

# Shepherd's Heart Parent/Student Handbook

The academic education of a child is a projection of the home, and it is to the home that the program looks for support and cooperation.

## **Notice of Non-Discriminatory Policy**

Shepherds Heart Enrichment Tutorial, Inc. does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, scholarship, and other program administered events.

## **I. Mission Statement / Philosophy**

### **A. History of Shepherd's Heart**

Shepherd's Heart Enrichment Tutorial, the oldest co-op/tutorial in Rutherford County, is the result of a vision that God has placed on our hearts both for our families and for those around us. Through much prayer and earnestly seeking God's will, we are embarking upon a vision. This is a vision of families ministering to each other, parents to children, children to children, families to families. Bonds will be strengthened and will create community, accountability, relationships, and encouragement (*...make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose. Phil. 2:2*)

We have asked God to empty us of ourselves and reveal every detail of His plan so it will not fail. If your spirit bears witness with this vision, please pray about your family's involvement. We hope you will join us on this adventure in the discipleship and training of our children.

### **B. Mission Statement**

To assist the home schooled and their families by providing quality classes that enrich their education in a safe and loving atmosphere.

### **C. Philosophy**

The Shepherd's Heart Enrichment Tutorial has been an endeavor so obviously blessed by the Lord. Such wonderful learning experiences, friendships, growth in faith, and support have been enjoyed by most. Even so, there are always changes that may need to be made and places for further growth. We want to continue to move forward toward these objectives, and we are asking parents to keep Shepherd's Heart in prayer.

The Lord knows best that all parents need times of respite from the demands on them. Home school parents especially need these times to regroup, rest, enjoy, or simply take care of business with less distraction. This tutorial can be an opportunity for our participating parents to enjoy these times. There is still the need for involvement by all participant families to make it a true success. Your desire to become part of Shepherd's Heart speaks to a commitment on your family's part to become involved, not only where the needs are, but where the ideas lead you and where the Holy Spirit guides you.

### **D. Purpose**

To encourage families based upon God's design for families in the training and discipleship of their children in providing a uniquely structured learning environment used to equip and encourage accountability for participant families through tutorial classes while providing participant families with group educational and community service opportunities.

## II. Participation Requirements

In order to participate, each family must sign the Student Registration and Parent Agreement Form (which includes the Medical Release Form), pay fees and tuition, and support the Shepherd's Heart vision, mission and purpose statements.

Parents are also asked to check their "mailbox" each Monday afternoon when picking up their child(ren) to stay current on Shepherd's Heart information.

**Participants are required to give two days of service as a parent helper** AND may be asked to give their time in other capacities such as classroom helper, committee volunteer, etc. The continued success of Shepherd's Heart is made possible through the guidance of the Holy Spirit, our staff and involved parents like you!

## III. Day's Schedule

The leadership team is composed of committed parents, the Board of Directors, and teachers jointly leading in the vision for Shepherd's Heart.

### A. Praise and Worship

The tutorial day begins promptly at 9:00 a.m. on Monday mornings with Praise and Worship. During this time, teachers and parents attend worship with the children. Important announcements are made and information is shared at this time because everyone is together. Attendance to Praise and Worship is imperative for these reasons and because this is where the vision begins.

### B. Class

All classes will begin at 9:20 a.m. and end at 2:25 p.m. The Pre-Kindergarten, Kindergarten, First grade and Second grade classes are self-contained for the day. The rotating third through eighth grades will have two sets of five classes (one set for each semester).

### C. Lunch

Lunchtime varies for each class. Please check your schedule for specific times. In order to remain good stewards of our location, which we are so grateful to be allowed to use, we all must clean up after ourselves. Please encourage your child(ren) to pick up their trash after lunch and throughout the day. Drinks which are red in color may cause staining if spilled – these are best left at home. Please label all lunchboxes and articles with the children's names.

*Please be aware that some of our self-contained classes may have students that have severe allergies to certain foods, such as nuts. Your student may be asked to bring a nut-free lunch and/or snacks by the teacher. For our 3<sup>rd</sup> through 8<sup>th</sup> grade, we provide a nut-free table during the lunch hour.*

## IV. Illness / Medication Policy

### A. Illness

If a child becomes ill during program time and needs special attention, parents will be contacted. If we are unable to locate the parent, the name and number noted on the "Emergency Form" will be called. In the event that there is no response, we will attempt to call a relative or friend. No child will be sent home without permission of the parent, or one designated to take the place of the parent. No child will be sent home alone during program hours, therefore, it is required that a **current** emergency number be on file for each student.

