Photo Release Form

Permission to Publish Child(ren)'s Likeness or Image

I hereby give permission for my child(ren) to be photographed and/or to have their picture, image or likeness appear on a website, or to be published in newsletters, news releases, printed in other advertising/marketing material and/or electronically transmitted for the purpose of advertising FAITH's programs. I also hereby release, discharge, acquit and forgive from any and all potential actions, claims demands, suits, judgments, liabilities, and proceedings both at law and in equity arising from and as more particularly related to such advertising. Further, I agree not to commence or maintain any suit thereon against FAITH's or Southside Bible Fellowship or any of their directors, officers, employees, or representatives, or volunteers, whether at law or in equity, as a result of or in connection with any potential claim arising from any injury or damage or perceived injury or damage as a result of such advertising.

OR

_____ Please do NOT use my child's picture, image or likeness in any publication or electronic communication.

Parent's Special Instructions _____

_____

Parent or Legal Guardian Signature Printed Name Date

_____

Address Phone

Participating Child(ren)'s Name/ Age (please print)

_____

_____

_____

_____

_____

FAITH Fine Arts Program

2016 – 2017

Fine **A**rts **I**ntegrated **T**hrough **H**istory

Parent/Student Handbook

Our Mission Statement:

In order to further equip parents, who are ultimately accountable for the instruction and training of their children, the mission of the FAITH Fine Arts Program is to establish a home-school cooperative that would endeavor:

For Parents:

- To be a tool for parents in the discipleship and education of their children
- To provide an atmosphere of love, support and encouragement on the parenting journey
- To provide arts and academic instruction which would enhance their effort as they fully accept the biblical responsibility to "train up a child in the way he should go." (Proverbs 22:6)

For Children:

- To provide excellent academic instruction from a Biblical Christian worldview
- To inspire a love for learning
- To equip them to think clearly, concisely, and critically with character reflecting that of our Lord Jesus Christ. (1 Cor. 8:1b)
- To prepare them to be light in the world for God's glory

The following pages spell out the program in detail. It is important that you read this packet thoroughly. Upon understanding how we function and what your responsibilities will be, you can determine whether this is a good fit for you and your family.

Description of the Program

FAITH is designed to offer supplemental classes to parents who are homeschooling. We meet on Tuesdays, September through April (see schedule for specific dates), at Southside Bible Fellowship 200 South Jewett Street Manchester, NH 03103. FAITH classes begin promptly at 1:00pm and end at 4:10pm.

FAITH is an fine arts exposure package that touches on music, art, history and drama taught by paid instructors. The FAITH Leadership team works with Instructors to determine the course content, materials, and cost of each class. All instructors are required to sign and be in agreement with our Statement of Faith and Mission Statement (available upon request). Parents are welcome and highly encouraged to attend classes with their children.

FAITH does not employ instructors. They are under the employ of the families who have a student attending his/her class. For this reason, we do not pay the teachers; you, the parents, pay the teachers directly through a facilitator. The leadership of the FAITH Fine Arts Program does, however, maintain supervisory authority.

A non-refundable registration fee of $135 per family is required at the time of registration. Additional tuition will be due (see Tuition Schedule).

Please prayerfully consider this commitment before enrolling. You will be held liable for payment for the full year once the program has begun. Please register your children in their classes with the intention to participate from September to April. Students dismissed from the program for any reason during the year are still held liable for the full amount of tuition due.

You will be signing your agreement to abide by these policies on your family Registration Contract, which is included in this packet. Failure to fulfill these requirements will jeopardize your privilege to participate in this program.

Parent Responsibilities & Expectations:

➢ **All parents are required to stay at the FAITH program every week**.

Dropping off your children or sending them with another family on a regular basis is not permitted. If you have special circumstances that need to be considered, please feel free to approach the Leadership team with your concerns.

Remain within the designated program boundaries of the church. Please DO NOT use areas of the church that Southside Bible Fellowship has not invited FAITH to use.

➢ **Fulfill an assigned job.**

Each parent will be assigned a janitorial, setup, cleanup/restoration, monitoring, or facilitating job. If you are assigned a restoration job at the end of the day, please understand that your responsibilities may extend past the end of class time. Please be willing to provide additional assistance if needed.

Note: If you are unable to fulfill your assigned job due to an absence, it is YOUR responsibility to find a replacement so that your job will be completed.

You will be contacted, prior to classes starting, concerning your job.

➢ **Pay tuition for classes on time.**

Program participation is contingent upon tuition being paid **on time**. Registration and tuition fees are non-refundable, including any tuition paid in advance.

➢ **Supervise your children.**

Parents assume full responsibility for their children at all times while at FAITH. If your child damages church or program property, you will be held liable for damages. (see General Policies)

➢ **Share responsibility for making the co-op a success and ensure everyone can enjoy their time there.**

As a cooperative organization, all parents are responsible to enforce program rules and expectations.

