CHAT

Christian Homeschool Academy of Tutoring
for Grades 7-12
and
Elementary Homeschool Academy of Tutoring for grades
K-6 (eCHAT)

"Assisting Parents and Enriching Students"

Handbook and Policy Manual

Note: eCHAT falls under the umbrella of CHAT, so any reference to CHAT includes eCHAT unless otherwise noted.

Wednesday & Thursday Classes
at
Cross of Glory Church
4600 Shady Oak Rd
Hopkins, MN 55343

Contact Information

Mailing address: CHAT
3430 Robinwood Terrace
Minnetonka, MN 55305

Class site address: Cross of Glory Church
4600 Shady Oak Rd
Hopkins, MN 55343

Emergency and On-site Phone: 952-484-6273 (on site overseer)

Email: kim.nelson@CHATclasses.com and laura.johnson@CHATclasses.com

Website: www.CHATclasses.com

CHAT Staff

Co-Director and On-site Overseer: Laura Johnson
952-484-6273 (cell)
laura.johnson@CHATclasses.com

Co-Director and Registrar: Kim Nelson
952-451-9901 (cell)
kim.nelson@CHATclasses.com

Purpose Statement

The Christian Homeschool Academy of Tutoring (CHAT) seeks to be an enhancement to the home education of elementary, junior high, and high school students by offering classroom instruction in a variety of core and supplemental classes, all of which reflect a Christian worldview and offer the opportunity to learn in a positive and dynamic environment.

Statement of Faith

We believe the Bible to be the inspired Word of God, infallible, inerrant, the supreme and final authority for all faith and life.

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His atoning death, His bodily resurrection and His imminent bodily return in power and glory.

We believe man was created in the image of God but fell into sin and is therefore lost; only those who put their faith in Jesus Christ alone can be saved.

We believe that God created marriage to be exclusively the union of one biological man and one biological woman, and that intimate sexual activity is to occur exclusively within that union.

We believe God made humanity in His image as male and female. We embrace the goodness of the sexual differences God created by living distinctly as male and female, which includes using pronouns that align with our biological sex, and that gender identity flows from and is inextricably connected to a person's biological sex.

We believe that God wonderfully and immutable creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.

We believe salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.

We believe that the ministry of the Holy Spirit is to convict man, indwell, guide, instruct and empower the believer for godly living and service.

We believe in the spiritual unity of believers through our common faith in Jesus Christ and that individual doctrinal differences which may exist should not hinder the unity of Christian home educators.

Tutor Responsibilities

CHAT tutors have been chosen because they have an expertise in the subject that they teach, a love for teaching students, and a commitment to teach from a Christian worldview. Tutors may assign homework and give tests necessary for the completion of the course. Tutors will keep parents apprised of material to be covered, assignments given, and the dates that assignments are due. They will provide answer keys for any work that is to be corrected at home. Tutors will keep attendance records and communicate with parents concerning excessive absences.

Parent Responsibilities

Parents are responsible for encouraging and supervising their students in their CHAT coursework. This may also include correcting some of their work at home and overseeing the taking of tests. Parents are also responsible for assigning grades and/or credits. This is necessary in order to qualify as a home school under state guidelines. Parents and students are responsible to work with the tutor regarding any missed work or tests. Parents must see that the students arrive on time and are picked up promptly. eCHAT students should be picked up promptly at the ending time of their final class. CHAT students must be picked up by 4:00.

Parents are also responsible for volunteering once per semester to help with hall monitoring, lunch, or special events. There will be an online sign-up for this. Parents have the opportunity to buy out of their volunteering responsibility for $75 per semester. If a parent fails to fulfill the volunteer slot they sign up for, they will be charged $75. (Younger children are allowed to accompany parents for most monitoring positions.) Parents must sign up on Signup Genius by September 15th for the fall semester and February 1 for the spring semester. If parents sign up after that date there may not be spots available and parents will then have to pay the buyout payment of $75.

Note: CHAT and eCHAT are drop-off academies. Parents are not allowed to attend classes with their students. Direct questions to Laura regarding this.

Student Responsibilities

Students should expect daily homework to be assigned for each class they are enrolled in. They may also be expected to correct some of their assigned homework at home and take tests at home. It is the student's responsibility to arrive promptly, complete assignments on time, and be ready to participate in class. Student attendance and completion of assigned work is **not** optional. Failure to attend class, complete homework assignments, or maintain a passing grade jeopardizes the student's continued enrollment in CHAT classes. Students are to be respectful of all students,

tutors, adults, and the church property. All students are required to follow the CHAT Code of conduct.

Financial Responsibilities

Registration fee: For families enrolled in CHAT and/or eCHAT classes, the family registration fee is $55 per family per year ($30 for new families joining CHAT for 2nd semester)*.

Security fee: There is a $30 fee per semester*.

Tuition: Tuition amounts vary depending on the length of the class and the date of registration*.

Volunteer Buyout: You can buy out of your volunteer obligation for $75 per semester.

Late payment fee: Any payments not received by the first day of class may result in an additional $20 late fee and your student not being allowed to attend their classes. Please make all payments in a timely manner.

