



Oak & Arrow Tutorial
Parent and Student Handbook
2026-2027

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Mission

We exist to partner with and equip parents as they take ownership of their children's education, knowing that parents are the primary teachers of their children. Our homeschool tutorial is rooted in God's Word and shaped by Isaiah 61:3 and Psalm 127:4. We work together to raise children who are strong in faith, grounded in truth, and prepared to live for God's glory.

Isaiah 61:3 reminds us that God's people are "In their righteousness, they will be like the great oaks that the Lord has planted for his own glory.." Oaks grow slowly and intentionally, putting down deep roots that allow them to stand firm through every season. In the same way, our desire is to help children develop a faith that is deeply rooted in Christ—strong, steady, and able to withstand the challenges of the world—through a quality education, a biblical worldview, and a community of people dedicated to their growth.

Psalm 127:4 says, "Children born to a young man are like arrows in a warrior's hands." Arrows are shaped with care and aimed with purpose. As parents and educators, we walk alongside families to disciple children, train them in truth, and help point them in the right direction. We aim them toward Christ, trusting God with the outcome as they step into the world He has called them to influence.

Together, we partner with families to raise up the next generation of church and community leaders—children who are deeply rooted like oaks and purposefully directed like arrows. We believe it truly does take a village, and we are committed to creating space for that village.

Vision

We offer structured classes covering CORE subjects: language arts, history, science, math and Bible - designed to set children up for academic success and a lifetime love of learning. We provide resources and guidance for families to continue that education at home, allowing scholarly and biblically based homeschooling to be attainable for more families.

Statement of Faith

THE TRINITY

We believe in the one and only God who created both the heavens and the earth is eternal, unlimited in power, unmatched in love, who created all things and holds all things together in heaven and on earth. This one God exists in unified essence as three distinct persons: Father, Son, and Holy Spirit. Each of whom is fully God, yet there is one God.

THE FATHER

We believe that the Father is the creator of all things in heaven and on earth. With the Son and the Holy Spirit, He created a perfect world and made man and woman in His own image. He is intentional in His pursuit of all humanity. In love, He wishes for them to repent and put their faith in Him as their Father.

THE SON

We believe that Jesus Christ is the son of God. Who was born of the virgin Mary through the power of the Holy Spirit, both fully God and fully man. We believe that Jesus, who lived a sinless life, was unjustly accused and sentenced to die, which He willingly chose so that humanity could be reconciled to God. He died on the cross, and three days later, He came back to life, defeating death and sin for all humanity past, present, and future. After Jesus' resurrection, we believe that He appeared to His disciples for 50 days, and then He ascended into heaven where He sits at the right hand of the Father, interceding for us here and now. We believe that one day, Jesus will return in glory to usher in a new heaven and new earth where all of those who have faith in Him will be united with Him in glory for all eternity.

THE HOLY SPIRIT

We believe the Holy Spirit is unified with the Father and the Son in nature and is God who is the advocate and administrator for all humanity. Through the work of the Holy Spirit, we experience God's presence, the conviction of sins, and the grace of God that is freely given to all people through the sacrifice and resurrection of the Son. We believe the Holy Spirit is always present, working to connect us further to the heart of the Father and the story of the son so that we can live in freedom from sin and become people who share God's love with the people around us.

HUMANITY

We believe that humanity, male and female, were created in the image of God, and because of God's love for His creation, He allowed us to choose between right and

wrong, making us morally responsible for our choices. But when Adam fell, it gave birth to sin, which corrupted who we are as human beings. Because of this original sin, humanity is hopeless in reconciling with God by their merit or righteousness and prone to evil and selfish desires. We believe we are all subject to sin, but we can reconcile with God because of Jesus, who gave His life and extends grace for all. Through this prevenient grace of God, we can turn away from our sin towards God to be saved.

SALVATION

We believe that salvation is a gift given by God and is made available to every human being. Through the story of Jesus and the work of the Holy Spirit's prevenient grace, a person who is fallen by nature can respond and choose to act in repentance and faith. In a personal response and repentance, they should admit that they have sinned and rebelled against God, believe that Jesus is the son of God and chose to die for the sins of the world and was raised from the dead three days later by the power of God, and finally commit to making Him Lord of your life. We believe that faith starts at the moment of salvation, and this faith will express itself through the acknowledgment of Jesus as Lord and an identification with His Church.

