



## 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 the 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. School Schedule/Basics***

- Students are divided by grade, based on need & availability. They are taught with a private instructor on Tuesdays and Thursdays.

- Parents are to instruct & oversee homework on the off days (M, W, F). Parents are responsible for maintaining grades by way of a progress report and attendance.

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

- \*Please walk your child(ren) to class and pick them up from class.
- \*Remember, we are a parent led homeschool group and not a school.

**8:15 AM-8:30AM** Arrival

**8:30 AM** Group Instruction Begins

**8:50 AM** Chapel (main sanctuary)

**9:20 AM** Group Instruction Resumes

**11:45 AM** Lunch (K-3<sup>rd</sup>) Recess (4<sup>th</sup>-8<sup>th</sup>)

**12:15 PM** Lunch (4<sup>th</sup>-8<sup>th</sup>) Recess (K-3<sup>rd</sup>)

**1:00 PM** Group Instruction Resumes

**3:00 PM** Dismissal

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

- Group instruction begins promptly at 8:30 AM & ends at 3:00 PM. **Please be punctual in dropping off and picking up your child.** It is not the responsibility of the instructor to watch your child outside of his/her hired hours. Please call your child's instructor directly should you have an extenuating circumstance and will be late.
- For safety purposes, children will remain in their classrooms 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 by 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 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.

-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 the following ways:

- Check (made payable to VBHE – can be left in your family folder in the payment box)
- Online via the VBHE website once invoice is received [VBHE.org](http://VBHE.org)
- Cash (in a sealed envelope with name and reason for paying placed in your family folder in the payment box)

**2. Application Fee:** In order to facilitate the best education for our children, a **\$150 non-refundable application fee per child will be paid during registration by way of one of the aforementioned pay methods. (\$75 early registration per child discount from April 1 until May 31).**

**3. Monthly Tuition** - Families are to pay their **monthly tuition of \$275 per child** *on or before* the **1st day** of each month.

**4. Late Payments** - If payment is late (not received *on or before* the 1st day of the month), you will not have access to the following week's lesson plan until payment is received and a \$15 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.

*Exceptions:*

*\*September's payment will be made on the first day of group instruction*

*\*January's payment will be made on the first day of group instruction upon return from Christmas break.*

5. **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.
6. **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.
7. **Facility Fee:** To cover our costs associated with utilities and janitorial service, there is a \$225 facility fee per family due no later than Aug. 31. This can be made in one lump sum or in two installments of \$112.50 due on Aug. 31 and Jan 2nd. *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.
8. **Additional fees** may be required for the overall needs & benefit of the co-op, as determined by the parents.
9. **Accountability Fee under Vine and Branches:** discounted *renewal* enrollment of \$75 beginning July 1st or \$90 for *all new members* or anyone registering after August 1st . This fee is separate from your THG application and facility fee and must be paid direct to VBHE by way of one of the aforementioned pay methods. (refer to section IV Fees/Payment #1.)

## V. **Legal Covering**

**In order 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 ramifications 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 provide assistance with record-keeping, homeschool resources, clubs, field trips, dances, testing, etc.

- They open early renewal membership enrollment July 1st with a discounted renewal fee of \$75. The fee increases to \$90 on August 1st.
- All new members will pay the \$90 registration fee initially 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/agency/programs-services/125/>
- South Carolina Association of Independent Home Schools (SCAIHS).  
Please visit the website for more information at <http://schomeschooling.com/>
- Homeschool Legal Defense which provides support for homeschoolers countrywide and is a great resource for homeschooling laws in S.C.  
[http://www.hslda.org/laws/analysis/south\\_carolina.pdf](http://www.hslda.org/laws/analysis/south_carolina.pdf)

## **VI. Facility**

We are privileged to be provided with a wonderful facility with minimal financial cost to us. Timberlake Baptist Church has been gracious to open their doors wide to us. In response to our tremendous gratitude, the families of our co-op have a responsibility to:

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

-We want to be a group that is respectful of not only 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.

### **2. Tuesday & Thursday Morning Set-up**

-For the 2023-2024 school year, we are blessed to be able to keep our classrooms set-up from week to week. No additional set-up is needed day to day.

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

-Timberlake Baptist Church charges a minimal fee to use their facility. We want to be good stewards 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, as it disrupts the rest of the class. If you will be 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.

### **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. 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 offered to cover necessary supplies. Please contact *one of the program coordinators* if you are interested in leading a club.

1. In order 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 club will be allowed on premises. It is imperative that you pick up your child by 3:00 PM if 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/her safety.

## **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**

1. Personal snacks & water bottles are allowed for the children during group instruction. The instructor will determine when it is to be eaten.

2. From time-to-time, we all enjoy doing special things for the 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, iPad, etc.) need to remain on silent and in book bags during group instruction, including lunch and recess.
- 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-op wide.
- Our approved calendar provides co-op wide field trips. These are planned by parent volunteer(s) 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-up will take place on the Vine and Branches website and will also be paid there if any payment is due.
- Field trips for a *specific class* need to be discussed with the class instructor so the assignment schedule can be adjusted, if needed, as well as the field trip coordinating volunteer for the year.
- Field trips for the *entire* co-op need to be discussed with the Academic Coordinator who will then coordinate with the other instructors.
- Co-op or class-wide field trips need to be communicated with the instructor(s) **a month in advance** to clear the assignments for that day.

## ***XIII. Clothing***

We want to provide our children, instructors, and parents with 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 PreK-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 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. Concerns pertaining to your student/child's instruction.***

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 parent.

-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)

#### ***XV. Social Media***

- a. Our website is [www.trinityhomeschoolgroup.com](http://www.trinityhomeschoolgroup.com)
- b. 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 require approval through the software. Please keep content relevant to THG so that our families can easily locate the necessary information.
- c. 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.
- d. Individual instructors may choose to communicate through a private Facebook page specific to their classroom, so information does not get lost on our group page.

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

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

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



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 classroom 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.

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.)*

#### **Academic Coordinator**

Christy Brown

#### **Program Coordinator**

Tangie Laws

#### **Family Coordinator**

Dawn Alexander

#### **THG Representative**

Heidi Ekster

#### **THG Representative**

Stephanie Parker

#### **THG Representative**

Jennifer Weatherford

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

**Stephanie Parker**, Director of Accountability

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