



WE HAVE THIS HOPE AS AN ANCHOR FOR THE SOUL

— Hebrews 6:19 —

Anchor Homeschool of Southshore, Inc Class and Club Handbook

Effective May 2026

The following Articles govern all Anchor Homeschool of Southshore, Inc classes and clubs.

Article I: Motto

The motto for all Anchor classes and clubs shall be “We have this hope as an anchor to the soul.” Hebrews 6:19

Article II: Statement of Purpose

Section 1: Anchor Classes and Clubs were formed by a group of Christian homeschooling parents for the purpose of giving their children the opportunity to interact with other Christian homeschooled children in a classroom or club setting.

Section 2: Classes and clubs are generally designed to be interactive in nature to take advantage of the group setting. Hands-on activities, discussion, and group work are the core of all classes and clubs while the subject matter may vary widely.

Section 3: Co-op was founded on Christian principles and classes are expected to NOT contradict Scripture or the Anchor Homeschool statement of faith listed in the Anchor Homeschool of Southshore, Inc Bylaws. The Board of Directors for Anchor serves as the governing body for all classes and clubs and reserves the right to approve or disapprove any curriculum that may be in question.

Article III: Membership and Dues

Section 1: Participation in Co-op, Classes and Clubs are only open to members of Anchor Homeschool.

Section 2: Families currently enrolled in a class or club will have an opportunity to re-enroll before new members are allowed to register. Other Anchor members wishing to join will be handled on a first come, first serve basis. There will be a wait list if the class is deemed too large by the Anchor Board. The Board Secretary also has the option of changing class groupings based on size.

Section 3: Each class and club will have its own policy regarding parent attendance or drop-off. The parent or an authorized caretaker must remain with their children for any break/lunch or park time if there is one.

Section 4: Siblings 4 and under will have a co-op nursery to attend during class time for older students. Co-op dues for each semester which is 12 weeks, will be \$12.00 per child above one year of age. Parents are expected to stay with their children in the nursery and arrange activities.

Section 5: Funds left over from the previous semester may be used for supplies, equipment and related fees for the co-op, classes, and clubs.

Section 6: As available and when financially needed, members may petition the Anchor Board for financial assistance and will go before the Anchor Board for approval.

Article IV: Class Selection and Registration

Section 1: The Anchor Board shall ensure that classes are planned for a semester in a timely manner.

Section 2: Classes and Clubs that will be offered will be based on interest and instructor availability as expressed in the planning surveys. Interest, availability and space will determine the final schedule which is subject to change.

Section 3: After the schedule has been made, a list of class titles, lead teachers and co-teachers will be made available for current and new members on the Anchor website.

Article V: Clubs

Section 1: A club director, or the Anchor Secretary if a separate club director is not appointed, will be in charge of coordinating all Club offerings.

Section 2: The club director and each club instructor will work together for the planning of clubs.

Section 3: There is not a set fee for clubs. Each club will set its own fee for participation in that club. Some clubs may not have a fee to join, but may require parents to purchase items for participation.

Section 4: Clubs are parent-led activities offered for a specific period of time, not necessarily adhering to the set semester schedule used for Co-op and Classes.

Article VI: Duties of the Class and Clubs Team

Section 1: The Anchor Secretary will act as the Director of Classes.

Section 2: An assistant director may be appointed by the Anchor Secretary to assist as needed and will help organize any clubs or classes for the school year. The term of service is one year.

Section 3: If the Anchor Secretary would like to have an additional assistant, then one may be chosen for a term of service of one school year.

Section 4: The Anchor Treasurer will keep track of all co-op and club funds. All accounting will be kept current in the website so all members can see their balance due print invoices.

Article VII: Amendments

Section 1: The Anchor Class and Club Handbook may be amended by an affirmative vote of two-thirds of each Anchor Board member present at any general meeting. Proposed amendments will be presented to the Anchor Board in writing at least two weeks prior to the meeting.

