

HIGH Day Policies 2007/2008

1. Expectations

All those participating in HIGH Day need to read carefully the following policies to ensure unity and smooth programming.

2. Adult Participation

Adults are to be on time and present in the building for the entire morning.

Each parent is required to **teach in one period and assist in one period** of the three periods. If you have just had a baby, you have earned a break! You will be assigned a lighter parent placement for that semester. Each parent will teach one class per semester.

All adults must sign up for one job sharing task as presented at the mandatory moms meeting. Each family will be asked to bring goodies once during the year for the Moms' Lounge. Please plan ahead! The lounge and the snacks are for adults only. **Please** ask children to wait at the door.

3. Teacher's Duties

The teacher prepares the class, purchases necessary materials in agreement with the specific Program Coordinator (Stephanie), and is present and ready to greet children at the beginning of each class. In the event the teacher must be absent, the teacher should prepare a helper to be ready as a back-up. Also, the teacher should organize set-up and clean-up time to coordinate with the classes before and after that class. If you need help, ask the helpers.

The teacher should stay in contact with the Program Coordinator to provide feedback, comments and support.

If you would like to invite a guest teacher, please submit a request to the Program Director for approval.

4. Classroom Helper's Duties

The helper's main job is crowd control and dealing with discipline problems. (See Code of Conduct – <http://www.highday.net/coc.html> for discipline procedure.) This allows the teacher to be able to focus on teaching the class. Please help the teacher to keep track of the time and indicate when the end of the class is getting close. The helper assists the teacher when needed, especially with the clean-up of the room.

(Please also see TEACHER AND HELPER DUTIES for more information:
<http://www.highday.net/thduties.html>)

5. Absenteeism

If you are unable to come at the *last minute*, contact the Program Coordinator. ***This is important***, obviously, we will need to find a replacement for you! ***Please see our Absentee Policy*** – <http://www.highday.net/absenteepolicy.pdf> .

6. Child Participation

Please ensure that your children are in the assigned room each period. Teachers must be notified of any exemptions. Please make sure your child is in the correct, age appropriate category. They are as follows:

- Nursery – Birth to 2 years
- Circle of Friends (COF) – age 2-3 years
- Busy Bees – age 4-5 years
- Ages 6 & 7
- Ages 8 & 9
- Ages 10 – 12/13 (anyone not yet in 8th grade)
- 8th - 12th grade.

We cannot accommodate homeschool children from families not currently registered in the HIGH Day program, regardless of their relationship to you and your homeschool. Neither are we able to provide care for children that you are babysitting.

7. High School Students

The high school program will run under the umbrella of the HIGH Day program, with possible credit classes and volunteer opportunities.

8. Program

The HIGH Day Leadership Team has the right to add or cancel classes as is appropriate.

When HIGH Day materials are used in classes, such as music or drama, it is the child's responsibility to return the material at the end of the class. If an item is lost, that student will be responsible to pay for a replacement.

9. Extra curricular activities

The commitment we ask from our member families is for the Moms' Meeting, Spring Celebration and the twenty-two Friday morning programs. Any other activities which include sports, trips, music, drama, speech nights, science fair, grad trips, etc. extend opportunities and social identification for our children, but will not be considered as under the HIGH Day framework. Individual parents may organize such events and give notice to HIGH Day families through announcements on the Forum Board – <http://highday.net/phpBB2> and the information table at check in.

10. Visitors and New Applicants

New families are accepted into HIGH Day by way of application. Application forms are available on our website.

HIGH Day will be conducting an open house in October for families interested in visiting. Please see our calendar for the exact date.

Applicants must sign the statement of faith and code of conduct and agree to the policies and guidelines laid out on our website.

11. The Building

HIGH Day is held in a church facility and church business does go on even on a Friday morning. Please help us to enforce the “No yelling or running in the hallways!” rule.

It is our philosophy that the building should be left cleaner than when we came. Please clean up any messes.

BATHROOMS- Are not to be used as a play area. Please be on the lookout for inappropriate behavior. If you have young children, please come early enough to take them to the washroom prior to classes.

LUNCH – Lunches are not to be eaten in the church facility. If you wish to stay for lunch after HIGH Day, picnic tables are available in a covered pavilion on the church property.

GENERAL CLEAN-UP – Teachers should clean their own messes and leave the room in order. Vacuum floor if necessary, clean white-boards, pick up papers, etc. Teachers of Period 3 should rearrange room according to clean-up chart placed in each room. Families should gather all their belongings and exit the building as close to 12:15 PM as possible. Items gathered will be put in the Lost and Found bin.

ALLERGIES - No peanut products in the building.

SALE OF ITEMS: You are welcome to give away or sell any homeschool materials or other items in the Lounge. Order forms, magazines and brochures for salable items may be placed in the Moms’ Lounge. **Please be sure to pick up remaining, unclaimed items at the end of the day.**

12. Finances

The registration fee for each semester is \$75.00 per family. Fees must be paid the first week of each semester. If you are able to pre-pay for the entire year, that would be greatly appreciated.

We set our annual budget with the assumption that each registered family will continue with us for the entire year. If you do not intend to participate in one of the semesters (because of vacation schedules, etc.), we ask that you still pay the registration fee to hold your spot.

COURSE REIMBURSEMENTS:

Please see our Reimbursement Form - <http://www.highday.net/rr.pdf> and our Extra Funds Request Form - <http://www.highday.net/ef.pdf> for more information. Funds are reimbursed by the treasurer, Laura VanHuis. (Receipts required) The current budget available to teachers is \$25 per class.

Profit made from any program will go into the general fund to be used for program supplies and equipment.

13. Cancellation Policy

In the event of inclement weather or other event, we will follow the Orange County School District's lead. Should the OCSD cancel classes on a Friday, we will as well. Otherwise, classes will be held as scheduled.

Friday Morning Success Tips (Making the Obvious More Obvious)

- Bring a laundry basket, put it in the same spot each week instruct children to put all items in basket between classes.(ie. sweaters, music stands, crafts)
- Pack up everything Thursday night.
- Plan to leave for HIGH Day 15 minutes before you really need to.
- Put your lounge snack assignment on the calendar now. Plan ahead! Freeze a goodie.
- The children get hungry by 12:15. Make sure they eat a good breakfast and have a snack in the car at the close of HIGH Day or bring lunch to be eaten at the picnic tables available.
- Give your kids a pep talk about behavior on the way to HIGH Day.
- Come a few minutes early to take preschoolers and Busy Bees to the bathroom before class.