

**First Assembly of God Association of Parent Educators**  
**2007 – 2008 GUIDELINES**

The First Assembly of God Association of Parent Educators (First AGAPE) welcomes you and your family to another year with our organization! We continue to be a ministry of the church and have grown from three families during the summer of 1998 to currently over 275 families. The principles and goals that guide us have not changed in the eight years that we have been in existence, one of the most important being an acknowledgement that our children are a gift from God. As such, we need to be accountable to Him in their upbringing. We feel privileged to be able to follow God's leading in Deuteronomy 6:5-7 by home educating our children. We acknowledge that God is the author of our life stories. We seek to honor Him in all that we do, especially in the training of our children to be ready to accomplish all that God has planned for their lives. They have an eternity to live, and the need to complete their math homework pales in comparison to the responsibility we have to surround them with that which is noble, just, pure, lovely, of good report, virtuous and praiseworthy (Philippians 4:8), and to encourage the development of their faith, after which is added virtue, and then knowledge, (2 Peter 1:5).

This ministry provides support and encouragement to home schooling families with similar principles and goals. We accomplish this through our monthly meetings and our Cooperative classes. Our Cooperative is one of the largest in the state of NH. The purpose of this Cooperative is to encourage family to family interaction, and we rely on each other to be successful in educating our children. Since it is a privilege to belong to a Cooperative such as this one, each of us need to carry some of the responsibility for its success. Because our group has grown so quickly, we have introduced some practical guidelines to help keep our activities and meetings running smoothly. Please take some time to familiarize yourself with this information.

This past year has been a very rewarding and successful year. We are blessed that the church continues to allow us to use the facility in helping us train our children. We have seen many children grow in their academic abilities and character development. We would like to express our thanks and gratitude to all the parents and helpers that participated and assisted in teaching, monitoring, and cleaning. Without your help, we could not have achieved the level of success that we have realized.

First AGAPE is a ministry of First Assembly of God church. Each ministry is run by a department head who is directly accountable to the Pastor and First Assembly of God Board. The First AGAPE department head, Becky Woodman, has established an advisory board made up of a group of ladies who establish guidelines day-to-day operations and who are responsible for implementing the policies that are set forth below. If you have any questions or concerns related to any of the guidelines, please contact Becky Woodman, Diane Rider, Debbie Compitello, Bev Peters, Sheila MacGilvary or Lynn Bolser.

**Mandatory Meeting**

Each fall, we offer several mandatory meetings. You and your teen must attend one of these meetings where guidelines will be reviewed.

***If you and your teen do not attend one of these above meetings, your child will be unable to participate in any of the classes being offered.***

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**Parental Involvement Requirement**

- ***Clean-Up/Hall Monitoring***

1. *Each parent must participate in clean-up and hall monitoring for two full days from 8:00 AM to 5:00 PM during the school year. (The exception to this rule is if you have one child in only one class for only one semester for the year, you need only sign up to be a hall monitor for one day during that semester.) If you have not signed up, your child(ren) will not be able to attend classes until you have chosen two days to serve. We understand that some families are very large where others parents choose to sign-up for only one class. However, this is an effective method of ensuring that each of the necessary tasks is accomplished. Because of the previous issues that we have experienced with participation in clean-up, we've instituted the following new policies:*

- . *You must plan to be here from 8:00 AM to 5:00 PM on your hall monitoring days; Cleaning does not begin until 2:30 PM each day.*
- . *If you leave prior to 5:00 PM, **you will be charged a \$75 fee** for that day, payable within 14 calendar days to First AG. This money will be used to pay whomever cleans in your place. Though you have 14 days to pay, your child(ren) will be unable to participate in any classes until the fee is paid;*
- . *If you have children under 5 years of age, we strongly recommend that you arrange for baby-sitting to ensure that you are available to fulfill your duties while at the church. Feel free to be creative with other parents who are willing to barter with you to provide child care;*
- . *If you do not fulfill your two day commitment, you will not be allowed to participate during the following school year.*
- . *We understand that there are extenuating circumstances that will not permit everyone to participate in clean-up/hall monitoring. In that case, you have the option of paying \$75 for each required day or \$150 per school year in order to opt out. If you decide to choose this option, please notify Becky Woodman prior to the start of classes.*

1. *Help us teach our kids to be cooperative and to leave the classrooms and the gymnasium in the condition they found them. Please encourage your children to clean up their own lunch food/debris.*
1. *As mentioned above in "Clean-Up", each parent must participate in clean-up and hall monitoring for two full days (one week) during the school year. Please see Becky Woodman for sign-up. If you have not yet signed up for your two days of service by September 10th, you will be called.*

