Set-up arrives by 11:15.
- Option 3 - certain classes have a virtual class, this would count as a regular day of classes. Service, setup, reset, and classes not marked as virtual, do not make up this day.

Lost & Found

Please check the GHC lost & found box located by the sign-in table. Please do not call the church.

- Water bottles, backpacks, books, jackets, pencil boxes, and science equipment, **NEED** to be labeled when brought to GHC!
- All items found will be placed in the box during clean up.
- Neither Grace Church or GHC will be responsible for lost items.
- Periodically Lost & Found will be donated and cleaned out.

Mask Guidelines

GHC has had mask guidelines that have varied with fluctuation of gubernatorial mandates. You should be prepared to wear masks if needed to meet our goal of in person classes, and also be comfortable that we respect a family's right to dictate their individual health decisions.

Medicines

No GHC member should dispense medicines to any GHC student, unless it is their child. GHC will not assume any responsibility for the administration of any medication. For those children who may need emergency Epi-Pen injections, insulin injections and all other medications, it is the parent's responsibility to make arrangements with a qualified parent, to administer it in an emergency.

Medications should not be stored where other students might have access to it.

Notice of Intent to School District and Documentation

Please consult Home School Legal Defense Association, HSLDA, (hsllda.org) and Home Educators Association of Virginia, HEAV (heav.org) for the most current guidelines. GHC does not keep records from year to year. Parents are responsible for printing any course descriptions or calendars.

Peanut/Nut Policy-Significant Allergies

If your children have any significant allergies, please inform their tutors.

- If your child's medical status changes, please update their medical form.
- GHC Board and staff are not trained on EpiPens.
- **Medications should not be stored in a way that other students might have access to them.**

GHC allows nut containing products:

- Tutors should ask for any allergy related issues in their introductory email to families so they are aware of any student needs. **Certain classes might go nut-free to meet a student's needs.**

Planning Survey

This is used to help GHC Board and staff plan classes for the upcoming year. It is very important to have every members' feedback (returning and non-returning) to ensure the Co-op can meet the members' needs. This is everyone's opportunity to give class suggestions for the upcoming year, rate classes for their student's grade, and help determine any GHC format changes.

Showcase and Parent Presentation Days

On the last day of each semester tutors might offer the opportunity for parents to come into the classroom and watch a presentation during class. Any performance classes will hold their presentation during the first or last ten minutes of class time.

At the end of the Spring semester, the Grace Homeschool Co-op holds a Showcase for some performing classes to share what they have prepared and learned over the semester, and for art and any other interested classes to display their work on prepared tables. At the Spring Showcase, we honor our graduating seniors who have been a student at GHC for at least one full year and/or an assistant at GHC during the current Co-op year. All Co-op families are invited to share in this special event, even if they do not have children in the performing or art classes.

If you have a student performing in the Spring Showcase, displaying art, or participating in the evening in some way, you are required to work in some capacity on the evening of the event.

Textbook Editions

Always check with tutors before purchasing textbooks or any class materials to be sure you are purchasing the correct items.

Cafe Policies

Students 10 and older are welcome in the cafe if they have an hour off from their classes. Students should be registered for cafe time during registration if the student will utilize the cafe on a regular basis.

Students under 10 must be accompanied by an adult, not an older sibling, in the cafe, unless it is during the lunch break.

A café service duty worker shift begins at 10:20am each Monday, no students are allowed in the café prior to 10:20am. Parents, you must keep all your children with you if you arrive prior to 10:20am, and do not allow them to roam around the building unsupervised. Please be mindful of the pastors and church staff that are working during the hours that we are taking classes.

Please register students for the cafe on the website during registration if they will be in the building but not registered in a class for that hour. We will be creating a roster each hour so that we have accounted for each child in the building.

Café Etiquette

- Leaving the cafe for classes, can be done only at 5 till the hour.
- Voices should be conversational (inside voices).
- Electronics should be silenced or used with earphones. **There is no sharing of screens during GHC hours.**
- Messes are to be cleaned up by those who made the mess-before leaving everyone should slide in your chair, check the floor and table for mess, and throw out any trash.
- Students can sign out one at a time to use the bathrooms.