Re-issuance of lost checks: Because of the added expense and time that it costs us to reissue refund checks that are lost because they are not cashed in a timely manner, please be advised that if you lose the check and need a new one reissued, there is a $10 fee that is deducted from the original amount of the check.

Returned Checks: There is a $40 fee charged for all returned checks.

**See the handbook section entitled Registration and Enrollment Policies for more information regarding financial responsibilities.*

General CHAT information

(listed alphabetically)

Class size

Class sizes will be determined by the tutors and CHAT leadership. The size of a class will depend on the nature of the class itself and classroom space. For the average class, we expect enrollment to range from 8-20 students.

Communication

Email: To keep costs down and communicate in the timeliest manner, our primary mode of communication will be email. You must have an email address to register. If you don't have email, you can use someone else's email address, but you must check it regularly. We would also like to have student emails for CHAT students to include in email announcements.

Website: All forms, policies, and other valuable information will be posted on our website, www.CHATclasses.com.

Note: Students will sometimes appear on the CHAT website. If a parent does not want their student's picture to appear on either of these sites, they must contact CHAT with that request.

Computer/Printer Requirements

Email is our main method of communication, so all families must have an email address in order to register for classes. Because tutors may need to email worksheets or handouts to students, all families must have access to a working printer.

Course Prerequisites

Prerequisites for each class will be listed on the class description page. A student who does not meet the prerequisites for a class must get the tutor's approval before the student can register for the class. (If this is the case, please make a note on your class registration form stating that you have received prior approval from the tutor to enroll in the class.)
Tutors who teach sequential classes (such as writing, languages, math, etc.) will let parents know at the end of the year if their student is NOT ready to progress to the next level. Contact tutors with questions.

Sick or Injured Student During CHAT Hours

If a student is not feeling well or is injured while at CHAT, CHAT will always try to contact the parent or the person they have designated as their emergency contact. In the event of an emergency, 911 may be called.

Grade Levels
(for students in grades 7-12)

A student must be 12 years old by September 1st of the school year being registered to take CHAT classes. Beyond that, grade levels for a class are determined by the tutor. A student outside the grade level for a class may still be able to enroll in the class, but tutor approval is required before the student can actually register for it. (If this is the case, please make a note on your class registration form stating that you have received prior approval from the tutor to enroll in the class.)

Grade Levels
(for students in grades K-6)

eCHAT students' grades are determined by age by September 1st of the school year.
Kindergarten: age 5
1st Grade: age 6
2nd Grade: age 7
3rd - 4th Grade: age 8
5th - 6th Grade: age 10

Income Tax Information

The Minnesota Department of Revenue has two tax relief programs for families with children in kindergarten through 12th grade: the K-12 Education Subtraction and the K-12 Education Credit. Both programs help lower taxes and may provide a larger refund when you file Form M1, Individual Income Tax. Certain educational expenses may be deducted on your tax forms. (Please enter "Educational credits and deductions" in the search field of https://www.revenue.state.mn.us/ for the latest information.)

[**Please note:** This general information does not constitute tax or legal advice. If you have any further questions, please contact the Minnesota Department of Revenue or your personal CPA.]

Tuition Receipts: An electronic receipt is issued when your online registration is submitted and payment is received. This receipt along with your cancelled check should be sufficient for tax purposes.

Note: If you do not save your email receipt and request another, there will be a $20 charge. This should be mailed to:

Kim Nelson, CHAT Registrar
3430 Robinwood Terrace
Minnetonka, MN 55305

Upon receipt of the fee, a copy of the email receipt will be generated and emailed.

Lunches

Students may eat only in Commons (Cafe) area. There is a microwave available for students but no refrigerator. The lunch break is staggered for eCHAT and CHAT. eCHAT students will be supervised during the lunch period, so parents of eCHAT students do not need to come back to the building for lunch. Parents are welcome to come and have lunch with their student.

Allergies

Students who have allergies that require them to carry an epi pen must be able to administer the epi pen themselves. If they cannot, then a parent must be on site when the student is on site.

Student Council

Students who are interested in being a member of CHAT's student council will need to fill out an online application form to be considered. The student council will act as the student liaison with the CHAT staff and will organize student events throughout the year.

Parking / Pick up/drop off

Students and parents should park in the south parking lot of Cross of Glory. When dropping off or picking up, enter the lot and hang to the right. Drive along the front of the building north to south and drop off/ pick up at Door 2 (the south door). Students and parents are to use DOOR 2 ONLY for entering and leaving the building. A map will be sent out before school starts as a reminder.

Student IDs

To help keep our student areas secure, students are provided with an ID which they will show to the monitor before entering CHAT's rented space. If a student does not have their ID, they will be asked to show the monitor their picture in the directory. IDs can be reissued for $5 if a student loses theirs. Contact Tina (tinaculbertson@gmail.com) to arrange for a replacement.

