

C.H.A.T.

Christian Homeschool Academy of Tutoring
for Grades 6-12

"Assisting Parents and Enriching Students"

Handbook and Policy Manual

Tuesday & Wednesday Classes

at

City Hill Fellowship
12901 Roberts Drive
Eden Prairie, MN 55346

Contact Information

Mailing address: CHAT
3430 Robinwood Terrace
Minnetonka, MN 55305

Class site address: City Hill Fellowship
12901 Roberts Drive
Eden Prairie, MN 55346

Emergency and On-site Phone: 952-484-6273 (on site overseer)

Email: kim@mcg.net
lauragj7@gmail.com

Website: www.CHATclasses.com

CHAT Staff

Co-Director and On-site Overseer: Laura Johnson
952-906-1969 (home)
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Co-Director and Registrar: Kim Nelson
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Purpose Statement

The Christian Homeschool Academy of Tutoring (CHAT) seeks to be an enhancement to the home education of Middle School and High School students by offering classroom instruction in a variety of core and supplemental classes, all of which reflect a Christian worldview and offer the opportunity to learn in a positive and dynamic environment.

Statement of Faith

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

We believe that there is one God, 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, His atoning death, His bodily resurrection and His imminent bodily return in power and glory.

We believe man was created in the image of God but fell into sin and is therefore lost; only those who put their faith in Jesus Christ alone can be saved.

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

We believe that the ministry of the Holy Spirit is to convict man, indwell, guide, instruct and empower the believer for godly living and service.

We believe in the spiritual unity of believers through our common faith in Jesus Christ and that individual doctrinal differences which may exist should not hinder the unity of Christian home educators.

Tutor Responsibilities

CHAT tutors have been chosen because they have an expertise in the subject that they teach, a love for teaching students, and a commitment to teach from a Christian worldview. Tutors may assign homework and give tests necessary for the completion of the course. Tutors will keep parents apprised of material to be covered, assignments given, and the dates that assignments are due. They will keep attendance records and communicate with parents concerning absences and tardies.

Parent Responsibilities

Parents are responsible for encouraging and supervising their students in their CHAT coursework and for assigning grades and/or credits. This is necessary in order to qualify as a home school under state guidelines. Parents and students are responsible to work with the tutor regarding any missed work or tests. Parents must see that the students arrive on time and are picked up promptly. There is a fee for late pickups. (See Student Code of Conduct: Departures.)

Student Responsibilities

Students should expect daily homework to be assigned for each class they are enrolled in. It is the student's responsibility to arrive promptly, complete assignments on time, and be ready to participate in class. Student attendance and completion of assigned work is **not** optional. Failure to attend class or to complete homework assignments jeopardizes the student's future enrollment in CHAT classes. Students are to be respectful of all students, tutors, adults, and the church property. All students are required to sign and maintain the CHAT code of conduct and to follow the dress code.

Financial Responsibilities

Registration fee: \$45 per family per year (\$25 for new families joining CHAT for 2nd semester only)

Enrollment fee: \$170 per class per student per semester (unless otherwise noted) for registrations received in July (for the fall semester) or in December (for the spring semester)

Enrollment fee: \$180 per class per student per semester (unless otherwise noted) for registrations received in August (for the fall semester) or in January (for the spring semester)

Late payment fee: \$10 per student per class (max of \$30 per family) for any tuition balances or new registrations received past the registration deadline (two weeks prior to the start of classes).

General CHAT information

(listed alphabetically)

Building Use

Students may enter the front door or the Fellowship Hall entrance when coming to City Hill Fellowship (CHF) for CHAT classes. Students' presence should be limited to CHAT's rented space. This includes the Fellowship Hall (classrooms), foyer, and the restrooms. The worship center and two rooms downstairs will be used for a few classes, but students are not to be in these areas unless they are enrolled in and attending one of those classes. All other areas of the church are off limits unless accompanied by CHAT staff or tutors.

Communication

In order to keep costs down and communicate in the most timely manner, our primary mode of communication will be email. You must have an email address in order to register. If you don't have email, you can use someone else's email address but you must check it regularly.

In addition, all forms, policies, and other information will be posted on the Internet. It is each individual family's responsibility to download and print all necessary files. The address is www.CHATclasses.com.

You may purchase a packet of the five forms needed for registration at the Open House for \$1.00.

Class size

Class sizes will be determined by the tutors and CHAT leadership. The size of a class will depend on the nature of the class itself and classroom space. For the average class, we expect enrollment to range from 10-20 students.

Grade Levels

Grade levels for a class are determined by the tutor. A student outside the grade level for a class may still enroll for the class, but tutor approval is required before the student can actually register for the class. (If this is the case, please make a note on your class registration form stating that you have received prior approval from the tutor to enroll in the class.)

Income Tax Information

Minnesota allows a subtraction or credit on your state taxes for certain educational expenses. (See "Take Credit for Education" in your Minnesota Department of Revenue booklet) If your student meets Minnesota's requirements, and depending on your family's income level, the tutoring expenses you pay at CHAT may qualify for a credit or subtraction on your Minnesota Return.

The tutor must be a qualified instructor, by Minnesota Department of Revenue definition. That would include a licensed teacher or person with any baccalaureate degree. Check the biographies to see if your tutor qualifies. Even if the class qualifies as an educational expense, the actual deductibility or eligibility for credit will depend on your individual tax circumstances.

