

## **Policies:**

- The Learning Center follows the Biblical mandate, which states that parents are responsible for their children's education.
- Students should dress modestly for classes and are expected to behave in a Christ-like manner and respect the property at the Center at all times. Those who do not will be dismissed from the program.
- ***CELL PHONES SHOULD BE TURNED OFF! NO TEXTING DURING CLASS! Could lead to dismissal from class.***
- Students who skip classes without permission will be dismissed from the program.
- Center for Home Education, Inc. cannot be held responsible for any claims of loss, damage, and/or injury of any nature or property resulting from programs or activities.
- Parents are responsible for picking up their children promptly at the end of their child's class schedule.
- Students must stay in close proximity of The Learning Center before and after class while waiting for parents.
- Children may be dropped off no sooner than 10 minutes before class is scheduled to begin. Please do not drop off students before The Learning Center opens for business.
- Class Fees include a \$50.00 non-refundable deposit, which secures your student's place in the class.
- The annual student registration fee is \$30 per year for the first student, plus \$20 for each additional student from the same family. This fee is due on the first day of registration.
- All payments must be made prior to the end of the FIRST semester. Students withdrawing before the second class will receive a refund of tuition less the deposit collected. No refunds will be issued after the second class. Should you choose the monthly payment option and withdraw after the 2nd class, the balance of the class fees will become due immediately.
- The front classroom (Room #1) will be available as a lunchroom from 12 noon to 12:45 pm. Students are responsible for their own cleanup.
- Students are asked to take their books and backpacks with them to classes and not leave them on any of the tables.
- Students are asked NOT to wear shoes with in-line skates as they destroy the wood floors.
- Due to health regulations, the cafe is not available for refrigeration or re-heating of any outside food items. Students may use the kitchen facilities available in the Annex building.
- We believe that learning should be enjoyable, stimulating and purposeful and have designed our classes to reflect this philosophy. We also believe that true learning takes time and hard work and want to make sure that our students and parents hold to these same principles. Please note that class sizes have been limited and class times extended in order to help us achieve these goals. So, come expecting to work hard, intending to learn, and purposing to participate and we look forward to sharing in your learning experience.

Thank You!

## Student Covenant

1. I recognize that attending The Learning Center is a privilege and I am welcome here as long as I adhere to their guidelines and policies.
2. I will attend all classes in which I am enrolled, on time, with class materials ready. I understand that repeated tardiness will result in disciplinary action. \*
3. I am committed to class participation to the best of my ability including the completion of all assignments, tests, and projects by the designated due dates. I will work in conjunction with my parents in proofreading and revising written work whenever necessary.
4. I will show respect to all teachers and supervisors, as well as to fellow classmates in an appropriate manner through my speech, attitude, and actions. This includes honesty, following instructions, respect for the property of others, and a cooperative spirit toward all.
5. I will refrain from causing any damage to the building or furnishings, including tables, chairs, walls, recreational equipment, Café, and bathroom facilities. I will be responsible for the cost of any repair.
6. I will dress in a modest and appropriate manner. (Midriff tops, short-shorts or skirts, and tank tops are considered inappropriate.)
7. I agree not to leave the property without parental consent.
8. I understand that failure to adhere to my commitment above, as well as to the following rules can result in my being asked to leave the Learning Center according to the Discipline Policy.\*\*
9. I have read the above rules and agree to abide by them.

Student's signature: \_\_\_\_\_ Date \_\_\_\_\_

Student's name: \_\_\_\_\_

## Parent's Covenant

1. By enrolling our children at The Center for Home Education, we understand that, we as parents, are the primary teachers and are responsible for our children's education. The Center for Home Education, its directors and teachers provide instruction and direction to assist in the education process.
2. We also understand that the Center for Home Education, is not an accredited school. Accreditation is available through our partnership with Solid Rock Community School in Florida. Please request more information if this is of interest.
3. We are responsible to purchase curriculum, as needed, for all classes.
4. We will ensure our student attends classes consistently and on time. We accept responsibility for notifying teachers and/or staff of absenteeism.
5. We will maintain an ongoing interest and involvement in our student's class work and be in contact with teachers if necessary.
6. When requested by teachers to proofread written work, monitor or correct tests, we will do so in a timely manner.
7. I will check my e-mail and student's assignment sheet each week to ensure good communication.
8. We accept full responsibility for payment of all tuition for the current semester even if our student is dismissed from The Learning Center or withdraws voluntarily.
9. I have read the above rules and agree to abide by them.
10. We release and hold harmless, CAIA Inc. dba the Center for Home Education, from any and all claims for loss, damage, and/or injury of any nature or property, resulting from programs and activities.

Parent's signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent's name: \_\_\_\_\_

### \*Disciplinary Policy

**First occurrence:** Verbal warning to student from teacher.

**Second occurrence:** Written warning to student and parent.

**Third occurrence:** First disciplinary offense given.

**First offense:** Parent and student will meet with teacher and director to review covenant guidelines.

**Second offense:** Student will be asked to leave The Learning Center, and parents will be responsible for the remainder of the tuition fees.





## CREDIT CARD AUTHORIZATION

Date: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

I, \_\_\_\_\_ authorize the Center for Home Education to charge my credit card on the 1<sup>st</sup> of each month for my tuition beginning \_\_\_\_\_, for the amount shown below..

