

**Teach me Your way, O Lord, and lead me
in a smooth path. PSALM 27:11A**



***P*reps
Homeschool Co-op**

**Helping to bridge the gap
for homeschool families with
their endeavor of a righteous education.**

Family Handbook and Registration Packet 2010-2011

Preface

About *Bridges* and *Preps*

Seeing a need for a Christian tutorial on Maryland's Eastern Shore, *Bridges* was started. A non-denominational middle and high school Christian tutorial service, we strive to *bridge the gap* for parents choosing to home educate. We desire *Bridges* to be a place where students grow, not just academically, but spiritually, emotionally and socially.

Core classes and electives are offered two days per week, and courses are usually those that are best taught in a group setting or those requiring special equipment or knowledge. In order to be an effective and consistent resource for parents and students, *Bridges'* classes will maintain a maximum class size well below the state standard. A class consists of five or more students. Enrolled students must be in middle or high school.

Bridges' Preps is an advanced co-op for grades 4 and 5 and operates as an extension of *Bridges*. *Preps* serves as a preparatory education experience for *Bridges* Christian Tutorial. Individual student textbooks are required, and homework will be assigned each week. Because *Preps* operates as a co-op, parental involvement is required.

Preps provides this Handbook as a guide for parents and students. We feel this set of guidelines is necessary for an orderly, safe academic environment where everyone is shown respect and honor consistent with the love God demonstrates toward each of us.

Our goal is to enhance and extend the homeschool experience. However, parents are responsible for overseeing their children's progress in all subjects and in meeting state and county requirements.

Bridges Christian Tutorial and *Preps* Homeschool Co-op are held at the Centreville Community Church. The church address is 101 Fox Gray Lane, Centreville, MD, 21617.

Vision

Our vision is to glorify God by helping to bridge the gap with homeschool families in their endeavor for a righteous education.

**Teach me Your way, O Lord, and lead me
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Statement of Faith

1. We believe that the Bible (the 66 books of the Old Testament and New Testament) is the infallible Word of God, verbally inspired by the Holy Spirit, inerrant in the original, and the final authority in faith and practice.
2. We believe in one Living, Sovereign, and True God, existing eternally in three (3) persons: Father, Son and Holy Spirit, co-equal in power and glory, and having the same essence and attributes.
3. We believe man was originally created in the image and likeness of God and he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God and can only be saved through the atoning work of the Lord Jesus Christ.
4. We believe that for salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. We believe that salvation is based on grace and grace alone, not by any works. We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a Godly life.
5. We believe that Jesus Christ was born of the Virgin Mary, having been conceived by the Holy Spirit. He was born fully human and fully divine. He lived a sinless life, died a voluntary substitutionary death to save His people from their sins, and was raised bodily from the dead and exalted to the right hand of God.
6. We believe that all who are born again have received the Holy Spirit, have accepted Jesus Christ as their Lord and personal Savior, and are justified on the basis of His death on the cross and His shed blood, not because of any works or deeds they have demonstrated. They are indwelt and sealed by the Holy Spirit until the day of redemption, are secure in Christ Jesus, and together form the true Church.
7. We believe in the personal, bodily and visible return of the Lord Jesus Christ to judge the world, the bodily resurrection of the just and unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints.

Parent Signature

Date

Preps Guidelines & Policies

Bridges Preps is an advanced co-op for grades 4 and 5 and serves as a preparatory education experience for *Bridges* Christian Tutorial. Individual student textbooks are required, and homework will be assigned each week. *Preps* offers history, science and art on Tuesdays for a total of 27 weeks. Because *Preps* operates as a co-op, parental involvement is required. Parents are required to complete one assigned job each week and may leave the premises for the other class periods. Enrollment in *Preps* does not guarantee nor commit a family to *Bridges* Christian Tutorial.