- ***Teacher's Children***

*If your child is participating in a class whose teacher has young children, each parent for that class will be required to sign-up to watch that teacher's child(ren). If you do not sign up, a time will be assigned for you. Each teacher will have their own sign-up sheets.*

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**Tuesday/Thursday Classes (Start date: Tuesday, September 11, 2007)**

➤ **Cooperative Guidelines**

0. Punctuality is very important for class effectiveness. Please be on time. Students will be permitted to enter classes late only at the individual teacher's discretion.
0. **Should the decision be made to drop out of a class**, please contact the teacher and inform him/her of your decision.
0. Should a student consistently fail to do his/her class work or is failing the class, the teacher may choose to have a child removed from that class.
0. Teachers will determine if prerequisites are required. If a student has not fulfilled required prerequisites, the student will not be allowed to join the class.
0. Class sign-ups take place in the spring in the following order: High school classes first, Junior High second, and Elementary third. Only one parent will be allowed to sign their children up for classes. No students will be allowed to sign up for classes. Instructors will still have the opportunity to sign their children up first following the above order, followed by those currently taking classes, then finally, those new to the group. Class sign-up deadline is May 20<sup>th</sup> at 4:00 PM. If you miss the deadline, check the website for the class you're interested in and contact the teacher directly to see if they're still accepting students. Admittance at that point will be at the teacher's discretion only.

➤ **General Rules of Conduct**

- **Cell phone use** is not going to be allowed during the day. This includes when a student is outside the building, unless driving away. If a student is in possession of a cell phone, it must be in the off position and put away in a safe place. If a student violates this policy, the phone will be confiscated until the end of the day and given back to the parent. If a call has to be placed, the church phone will be made available on an emergency basis.

➤ **Dress**

0. Attire has been a real concern this past year in the following ways:
  - ) Too tight or too short
  - ) Too low or revealing
  - ) Bare midriffs
  - ) Boxers showing on the boys
  - ) Clothing items shorts should be at or below the knee (including parents!)

***It is the parents' responsibility to ensure proper dress- not the staff's!***

0. Since this is a ministry of the church, we have to ensure that our youth dress appropriately. Remember that we're raising Godly men and women and how they dress affects the people around them. Those children who come dressed inappropriately will be provided an oversized T-shirt. This rule will be strictly enforced.

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➤ **Property Damage**

- *If your child is responsible for causing any significant damage to property, you will be assessed a fee. Significant means that the cost of repair or replacement (including labor) is at least \$25. In that case you will be responsible to pay a minimum of \$25 or the actual cost of repair or replacement. In addition, if the damage is the result of a deliberate act of vandalism, your child will be required to perform four hours of community service at the church.*

➤ **Non-Class Time**

0. *Students not in class must be in a study room, the gymnasium or outside in the coned-in areas or picnic tables only;*
0. *No one is permitted in the balcony, sanctuary, or office wing or outside in non-coned or picnic table areas;*
0. *No loitering in the stairwells, halls or foyer;*
0. ***Food will be allowed only in the gymnasium only not in the study rooms (except for water in the classrooms);***
0. *Please parents, help us set a good example for our children by going to one of the designated rooms mentioned above or the gymnasium rather than standing in the hallways or foyer;*
0. *Please be sure your children have appropriate material to keep them busy between classes, e.g. games, books, or school work. No music or headphones are allowed. All computer games must be family appropriate. Remember that we have all age groups participating in classes and the older children are serving as an example to the younger;*
0. *We strongly recommend that students bring school work to do during their free time.*

➤ **Drop-Off/Dismissal**

0. *If your child is 13 or older, he/she may be dropped off for class no sooner than fifteen (15) minutes prior to class time. All other students must have their parent or “Designated Adult” on-site until class dismissal. “Designated Adult” means an individual who is 18 years or older who has been personally notified by the parent that he/she is responsible for that child. Teachers cannot act in the role of “Designated Adult.”*
0. ***Please pick up your child(ren) in the gymnasium immediately following class. Children should only wait in the gymnasium- not in the foyer or outside.*** *Please help us by instructing your children to wait for you in the gymnasium. Please remember that the primary use of the building is a church.*
0. ***All visitors should be pre-approved prior to coming, should have a liability release form filled out, and should be accompanied by a responsible adult.***

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➤ **Nursery**

*Parents are welcome to use the nursery with their children as long as they are present. In the alternative, parents may opt to have a teenager at least 16 years of age or older watch their toddlers or sleeping babies in the nursery. Under no circumstances should a parent leave their children, sleeping or awake, in the nursery without direct supervision.*