I further acknowledge that I will be charged a handling fee of \$5.00 per class per month:

A: # of Classes Financed: \_\_\_\_\_ B: Amount Financed: \$ \_\_\_\_\_ C: # of Months: \_\_\_\_\_

Payment = # of Classes x \$5 (max \$20) + Balance / # of Months = Monthly Payment \$ \_\_\_\_\_

- VISA \_\_\_\_\_  

(Card Number)
(Expire Date)
(V-Code)
- M/CARD \_\_\_\_\_  

(Card Number)
(Expire Date)
(V-Code)
- AMEX \_\_\_\_\_  

(Card Number)
(Expire Date)
(V-Code)
- DISCOVER \_\_\_\_\_  

(Card Number)
(Expire Date)
(V-Code)

Please mail a copy of the receipt to the address above.

***Payment Agreement—Read carefully as this is a legal contract:***

I understand and agree that my signature on payment form constitutes a contractual agreement between CAIA, Inc. and myself. I understand and agree to pay in full for any and all classes that my child is enrolled in even if my child withdraws from the class during the semester. CAIA, Inc. reserves the right to pursue the collection of any outstanding fees due and that if a legal judgment is sought, the undersigned will be responsible for all court costs, attorney fees, and course fees.

I HAVE CAREFULLY READ THIS CONTRACT AND UNDERSTAND ITS CONTENTS..

\_\_\_\_\_  
 Authorized Signature on Card



## CHECKING ACCOUNT DRAFT AUTHORIZATION

Date: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

I, \_\_\_\_\_ authorize the Center for Home Education to Draft my checking account on the 1<sup>st</sup> of each month for my tuition beginning \_\_\_\_\_, in the amount of \$\_\_\_\_\_ per month. I further acknowledge that I am being charged a handling fee of \$5.00 per class per month:

A: # of Classes Financed: \_\_\_\_\_ B: Balance: \$\_\_\_\_\_ C: # of Months: \_\_\_\_\_

Payment = # of Classes x \$5 + Balance / # of Months = Monthly Payment

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_

Checking Account #: \_\_\_\_\_

Account holder name: \_\_\_\_\_

Attach a voided check to this completed form: \_\_\_\_\_

### ***Payment Agreement—Read carefully as this is a legal contract:***

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I HAVE CAREFULLY READ THIS CONTRACT AND UNDERSTAND ITS CONTENTS..

\_\_\_\_\_  
Authorized Signature on Account



## CAIA MEMBERSHIP DISCOUNT CARD

Membership has its Benefits

Center for Home Education is now offering our **CAIA MEMBERSHIP DISCOUNT CARD**.

This NEW 12 month paid membership allows customers an immediate **10% discount** on ALL curriculum purchases!! PLUS many other benefits!!!

Save up to 20% on curriculum purchases with your **IMMEDIATE 10% membership discount** PLUS up to an additional 10% discount with our Frequent Buyer Program!!

### Includes

- |   |  |
|---|--|
| 1. 10% immediate discount on all curriculum purchases, in store or telephone orders, at the CAIA Curriculum Store. Does NOT include additional savings with our FREE Frequent Buyer Discount. | <b>A \$50 value</b><br>based on \$500 per year in curriculum purchases |
| 2. 2 FREE tickets to one of the CAIA Cottage Theatre Productions. Space available, book early! (coupon expires with membership year)  | <b>A \$20 value.</b>   |
| 3. Bring a friend to any of our "New to Homeschool" Workshops, and both of you are FREE. (Mentoring pays!)  | <b>A \$15 Value.</b>   |
| 4. A FREE Home Educator Photo ID Card. <b>Plus 2</b> Student Photo ID Cards. Additional Student ID Cards just \$6.95 each.  | <b>A \$21 value.</b>   |
| 5. One FREE Latte or Frappuccino from the Cafe each month.  | <b>A \$36 Value.</b>   |
| 7. Admission to <a href="#">Special Events</a> for both Parents and Students during the year. Some events will be just for members while others will have a discounted admission for members. | <b>PRICELESS.</b>  |
| 8. Priority registration (5 days prior to returning students) on all classes at the CAIA Learning Center - based on space availability.   | <b>PRICELESS.</b>  |

### PLUS

Teacher Educator Savings at many other locations such as: **Books-A-Million, Borders Books, Barnes & Noble, Half Price Books, Office Depot, Staples**, and many more....

Just show your CAIA Home Educator ID Card, sign up for their teacher program and save.

12 month CAIA Discount Card just \$95.00 per family

#### Special Provisions:

1. CAIA members are ALSO eligible to participate in our Current Frequent Buyer Program with additional savings up to 10%.
2. Good on purchases for your OWN family please.

# Application for CAIA Student/Educator ID Card

<b>For Office Use Only</b>
ID# _____ (customer number)

## Parent/Guardian Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Parent/Legal Guardian Certification of Homeschool Student Status:

I, \_\_\_\_\_, the parent/legal guardian of the school age student(s) listed below, certify their status as homeschooled students for the school year 2008-09 under all applicable state laws.

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Only one form needed per family. Please list additional students on second page.

### 2008-09 School Year

(Renewal / New) **Name:** \_\_\_\_\_

Grade \_\_\_\_\_ Birthdate \_\_\_\_\_

(Renewal / New) **Name:** \_\_\_\_\_

Grade \_\_\_\_\_ Birthdate \_\_\_\_\_

(Renewal / New) **Name:** \_\_\_\_\_

Grade \_\_\_\_\_ Birthdate \_\_\_\_\_

(Renewal / New) **Name:** \_\_\_\_\_

Grade \_\_\_\_\_ Birthdate \_\_\_\_\_

(Renewal / New) **Name:** \_\_\_\_\_

Grade \_\_\_\_\_ Birthdate \_\_\_\_\_