Lunch Break Policies (11:25-11:55)

A student's participation in lunch at GHC is considered a privilege. If a student has to be continually corrected or displays behavior not in line with the GHC Code of Conduct, the parents will be asked to make alternative arrangements.

Students enrolled in a **Monday or Wednesday class from 10:30-11:25** have the opportunity to have a lunch period in designated classrooms and cafe. Students must eat lunch in the cafe or one of the designated classrooms only. The front foyer table area is only for Parents and children they may have with them.. For a student to be allowed the privilege of participating in this opportunity, **they must have a 10:30 class** and must understand and follow the rules and policies listed below:

- Please do not drop a student off early to have lunch without them having a 10:30 class. Lunch space is tight and students who have the 10:30 classes need to have space to eat.
- **Students will register for lunch during registration. This will allow us to know how many students we need to accommodate at lunchtime.**
- On Wednesdays the students must be in designated lunchrooms or the café by 11:30. They are not divided by grades.
- They must stay in the room for the whole lunch period. No one can be roaming the halls or swapping between rooms.
- Lunches should not require heating. Students are not allowed in the kitchen and are not allowed to use the microwave in that space.
- Students may not be in the foyer or any other area unless they are accompanied by their parent.

- Students are responsible for cleaning not only their space but the whole area they ate in at the end of the period. A Service worker will instruct students on what needs to be done to complete cleaning. Clean up will start no later than 11:50. Cleaning duties lunch students might be asked to perform may include but are not limited to:
 - Sweeping floors
 - Taking out trash/replacing trash bags
 - Wiping down tables/countertops
 - Resetting chairs and tables (café)
- Lunch is dismissed at 11:55. Students may not leave the area until the cleanup has been completed and approved.
- No rough housing or running around.

GHC Service Duty

The purpose of service duty is to ensure that we are good stewards of our building, and ensure a safe and positive atmosphere for our students. Service Duty workers are used on Mondays and Wednesdays. *The greatest benefit of Service Duty is that it allows parents who are not tutoring or working to leave the building during their student's classes.*

Service duty positions include: Station Monitors, Lunch Monitors, Cafe Monitors, Set-up/Reset team

Working your service duty job must be your top priority. No headphones or earbuds are allowed. No live zoom/interactive meetings. Do not use a computer/phone in a way that would compromise your attention to your surroundings.

Members are required to sign the Service Duty Contract before registering.

Which members are required to do Service Duty?

- GHC Service Duty is for any member who is not a tutor, classroom assistant, or involved in the co-op administration on a day their student has classes at GHC.
 - Tutors and CAs are exempt from duty only on the day they tutor.
 - **Families serve an equal number of duties, regardless of the number of classes the child(ren) has per day.**
- You are allowed to bring small children or siblings not involved in GHC for K-2 Lunch Monitoring, Cafe Monitoring, and certain stations for Station Monitoring. You must be able to fulfill your job requirements safely with full attention. For Station Monitoring, please be aware of "Parent Only" stations when signing up.

Who can do Service Duty?

- A member must have a current background check on file with Grace Church.
- Must be 18 years or older and not currently taking classes at GHC.
- Must be part of a family that is a current member of GHC – any exceptions must be approved by the GHC Board.
- They must have attended a training session – if not trained they must contact the Service Duty Coordinator.

What if I cannot fulfill my obligation?

GHC members are personally responsible for finding and paying their own replacements for shifts they are not able to work. Please utilize the "Announcement" Forum on the website to post your sub/swap requests. Set-up/Reset do not find subs via the "Announcement" forum.

- **NO Show Policy for Station Monitoring, Lunch Monitoring, Cafe Monitoring** If you have not shown up by 10 minutes after the start time of your shift, and have not contacted the Service Duty Coordinator or a Board Member, you will be considered a "no show".