➤ **Disciplinary Guidelines and Policy**

0. *Respect for teachers and authorities is paramount.*
1. *Teachers are acting in the role of tutor and assistant to the parents in their homeschool program.*
2. *Teachers may remove students at any time from a class for behavioral/attitude problems and not doing assigned work. In either case, for students under 13 years of age, they will be dismissed to their parent or Designated Adult. If over 13, the child will be calling his/her parent to be taken home. There will be a follow-up meeting with the parent and the teacher, which may also include the student. After the follow-up meeting, if satisfactory resolution has not been reached, a teacher may refuse to accept a particular child back into the class, depending upon the circumstances. If a teacher has made the decision to permanently suspend a child from a class, the decision is final and not subject to review or appeal.*
3. *Monitors will have the authority to dismiss any child over the age of 13 from the building for not following guidelines. In this case, parents will be notified to come and pick up the child. If this becomes a recurring problem, the child will only be permitted in the building during class time, and the parent may be required to stay in the building.*

*A parent will be required to personally accompany any child who fails to follow the above rules/guidelines.*

➤ **Outdoor Play**

0. *Children playing outdoors must play in the coned-in area of the parking lot. No loitering around the building outside of this area will be permitted. Habitual wanderers will be required to sit with his/her parent; No one is permitted to wander into the woods or walk around the side-walks.*
1. *No bikes, skateboards, or scooters will be permitted. A good rule of thumb is, “if it has wheels, don’t bring it.” Wheelchairs are the exception.*
2. *Parents are responsible for their children while in the play area. If a child goes out to the play area, please ensure your child does not wander in and out of the facility.*
3. *No teens should remain in cars together or alone.*
  - *First offense, the parent will be called and the child will be asked to leave the premises immediately. The next two class days, the parents will have to drop their teen off and pick them up.*
  - *The second offense, the student and parents will meet with the advisory group and/or Pastor.*

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➤ ***Indoor Play***

1. *In the gymnasium, the designated play area is at the far end of the gym, not around the tables.*
0. *No balls allowed.*
0. *No using chairs to ride around in.*
0. *No running around the tables.*
0. *Board games may be played at the tables.*
0. *Clean-up your mess at your table. If a monitor sees food at an unattended table, it will be thrown out.*

**Support Group Meetings**

0. *If you are a speaker, please arrive at least 15 minutes early. You will have a designated time slot to present.*
0. *We are in need of older students to help with babysitting. Please see Becky Woodman if you have a child that can help.*
0. *Sign-up sheets and refreshments are not available until after the meeting.*

**Field Trips**

0. *Make sure you have a liability release form signed prior to the day of the field trip.*
0. *Field trips are on a first-come, first-serve, first-to-pay (if applicable) basis.*
0. *If you cancel, you are responsible to find a replacement to recoup costs, i.e. no refunds.*

**Promotion Night**

- *Your children will be invited to participate after they have completed three classes/activities*
- *In order for a student to participate in Promotion Night, the student has to have participated in at least three (3) activities, events, or classes including:*
  2. *Three (3) field trips.*
  2. *The science/geography fair, art expo, historical character, and musical concert night each count as one activity.*
  2. *Any class that meets for four consecutive weeks, such as the writing, chemistry, math, chorus or music classes. These will fulfill the requirement for three activities.*

**Website**

- *Thank you to Keith Poirier for setting up our website. The URL is [firstagape.org](http://firstagape.org).*
- *Some of the features include:*
  0. *Calendar with all events*
  0. *Class schedule*
  0. *Class cancellations and assignments*
  0. *Links for HSLDA, education sites, State laws, etc.*

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- 0. Curriculum requests to buy or sell
  - 0. Frequently asked questions about homeschooling
  - 0. Form to change name, address, email, phone, etc
  - 0. Scholarship information
  - 0. Fundraising information
- And much more!*

**Permission to Leave the Building and Release Forms**

- *Without express or written parental permission, no student will be allowed to leave the building for any reason (including Gas Station trips) without either a parent's verbal permission (if the parent is present), or a written permission slip if the parent is not present. No permission slip is required if the parent is present. If you need a permission slip, one is attached for your convenience. Please emphasize to your child(ren) that they should not leave the building if we do not have a permission slip on file. If you should decide not to grant your child permission to leave the building or premises, you agree to take responsibility for your child's decision to leave without permission and any consequences associated with that decision.*
- *Should you decide to grant your child permission to leave the building at his/her discretion, you are responsible for providing the guidelines that govern that permission. First Assembly of God is not responsible for providing safety guidelines to your child(ren) or for the monitoring of the guidelines that you give to your child(ren) concerning them leaving the building.*
- *Each year, all parents must sign the attached Liability and Medical forms in order to be eligible to participate in any First AGAPE sponsored activities or classes. First Assembly of God church is not responsible for the safety of your child. We provide these guidelines to assist you as the parent.*
- *For our purposes only, there will be a sign-out and sign-in sheet that we will make available for those who have permission to leave.*