❖ *Student Responsibilities & Expectations*

Parents need to review these with their children prior to the first class.

- Treat others with respect at all times.
- Come to class prepared with completed assignments and all required books and materials. YOU are responsible for writing down all assignments (if applicable).
- Be diligent about reading weekly summaries and completing activities associated with each class.
- Do not loiter in the hallways. You are not allowed to be in an unsupervised area in the building or outside.
- DO NOT use areas of the church that SBF has not invited FAITH to use.
- Do not run or talk loudly while walking to and from your classes.
- No cell phones in class; this includes text messaging. Please turn off cell phones during class. If the teacher or facilitator is aware of any student using a cell phone in class, they may choose to confiscate the phone until the end of class.

❖ *Dress Code (parents and students)*

- Clothing should be modest. Hemlines should not be mini (skorts or leggings are appropriate).
- No bare midriffs, halter tops, spaghetti straps and/or visible cleavage.
- Underclothing should not be visible.
- Shoes and shirts are required at all times, both outside and in the building. (Please bring shoes in winter if you wear snow boots. Snow gear is not allowed in classrooms.)

❖ *Rules & Code of Conduct*

- Treat others with respect at all times.
- Foul language and/or bullying will not be tolerated.
- Inappropriate physical affection and/or aggression will not be tolerated.
- No bikes, skateboards, or roller blades allowed on church premises.
- No pets are allowed on church premises except working service dogs.
- No weapons [guns, knives (real or play), etc.], alcohol, or illegal drugs will be permitted on church premises.

Parents will be contacted if a disciplinary problem arises. Children will be given a 3 warning limit. If a child has to be spoken to and is not responding by the third request they will be asked to leave and sit with a parent for the remainder of that class. They are welcome to join the schedule of classes at the next period.

I have read and understand the FAITH Guidelines and agree to abide by the policies set forth therein for each child I have registered in the program.

Signature Date

Registration Procedures for 2016 – 2017

Please check off the following items to ensure that you complete registration thoroughly and accurately:

____ 1) Read the entire registration packet to determine whether FAITH is a good fit for your family.

____ 2) Complete and sign the Registration Contract. The contract must be signed by the parents, and any students born prior to 5/31/02.

____ 3) Complete a Registration Form.

____ 4) Write a check for $135 made payable to FAITH FineArts Program, to hold your spot for next year. **Registration fee is due on or before 5/15/2016**. The registration fee of $135 is non-refundable. These funds are used to cover the liability policy, building use offering and materials for the year.

____5) Make arrangements for how tuition will be paid by **5/15/2016**. (At one time or monthly)

____ 6) Make a photocopy of the registration contract for your records.

____ 7) Deliver to Kristina Mitchell or mail to:

FAITH Fine Arts Program
197 East Road Weare, NH 03281.

Please understand that all tuition and fees are non-refundable. This includes all tuition and fees that you pay over the summer and tuition that you choose to pay ahead during the school year.

FAITH General Policies & Information

Visitors

Visitors must be known to the Leadership and pre-approved. FAITH visitors are required to sign in with Kristina Mitchell and receive a name tag.

Snacks

Children will gather in the Fellowship Hall between 2:30 and 2:40 for our assembly. Snacks can be eaten during the first few minutes of the 3rd period class. **Please try to bring a snack that involves minimal clean-up.**

Sick Policy

If one or more of the following symptoms are present for any of your children within the last 24 hours: green nose, fever, vomiting, diarrhea, please do not send your sick child to FAITH.
If you will not be attending, please notify Kristina Mitchell at 344-6827 or mitchells@onemacworld.com to let us know you will not be attending or an Alternate Guardian will be substituting.
You may send healthy children with an Alternate Guardian provided they are approved by the parent and information is provided to Kristina Mitchell prior to them arriving or being picked up. Of course, it is recommended that your whole family stay home if there is any possibility that your family may all be sick within the next few days.

Conflict Resolution

The leadership of the FAITH Fine Arts Program request that in the event of any complaint or conflict please first approach the individual involved. If this does not resolve things, approach a few leaders and ultimately then the leadership team. Do not let any offense become a stumbling block to your participation but in the spirit of Christ let us strive to bring every grievance into the light. (Matt. 18:15-20)

Property Damage

If your child is responsible for causing any damage to property, other than normal wear and tear, you will be assessed a fee that equals the cost of the item or replacement.

Nursery Information

Nursery care is provided cooperatively by parents during classes. During afternoon classes, nursery facilities will be made available for parents who need them to care for younger siblings. Parents with younger children who are not in class will rotate through the nursery duties unless they are fulfilling a role (Teacher's Assistant etc.) which would make them unavailable. A schedule will be made for service in nursery. Please leave the nursery clean and tidy.

