

Welcome to the

**SOUTH FLORIDA HOMESCHOOL RESOURCE CENTER**

# Family Handbook



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## Welcome

Welcome to the South Florida Homeschool Resource Center!

Thank you for making South Florida Homeschool Resource Center (“SFLHRC”) part of your family's homeschooling journey! While registering for classes, events, field trips etc., families are expected to review and accept this handbook during the registration process. If you have any questions or concerns, please do not hesitate to send an email to [eva@sflhrc.com](mailto:eva@sflhrc.com) or call 305-906-2853.

## South Florida Homeschool Resource Center

SFLHRC - the South Florida Homeschool Resource Center - is a hub and social network for the homeschooling community. SFLHRC provides a wide variety of pick and choose options such as a la carte classes, academic events, social events, extra-curricular activities, field trips, clubs, honors societies, academic competitions, and parent workshops to illuminate South Florida families’ homeschooling experience.

During 2023 – 2024, for Marvelous Mondays, SFLHRC offers both enrichment and core classes that are project-based for homeschooled students! Most classes are multi-disciplinary and hands-on! Classes are taught in small groups by former classroom teachers, who are now homeschooling parents and instructors. Classes are designed to incorporate project-based, 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. Finally, we invite and encourage parents to stay on campus and be part of the learning experience.

During 2023 – 2024, for Fabulous Fridays, SFLHRC offers a wide variety of field trips and events. Each field trip and event are personally scheduled, arranged, and planned out so that your family only needs to show up! We offer Fabulous Friday events using an a la carte model allowing you to pick and choose what works for your children, your schedule, and your interests. **PARENTS ARE REQUIRED TO STAY WITH THEIR CHILD/CHILDREN FOR ALL FABULOUS FRIDAY ACTIVITIES.** Please note because parents are required to stay with their child, some events do cost money for parents (if the establishment/venue charges) while for others there is no cost. These details can be found in the description for every event.

**PLEASE NOTE:** For Fabulous Fridays, we try our best to rotate through **Miami-Dade, Broward, and Palm Beach** counties in order to provide experiences for all. Please register early! Every event takes enormous time and energy to schedule. We need headcounts at least 21 days prior to most events!

You can read about and register for all our events at [www.sflhrc.com](http://www.sflhrc.com).

## **Religion/Faith**

SFLHRC is an inclusive program with no religious affiliation.

## **Public Space for Marvelous Mondays**

During the fall of 2023, we are using a public space for Marvelous Mondays, Welleby Park in Sunrise, FL. As with any public space, SFLHRC cannot be held accountable for anyone else who might be in said park. It is STRONGLY ENCOURAGED that parents stay on the park's property – especially at first. Parents can use the park's other pavilions to read, work, or relax. They can bring younger children to the Splash Pad or playground. They can use the dog park.

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.

## **Half-Day Pod for Marvelous Mondays**

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 which classes, it is considered the “a la carte” model. If parents opt for this schedule, parents are expected to stay on campus.

## **A La Carte Classes or Full Morning Pod for Marvelous Mondays**

We believe in flexibility. This is how we both homeschooled our children and want that to extend to you. With this philosophy in mind, students can take one class, multiple classes, or a full day!

Additionally, we believe that parents can pick and choose between the various age groups. If you opt for your child to stay full morning; however, they are rotating between age groups this is still considered a la carte. SFLHRC believes in choice. Families pick and choose what works for them!

## **Age/Grade Level Definitions for Marvelous Mondays and Fabulous Fridays**

SFLHRC understands the biggest benefit of homeschooling is the flexibility to customize education based on a student's needs. We understand that the student's age and grade may vary according to subject matter. With that said, we do offer multi-age grade ranges for both Marvelous Mondays and Fabulous Fridays. Please think of your child as you make choices for them. From time-to-time, there will be classes with prerequisites. Carefully consider if your child has met the prerequisites. When choosing classes, events, and field trips, always consult your personal schedule and the classes you have registered for. Please double-check day of week, time of classes, semesters, pre-requisites and make sure there is no overlapping or schedule conflicts.



