



*"Let your light shine before men, that they may see your good works,
and glorify your Father who is in heaven." – Matthew 5:16*

Parent Handbook 2017-2018

MISSION STATEMENT

The mission of LifeShine Homeschool Enrichment Program is to enrich the homeschool experience for families by providing resources, classes, socialization, and extracurricular activities that enable children to reach their full potential and positively impact their society.

PROGRAM VISION

1. Remain a ministry strongly committed to supporting home education, and strive only to aid and supplement what dedicated families are already pursuing at home.
2. Strive to promote Christian values, attitudes, behaviors, and purity in all enrichment program activities.
3. Encourage mothers to pray scripture over leadership, teachers, parents and children, creating unity, acceptance and grace for everyone.
4. Conduct weekly devotionals with the children that will focus on maturing their character.
5. Operate as a teacher-based ministry for mothers to have a day off from teaching and planning. The aim would be to thus provide an opportunity for mothers to refresh spiritually while their children receive a fun and Christ-centered time of learning enrichment.
6. Provide children a variety of opportunities to explore their gifts and talents, better preparing them for their purposes in life.
7. Provide parents of homeschooled children a place to receive a variety of enrichment activities in a single day, thus minimizing the amount of "running around" a home school family typically does during the week.
8. Keep classes small to provide children an opportunity to develop friends and learn social skills in a fun group environment.
9. Provide affordable learning opportunities and unique experiences that may not be feasible for some homeschooling families.
10. Involve each family through weekly and annual volunteer activities.

STATEMENT OF FAITH

Our program is a non-denominational Christian program and our statements of faith are our primary doctrine for informing our faith, practice and teaching. Where doctrinal differences exist we extend grace to one another, and refer these matters back to the family and their church as the final authority. We ask parents of the program to review our Statement of Faith carefully and understand that it will impact their student's education.

GOD There is now, always has been and always will be only one living and true God. God is a Spirit, infinite in existence, omnipresent, omniscient, omnipotent, unchanging and sovereign. God is perfect, existing eternally in three Persons; the Father, the Son and the Holy Spirit. All three Persons of this Trinity deserving equal worship and obedience.

JESUS CHRIST Jesus Christ is the second Person of the Godhead, having existed eternally with the Father. He is divine, came to earth born of the Virgin Mary, was incarnated as a Man, possessing all the nature of man and all the nature of God. He lived a sinless and perfect life, performed miracles, died an atoning death on the cross for the sins of all believers by shedding His blood, was raised bodily from the dead and ascended to the Father in heaven to sit at the right hand of God until His physical return again to earth.

THE HOLY SPIRIT The Holy Spirit is the third Person of the Godhead, having existed eternally with God. He is given by God to the world to convict and convince men of their sin. He is given by God to Christians to regenerate, sanctify, lead and teach the believer in the truth of God's word.

BIBLE The Bible is God's direct and final revelation to man. It is complete and infallible in the original languages, sufficient to obtain salvation, authoritative in matters of faith and conduct, complete, requiring no additional revelations claimed by men. It was written through the inspiration of the Holy Spirit by means which God determined.

MAN Man was created originally by God in His own image of personality and spiritual nature, but fell from that state and became estranged from God because of a willful and knowing violation of the precepts and commands of God. All men are born with a sinful nature and are unable, by their own efforts or presumed personal goodness, to be restored to a right standing before God. Men are brought to a right standing with God through the sovereign action of God, by means of the work of the Holy Spirit, by which repentance of sins is accomplished, faith is exercised in the person and work of Jesus Christ and salvation is granted by the grace of God.

ARRIVAL AND PICK UP

Sign the "Sign In/Out" sheet when bringing and picking up your child, and **include a Cell Phone number** where we can reach you throughout the day. Persons bringing or picking up a child will need to confirm that the Sign in\Sign out monitor is aware of the child's arrival or departure.

Since we are a drop off program, it's extremely important to have reliable accessibility of communication at anytime. In the event a child may need a parent, directors will call parents. **Please keep your cell phones on and near you at all times on program days.**

Arrival: Be prompt with arrival as classes will begin on time. Devotional time is the most important time of the day at LifeShine and it's our desire for all children to participate.

