

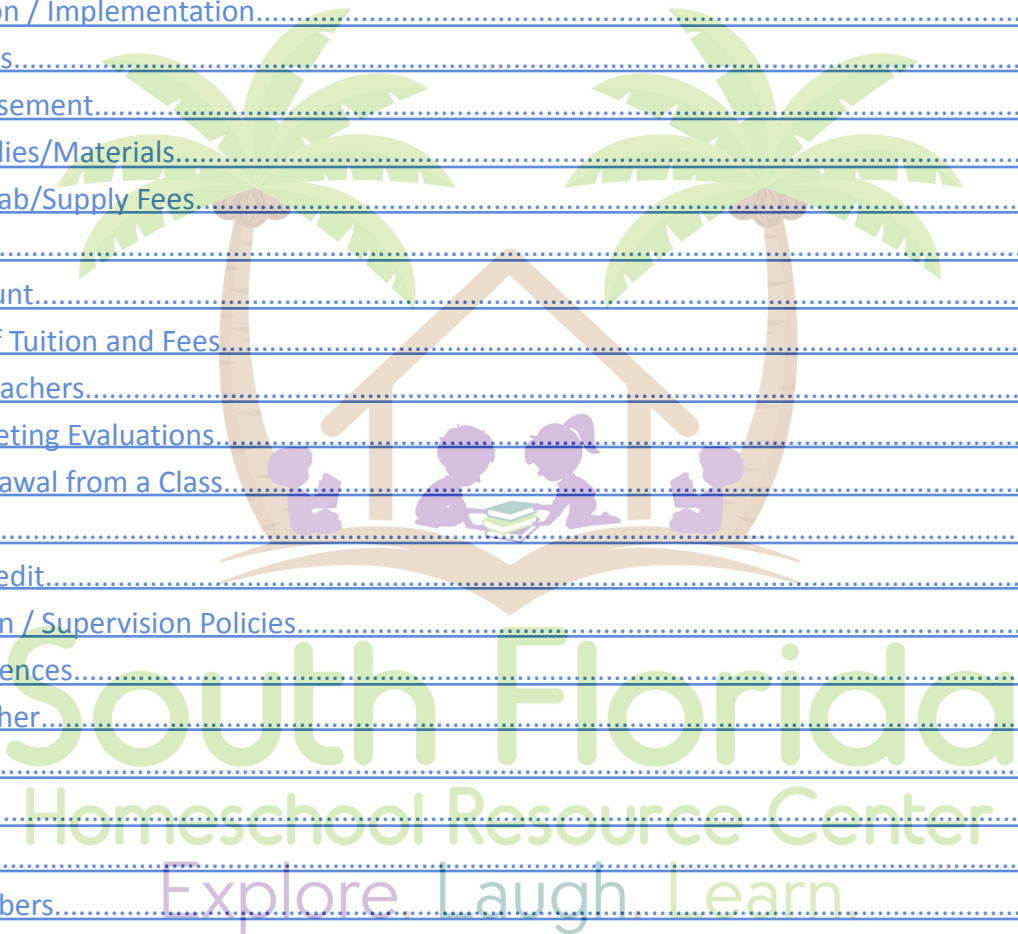
Welcome to

SFLHRC - SOUTH FLORIDA HOMESCHOOL RESOURCE CENTER

Family Handbook



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Welcome

Welcome to South Florida Homeschool Resource Center's (SFLHRC) classes. Thank you for making SFLHRC part of your family's homeschooling! Families are expected to review and accept this handbook as part of acknowledging the policies during registration. If you have any questions or concerns, please do not hesitate to send an email to eva@sflhrc.com or call her directly at 305-906-2853.

About SFLHRC - South Florida Homeschool Resource Center

South Florida Homeschool Resource Center ("SFLHRC") offers an innovative selection of core, enrichment, and elective classes for homeschooled students! Classes are taught in small groups by professional instructors. Classes are designed to incorporate hands-on, experiential instruction with many opportunities for student involvement and interaction. Additionally, each class will have a teacher aide/assistant to be a second set of hands if needed.

Religion/Faith

SFLHRC is an inclusive, non-sectarian program with no religious affiliation.

