**SHEEP Parents Contract 2018-2019**

**What to expect:** Many who are new to SHEEP ask what a typical day at SHEEP looks like. The first day is anything but typical.  The front desk is crowded with people asking questions.  Kids are in the hall wondering where their classes are.  We enlist extra parents the first couple of weeks to help move things along.  We have extra parents in the hall to help students find their way.

Due to the newness of the schedule, we ask that you would arrive the 1st day at least 15 minutes early for your classes.  If your 1st class starts at 9 AM, be there about 20 minutes early to get your name tag. Names tags will not be needed after the 3rd week.  Students may go directly to their 1st class after this time.

Have your students of all ages come to the front desk the first three weeks of classes and pick up a name tag.  Preschoolers will wear name tags all year.  This name tag will have the students schedule on the front.  This help the student know which class to go to and the times.

If you are staying all day and eating lunch, please bring a lunch that does not have to be refrigerated.

I suggest younger students carry their lunch in their back pack.  The students will eat their lunch in the room where they will have their 12:10 class. If your child’s first class is at the lunch period and they are planning to eat lunch at SHEEP, arrive by 11:50 so they are in class when it begins. Children will be instructed to eat quickly and clean up after themselves.  Please pack a light lunch that is not messy.

We are planning to have pizza the last Thursday of the month. This is OPTIONAL.  You must pay in advance for this.  The cost will be $1.50 a slice and there is a 3 slice maximum.  You must pay at the beginning of the month for your slices.  You can also pay by the semester or year.  There will be no refunds if you pay in advance and decide not to eat it. Look for the pizza sign up table at the front desk in the front church foyer. There are reminders about this on the SHEEP email loop.

Classes are 50 minutes long. The 10 minutes in between classes is ample time for students to get to the next class and for teachers to set up for the next class. Students should go to the bathroom between classes and not during class. Please be on time when picking up students. I hope you read over our guidelines. Please know that they will be enforced. Please make sure your student(s) abide by the dress code. No shorts above fingertip length and no guys with pants below natural waistline and no underwear showing by anyone at any time. Skirts must be knee length. Hair may be lightly colored or highlights. No distracting, dark or Goth hair or makeup.

**Please note: When SHEEP guidelines are broken, our job is to enforce the standards of excellence for everyone. As a parent, when you sign up for SHEEP classes, there is an agreement made between SHEEP leaders and you to uphold these standards for everyone.**

Several hall monitors have been hired. The hall monitors will be making sure students are in classes and not in rooms that they are not scheduled to be in. They will also be monitoring the dress code. If your child is in violation of the dress code, he or she will be written up and you will be contacted. If the child comes again with a dress code violation, you will be called to come and get your child. All violations to the code of conduct will be written up and you will be contacted. Repeated violation to the code of conduct will result in expulsion from SHEEP.

**Off limits in the building:** The kitchen beside the family room is off limits to students unless they are helping a teacher. Coffee and anything else in that **kitchen** is off limits to students. There will be no congregating in this room at any time. Students and staff members are not allowed to use the **sanctuary** at any time. This area is for special performances only and with permission from the church.

**Appropriate Behavior:** There is no PDA at any time. That means no kissing, hugging, holding hands, etc. There is no smoking allowed. Students are underage and SHEEP, as well as this church, does not allow it. All students must be in an assigned room at all times. There is no time for anyone to congregate at the front desk, the halls, behind the gym or the parking lot. If your children do not have a class assignment, they need to be off campus. All students not in classes will be asked to either go to their assigned class, taken to study hall or told to go home. No one is allowed to wait in the parking lot for friends or their next

class. For example, if a child has a class at 10 and another at 12, you must either pick the child up at 11 or pay for study hall.

**Expectations:** Students are expected to complete assignments given to them. You child cannot simply attend SHEEP and not do the work that is assigned. If your child has a pattern of not turning in assignments, you will be notified and your child will be dismissed from the class. ***This year we are taking this to new level. I have contacted most accountability groups. For High School level classes, they are asking us to report to them if you have failed a class or have not completed a class. We will be reporting students that have not completed assignments for a class or those who have failed a class. It will be up to you and the accountability group to figure out how to complete the class.***

**Guests:** No guests are allowed on campus without prior approval. To ask for approval please email the director. You cannot simply bring your friend to class with you. All approved guests must come to the front desk for a visitor badge located at the front desk. If you, as a parent, plan to visit your child’s class, please make prior arrangements with the teachers and sign in at the front desk.

