



## Trinity Homeschool Group Guidelines

*We are a homeschool co-op, not a school. Therefore, every family who joins Trinity Homeschool Group accepts equal responsibility for implementing and maintaining whatever is necessary for the health of the group, the safety of the children, and the educational needs of our co-op.*

### Statement of Faith

As a Christian co-op, we operate and educate with a Christ-centered worldview. We have adopted this Statement of Faith along with our association umbrella, Vine and Branches Home Educators:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- 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 miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
- We believe man was created in the image of God but fell into sin and therefore is lost, and only those who put their faith in Jesus Christ alone can be saved.
- We believe that salvation is a 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 Christ has already done everything necessary by His death and resurrection to remove our sins and make us holy from God's point of view.
- We believe that the ministry of the Holy Spirit is to convict men, 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 the Lord Jesus Christ, and that individual doctrinal differences which may exist, outside of the aforementioned paragraphs in the Statement of Faith, should not hinder the unity of Christian home educators.
- We believe marriage has been established by God as an exclusive union between one biological man and one biological woman. In addition, we believe that God created mankind in His image as male or female, and any attempt to change, alter, or disagree with biological gender is contrary to the Word of God.

### ***I. Co-op Basics / Schedule***

- **Enrollment and Tuition:** Tuition is charged per semester. Enrollment in the first semester automatically continues for the second semester without requiring re-enrollment. If you choose not to return for the second semester, you must follow the withdrawal procedure outlined below.

- **Withdrawal Policy:** Withdrawing at any time during a semester does not exempt you from the obligation to pay the full semester's tuition. Non-payment will result in the withholding of your student's progress report and a freeze on your VBHE account until the balance is settled in full. To withdraw, please submit written notification to the coordinating team.
- **Co-op Structure:** Students are divided by grade, based on need & availability. They are taught by an instructor on Tuesdays and Thursdays. Detailed lesson plans will be provided to parents for Monday, Wednesday, and Friday. Instructors will provide a progress report per semester for T, Th instruction.
- **Home day structure:** Parents are to instruct, oversee, and check schoolwork on the home days (M, W, F). Parents are responsible for recording grades by way of a progress report for M, W, F and attendance for all days.

### **Trinity Homeschool Group Schedule (Tuesday/Thursday)**

**\*Remember, we are a parent led homeschool group and not a school.**

**8:10 AM-8:25 AM** Arrival

**8:30 AM** Instruction Begins

**Lunch and Recess** times vary based on grade

**3:00 PM** Dismissal

**3:00 PM-4:00 PM** Optional Club (when offered)

- Our day begins promptly at 8:30 AM & ends at 3:00 PM. **Please be punctual in dropping off and picking up your child.** *Repeated tardiness disrupts the classroom environment and may impact your child's learning experience.* It is the responsibility of the parent/guardian to ensure that any missed instruction, including tests or assignments, is made up. Missed work may result in a zero on your child's progress report. In the event of extenuating circumstances causing a delay, please contact your child's instructor directly to discuss the matter.
- For safety purposes, children will remain with their instructor until picked up by his/her parent/legal guardian. Please text, call, or send a signed note if someone other than this will be picking up your child(ren).
- Please refer to Section VII regarding the optional club hour.

### ***II. Instructors***

- Instructors will privately instruct a group of children in the same grade. In some instances, there may be two grades taught simultaneously by that instructor. This will be determined by the number of students, type of curricula being taught, as well as the qualifications of the instructor.
- The Academic Coordinator will be the point person for all instructors. He/she will provide assistance for the instructor's needs as they lead the children. He/she will also help maintain the structure for the group's education.

