

## GROUP CLASS INFORMATION 2015-2016

### LOCATION

Heritage Christian Church  
7413 Maxtown Road  
Westerville, OH 43082  
(614) 898-9412  
[www.heritageecc.org](http://www.heritageecc.org)

### COORDINATORS

Tricia Moses [tricia.moses@me.com](mailto:tricia.moses@me.com)  
Jean Powell [p31fab@p31fabrications.com](mailto:p31fab@p31fabrications.com)  
(Contact Tricia via email with questions and to request an application).

Established in 1999, HBA offers Christian homeschooling group classes under the authority of and with the support of Heritage Christian Church (HCC). HBA offers classes and other educational opportunities in a positive & encouraging environment.

The goal of HBA's group classes are to:

- Teach the subject matter in a Christ-centered manner
- Foster fellowship and social skills
- Provide fellowship and support opportunities for homeschooling parents

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## VOLUNTEER REQUIREMENTS

HBA hires teachers for the classes, but we are cooperative in nature. All participating families share in the work. Since parent volunteers are vital to the success of this organization, all families must fulfill these commitments to participate. In addition to a volunteer commitment, parent volunteers are required to meet and uphold Heritage's standards for ministry volunteers, including signing and agreeing to the Statement of Faith and Practice. *Please prayerfully consider whether you as a parent can make this commitment before applying to enroll your child(ren).*

## CLASS ROSTER

Students (age 6 by September 30, 2015, and doing 1st through 6th grade work) will be divided into appropriate age groups. Group assignments will be made, based on age and other considerations, once the registration is finalized.

## KICK-OFF MEETING

Monday, August 24, 2015, at Heritage Christian Church. This meeting will communicate the current class offerings and parents can sign-up for dates to assist in classes. If you are unable to attend, you will be scheduled by the coordinator for your serving dates and room assignments. Please make every effort to be in attendance, as this meeting gives vital information that will ensure your family's success in the program. Details to follow closer to the date.

## CLASS DATES

Classes will be on Friday mornings from 9:10 am to 12:15 pm (Dates pending approval by Heritage Christian Church). When registering with HBA, your children are signing up for all 3 classes.

[tricia.moses@me.com](mailto:tricia.moses@me.com)

[p31fab@p31fabrications.com](mailto:p31fab@p31fabrications.com)

**1st Semester:**

Sept. 11, 18, 25  
 Oct. 2, 9, 16, 23  
 Nov. 6, 13, 20  
 Dec. 4, 11

\*(classes are typically 3 Fridays per month, subject to change due to holidays)

**2nd Semester:**

Jan. 8, 15, 22  
 Feb. 5, 12, 19  
 Mar. 4, 11, 18  
 Apr. 8, 15, 22  
 April 29 (reserved as make-up day)

## CLASSES & SCHEDULE\*

## 9:00am arrival for all students

	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
9:10 a.m.	Opening Prayer and Devotions for all students		
9:30	Science	Art	Cultures/Social Studies
10:25	Cultures/Social Studies	Science	Art
11:20	Art	Cultures/Social Studies	Science
12:15 p.m.	Pick up students in room 230 (Please make every effort to be on time to pick up your children)		

\* Please note that classes are subject to change. More details will follow once classes are finalized.

## TUITION COST

\$125 per student, per semester

Payment for fall tuition is due at time of registration. Please note that tuition is NON-REFUNDABLE. Please prayerfully consider your commitment to HBA.

Checks should be made payable to "Heritage Christian Church". Please place HBA Fall Tuition on the notes line. Continuing Families: Please return forms and payment during HBA Registration Days (April 24 and May 1).

\*New families - New Family Registration Day will be held May 8. We will have an "End of Year" HBA picnic on Friday, May 8, from 10am to 1pm at Spring Grove North Park, near the intersection of County Line Rd. and Sunbury Rd. The address is 1201 E. County Line Rd. Bring a picnic lunch and meet new friends! Please bring your application to this event, along with payment. (In the event of inclement weather, we will try to reserve the Big Gym at Heritage).

Prior to submitting an application, we would like to speak by phone to discuss class offerings and HBA requirements to help both HBA and you determine if this program would be a good fit for you and your family. Email Tricia Moses to set up a time to meet by phone and to request an application.