Winter Weather Closure Policy

In case of inclement weather, generally FAITH will follow the Manchester school system closings. **We will announce closings by email by 10:00am of the class day in question.**

Morning delays will generally not affect us, however, if the weather clears and afternoon classes can be held, you will be notified by e-mail.

Class Cancellations

Classes may be cancelled at any time at the leadership team's discretion. If class is cancelled due to teacher's absence, children will be directed to an alternate appropriate activity. In the event of class cancellation/teacher absence, reasonable effort will be made to notify parents prior to class time. Teachers work many hours outside the classroom; therefore, if classes are cancelled, tuition will not be refunded but every effort to schedule a make-up class will be made.

Emergency Contact

We are independent of the church's operation and ask that you do NOT call Southside Bible Fellowship regarding FAITH program matters. Please address all inquiries to leadership. (Leadership Directory is included in this packet). If there is an emergency and you need to contact someone at the program, call Kristina Mitchell at 603-344-6827 or Winnie Lowne at 603-783-4224.

Emergency Procedures

In case of a fire, alarms will sound and all children should be evacuated along assigned routes to safe areas away from the building. Keep children as calm and quiet as possible. Move quickly, but do not run or allow children to run. All exits are clearly marked, and emergency exit routes are shown on wall maps in each room. All classes need to remain together with their teacher and facilitator. An SBF staff member will notify teachers and facilitators when it is safe to re-enter the building. Should we be unable to enter the building again, teachers and facilitators will need to remain with their classes until parents locate their children In the event of a non-evacuation emergency, please listen for complete instructions. We will have unannounced emergency drills throughout the year.

FAITH Teacher Disclaimer Note

FAITH does its best to screen teachers for capabilities and qualifications. Each teacher is given a list of responsibilities, policies, and expectations. It is required that they personally ascribe to our Statement of Faith and Mission Statement. We recognize teaching style and personality vary among instructors and we in no way guarantee your satisfaction of any given teacher or class. If you are unhappy with a teacher, you are under no obligation to continue the course. If your complaint is based on personality or style, we ask you to withdraw quietly without spreading dissension among other program families. If your issues are more serious in nature, we ask that you please inform the Leadership team of specific behaviors which

have raised your concern. We encourage our parents to take their concerns to the teacher before contacting the leaders. Again, please exercise discretion when discussing issues with others at FAITH.

Disclaimer: The availability of these classes will be dependent upon registration response, teacher commitment, and availability of facilities.

Important Dates:

August 30, 2016 – Orientation Day

September 13, 2016 – First day of FAITH

November 22, 2016 – Thanksgiving Break

December 3, 2016 – Christmas Celebration – we will meet, but no regular classes

Dec 4 -January 6, 2017 – Christmas Break

January 5, 2017 – Classes resume

February 23, 2017- Winter Break

April 5, 2017 – Last day of FAITH

April 17, 2017- End of the Year Program for FAITH – PLEASE MAKE NOTE OF THIS

Built in make-up week - April 12, 2017 in the event of an all class cancellation.

FAITH Arts Program Tuition Policies & Payment Schedule

The co-op bases its annual budget on the number of students enrolled in the program. Therefore, we ask that parents commit to pay for their children for the entire school year (Sept – Apr.). You will be held liable for payment for the full year once the program has begun. Students dismissed from the program for any reason during the year are still held liable for the full amount of tuition due.

Exceptions to this policy include:

1) Death of a parent
2) Moving more than 30 miles from location
3) Parent becoming unemployed

No exceptions are given for the following reasons:

1) Child re-enrolled in school
2) Child is tired of the program
3) Child has too many other activities
4) Leaving the program due to disagreement or conflict

Tuition Payment Options

Tuition may be paid in full up front or monthly. Payment for the 2015-2016 academic year will be $350/family. Tuition for only one child is $200/family. If you choose monthly payments they are $50.00 and will be collected on the first meeting of the month. For more than 4 children add $25/child.

Tuition Due Dates: May 15, 2013 – registration due
September 8, 2015
October 6, 2015
November 3, 2015

December 1, 2015
January 5, 2016
February 2, 2016
March 2, 2016

Just a Friendly Reminder:

1. Tuition and fees for classes are non-refundable, including tuition paid in advance of the scheduled due date.
2. Checks are to be made **payable to the instructor and given to Kristina Mitchell** on time. You may drop the checks at the kitchen counter. Please do not give checks directly to the instructor.
3. Instructors rely on their tuition. Please do not be late. If you miss a payment date, please drop it in the mail. Payments more than a week late will be considered grounds for suspension.