

WELCOME TO THE SELAH LEARNING CENTER

We are very happy that you have chosen to participate with us in our learning endeavor this year. In order to make our year at the Learning Center run more smoothly, we ask that you take some time to review the information in this handbook.

The goals of the SELAH Learning Center are multi-faceted. We will endeavor to create an environment which encourages children to love learning, provides challenges for academic excellence and achievement, offers opportunities for outside accountability, evaluation, and deadlines, encourages group interaction and activities, and brings together students and qualified mentors who love their subjects.

It is our responsibility, as parents, to educate our children. The SELAH Learning Center is a tool offered to home educators through the SELAH homeschool organization. Our classes are designed to be a support to your home education program, providing a framework for a course of study. Enrolling a student in a SELAH Learning Center class does not absolve the parents of their responsibility to oversee their student's education. Parents are responsible to meet the requirements of their state's homeschool law. Parents of high school students are also responsible to make sure their teens are completing the requirements for any diploma program they may be enrolled in, and/or college admission requirements.

Parental supervision entails being aware of what was covered in class each week, what assignments were given by the teacher to be completed during the week, and overseeing the completion of these assignments. Parents need to supervise what their students are doing since they "meet" with the student the other four days of the school week.

Parents may need to provide additional assignments in subject areas where a student is exceptionally gifted and motivated or extra help in areas where a student may encounter difficulties. It is important to remember that there is a limit to what can be accomplished in a one hour, once a week class.

Since SELAH Learning Center classes are by their nature a "joint project" in learning between families and SELAH, we encourage parents to contact the instructors with questions and concerns or for suggestions and ideas. Students are encouraged to see their instructors as mentors and resource persons.

It is imperative for parents and students to value the time and energy the instructors invest in classes by ensuring that students complete their assignments on time, apply their best efforts, and come to class prepared. We offer so much more than course content. Our classes provide opportunities for students to learn life skills as they mature in becoming responsible for their own education.

APPLICATION REQUIREMENTS

Please remember that most classes have limits regarding size, and students applying after a class is full will be put on a waiting list. If you would like to include additional classes for your student, or register an additional child for classes, please do so as soon as possible.

Orientation will be conducted with new students and at least one of their parents prior to the beginning of classes. Information concerning these interviews is included elsewhere in this information packet.

Please note that all families applying must become members of SELAH before classes begin. Membership forms for the 2009-2010 school year may be downloaded from the SELAH web site (www.selahinc.com). Students of families who do not complete the membership process will not be allowed to attend classes at the SELAH Learning Center.

PARTICIPATION GUIDELINES

SELAH Learning Center classes are for self-motivated students, with fully involved parents, who are serious about their education. Our classes are not just for advanced students. We seek to create an environment where students of varying abilities and interests can learn together in an enriching and stimulating setting. Qualifications for enrollment are mainly about maturity and character. Students need to be self-governing, motivated, responsible, considerate, appreciative, thoughtful, and committed to their studies. Work for these classes must be a priority. It must be the **student** who wants to take classes at the Learning Center, **not just their parents**.

PLEASE NOTE: Since there are frequently waiting lists for classes, students who consistently come to class unprepared will be dropped, in order to make space for students who will participate fully.

STUDENTS ARE EXPECTED TO INTERACT RESPECTFULLY WITH THEIR INSTRUCTORS AND OTHER STUDENTS OF ALL AGES. Exhibiting a respectful attitude is our first requirement and highest priority.

In order to enable the Learning Center to operate as smoothly and efficiently as possible, the following requirements will be in effect. (Applying to the Learning Center indicates that you are committed to fulfilling these requirements.)

Students and parents must read through the Student Handbook and sign a contract agreeing to abide by the SELAH Learning Center's policies before beginning classes. This contract will be a pledge on the student's part to respect instructors and other students, to put forth his / her best effort in completing assignments on time, and to take responsibility for his / her studies; and on the parents' part to oversee their student's work and fulfill their obligations, both physical and financial, to SLC.

In order to keep costs as low as possible, some areas of responsibility will need to be assumed by families of the Learning Center participants. Families will be required to assist at the Learning Center several times during the year. This requirement can be fulfilled by assisting in set up before classes begin in the morning, monitoring as needed during the day, supervising lunch and lunch cleanup, assisting in clean up at the end of the day, or completing several other special assignments (SEE PARENTAL ASSISTANCE AT SLC below). The necessary number of times during the year will be dependent upon the number of families enrolled. (Learning Center staff will be exempt.) A "buy out" plan has been implemented for those who are unable to fulfill their commitment.

All families with students attending classes at the Learning Center **must** become members of SELAH prior to the first week of classes.