Rules and Regulations

General Information and Schedule

1. Registration Fees for the year will be paid at the time of registration. We currently accept cash, checks and Paypal. Please make checks payable to Anchor Homeschool. Most classes and clubs will also be available on the EMA Marketplace and funds can be reserved there. Any additional fees may be assessed for specific classes during the semester as required.
2. Suggestions are always welcome and should be submitted in writing to the Anchor Board.
3. Announcements, pledges, and a devotional will be done with all families present at 9:15am. Classes will be held at 9:30am and 10:30 am.
4. Classes currently meet on Thursday mornings. All families should vacate the building promptly after the class ends.
5. Drop-off classes are now available for Kindergarten and up. After class, children must be picked up by their parent(s) or an authorized guardian. Authorized guardian forms should be submitted to the Anchor Secretary so instructors know children may be released to. No child is allowed to go to park time without a guardian picking them up first.
6. A one semester probationary period will apply to all families new to classes. Consistently not fulfilling student or parent expectations will result in termination of membership.

Student Expectations:

1. All students may be asked to wear a name tag at the beginning of the semester until the teachers know who all their students are.
2. Students are responsible for taking any required supplies to each class and back home. A backpack may be helpful for students to bring home any projects or papers.
3. Students are not allowed to bring weapons to any Anchor class or activity unless it is required for class, e.g. a pocketknife for a woodworking class.
4. Students are not permitted to bring any electronic device to any class. If a student carries an electronic device, it is to stay in their bag the whole time they are in the building unless there is an emergency.
5. All students are expected to be well-mannered in class and show respect to their teachers and classmates. Teachers will address behavior problems with the student first and then will take unresolved problems to the parent.
6. All teachers' homework and classroom requirements are expected to be fulfilled.
7. Teachers will address academic or participation problems with the student first and then will take unresolved problems to the parent.
8. Children are not allowed outside the building unless accompanied by an adult.
9. Students may be asked to assist in cleanup. Let's leave the building better than we found it.

Parent Expectations:

Below are suggested tips to help your child have a successful experience.

1. Supervise your child packing the required supplies in their backpack.
2. Discuss with your child proper classroom etiquette.
3. Ensure your child is consistently prepared for class regarding supplies and homework.
4. Remind children they are not allowed outside the building, or in another area of the building unless accompanied by an adult.
5. Please model for your children respect and responsibility by arriving promptly for class.
6. A parent or guardian must be present with children in the nursery and must pick up children after classes are over for the day promptly so that we can clean up and vacate the building.
7. Please remember that a student's academic and maturity levels develop at different rates. If a teacher identifies a child's inability to successfully participate in a class, the teacher will ask the parent to discuss a class change with the director.
8. Unresolved academic or behavior problems will be brought to the parent by the teacher. The class director(s) will mediate any unresolved issues between a parent and teacher. The Anchor Board will offer final resolution in the event the parent and director(s) are not able to come to an agreement.

Teacher Expectations:

1. Communicate class requirements to aid parents in class selection, including:
 - a. Supplies needed
 - b. Grade focus
 - c. Homework Assignments
 - d. Classroom Participation
 - e. Class Size Limits
 - f. Additional Class Costs
2. Communicate in writing (hard copy or email) homework assignments and provide students with your phone or email availability to answer questions or give assistance outside of class.
3. Communicate in writing (hard copy or email) any additional supplies or fees for supplies as needed.
4. Make requests to the class director for additional supply needs, approval of outside speakers, need for additional co-teachers, or any other special needs. Please give the class director a one-week advance notice for photocopy/print requests.
5. Arrive early enough to set up before your class begins.
6. Teachers and co-teachers are responsible for overseeing the cleanup of the classrooms in a timely manner.
7. Teachers and co-teachers should serve as a witness to students of Christ's love through their works and actions in the classroom.
8. When absent, arrange for a substitute as soon as possible, notify your co-teachers as soon as possible to ensure they will be able to teach the class and to arrange the transfer of any materials needed for the class. Also, notify the class director of substitute arrangements. In case of emergency, please contact the class director as soon as possible.
9. Mothers who do not wish to leave their young children have the following options:

- a. Enroll your child in the nursery class instead of a classroom class.
- b. Volunteer in your child's class/nursery as an assistant/helper.

Visitor Policy

1. Visitors must request a visit with the class director(s) prior to coming and then check in with the class director(s) upon arrival to receive a visitor tag. A visitor is defined as any person who is not currently enrolled in the class, whether they are a member of Anchor Homeschool or not.
2. Visitors who are not Anchor Homeschool members may visit with their children to audit a class one time before joining and must be approved by the class director. Visitors who are Anchor Homeschool members and want to bring their children to audit the class must also have approval from the class director.
3. Any visitor who attends more than once will be required to have a background check completed. The processing fee must also be paid.