SCRIPTURE

We believe the Bible is a unified story across the Old and New Testaments that points to Jesus. We believe the scriptures are the verbally inspired word of God, inerrant in the original writings, infallible and God-breathed, and provide the basis for truth and final authority for us as we follow God.

THE CHURCH

We believe the work of the Church is to usher in the Kingdom of God here and now. In this pursuit, we believe that we will see believers empowered by the Holy Spirit to do the work of the Gospel. Through the power of the Holy Spirit and the work of believers we will see the lost be found, the broken be healed, and widows and orphans be cared for. By doing the work of the Gospel the individual believer will become more like Christ. As a result, the believer will mature and grow in their relationship with God and learn to be more intimate and open with Him.

ETERNITY

We believe that humankind will exist forever, either eternally separate from God because of sin or eternally with God because of His grace and salvation. We believe that heaven and hell are real places, but we do not know what either of them looks like in their entirety. We also believe that they are not the point of Jesus' story or the work of

the Holy Spirit in our lives. We believe that if getting into heaven or trying to escape hell becomes the point of someone's faith, they are missing what Jesus commands in the Gospels: to love one another. If we only focus on eternity, then our salvation and faith become all about us when Jesus desires that all receive this free gift, and He has called us as believers to go reach the world with this good news, so they receive His love too.

BAPTISM

We believe that baptism is a sacrament of the Church. It is an outward sign of an inward work. It is a symbol of the new covenant of grace and signifies acceptance of the benefits of the atonement of Jesus Christ. By means of this sacrament, believers declare their faith in Jesus Christ as Savior and Lord.

THE LORD'S SUPPER

We believe that the Lord's Supper is a sacrament of our redemption by Christ's death and of our hope in His victorious return, as well as, a sign of the love that Christians have for each other. The Lord's Supper is a means by which God communicates grace to the heart because of this it should be received humbly, with a proper spirit, and by faith.

MARRIAGE

We believe in the sanctity of marriage. Marriage in God's eyes is between one man and one woman. It is a covenant to each other before God and pledge to be united in marital love for the rest of their lives. We believe that husbands should love their wives like Christ loves the Church and wives should submit to their husbands out of reverence for Christ. We also maintain that it is only in the bond of traditional marriage where sex and sexuality can be expressed and permitted.

GENDER

We believe that God perfectly and immutably created each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). This means both men and women are unconditionally equal in essence, dignity, and value but are distinct by divine design and serve complementary roles and responsibilities inside of family, church, and society at large.

Educational Philosophy

Every child is uniquely created in the image of God, and that truth guides how we teach and care for our students. We draw inspiration from classical learning, Montessori methods, and other thoughtful approaches to create a variety of spaces and activities where different kinds of learners can thrive. Our goal is to help children grow into independent thinkers and problem solvers who genuinely love learning. Core subjects

and essential skills are taught through a wide range of topics that help students understand life and society through a Biblical worldview.

Our Core Tenants of Education

We strive to keep God First

We will be teaching all subjects as part of an integrated whole, with Scripture and Christ at the center of everything and providing a clear model of Christian life through our team. Our team will encourage students to develop their relationships with God by honoring him in everything they do and learn. (Colossians 3:23)

We strive to be Family Focused

We believe the Bible clearly instructs parents—not the church or the state—to “bring up children in the training and instruction of the Lord” (Ephesians 6:4). As a homeschooling community, we affirm that parents are the primary teachers of their children. Our Tutors come alongside families to offer support, guidance, and enrichment, partnering with parents as they lead their children’s education.

Our aim is to teach and encourage students in ways that reflect biblical truth and honor a Christ-centered home environment. We desire to help parents nurture in their children the heart behind Colossians 3:23: “Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.”

In this partnership, we seek to uphold quality academic work, high standards of conduct, and biblical principles of discipline—always reinforcing the foundation parents are establishing at home.

Enrollment Information

1. Families enrolling their children in Oak & Arrow Tutorial should desire structured group classes where a Christian worldview is woven into each core subject—history, science, language arts, and math. Biblical Studies will also be taught as a core subject.