ARRIVAL AND DEPARTURE

Upon your arrival at SELAH Learning Center, please park in the specified area and enter the building through the appropriate door. Students must be "signed in" (including the time of their arrival), either by themselves, a family member or the person transporting them, before they go to their first class.

In order to prevent disruptions to classes already in progress, please do not arrive more than 10 minutes before your first scheduled class.

STUDENTS ARE TO BE DROPPED OFF FOR CLASSES. THEY ARE EXPECTED TO GOVERN THEMSELVES RESPONSIBLY IN CLASS AND BETWEEN CLASSES. DUE TO SPACE LIMITATIONS, NO PROVISIONS HAVE BEEN MADE FOR PARENTS TO STAY DURING CLASSES.

After the student's last class of the day, he/she must be "signed out" by one of the people listed on his/her Medical History form, including the time of departure. **ONLY** those people listed on the Medical History form

will be able to “sign out” a student. If there is a need during the year to add or change the names of the people on this list, please send us a note indicating those changes, or a parent may make these changes in person during Learning Center. Any updates will be attached to the health history. Please DO NOT leave without following this procedure. Signing out indicates that students will be leaving the church property. Students MAY NOT sign out and then congregate in the parking lot.

ATTENDANCE

Consistent attendance enhances the ability to learn. Families are encouraged to limit absences as much as possible. If you know in advance that a student will be absent, please discuss this with the teacher on the week prior to the absence to arrange for obtaining class work to be covered during the absence, homework assignments, etc. If circumstances require an unexpected absence, please contact the Learning Center at the telephone number listed after 8:30 a.m. so that we can notify the teacher.

FORMS: Please note that all forms must be completed and returned to SLC before your child may attend any classes. This is for the safety and well-being of your child.

Contract: This contract is to be signed by the student and the parent. Please read your contract carefully before you sign it. Be sure that you are willing and able to live up to your part of the agreement.

Health History Form: This form is imperative for the safety and well-being of your child. Please fill it out completely, including the sign-in and sign-out section at the bottom of the second page. Anyone may sign your child “in” at the Learning Center, however, only those people listed on your sheet will be able to sign that child “out”. When completing your list of approved people, please include yourself, your spouse, any siblings and friends who may “sign out” your child. Should the need arise during the year for someone else to sign him/her out, please stop by the SLC desk, or send us a signed note, and add that name to your list. A child may sign themselves out with parental permission.

Student Information Form: This information is shared with each of your child’s teachers in order for the teacher to get to know them better. Please complete all information in black ink. A recent picture of your child which will photocopy well is required. **If you choose not to supply a photo which can be copied, SELAH will take a picture of your child for a charge of \$2.**

Financial Agreement Form: Families who enroll their students for classes agree to honor their financial obligations to the Learning Center. On your SLC application form you indicated your preference for how you will meet these obligations. Three options were given: 1) paying your bill in full at the beginning of the school year; 2) paying the materials fees by the stated August deadline and paying the tuition fees in installments as indicated below; 3) working with the Director of the Learning Center to plan an alternate payment plan that is agreeable to both the Learning Center and the family. Students of families who do not honor their financial obligations will not be allowed to attend classes.

GENERAL SELAH LEARNING CENTER GUIDELINES

- Remember that we are not the only people in the building. Please be courteous and quiet as you move from class to class.
- Students are to have adult supervision at all times. Therefore, students are not to leave supervised areas to go off “on their own.”
- Only areas of the church that have been reserved for use by SELAH Learning Center may be used. Please do not go into other parts of the building. Telephones located in various areas of the church ARE NOT for our use. All calls made by participants of SLC should be made on the telephone in the SLC office area.