**Security and traffic pattern:** For the safety and security of your children, all doors except the door near the front desk will be locked during class time. If you come after classes begin you must come by the front desk. Doors will be opened during change of class time and then closed again when classes resume. We also have a traffic pattern for cars in an effort to decrease the bottlenecking issue and to allow for safer crossing to the house from the main building. Please enter the parking lot next to the insurance agency and exit at the sanctuary.

**The gym:** At the end of the day, there is no playing in the gym or with gym equipment. If you must talk to other parents, please make it quick and do not let your child play with anything in the gym; that means basketball, toy cars, chairs, etc. This is not our gym and unless children are in a supervised class with a SHEEP approved teacher, they may not use any gym equipment at all. Please do not send your children to the playground at the end of the SHEEP day without you watching over them. There will be a ballet class at 2 PM, so please do not hang out in the gym at this time. At 3:00, we all need to be off campus so that the volunteers can clean and prepare the church for their use.

**Payments:** Payments are due the 1st Thursday of the month. They are due by 1 PM. You can pay by paypal or by dropping off at the payment desk. Please do not hand payments to anyone after 1 PM. If you have not paid by 1 PM you must wait until the next week or pay by paypal. If you use paypal, please include the full names of all of the children on the SHEEP account. There is a $**20** fee for late payments. You pay your full monthly payment, even if your child misses a class. We do not prorate for your child’s absence. Make sure your payment includes the $5 admin fee. This is what we pay the church to have the privilege to use this facility. For example: if you are taking Class A $21 and Class B $21. You monthly payment is $47. This $5 fee is per family not per child. If you are taking guitar lessons you pay monthly for the amount of weeks SHEEP is held that month. Remember you must pay for every week, even if you are absent. There are no make-up classes. If Ryan cannot make the class, you will be notified and you will not be charged. Lack of transportation is not a reason for non- payment to SHEEP.

**Code of Conduct and Respect**

**Rules and Expectations**

1. **Communication:** SHEEP communicates via email. You must have a current email address that you check at least once a week. Not replying to emails from the director or teachers can lead to dismissal from SHEEP.
2. **UNSUPERVISED STUDENTS:** At all times during hours of operation of all SHEEP classes and programs, students must be in their classrooms. Except during class changes, students are not allowed to occupy hallways, corridors, or parking lots. This includes our lunch period. Study halls are available for students who have gaps in their schedule. Loitering between or during classes will not be permitted; hall monitors will be in use during all SHEEP hours of operation. Violation will result in students being placed in study hall and parents being charged accordingly.
3. **BULLYING**: Bullying will not be tolerated whether it is physical or verbal. Students are to treat each other with kindness or respect at all times. ***1 Thes 5:11. Encourage one another and build each other up.*** Bullying will be addressed by the teacher to the parents and if continues, the child will be removed from SHEEP.
4. **RESPECT**: All students attending SHEEP are expected to conduct themselves in a manner that reflects Christ and glorifies God. Lack of respect for teachers, staff, volunteer workers and other students will not be tolerated. Parents are expected to require strict adherence to SHEEP policies of conduct and discuss with their children the expectations by SHEEP about their behavior while on campus, while attending SHEEP related activities off campus. There is to be no public display of affection (PDA). This includes hugging, holding hand, or any physical contact with another person. A warning will be issued to any student not respecting personal boundaries. Parents will be contacted by the director if actions continue and could lead to dismissal if behavior does not change.