Eligibility

All *Preps* students must meet the following eligibility requirements:

1. Students must be between the ages of 9 and 11 and in 4th or 5th grade by September 1 of the current calendar year.
2. At least one of the student's parents must agree with *Preps*' statement of faith.
3. Both parents must be willing to abide by *Preps* policies as explained in this Handbook.

Application Requirements

- Meet all eligibility requirements.
- Provide a completed application and a \$65/family application fee by April 13, 2010. Registration will be held at the church from 12-3 p.m. If you cannot make this registration time, please email the administrators for an appointment. Any registrations received after April 13, 2010 will incur a \$35 late processing fee.
- Enrollment is honored on a first-come basis. You will be notified at registration as to whether or not there is a spot available for your child(ren). Current students are given an opportunity to re-enroll before open enrollment is announced. Class size is limited to 12.

2010 - 2011 Annual Schedule

September 14, 2010 - First day of classes and beginning of first semester
December 7, 2010 - Last day of classes for the Christmas break
January 25, 2011 - First day of classes and beginning of second semester
April 26, 2011 - No classes for Easter break
May 3, 2011 - Last day of classes

Volunteer Needs

Because *Preps* is a co-op, parental participation is essential. Specific duties will be assigned by the start of the school year and will include the following:

- Cleaning
- Teacher aide and/or substitute as necessary

All participants will also be required to assist with one or more of the monthly fellowship nights. Specific needs will be emailed closer to each event. If a parent cannot meet his/her volunteer duty on a particular week, he/she is required to find a replacement.

Reporting to the County / State

The State of Maryland requires all homeschoolers to register with the county. They must submit to the oversight of the county, an approved umbrella group, or an approved correspondence school. *Preps* is not an umbrella group, and you will be required to register with your county and comply with the Maryland home schooling regulations.

Preps Guidelines & Policies



Books & Homework



Parents are responsible for purchasing the books and supplies needed for class. Students must come to their first class with ALL NECESSARY books and supplies. Teachers will assign homework to students to reinforce concepts taught in the classroom. Since *Preps* is a one-day a week co-op, the teachers feel this is not a sufficient amount of time for students to master the subject areas. Homework assignments are provided so parents can continue instruction at home in accordance with their homeschool program. Completion of the assignments allows students to participate to a greater degree in classroom discussion, etc. Students are expected to complete homework in a timely fashion.

Inclement Weather



Delay/Closure

Queen Anne's County Public School System's decision about closing/delays will dictate our delay or closure. If the county decides to:

Open 1 hour or 1-1/2 hours late - *Preps* will operate on time

Open 2 hours late or Closed for the Day - *Preps*' classes will be cancelled. Should *Preps* be closed for inclement weather, a make-up day will not be scheduled.

Monthly Fellowship



Monthly fellowship details will be emailed closer to each event. Volunteer requirements will also be announced with each event. A tentative fellowship schedule is as follows:

October - Harvest Party

November - Bowling

December - Christmas Party

January - Ice-skating

February - Swimming

March - Bowling

April - Special

May - Pool Party

Preps Guidelines & Policies

Other Policies & Guidelines

If families wish to stay at the church during co-op, we ask that you either play outside or stay in the nursery as we will have classes going on throughout the rest of the church area. We also ask that little ones not run around the church building. Families may also leave the premises as long as volunteer requirements are fulfilled and enrolled student(s) are picked up on time.

Yearbook

A yearbook will be available at the end of the year for purchase.

Student Showcase

End of year event to showcase student work and to fellowship.

Email

Preps maintains contact with families through the use of e-mail. It is imperative that each family have a working e-mail address that they check on a regular basis. If the family e-mail address changes, the administrators need to be notified immediately.

Visitors

Only registered students or visiting parents with a student enrolled in a class may attend.

Emergencies

In the event of an emergency, please call the church office at 410-758-3072 or the administrators at 410-739-6403, Rebecca Smith or 443-262-1143, Cheri Hoffman.