- Students should be most careful in the use of the building, grounds, furniture and equipment. Any intentional damage will not be tolerated. Damage will result in clean up and/or financial compensation by the student and parents involved.
- No chewing gum is allowed in the building.
- Food and drinks are ONLY allowed in Fellowship Hall. Please do not take anything edible (including snacks or candy) to other parts of the church.
- If you will be here during lunch, please bring a bag lunch that does not require heating or refrigeration. We do not have access to a microwave or refrigerator. Please bring all needed supplies for your lunch, including utensils, paper products, and supplies to clean up if you are having something messy.
- Every student is expected to clean up after themselves at the end of lunch and at the conclusion of each class. Please do not leave refuse for others to remove. This includes wrappers from food items, paper scraps, old homework sheets and tests, etc. Please help us leave the rooms in at least as good, if not better, condition than we found them. Students will not be dismissed from the various activities until their areas are clean.
- Please try to use bathrooms and drinking fountains ONLY during class breaks and lunch. Much material is covered during class and there is no time to review for students who leave during class.
- Students are encouraged to bring a personal water bottle so they will have water available as needed. Please Note: Any student squirting others with water from their bottle will have their bottle confiscated.
- Please consider using a backpack or gym bag to bring your personal belongings to SLC. This will help you keep everything together.
- SLC and the church are not responsible for items that are lost or stolen.
- If you are concerned about keeping track of items that are brought to the Learning Center, please label them with your name.
- One area of Fellowship Hall will be designated as a place for students to leave belongings that they choose to not carry with them. Please do not leave belongings in other parts of the church, such as study hall, while you are in class.
- A Lost and Found will be located in the SLC office area. If you are missing something, please check there. Items will be held in the Lost and Found until the last Tuesday of each month. If they are not claimed by that time, they will be donated to charity or disposed of. All belongings must be taken home each week. There is no storage area for projects and other personal items.
- Personal items, such as games, are not to be used during class times without permission. These items may be used in study halls and lunchtime as long as they are used with respect and consideration for those around you. Because of the wide range of ages of students, the only games and videos permitted are those that are rated G or PG.
- Unless the teacher has stated that they will be supplying materials, come to class prepared with ALL supplies needed for each class, including pencils or pens and paper. Please do not expect teachers to supply these items for you. If you are not sure what materials are needed, please refer to the course catalog and/or any information the teacher may have provided.
- Please be sure that each student has the required text/book for each class. They are listed in the course catalog. These books will be used in class and for assignments at home. You may borrow these books, purchase them on your own, or order them through SELAH. If you would like to order them through SELAH, please contact us.
- All students, staff, and parents are requested to dress in a modest fashion. We need to remember that we are meeting in a church and be respectful of that fact. Please, no offensive logos on clothing.
- Please be sure to check your mailbox BEFORE you leave each week.
- Anyone putting flyers or brochures in mailboxes MUST have prior approval and provide the office with a copy.
- All requests for visitors to attend the Learning Center must be approved, at least 24 hours in advance, by the office. Visitors who come without prior approval will be asked to leave.
- Students are not allowed to conduct fund-raisers at the Learning Center.
- No skateboards, roller blades, scooters, etc. are allowed on the church property.
- No smoking on the church property.

As a last resort, when dealing with disruptive or inappropriate behavior, the SELAH Learning Center will employ a three strikes you're "OUT" rule for students who will not follow the guidelines of the Learning Center. They are as follows:

1. Student will be sent to the office.
2. Parents will be called and informed of the problem.
3. Parents will be required to meet with the Director and the staff involved, with the possibility of the student being required to leave the Learning Center.

PARENTAL ASSISTANCE AT SLC

As stated in the Application Requirements in the SELAH Learning Center Catalog, it is necessary for all families to assist at the Learning Center several times during the year. This assistance can be provided in the following ways:

1. **SET UP: 8:15 a.m.**
Set up before classes begin in the morning (approximately 1 hour involved). Arrival time for this job is 8:15 a.m. This job entails setting up all rooms being used for the day. It will include moving tables and chairs to the appropriate rooms.
2. **LUNCH: (approximately 11:50 AM - 12:50 PM)**
Monitoring lunch and after lunch clean up. Responsibilities for this job include arrival by 11:50 AM, supervising students during the lunch break from 12:00 – 12:30 p.m., making sure students clean up their eating areas before they leave for their next class, dismissing students at the appropriate time, and cleaning tables as needed when lunch is over. The length of time involved with this responsibility is approximately 1 hour.

Provide food for staff lunches. A number of staff lunches will be held during the year. Responsibility will be to make something for the staff lunch and bring it in on the day it is needed.

Serve staff lunches. This responsibility requires that you arrive at SLC approximately ½ hour before the lunch time of 12:00 to set up the food that has been brought in by other families and cleanup after the luncheon. It may also require some food preparation at home on your part as well.
3. **CLEAN UP: (4:00 – 5:00 approximately or until the job is done)**
Included in this job will be arriving at 4:00 p.m. (please be prompt) to begin clean up as rooms become vacant, moving tables, chairs, etc. to appropriate rooms, vacuuming, wiping tables, sweeping, cleaning bathrooms, etc. Disposable gloves will be provided. Every family signing up for this job MUST have an adult present. There is a clean-up supervisor to whom you must report. She will give you your job assignment. When you complete an assignment, return to her for another one so that she will be aware that all areas of clean up are being completed. Please do not go home without checking with the supervisor to make sure that all jobs are finished. When this occurs, it puts an undue workload on the supervisor and the other workers. Thank you for your cooperation.
4. **MONITORING CLASSES**
For more information about this responsibility, please contact the Director.

