PACE/Victory Homeschool Academy
Parent Packet

Mission Statement

Parent Association of Christian Educators (PACE) exists to provide supplemental education, community and support to christian homeschooling families through weekly cooperative programs for all ages and special events. The special events include field trips, social events, and outreach events to the public.

Statement of Faith

We believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. (II Timothy 3:16-17, II Peter 1:21, John 17:17, Matthew 4:4)

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Jesus is God incarnate. (John 10:30, John 10:37-38)

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 ascension to the right hand of the Father, and in His personal return in power and glory, as the only begotten Son of God. (Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, Hebrews 7:25, John 2:11, Hebrews 9:12, Colossians 1:13-14, John 11:25-26, Acts 1:11, Revelation 19:11-16, Isaiah 53, Mark 16:19).

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Romans 3:23-25, Romans 10:9-10, John 3:16-19, John 5:24, Ephesians 2:8-19, Titus 3:5-6).

We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Ephesians 5:18, Ephesians 4:30, I Corinthians 3:16, I Corinthians 6:19-20).

We believe in the resurrection of both the saved and the lost - they who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ, and in the great commission of the church, which is fulfilled by every believer, to evangelize, edify, and worship. (I Corinthians 12:12-13, Galatians 3:26-28, Mark 16:15, Ephesians 4:11-13, Romans 12:1)

We believe in the creation of man by the direct act of God. We believe in the Biblical definition of gender that Adam and Eve were made male and female respectively, and in God's image. Because we are made in God's image, we also affirm the sanctity of human life and stand in opposition to abortion. (Genesis 2:7-8, Genesis 2:18-23, Genesis 5:1-2, Psalm 139:13-16).

We believe and affirm the Biblical design for marriage. That man is united to woman and the two become one flesh. Anything other than the union of one man and one woman falls into the bracket of sexual sin (Genesis 2:18-25, Colossians 3:5, Romans 1:24-32, 1 Corinthians 6:9-11).

We believe God created the world in a literal 6-day miraculous act and rested on the seventh as outlined in Genesis. We believe in a young earth and a literal catastrophic worldwide flood (Genesis 6-8), which stands contrary to the theory of evolution.

Member Code of Conduct

1. Member families will strive to act in such a way that their words and actions promote unity and encouragement. Members will strive to show respect for one another, for the co-op, and for the larger PACE group.

2. Members will avoid acting in a way that is considered disrespectful, immoral, offensive, intimidating, belittling, or rude.

3. Members will not use threatening, harassing, or obscene language.

4. Members will not make any threatening or offensive physical contact with another member, including biting, shoving, grabbing, hitting, and the like.

5. Members will avoid gossiping.

6. During group functions, members will strive to present a responsible, moral, and positive image to those outside our organization.

7. Members should be respectful of tour guides, speakers, etc. Be attentive and quiet during presentations and outings. Follow the specific rules of the event regarding attire, lining up, exiting, etc. Respect restrictions placed on our group by the sponsoring facility regarding the age of children, staying in designated areas, handling objects or equipment, etc.

8. Member families will be responsible for their own children's behavior, language, and manners at co-op classes, meetings, field trips, and other sponsored activities.

9. Any members of this organization that persist in violating this code of conduct will no longer be considered members in good standing.

Dress Code

We ask that all clothing being worn to co-op or at PACE sponsored events honor biblical modesty. We understand that modesty standards may vary based on individual conviction, but view this topic as being more than simple outward appearance and includes the attitude of the heart. Clothing should not display offensive pictures or slogans, undergarments should be covered, and overall cut/length of clothing should be worn that exemplifies a desire to further our purpose of learning and growing in Christ.

If a member is violating this dress code, a private conversation will be held with the member (and guardian, if the member is a minor) and you may be asked to change or leave the event. Consistent violation of the dress code will be cause for a member to no longer be considered in good standing.

Safety & Protection Policy

Safety:

To create a location that is safe for all children, PACE and Victory have hall monitors and teacher helpers. But we also have informed the local police department of our class days so that they may intentionally patrol our area. We will also train the students on fire drills and educate the teachers on the evacuation plan.

While PACE/VHA does its best to create a safe location for all we cannot be held responsible for overseeing the safety of every student. As a cooperative, that role primarily falls on the parent/guardian. It is your job to keep track of your children, teach them our school rules, and make sure they follow them during all parts of the school day. We reserve the right to change school rules based on our location. They also can change through the school year as we adjust to new locations and encounter different situations. Rules that apply in one location may not apply in others. We thank you for taking the safety of our children seriously. If you see something that is unsafe, and is not your child, we encourage you to intervene kindly and find that child's parent.