2. Parents must be willing to continue with their children’s studies on non-class days (M-W-F).

3. Children should be hard working, obedient, and able to respond positively to authority.
4. Students must exhibit the necessary ability to perform successfully at the appropriate grade level.
5. Families must be current in all financial obligations to OAT. If at any time during the course of the year the need to withdraw arises by a family or by OAT, a financial commitment for the year is required at the time of withdrawal. If at any time there is a financial need or hardship, the parent should contact the OAT Calvert Site Director. If tuition payments are late or missing, the student(s) will not be allowed to attend classes until payment has been received unless the Calvert Site Director has been contacted ahead of time. Continually late or missing payments may result in reconsidering enrollment.
6. Our classrooms will be capped at 15 students unless approved by the Site Director. Together with our team and the family, we will decide if a child needs to move to a class above or below their age group based on needs and performance. The final decision, however, will be at the sole discretion of the Site Director - based on the needs and resources of the tutorial as a whole.
8. Unfortunately, we cannot accept students with severe learning disabilities which would require special attention and/or changing of the expectations of the required work. Our tutors are not trained for special needs and we do not have a large enough team to create and administer IEPs.

Tuition and Fees

2026-2027

Administration Fee – \$475

- **New Families:** Full fee is due at the time of enrollment for each student.

- **Returning Families:** The fee for one child is due at re-enrollment. Fees for any additional children are due by the final day of Tutorial 25-26.

Tuition

- Preschool - 8th Grade: \$2635 / year
- High School: \$2768 / year

- If at any time during the year, the need to discontinue arises, by decision of your family or by OAT, a financial commitment for the **year** is required. We have yearly financial commitments which we are obligated to meet, such as paying tutors and insurance. Therefore, we must receive the expected income from which we planned the year's budget.

- Tuition will be reassessed each year based on the cost to provide a quality program. Any changes will be announced before the re-application process begins.

OAT Expectations for Parents

1. We seek to support parents in their God-given responsibility of raising and educating their children. On Tuesdays and Thursdays, tutors serve to enforce necessary discipline in the classroom setting. Therefore, parents are expected to

support the tutor's discipline in the classroom and be available to remove a student from class premises in the event of a major discipline problem.

2. Parents are responsible for overseeing assigned work on Mondays, Wednesdays and Fridays. Parents are responsible for providing additional learning opportunities above and beyond what is expected at OAT, if/when necessary. Parents are also responsible for other courses not covered through OAT (PE, Health, Art and Music).
3. Financial obligations to OAT are expected to be paid in a timely manner. If there is an issue with making a payment on time, the parent must contact the OAT Calvert Site Director to make special arrangements.
4. Timely arrival and pick-up are expected. We have limited time together and want to ensure it's used wisely. If a change in pick-up routine will occur, please text the Site Director before dismissal.
5. Parents are expected to purchase the books/materials from the Book List and necessary school supplies according to the Supply List, which are sent out via email prior to the first day of school. This list will be minimal and the school supplies will only be what is needed for families to continue work at home. You will not be asked to furnish supplies for our classrooms.
6. Parents are responsible for making sure their students come to class prepared, with weekly objective sheets printed and ready, completed assignments brought for submission, and any materials needed for class.
7. Parents are expected to regularly check e-mail/text messages and Google Classroom for communication from tutors and/or the OAT team, especially on Mondays and Wednesdays.
8. Parents are expected to serve on a rotational basis as Parent of the Day (POD). Parents will choose dates to serve through Sign-Up Genius. These duties will be explained in detail on the POD worksheet.. It is the family's responsibility to ensure someone who has been approved and background checked is present at OAT to cover their chosen dates.
9. Communication is an important key to parents, tutors, and students working well together as a team. Parents should inform their students' tutors and the Site Director when a student will not attend classes (illnesses, vacations, family

events, etc.). Parents should also address any class concerns with the tutor involved as well as the Site Director. Any curriculum or policy concerns should be addressed to the Site Director.

Discipline Policy

Students will be encouraged to model Christian behavior in all aspects of the school day. It is very important that our children feel safe and secure in a loving and nurturing environment. Actions that jeopardize the safety and well-being of our children will be dealt with firmly and expediently. Consequences will align biblical principles, e.g., restitution, apologies, restoration, no lingering attitudes, and moving forward. As part of our investment in partnership with the family, parents will be made aware of concerns or warnings given to a student by a Tutor as well as any disciplinary action taken as soon as possible after each incident.