Pick Up: Please pick up your child from their room promptly at 3:30 pm. Those parents who are assigned afternoon clean-up duty will need to arrive at 3:15 pm.

Please let us know if you will be late or if someone else will be picking up your children for you when you leave your children in the morning.

Children must be picked up promptly after the program has ended each week.

If families have a planned absence, please let the directors know in advance. It can affect what teachers have planned.

Students enrolled in the Upper School who arrive any time after the elementary check-in, will still need to sign in and leave a cell phone number for a parent. It is not necessary for the parent to sign then in, but the student **MUST** sign in and out and leave a phone number for contact throughout the day. It is extremely important that students arrive on time. If the classroom is not in use, they may wait there. If it is in use the student has the option of waiting quietly outside the classroom, or in the study hall room. Please note: students who arrive more than 10 minutes early and use the study hall room, will be assessed a fee for usage.

Students enrolled in the Upper School who leave earlier than 3:30 will need to wait in the inside foyer. Please let one of the directors know you are leaving. This ensures safety for everyone involved.

PROGRAM COMMUNICATION AND UPDATES

Please ensure you take time to read all email from LifeShine throughout the week. Email is our best form of communication to inform you of items children may need to bring to the program. It is the way we inform parents on any new policies, changes, procedures, etc.

We also have a private Facebook group for communication and fellowship. Visit **LifeShineTX.org** for additional updates and announcements.

LIFESHINE VOLUNTEER POSITIONS

LifeShine Homeschool Enrichment Program has volunteer positions that need to be filled by parents, several of which can be performed at home at your convenience. *Volunteers will need to select a weekly and yearly position at the initial parent meeting.* Volunteering keeps the program running much more efficiently and adds richness and fellowship to our program. Parents who choose not to select a weekly volunteer position will pay an additional \$25 per month, but will still be asked to select a yearly position.

If you are ever unable to fulfill your volunteer time, please work with your committee lead to find someone within the program that can serve as a replacement for you. Parents will be asked to pay the additional \$25 per month if they neglect their position more than three times in a session. Our goal is to prevent all responsibilities from falling upon one or two people.

LifeShine's only required fundraiser is the annual Barnes & Noble Wax Museum event. At least one parent works with their children to distribute fundraiser pamphlets at this mandatory event, which occurs on a Saturday in late spring.

LIFESHINE POLICIES

In order for LifeShine to uphold its commitment to the parents and students in the program, we ask that all parents read and understand the policies and responsibilities outlined below.

A. GENERAL POLICIES

1. LifeShine is a weekly, full-day enrichment program. When you enroll your child(ren) in the program, your participation commitment is for one complete session, fall or spring.
2. All decisions to cancel a program day due to inclement weather or teacher shortage will be made by 8:00 a.m. on the Thursday of enrichment. Parents will be notified via Email, so it's very important to check email before 8:00 a.m. on program days. In general, LifeShine follows NISD school closings. If TV and/or radio announcements indicate closure of NISD, LifeShine will do the same unless otherwise notified via email.
3. You are ultimately responsible for your child(ren)'s behavior while they are attending the program. LifeShine does not handle disciplinary issues. We do however ensure the safety of every child in our program, and we do not want a single child disrupting activities for all the other children. Should a disciplinary issue arise, we may ask you to attend classes with your child to monitor his/her behavior until he/she is able to abide by the rules of the program consistently.
4. Parents are always welcome to attend classes. In fact, we'd like for you to attend classes a couple times per year to see what your child is doing and learning. During your visits to the classroom, we ask that you observe the following guidelines:

- i. Recognize the need for minimum disruptions.
 - ii. Parents should not talk in the classrooms to each other or the teachers.
 - iii. If you need to talk to another parent, step out of the room.
 - iv. Teachers may ask parents to step out of the classroom if they are being disruptive.
5. Visibly label all belongings. LifeShine is not responsible for keeping track of personal items.
6. Do not call the church office, unless you have an emergency during LifeShine program hours. One of the directors will be available during the program day.
Becky Lay- Director: (210) 355-1750
Sarah Curtis- Elementary Director: (432) 528-3122
7. Parents are fully responsible for any and all damages caused by their children to the building and/or facilities used by LifeShine. These facilities are not the property of LifeShine.
8. LifeShine reserves the right to terminate enrollment of any child based on behavior problems which cannot be resolved, and/or puts other children's safety or learning experience at risk.