Public Space

During Fall 2023, we are using a public space, Welleby Park in Sunrise, for our Marvelous Monday classes. As with any public space, SFLHRC can't be held accountable for who might be in said park. It is STRONGLY encouraged that at least one parent or legal guardian stays on the park's property while their children are participating in our classes. Parents can use the park's other facilities while there to read, work, or relax. They can bring younger children to the park's Splash Pad or playgrounds. They can use the dog park as well. Each class has a teacher aide/assistant as a second set of hands because we are in a public place. Again, SFLHRC is NOT responsible for anyone who frequents the park outside of our group. It is our hope to host classes in our own building soon enough.

Half-Day Pod

For those families who opt to, your child can part in the "half day pod" option. This means that they will be taking ALL THREE classes offered during FALL 2023 for their age group. They MUST stay with the age group for all three classes. If you prefer to pick and choose individual classes for your child, you must use the a la carte (University) model.

University Model/A La Carte

In order to offer the greatest flexibility possible to homeschool families, SFLHRC classes are offered on an a la carte basis, similar to a university model. Students can take one class, multiple classes, non-consecutive classes, classes during alternating sessions, etc. Families are not obligated to take a full schedule or full year of classes. From time-to-time, a few classes may have prerequisites. Use care when registering for classes to ensure that you have signed up for the right session(s), confirmed the day(s) of the week, met the prerequisites along with suggested age/grade levels, and that classes do not overlap during the same hour.

Age/Grade Level Definitions

SFLHRC understands and celebrates that one benefit of homeschooling is the flexibility to blend and customize instruction based on a student's needs. We understand that the definition of a student's grade may be blurred and may encompass work across a range of conventional grade levels.

Because of this, we are offering multi-aged classes. When placing a student in a class, his/her emotional and social maturity, ability to conduct himself/herself in the classroom, and physical development, such as fine motor skills, in addition to academic capabilities must also be considered.

Students may not register for a class more than one year beyond or below (+/-1) the listed age level without permission from the Director. As an example: A mature, academically advanced 10-year-old may register for a class labeled 11 – 14 without permission of the Director. Alternatively, a 9-year-old grade student working slightly below grade level could register for a class for ages 6 – 8 without permission of the Director.

Learners with Special Needs

At this point, SFLHRC classes are not designed to serve students with special emotional, social, AND psychological needs. With that said, we do believe in inclusion and if the parent would like to stay on-site to assist their child, we welcome your child into our class. If the class proves to not be a good fit for your child, a refund can't be issued. Please think carefully about your child's capabilities and needs before registering them.

IEP Interpretation / Implementation

SFLHRC instructors and staff are unable to interpret or implement the provisions of IEPs. If you have a child with special needs and you think he or she can keep up with the pace of the work, the teacher's expectations, and behavioral standards, please contact the Director to discuss your child's needs before registering.

Tuition Payments

Payment must be paid in full when registering. The tuition fees reflect a combination of our contracted instructor rates, prorated facility rental costs, and program overhead expenses. All tuition, registration, and supply fees are non-negotiable.

Tuition Reimbursement

At this point, SFLHRC is not currently set up with FES-UA, Gardiner, or Step-Up Program as a vendor. With that said, SFLHRC is working towards this; however, we cannot guarantee it will be in place in time for Fall 2023 registration. However, you may still be able to apply for reimbursement from those programs once tuition has been paid and your child is participating in our classes. We are glad to provide you with an itemized receipt for all classes purchased, but beyond that this responsibility solely rests with the parent.

Classroom Supplies/Materials

An instructor may have recommended materials, texts, or supplies for the classes. A list of these items will be posted with the course description. It is the parent's responsibility to make sure that the student has the required supplies the first day of class.

Class Material/Lab/Supply Fees

Classes that have material, lab, or supply fees are identified in the online class description. Material, lab, and supply fees are paid with tuition so all necessary supplies can be purchased ahead of time. In this case, you do not need to worry about purchasing the needed items, as they will be provided by the instructor once class begins.

Registration Fee

A fee is added to each class at checkout to defray the cost of transaction fees and accounting efforts. The fee is \$10.00 per class, unless you register for a bundle (pod), in which case the fee is \$20.00.

Early Bird Discount

For Fall 2023, an "early bird" pod (bundle) registration discount of 20% will be offered towards tuition fees. This "early bird" period will run from May 1st through May 30th, 2023, or until the course/courses are filled. No discounts will be honored after the discount period has ended.