## PARENT INFORMATION / RESPONSIBILITIES

### Parent Information

- 5 helpers are needed weekly (1 for science, 1 for art, 1 for social studies, and 2 in childcare)
- If you cannot fulfill your commitment to help as scheduled, it is your responsibility to find a replacement (i.e. trade with someone). Please be flexible about trading with others.
- Do not bring children who are ill, whether they are students or in child care. Illness is defined as a runny nose with any colored discharge, temperature, vomiting, diarrhea, rash, or communicable disease like pink eye within the past 24 hours. This may come up at the last minute, i.e. Friday morning, but please continue calling until you find a substitute.
- If your younger child(ren) would feel uncomfortable without you in child care, please plan to serve as a helper in child care only, as we are unable to accommodate additional children in our classes.
- Child care is provided for the children of teachers, scheduled parent volunteers, and coordinators only.
- Please be on time for arrival and pick-up. A timely pick up of your children at 12:15pm allows all volunteers to be released to go home in a timely fashion.

### Child Care Worker Duties

- Please check in by 8:40am and be prepared to receive children by 8:40 a.m.
- Regardless of whether you stay for help with the child care (depending on if there is a need), you will be asked to help serve by welcoming children, dismissing children and/or cleaning up afterwards.
- Please bring one half-hour, age appropriate Christian DVD/Video.
- If you are leaving your children in the child care while performing classroom volunteer duties, please bring a snack that does not have peanuts for your child. Heritage is a peanut free zone. Please check your labels of processed foods prior to sending them to the church.
- Please clean up room at the end of HBA, wipe down tables, sweep floors, put toys away, stack chairs, remove and replace the trash. (You can put the trash in the large trash container in the janitor's closet on the 1st floor.)
- At 12:05, please return to Room 230 to continue to watch the children, as well as supervise the older students once classes are over until parent pick-up. Please also monitor the doors (1 volunteer at each door) to keep children from leaving the room without a parent.
- Assist with student check-out by matching student tag numbers to parent pick up tags.
- Plan to stay until all children have been picked up (plan on at least 12:45pm).
- Please don't forget to turn out the lights.

### Classroom Helper Duties

- Arrive for check-in by 8:40a.m., so that you can assist with set-up.
- The success of the classes depends on the classroom helper taking an active role in the discipline and control of the class, allowing the teacher to concentrate on the lesson.
- If you are escorting children to their next class walk them to get a drink or use the restroom when everyone is together then proceed to their next class.
- When escorting groups from class to class, the classroom helper is the adult in charge.
- At the close of the final class, please drop off your group of children to room 230, and then proceed back to your classroom to help clean up. Please remember to check out your own children and take them back to your classroom to be with you during clean-up.
- Your children in childcare will be brought to room 230 for your pickup.
- Please plan to stay until your room is clean (plan on at least 12:45pm)

**Pick-up Policy**

- Pick up your elementary student(s) from room 230 at 12:15 p.m. This direct hand-over from volunteers to parents should prevent children from being unsupervised in the church building. All children must remain with an adult in the building.
- If someone other than a parent will be picking up the student, please give a note to the HBA Coordinator stating who will be picking up so there will be no confusion regarding releasing the child.

**Observation/Guest Policy**

- Parents are welcome to observe the classes on days they are not scheduled as helpers. If you have younger children, please make your own child care arrangements.
- We are unable to accommodate additional children in our classes as guests or in child care.

**Inclement Weather Policy**

- HBA will cancel classes on days Westerville City Schools are closed or delayed due to inclement weather.
- HBA will also cancel classes if Heritage Christian Church is closed due to inclement weather or if Delaware County issues a level 2 or 3 snow emergency.
- Listen to your radio or TV since we won't make phone calls to announce cancellation of classes.

**Physical Education (P.E.) Policy (when offered)**

- For safety reasons, athletic shoes must be worn during gym class.
- All students are expected to participate in all physical education activities unless a note is given to the teacher or a administrator excusing their participation.
- Students will not have time for clothing changes. Please plan for students to wear his/her gym clothes. Layering clothing works well so that the students do not become overheated.

## \*Mission Statement

Heritage Builders Academy seeks to glorify God by supporting and encouraging families, primarily from Heritage Christian Church and secondarily from the community, who choose to educate their children at home.

## Statement of Purpose

Heritage Builders Academy (HBA) is a cooperative Christian home schooling organization under the authority and with the support of Heritage Christian Church. HBA offers group classes in a positive, encouraging environment. The goal of HBA in providing group classes is to:

- teach the subject matter with a Christian worldview
- foster fellowship and social skills among students according to God's Word
- provide a proving ground for the values and manners parents are teaching at home.

