

Founded in 2023, F.H.E. is a Christ-based homeschooling community of homeschooling families in Forsyth, Georgia. F.H.E. is committed to supporting parents and children in their homeschooling journey. We aim to provide meaningful programs, engaging activities, and a welcoming environment where families can learn, grow, and build lasting friendships. Our group thrives because of the active participation and dedication of every member. We hope you will find joy in connecting with your children, exploring new opportunities, and contributing your unique talents to enrich the F.H.E. community.

Activities include Mom’s Night Out, field trips, holiday parties, and kids' clubs. F.H.E. provides academic enrichment, social connection, and faith-based guidance. Membership demonstrates a willing heart to serve the group; it takes cooperation and participation to thrive.

### **Mission, Vision, and Values**

**Mission:** Support homeschooling families through enrichment activities, community connection, and faith-based guidance.

**Vision:** Create a thriving, inclusive homeschool community where children learn, parents are supported, and families grow together.

**Values:** Faith, family, respect, service, collaboration, learning, and community involvement.

### **Statement of Faith**

F.H.E. welcomes families from diverse backgrounds. To ensure clarity, we present our Statement of Faith:

- We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miracles, atoning death, resurrection, ascension, and future return.
- We believe that salvation is found through Jesus Christ alone.
- We believe in the unity of all believers who have received salvation through God’s grace.
- We believe that children are gifts from God, and parents are responsible for their education and upbringing.

While sharing these beliefs is not a prerequisite for participation, members agree not to promote teachings contrary to these beliefs during F.H.E. activities or communications.

## **Membership & Fees**

### **Required Fees:**

- Website Processing Fee: \$10 per family per year
- Semester Registration Fee: \$10 per family per semester

### **Optional Fees:**

- Class Fees: \$0–\$10 per class series
- ReadnQuiz: \$2 per child per year
- Curiosity Untamed: \$15 per child, \$45 family maximum per semester
- Badges: \$2 each plus shipping, ordered at the end of each semester
- Scholarships: Available via the Accounting tab on the website; applications reviewed privately by the admin team

**Payment Methods:** Cash, check, or Zelle only. Payments cannot be made on the website.

### **Overdue Payments & Policy:**

- Class payments are due the Monday a week prior to the start of class, unless otherwise noted in the class description.
- Students will be removed from class rosters on Monday for non-payment.
- Payments made on Tuesday may or may not allow the student to stay in the class, at the teacher/coordinator's discretion.
- An email will be sent notifying you of the removal, including a copy of this payment policy.
- If there is no waiting list, your child may rejoin at the teacher's or coordinator's discretion once payment is received. If a waiting list exists, your child may not rejoin.
- Statements of account are sent on Mondays for families with balances.
- Families may preload accounts at any time to use credit for future fees.

**Refunds:** Issued only if a cancellation request is submitted at least 8 days before the class start date.

**No-Shows:** Consistent no-shows may result in account parking or removal from classes for the semester. Families who fail to attend registered classes without submitting a cancellation form will be marked as a "no-show." Repeated no-shows may result in being unable to register for future classes for the remainder of the semester.

## Family Participation & Volunteer Expectations

Participation is essential – “It takes a village!”

Parents are expected to:

- Lead one class per semester (any age group, including toddlers)
  - Submit a proposed class or request a pre-prepared lesson
  - Curriculum support is available from a class coordinator if needed
- Sign up for at least one clean-up slot per semester
- Assist teachers or help cover classroom needs if not leading a class
- Nursery and Study Hall are the only classes without a planned activity or lesson; all other classes for toddlers and up must have a lesson or activity provided.

## Teacher Class Credit Policy

- When a parent teaches a class, their children may take that class for free **up to a \$5 credit per family** toward that specific class.
  - Example: If the class costs \$1 and the teacher has multiple children enrolled, all children may participate as long as the total cost does not exceed the \$5 family credit.
- **If the teacher does not have any children enrolled in the class** or if the class being taught is **free**, the teacher receives a **\$1 credit per class meeting** to use toward **future classes**.
- **Credits are family-based**, not per child.
- **Credits may only be used toward class fees.**  
**Credits do not roll over** into the next school year.
- **Credits are not payable in cash.**  
Unused credit holds no cash value and cannot be refunded, transferred, or redeemed for money.  
(It is a credit-only system.)
- **Credit caps & additional incentives:**
  - A maximum of **\$20 credit per family per semester**.
  - Teaching **5 or more class meetings** in a semester qualifies the teacher for a **semester registration fee credit** and **early registration access**.
- **Credit Tracking:**  
All credits will be tracked and maintained by the designated coordinator.
- **Definition of Class Count:**  
For incentive purposes, **each class meeting counts as one class**.  
(Example: A five-week course that meets once per week counts as five classes.)