### **III. Parents**

- As a home educator, please note that you have educational freedom to supplement what the co-op is designed to provide. You get to decide what additional skills and talents you want to implement into your child's education. We encourage you to explore your options and take advantage of them.
- Parents are responsible for making sure students are prepared every T/ TH with any work to be turned in and supplies (books, pencils etc.), instructing and checking work from M/W/F, and actively staying up to date on any co-op news communicated through social media, email, or text.
- As a parent-led co-op, each parent/legal guardian has ownership in the group. Each of us can make suggestions; provide insights; volunteer our skills & talents; donate time, supplies, or anything that will strengthen the group overall. We view our group as a family and therefore encourage a team mentality in all our planning.
- Parents as Substitute Instructors ~ Being a parent led group; the role of a substitute instructor should be filled by our parents. In keeping with the team/family mentality, we are looking to our parents to fill in as volunteer substitute instructors when the need arises. When an instructor needs a substitute, that instructor or a coordinator will ask classroom parents to fill in during that time frame whether it be a few hours or a full day. If a parent is unable to fill the need, the coordinators may deem it necessary to cancel that grade/class for the day.
- Parents are allowed to stay on the premises during the co-op hours.
- Please *do not* complete your child's assignments for them. It is important for their educational development that they complete their own work. It would be better for them to attend class with incomplete lessons than to have their work done by the parents.

### **IV. Fees/Payment**

1. **Payment Methods** - Payments can be made in the following ways:
  - Check (made payable to VBHE – can be left in your family folder in the payment box)
  - Online via invoice that will be emailed to you by Vine and Branches Home Educators
  - Cash (in a sealed envelope, with name and what payment is for, placed in your family folder in the payment box)

2. **Application Fee** - To facilitate the best education for our children, a ***\$150 non-refundable*** application fee per child will be paid during registration via online payment. Please be looking for an email from the co-op family coordinator within 3 days of registration submission. This email will include your invoice for payment.
  
3. **Tuition** – Our tuition and enrollment are per semester. Families can elect to pay tuition in full by semester or break the payments down monthly. The 1<sup>st</sup> semester begins on the first day of co-op in September (Fall semester). The 2<sup>nd</sup> semester begins on the first day of co-op after Christmas break in January (Spring semester). Regardless of your payment option, withdrawal at any point during the semester does not relieve the obligation to pay the full semester's tuition. Failure to pay will result in your student's progress report being withheld and your VBHE account will be frozen until the balance is paid in full.

**Full semester tuition:**

Fall - \$1,200 per child *due on or before the 1st day* of the semester.

Spring - \$1,500 per child *due on or before the 1st day* of the semester.

**Please note: Payments received on or after the 2<sup>nd</sup> day of the semester are considered late and the late fee as described below will be added.**

**Monthly tuition:**

\$300 per child *on or before the 1st day* of each month.

**Please note: Payments received on or after the 2<sup>nd</sup> are considered late and the late fee as described below will be added.**

4. **Late Payments** - If payment is late (received on the 2<sup>nd</sup> day of the month or 2<sup>nd</sup> semester day or later), you will not have access to the following week's lesson plan until payment is received and a \$20 late fee per child will be assessed. On the *6th day* of the month, if payment still has not been made, sadly, your child will not be able to participate in any of the co-op activities or instruction. If your family is dealing with a financial hardship, please communicate with the family coordinator in a timely manner so that we are able to work with you regarding tuition.

*Exceptions:*

*\*1<sup>st</sup> semester or if paying monthly September's payment can be made on the first day of group instruction*

*\*2<sup>nd</sup> semester or if paying monthly January's payment can be made on the first day of group instruction upon return from Christmas break.*

5. **Returned Checks** – If a check is returned for NSF, families will be responsible for the \$25 fee assessed by our bank, THG's late fee, and original payment and fees must be paid in cash or online.
  
6. **Cost of books is the responsibility of each family.** The Academic Coordinator along

with the other group coordinators will help facilitate detailed lists of books and supplies needed for each grade. THG reserves the right to update curricula as the group coordinators see fit.