## **B. Communicable Diseases**

When a suspected case of chicken pox, measles, impetigo, mumps, contagious conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable diseases is reported, the parents will be called immediately to pick up their child. A child suffering from any communicable disease and in need of special medical attention shall be excluded from attendance and re-admitted upon receipt of a doctor's written verification of recovery or wellness to attend the program.

## **C. Medication**

The program shall not dispense medication to students except when prescribed by a doctor and provided by the parent. If a child is on medication and the medication must be administered during program time, the parent must complete the Medication Form with the following information:

1. Name of Child
2. Date
3. Medication
  - a. Dosage
  - b. How to be administered
  - c. Refrigeration needs
  - d. Time(s) to be administered

All medicines must be brought to a board member. Students may not carry medicines on their person unless there is a written recommendation by a physician or for a serious reason. A board member will administer medication.

Parents are asked to give consideration whether to send their child to the program if they have been experiencing symptoms such as: stomach ache, headache, rash, sore throat, or colds.

### **Children should not attend classes if:**

- They have had a fever in the past 24 hours.
- They have had any stomach virus or diarrhea in the past 24 hours.
- They have green nasal discharge.

***Please Note: If a child comes with any of these symptoms, they will be sent home immediately in consideration of the other families.***

## **V. Inclement Weather**

Many of our Shepherd's Heart families live outside the city limits of Murfreesboro where the weather could cause hazardous road conditions. Therefore, in cases of inclement weather, please follow the official closings for the Rutherford County school system. This *does not* pertain to late arrivals or early dismissals.

## **VI. Behavioral Expectations and Discipline Procedures**

Harassment whether sexual, emotional, or physical will not be tolerated at Shepherd's Heart, and reports of such behavior will result in immediate action.

Children are expected to maintain Godly behavior. They will respect and obey teachers and board members. They should also respect each other and each other's property. We want to be good examples and stewards of the building that is entrusted to us, so children are not allowed to roam around, run in hallways, or engage in horseplay. In this, we follow a Golden Rule, "*This is God's house-treat it with respect.*" We ask that the children have servants' hearts toward others and put each other first.

A child who does not behave in this way as described will receive two verbal warnings before being removed from the class and sent to a board member. However, any child displaying blatant disrespect or a violent outburst will, at the tutor's discretion, be immediately sent from the class to a board member. The teacher will also send a written note with the child and a board member will speak to the parent or place the note in their mailbox. If the child continues to have a non-teachable attitude, they may no longer be allowed to participate in the tutorial.

We pray that no situations such as these will arise. Tuition fees **will not be refunded**; all checks will continue to be deposited during the first week of every month through April. We are not here to judge and point fingers, but to equip and encourage each other in the Godly training of our children.

## VII. Dress Code and Toys

- Dress should be tasteful and modest.
- No short shorts, sagging shorts or pants, tank tops without undershirts, no midriff or low-cut clothing or *any* items with ungodly printing or logos.
- To avoid unnecessary conflicts, we ask that children not bring trading cards of any kind, nor electronic items, or any other toys unless requested by a teacher. If a child brings these to the program they will be collected by a staff member and returned at the end of the day.
- Gum, candy, or drinks are not allowed during Praise and Worship or class time, unless a teacher approves during class time.

## VIII. Academics

### A. Homework Policy

Children are expected to bring their supplies to class and be prepared according to teachers' specifications. Homework assignments, if given, are designed to reinforce what is learned on Mondays. Our instructors work hard to keep homework to a minimum. Please have your child(ren) complete all assignments on time.

### B. Weekly Newsletter

The Board members and teachers spend extra time after class hours to provide you with information about your student's day. Please take time to read over the newsletter for important announcements, assignments and other important information. The board strives to have the newsletter emailed to all the families by Wednesday morning.

### Additional items:

***Shepherd's Heart Social Media Policy:*** Please be sensitive to all Shepherd's Heart families, instructors, & volunteer board members when posting on social media (Facebook, Twitter, Instagram, etc.) If there is a concern or a complaint please keep the matter between the parties that are affected. Please help us to protect the security and integrity of our program. *"If your brother (or sister) sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained a brother (or sister)." Matthew 18:15*