## Statement of Faith

**The Bible** - We believe that the Bible is God's revealed Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. (II Timothy 3:16; II Peter 1:20-21; II Timothy 1:13; Psalm 12:6, 119:105, 160; Proverbs 30:5)

**God** - God is the Creator and Ruler of the universe. He has eternally existed in three distinct personalities: The Father, Son and Holy Spirit. These three are co-equal and one God. (Genesis 1:1, 26-27; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14)

**Jesus Christ** - Jesus Christ is the Son of God. He is co-equal with the Father. Jesus' virgin birth and sinless life allowed Him to be the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to heaven's glory, and will return again someday to earth to reign as the King of kings and Lord of lords. (Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; I Timothy 6:14-15; Titus 2:13)

**Holy Spirit** - The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live daily under His control. (II Corinthians 3:17; John 16:7-13, 14:16-17; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18)

**Human Beings** - People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and is the source of life's problems. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2)

**Salvation** - Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty of death. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. (Romans 6:23; Ephesians 2:8-9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1)

**The Church** - The church universal is made up of all true believers. The church local is where believers voluntarily commit themselves to one another in order to accomplish their God-given mission: worship, fellowship, discipleship,

and ministry. (Matthew 16:18, 28:18-20; Acts 2:42-47; Matthew 22:37-40)

**Eternity** - People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is heaven. Heaven and Hell are real places of eternal existence. (John 3:16, 14:17; Romans 6:23, 8:17-18, Revelation 20:15; I Corinthians 2:7-9)

## Code of Conduct

Please review these guidelines with your child(ren) so that teachers, parents, and students have the same understanding. These rules apply to classes, field trips, and any other HBA events for students and their siblings.

### I. Attitude

- A. Strive for a positive, teachable, helpful, cooperative attitude in all situations. (Matt. 5:16)
- B. Show respect to teachers, parent helpers, classmates, others' property, and the building. (Rom. 12:10)

### II. Speech

- A. Let your speech be wholesome. (Eph. 4:29)
- B. Be honest. (Eph. 4:25)
- C. Be respectful by calling teachers and parent helpers Mr., Mrs., or Miss. (Rom. 13:1,2)
- D. Be encouraging—use your words to build others up and to love them as God does. (Heb. 3:13)

### III. Behavior

- A. Exhibit good manners and self-control. (Gal. 5:22,23)
  - 1. Keep your hands to yourself.
  - 2. Raise your hand in class and wait to be recognized.
  - 3. Listen quietly and attentively when others speak.
  - 4. Walk in hallways and classrooms.
  - 5. Wait your turn in line.
- B. Exhibit good sportsmanship. (Rom. 12:15,16)
  - 1. Lose graciously; win humbly.
  - 2. Let teacher or parent helper referee games.
  - 3. Include all those who want to play.
- C. Exhibit respect for property. (Phil. 2:3,4)
  - 1. If the item is not being used for the class, please do not touch it.
  - 2. If you take it out, put it away. If you open something, close it. If you make a mess, clean it up.
- D. Exhibit modest dress. (Rom. 14:13)
  - 1. Wear clothes and shoes appropriate to the class and activity.
  - 2. Keep shoes securely tied.

### IV. Participation

- A. Do your best in each activity, even if it's not your favorite, or it is new to you. (Col. 3:23)
- B. Join in cheerfully, without complaining. (Phil. 2:14)

## Discipline Policy

Repeated minor offenses, such as behavior in conflict with the Code of Conduct, will be addressed as follows:

- 1st step: name on the board (visual reminder) or a 5-minute time out
- 2nd step: loss of a privilege (to be determined by the teacher) or a 10-minute time out
- 3rd step: removal from that specific class for that day along with a note to the parent

Offenses such as using foul language or repeated, willful disobedience to teachers or parent helpers will result in:

- 1st step: 1) the teacher or parent helper will privately discuss the problem with the student
  - 2) a note will be given to the parent explaining the situation
- 2nd step: 1) removal from classes for the remainder of that day (no refund)
  - 2) a parent must accompany the student at all times when returning the next Friday of classes
- 3rd step: expulsion without refund of tuition

Certain actions are grounds for immediate expulsion without refund, including, but not limited to, intentionally injuring another person or damaging the property of another. In addition, the family will be responsible for the cost of all damages.