7. **Classroom Supplies:** Instructors will need supplies to teach our students. The costs of these supplies are not the financial burden of the instructors, but the parents. One of the many benefits of the co-op is the combined resources and shared expense of materials. Any additional fees can be discussed on an as-needed basis, & is a discussion between you, the other parents in your child's class, & the instructor. Some examples may be educational projects or field trips.
8. **Facility Fee:** To cover the costs associated with providing a meeting place for our co-op there is a \$350 per family facility fee due no later than Sept. 8<sup>th</sup>. This can be done in one lump sum or in two installments of \$175.00 due on Sept. 8<sup>th</sup> and Jan 5<sup>th</sup>. *If the first installment or full payment is not made on or by the first day of co-op in September, your child(ren) will not be able to return to co-op until payment is made. If paying in installments, the same applies for the first day co-op resumes after Christmas break.* \*Please let our family coordinator know if there is a hardship in your family that would prevent payment so it can be discussed.
9. **Additional fees** may be required for the overall needs & benefit of the co-op, as determined by the parents.
10. **Accountability Fee under Vine and Branches:** VBHE renewal membership will open on May 1<sup>st</sup> with a discounted rate of \$75/family. The discounted price will increase to \$90 on August 1<sup>st</sup> and incrementally thereafter. Please refer to the VBHE website for their fee schedule. This fee is separate from your THG application and facility fee and must be paid directly to VBHE by way of one of the payment methods. (Refer to section IV Fees/Payment #1.) You are responsible for making sure your VBHE enrollment and account are up to date.

## ***V. Legal Covering***

**To be part of the Trinity Homeschool Group co-op, each family must be a member of Vine & Branches Home Educators.** They provide legal accountability, as well as additional support for the homeschooling process. Affiliation with them also provides our co-op with liability insurance during our group instruction time and when away on co-op sponsored field trips. Due to these legal qualifications for our group, *proof of membership with Vine & Branches will be required for your student to attend Trinity Homeschool Group.*

Here is some information regarding Vine & Branches:

- [VBHE.org](http://VBHE.org)  
Vine & Branches is a well-known and established non-profit homeschool accountability association.
- They aid with record-keeping, homeschool resources, clubs, field trips,

- dances, testing, etc.
- They open early renewal membership enrollment May 1<sup>st</sup> with a discounted renewal fee of \$75. The fee increases to \$90 on August 1<sup>st</sup>.
  - All *new* members will pay the \$90 registration fee regardless of when registering.

In addition, you have the freedom also to connect with:

- the public school system

You will need to contact your local school district for registration.

<https://ed.sc.gov/districts-schools/state-accountability/home-schooling/>

- Homeschool Legal Defense which provides support for homeschoolers countrywide and is a great resource for homeschooling laws in S.C.

<https://hsllda.org/legal/south-carolina>

## **VI. Facility**

The families of our co-op have a responsibility to:

### **1. Respect the facility**

-We want to be a group that is respectful not only of each other, but of the building (and everything in it: tables, chairs, equipment, bathrooms, curtains, etc.). Please communicate to your child the importance of taking care of anything he/she uses in the church. Please encourage him/her to have the heart of Christ's servant, clean up after himself/herself, and to help others to do the same. The cost of repairs for any damage to the property of the facility will be the responsibility of the parents of the child who caused them.

### **2. Tuesday & Thursday Set-up/Break-down**

-To be determined

### **3. Providing our own supplies**

-We want to be good stewards of the facility by not utilizing all their resources. From time to time, we may have a supply collection for paper towels, toilet paper, hand soap, cleaning wipes, copy paper, etc.

### **4. Doors**

-The door to the children's wing will remain closed and **always** locked. Please try to be early or on time to group. If you are late, be sure to text or call the coordinator on duty. **At no time is it acceptable to prop the door open for ease of access.** It is imperative that we put the safety of our children first. We have provided a Ring Doorbell camera by our rear entry door for your use to gain access to the facility.

### **5. Gum**

-Please do not provide gum for your children during group hours. We want to prevent damage to the facility that we have been so blessed with.

## **VII. Parent Led Optional Clubs (3:00 PM-4:00 PM)**

Parents and/or instructors may volunteer to offer their talents and skills for optional clubs (i.e. drama, arts & crafts, sports, STEM). Fees may vary depending on the club offering to cover necessary supplies. Please contact *one of the program coordinators* if you are interested in leading a club.