Protection:

This policy provides guidelines that both inform teachers and helpers how to interact with the students as well as keep students safe.

VHA requires that you:

1. Meet with minors in public places and always have another adult present while counseling minors.

2. If a child requires assistance in the bathroom stall, two adults should be present.

3. Physical contact should be kept to a minimum, with exemption of a modest hug.

VHA requires that you DO NOT:

1. Meet alone, in secret, or behind closed doors with minors, especially of the opposite sex.

2. Check for injuries on a child underneath clothing, except in the cases of emergency.

3. Kiss children except in the cases of your own children.

4. Allow older children to take younger children to the bathroom, except in the cases of siblings.

5. Ride alone with a student except in cases of emergency.

These are basic guidelines that help us protect our students and we appreciate that all parents of VHA follow these guidelines. A safe environment for our children is best achieved when we have helpers that are willing to be accountable to VHA Directors as well as other cooperative parents. We thank you for doing your best to keep children safe.

In addition, we require every adult member of VHA to complete a CORI check. This is done privately through our organization at the beginning of the year. We require very minimal info to be shared with only our PACE officers. This is in the best interest of maintaining a safe environment for all our families.

Sick Policy

If you or your child is ill, please keep them home. VHA Board of Directors defines sick as fever, chills/aches, shortness of breath, loss of taste and smell, nausea, vomiting, and diarrhea. We realize that these symptoms can also be signs that are not associated with illness (example: asthma, allergic reactions, and seasonal allergies). We are putting the health of this co-op where we believe it belongs, in the hands of the parent and in the hands of God. We ask that you be intentional about observing your child's health, especially before leaving for co-op. We know you already are doing this, but we want

every VHA parent on the same page. If you or your child is ill, we implore you to stay home. Your child may return to co-op after being 24 hours symptom free without the need of Tylenol/Motrin. We thank you in advance for helping us minimize the spread of sickness through our school year.

Parent Obligations

Parents need to help based on the needs of the co-op. Before our mandatory pre-semester meeting we will have sign ups to help in specific classes via signup genius. This helps us to know that all classes are properly staffed and helps us to locate a parent should an emergency arise. All parents are part of the setup/cleanup crew. As cooperative families, we are responsible to leave the location as we found it. Set up and clean up are vital to us being good stewards of the location God has given us. We realize it is not the most glamorous job but having parents available to step in and clean up after classes, lunch, and end of day, will greatly help. **This is not a drop off environment,** parents are required to attend and keep an eye on their children and encourage them in proper classroom behavior. In addition, it is important to remember that families are not required to attend the entire co-op day. Please feel free to come and go as suits your schedule and homeschool needs. There are many ways to serve the co-op, these will be explained at our orientation meeting.

Teaching Positions

As a parent you will be eligible to teach after attending co-op for 1 full semester. Teachers are responsible for creating a short class description and cost per student based on a 12 week semester. If you are teaching a class with one of your children in it, they will be able to take the class for free. If you teach a class in which one of your children is not enrolled, you will receive a family registration discount. Teachers will be issued a check prior to the start of the semester to purchase class supplies and will be responsible for maintaining an expense report to be turned in at the end of the semester. **There will be a $25 fee required for any lost checks to cover our voided check fee with the bank.** Teachers are responsible for general discipline within the classroom setting and any needed communication with parents to support the function and learning within their class.

Helper Positions

Within the co-op day you may be asked to serve in a helper capacity for teachers across the age groups. As a helper you are not expected to bring any previous knowledge of the subject topic you will be helping in, your role is primarily to support the students in their behavior, focus and facilitation of activities as requested by the teacher. As a helper, teachers will rely on you to be an extra set of hands during activities as well as assisting students who may be struggling so that the class can continue to move through the lesson being presented. Helpers may also be asked to assist in prep for an activity in the class. Other roles you may be asked to help in outside of the classroom are hall monitor, clean up crew, and door security to monitor entry and exits of the building to maintain accountability for who has access to the students.

Public PACE Events

On occasion we will be hosting socials, potlucks, field trips, intensives, and field days. These events will be open to all, outreaching to Cape Cod PACE (facebook group), homeschoolers in our areas, and is a great opportunity for you to introduce your homeschool friends to the PACE group. Signing of the Statement of Faith is not required for public events. Events will be put up on Facebook and you can pass them on to friends! The Sick Policy, Dress Code and Code of Conduct all apply to PACE wide events.