The Tutors will impose the majority of the day-to-day discipline. However, there may be instances where a stronger warning or more severe penalty is needed. The Site Director or Program Director will handle such cases:

1. Blatant disrespect is respect shown to a Tutor or Parent of the Day
2. Dishonesty in any situation while in class, e.g., lying, cheating, and stealing
3. Rebellion, e.g., outright disobedience in response to instructions
4. Fighting, e.g., striking in anger with the intention to harm another student
5. Obscene, vulgar, or profane language
6. Disrespect shown for the school/church's property

If any of the above actions do occur, the student may require immediate suspension for the remainder of the day. In severe cases where there is no change in the student's actions or no assistance from the parents, the student may be expelled for the remainder of the year.

Consequences of any of the above-mentioned serious behaviors:

FIRST TIME – Warning and parent called.

SECOND TIME – Restitution in the form of service to the church and suspension for the day. (Missed work must be turned in the next school day)

THIRD TIME – Expulsion for the remainder of the school year. Full tuition will be expected for the complete year.

OAT Expectations for Students

1. Students are expected to show respect to tutors and peers at all times.
2. Students are expected to follow class rules as outlined by the Tutors. They are to respect and comply with Tutor instructions.
3. Students are expected to come prepared to learn.

4. Because class time is condensed, students are expected to attend every class unless due to illness, family emergency, or family vacation. When possible, please notify the student's tutor(s) and the Site Director in writing when the student will be absent.
5. Students are expected to follow weekly objectives carefully and to complete assignments in a timely manner.
6. Students in grades 3-High School are required to review/sign Student Expectations and Rules of Conduct with their parents.

Student Rules of Conduct

1. Students are expected to behave with basic Biblical standards and treat one another with kindness and respect.
2. There should be no talking back or arguing with Tutors, Aides, Parents of the Day (POD), Church Staff, or any other adult authority.
3. Students are expected to be aware of and avoid the office hallway unless otherwise instructed by a tutor or parent volunteer.
4. No guns, knives, weapons or fire devices of any kind are allowed on church grounds.
5. Electronic devices must not be used during OAT hours unless directed by the tutor for educational purposes. *Students may bring phones, but they will be collected in the morning by Tutor and can be retrieved by students upon dismissal.
6. Students are expected to treat all class materials and facilities with respect and care.
7. Students are expected to treat worship, prayer, and class discussion with proper reverence.
8. Students are expected to participate in the Pledge of Allegiance, worship (singing and praying), and Bible instruction throughout the day.
9. Bullying (teasing, criticizing, name-calling) is unacceptable and will not be tolerated.
10. Students are expected to be prepared for class and to complete assignments on time.
11. Students are expected to work diligently and concentrate fully on their work while in class.

Student Name: _____ Signature (Grades 3-High) : _____

Parent Name: _____ Parent Signature: _____

Expectations for Conflict Resolution & Concerns

We will resolve any and all conflict that should arise according to the Biblical principles found in Matthew 18 and James 3. We believe that Scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved. Gossip and harmful chatter will not be entertained or tolerated.

Oak & Arrow Tutorial is a ministry of NEWLIFE Church and thus will handle conflict in the same way it is handled within the church. Authority flows from Church Leadership down: Church Leadership > Site Director > Tutor > Parent

Communications between Parents and Tutors: If an issue should arise regarding Tutor roles, procedures, workloads, or other minor concerns in the classroom, the parent should first speak to the tutor before discussing the matter with those in authority or with other parents. If unresolved, a second attempt should be made. If the issue is still not resolved, the Site Director should be notified.

The reverse is expected of the Tutor as well. The Tutor should address the concern to the parent, and if the situation is not resolved, the Tutor should contact the Site Director..

Communication between Parent and Site Director: If an issue should arise that is unrelated to the classroom and not needing Tutor involvement; regarding OAT rules, procedures, programs, finances, curriculum, or unresolved Tutor concerns, the parents may present those concerns to the Site Director or Program Director.