Finally, there are many elements to consider such as emotional maturity, social maturity, ability to conduct themselves in a group situation, fine motor skills in addition to academics. Please understand SFLHRC views the child holistically. If you feel that your child should go into a different age range or participate in an event that is for a different age group, please contact [eva@sflhrc.com](mailto:eva@sflhrc.com) to discuss your specific situation. Registration is a contract. There are no refunds, exchanges, or substitutions.

### **Special Needs**

SFLHRC believes in inclusion; however, at this point, we are not designed to serve students with severe emotional, social, and psychological needs. If your child fits into this category, we invite the parent to stay on site and even in the classroom to assist their child.

Once enrollment is finalized, a refund can't be given. Please think carefully about your child's needs. If you have specific concerns, please contact [eva@sflhrc.com](mailto:eva@sflhrc.com).

### **Tuition and Fees for Marvelous Mondays and Fabulous Fridays**

The tuition fees reflect a combination of instructor rates, facility rental costs, supplies purchased, fees based on field trips, and program expenses. Tuition and supply fees are non-negotiable.

### **Classroom Supplies/Materials for Marvelous Mondays**

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.

### **FES-UA / Tuition Reimbursement for Marvelous Mondays and Fabulous Fridays**

SFLHRC is NOW an approved vendor with FES-UA via Step Up For Students (SUFS). To take advantage of this program, you need to register and pay through our website. Then, email [jonathan@sflhrc.com](mailto:jonathan@sflhrc.com) and request an itemized receipt for SUFS. This will be processed within 7 – 10 business days. Upon receipt, parents should submit this to Step Up for Students for direct reimbursement.

### **Class Material/Lab/Supply Fees for Marvelous Mondays**

Every class for Marvelous Monday has a supply fee for the basic supplies that are needed for each class. Teachers will be using this fee to purchase the items. For these items, you do not need to worry about purchasing the needed items. However, there is an additional list of basic supplies that each student must

bring to every class. It is the parent's responsibility to make sure that their students have these supplies the first day and bring them to every class session.

### **Tuition Payments for Marvelous Mondays**

Payment must be paid in full when registering. Our online registration system does allow for three monthly payments IF you register early! All tuition MUST be paid two weeks prior to Marvelous Monday classes starting.

### **Registration Fee**

A registration fee is added to each class at check-out to defray the costs of processing and transaction fees. It is \$10.00 per class, unless you register for a bundle (pod), in which case the fee then is \$20.00.

### **Non-Payment of Tuition and Fees**

Payments must be made at the time of registration. Without your full registration and/or first payment (of three) your registration will not be held. Families who have not paid full tuition 14 days before the first class will not be permitted to attend. If you have specific concerns or questions, please email [eva@sflhrc.com](mailto:eva@sflhrc.com).

### **Meeting with Teachers and/or Directors**

Teachers are accessible. Parents may check-in with their child's teacher to discuss behavior, placement, classwork, etc. Please do not initiate these discussions before between or after classes as the teachers need the transition time to end one class and get ready for their next class. It is advised for parents to either set up a phone call, online meeting or an in-person meeting at a non-class time.

### **Marvelous Monday Teachers Completing Evaluations and Letters of Recommendations**

SFLHRC's Marvelous Monday instructors spend only 1-3 hours with a child each week in a group situation. Our instructors only have a snapshot of their educational and social interactions vs. a full picture. Please do not ask teachers to fill out any forms, questionnaires, evaluations, or assessments for doctors, therapists, evaluators, etc.

### **Refunds/Withdrawal from a Class, Event or Field Trip**

Registration is a contract. When you register via our website for Marvelous Mondays, you are signing off that you understand there are no refunds. We know that life changes. We know that situations change. However, please understand that 90% of the work for each class happens before your child comes the first day. With that said, for Marvelous Mondays, if we have a waiting list and can replace your seat, and the request comes to

us MORE than 30 days prior to the first day of class, we MIGHT be able to honor your request and refund you 75% of your tuition. Again, this is dealt with on a case-by-case basis. All requests must be made via email to [eva@sflhrc.com](mailto:eva@sflhrc.com).