2010-2011 Classes & Schedule

Tuesday Class Schedule:

*8:15 a.m. - Doors Open

9 -9:55 a.m. - Masterpiece Multi-Media Art Class

10-10:55 a.m. - History of the Ancients

11-11:55 a.m. - Exploring Creation with Astronomy

Period 1 - Masterpiece Multi-Art Class with Rebecca Smith from 9 - 10 a.m.

This class is to educate the student with knowledge of tools and basic skills in creating projects that will consist of various mediums. Projects will include, but certainly not limited to, watercolor paint, pencils, charcoal, pastels, sculpting and mosaics.

Materials: Pastel set, kneaded eraser, tortillion (smudger), pastel/watercolor paper, low tack masking tape, cotton balls cotton swabs, compressed charcoal, white pastel charcoal pencil, willow charcoal, watercolor pencil set, watercolor set, watercolor brush (#4 round), pencil, pencil sharpener and art box for carrying supplies. Students will also need an art board, smaller size (see Rebecca for details). It is not necessary to buy supplies at a professional art store. A.C. Moore or Michaels have the same items at a better price. There is also a \$10 fee for art supplies that will be purchased for classroom use (i.e. - clay, tiles, etc.).

Period 2 - History of the Ancients with Lora Largent from 10 - 11 a.m.

We will be exploring Ancients with most of the emphasis on Egypt. Students will need Veritas Cards (Creation-Egypt's fall to Rome). We we also use two Reference books, The Kingfisher History Encyclopedia and The Usborne Book of the Ancient World. Students will do mapwork, outlines, timelines, reports (oral and written) and special projects. A three ring binder, dividers, notebook paper, card stock (for timeline), packaging tape, pencils and colored pencils will be required for class each week. There will also be recommended literature throughout the year and optional take home tests.

Period 3 - Exploring Creation with Astronomy with Cheri Hoffman from 11 a.m. - Noon

What would living on Venus be like? Are there really black holes? How did God create the cosmos? Curious students want to know, and this 28-week curriculum gives them biblically based, scientifically sound answers. Using Charlotte Mason's methodology, 14 incremental lessons employ narration, notebooking, hands-on projects, and a course website to introduce students to the wonders of the solar system and universe.

Materials: Exploring Creation with Astronomy textbook and spiral lab book, pencils and colored pencils, glue, scissors.

IT IS IMPORTANT THAT STUDENTS COME TO CLASS EACH WEEK WITH ALL NECESSARY SUPPLIES AND BOOKS.

Preps Guidelines & Policies

Behavioral Guidelines & Disciplinary Actions for Students

1. Obey and respect your elders.
2. Keep your hands to yourself.
3. Walk quietly in the hallway.
4. No chewing gum in the church.
5. Do not bring, wear, or make anything related to Halloween while on the premises.
6. Children must be supervised at all times.
7. All rules set by the Pastor of the church will apply to all participants.
8. Treat others with respect.
9. Do not disrupt class.
10. Dress appropriately.
11. Stay on the property. During school hours, you may not play in the wooded area behind the school.
12. No cell phones, pagers, MP3 players, Heelys/skates and such during class.
13. Respect your peers.

If a parent deems a behavioral guideline has been broken, he or she along with another parent should first give a verbal warning to the student. If the child refuses to heed the verbal warning, then that child will be taken to his/her parent or responsible party. Each student must have someone at the church that will be responsible for them.

Behavioral Guidelines & Disciplinary Actions for Parents

1. Parents are to promote spiritual unity by conducting themselves in Christ like manner through positive relationships, mutual support and encouragement to one another.
2. Parents should endeavour to have a positive reflection of their school and its policies.
3. “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with who you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every other form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” — Eph. 4:29-32

If it is deemed that a parent is not meeting the behavioral guidelines, disciplinary actions will first involve a verbal warning given by two facilitators. Next, a letter will be sent by the facilitators. Finally, a dismissal letter will be sent.

