

Parent Handbook 2024/2025



BROOKS UNITED METHODIST MICROSCHOOL

*We are excited to share a new school year with you,
full of exploration and growth in God's love!*

Rev. Lesley Langford,
Brooks UMC Pastor

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Dear Parents,

Welcome to our Microschool Ministry. We feel it is a privilege and an important responsibility to work with you and your children, so thank you for choosing Brooks United Methodist to serve your needs!

We will be partnering with you to homeschool your child. We, the staff of BUMC Microschool, will tutor your child along with a few other children, after you have filed a Declaration of Intent to Homeschool and provide a copy of that form. The homeschool will be held at Brooks United Methodist Church Monday-Thursday 8:00am-2pm. The 5th day of homeschooling will be held at the satellite campus of your home. Georgia state homeschooling law states that students are required to school for 4.5 hours a day, 180 days a year. We will log these days and hours students attend BUMC, and any days missed will be your responsibility to account for.

At Brooks UMC Microschool we strive to provide each child with opportunities to learn about God and the love of Jesus, to develop a passion for learning, and to grow in self-confidence. Our goal is to offer a program encouraging growth in the areas of academics, spiritual, intellectual, physical, emotional, and social development.

We will teach your children the following core subjects: Math, Language Arts, Science, History, Bible. Because physical exercise is important to the function of the brain and overall physical health, PE will be a part of our daily schedule. Records will be kept of your child's progress and a copy will be given to you for your records. The state requires that progress reports be kept by you for a period of 3 years.

Your participation in your child's education program will be required to complete the homeschooling requirements set forth by the state. This includes, but not limited to, testing every 3 years, beginning after the completion of 3rd grade.

This handbook is your guide to the policies and procedures of our homeschool program. After you have read it, please put it in a convenient place so that you may refer to it during the year. Please feel free to email me or call the church office if you have any questions, concerns, or comments. Monthly calendars and newsletters will be sent home to give you detailed information on events and activities. Any changes made will be done so in writing and sent home. Please note new recommendations for Covid-compliant practices, which may change due to recommendations made by the CDC..

We are looking forward to a fun year together! May the Lord Jesus bless you and keep you!

In Him,

Terri Ingram

BUMC Microschool Program Director

tingram@brooksumc.com



ENROLLMENT REQUIREMENTS

Students applying to the BUMC Microschool Program are required to meet with the director to ensure the program is a fit for your student. Parents need to file a current copy of their Declaration of Intent in order to enroll. Parents agree to follow the homeschooling laws set forth by Georgia Homeschoolers Educators Association (GHEA.org), which include:

1. Annual submission of a Declaration of Intent to homeschool, which can be found online. BUMC Microschool *requires a copy of this form and it must be submitted with application.*
2. Provide the equivalent of 4.5 hours per day 180 days a year. BUMC Microschool *will keep a log of your child's attendance. We provide 6 hours per day.*
3. Teach language arts, reading, history, science, and math. At BUMC Microschool *we will teach these core subjects, along with incorporating Bible work and PE. You can supplement, as desired, to your child's interests and family's priorities.*
4. Keep record for 3 years of child's progress in the required subjects. *At the end of every semester, BUMC Microschool will give you a report of the progress your child has made in the required subjects. You must keep this report in your records for 3 years. It DOES NOT have to be submitted to public school officials.*
5. Beginning at the end of 3rd grade, all students are required to be tested every 3 years (you may administer the test if you do this "in consultation with a person trained in the administration and interpretation of norm referenced tests. Test results are for your record) *At this time, BUMC Microschool will not be providing this service, but may decide to do so in the future.*
6. Ensure the people teaching your children have met the requirements. BUMC Microschool *will be sure the teachers teaching your children at the program meet state requirements.*

HOURS OF OPERATION

The BUMC Microschool calendar begins August 15, 2023 and ends May 20, 2024. Class is held 4 days a week, Monday-Thursday 8:00 am and ends at 2pm. It is the parents responsibility to make up missed time at your Satellite Campus (home or location of your choice) and to get the missed work completed. The State of Georgia requirement is the equivalent of 4.5 hours, 180 days, which is 810 hours.

TUITION AND FEES

Tuition is charged monthly. Full tuition continues to be charged if the school is closed temporarily for weather, quarantine, or any other reason beyond the control of the school and school will continue via Zoom and assigned work to be completed at home. The monthly rate for the 2024/2025 school year is \$400 a month. There is a yearly Registration Fee of \$25.

Tuition is due in full on the first of every month, August through May. A late charge of \$25.00 will be assessed after the tenth of the month. Failure to pay tuition by the fifteenth of the month may result in student withdrawal. Please notify the director for situations of hardship so we can work with you. Payments may be made by cash, check or Paypal with a fee. Checks should be made payable to: **Brooks United Methodist Church**. No post-dated checks can be accepted.