- **Your station will be filled with a sub and you will owe:**
 - For Station Monitoring- the sub \$35, and pay a \$5 admin fee to GHC.
 - For Lunch and Cafe Monitoring - the sub \$15, and pay \$5 admin fee to GHC.
 - Set-up/Reset teams get one absence, then pay a \$15 fee to a trained sub or it is divided amongst the team members to complete the duty on that day..
 - At times it will be members of the board or staff that fill in when there is a no show, the same sub fees/GHC fee above still apply in these cases.
 - If a member has a history of being a no show, they might lose their member time slot at the next year's registration. We are a cooperative and need all members to be diligent with their responsibilities.
- Swapping Duty Dates
 - **The member assigned the shift on the GHC Service Duty Schedule is responsible for reminding the member they hired or swapped with.**
 - Station Monitoring - You may trade shifts with another GHC parent, provided he/she has a background check on file with Grace Church.
 - Lunch Monitoring - You should first try to swap with a member on the Lunch Monitoring team before opening it up to the general GHC membership.
 - Cafe Monitoring - You should first try to swap with another Cafe Monitor before opening it up to the general GHC membership.
 - Set-up/Reset do not have swap options as the whole team works the entire year. They are allowed one absence a semester that they do not have to pay a sub.
- Hiring a Sub
 - You may pay another member to work your service-fees for each different duty listed above, provided he/she has a background check on file with Grace Church. We ask that Lunch Monitor/Cafe Monitors try to first hire a sub trained for those responsibilities before opening it up to the general GHC membership.*Set-up and Reset are a little different, see details below.
 - The member assigned the shift on the GHC Service Duty Schedule is responsible for reminding the member they hired or swapped with.
 - A substitute is to be paid by the following week.
 - Should the absent parent fail to pay the substitute fee at the close of a semester, that family will be prohibited from signing up for any future GHC classes until those fees are paid in full to the substitute family.
 - If a paid sub or someone you swapped with does not show or are not capable of completing the duty, the original holder of the day/slot will be required to pay a hired sub.
- Withdrawing from GHC after the start of the year
 - Station Monitoring - **If a family that withdraws from GHC must fill out an official withdrawal form online by the end of the service duty sign-up window.**
 - All other Service Duty (Lunch Monitor, Cafe Monitor, Set-up, Reset - If a family withdraws from GHC after the start of the year, they will be responsible for making sure their service duty is covered, either by working the duty or hiring a substitute for the remainder of the year.

Ways to Serve

	Days Available	Appropriate for Small Children?	Potential Earlier Reg. Slot	Frequency of Service	# on Teams	Hours	Selection time frame	Sub Fee*	Time of Shifts**
Station Monitor	Mon & Wed.	Station Dependent	No	Up to 5X per semester	4-5/ shift	Approx. 3 hrs per shift	Sign-up each semester	\$35	10:20-1:20 (1st Shift) 1:10-4:10 (2nd Shift)
Lunch Monitor Downstairs	Monday	No	No	Full year commitment =30 weeks	3	40 min/shift	Beginning of the year for the entire year	\$10	11:20-12
Lunch Monitor Upstairs	Monday	Yes	No	Full year commitment =30 weeks	2	40 min/shift	Beginning of the year for the entire year	\$10	11:20-12
Café Monitor	Monday	Yes	Yes	Full year commitment =30 weeks	5 1-per hour	Approx. 1hr 5mins	Before registration for entire year	\$15	11:55-1:10 1:05-2:10 2:05-3:10 3:05-4:10
Welcome Team	Monday	No	Yes	Full year commitment =30 weeks	TBD	TBD	Before registration for entire year	TBD	TBD
Set-up Team	Monday	No	Yes	Full year commitment =30 weeks	6	Approx. 45mins	Before registration for entire year	\$15	9:30-until building is set.
Reset Team	Mon. & Wed.	No	Yes	Full year commitment =30 weeks	3-6	30-45 mins	Before registration for entire year	\$15	3:50-until building is reset-approx. 4:30

* If a member of the GHC Staff needs to find a sub, a \$5 fee is added to be paid to GHC

**Subject to change to address the needs of GHC.

Lunch Monitor - Mondays only

- works during lunch 11:20-12
- This team would serve comparable time as station monitors
- If you choose to hire a sub, the fee is \$10 per shift.
- Should attend the Station Monitor training if needed but there is additional brief training for this position.
- Responsibilities include but are not limited to:
 - monitor the 5 classrooms downstairs, and Cafe that are used as lunchrooms or monitor the Chapel upstairs with the 1st-4th graders or monitor K4/5 lunchroom.
 - ensure we have adult eyes on each of these rooms when tutors won't be in the rooms or will be prepping for their next class
 - managing student behavior and ensuring that the students keep and leave the room clean and orderly
 - Upstairs monitors, pick up and return 1st-2nd grade students to their classrooms or take K4/5 to the appropriate room after lunch.