Opportunity will be given for families to sign up for the various jobs. Sign ups will be done on a first-come, first-served basis. REMEMBER that fulfilling this obligation is part of your agreement with SLC for accepting your students in our classes. The necessary number of times during the year will be dependent upon the number of families enrolled. Any families who are unable to fulfill their commitments on a specific date are responsible for finding a replacement and compensating them accordingly. Families who do not find a replacement when they

are unable to fulfill their obligation will be billed the amount of a buy-out for the date missed plus an additional inconvenience fee. Families who already know that they cannot complete this obligation can choose to use the buy-out plan. If interested in this plan, please see the SLC office. **Those who sign up for specific jobs will receive a reminder of your dates of obligation the week prior through a note in your family mailbox.**

SLC PHONE

Please **do not call** the church for any needs or questions related to the SELAH Learning Center. For Learning Center business on Tuesdays after 8 AM, please call 610-451-3935; at other times, please call Opal Williams at 610-759-7745.

SNOW DAYS

Cancellations for snow days will be announced on WFMZ TV Channel 69.

STUDY HALLS

A study hall area will be available for student use between classes. All students who are not in class or signed out **MUST** be in the study hall area. Attendance will be taken in study halls.

Every effort will be made to keep this study hall as quiet as possible. Students may choose to use this time to visit quietly with their friends, play board games, or participate in other activities that can be conducted in a quiet manner. The decision for how this time is to be used rests with the students and their parents. However, **ALL** activities must be conducted quietly and in a manner that shows respect for those around you. SELAH reserves the right to prohibit students from participating in study halls if they cannot comply with the rules regarding study halls.

Since space is limited, students will be allowed to use the study hall for no more than two periods per day (but not two consecutive periods) without incurring additional expense. Please note that a study hall immediately before lunch and another immediately after lunch is considered two consecutive study halls and will incur the published fee. **ADDITIONAL STUDY HALLS WILL COST \$60 PER STUDY HALL PERIOD SCHEDULED.**

Because it is our desire to leave the church facilities in good order at the end of the day, students staying for 8th period study hall will be required to help with the cleanup of the study hall area.

FINANCIAL INFORMATION:

Tuition / Participation fees for classes will vary. Tuition costs for core curriculum classes will be the highest, with costs varying by age level. Tuition costs for enrichment classes will be lower than core curriculum classes and participation fees for clubs will be the lowest of all. With the exception of high school lab-science courses, all fees are for 1-hour classes. High school lab-science courses will be 2-hour classes.

Application Fee: \$50 per family, due at time of application. Applications will not be accepted if the application fee is not included. This is a non-refundable fee, but will be returned if all classes requested are full.

Late Application Fee: An additional \$10 will be charged for applications received after August 1. Applications postmarked after this date will not be accepted if the late fee is not included. **PLEASE NOTE THAT, DUE TO THE CURRENT ECONOMIC DIFFICULTIES, THIS LATE FEE HAS BEEN WAIVED FOR THE 2009-2010 SCHOOL YEAR.**

Tuition Payments: May be paid in full or paid in four installments at scheduled times throughout the year. Arrangements for other payment plans will be considered upon request.

Discounts: 10% of the full cost of tuition will be deducted for each child registered for four or more 30-week classes (or combination of classes equal to 30 weeks: i.e. two 15-week classes, three 10-week classes.)

Materials Fees: These fees help to cover the cost of equipment and consumable materials for the class. Every effort is made to keep fees reasonable. Since materials need to be purchased during the summer, **there is no refund of materials fees.**

Schedule change fee: After August 15 there will be a \$10 fee for dropping a student from one class and/or switching him/her to another class.

Drop Fee: ***Please take note of these changes.*** If a student drops a class after August 29, there will be a \$30 charge per class being dropped. After August 29, it is unlikely that his/her space will be filled by another student.

Please note: Classes are not considered officially “dropped” until the appropriate forms have been completed. If these forms are not completed, families will be billed as if the student is still attending the class.

Because materials for classes are purchased in advance, there will be **no refund** of materials fees unless the course is cancelled.

ADDITIONAL INFORMATION

SELAH Learning Center reserves the right to cancel, combine, reschedule, or change class content or instructor if necessary.

Class size is limited depending on the room capacity and activities of the class. When a class is full, a waiting list will be started. Late registrants may be added if an opening becomes available in a class.

E-mail availability: The administration of SLC and many of the instructors frequently have need to communicate with the students and/or their families during the week. It is very time consuming to try to do this via telephone or mail. Therefore, if at all possible, please provide us with an e-mail address for your family, preferably one that can receive attachments. This address should be one that is checked daily. While, at this point, this is not mandatory, it is highly recommended. If you do not have e-mail or do not provide us with a current e-mail address, SLC will not be responsible if you, or your student, do not receive announcements or assignments during the week. If you change your e-mail address during the year, please be sure to inform us.

We are looking forward to this being a great year at the Learning Center. We hope that the classes that we provide will meet your needs and make your year a success.

Contact SELAH at okw@aol.com or 610-759-7745 with any questions.