



Christian Homeschool Academic Ministry Program Society

General Operating Policies **(2010 – 2011)**

Placement of Students

CHAMP will place students into class levels by age groupings based on overall enrollment in the program on a first-come, first-serve basis up to program capacity. Priority will be given to full-day program registrants and returning students. Part-day program registrants will be enrolled as space permits.

Class lists will be determined after August 1st. Families will be notified shortly thereafter.

Parent, Staff, and Student Behavior Policy

The basis for behavior expected from all parents, administration, staff, and students is:

- Respect of others and their property
- Respect for the authority of parents, teachers and administration
- Appropriate dress and language
- Responsible use of the facility

If you have concerns, please contact a Board member, a teacher.

In the case of a student's behavioral concern, the following course of action will occur:

1. The teacher will approach the student directly and discuss the problem and a teacher will enlist parent's support to effect a change in the student's behavior.
2. The teacher will notify the President, who in consultation with the board (keeping in mind the best interest of the whole program) will make a decision on further action. CHAMP retains the right to temporarily or permanently suspend a student's participation, in which case standard refund policy remains in effect.

Notes:

- Harmful items (ie. pocket-knives, laser pointers) cannot be on-site at CHAMP functions, including in the parking lot. Items will be confiscated and must be reclaimed by the parent or guardian.
- Students must remain with their class. In case of illness, behavior concerns, etc. a Hall Monitor will supervise the student until a parent or other caregiver arrives.

SPECIAL NEEDS: CHAMP is open to students with special needs. However, our first responsibility is to the larger program. All students remain accountable for respectful conduct and healthy group dynamics. CHAMP cannot provide individual supervision or tutoring, and we may require that you provide assistance for your child. If a child needs special consideration to fully participate in CHAMP, please contact the President in advance to develop a team strategy. CHAMP reserves the right to terminate a student's participation, in which case standard refund policy remains in effect.

Dress Code

CHAMP respectfully requests that all staff and students dress appropriately during CHAMP activities. Appropriate apparel is considered to fall within the following general guidelines:

1. Please no tummy showing – shirt hemlines should easily cover waistband
2. Necklines should be of relatively modest style.
3. Please leave room to breathe. Shirts should not be too tight.
4. Please no offensive slogans on clothing.

If dress code is not met, the student's T-shirt will need to be put overtop of the student's clothing for the duration of classes. In addition, students are requested to meet the following Phys Ed standards:

1. T-shirt and dark sweatpants or shorts (no denim, please)
2. Non-marking runners (NO canvas)
3. To avoid accidental injury, no watches or jewelry, and long hair should be in a ponytail.
4. Outdoor apparel suited to current weather (gloves, hats, boots, snow pants, etc.)

Emergency Class Cancellation Policy

On occasion, CHAMP classes may need to be cancelled unexpectedly due to unusual or unpredictable circumstances (unsafe or extreme weather conditions, etc.)

In the event of such a circumstance, the CHAMP board reserves the right to determine that it is unwise or imprudent for classes to commence that day. Once made, this decision is final and classes will be cancelled for the day.

It is parents responsibility to call the CHAMP office after 7:00 p.m. on the evening prior to the schedule class day during inclement weather conditions for cancellation information. Also please check e-mail for class cancellation notices.

In the event of class cancellation for any other reason we will, to the best of our ability, contact all families via telephone and e-mail as expediently as possible.

For any class cancellations, CHAMP will either schedule an alternate class day or provide a pro-rated refund of class fees. Notice of this will be provided to CHAMP families.

Essential Paperwork

Students attending CHAMP classes must first have all essential paperwork processed. Unregistered siblings/friends cannot attend CHAMP classes.

Pets

NO pets can be brought on-site to CHAMP.

Pictures

By registering their children, parents give permission to CHAMP to take pictures for purposes of advertizing CHAMP.