B. DRESS CODE GUIDELINES

1. **1 Timothy 2:9-10** speaks about the importance of women dressing modestly. We hold to values of purity and integrity, setting forth a Godly example in what our children wear. We ask our boys to likewise dress appropriately with full length t-shirts and shorts or pants.
2. The following are not allowed for our girls: spaghetti strap shirts, halter shirts, low cut tops (must have modest necklines), bare midriffs (even while bending or stretching), sheer\see-through materials, short skirts, shorts, or dresses above mid-thigh.
3. Shoes: Tennis-shoes only so children can run & play at recess. Sandals and open toe shoes are not allowed. For Upper School students, sandals, flats or other comfortable shoes are allowed for those not enrolled in PE. Please keep in mind that we are a school and high heels are not appropriate for this setting.
4. No clothing with inappropriate messages, slogans, or pictures - especially those promoting violence, vulgarity, or evil of any kind.
5. No shorts, sweats, or pants with words on the back side.
6. For Swimming events: One piece swim suits or modest tankinis for girls. Full length shorts for boys.

C. FEES AND PAYMENTS

Elementary Program Fees:

First Child: \$110 per Month

Each Additional Child: \$100 per Month

Registration Fee: \$80 per session Non-refundable

Upper School Program Fees:

LifeShine Enrichment Program offers a la carte classes for Upper School Students. The course fees are as follows:

1 class: \$40

2 classes: 70

3 classes: 100

4 classes: 125

5 classes: 140

6 classes: 155

Study hall is NOT counted as a class and is a flat \$10 fee per section. Class periods are broken into sections: morning and afternoon. Therefore, if you want to have study hall for 2 hours, we would count that as one study hall, not two. If you want another study hall in the afternoon, it would count as a separate study hall, for a total of 2 study halls for the day, because it falls in the afternoon section of our class structure.

Example:

If you wanted two classes in the morning, one in the afternoon and one study hall in the afternoon it would be considered three classes, plus one study hall for a total of \$110.00
One class in the morning, two study halls in the morning, two classes in the afternoon, one study hall in the afternoon: \$120.00.

Registration Fee: \$80 per session Non-refundable.

There is no sibling discount for Upper School students.

1. First payment is due by the first day of Fall and Spring sessions, and the 1st Thursday of each month thereafter during the morning sign-in. **Checks should be made payable to LifeShine.** Payment will be considered past due if not received by the 1st Thursday of each month and a late fee of \$10.00 will be added to the account balance.
2. All returned checks will be assessed a \$30.00 fee which must be paid in cash. If two checks are returned, then all future payments must be paid in cash.
- 3 Any account that becomes thirty (30) days delinquent may result in suspension from LifeShine activities, unless special arrangements have been made with the director.

4. A \$25.00 monthly fee will be imposed for any parent who neglects their volunteer commitments 3 times in a single session. Fees begin the month of the 3rd missed volunteer commitment.

D. WITHDRAWAL AND REFUNDS

1. You may withdraw from LifeShine without penalty after completing any full Fall or Spring session. You can do this by opting out of the re-registration process prior to the following Session. You are welcome to return to LifeShine by repeating the online application process.

2. Any withdrawal from the program prior to the final day of the Fall or Spring session will result in a disenrollment fee equal to one month of tuition. Reenrollment will be limited to the following program year.

3. If full session has been paid in advance, participants who withdraw from the program before the final day of the session will receive a refund of the remaining balance for full months not yet conducted. Partial months are not included in the "remaining balance".

4. In the event of unexpected circumstances beyond the participant's control (e.g. job relocation or financial hardship), the director may grant an early release from the obligations of this Tuition Agreement upon receipt of a signed letter stating the reasons for an early withdrawal request. Such a decision is at the sole discretion of the director.

E. SICK STUDENT POLICY

1. We do our best to provide a healthy environment at LifeShine. Please help us by keeping sick children at home.

2. Please remind your children to wash their hands throughout the day. They will be exposed to a wider variety of people and germs than on a typical homeschool day.