Cafe Monitor - Mondays only

- helps build community among the students spending time in the cafe
- must be willing to actively engage with students, encourage students to use the provided games and puzzles.
- makes sure students clean up after themselves
- remind students to follow cafe rules such as no screen sharing
- works in the cafe for a specific class period for the full 30 weeks
- potentially has an earlier registration slot
- should attend the Station Monitor training if needed but there is additional brief training for this position.
- has a sub fee of \$15

Set-up team/Reset team

- works on a team for the full 30 weeks
- potentially has an earlier registration slot
- should attend the Station Monitor training if needed but there is additional training for this position.
- set-up arrives before the start of GHC to setup the building
- reset stays at the end of the day to put the building back in order
- gets one absence a semester, after that there is a sub fee of \$15.
- Responsibilities include but are not limited to:
 - Put out or put away tables
 - make sure trash is collected
 - check condition of rooms
 - move whiteboards when needed
 - some tasks vary by weeks per tutors' needs

Station Monitor

Station monitoring is the way a majority of the GHC membership fulfills their service duty requirement. Below are more details about this position.

- May have up to 5, 3-hour service shifts per family per semester (approx. 10 shifts per year). If your child(ren) has classes on Mon & Wed, you may have a total of approx. 20, 3-hour service shifts for the year. Please keep this in mind when registering for classes on multiple days.
- There are two shifts on Monday and Wednesday:
 - **10:20-1:20 (1st Shift)**
 - **1:10-4:10 (2nd Shift)**
- **If you choose to hire a sub, the fee is \$35 per shift.**

Station Monitoring Training

If you do not attend training, you will have to hire another member to work for you. Any conflicts should be communicated to ghcserviceduty@gmail.com **prior** to the training. Others can come optionally for a refresher. Training will be held on the first day of GHC. This date is TBD.

Registration for Service Duty will take place after the drop date.

- **New members - including new tutors and CAs and members who will be serving on different service teams**, will need to sign up for a training session. This required meeting will be held on the first day of GHC (subject to change).
- **Returning members** must attend Service Duty Training if they did not attend training or serve the previous year.
- **Exempt members** if they did not attend training or serve the previous year if they would like to serve as a service duty substitute.

Stations

There are some stations that are not ideal for parents who have small children serving with them; you can choose any station not listed as “Parent only”. If you will not have a younger child sitting with you, you may choose any station. We do ask that you choose a “Parent only” slot if available on the date/shift you are looking for if at all possible, but if none are available on a date/shift you desire please sign up for any opened slot even if it isn’t a “Parent only”.

Job descriptions will be posted online at the start of the year. Duties may be modified to accommodate the needs of the GHC community. These descriptions/expectations are also provided in a folder for each station for the working member to have while they work their station.

Responsibilities include but are not limited to:

- sitting at one of the stations around the building and Kairos to monitor hallways
- checking absences
- helping students cross back and forth to Kairos
- being available to aid Tutors and students
- being extra eyes on lunch.
- monitor cafe (Wednesdays only)

How are service shifts/stations assigned?

Sign up via SignupGenius, occurs after the last day to drop classes for refunds, members who have service duty, will have the opportunity to select dates and time slots to complete their required number of service duties.

- All families with service duties serve the same amount of duty hours, regardless of the number of classes your child(ren) has. It does not matter how many children you have **enrolled or how many hours of classes you attend.**
- The number of slots finally assigned to each eligible family varies with the number of weeks in a semester and the number of families at GHC.
- The Service Coordinator may need to remove slots from members who signed up, and reassign them to members needing slots.
- The slots are divided up as evenly as possible among qualifying families.
- Slots are first come, first served and members must select from the available slots, if they do not fit that particular member’s needs, after the start of the semester they are welcome to post a swap need on the Service Duty Forum.
- SignupGenius does send out a reminder but they may go to junk mail. Please put your duty dates in your calendar.
- Those who fail to select slots will be placed by the Service Coordinator to fill the empty slots.
- GHC makeup days should be noted on every member’s calendar. If a regular GHC day is canceled for any reason, the members assigned on the canceled day will have their shift moved to a makeup day.

