



H.O.M.E. CLASSES, INC.

71338 Hwy. 21 Suite 102

Covington, LA 70433

www.home-classes.com (985) 705-0939 homeclasses@icloud.com

Registration Packet

Welcome to H.O.M.E. Classes!

H.O.M.E. Classes is a unique and exciting opportunity, for home schooled students whose parents wish to educate their children at home. HC provides parents with an ALTERNATE CHOICE to putting their children into a school system to be educated.

Our Mission Statement

We are dedicated to helping families educate their children at home. It is our endeavor to provide affordable, academic instruction, in a Christ centered atmosphere to home schooled students and to inspire in them a love for learning. The parents of our students are ultimately accountable for the instruction, education, and training of their children as the Bible clearly stipulates in Deuteronomy 6:4-9. H.O.M.E. Education Classes is a tool, which will enhance your level of success!

"We believe partnering with parents to provide an excellent, Christ-centered education, a privilege!"

Statement of Faith

We Believe:

- ❖ In the truths of which the Christian faith is founded upon.
- ❖ The Bible is the absolute truth and is the holy, inspired, infallible word of God. It is the foundation of the Christian faith in which knowing Jesus Christ as Lord and Savior is the only way to Heaven.
- ❖ There is only one God, internally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- ❖ In the Deity of our Lord Jesus Christ, that He was born of a virgin and lived a sinless life.
- ❖ His death, burial, and resurrection, His ascension, and His bodily return to power and glory.
- ❖ Man is created in the image of God, fell into sin, and is therefore lost. Only through salvation and putting your trust and faith in Jesus Christ, can a man be saved and redeemed from a life of sin.
- ❖ Salvation is a free gift from God. It cannot be purchased, but rather received through faith, as a gift from God, because of Jesus Christ's payment for the penalty of mankind's sin.
- ❖ The ministry of the Holy Spirit is to bring conviction for sin, indwell in the believer, and empower the believer for godly service.
- ❖ We are not of any one denomination or faith, but rather a community of Christians coming together to raise and educate our children according to the Bible.

The following pages spell-out HC in detail. It is important to read all pages before registering with HC.

- ❖ Instructors and tutors of H.O.M.E. Classes are not necessarily certified in the subject they are teaching, but they are qualified by the love for the subject and a passion to help students succeed through their high school years and beyond.
- ❖ HC administration determines the course content and the materials used for the classes.
- ❖ All instructors and tutors are required to sign and be in agreement with our Statement of Faith and Mission Statement.
- ❖ H.O.M.E. Classes does not employ its instructors or tutors. They are independent contractors.
- ❖ The H.O.M.E. administration does, however, maintain supervisory authority in all matters including, but not limited to; tuition, fees, and registration, or for the reimbursement thereof, discipline, admissions acceptance or denial, etc.
- ❖ We cannot guarantee you will get the class(es) you request; however, each full class will maintain a waiting list.
- ❖ Students can participate in as many or as few classes as the parent's desire.
- ❖ Study Hall is provided for those students that need to stay on HC premises for another class or tutoring session.
- ❖ Parents are NOT required to stay on campus. Students of H.O.M.E. Classes may be dropped off and then picked up at the end of their classes or they can drive themselves.

Parent Responsibilities and Expectations

1. Enrollment is contingent upon availability in classes, the outcome of the admissions process, and tuition being paid on time. Please pay H.O.M.E. Classes according to the class Tuition Payment Schedule (page 5). Tuition and fees for classes are **non-refundable** and are due in full if your child leaves the program.
2. Please register your children in their classes with the intention to participate from August through May of the current school year. If you choose to drop a class beyond the class add/drop date, you will be required to pay any balance owed to HC.
3. Cell phones are not allowed! Any and all other electronic devices, including, laptops, tablets, mp3 players, etc. will be checked in at the front desk before class and returned to the student at the end of the day.
4. Ensure that your child is prepared for class with completed assignments and all required books and materials.
5. Check our online grade book, a minimum of twice a week to ensure all assignments are received and completed. You will also be able to check your children's grades and communicate with the instructors/tutors.
6. Parents will be contacted if a disciplinary problem arises. (see handbook)
7. Ensure that your child follows the dress and conduct codes.
8. Sick/contagious students may not attend classes.
9. In the case of absence, students are responsible to get their assignments from our online grade book, the instructor/tutor, or another student.
10. A **non-refundable** registration fee is due with your application for admission. This fee is non-refundable even if your child isn't accepted into the HC program. You will be signing your agreement to abide by these policies on your Family Registration Contract, which is included in this packet.
11. All parents and visitors are required to sign in and receive a visitor name tag while on campus.