F. RULES

1. We operate on Biblical principals at LifeShine – the primary one being love. Love for you, your children, our children, our God. We encourage you to pray for your children's teachers, the leadership, the friends you meet here, and the children with whom you come in contact. *Proverbs 18:21 "The power of life and death is in the tongue, and you will eat the fruit of your words."* It is those idle words we speak over and over that produce fruit in our lives. Let's try to encourage the children to speak kindly during play time and work together as a team. We at LifeShine encourage you pray about and monitor what your children watch. Also, we ask that you stop and listen to your children as they play and see what the Lord reveals to you. *Ephesians 6:18 "In the same way, prayer is essential in this ongoing warfare. Pray hard and long. Pray for your brothers and sisters. Keep your eyes open. Keep each other's spirits up so that no one falls behind or drops out."*

2. Children must be respectful and cooperative in class and with other children in classes and on playground. Remind your child(ren) of this rule.

G. FOOD / MEALS

1. If you are bringing food to your children for lunch, please arrive before lunch so the children can stay on schedule for the rest of the day. Teachers will not be able to sit with children past the scheduled lunch time. Classes will start promptly.
2. When packing lunches, do not include bright colored juices or drinks which can easily stain carpets and clothing. (e.g. Red Fruit Punch, Grape juice, etc)
3. **Do not to pack peanut items in lunch.** We have several children enrolled with peanut allergies.
4. Students enrolled in the Upper School, at this time, may not leave the campus for lunch if they have classes before and after this period. Parent may bring their children's lunch during this time if they want something from an area restaurant.

H. UPPER SCHOOL COMMENTS

Those families with children enrolled solely in the Upper School will have unique opportunities to serve. You will still be required to volunteer for service opportunities, just in a slightly different way than those enrolled in the elementary program. At the initial parent meeting, you will be presented with options for your yearly volunteer position. In addition, you will get to select 2 days when you will volunteer to clean up in the morning or afternoon check-in, regardless of the time your child is enrolled, per quarter for a total of 4 times per year. Volunteering keeps the program running much more efficiently and adds richness and fellowship to our program.

I. CELL PHONE POLICY:

1. LifeShine is aware that we live in a very technology driven era and cell phones are a large part of that. However, LifeShine has a strict no cell phone usage for elementary students from 9:00-3:30, including lunch time. Directors will have their phones with them at all times so you can reach the director on duty immediately and convey any message to your child immediately. If your child needs to contact you for any reason, they need only to ask a director so that they are able to contact you, or get a message to you depending on the situation. Medical exceptions can be made by informing the directors at the beginning of the school year.
2. Upper School students are only allowed to have their phones on during study hall and only with the use of personal, not shared, headphones. If your child is not in study hall, their phone is to remain off, this includes during lunch time. The same contact scenario applies to Upper School as it does to the elementary in regards to contacting parents during the school day. Directors will have their phones with them at all times and will make sure you have access to your student should there be an emergency or other information your child needs to know that day.

3. A first time violation will result in a verbal warning. A second violation will result in another verbal warning and a discussion with the parent. A third violation will result in confiscation of the phone, returned at the end of the day, The student may bring their phone again at the start of a new semester.

DISCIPLINE POLICY

Christian values you teach at home are respected and upheld while your children are in our program. We strive to provide a physically, emotionally and spiritually safe place for your child to learn and grow. We anticipate all children will come prepared to have a joyous and productive learning time. In case of discipline problems, parents will be contacted by the director through cell phone immediately. Teachers, directors, and parents will work together on a plan to improve behavior. Behavior problems that cannot reach a solution will result in the child's removal from the program. LifeShine uses positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include the following:

1. Using praise and encouragement of good behavior instead of focusing on negative behavior.
2. Reminding a child of behavior expectations daily by using clear positive statements.
3. Redirecting behavior using positive statements.

If behavior problems persist, the child will be removed from class and parents will be called to pick up child.

Colossians 3:12-17 "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."

My signature verifies I have read and received a copy of Lifeshine Homeschool Enrichment Program Policies, Statement of Faith, and Discipline Policy.

Signature

Date