5. **LANGUAGE**: **Ephesians 4:29 *Do not let any unwholesome talk come from your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen*.** Vulgar language and profanity are not permitted. Blasphemous language using God’s name inappropriately will not be tolerated. Inappropriate language, whether written or spoken, is not permitted. All communication, whether spoken or written, between students and others must comply with Biblical standards. Written assignments and reading material brought to class must not contain profanity, vulgar language or inappropriate images.
6. **DRESS CODE:** The first rule of dress code is modesty. Torso skin, such as abdomen, back, sides and chest, cleavage, or undergarments of any kind must not show, including while sitting, bending, reaching or moving. The guide for length of skirts is knee length. The guide for shorts is finger-tip length. Skin-tight clothing is not permitted. See-through clothing and clothing with cut out sections are not permitted. T-shirts with inappropriate messages are not permitted. Heelys and other wheeled shoes are not permitted. Tank tops, spaghetti straps, halter tops, tube tops, mid drifts and other revealing shirts are not permitted. Pants, shorts and skirts must be worn with the waistband at the natural waistline, not below it. Hall monitors will also be monitoring the dress code.  If your child is in violation of the dress code, he or she will be written up and you will be contacted.  If the child comes again with a dress code violation, you will be called to come and get your child.  All violations to the code of conduct will be written up and you will be contacted. Repeated violation to the code of conduct will result in expulsion from SHEEP.
7. **HAIR COLOR:** SHEEP has students from age three to 18. Lightly colored hair is allowed at SHEEP. However, stay away from Goth looking, dark hair and makeup. If you have questions, please ask a board member before doing anything permanent.  All decisions concerning what is showy or distracting will be left to the discretion of the board whose goal is to keep SHEEP focused on helping parents educate their children for the glory of God. Philippians 2 :3 Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves,
8. **HOMESCHOOL STUDENTS ONLY:** Classes taught at SHEEP are for students only. They are not offered to parents or non-homeschool children. Once a student has graduated by walking across a stage, through your accountability group or any other method, a student cannot attend SHEEP.
9. **CLASS TIME:** Classes are 50 minutes long. Teachers need the entire 50 minutes to deliver their lessons and interruptions are not permitted. Interruptions include, but are not limited to, one child monopolizing time by misbehaving or excessive talking. Disruptive students may be removed from class and a parent called. Parents are welcome to sit in on classes with teacher’s permission but should reserve conversations with the teacher(s) until the break between classes. Students should go to the bathroom between classes not during class.
10. **PUNCTUALITY:** Parents should have their children to class no earlier than ten minutes prior to the start of class and must pick students up at the end of their last class. Students not picked up on time will be placed in monitored care and parents will be responsible for the cost of the additional care at the rate of $15 per half hour. A second occurrence will lead to dismissal from SHEEP.
11. **COMPLETED ASSIGNMENTS:** The classes offered at SHEEP are designed to enhance homeschool education, not replace a subject taught by the parent. Students are expected to complete the bulk of the assignments at home under the supervision of their parents. Students in high school classes may be asked to type assignments. If this is the case, the student must type their own papers. All students are expected complete all assignments assigned by teachers. For your child to enjoy the full benefits of SHEEP, it is important that they show up for all classes. If out sick or for other reasons, it is the parents’ responsibility to contact the teacher for missed assignments. If High School credits are being given for any class and assignments are not completed, grades will be held by the SHEEP teacher.

