

HARC Enrichment Class Guidelines (revised August 2025)

HARC Enrichment Classes are an event of HARC and therefore are open to only HARC members. Any family participating must abide by all mandated legal requirements. Additionally, any family participating in Enrichment Classes must read, sign, and agree to abide by the Enrichment Class Guidelines.

This program is supplemental to what is being taught in the home and is meant for enrichment purposes only. The classes are not designed as a complete curriculum and are designed for assisting instruction given at home. HARC Enrichment Classes will not assign grades and does not give credit toward high school graduation requirements, although parents may use the class time toward fulfilling some requirements in each subject, according to the parent's discretion.

HARC does not give legal protection or legal assistance and is not obligated to testify regarding your home school's validity, authenticity, or effectiveness to legal authorities.

Each family participating in HARC Enrichment Classes must be solely responsible for their children. Children of all ages must be under the supervision of an adult while on the campus. The family is expected to follow the Student Conduct Guidelines and Parent Volunteer Expectations.

All families are required to attend the classes you signed up for, arrive on time, and fully participate in the class by completing assignments given by the instructor. Parents must remain on the premises the entire time regardless of the children's age. If a situation arises in which a parent must leave the premises, then the children must leave with them. Special situations may be presented to the Enrichment Class Director(s) if a parent must leave, and another parent agrees to be responsible for their child(ren).

In signing up to attend an Enrichment Class, parents agree that they are responsible for any liabilities occurring at the facility in which Enrichment Classes are being conducted. Any payments will be made to the facility itself. Parents agree not to hold HARC, its leadership, or the facility responsible for any medical expenses occurring on the facility property before, during, or following any HARC events on or off the facility property, such as in the event of a field trip.

Class times are:

9:30-9:45 arrive and sign in

10 -10:50 first hour

10:50-dismissal to 2nd class (helpers please assist with little ones!)

11:00-11:50 second hour

12:00-return name tags/exit the building

Student Responsibility/Commitment

Students are encouraged to participate in age-appropriate classes available to them, not older or younger classes unless previously arranged with the enrichment class director.

Students are expected to actively participate in class.

All students will be held responsible for their actions and shall conduct themselves in keeping with their level of maturity, showing regard for established authority and the rights and welfare of others.

All students need to be respectful, honest, use clean speech, and be courteous and kind to everyone.

Students must attend assigned class or be with a parent during enrichment class hours. No child may ever be dropped off or left on campus without parental supervision or arrangement with HARC/Enrichment Class Leadership.

In case of disciplinary problems during class sessions, the instructor will give a verbal warning. If unacceptable behavior persists, the instructor (or a class helper) will escort the child to the parent.

Students and parents must follow the dress code at all enrichment class events.

Parent Responsibility/Commitment

Parents that do not volunteer to teach, co-teach, or serve on the clean-up crew will be assigned to help in at least one class as assistants. Parents need to be aware of the student responsibilities, and behavior/dress expectations. Parents must attend enrichment class days with their children and may never just drop them off and leave. Parents and students must follow the dress code at all enrichment class events.

Parent Helpers are expected to help the teacher in any way needed each week of enrichment classes and may be asked to substitute if the teacher is absent.

Parent Helpers are expected to be fully present to help the teacher each week, not on their phone or talking to other parents in the room.

Parent Helpers are also responsible for cleaning the room, wiping the tables, resetting the rooms, and turning the lights out (second hour.)

Parent Helpers must notify the Director & Teacher when they will be absent and may be asked to find a sub.

Parents need to exit the building as soon as possible, so the cleaning crew can do their job. You can bring lunch to eat on the playground outside and you can play on the playground and field as long as you would like.

Clean-Up Crew Commitment

After the second hour the clean-up crew will stay to clean.

The Clean-up crew will work together as a team making sure that all leave at the same time.

The Clean-up crew will be responsible for cleaning the bathrooms, vacuuming/sweeping classrooms, gym, and any other areas used, and emptying trash

The Clean-up crew receives a discount thus they are expected to be present and are responsible for finding a replacement helper due to absence/ sickness & will need to let the Director know ASAP.

The clean-up crew will have a weekly checklist.

Teacher Commitment

Enrichment Class Teachers must have been a member of HARC for one year (unless otherwise approved by the Co-op Director).

Teachers must sign and be in full agreement (not just an acknowledgment) with HARC's Statement of Faith, according to the by- laws.

Teachers receive a discount for teaching thus they are expected to plan and teach their classes each week enrichment classes are held unless they have arranged a substitute or there is an unexpected emergency.

Teachers are responsible for finding their own substitutes when needed.

Teachers need to supply the lesson outline and supplies to their substitutes and are responsible for getting this to their substitute or to Adaville Church for your sub to have. **In an unplanned absence, teachers should have an emergency lesson plan prepared for last minute sub requests.

Teachers may set an appropriate supply fee for expenses they will incur over and above the student fee (although this will be rare and most likely for classes with a lab or special supplies).

Teachers should save all original receipts for enrichment class related purchases and submit them, along with a HARC reimbursement form, to the HARC treasurer for reimbursement of expenses. These expenses will be paid by the student and supply fees collected. The treasurer will reimburse teachers with a check at the convenience of the treasurer.