DROP OFF PROCEDURES

Pick up and drop off times can be confusing and congested. Please follow all of the rules and procedures to ensure that things will go smoothly. Please make sure that if someone else will be picking up your child, he or she knows the school's routine.

DROP OFF:

- Enter into the church parking lot from the Morgan Mill entrance.
- Drop off time is at 8am.
- If you arrive after the allotted time, and a teacher is not outside to receive your child, you will need to park, enter through the main church doors, and a staff member will be called to come check your child in and walk them to class.
- Please do not come to the classrooms as this poses a health risk for the other children.
- If you have a child in the 8am Preschool program, the process is the same for both..

PICK UP PROCEDURES

- Pick up time is at 2pm, late fee charged at 2:11 pm.
- Please be sure you are prompt to pick up your child on time.
- During pick up times, please do the same as morning drop-off and enter from the Morgan Mill Rd entrance and pull forward under the portico.
- ***Please remain in a single file line.***
- Please wait by your vehicle as a staff member will walk your child to you.
- You are responsible for buckling your child into his/her seat.
- If your child will be allowed to go home with another student, this should be communicated by the parent with your child's teacher.

EARLY PICK UP: If you need to pick your child up early for any reason, please send in a note or text that morning letting your teacher know what time you will need to pick up your child. If you choose to pick up your child early causing missed class time, it is your responsibility to make up the time at your chosen Satellite Campus to meet the state law of “equivalent to 4.5 hours for 180 days”. (Please do not hesitate to ask the Director if more clarification is required.) In the event of an unplanned early pick up, please text 678-458-1762.

CURRICULUM

Curriculum will include core classes. Tuition does not include the cost of books. There is a one time book fee of \$300 for 1st - 5th grades and \$350 for 6th - 8th grades or you can request a book list and find the books used by the start of class. Selected core curriculum includes: Language Arts, Math, History, Bible, Science. Supplemental materials include but are not limited to readers, PE, test taking skills, and typing. Projects with additional consumable items will be requested by the teacher with as much advance notice as possible and sent in by the parent.

SNACK & LUNCH

Students should bring a healthy, satisfying snack to school, along with a nutritious lunch. A microwave is available to reheat food. Students will need to bring their own water bottle to school. **No other drink is allowed.**

BEHAVIOR GUIDANCE

Children who participate in an enriched, active classroom with close teacher involvement are typically happy and engaged, reducing the occurrence of behavior issues. Nevertheless, in a group setting, conflicts occasionally develop. Our staff treats each child with respect and uses positive reinforcement strategies. When unacceptable behavior occurs, teachers may gently remind the child of the classroom rules, redirect them to a new activity, or give them time to calm down in a quiet area of the room. If this does not resolve the problem, we will call the parent to promptly come pick up his or her child. If the behavior is repeated, a parent meeting will be scheduled with the child’s teacher and director to find the root of the issue and work towards a resolution. If this does not resolve the behavior issue, *Brooks Microschool* reserves the right to withdraw your student from the program. In this situation, there is no prorated tuition refund.

WITHDRAWAL

Though we strive to meet the individual needs of all of our students, we understand that parents' needs may change, or it may become apparent that the program does not meet the needs of the student. In these circumstances, a mutual agreement will be made to release the student from the program immediately. Tuition will not be prorated for that month and no payment will be due for the following months.

Supply List will be given before the start of school.

Please Note: We are not trained in the field Special Needs. If you have a child who requires the support of Special Needs, it is best to be placed with a professional trained in that field.

BUMC MICROSCHOOL PROGRAM

ACKNOWLEDGEMENT FORM

Student Name: _____

Parent/Legal Guardian Initial:

_____ I understand that this is a microschool which requires me to share the responsibility of ensuring my child is properly educated to my standards.

_____ I understand this program is not a licensed day care program nor school and is not required to be licensed as such.

_____ I understand that the tutoring will be less than that state requirement of 810 hours and it is my responsibility to make-up those hours to satisfy the state requirement.

_____ I understand this program operates under an exemption from Bright from the Start.

_____ I agree to be responsible for adhering to Georgia state laws for homeschooling.

_____ I agree to employ Brooks United Methodist Church Microschool to tutor my child who has a current Declaration of Intent to Homeschool.

_____ My child has my permission to play on playground equipment, walk on the walking path, to be outside with supervision, and to play in the gymnasium with items commonly found in a gym.

_____ I agree with the tuition rate stated in the handbook and understand that if I do not, my student may not attend class. This does not negate my responsibility to pay.

_____ I agree to purchase the books on the Book List as specified.

_____ I will pay the book fee for the program to purchase the required books for my child.

Signature of Parent/Legal Guardian

Date