Non-Payment of Tuition and Fees

Payment must be made when registering in order to secure space in class. While registration is a timed process, the student's space(s) will not be held in class(es) if payment is not completed within the specified time period, and those space(s) will be re-opened for general registration. Students who have unpaid tuition or student fees will not be permitted to attend class, unless prior arrangements have been made with the Director, or until payment has been received in full (including any additional fees - see below).

Meeting with Teachers

Parents may occasionally wish to check-in with their child's teacher to discuss behavior, placement, classwork, etc. Parents should e-mail their child's teacher to set up a phone call or check-in at a non-class time. Parents are asked to not initiate these types of discussions with a teacher before, between, or after classes, as teachers have only 5 minutes for class transitions. Unscheduled conversations with parents can delay their class preparations.

Teachers Completing Evaluations

Parents should not ask SFLHRC teachers to fill out forms, questionnaires, evaluations, or assessments that may be given by the family's own counselors, therapists, educational consultants, advisors, etc. SFLHRC instructors spend only 1-3 hours with a child each week and often cannot provide meaningful feedback on such assessments. Furthermore, it is outside of instructors' contract with SFLHRC to complete such assessments/evaluations.

Refunds/Withdrawal from a Class

Any request for withdrawal or change of classes must be made in writing by sending an email to the Director at eva@sflhrc.com. Requests received via phone calls, text/SMS messages, Facebook Messenger, and/or any other means will not be accepted. Families whose needs or schedule has changed after they have registered have the option of either a Class Exchange (see below) OR keeping SFLHRC credit (see below) for the school year. If your student's seat(s) can be replaced by someone on a class waitlist, this will take place no less than 21 days prior to the first day of class, and you will be notified via email.

Class Exchange

If a student must withdraw from a class, he/she can select any alternate class (with space available) taking place in the same term. As long as the alternate class has available space, and the student meets any

prerequisites for the class, fees paid for the original class can be applied to a new class selection, private instruction, tutoring, or other scheduled fee-based activity.

There are no administrative fees or penalties for a ***Class Exchange***.

Families will be billed for any difference in tuition (change from a less expensive class to a more expensive class.) If there is an overage, there is no refund. Class Exchanges must be ***completed no less than 21 days prior to the first day of class***, AND will only be honored if there is space in the class they would like to substitute.

SFLHRC Class Credit

If a student must withdraw from a class ***no less than 21 days prior to the first day of class***, and they do not want to select an alternate class in the current session, the family can choose to retain a class credit for SFLHRC use **ONLY IF** the seat in the class they are withdrawing from can be replaced by a waitlisted student. If there are no spaces available on the waitlist, and/or it is fewer than 21 days prior to the first day of class, no SFLHRC credit will be issued. The credit will be for the value of the dropped class(es), less a \$35.00 administrative/bookkeeping fee for each class.

If the withdrawal is made within 21 days of the first day of class, no SFLHRC Credit will be offered.

The family must use their SFLHRC credit during the same calendar school year (2023 – 2024).

When a family is ready to use its SFLHRC credit, they must contact SFLHRC administration directly to complete the transaction rather than using online registration. SFLHRC credits can be used for any member of the immediate family, and may not be transferred to another family.

SFLHRC Class credits can only be used for Marvelous Monday Classes and NOT towards Fabulous Friday Field Trips. SFLHRC Class credits cannot be "cashed-in" for a monetary or credit card refund.

Drop Off / Sign In / Supervision Policies

For insurance and safety reasons, SFLHRC must have an accurate list of students at all times. This is accomplished by signing in/out with the SFLHRC instructor at their pavilion.

All students attended SFLHRC, no matter the age, must be walked to their pavilion by an adult (parent, caregiver) and signed in for the day with the time of drop off. Additionally, at the end of the day, the adult (parent/caregiver), must walk to the pavilion and sign their child out with the time. This **MUST** be done **EVEN** if the parent is staying on site.

Parents are **WELCOMED** and **STRONGLY ENCOURAGED** to stay on site, especially if their child is only taking one class. We understand that emergencies happen, and parents can run late. We will grant you one "late pass" per year.

After that, parents will be charged a late fee of \$15.00 for the first 15-minute increment, and \$25.00 for every subsequent 15-minute increment. Late pickups are unacceptable and a burden for our instructors and volunteer staff, and all families acknowledge as part of registration that SFLHRC reserves the right to remove any family from the program without refund.

If you are running late, please be courteous and **text** Eva (305-906-2853) or Jonathan (305-906-2897) directly. They may not respond while teaching; however, one of them will check messages at the end of class.