This year we are taking this to new level. I have contacted most accountability groups. For High School level classes, they are asking us to report to them if you have failed a class or have not completed a class. We will be reporting students that have not completed assignments for a class or those who have failed a class. It will be up to you and the accountability group to figure out how to complete the class.

1. **PARENTS, FRIENDS AND GUESTS**: Guests, unless by permission of the Director or teacher, are not permitted on campus. Friends, siblings and guests not enrolled in SHEEP are not permitted on campus unless by permission. To receive permission, email the Director. When arriving, visitors must sign in at the front desk and receive a visitors tag. Parents are responsible for delivering and picking up students from SHEEP. Only adults authorized by persons may pick up students from campus. If you would like a sibling to pick up a child, please notify the teacher in person.
2. **SICKNESS**: If your child is sick, please keep him or her at home. Please be considerate of other families by not bringing a child with a contagious illness to SHEEP. If your child has a fever of 100 degrees or above, has vomited, or has had diarrhea at all during the 24 hours preceding the start of SHEEP, do not bring him or her to SHEEP. If your child becomes sick during SHEEP, the parents or emergency contact, if parents cannot be reached, will be called to pick up the child. Make sure SHEEP has updated phone numbers.
3. **CELL PHONES AND ELECTRONIC EQUIPMENT:** When a student enters a class, all cell phones and other devices must be put away. No electronic devices may be used in classes without approval from the director. If a student violates this, the device will be removed until the end of class and a parent contacted.
4. **WHEELS**: No skateboards or heelys are allowed on campus at any time. If a skateboard is found on campus, it will be taken away. A parent must retrieve the skateboard. This includes the parking lot. Bicycles may be ridden to SHEEP but must be kept out of buildings at all times.
5. **SMOKING**: No smoking is allowed on campus or any SHEEP sponsored activity anywhere at any time.
6. **EMAIL LOOP:** Every SHEEP family must be on the SHEEP email loop.  If you are not a member of this loop, please send an email to:SHEEP-Classes-subscribe@yahoogroups.com
7. **NON COMPLIANCE AND VIOLATIONS:** If the conduct and requirements detailed herein are violated, parents and/or students will be given a warning before more serious action is taken. If the Director and/or Board feel that it is inappropriate, the parent of the offending student will be notified that services are terminated and the student will be permanently removed from SHEEP rolls. If, at any time, a parent would like to discuss their child’s situation, a list of the Board Members and the Director’s information can be obtained at the front desk and a meeting can be arranged.
8. **Parking lot Etiquette:** Drive slowly in the parking lot. There are many children coming and going. At times classes are held in the parking lot. Watch for children and cones. Do not drive in areas with cones. Pull forward towards the entrance or find a parking place. Do not stop your car in the middle of the parking lot. We also have a traffic pattern for cars in an effort to decrease the bottlenecking issue and to allow for safer crossing to the house from the main building. Please enter the parking lot next to the insurance agency and exit at the sanctuary.
9. **Report Cards:** SHEEP now requires a report card. All high school students being taught at SHEEP must be given a high school report card for their class. All homework must be turned into the teacher by the last day of SHEEP. **No late work will be accepted.** The Report card will be emailed to the parent via PDF file. SHEEP follows the grading for [www.ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy](http://www.ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy) Grades must be in numerical form.
10. **OFF Campus:** When you are on Campus at Summerville Church of Christ or off campus at River Bluff or Oakbrook Community Church your students are expected to be respectful at all times. At Oakbrook Community Church, the lower part of the building is being used for other businesses so please be respectful of noise in the hallways. No loitering. Students must be picked up immediately after class.
11. **Volunteer Opportunity:** Sheep has several volunteer opportunities available and it would be greatly appreciated if you can help.
	1. **Classroom**: Sheep is requiring all classes to have an additional adult present in the classroom for **all** preschool and elementary grades and any middle and high school grades with more than 10 students. If your student is attending a class that fits one of the above requirements you may want to contact the teacher to see if a volunteer is needed. Volunteer for even one or two classes may be of great help. A middle school or high school class that has 10 or fewer students will not need an additional adult. An adult is someone 18 years or older.
	2. **Christmas Program** or **End of Year Program**: In the past it has been the Director who set up and break down for the entire evening. Sheep would like to ask you to volunteer. Check the box at the end that you are available to help with one or more of the programs.
	3. **Substitutes:** In the event a teacher cannot make it to class due to sickness or family emergency, SHEEP would like to have a list of substitutes to call. If you can volunteer to help out and are available on the day in need that would be greatly appreciated. Check the box at the end of this document that you would be available to contact as a substitute.
12. **Nursery:** The nursery is open from 9 am – 2pm. If you would like to drop your child off at the nursery the fees are $20 a month per hour. These fees can be added to your tuition but must be paid to the Accounting Department. If you cannot make one of the classes you will still have to pay for the month. Nothing will carry over to the next month. If you want to drop off for the day, 5 hours, you will need to pay $100 for the month. Teachers will have first available spots and then parents.
13. **Lost and Found:** Lost and found will be located in the Foyer of the church weekly. If unclaimed items are not claim by last day before Christmas break for the first semester all items will be donated to Goodwill. Unclaimed items not claimed by the Last day of Sheep in May for the second semester all items will be donated to Goodwill.
14. **Pizza -** Pizza is served the last Thursday of the month. The cost $1.50 a slice.

This must be paid for either by the year or by the semester. You are not credited

if your child misses that week. You may not order the day of pizza delivery.

You can pay for Pizza tonight at the Pizza table or at the front desk or the 1st couple weeks of SHEEP.

For Pizza we take cash or checks, not Paypal.

**PAYMENT AND CLASS CHANGES**

1. **Payment:** It is your responsibility to make payments in a timely manner. Tuition is due each month on the first Thursday of the month. The term “Tuition” when used in this agreement refers to: the total amount per month due for all classes in which your children are enrolled, plus a admin fee of $5 per month per family. Tuition paid after 1:00 p.m. on the first Thursday of the month is considered late and a $20 penalty/late fee is applied to your cumulative balance. Families who remain in arrears for a period of more than thirty (30) days will be removed from rolls of all SHEEP classes and programs and any amount previously paid will not be refunded. Families who have a balance due will not be allowed to register for future classes until all amounts due have been paid. Families who are having difficulty making payments due to special or temporary circumstances are encouraged to speak to the director. Financial assistance is available in a limited amount. If you use PayPal, please include the full names of all of the children on the SHEEP account. You pay your full monthly payment, even if your child misses a class.  We do not prorate for your child’s absence.