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**Acknowledgement**

*I have read and understand the First Assembly of God Association of Parent Educators 2007-2008 Guidelines and agree to abide by the policies set forth therein for each child named below. I am also aware of the **2007 – 2008 Teen Covenant (For Teens Over Age 13)** and agree to take responsibility for my teen following the covenant as well as the guidelines contained in this document.*

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Parent or Legal Guardian Signature	Printed Name	Date
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Parent or Legal Guardian Signature	Printed Name	Date
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Participating Child(ren)'s Name(s) / Age(s) (Please print)

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

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**General Liability Release**

The undersigned 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 any personal injury or damage to the property or person of the child named below, the undersigned parent(s), or legal guardian, resulting directly or indirectly from such child(ren)'s participation in any First Assembly of God (hereinafter "First AG") sponsored classes or activities or unauthorized exit by the child of the building or premises during 2007 and 2008. Further, the undersigned agree not to commence or maintain any suit thereon against First AG church or any of its directors, officers, employees, representatives, or volunteers, whether at law or in equity, as a result of or in connection with any potential claim arising from personal injury and/or damage to the property or person of the undersigned or their child(ren).

**Emergency Medical Release Authorization**

I hereby give permission for any necessary medical attention to be administered to (name of child(ren)) \_\_\_\_\_ in the event of an accident, injury, sickness etc. that might occur during any First AG activity until such a time as I may be contacted. This release is given for the duration of 2007 and all of 2008. I also assume responsibility for payment of such treatment.

Parent's Contact #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
Insurance Co.: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Physician's Name: \_\_\_\_\_ Physician's Phone #: \_\_\_\_\_  
Known Allergies or Medical Problems: \_\_\_\_\_

***Please continue on back of page for additional medical/physician information***

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Parent or Legal Guardian Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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Address \_\_\_\_\_ Phone \_\_\_\_\_

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Participating Child(ren)'s Name / Age \_\_\_\_\_ (Please print)

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Participating Child(ren)'s Name / Age \_\_\_\_\_ (Please print)

*Note: If you have any questions regarding the legal implications of this form, please seek the advice of an attorney.*



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**Permission For Child to Leave the Building and Liability Release**

I hereby grant my child(ren), \_\_\_\_\_ permission to leave the First Assembly of God church building and/or premises in my absence without being accompanied by an adult. I understand that in the event that my child becomes injured in any way as a result of him/her leaving the building or premises during any First Assembly of God Association of Parent Educators (“First AGAPE”) function, the First Assembly of God church employees or representatives or its First AGAPE representatives, volunteers or members are not responsible in any way. I further 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 any personal injury, including death, or damage to the property or person of my child named above, resulting directly or indirectly from such child’s leaving the building where any First AGAPE sponsored classes or activities are taking place. Further, I also agree not to commence or maintain any suit thereon against the First Assembly of God church, or any of its directors, officers, employees, representatives, or volunteers, whether at law or in equity, as a result of or in connection with any potential claim arising from personal injury, including death, or damage to the property or person of my child named above.

OR

\_\_\_\_\_ No, my child may NOT leave the building when I am not here.

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Parent or Legal Guardian Signature	Printed Name	Date
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Parent or Legal Guardian Signature	Printed Name	Date
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***Note: If you have any questions regarding the legal implications in signing this form, please be certain to consult with an attorney prior to signing.***

***This form is only required if the parent is not going to be on-site and wishes to provide permission for their child to leave the premises.***

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**2007 – 2008 Teen Covenant (For Teens Over Age 13)**

I have attended one of the mandatory First AGAPE teen meetings and have reviewed and understand the Guidelines. I also agree to voluntarily submit myself to these Guidelines and agree to uphold them with integrity and honesty. I commit to communicating to others through acts of kindness, and through the use of wholesome, uplifting and truthful speech. I also covenant to act with integrity and self-control. I realize that should I fail to uphold this Covenant that I may be prohibited from attending or participating in any First AGAPE activity at the discretion of First Assembly of God leadership.

Signature \_\_\_\_\_

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

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

Note: *When a student reaches the age of 18, they are considered by law to be an adult, and therefore will be held accountable as adults.*