Attendance/Absences

There is no need to call to report an absence. If you would like to (although not necessary), please email the student's instructor(s) directly; their email addresses will be provided to you following registration. In addition, you may also **text** Eva (305-906-2853) or Jonathan (305-906-2897) if you wish to do so. **Please do not call in an absence.** In either case, email or text, your message should include both yours and your student(s) FULL NAME and the CLASS(ES) they are taking part in at that time.

Please note that refunds will not be issued for absences and missed classes. Additionally, no make-up classes will be offered, except in the case of an instructor's absence.

Inclement Weather

In the event of inclement weather, SFLHRC will make an announcement (by no later than 7:00 AM) as to whether or not classes will be held. Depending on the forecast, SFLHRC may need to cancel either a portion of, or all classes, scheduled for that day. Since we are using outside pavilions for Fall 2023, we need to keep rain/lightning conditions in mind. Again, it is our hope to be in an indoor facility by June of 2024.

Illness

Students, siblings, or parents/guardians should not take part in any SFLHRC classes, activities, or events if they have had any signs of contagious or communicable illness (such as vomiting, diarrhea, fever, persistent cough, sore throat, or runny nose) within 48 hours prior to starting time. Any student who shows symptoms of illness in class will be asked to sign out immediately and leave for the day. If a student has symptoms of, or had a likely exposure to a communicable disease, families should consult with their healthcare provider. Additionally, SFLHRC expects all families to follow established FloridaHealth and CDC guidelines for treatment and quarantine (if needed) prior to resuming SFLHRC activities.

Using facemasks to protect against airborne illness is one personal choice (among many) in an array of available therapeutic and preventative options for disease. Students, parents, siblings, teachers, or guests at

SFLHRC are welcome to wear facemasks if they so choose, but one person's choice to wear a mask shall not compel those around him/her to wear a mask.

Force Majeure

In the event of a force majeure, such as a natural disaster ("acts of God"); war; terrorism or threats of terrorism; civil unrest; supply chain or labor disruptions; fire; disease; medical epidemics or outbreaks; limitations or curtailment on public gatherings; closures of facilities; lack of certain materials, services, or goods due to shutdowns; and any other events, including emergencies or non-emergencies, and unforeseeable circumstances, when it would be inadvisable, commercially impractical, illegal, or impossible to hold classes, SFLHRC and SFLHRC instructors will not be held liable for non-performance or cancellation of classes and programs.

E-Mail

Families must register with a parent's current, active email address. E-mail will be the primary mode of communication for advising families about classes, registration, assignments, cancellations, schedule, and program opportunities. Personal email addresses will be given only to the class instructors for course related communication. Please register with an active email address that will be checked on a regular basis.

Make sure the SFLHRC email addresses eva@sflhrc.com, jonathan@sflhrc.com, mor@sflhrc.com, and admin@sflhrc.com, are added to your "safe" contacts list. Parents should also "whitelist" sflhrc.com and southfloridahomeschoolresourcecenter.com so that messages will not be rejected or sent to SPAM or junk folders.

Cell Phone Numbers

If you are going to leave Welleby Park while your child is in class, please check to make sure that your current cell phone number is correctly listed on your registration. This is the first number SFLHRC will call in the event of an emergency.

Photographs/Videos

Candid photographs and/or videos may be taken by SFLHRC, SFLHRC instructors, vendors, or educational partners in classes, events, OR field trips. As part of all online registrations, parents accept and acknowledge the mandatory photography waiver which states, "I understand that pictures or videos of my child(ren) may be taken and used for promotional purposes by SFLHRC or educational partners of SFLHRC. Any such image(s) will not contain names or any identifying information."

Cell Phone Policy

We understand and respect that many students have cell phones for communication with parents. If your child has their own phone and brings it to SFLHRC, it is expected to be kept in either the student's backpack, purse, or bag. The phone should not in any circumstances be kept out in the open, unless an instructor grants explicit permission for them to do so, such as for use during a class activity. Between classes (during the 15-minute break), students are welcomed to use cell phones, provided it is immediately stowed away again once class begins.