THE H.O.M.E. ADMINISTRATION RESERVES THE RIGHT TO DENY PARTICIPATION TO ANY FAMILY OR STUDENT. FAILURE TO COMPLY WITH ALL H.O.M.E. CLASSES POLICIES WILL JEOPARDIZE YOUR FAMILY'S PRIVILEGE TO PARTICIPATE IN H.O.M.E. CLASSES. PLEASE RETAIN FOR FUTURE REFERENCE

Registration/Application Procedures

Registration/ Application Procedure for classes:

Please check off the following items to ensure that your registration/application is complete and accurate.

- ___ 1) Read the entire registration packet and handbook to determine whether H.O.M.E. Classes is a good fit for your family.
- ___ 2) Determine whether your children are being homeschooled according to the Louisiana State Law La. Rev. Stat. Ann. § 17:236 (Home-Based Private School or through the LA School Board Home Study Program)
- ___ 3) Complete and sign the *Registration Contract and follow the admissions process. The contract must be signed by both parents, and the student.*
- ___ 4) Complete a *Registration Form* for each student you would like to enroll (one child per form).
- ___ 5) Pay the non-refundable registration/application fee.
- ___ 6) Make a photocopy of the registration contract for your records.
- ___ 7) Mail your application, completed *Registration Contract*, class *Registration Forms*, LA State Letter of Intent, (see below) and your registration fee to: *H.O.M.E. Classes 71338 Hwy 21 Suite 102, Covington, LA 70433*

Important notes for registration:

1. Please make your selections carefully. Once classes form, registration contracts, and registration fees have been processed, your registration is final. NO further changes, additions, etc., can be made until **add/drop day**.
2. You may only register your child for classes that are listed within your child's grade limit. If your child is outside the grade range for a class that you would like to register him/her for, your child will have to complete a placement evaluation. Please contact HC for more information or to schedule an evaluation. There is a \$50.00 evaluation fee.
3. When you sign your child up for a class, please do so with the intention of having your child remain in class for the entire year.
4. Please understand that all tuition and fees are non-refundable and still owed even if your withdraw from HC.

LA State Letter of Intent or Approval letter from the LA School Board Home Study Program

Provide H.O.M.E. Classes with a photocopy of your approved, stamped letter of intent to home school or approval letter for the Home Study Program. Failure to provide a copy of either of these will jeopardize your privilege to participate in the H.O.M.E. Classes.

Guidelines:

Lunch

Students may participate in the lunch program or bring their own lunch. There are NO microwaves or refrigerators, so if you choose to send your child with lunch, please keep this in mind. Everyone must clean up after themselves.

Lunch Program

HC provides an optional lunch program. We will order take-out meals from local restaurants (TBA). The menu and prices will be published at the beginning of the school year.

Class Cancellations

Classes may be cancelled at any time at the H.O.M.E. Administration's discretion. In the event of class cancellation/ instructor/tutor absence, reasonable efforts will be made to notify parents prior to class time. If class is cancelled due to instructor's and/or tutor's absence and a substitute is not available, children may be sent to the study hall and you will be notified of a make-up day and time.

Emergency Contact

If there is an emergency and you need to contact someone, call (985) 888-1122. If your call is not answered, leave a message and your call will be returned as soon as possible.



H.O.M.E. CLASSES, INC.
Registration Form

Office Use Only:

Registration Fee: Cash _____ Check # _____

Credit Card _____ PayPal _____

Approved _____ Denied _____

Family Name: _____

Father's Name: _____ Mother's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ E-Mail: _____

Father's Cell: _____ Father's Work Phone: _____

Mother's Cell: _____ Mother's Work Phone: _____

Student Lives with: _____ Father _____ Mother _____ Stepfather _____ Stepmother _____ Other

If other, please explain: _____

If divorced, who has custody? _____

Emergency Contact: (Relative or Close Friend)

Name: _____ Home Phone: _____

Relation: _____ Cell Phone: _____

Physician's Name: _____ Phone: _____

Name of Each Child Attending	Attend HC	Gender	Date of Birth	Age	Grade
1	_____	M F	/ /	_____	_____
2	_____	M F	/ /	_____	_____
3	_____	M F	/ /	_____	_____
4	_____	M F	/ /	_____	_____
5	_____	M F	/ /	_____	_____
6	_____	M F	/ /	_____	_____

Student's Name Last: _____ **First:** _____ **Middle:** _____

Student prefers to be called: _____ **Student ID:** _____

Gender: M F Date of Birth: ____/____/____ Age: ____ Current Grade: _____

Student's E-Mail: _____

Student's Cell Phone: _____ Permission to send Text Messages: Yes or No

Father's Name: _____ **Mother's Name:** _____

Father's E-Mail: _____ Cell Phone: _____ Text: Yes or No

Mother's E-Mail: _____ Cell Phone: _____ Text: Yes or No

Has this student ever been expelled from another school or educational program? Yes or No If yes, please explain:

Please list any serious allergies and prescriptions that may affect your child's class work, health problems or physical limitations that we should know about:

If you will allow your child to take Tylenol or Advil for headaches or minor pain, if yes, please sign below:

Print – Parents Name

Parents Signature

Will your child be driving himself/herself to and from classes? Yes or No

Does your child have permission to ride with other students as a passenger? Yes or No

CHURCH INFO: Name and Address of the church your family attends:

How long has your family been a member of your home church? _____ Years

References:

Pastor's Name: _____ Phone: _____

Email: _____

Youth Pastor: _____ Phone: _____

Email: _____

Do you have a personal relationship with Jesus Christ such that you describe yourself as a committed Christian, with Jesus Christ as your Lord and Savior?

Father: Y / N Mother: Y / N Student 1: Y / N Student 2: Y / N Student 3: Y / N

Student Medical Information Form

Family Name: _____

Please list any allergies or medical conditions that your student(s) may have:

Name of Student:	Allergies/Conditions:
_____	_____
_____	_____
_____	_____

EMERGENCY INFORMATION

Please tell us where to reach the following people in case of an emergency:

Mother: _____ Phone: _____

Father: _____ Phone _____

Close Friend or Family Member:

Name: _____ Phone: _____

Family Physician: _____ Phone: _____

MEDICAL RELEASE AND LIABILITY WAIVER

1. I/We, the parents/guardians of _____ ("our children"), hereby give my/our approval for our children to participate in H.O.M.E. Classes' programs, inside and outside of the host facility premises.
2. I/we assume all risks and hazards incidental to such participation by my/our children. I/We do hereby waive and relinquish any and all claims that I/we or my/our child may have against H.O.M.E. Classes and its board, directors, members, employees, volunteers, instructors, and assigns, as a result of participating in any H.O.M.E. Classes' programs.
3. I/We hereby fully release and discharge H.O.M.E. Classes and its board, directors, members, employees, volunteers, instructors, and assigns from any and all claims from injuries, damages, or loss which I/we or my/our child may have or which may accrue to me/us or my/our child on account of his/her participation in any of said programs.
4. I/We understand that my/our child may be photographed or videotaped while participating in H.O.M.E. Classes' programs. I give permission for photos and videotape of me/us or my/our child(ren) to be used to promote H.O.M.E. Classes and that such photos and video will be the property of H.O.M.E. Classes.
5. I/We, the parents/guardians of the above named children, hereby give my/our consent for emergency medical care prescribed by a duly licensed Doctor of Medicine. This care may be given under whatever conditions are necessary to preserve life, limb or the well being of our children.

Printed Name of Father

Printed Name of Mother

Father's Signature

Date

Mother's Signature

Date

DISCIPLINARY PROCEDURE

We are looking forward to a fun and rewarding year with all of our students! We, as instructors/tutors and administrators, desire to extend grace to our students at all times. However, it is necessary to create a procedure to follow if disciplinary action is needed.

Our hope is that we will not have to use it!

Each instructor/tutor will be responsible for enforcing the Code of Conduct in his/her own class according to the following procedure:

- ❖ Students will receive one verbal warning in class concerning their inappropriate behavior.
- ❖ If a student has to be corrected again for the inappropriate behavior, the student will be pulled aside for a conversation about the problem and a note will be sent home to the parents to make them aware of the behavior. At this point, the student will receive a second disciplinary warning.
- ❖ The next time a problem arises with this student within this instructor's/tutor's classroom, the student will receive a third disciplinary warning, the HC director will be notified and will call the parents to discuss disciplinary action.

If we find that a particular student is causing disciplinary issues in more than one class, one of two things may occur:

- ❖ The student may be asked to leave the program, or the student may be placed on probation for the remainder of the semester, during which time there will be a "one more warning and you're out" policy.
- ❖ We desire to keep the lines of communication open with parents about the progress of their students. If parents will keep us informed of any concerns or problems as well, we will be able to work together to create a safe and rewarding atmosphere for all of the students at HC.