[Please note: This general information does not constitute tax or legal advice. If you have any further questions, please contact the Minnesota Department of Revenue or your personal CPA.]

Tuition Receipts: An electronic receipt is issued at the time of registration. This receipt along with your canceled checks should be sufficient for tax purposes. If you want individual class receipts that are signed by the tutor, you will need to fill in the receipt form (www.chatclasses.com/CHAT/downloads/CHATreceipt.doc). Then print the form and either bring it to CHAT for signatures or contact the tutor by email for a mailing address. Please include a self-addressed stamped envelope. (Do **not** send it with your registration forms.)

Note: If you do not save your email receipt and request another be sent, there will be a \$5 charge.

Lunches

Lunches may be brought from home or purchased at CHAT. Students may eat in any of the Fellowship Hall classrooms or in designated areas outside. Food is not to be taken out of the classroom area (Fellowship Hall) to other areas inside the church. The lunch break will be from 12:00 to 12:30 pm.

Student Drivers

Students who will be driving themselves to CHAT classes need to register their vehicles. The purpose of this is to help in monitoring the parking lot.

Student Lounge

A monitored student lounge will be provided at no charge for CHAT students during the times that there are classes in session. Students who will be remaining on church property between classes must be in the student lounge or in designated outdoor areas. Students are not allowed in the student lounge on days on which they do not have classes. If a student needs to be in the student lounge for more than one period in a day, permission must be received from the onsite overseer. There is no student lounge on make-up days.

Substitutes

In the case of illness, or other circumstances, the tutor may hire a substitute for their classes. In the event that a substitute cannot be found, an email will be sent out by 8:00 am on the day of class announcing the class as being cancelled. The tutor will then offer a make-up class the week following the final class of the semester or refund \$9 to each student for the class missed.

Tutors

CHAT is not a school, thus cannot hire teachers. Tutors are hired by parents to enhance their student's educational experience at home. They are not employees of CHAT. Tutors are chosen based on their credentials, experience, references, and their interviews with the CHAT staff. Though CHAT endeavors to find tutors of highest quality, standards, and integrity, we cannot guarantee their performance.

Weather

In case of bad weather, the decision whether to hold classes or not will be made by 8:00 am on class day. An email will be sent out as soon as possible.

If classes are cancelled due to the weather, the teachers will email their students with assignments for the next week. That class will not be made up. However, if it happens that a second week of classes is cancelled due to weather, it will be made up by extending the semester one week. Due to scheduling, the maximum number of weeks that a semester can be extended is one.

Registration and Enrollment Policies

Registration Fee: The registration fee is \$45 per family per year. This fee helps cover registrar and administrative costs. This fee is non-refundable and is to be included with the Family Registration Form. Make checks payable to **CHAT**. (For families joining CHAT for the 2nd semester only, the fee is \$25.)

Tuition Fees: \$170/\$180 fee (except where noted) per class per student per semester. This fee helps cover the cost of the tutor, facility rental, insurance, and the on-site overseer.

Tuition Payment 3-Tier Format

- The price of tuition is \$170 per class per semester (plus supply fees) for all registrations postmarked in July (for the fall semester) or December (for spring semester).
- The price of tuition is \$180 per class per semester (plus supply fees) for all registrations postmarked in August (for the fall semester) or January (for spring semester).
- Any outstanding tuition balances or new registrations postmarked after August 16 or January 3 will incur a \$10 per class late fee (max of \$30 per family).

Fall Payment Options for Enrollment Fees: After filling out each day's class enrollment forms, you have the following payment options:

- A. **Down payment:** **OPTION 1:** \$50 per class per student per semester, plus supply fees. This holds your place in class, and is non-refundable unless the class is full or canceled by CHAT.

Note: If a student needs tutor approval (because their age disqualifies them from taking a class or they do not meet the prerequisites), this must be done **prior** to registration. Make a note on your registration form if you have received tutor approval. These students risk losing their \$50 if they enroll in a class without tutor approval.

OPTION 2: Enrollment paid in full at time of registration.

- B. **Final payment:** Tuition balance (unless paid in full) is due two weeks prior to the start of classes. (See dates above.)
- C. **Late Payment Fee:** There will be a \$10 per student per class late fee (max of \$30 per family) assessed for tuition payments or new registrations received after the registration deadline (two weeks prior to the start of classes). (See dates above.)

Spring Payment for Enrollment Fees: Tuition and supply fees for spring semester classes must be paid in full at the time of registration. (See dates above to determine whether the full tuition is \$170 or \$180.)

****NOTE:** Tuition checks are to be payable to the **tutors** but mailed to **CHAT**. Late fees are to be made payable to **CHAT**. *Tuition checks are held until two weeks prior to the beginning of classes.*

Supplies: Please see each individual class description for instructions regarding any necessary supplies. Payments for supply fees (if any) should be included in the tuition check made out to the tutor, unless the fee is over \$25. *(These separate supply fee checks may be cashed before the tuition checks in order to buy supplies.)*

Withdrawing from a class: The \$50 tuition down payment is non-refundable. If a student withdraws from a class within the first 2 class periods, all but \$50 of the tuition paid will be refunded if CHAT is notified within 24 hours after the end of the 2nd day of class. The student/parent must contact the tutor for any supply fee refund.

Late enrollment: New students will be accepted up to the third week of class if space is available and with the tutor's approval. Tuition will not be prorated for students that register late for classes.