When you register via our website for Fabulous Friday, you are signing off that you understand there are no refunds. We know that life changes; however, please understand that field trips, event rental space, supplies purchased, etc. all happen PRIOR to the event. People have been paid. There is absolutely no refund for Fabulous Friday events.

All requests must be made via email to [eva@sflhrc.com](mailto:eva@sflhrc.com). Any requests made by Facebook Messenger, text messages, phone calls etc. will not be accepted.

### **Drop Off / Sign In / Supervision Policies for Marvelous Mondays**

For insurance and safety reasons, SFLHRC must have a precise list of students at all times, with parents' names and signatures. This is accomplished by signing in/out with SFLHRC. All students attending SFLHRC, no matter their 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 EXPECTED to stay on site IF their child is only taking one class.

With that said, if you have registered for the full morning pod, this is not required. If you are going to leave Welleby Park while your child is in the full morning pod, please check to make sure that your current cell phone number is correct on both your registration and the sign in sheet. This is the number SFLHRC would need to call in the event of an emergency.

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 every 15-minute increment. If late pick up is a common occurrence, we have the right to remove your child from the program without refund.

If you are running late, please be courteous and text Eva at 305-906-2853. She might not respond; however, she will check her messages at the end of class.

### **Attendance/Absences for Marvelous Mondays**

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 or text Eva at 305-906-2853. Please do not call in an absence.

In either case, email, or text, please state the students FULL NAME and what CLASS/CLASSES they are a part of. Refunds are not given for absences and missed classes, and make-up classes will not be offered except in the case of an instructor's absence.

### **Inclement Weather for Marvelous Mondays and Fabulous Fridays**

In the event of inclement weather, SFLHRC will make an announcement by 7:00 am about whether or not to close or cancel a portion of the day's classes. Since we are using outside pavilions for Fall of 2023, we need to keep rain/lightning in mind. We hope to have a building sometime by June 2024.

### **Illness**

Students, siblings, or parents/guardians should not come to SFLHRC classes, activities, or events if they have had any signs of contagious illnesses such as vomiting, diarrhea, fever, persistent cough, sore throat, or runny nose within the last 48 hours.

Any student who becomes ill will be asked to leave class, and needs to be signed out by their parents for the day. If a student has symptoms of or had a likely exposure to a communicable disease, physician and CDC guidelines should be followed for treatment, quarantine, and return to activity.

The use of face masks to protect against airborne illness is a personal choice. Students, parents, siblings, teachers, or guests at SFLHRC are welcome to wear face masks at their own discretion.

### **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.

### **Email Addresses**

Families must register with a parent's current, active email address. E-mail will be the primary mode of communication to advise families about classes, registration, assignments, cancellations, schedule, and program opportunities.



Email addresses will be given only to the class instructors for course related communication. Please register with an e-mail address that will be checked on a regular basis.

Make sure that SFLHRC email addresses, such as [eva@sflhrc.com](mailto:eva@sflhrc.com), [jonathan@sflhrc.com](mailto:jonathan@sflhrc.com), and [admin@sflhrc.com](mailto:admin@sflhrc.com), are on your "safe" contacts list. Parents should also "whitelist" [www.sflhrc.com](http://www.sflhrc.com) and [www.southfloridahomeschoolresourcenter.com](http://www.southfloridahomeschoolresourcenter.com) so that messages will not be rejected or sent to SPAM or JUNK folders.

### **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/children may be taken and used for promotional purposes by SFLHRC or educational partners of SFLHRC. Any such image/images will not contain names or any identifying information."

### **Cell Phone Policy for Marvelous Mondays**

We understand and respect that many students have cell phones for communication with parents. If your child has and brings a cell phone to Marvelous Monday, during class time, it is expected to be put away in a backpack, purse, or bag. Unless an instructor grants permission for it to be out, it should not be seen at all. Between classes (during the 15-minute break), students are welcomed to use cell phones provided it is put away immediately once class begins.