1. To offer clubs, we need parental oversight to assist the club leader volunteer, as well as help monitor the safety of our children.

**2. Only students participating in clubs will be allowed on premises. It is imperative that you pick up your child by 3:00 PM if they are not participating in club. Pick-up after club is 4:00 PM.** We understand extenuating circumstances happen. Please contact your child's instructor if you are going to be late. *If your child is still on property after 3:00 PM, he/she will be required to go to club.* Please understand that this is for his/hersafety.

## **VIII. Allergies**

As a parent-led co-op, we cannot be responsible for the needs of every child. Ultimately, the responsibility of allergies is that of the child's parents. Please relay any pertinent information to your child's instructor regarding the nature of his/her allergies and instruct your child to not eat/touch anything that may be in question.

## **IX. Classroom Snacks/Treats**

- Personal snacks & water bottles are allowed during group instruction. The instructor will decide when it can be eaten. Please limit snacks to dry items such as dried fruit, goldfish, etc., food that can be vacuumed easily if crushed in carpet. No items such as applesauce, yogurt, grapes, etc. will be allowed in the upstairs rooms with carpet. Please save those foods for lunch.
- From time to time, we all enjoy doing special things for children. Due to allergy concerns, we ask that you consult with your child's instructor before providing snacks/treats for the classroom.

## **X. Lunches**

Please provide a cold lunch for your child. Include any necessary utensils and paper goods. Parents are always welcome to join us for lunch.

## **XI. Personal Electronic Devices (students)**

- Electronics (phone, tablet, ear buds, headphones, etc.) need to be silenced and left in book bags for the duration of the day, including

lunch and recess. If any type of electronic device is seen out during co-op hours, the instructor or an administrator will take it and give it to a parent upon pick-up.

- If needed for schoolwork or to contact parents, permission may be granted by the instructor.

## ***XII. Field Trips***

- Your family can enjoy field trips whenever you want. However, you are responsible for the assignments on that day. You have the option for the field trip to be just for your family, or you can open it up class and/or co-opwide.
- Our approved calendar may provide co-op wide field trips. These are planned by a parent volunteer(s) or may be incorporated into field trips planned by VBHE and count as a school day if you participate. If you are unable to participate, parents are responsible for that day's assignments.
- Field trip sign-ups will take place on the Vine and Branches website and will also be paid there if any payment is due. You must sign up and pay online in order to attend. Please do not just show up to a field trip as you may have to be turned away.
- Field trips for a *specific class* need to be discussed with the class instructor so the lesson plan can be adjusted, if needed, as well as the field trip coordinator volunteer, and a coordinator.
- Field trips for the *entire* co-op need to be discussed with a Coordinator who will then coordinate with the other instructors.
- Co-op or class-wide field trips need to be communicated with the instructor(s) **one month in advance** to clear the assignments for that day.

## ***XIII. Clothing***

We want to provide our children, instructors, and parents the freedom of personal expression and comfort. However, *children, instructors, and parents* alike, please be mindful of any apparel that may be immodest and/or distract from the learning environment. Please follow these specific guidelines for K-8<sup>th</sup> grades. These parameters are in place to set healthy expectations, promote modest attire that glorifies the Lord, and to encourage obedient following of THG's rules.

- ***Shorts***

Short length should be no shorter than a 3-inch inseam and/or the knuckles joining your palms and fingers.

- ***Skirts/Dresses***

Skirts and dresses of the same length as the shorts described above should be worn with fitted shorts underneath.

- ***Tops/Shirts***

Tops and shirts must *cover* the waistband of the bottom attire when standing or sitting. Skin (midriff) and undergarments, including straps, should be completely covered. Necklines must not

be lower than the “line” straight across the underarms. No obscene or adult in nature graphics or language to be displayed on clothing.

If you aren’t sure something is appropriate to wear, please do not wear it.

If students fail to comply, we will follow our discipline protocol as set forth in the guidelines.