Contact Information

www.bridgeschristiantutorial.com

Advisor to the Administrators:

Pastor Dan Southern
danthepastor@verizon.net
410-758-3072

Administrators:

admin.bridges@atlanticbb.net
Rebecca Smith, 410-739-6403, cell
RR3cord@atlanticbb.net
Cheri Hoffman, 443-262-1143, cell
cheri.update@atlanticbb.net

Church:

101 Fox Gray Lane, Centreville, MD 21617
Office Phone Number: 410-758-3072

Registration Form

2010-2011 Academic Year

Parent's Name(s): _____

Parents' E-Mail Address: _____

Street Address: _____

City, State: _____ Zip: _____

Phone: _____ Work or cell: _____

Emergency Contact (Other than parent): _____ Phone: _____

#1 Student Name: _____ Birth Date: _____ Grade Entering: _____

#2 Student Name: _____ Birth Date: _____ Grade Entering: _____

Birthdays by:

Elementary School:

4th grader - 9/1/01

5th grader - 9/1/00

Registration Fee: \$65

Art Fee: \$10

TOTAL DUE: \$75

Late processing fee: \$35 (After April 13, 2010)

Tuesday Class Schedule & Material List:

Period 1 - Art with Rebecca Smith from 9 - 10 a.m.

Materials: Pastel set, kneaded eraser, tortillion (smudger), pastel/watercolor paper, low tack masking tape, cotton balls cotton swabs, compressed charcoal, white pastel charcoal pencil, willow charcoal, watercolor pencil set, watercolor paint set, watercolor brush (#4 round), pencil, pencil sharpener and art box for carrying supplies. Students will also need an art board, smaller size (see Rebecca for details). It is not necessary to buy supplies at a professional art store. A.C. Moore or Michaels have the same items at a better price. There is also a \$10 fee for art supplies that will be purchased for classroom use (i.e. - clay, tiles, etc.).

Period 2 - History with Lora Largent from 10 - 11 a.m.

Materials: Veritas Cards (Creation-Egypt's fall to Rome), The Kingfisher History Encyclopedia and The Usborne Book of the Ancient World. Students should also have a three ring binder, dividers, notebook paper, card stock (for timeline), packaging tape, pencils and colored pencils.

Period 3 - Exploring Creation with Astronomy with Cheri Hoffman from 11 a.m. - Noon

Materials: Exploring Creation with Astronomy textbook and spiral lab book, pencils and colored pencils, glue, scissors.

Parent's Signature _____ Date: _____

2010 - 2011 Preps Enrollment Agreement

Having chosen to make use of *Preps* Christian Tutorial classes to help meet our home education goals, I/we understand that we are making a commitment to *Preps* in regards to both our involvement and finances as acknowledged below.

INVOLVEMENT:

1. I/we understand that I/we are responsible for overseeing my/our student's work. It is my/our responsibility, and not the tutor's, to check the weekly assignments.
2. If for some reason I/we need to change, delete, or modify an assignment given by the tutor, I/we will contact the tutor.
3. I/we understand that there will be homework each week and agree to see that my/our child(ren) completes it in a timely manner.
4. I/we agree to purchase the required materials before the start of *Preps* in the fall and to see that my/our child comes to class prepared each week with homework and supplies.
5. I/we will support the dress code as stated in the Handbook.
6. I/we will be financially responsible for any damage caused by our child to church property.
7. If a problem regarding my/our child's education arises, I/we agree to follow the course of action outlined in the Handbook.
8. I/we agree to follow the *Preps*' policies and guidelines as posted in the Handbook.
9. I/we agree to provide the required materials before the first class.
10. I/we agree that students are required to take all three courses offered.
11. I/we agree that because *Preps* is a co-op, I/we will be assigned a Tuesday volunteer position and will be responsible for helping with fellowship activities.
12. I/we understand that I/we may leave the premises during class, but must be back on time to fulfill my volunteer obligation and pick my/our child(ren) up on time.