### **Use of Electronics at SFLHRC's Marvelous Mondays**

SFLHRC does not allow students to use ANY electronics such as phones, tablets, wireless earbuds, or hand-held video games during class unless the instructor and class is using said devices for projects or classroom work. If electronics are brought to SFLHRC, during class, a student's electronics should be stored out-of-sight, such as in a backpack or purse.

Before, between, and after classes, students may use such devices. Headphones must be used on all electronics devices at all times. All content accessed via electronic device must be rated "E" for everyone and free of graphic or violent content, offensive language, or lyrics, etc.

### **If a SFLHRC Instructor finds a student using electronics in class:**

- (1) First occurrence - Instructor will verbally remind the student of this policy.
- (2) Second occurrence – Instructor will take the device away from the student until the end of the class period.

(3) Third occurrence - Instructor will take the device and turn it into SFLHRC Administrators. The student's parents will have to retrieve the device from either Eva or Jonathan Meola.

### **Conduct at SFLHRC**

Students are expected to conduct themselves with appropriate behavior at all times. Additionally, guests, parents, and siblings are expected to also conduct themselves accordingly. Appropriate conduct is required not only during classes, but prior to class beginning, between classes, and after classes. Additionally, appropriate behavior is expected at special events, club meetings, field trips, etc.

### **Bullying Policy at SFLHRC**

SFLHRC has zero tolerance towards bullying of any type or any physical aggression by students, parents, siblings, teachers, or staff. Anyone who engages in such behavior will be asked to leave the program and no refund will be granted.

### **Swearing/Profanity Policy at SFLHRC**

Students are expected to speak to each other, parents, and instructors in a courteous, respectful manner at all times. The use of any foul language, racial slurs, obscenities, and profanity with the intent to insult, hurt, or intimate anyone will not be tolerated and treated as a violation.

If this problem persists, SFLHRC has the right to ask said student to leave the program and no refund will be granted.

### **Dress Code at SFLHRC**

Students are expected to come to classes and events dressed appropriately for a mixed-age, family-oriented, setting. We live in South Florida. Yes, it gets HOT – VERY HOT; however, bathing suit wear is NEVER PERMITTED. Yes, Welleby Park does have a Splash Pad. If you/your child will be using it after Marvelous Monday, your child can change into their swimwear after class. Welleby Park does have bathrooms.

Please use your best judgment when dressing. Use common sense. If clothing has to be "adjusted" (i.e., pulled up, pulled down) to cover properly, it is not a good choice to be worn to any SFLHRC event.

### **Public Displays of Affection (PDA) at SFLHRC**

Students and adults shall refrain from inappropriate Public Displays of Affection (PDA). SFLHRC is a family environment with participants and family members of a wide range of ages and backgrounds, and all behavior must be rated "E" for everyone.

PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as onlookers.

### **Selling/Services at SFLHRC**

SFLHRC's insurance covers only SFLHRC-led classes and activities. SFLHRC parents, students, and siblings are not permitted to hold money-making activities or perform any paid services, such as paid babysitting or tutoring services. Every year we will hold an Entrepreneur's Marketplace / Handcrafters' Fair for students. This will be the place where students can see their wares.

Because of space constraints and the inability to accommodate everyone, parents with catalog-type businesses (Avon, Paper Pie, etc.) and anyone selling homemade wares are asked to refrain from doing business at SFLHRC events.

### **Food Policy for Marvelous Mondays and Fabulous Fridays**

Parents may want to send/bring lunch or snacks for their children. We ask that you avoid sending any type of peanuts/nuts/peanut butter because of allergies.

Water bottles are **STRONGLY** encouraged – after all this is South Florida.

### **Restroom Policy at Marvelous Mondays**

Every group of students has a parent volunteer who will WALK students to the restrooms. Students are NOT permitted to go on their own as we are in a public space.

Students who walk to the restrooms on their own without permission EVEN DURING BREAKS will be given a warning the first time. If this happens a second time, SFLHRC has the right to ask said student to leave the program and no refund will be granted.