

HERITAGE BUILDERS ACADEMY
Group Class Information
2018-2019

LOCATION

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

COORDINATORS

Jean Powell (614) 882-3584
Cynthia Dorsey (614) 794-3315

jean@p31fab.com
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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

Heritage Christian Church Volunteer Requirements 1-6th Grade

HBA hires teachers for the classes, but we are cooperative in nature parent volunteers are vital to the program's success. **Please prayerfully consider whether you as a parent can make these commitments before applying for enrollment:**

- ***sign up for dates to volunteer in classes or child care** (sign-up at the August kick-off meeting)
- *parent volunteers are required to **meet and uphold Heritage Church's standards for ministry volunteers, including signing and agreeing to the Statement of Faith and Practice.**
- ***commit to regular attendance**, as this aids teachers in keeping students caught up during class time

PARENT KICK-OFF MEETING

This parent meeting will be held at Heritage Christian Church toward the end of summer, before the start of classes. It will detail class offerings and give parents the opportunity to sign up for dates to volunteer in the classroom or child care. 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 SCHEDULE and DATES Students (age 6 by September 30, 2018, and doing 1st through 6th grade work) will be divided into three groups based on grade. Classes will be on Friday mornings from 9:00 am to 12:15 pm. Upon arrival, students meet in room 230 for opening prayer and devotions, then will rotate with their group through three 55-minute classes (Science, Art, and Cultures). Middle School classes are offered from 9am- 1pm in Art, Science, Writing, and Intro to Languages (Chinese, French, Spanish, and American Sign Language). Afternoon classes in High School (for credit) French is offered from 12:45- 2: and Beginner Chinese (open to all grades) is offered from 1-2 pm.

1st Semester: Sept. 7, 14, 21
 Oct. 5, 12, 19
 Nov. 2, 9, 16, 30
 Dec. 7, 14

2nd Semester: Jan 4, 11, 18
 Feb. 1, 15, 22
 Mar. 1, 8, 15, 22
 Apr. 5, 12
 April 26 (reserved as make-up day/snow day)

TUITION COST 1-6th Grade

\$150 per student, per semester. Payment for fall tuition is due at time of registration and is NON-REFUNDABLE. Please prayerfully consider your commitment to HBA. Please make checks payable to "**Heritage Christian Church**", with **HBA Tuition** on the notes line.

Middle School Class Info and Registration:

Student Name: _____

Please check which classes you want to register for:

<input type="checkbox"/> Programming	9:00 - 10:15 am	*min 6, max 10 students
<input type="checkbox"/> Science	10:20-11:35 am	*min 6, max 10 students
<input type="checkbox"/> French I*	10:20-11:35 am	*min 6, max 10 students
<input type="checkbox"/> Biblical World View	11:40-12:55 pm	*min 6, max 10 students
<input type="checkbox"/> Spanish	12:30-1:25	*minimum 6 students
<input type="checkbox"/> French II*	12:45-2:00	*minimum 6 students
<input type="checkbox"/> Art	1 – 2:00 pm	*minimum 6 students
<input type="checkbox"/> Drama or Self-Defense	1:30-2:30	*minimum 6 students

Look for more classes to be added. These are estimated times.

*Contact Amy Houston for price, times and dates. coachalh@me.com or 440-537-1527

Please read and initial that you agree to these policies:

- Tuition is \$150 per class for the year:** \$50 with registration application per class, \$50 on 1st day classes, and \$50 by Dec. 15th per class. If the minimum number of students is not met, the class will be canceled and your deposit refunded. Checks payable to: Heritage Church with HBA on the memo line.
- Year-long class:** I understand I am signing up for 24 weeks of classes (about 1 school year).
- Gap in classes:** If a student has a gap between classes, parents need to be present with their child or make arrangements with another adult to watch them. All students must remain with an adult in the building. There will be a sign up sheet at the Parent Information Meeting for volunteering. Volunteer Parent is expected to stay during all classes. 9 – 2:15
- ATTENDANCE;** If a child misses 3 or more classes in a semester they will be expelled from that class with no refund.
- Middle School Art:** If registering for Art, please plan to help with clean-up afterward, about 15 minutes.
- Drop off/Pick up:** First class arrive at 8:45-8:55 at the side door of the church. Drop off for all other classes is through the Main Entrance. Check in at the desk and receive your pre-printed name tag. **Dismissal:** Parents are expected pick up their students from class. If you are running late picking up your student(s), please contact Jean (614) 882-3584 or Cynthia (614) 794-3315. If someone other than a parent will be pickup up your child(ren), please give a note to the HBA Coordinator stating who will be picking up so there is no confusion regarding releasing the student.
- Illness:** 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.
- 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. Classes will also cancel 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.

HERITAGE BUILDERS ACADEMY

Parent Information / Responsibilities

Parent Responsibilities Grades 1-6th

- **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, you are responsible to find a replacement (i.e. trade with another parent volunteer). Please notify Jean Powell at (614) 882-3584 when a change has been made.**
- 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 there is a last minute emergency, **please contact Jean Powell at (614) 882-3584.**
- 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 at 12:15pm, which allows all volunteers to go home in a timely fashion.**

Child Care Worker Duties Grades 1-6th

- **Please check in by 8:40am and be prepared to receive children by 8:40 a.m.**
- If there are no children in childcare, you will still need to help serve with welcoming, dismissing, and/or cleaning up afterward.
- Please bring one half-hour, age appropriate Christian DVD/Video.
- You may bring children to the Play Room, as scheduled.
- If you are leaving your children in the child care while performing classroom volunteer duties, please bring your child a snack that does not have peanuts. Our church 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. (Trash can go in the large trash container in the janitor's closet on the 1st floor.) Put the Child Care Resource Box away.
- At **12:05**, please return to Room 230 to continue to watch the children, as well as supervise the older students until parent pick-up. Please also monitor the doors (1 volunteer at each door) to keep children from leaving the room without a parent and assist with 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 turn out the lights.**

Classroom Helper Duties Grades 1-6th

- **Arrive for check-in by 8:40a.m.** to assist with set-up.
- After you are finished setting up, please go into the big room and help supervise during devotion.
- Please be willing to take an active role in the discipline and control of the class, allowing the teacher to concentrate on the lesson.
- Escort children to their classes. If they need to stop for a drink or restroom break please keep **everyone together** then proceed to their next 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 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 Grades 1-6th

- Sign out your child 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.
- **If you are running late picking up your student(s) please notify Jean (614) 882-3584 or Cynthia (614) 794-3315**

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.
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HERITAGE BUILDERS ACADEMY

Mission Statement and Statement of Purpose

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. 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)

HBA 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., Miss., or Dr. (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 /Attendance

- A. Do your best in each activity, even if it's not your favorite, or it is new to you. (Col. 3:23)
 - B. If you miss more than 4 classes in a semester you will be asked to leave HBA. (no refund)
- If a child misses 3 or more classes in a semester they will be expelled and no refund.

Discipline Policy

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

1st step: 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.