Financials

PACE is a 501c3 non profit organization. In order to maintain this status we are required to file taxes annually. In order to run this business effectively we have the following regular costs: offering/rent to our host church, liability and D&O insurance, annual website fees (we are charged per user/family account), online financial accounting fee, Legal fees for taxes, and operating expenses for tables, white boards, printers, tv's and anything we may need for co-op or PACE events. This is where the VHA family registration and PACE member registration money goes. We take our financial situation very seriously and have a board of directors making constant decisions behind the scenes to ensure we maintain the good health God has placed over our finances. In addition, your class costs are paid out directly to the teachers teaching. The teachers are required to submit expense reports with receipts to our treasurer, Cassandra Wilson. Any left over funds (this is rare due to our class fees being so low and affordable) are paid back to VHA. PACE officers, board of directors and teachers are all volunteers. No one is getting paid. We are a cooperative. Everyone helps in some capacity.

Class fees are nonrefundable. Teachers are given their funds weeks in advance to prep for their classes. They have the freedom to prep as needed, and in many cases, they are using their personal funds before classes start. In order to refund you for canceling we would need to ask teachers to pay out of their own pockets. Once you pay for classes this money is nonrefundable.

The **family registration fee of $150 is refundable** until the 2nd week starts, **less a $20 processing fee** to cover the cost of your website account.

Payment for VHA is due by the set deadline that we establish. This date changes with each semester/year and is provided via all social media platforms including email and SMS text.

We understand that situations happen and payment is a challenge sometimes, especially when registering late for classes. For qualifying families we do offer a payment plan for the semesterly family registration amount of $150. Please email Cassandra Wilson at capecodpace@gmail.com for more info on this option.

What to Bring to a Co-Op Day

Each student needs to bring whatever materials are required for their chosen classes as well as: pens/pencils, a water bottle filled with clear drink (we are desperately trying to avoid stains), a Bible, a binder and perhaps dividers. Please DO NOT bring your own pencil sharpener. This leaves shards of pencil everywhere and makes the vacuum process after co-op a nightmare. Each family needs to provide their own lunch if they plan to join us for our lunch hour.

What does our co-op day look like?

The VHA Calendar:

Our semesters usually run 12 weeks each and we try to follow the public school calendar for our breaks. Our schedule changes and is posted semesterly.

- **Fall Semester** usually runs from the last Thursday of August through The last Thursday before Thanksgiving.
- **Spring Semester** usually runs from February through mid May.

Thursday Schedule:

9:00: Morning Assembly
9:20-10:10: 1st Period
10:15-11:05: 2nd Period
11:05-11:15: Extended break for snack/restroom
11:15-12:05: 3rd Period
12:05-12:50: LUNCH
12:55-1:05 Clean Up from Lunch in classrooms and main areas

1:10-2:00: 4th Period
2:05-2:55 5th Period
2:55: Classroom Clean-Up
Currently 2026/27 we have a four period co-op day. We may develop into a five period day again in the future.

Pictures and Social Media

PACE/VHA has several private facebook groups and a website which our board monitors for content. PACE/VHA is not responsible for the monitoring of shared pictures on public social media forums by its members.

To enhance your understanding of our group here is a list and our general use of our social platforms, these sites are moderated for approval to the groups to help protect our families.

Facebook:

“Cape Cod PACE” -this is our larger community of 320+ families. This is where most people go to start the connection to our group. Social events are shared here and much more.

“Victory Homeschool Co-op”- this is our private group for registered families only. This is one of our primary sources of communication and sharing pictures for our yearbook.

“Victory Educators”- this is a private group for our current teachers

Website: homeschool-life.com/ma/pace.com This is our website with all our PACE/VHA info. This is where our co-op schedule and calendar is. This is the primary place to learn about who/why/what we are and do. This is also where to find this parent packet.

Location:

VHA meets on Thursdays at Falmouth Baptist Church, 60 Central Park Ct., Falmouth. This is our host church and primary location for PACE/VHA.

PACE also has events hosted at Landmark Revival Christian Church in Hyannis.

We also meet at various other locations throughout the year.

Email at CapeCodPACE@gmail.com

Cassandra Wilson, Treasurer, Director of Finances
Jessica Villanueva, Secretary, Director of Membership
Donna Rogers, Director of Facilities

Agreement

I have read, understand, and agree to follow all directions, orders, and policies/procedures outlined in this PACE/VHA parent registration packet. The participant shall defend, indemnify, and hold harmless PACE, VHA, its Directors, and Host facility for co-op and events (FBC, LRCC, etc.) against all losses, damages, liabilities, claims, actions, judgements, settlements, penalties, fines, costs, or expenses of any kind.