Teachers must be on campus by 9:30, ready for assembly and prepared to teach.

No instructions are to be given to students that are in any way contrary to the Statement of Faith (last page of this document).

For teachers of the sciences, we require adherence to the HARC Statement of Faith and to the following: We believe in the literal interpretation of the creation account of Genesis. The days being mentioned in Genesis are literal 24-hour days.

Teachers need to be sure that Parent Helpers have cleaned any messes/spills, wiped tables, and turned off lights.

Enrichment Class Director(s) Responsibilities

To oversee the operation of the entire Enrichment Class event, including but not limited to: arranging for the use of facilities and leading the organization of the Enrichment Classes.

Enrichment Class Steering Team's Responsibilities

The Enrichment Class Steering Team responsibilities include but are not limited to: assisting the Enrichment Class Director as needed for recruiting

teachers, generating class ideas and lesson plans as needed, brainstorming ideas for how to improve the enrichment class experience, and troubleshooting potential issues before they arise.

Visitors

Any child not enrolled for the current session is defined as a visitor and must pay a fee of \$5 per day and be approved by the Enrichment Class Director at least one week in advance prior to the visit. This includes nursery-aged children.

Any visiting adult (grandparents, parents not involved as a teacher or assistant) MUST sign in at the registration desk and get a name tag. This visitation must be arranged with the Enrichment Class Director beforehand or, at the very least, the morning of the visitation. There is no fee for an adult visitor.

Enrichment Class Registration

Enrichment Class Registration will take place online only. Payment is expected at the time of registration via credit card on the website. Students are not considered registered for a class until payment has been received. Each class will have a maximum number of children allowed and the number of assistants needed. If those spots are full, you must select another class.

Registration dates and times will be set by the Enrichment Class Director and HARC Leadership Team. This date will be announced via the weekly email and also listed on the calendar of events. These days and times may be staggered to help with registering those who receive various discounts (leadership, teachers, co-teachers, clean-up crew, etc.)

Pricing

Enrichment Classes are an event of HARC and you must be a member to participate. Pricing is as follows for Enrichment Classes Registration and is for each hour, each child; this is the student registration fee and additional supply fees may be charged if necessary for supplies above and beyond the student fee and are not discounted.

Class Registration Fees: \$18 per student for each class

The discount structure for the class registration fees for the following:

HARC Leadership Team: 100%
Enrichment Class Steering Team: 100%
Teachers for 2 Class Hours: 100%
Teachers for 1 Class Hour: 50%
Clean up Crew: 50%
Co-teachers for 2 Hours: 50%
Co-teachers for 1 hour: 25%

Classes Available

Classes are determined by what HARC Parent Members volunteer to teach. We are a volunteer organization run by parents. Each semester a class release date will be announced through the weekly email and on the HARC events calendar on the website. Available classes can then be viewed by logging into your account on the HARC website.

The age groups for classes are: 0-2 Nursery, 3-4 years, 5-6 years, 7-8 years, 9-10 years, 11-12 years, 13 and up (teen)

Nursery is available for the siblings of registered students for a fee.

Schedule Changes

You will have a one-week grace period after registration in which to make changes to your child's schedule. During this grace period, you may contact the Co-op Director to make schedule changes pending availability. Upon switching classes, you will forfeit any class fees already paid and be responsible for any fees the new class requires.

HARC Dress Code

HARC's goal as an organization is to honor and represent Christ. Therefore, when we come together for HARC activities, it is necessary that we establish guidelines of dress that provide a safe environment that is free from distractions and makes all feel welcome.

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Shorts must be no shorter than fingertip length when standing skirts, dresses and slits must be no shorter than knee length

Tops must have sleeves and not expose midriff, or have plunging necklines or exposed backs. Clothing should not be form-fitted, or expose underclothing, ex. baggy pants.

Don't wear clothing that advertises by name or symbol illegal or immoral activity.

Please avoid anything that is distracting.

The HARC leadership team, as a body, reserves the right to determine whether any form of attire is within the limits of the HARC dress guidelines. In matters of opinion, the final vote of the HARC leadership team will prevail.

Additional guidelines may be added at any time with approval from the HARC leadership team.

Section XVI Statement of Faith

We believe the Bible to be the infallible Word of God, the supreme and final authority for all faith and life.

We believe in One God, Creator of Heaven and Earth, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, and His miracles.

We believe He was crucified, died, was buried and arose on the third day, ascended into Heaven and is seated at the right hand of the Father and will return in power and glory to judge the living and the dead.

We believe that man was created in the image of God, but fell into sin and is, therefore, lost. Jesus Christ alone can save him.

We believe that salvation is a gift of God brought to man by grace and received by faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.

We believe Christ has done everything necessary, through His death and resurrection, to forgive our sins and make us Holy in His sight.

We believe in the ministry of the Holy Spirit to convict men, indwell, guide, instruct, and empower the believer for Godly living and service to God.

No instructions are to be given to students that are in any way contrary to this Statement of Faith.

For teachers of the sciences, we require adherence to the above Statement of Faith and to the following: We believe in the literal interpretation of the

creation account of Genesis. The days being mentioned in Genesis are literal 24-hour days.