<sup>1</sup>Our dress code is based on the biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (1 Timothy 2:9; 1 Thessalonians 4:5, 6). Clothing is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God’s creative plan (Deuteronomy 22:5). As we determine to glorify the Lord in all we do (1 Corinthians 10:31), these qualities help us to do that in the area of dress.

#### ***XIV. Social Media***

1. Our website is [www.trinityhomeschoolgroup.com](http://www.trinityhomeschoolgroup.com)
2. The Class Dojo app has been implemented to quickly communicate co-op wide information and events as well as lesson plans and individual class communication.
3. Our closed Facebook group name: Trinity Homeschool Group
  - We keep this private for the safety of our families and only accept members who are directly involved in the education of the enrolled child(ren).
  - It is used as a communication portal for our group and to share photos of our co-op experiences.
  - All posts will be reviewed for approval prior to being posted. Please keep content relevant to THG so that our families can easily locate the necessary information.
4. Our public Facebook page name: Trinity Homeschool Group is to refer interested family and friends. It is a way to tell people about our group and to direct them to our website & contact information.  
\*\*\*No personal photos are shared here without permission from parents.

#### ***XV. Conflict Resolution- parent/instructor, parent/parent, or child/child***

Please refer to Matthew 18:15-17, Ephesians 4:26-27, James 1:19 when dealing with any conflict or concern, and remember to do so lovingly and graciously.

- First, contact your child's instructor or other parent involved.
- Please do not *negatively* discuss your issue with other families. Let’s aim to be constructive & Christ-centered in our words and actions, seeking reconciliation & resolve. Let us always remember that Christ values the people in the situation over the situation itself.
- If there is something educationally that is not being resolved directly with the instructor or parent, please reach out to the Academic Coordinator in person or at [trinityhomeschoolgroup@gmail.com](mailto:trinityhomeschoolgroup@gmail.com)

#### ***XVI. Discipline***

---

<sup>1</sup> Adapted & adopted from [HarvestChristianAcademy.com](http://HarvestChristianAcademy.com)

THG seeks to model Godly discipline. We understand that God disciplines us for our good, that we may share in His holiness. Proper discipline produces a harvest of righteousness and peace for those who have been trained by it.

To be certain that we are consistent with our mission to provide biblical discipline born out of love, the coordinators will come along side instructors to support mutual love and respect in the classroom. We will never use corporal punishment and seek to let the natural consequences of a child's behavior teach them the importance of responsible, right action.

- If an incident occurs that disrupts the group setting enough that the on-duty coordinator must intervene, a Student Disciplinary Action Form will be completed, and the parent will be contacted to pick the child up for the day. The instructor will give a detailed account of the incident to the parent. The parent, coordinator, and instructor will sign the incident report, and each will receive a copy.
- If unacceptable behavior continues, the second report will warrant that the child stays home for one week.
- If a third incident occurs, the family will meet with the coordinators and instructor to discuss options.

Incidents including but not limited to physical violence, verbal threats, and bullying will be immediately handled by having the parent pick up their child and keeping them home until parents, coordinators, and a VBHE board member can meet and determine further action/consequences.

It is our heart to discipline with love and empathy, allowing our children to feel safe and secure as they learn how to navigate self-control and right decision making. Thank you for allowing us to partner with you as we seek to raise God-loving, God-fearing children.

## **XVII. Contacts**

### ***THG Coordinators - [trinityhomeschoolgroup@gmail.com](mailto:trinityhomeschoolgroup@gmail.com)***

*(Simply represent & communicate the thoughts, ideas, input, and opinions of the entire group.)*

#### **THG Academic Coordinator**

Christy Brown  
843-340-9978

#### **THG Program Coordinator**

Tangie Laws  
843-251-5751

#### **THG Family Coordinator**

Dawn Alexander  
843-283-4954

#### ***Vine and Branches Home Educators:***

**Stephanie Parker**, Director of Accountability

[Accountability@vbhe.org](mailto:Accountability@vbhe.org)

843-504-8194

**Jennifer Weatherford**, VBHE President

[president@vbhe.org](mailto:president@vbhe.org)

843-495-2649