Failure to complete your service duty assignments will result in not being able to register for any GHC classes in the future.

Tutor, Classroom Assistants (CAs), Babysitters

Tutor

- Directly paid by parents
- Committed to a year (30 weeks) of classes
- Tutors are sourced from the current GHC members when possible. However, new members who enter as tutors will still need to complete service duty training at the beginning of our academic year.
- The Board makes an effort to match tutors to Co-op class needs.
- Being a cooperative, and to give members who desire to tutor, an opportunity to have a class, tutors might be limited to the number of classes they are asked to teach. This allows the Co-op to develop a wider base of tutors.
- Members are encouraged to let the Board know that they are interested in a tutoring position and give any specifics (if they have a certain class in mind, age group, or class period).
- With the needs of the Co-op changing yearly, there is no guarantee that if you tutor one year, you will have a class to tutor the next year.

Classroom Assistant

- Hired and compensated by the tutors if needed
- Preference will be given to returning GHC members. New members may fill CA positions after registration is completed.
- Does not have service duty on the day assisting in a class, assisting in classes takes the place of duty. New members who are CAs will still need to complete service duty training at the beginning of our academic year.
- Is ready to tutor class if the need arises
- Members should only fulfill two total hours per day of classroom service (tutoring or CAing), unless a special exception has been given by the board. Please make sure your selected CA isn't already committed to two hours before signing them up.
- **CAs may not be of the opposite gender of the tutor unless they are a married couple.**
- A tutor must complete the online tracking form by the date indicated in the "Registration Dates" section of this handbook and posted independently online, for a student to be placed in a spot before registration. After registration is over, a CA's student will only be placed in a tutor's class if there is space. No new spots will be added.
- A "New Tutor-CA Agreement" form must be completed by the tutor and CA and submitted to GHC at paperwork drop-off.
- If a CA is placed in a class after registration, the online tracking form and the New Tutor-CA Agreement form need to be filled out before the Service duty sign-up date for the CA to get exemption from service duty in the first semester.

Babysitting Team

- Directly paid by parents
- Committed to a year (30 weeks) of classes
- Does not have service duty on the day babysitting, babysitting takes the place of duty. New members who are babysitters will still need to complete service duty training at the beginning of our academic year.

Who to Contact

ghctutors@gmail.com

- **K4-4th Grades Tutor Liaison/Ministry Liaison/Events Coordinator (Kara)**
 - Aid in Parent/Tutor communication if needed for K4-4th classes
 - Works with K4-4th Tutors
 - Showcase Information
 - Grace Church usage requests and facility issues

ghctutorstaff@gmail.com (Shared Email)

- **5th-12th Grades Tutor Liaisons (Calise and Tori)**
 - Aid in Parent/Tutor communication if needed for 5th-12th classes
 - Works with 5th-12th Tutors
- **Administrative Assistant/Babysitting Coordinator (Kyrie)**

ghc.questions@gmail.com

- **New Member Liaison/Registration Coordinator (Leah)**
 - Address membership policy questions
 - Communicates with new and potential members
 - Handles website memberships
 - Handles registration questions, issues, & concerns

ghcfinancemanager@gmail.com

- **Treasurer (Calise)**
 - Handles background checks, registration checks

ghcserviceduty@gmail.com (Shared Email)

- **Monday Service Duty Assistant (Amy L.)**
- **Wednesday Service Duty Assistant (Karen)**
 - Trains service workers
 - Creates final service schedule
 - Answers members questions

ghcreg@gmail.com

- **Registration & Website Assistant (Jacquelyn)**
 - Maintains and updates GHC Homeschool life website
 - Handles Facebook requests and posts on both the public and private Facebook pages
 - Helps manage registration

Registration Information and Instructions

Current instructions for registration are posted online during the registration season. Returning GHC members are asked to have their paperwork completed no later than the date on the registration calendar, so they can be assigned a registration section time. Registration for classes will be handled in three parts; pre-register by completing paperwork, register for classes online, and drop off payment/forms. **Registration Calendar of Important Dates can be found on the website.**

Students must be 4 years old by August 31st, in order to enroll in GHC's classes. Please see, "Student Qualifications" section for more specifics.