## **Student Standards of Conduct**

- Show courtesy and respect to teachers, parents, peers, and church staff
- Accept guidance and correction from adults and teen leaders
- Remain in designated areas; respect property boundaries
- Refrain from gossip, offensive language, crude jokes, or bullying
- Avoid physical misconduct (biting, kicking, slapping, pushing)
- Treat church property with care; no running, roughhousing, or climbing on furniture
- Electronic devices are prohibited unless approved by a teacher
- Remain under supervision; children may not leave class unattended
- Restricted areas: parking lot, woods, behind church, cemetery, breezeway, or unassigned areas
- A copy of the Student Standards of Conduct should be printed and displayed in every classroom
- Children 4 and up must keep track of their lanyards/name tags; first replacement is free, the second is \$2.00, increasing \$1 for each subsequent replacement
- Children 4 and under should have a sticker with their name
- Students are expected to clean up after themselves at all times — during lunch, crafts, classes, and field trips. Please leave all areas clean and free of trash, returning materials and supplies where they belong. We aim to leave every space better than we found it.

A copy of the Student Standards of Conduct should be printed and displayed in every classroom.

## Parent Code of Conduct

- Communicate respectfully with staff, teachers, and families
- Follow all policies and safety rules
- Support the authority of teachers and coordinators
- Support a positive learning environment
- Maintain confidentiality
- Conflicts should be handled in a Christ-like manner; unresolved conflicts escalated to Shelly or another coordinator
- All members, including students and adults, are expected to treat others with respect. Language or behavior that demeans or discriminates against anyone based on race, ethnicity, religion, gender, socioeconomic status, or any other personal characteristic is strictly prohibited.
- Ensure your students clean up after themselves at all times — during lunch, crafts, classes, and field trips. Please leave all areas clean and free of trash, returning materials and supplies where they belong. We aim to leave every space better than we found it.

## Student Disciplinary Actions

- Teachers will lay out class behavior and expectations at the start of class
- Students will receive one reminder for misbehavior
- **Second offense:** The student will be taken to their parent for a brief discussion and reset, and then they may return to class once they are ready to participate respectfully.
- **Third offense:** The student is taken to the parent and will remain with the parent and may not return to class. If a parent is unavailable (for example, if they are teaching or assisting elsewhere), the student is taken to the coordinator at the front desk to remain until the class period ends.
- Chronic attendance or notification problems may lead to temporary or permanent removal

## **Safety & Emergency Procedures**

- Sign in/out daily for accurate headcount
- Emergency contacts required in the online account
- Allergies and medical needs noted in the child's online profile
- First aid: kitchen cabinet labeled "First Aid"
- Severe weather: bathrooms and hallways used as shelter
- Parents supervise children at all times

## **Attendance & Absences**

- Families must attend at least two functions per semester, or they will be parked to make room for waitlisted families and may reapply the following semester
- Submit online Refund/Class Cancellation forms for any reason, including illness
- First unnotified absence: email warning
- Repeated unnotified absences: removal from future classes
- Continued issues: removal until next semester or possible group removal

## **Unenrolled Children on Campus**

If you have a child who is not signed up for a class but will be on campus during co-op hours, please register them for Study Hall. Study Hall provides a quiet space for reading, studying, or other calm activities while parents attend class or volunteer.

## **Sick Policy**

- Keep children home if symptomatic: fever, sore throat, rash, diarrhea, vomiting, earache, swollen glands, or eye discharge
- Allergy-related symptoms are exceptions; use discretion
- Submit the class cancellation form if the student will not attend, and reach out to a teacher or coordinator if possible

## **Dress Code**

- Modest and appropriate for a faith-based, family-friendly environment
- Clothing should cover the body adequately (no midriff, low-cut tops, or short bottoms)
- No clothing with inappropriate words, images, or graphics
- Weather-appropriate clothing for activities

## **Multimedia / Photo Policy**

- Families consent to the use of images/voices in F.H.E. media
  - F.H.E. is not responsible for the personal use of photos by members
- j566

## **Field Trips & Special Events**

- Waivers are required if an adult other than the parent accompanies the child
- Arrive 15 minutes early
- Guest attendance must be confirmed; members get priority
- Cancellations: No refunds; transfers allowed if possible

## **Technology & Device Use**

- Devices prohibited in classes and play areas
- Phones allowed for emergencies or class-specific use only

## **Communication Guidelines**

- Updates via email, website, and text (if provided)
- Coordinator contacts listed on website “Need Help? Start Here”
- Director: Shelly Lorenzen – 678-378-4062

## **Membership Agreement & Acknowledgment**

By registering, families acknowledge that they have read, understand, and agree to follow all policies outlined in this handbook. Forsyth Homeschool Enrichment reserves the right to make updates or changes to these policies as needed throughout the year. Any changes will be communicated to members through email and/or posted updates on the F.H.E. website. Continued participation in F.H.E. programs and activities indicates agreement to any revised policies.