FINANCES:

1. I/we understand that the registration fee is due at registration and is non-refundable.

Parent Signature/Date

Parent Signature/Date

I have received, read and agree to the *Preps* policies and procedures as stated in the Handbook.

Parent Signature

Date

Medical Information & Waiver

Effective through June 1, 2011

I/We _____, understand the nature of these classes and their activities and with such knowledge I/we voluntarily release Centreville Community Church of God (Centreville, MD) and the administrators of *Preps* and their representatives, including volunteering parents and tutors, from any and all liability related to the activities of this program. I/We understand that, in the event that medical attention is required, every effort will be made to contact me/us. However, if I/we cannot be contacted, I/we give my/our permission to the staff to secure services of a licensed physician to provide the necessary treatment including anesthesia, surgery, medication and intravenous (IV) for my daughter(s)/son(s). If any of the below information should change, I/we agree to notify the administrators of *Preps* in writing immediately.

Child's name _____

Child's name _____

Signature of Parent/Date

Signature of Parent/Date

Parents' Name(s): _____

Street Address: _____

City, State: _____ Zip: _____

Phone: _____ Work or cell: _____

Emergency Phone Number (Relative, Neighbor, Friend) _____

Insurance Information:

Insurance Company: _____

Policy or Group #: _____

Address of Ins. Co.: _____

Medical information for _____

Physician: _____ Phone #: _____

Allergies: _____

Medical Conditions: _____

Medications Used Regularly: _____

Medical information for _____

Physician: _____ Phone #: _____

Allergies: _____

Medical Conditions: _____

Medications Used Regularly: _____

Medical information for _____

Physician: _____ Phone #: _____

Allergies: _____

Medical Conditions: _____

Medications Used Regularly: _____

General Release & Indemnity Agreement

2010-2011

Effective through June 1, 2011

I, the undersigned, hereby request permission for my child(ren) to participate in the 2010-2011 *Preps* Home-school Co-op which will offer classes at the Centreville Community Church, 101 Gray Fox Lane, Centreville, Maryland (the "Premises"). I will inspect the Premises before any of my children participate; I am familiar with the purpose and operation of the *Preps* program; I know the risks and dangers involved in each of the related activities; and I voluntarily assume all risks of injury to my and my child(ren)'s person or property or both that may be sustained in connection with my participation in the *Preps* program, whether incurred on or about the Premises or elsewhere. In consideration of the permission granted to my child(ren) to participate in the *Preps* program and to enter and use the Premises for the purposes indicated, I, on behalf of myself, each of my children, my heirs, personal representatives, other legal representatives, and assigns, do hereby:

Release, acquit, forever discharge, and agree to indemnify and hold harmless *Preps*, its teachers, agents, administrators, and all other individuals (whether paid or volunteer) involved or associated with *Preps*, from any and all claims, actions, causes of action, demands, rights, damages, costs, and compensation whatsoever for injuries to my person or property and/or to the person or property of any child of mine that may be sustained during, arise out of, or in any way be connected with participation in the *Preps* program, whether at the Premises or at some other location, and whether due to negligence or any other fault. I HAVE READ AND UNDERSTAND THIS REQUEST, GENERAL RELEASE, AND INDEMNITY AGREEMENT, AND I UNDERSTAND THAT IT IS A LEGALLY BINDING DOCUMENT. IN WITNESS WHEREOF, I have signed and sealed this document on this ____ day of _____, 2010.