Each family needs their own website account. Accounts may not be shared.

Join the GHC website or update your current profile

New members should complete the Family Contract and Service Duty contract. If these have not been completed you will not be able to register for classes.

GHC website coordinator will automatically update student's grades to represent their grade for the year you are registering for. Please make sure the correct grade is reflected on your profile. Classes are restricted to a student's designated grade for registration. You will also be asked to update your Family Contract and Service Duty Contract. These must be updated before you will be allowed to register, see GHC Registration Calendar for deadline.

Step 1 – Look over and understand the following documents:

- Re-read "GHC Family Handbook" and make sure you understand and are familiar with ALL Grace Homeschool Co-op policies. Most changes have been highlighted in blue.
- Read the "GHC Health Screening Form". A copy will be available for you on the first day of GHC for you to read. When you sign in on the sign in sheets each week you affirm the statements within the "GHC Health Screening Form".

Step 2 – Look through the selection of classes

You can do this by clicking on class registration and selecting a class from the matrix to see the details or by using the online course catalog.

- If you want your student to potentially enroll in a class that is not within their noted grade level, please talk with the tutor and Board. The Board has the final say if the registration to the class will be permitted. Please note that in most cases these types of registrations are only allowed at the very end of registration after the students who fit the grade range have had a chance to register.

Step 3 – Make note of when your section's registration time opens.

This is on the "Registration Calendar" located under GHC '26-'27. This will tell you when your section opens. Once opened, a section remains open until the close date and time.

Step 4 – Register for you classes during your section's time

At the appropriate time for your section's registration, you will use the same matrix you used online to look at the classes to register for your classes.

To add a class

- Click on "Course Registration '26-'27" located on the left-hand side menu.
- Click on the class you would like to register in, on the Course Registration Chart.
- Click on the name of the class in which you wish to register your child. Only classes that match your child's grade will allow you to register.
- Check the box for the child(ren) you wish to register for that class
- Click the 'Register' button. This will complete the registration for this class. Once you click this button your child is registered in the class. There is no "Cart", YOU WILL NOT GET A NOTICE THAT YOU ARE FINISHED. As with any online registration or purchasing, when multiple people are pressing a button at the same time, our classes do have a maximum and will place the first person past the maximum number on a waitlist. Please verify your status in the class as you are completing the process. .
- Repeat for each class in which you wish to register each of your children

To remove a class or see what classes you are registered in

- To see the classes you have registered for:
 - Click on “Classes” on the top right menu bar.
 - In the pull down menu with the current title “Switch Dashboard View” select “Parent View.”
 - Click on the “Future Classes” tab and select the “Manage Class Registrations” button located under the “Switch Dashboard View”. **Your classes will be listed here.**
- To Remove a class:
 - Follow the above instruction to see the classes that you have registered for.
 - Once you have your list of classes, you can use the pulldown menu located under ‘status’ to drop a class from your schedule.
 - Click “Save Changes” on the bottom. *Please know that it is then placed back as available and we can not add you back to a class you dropped if another family adds it to their registration and the class is now full.*

Problem shooting

If a class is not letting your register, here are a few things to look at:

- Are you logged in?
- Is it your section's time to register? The website is set to only allow specific sections to start at specific times.
- Some identical classes are offered at different times, did you accidentally pick a class at the wrong time? The website will not allow you to select more than one class for the same time slot for the same child. You can see above how to check the classes you are registered for and how to remove a class if needed.
- Student's profiles will be automatically adjusted to reflect their '26-'27 grade level. Check for accuracy.
- If you are a returning member, did you update your paperwork at the top of your profile? If not, you were not added to the returning members sections. You need to complete that paperwork and send an email to: ghcreg@gmail.com. Please understand that it might take time to switch your section to allow you to register.

Step 5 – Once you are done registering for your classes, select a paperwork drop off time.

Please see the “Registration Calendar” for the date. **FYI...Failure to submit paperwork and tutor checks at the Paperwork Dropoff at Grace Church will result in forfeiting your online class registration.**

Step 6 – If you will have a student who drives

If you have a student who will be driving themselves and siblings to GHC, fill out the Driver Waiver online form. This will allow the driver to sign in and out themselves and their siblings.