Please contact this email address: tutorial@mynlc.org

Communication is extremely important to functioning successfully as a team. If/when a situation arises that causes concerns (whether it is academic, behavioral, financial or otherwise), those concerns need to be expressed with the appropriate contact person. Parents, students, and tutors are all encouraged to communicate with each other!

Attendance Expectations

A student enrolled in OAT is expected to attend class regularly and arrive on time. On Tuesdays and Thursdays, class hours are 8:45 a.m. to 2:30 p.m., with check-in starting at 8:30 a.m. Attendance will be recorded to track any missed material, which can assist during portfolio reviews.

Participation in class is essential to our program; thus, tardies and absences should be as infrequent as possible. Missing four class days per semester may endanger the student from mastering the required material for the quarter.

1. Short-Term Absences: If a student will be absent from Tutorial for one or two days for any reason, the parents should contact the student's Tutor and the Site Director by email as soon as possible.
2. Long-Term Absences: OAT will gladly cooperate with families taking their children from Tutorial for vacations, trips, etc.; however, when extended absences are voluntary (versus emergency or illness), we expect all classwork to be completed in a time frame agreed upon by the Tutor and parents.
 - a. If time permits, the Tutor may be able to compile the necessary schoolwork which the student would miss; otherwise, the work can be completed upon return.
3. Snow Days:
 - a. We will communicate any Snow Closures via email as soon as possible through Email and Google Classroom.

OAT has chosen to set a basic uniform standard below. This is to ensure that clothing does not become a distraction from our main goal - learning. We've also found that it generally makes school mornings less stressful for parents which is always a plus!

In the event a student is not adhering to the dress code, Parents will be notified and a spare article of clothing kept in the OAT closet may be used if we have something that fits. If further offenses occur or if the dress code infraction is glaring, a parent will be called to bring appropriate clothes.

Dress Code:

Shirts: Short or long-sleeved collared button-downs or polo-style shirts in white, light blue, or navy blue. Shirts should be long enough so that no skin shows when arms are raised.

Sweaters/Sweatshirts: Solid-colored (navy, light blue, white, or neutral) sweaters or sweatshirts are allowed over collared shirts. Hoodies may not be worn in the classroom.

Bottoms:

- Girls: Skirts, jumpers, pants, or shorts in navy blue or khaki (no denim or tight-fitting pants). Shorts, skirts, and dresses should be knee-length or longer. Leggings or tights may be worn under skirts or dresses (any color).
- Boys: Pants or shorts in navy blue or khaki (no denim or tight-fitting pants).

Shoes: Must have a back strap for safety during recess.

Accessories: Hats and jewelry are allowed but should not be distracting to the student or others in class.

Statement of Commitment

By choosing to enroll my child(ren) in NewLife Tutorial, I acknowledge that I am committing myself to support the endeavors of the program in the following ways. **Both parents should initial next to each statement to indicate their agreement.**

____ I believe in and agree with the Oak & Arrow Statement of Faith. I acknowledge and agree that all classes at OAT will be taught based on this Statement of Faith.

____ I will support Tutors in the classroom by encouraging high expectations for my child's academic and behavioral growth.

_____ I will keep communication open and follow the chain of communication as outlined in the OAT handbook. I understand that I should contact the Tutor, Site Director, and/or Program Director with concerns as they arise.

_____ I have read the OAT Handbook and I acknowledge, understand, and agree that OAT is a supplement to my homeschool efforts. I understand and accept responsibility and accountability for my child(ren)'s education.

_____ I will oversee my child(ren)'s work which is assigned by the tutors on non-OAT days to ensure it is done correctly and completely.

_____ I will ensure my child(ren) is prepared for class each OAT day.

_____ I will regularly check for OAT emails and Google Classroom posts for communication from the Tutor and Site Director.

_____ I will fulfill my financial commitments to OAT on time, as outlined in the Handbook.

_____ I will invest in OAT by serving as POD. I understand that it is my responsibility to swap with another parent or find someone to cover my assigned days if I cannot be there myself. My replacement must have a clear Background Check on file.

Student Name(s):

Mother's Name (Print): _____ **Signature:** _____ **Date:** _____

Father's Name (Print): _____ **Signature:** _____ **Date:** _____