Parent's Signature

Date

Parent's Signature

Date

FAMILY CONTRACT

By submitting my registration fee and forms to H.O.M.E. Classes (HC), I understand that: (please initial after each bulleted statement and fill in any blanks below, if applicable)	INITIAL
1. The \$300.00 registration fee for up to 2 children. Each additional child will be an additional \$150.00 and is non-refundable (not for any reason)	1. _____
2. I must provide H.O.M.E. Classes with a copy of my approved, stamped letter of intent to home school or an Approved Home Study acceptance letter. Failure to provide a copy of your letter of intent will jeopardize my family's privilege to participate in the H.O.M.E Classes.	2. _____
3. I understand that we are committing to the <u>entire school year</u> (33 weeks). Even if our family moves or drops out mid-year, we will still be responsible for the full tuition owed.	3. _____
4. We will be required to turn in all necessary paperwork and fees before my child is accepted and officially enrolled in HC.	4. _____
5. I am partnering with HC and its instructors/tutors in order to educate my child. HC does not take the place of my involvement in my child's education. We the parents are still fully responsible for our child's education.	5. _____
6. It is my right and responsibility to communicate directly with my student's instructors/tutors in order to stay abreast on any information regarding my student's performance, behavior and/or needs.	6. _____
7. I am expected to check the <u>online grade book and my e-mail</u> daily in order to obtain any communication from both HC administration and/or instructional staff.	7. _____
8. My student must complete any weekly assigned work with my supervision at home and must come to class prepared and ready to participate. Failure to do so will result in dismissal from the program.	8. _____
9. If my student becomes characterized in any 8 week period by problematic behavior or incomplete work in a particular class, he/she may be dismissed from that class or from HC entirely for the remainder of the year without a refund of tuition or fees.	9. _____
10. 7th-12th Grade Parents: I am required to serve 3 service days on campus > If you need to opt-out of this requirement, you may pay an opt-out fee of \$30.00 per service day, and submit it with this contract or at orientation in August) Younger siblings are allowed to attend, but must have school work or something else to occupy their time.	10. _____
11. Are you interested in serving extra hours and being paid for that service? Yes / No	11. _____
12. I must submit one \$90.00 service deposit check at the orientation in August. This check will only be deposited if I fail to show up or serve my days.	12. _____
13. All service deposit checks will be destroyed at the end of the year if I fulfill my service requirements.	13. _____
14. I must attend the mandatory orientation in August in order for my student to begin classes at HC.	14. _____
15. I understand that falsifying any information on this application is grounds for immediate dismissal, with no refund of any monies paid in and that I will still be responsible to pay the remainder of the tuition balance for the year.	15. _____

Class Scheduling Form - One Form Per Student

STUDENT'S NAME: _____ Student ID: _____

(office use only)

Place a check mark next to the classes you are registering for

ELEMENTARY

Kindergarten

1. _____ Full Program

1st Grade

1. _____ Full Program

2nd Grade

1. _____ Full Program

3rd Grade

1. _____ Full Program
2. _____ Math 3
3. _____ Language Arts 3
4. _____ Science 3
5. _____ History 3
6. _____ Arts & Crafts

4th Grade

1. _____ Full Program
2. _____ Math 4
3. _____ Language Arts 4
4. _____ Science 4
5. _____ History 4
6. _____ Arts & Crafts

5th Grade

1. _____ Full Program
2. _____ Math 5
3. _____ Language Arts 5
4. _____ Science 5
5. _____ History 5
6. _____ Arts & Crafts

6th Grade

1. _____ Full Program
2. _____ Math 6
3. _____ Language Arts 6
4. _____ Science 6
5. _____ History 6
6. _____ Arts & Crafts

JR.HIGH

7th Grade

1. _____ Full Program
2. _____ English 7
3. _____ Math 7
4. _____ Math Homework Help 1
5. _____ History 7
6. _____ Science 7

8th Grade

1. _____ Full Program
2. _____ English 8
3. _____ Math 8
4. _____ Math Homework Help 1
5. _____ History 8
6. _____ Science 8

HIGH SCHOOL

9th Grade

1. _____ Full Program
2. _____ Algebra 1
3. _____ Math Homework Help 1
4. _____ World History
5. _____ English 1
6. _____ Physical Science

10th Grade

1. _____ Full Program
2. _____ Geometry
3. _____ Math Homework Help 2
4. _____ American History
5. _____ English 2
6. _____ Biology

HIGH SCHOOL

Typical 11th Grade Schedule

1. _____ Full Program
2. _____ English 3
3. _____ Chemistry
4. _____ Algebra 2
4. _____ Math Homework Help 2
5. _____ Economics
6. _____ Western Civilization

Typical 12th Grade Schedule

1. _____ Full Program
2. _____ Advanced Biology
3. _____ English 4
4. _____ Government

ELECTIVES - 9th - 12th Grade

1. _____ German 1 2. _____ German 2 3. _____ Art 4. _____ Sign Language 1 5. _____ Sign Language 2