Step 7 – Print and fill out

Print and fill out one “Emergency Medical Form” per student to be turned in at Paperwork Drop Off.

Step 8 – Write out checks, get your money orders, or organize your cash.

Please note that cash should be the exact amount for each class, not just the exact total. You can get class tuition/performing showcase/materials fee information by clicking “Balance” in the top right menu then selecting “Invoice & Payments” Tab, then “Current (FY2026)” from the pulldown menu. This will show you the tutor's name and class fee total. Each of the following are written out on separate checks unless you have multiple classes with the same tutor, then you may write one check for the total due to that tutor:

- **Registration check - \$130 Grace Church Members/\$175 Non-Grace Church Members (Non-refundable)** make your check payable to “Grace Church of Fredericksburg”
 - The registration fee goes to:
 - our facility fee helps cover the two full days we utilize the whole facility (use of space, electric, heat/air conditioning, paper towels, toilet paper/bathroom supplies, etc),
 - community building & appreciation gifts
 - service duty supplies
 - registration day
 - a small stipend for the GHC Board & Staff
 - **No electronic payments are accepted. Tutors cannot accept outside payment forms.**
 - **Non-refundable**

- **Web fee - \$15** per family – *this can be included in the same check as your registration fee*
 - We are charged per family per year by Homeschool life to maintain our site.
 - **There is an additional fee to use the texting feature through the website. We will utilize this instead of an additional app to notify for any emergencies, closures, etc**
 - **Non-refundable.**

- **Background check fee - \$10** per person, one person in each family must complete a background check. Some families opt to have multiple members complete a background check so they have options on who works service duty.
 - **NEW MEMBERS ONLY – Non-Grace Church Members**** Check for \$10 per person, made payable to “Grace Church of Fredericksburg” for a background check. A link will be emailed to you after payment is received.
 - Returning members will be contacted if their background check is up for renewal.
 - **Non-refundable**

- **Class tuition** – one check for *EACH* class that includes:
 - Tuition, set by each tutor
 - Materials Fee, set by each tutor
 - Performing Showcase Fee \$7 per student for performing classes if applicable.
 - Showcase Display Fee \$1 per student per display class if applicable.
 - **Classroom Assistants must turn in a tuition/supply fee check at drop off, even if compensation for working in the class is equivalent to tuition.**
 - **Non-refundable after May 31st.**

If you do not show up and drop off all class and fee payments by 3pm on Paperwork Drop off Day (see Important ‘26-‘27 Registration section), you forfeit your online registration. Your children will lose their registered slots and waitlisted students may fill those slots.

Step 9 – Opt-in to receive text messages from the GHC website

Make sure at least one cell phone number per family has “opted-in” to receive text message alerts from the Homeschool Life GHC website.

You do not sign up for Service Duty at Registration. Sign up will happen after the drop date and you will receive sign up information through email. Sign up will take place through Signup Genius.

Adding a class after the first paperwork drop-off

See schedule below to see when members may add classes after the first paperwork drop-off.

Late Registration

- Instructions will be posted on the website.

Registration Fees Explained

Annual Registration Fee - **Non-refundable**

- Grace Church of Fredericksburg members: \$130
- Non-Grace Church of Fredericksburg members: \$175
- Registration fee checks can be made out to *Grace Church of Fredericksburg*, this must be a separate check from the background check but can include the website fee.
- Any exception to the annual registration fee must be decided upon and handled by the GHC Board.
- The registration fee goes to:
 - our facility fee helps cover the two full days we utilize the whole facility (use of space, electric, heat/air conditioning, paper towels, toilet paper/bathroom supplies, etc),
 - community building & appreciation gifts
 - service duty supplies
 - registration day
 - a small stipend for the GHC Board & Staff
- **No electronic payments are accepted. Tutors cannot accept outside payment forms.**
- **Non-refundable**

Background Check Fee – **Non-refundable**

- New Non-Grace Church of Fredericksburg members: \$10. A link to complete the Background check form online will be emailed to each family who registers a child in a class *AFTER* we receive your payment for the background check. All tutors, classroom assistants, service duty workers, and set-up/reset team members must have a background check on file at Grace Church of Fredericksburg. **This includes any spouse that might sub in any of these positions.**
- Returning Non-Grace Church of Fredericksburg background checks are good for 3 years. A GHC Board or Staff member will contact members whose background check has expired for renewal. These members must complete the online form and pay the renewal fee of \$10.
- Background checks are made out to *Grace Church of Fredericksburg*, this must be a separate check from the annual registration fee.