Parent's Signature

Parent's Printed Name

Witness

**CONTRACT RELEASE FORM OF PERSONAL INJURY OR DAMAGE TO
PERSONAL PROPERTY OR COVENANT NOT TO SUE
AS REQUIRED BY THE CENTREVILLE COMMUNITY CHURCH**

This document (hereinafter referred to as the **Agreement**) shall serve as a legally binding contract. Once this **Agreement** is signed all rights of waiver shall be surrendered by the person(s) and/or the organization(s) represented herein known as *Preps Home-school Co-op*, hereinafter known as **The Releaser(s)**, and any of its members, staff, parents, students, guests or any other person(s) associated with the above mentioned organization of any and all liabilities, acts of fraud, emergencies as a result of accidents, or any claims resulting from personal or property injury or negligence. **The Releaser(s)** is entering into said **Agreement** with the host organization also known as the **Centreville Community Church of God** located at 101 Gray Fox Lane, Centreville, Maryland. This **Agreement** is executed on this _____ day of _____, _____ and is legally binding so long as **The Releaser(s)** use and/or have access to the buildings, playground area, picnic area, and all other facilities of the **Centreville Community Church of God**.

The undersigned known as **The Releaser(s)** and any and all individual(s) associated with this organization hereby enter into this **Agreement** without any coercion and in full knowledge of all expectations from and with the **Centreville Community Church of God**. This **Agreement** shall serve as a release form from all liabilities and a covenant (agreement) not to sue the **Centreville Community Church of God**, its ministerial staff, officers, members, employees, counselors and their spouses, legal representatives, heirs, and assigns for any and all loss, damage, and claims resulting therefrom, on account of any injury to one's person or property, even injury resulting in death, of any and all the above mentioned liabilities including liabilities of negligence or otherwise while participating in the Assembly or in transit to or from the **Centreville Community Church of God**. In addition, **The Releaser(s)** also releases the **Centreville Community Church of God** from any claim whatsoever on account of first aid treatment or service rendered.

It also is understood that the **Centreville Community Church of God** shall not provide any medical staff or nurse at any function, provision for either of which shall be the sole responsibility of **The Releaser(s)**.

This release contains the entire agreement between the parties, is intended to be as broad and inclusive as permitted by the laws of the State of Maryland, which law shall control the construction of the release, and **The Releaser(s)** agrees that if any portion is held invalid the remaining provisions shall remain in full force and effect.

The Releaser(s) shall be responsible for any damage, loss, replacement or repair, which shall occur during the use of any and all buildings, playground equipment, picnic area and facilities and shall be responsible for any and all necessary clean-up due to normal use. It also is understood that the facilities, buildings, playground equipment and picnic area will be retained in the same condition of usefulness as first entered into this contract. **The Centreville Community Church of God** shall provide access to the buildings, playground equipment, picnic area and facilities on the day(s) agreed upon but not limited to, in order for **The Releaser(s)** to perform any and all functions necessary related to the fulfillment of their purpose so long as said functions are not in conflict with any events relating to the business or ministry programs, schedules and events of the **Centreville Community Church of God**.

It is further understood that **The Releaser(s)** shall conduct any and all functions in a manner that is not an embarrassment to the function and mission of the **Centreville Community Church of God**. Foul language, use of alcohol, drugs (with the exception of prescription drugs), addictive substances, and behavior that is unseemly or offensive shall not be tolerated and could result in the loss of the privileges as stated in this **Agreement**.

This **Agreement** may be terminated by either party with a thirty (30) day notice in writing by either party. Should the terms of this contract become unsatisfactory to the **Centreville Community Church of God** because of its interpretation of the failure of **The Releaser(s)** to fulfill the terms described herein, the **Centreville Community Church of God** reserves the right to terminate this contract without prior notice, and the **Centreville Community Church of God** shall not be held liable thereafter. The **Centreville Community Church of God** hereby agrees to provide the use of its building, playground, picnic and facilities at no cost to **The Releaser(s)** so long as said **Agreement** is in effect.

The individual(s) have read this Contract Release Form of Personal Injury or Damage to Personal Property and Covenant Not to Sue (the **Agreement**) and understands its provisions and hereby enters into this said agreement voluntarily.

Signature of Representative of The
Centreville Community Church of God

Signature of Parent or Guardian

Witness

Date

Witness

Date