Electronics in Class

SFLHRC does not allow students to use electronics such as phones, tablets, wireless earbuds, or hand-held video games during class, unless the Instructor has specifically allowed use of such devices for classroom work. Students may not use electronics for entertainment, game-playing, or texting during class; however, they may use such devices before, between, or after class. Headphones must be used on all electronics devices so no one nearby can hear the music, video, game, etc. All content accessed via electronic device must be rated "E" for everyone and free of graphic or violent content, offensive language, or lyrics, etc. During class, electronics should be stored out-of-sight, such as in a backpack or purse.

If an Instructor finds a student using electronics in class:

- (1) First occurrence in a session: Instructor will verbally remind the student of the policy.
- (2) Second occurrence in a session: Instructor will take the device away from the student until the end of the class period.
- (3) At the third offense in a session, Instructor will take the device and immediately turn it over to SFLHRC administration. At that point, the student's parents will have to retrieve the device from SFLHRC administration (Eva Goldstein-Meola, Mor Zrihen, and/or Jonathan Meola)

It shall be understood that repeated offenses which violate these policies will result in the student being removed from the class, and no refund will be provided.

Conduct

Students are expected to conduct themselves with appropriate behavior at all times: while in class, before, between, and after classes, at special events, club meetings, field trips etc. Parents, siblings, and guests are expected to conduct themselves with behavior appropriate to an educational setting. Appropriate behavior is expected during class as well as arriving/leaving.

Bullying

SFLHRC has zero tolerance towards bullying of any type or any physical aggression by students, parents, siblings, teachers, or staff. Anyone who is disruptive or engages in bullying will be asked to leave the program. Any students asked to leave the program due to inappropriate behavior will not receive a refund for their remaining classes.

Swearing/Profanity

Students are expected to speak to each other, parents, and instructors in a courteous, respectful manner at all times. Cursing/swearing (i.e., using obscenities, profanity, racial/sexual slurs) with the intent to insult or intimidate someone or using derogatory or threatening language will not be tolerated and will be treated as a conduct violation.

Dress Code

Students are expected to come to classes and events dressed appropriately for a mixed-age, family-oriented, educational setting. We do live in South Florida, where the temperature may be quite warm (especially in the early fall and late spring), and we also understand that classes will be taking place outdoors in sheltered pavilions. However, families need to understand that students are NEVER PERMITTED to attend class in bathing suits or similar attire. If you and/or your child(ren) will be using the SplashPad after class, please have them change into their swimwear after class. There are multiple public restrooms located throughout Welleby Park. As for classwear: Please use your best judgment and common sense when dressing for class. Abdomens should be covered, and shorts should be an appropriate length. **Again, please use common sense.** If clothing has to be "adjusted" (i.e., pulled up, pulled down) to cover oneself properly, it is not a good choice to be worn to SFLHRC.

Public Displays of Affection (PDA)

Students and adults shall refrain from inappropriate Public Displays of Affection (PDA) while on campus. SFLHRC is a family environment with participants and family members, spanning a wide range of ages and backgrounds, and all behavior must be rated "E" for everyone. Being overly affectionate in an educational setting can be distracting, possibly offensive to others, and is generally in poor taste. The expression of feelings towards one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDAs shall be understood to mean any physical contact between peers that may either make other participants in close proximity uncomfortable, or any interactions that serve as a distraction for themselves as well as onlookers. Some specific examples of PDAs include, but are not limited to, any

peer-to-peer kissing on the lips, cuddling, fondling, inappropriate touching, rubbing/massaging, caressing/stroking/petting, and excessive hugging.

Selling/Services at SFLHRC

SFLHRC's insurance covers only classes and activities that are led by SFLHRC. SFLHRC parents, students, and siblings are not permitted to hold money-making activities or perform paid services, such as paid babysitting or tutoring services, while present at the SFLHRC class site. Because of space constraints and the inability to accommodate everyone, parents with catalog-type businesses, (such as Avon, Tupperware, etc.) as well as anyone selling homemade wares, are asked not to exhibit and sell items at SFLHRC except for designated sales of used curriculum and the annual marketplace.

Food and Water

Parents may want to send lunch or snacks with their children for consumption during break periods only. No refrigeration will be provided, and all waste must be cleaned up afterwards. Students may bring water bottles to class, but they must have a stopper or similar closure, and not rely on a separate cap to keep it closed. All water bottles shall be kept off pavilion tables while learning, ideally in a bag or backpack, or on the floor next to the student. Additionally, there are water fountains available in various locations throughout the park. No juices or other beverages are allowed to be consumed during class periods; these need to be packed away with the student's lunch or snack.