Website Fee - **Non-refundable**

- \$15 annual fee per family to cover website cost [and text alerts through GHC website.](#)

Class Fee – **Non-refundable after May 31st**

- **Last day to drop classes and get a refund for tuition – May 31st. At this time if you are on a waitlist but registered for a class, at the same time as the waitlisted class you will be dropped from the waitlist since you will not receive a tuition refund.**
- The class fee is determined by the tutor.
- The class fee is paid directly to the tutor and can be combined into one check with the Materials Fee and Performing Showcase fee if applicable.
- In the event that inclement weather or facility issues cause more canceled classes than the number of makeup days in the semester, tuition for makeup days in those classes will not be refunded.

- Any exception to this class fee policy must be decided upon and handled by the tutor of each affected class.
- In rare cases, tutors have life events come up that dictate a new tutor to replace them. This new tutor will follow the original course description for the class. After the drop date, a tutor replacement does not constitute a refundable action. The class fee is still nonrefundable.

Performing/Display Showcase Fee – Non-refundable after May 31st

- Any class that performs in the Spring Showcase, traditionally held on the evening of the last day of Monday classes, pays a per student fee to cover the costs of the event.
- Any class that displays items at the Spring Showcase has a small fee. [This fee is included in the materials fee and is notated in course description.](#)
- These costs include, but are not limited to: show programs, hiring lighting crew, hiring sound crew, and decorations.

Materials Fee – Non-refundable after May 31st

- The material fee is paid directly to the tutor and can be combined into one check with the Class Fee.
- Any exception to this policy regarding material fees must be decided upon and handled by the tutor of each affected class.

Class Withdraw/Drop Policy

Dropping from a class between paperwork drop off and May 31st

- If you need to drop a class between paperwork drop off and May 31st, please email ghcreg@gmail.com. The tutor will be contacted and arrangements will be made to have your class fees refunded.

Moving off the waitlist into a class, when concurrently registered in another class before the drop date.

- If you are contacted by the GHC registration team that a spot has become available in a class where your student is on the waitlist, you have 24 hours to accept or decline the spot in the new class.
- After 24 hours the spot will be offered to the next student on the waitlist.
- If you accept the spot in the waitlisted class, the GHC registration team will notify both the tutor of the current class and the tutor of the waitlisted class.
- Payment arrangements for the new spot in the waitlisted class will be made by the registration team.
- The registration team will notify the current class tutor of the need for a refund.

Dropping a class after May 31st but before registration totally closes.

- The last day to drop a class and get a refund for tuition is May 31st. The background check, Website fee, and the Registration fee are non-refundable.
- If you need to drop a class between paperwork drop off and May 31st, please email ghcreg@gmail.com.
- Any student on a waitlist that is also registered in a class at the same time as the waitlisted class, will be dropped from the waitlist. This will be done because you will no longer be eligible for any class fee refund from the registered class.
- If you drop a class after the drop date from a class that has a waitlist of students, and a student from the waitlist accepts the open slot, once the tutor has received payment from the

new student, you will receive a refund. If there is not a student placed in your spot, you will NOT receive any refunds.

Dropping a class between the close of all registrations and the first day of classes.

- The last day to drop a class and get a refund is May 31st. See above if you drop from a class that has a waitlist.
- If you need to drop a class between paperwork drop off and May 31st, please email ghcreg@gmail.com.
- Once all registrations close all fees become non-refundable.

Withdrawing from GHC or dropping a class after the first day of classes

- If you need to drop a class after the first day of classes at any time during the school year
 - **Please notify the tutor** at least one week in advance. If you need the tutor's email, please refer to the website "Directory" or the "Course Catalog" posted on the website.
 - **Fill out the "Withdrawal Form"** on the website to notify the Admin team.
- If you withdraw completely from GHC after the first day of classes and have service duty, you are still responsible for hiring a sub to fill your assigned shifts (\$35 per shift). Please contact the Service Duty Coordinator with any questions – ghcserviceduty@gmail.com.