Make sure your payment includes the $5 admin fee.  This is what we pay the church to have the privilege to use this facility.  For example:  if you are taking Class A $21 and Class B $21.  You monthly payment is $47.  This $5 fee is per family not per child.

If you are taking guitar you pay monthly for the number of weeks SHEEP is held that month.  Remember you must pay for every week, even if you are absent.  There are no make-up classes.  If Ryan cannot make the class, you will be notified and you will not be charged. Lack of transportation is not a reason for non- payment to SHEEP.

1. **Payment Methods:** Payments must be made at the payment counter during the class day before 1 PM. We accept cash, personal check, money order and credit cards. You can also pay at the SHEEP website through PayPal. Please make sure if you pay through PayPal that you add the name and invoice number. SHEEP has added paypal.me/sheepsummerville which allows you to pay your fees, if you know how much you want to pay. Also, there is a section after you sign in to add personal notes like names of children and invoice number.
	1. Payments are accepted at the front desk by the Accounting Department, Betsy Gorrell or Susan Reece.
	2. Payments are accepted by going to the website sheep.education and go to the tab at the top that says Pay Here.
	3. Payments are accepted by going to paypal.me/sheepsummerville
2. **Parent** **Payment** **Policy**: SHEEP is a partnership. Your monthly SHEEP payment should be paid by the 1st Thursday of the month BEFORE 1pm. Our teachers only get paid if you pay. Late payments make it very difficult for us to operate SHEEP. If we do not receive your payments by that time a $20 late fee is due. If a financial issue arises and you are going to be late please contact the DIRECTOR BEFORE your payment is due to make arrangements. Please note, if you have not paid, or made payment arrangements, your student will be sent to study hall on the 1st week of the month following non-payment and you will be called. Your child will not be permitted to return until you have made arrangements for payments.
3. **TUITION**: **See the class course description for detail of all amounts due for each class.**

Tuition is per month and due monthly. SHEEP classes are during the full months of September, October, November, January, February, March, and April. Full tuition is due for these months. Tuition is prorated for the month of May during which SHEEP meets for only half of the month. Unless otherwise specifically stated, any classes held in the month of December are considered part of November Tuition.

1. **Material Fees**: These are one-time fees. For those who have already registered, these were due the 1st week of July. If you do not pay these tonight, you will be dropped from your classes. If you register tonight, they are due at this time.
2. **Dropping Classes and Absences: Whether or not your student attends class during all days of the month, you are responsible for payment of full tuition.** **SHEEP** is a non-profit organization and **DOES NOT** have the ability to absorb unpaid tuition and the costs associated with teaching courses for students who stop coming to class. **Notice is required for all drops and only under certain circumstances will the parent(s) of the dropping student be relieved of their financial responsibility to SHEEP.**

A Class change Form or Drop Class Form must be completed before any changes can be made. These forms are found at the payment desk, or online on the website. There is a $20 Drop Fee Please see the Drop Form in the Operational manual at the front desk or online at SHEEP.education website.

The following are acceptable reasons for dropping some or all SHEEP classes: (i) death of a parent; (ii) moving 30 or more miles from class location; (iii) parent becomes unemployed; (iv) child enrolls in school.

The following examples are NOT acceptable reasons for breaking this agreement: (i) student loses interest in the program; (ii) student/parent has too many other activities, (iii) Child or

parent decides they do not like the class or no longer has time for assignments.

1. **Dropping and Changing Classes:**

Any class dropped in violation of the terms of this agreement, unless by express permission of the Director, remains the financial responsibility of the registering parent(s). Unless you have the express permission of the Director to drop the class(es), you must continue to pay tuition for said class(es).

The creation of the class schedule, billing, and tracking attendance are extremely time intensive procedures. When you sign up for a class, a teacher is preparing for your child and continues to prepare for them each week. Because of the additional work and expense of class changes, dropping or switching classes is permitted ONLY in special circumstances and ONLY with notice to and permission of the director. **Absence from a class does not constitute notice.** Approval for dropping some or all SHEEP classes may only be given by the director. There is a $20 Change of Class fee. See form in the Operational Manual at the Front Desk.

 I understand and will agree to the above conditions

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Volunteer:

Christmas Program: \_\_\_\_\_\_\_Yes \_\_\_\_\_\_No

End of Year Program: \_\_\_\_\_\_Yes \_\_\_\_\_\_No

Substitute if available: \_\_\_\_\_Yes \_\_\_\_\_\_No

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign and return to Accounting Department.

Retain the previous pages for your reference.