Student Lounge CHAT

A monitored student lounge will be provided at no charge for CHAT students during the times that there are classes in session. Students who will remain on church property between classes must be in the student lounge or the Commons. Students are not allowed in the student lounge on days on which they do not have classes. If a student

needs to be in the student lounge for more than one period in a day, permission must be received from the onsite overseer (laura.johnson@CHATclasses.com). Permission to stay may not be granted if the directors feel that adding more students to a period would increase the activity and/or noise level beyond acceptable levels. There is no student lounge on Make-Up Days.

Study Hall eCHAT

Elementary students in grades K through 6 must be with a parent or designated adult when not in class or lunch. An exception to this is that students in 5th and 6th grade may sit in the Commons during an open period. They are limited to one period per week. Parents must register them for this on the registration form, and the cost is $25 per semester. We expect students to stay in the Commons in the designated area and work quietly or talk with friends.

Substitutes

In the case of illness or other circumstances, the tutor will make every effort to hire a substitute for their classes, present the class remotely, or provide video instruction. If class cannot be held, an email will be sent out by 8:00 am on the day of class announcing the class as being canceled.

Tutors

CHAT is not a school. Tutors are not employees of CHAT but are independent contractors. Tutors are chosen based on their credentials, experience, references, and their interviews with the CHAT staff. Though CHAT endeavors to find tutors of the highest quality, standards, and integrity, we cannot guarantee their performance.

Visiting Classes

Perspective families/students are welcome to visit CHAT and eCHAT. They should contact Laura (laura.johnson@chatclasses.com) to schedule the visit.

Weather

In case of bad weather, the decision whether to hold classes or not will be made by 8:00 a.m. on class day. An email will be sent out as soon as possible. In some instances, we may choose to have a late start and shorten each class period instead of canceling the entire day. For the safety of our students and families, we may choose to have an early dismissal, shortening class periods, and thus shortening the day, if inclement weather approaches.

If classes are cancelled due to the weather, the teachers will email their students with assignments for the next week.

Registration and Enrollment Policies

Online Registration: It is each individual family's responsibility to register online whether paying by Paypal, Venmo, credit card, check, or bank-to-bank transfer. Please note that even if the online form is filled out and payment information added, your student is NOT on the roster until the Registrar processes the online registration and adds your student to the database. The online system simply collects your information. It cannot determine if a class is full or not. You will receive an email confirmation for each class that will confirm that your student is on the official roster for the class. Any errors in that email should be reported immediately.

Registration Fee: The registration fee is $55 per family per year. This fee helps cover registrar and administrative costs. This fee is non-refundable. (For families joining CHAT 2nd semester only, the fee is $30.)

Security fee: There is a $30 fee per semester to offset the additional costs associated with building security when CHAT is in session.

Class Prerequisites: Class descriptions list the prerequisites for each class. If a student needs tutor approval (because their age disqualifies them from taking a CHAT class or they do not meet the prerequisites), this must be done ***prior*** to registration. Make a note in the Comments section of your online registration form if you have received tutor approval. These students risk losing the $75/$70/$60 nonrefundable portion of their tuition if they enroll in a class without tutor approval.

Tuition Fees: The tuition paid helps cover the cost of the tutor, facility rental, insurance, and administrative costs. Classes are paid for by semester.

Tuition Payment 3-Tier Format

1. **Tier 1:** For all registrations received in April, May, or June (for the fall semester) or November (for spring semester), the price of tuition (including the supply fee) is the first amount listed on each individual class description.

2. **Tier 2:** For all registrations received in July (for the fall semester) or December 1st – 14th (for spring semester), the price of tuition (including the supply fee) is $10 more than the Tier 1 amount.

3. **Tier 3:** For all registrations received in August or September (for the fall semester) or December 15th through January (for spring semester), the price of tuition (including the supply fee) is $10 more than the Tier 2 amount.

   For class descriptions, go to the Classes tab on the CHAT website, then click on the name of the class on the class list or schedule.

Payment of Tuition and Fees: All tuition and fees for the spring semester must be paid in full at the time of registration. Tuition and fees for the fall semester may be paid in full, or in 2 equal payments. Two payments are only allowed for fall registrations if you choose to pay by check and your registration is submitted before August 1st. Make sure you have funds in your account to cover all payment amounts. If you need to make different arrangements, please contact us.

Special Note about 2nd Semester Registrations and Keeping your Spot in Class:
If your student is enrolled in a full year class, their spot will be reserved for them until November 15th, so you need to register (and pay) by that date. After that time, we will allow new students to register and you may lose your spot in the class.

Special Note about 2nd Semester Registrations and Signing up to Join Full Year Classes:
If you would like to sign your student up 2nd semester to join a full year class that they were not enrolled in for the fall semester, it is up to you to contact the tutor and get permission. Once permission has been granted, include that on the comments section of the registration.

Methods of Payment:

Option 1 - Cash or Check

Using the amounts listed in the payment section of the online registration form, mail a check payable to CHAT to the address listed on the form. It is important that you get your check in the mail as soon as you finish your registration online. Your registration date is the date that your check is *received*. If your check is not received by the beginning of the next payment tier, your registration will be deleted, and you will have to fill it out again.

You will receive an invoice by email after submitting your registration, and you will receive a receipt once your check has been received and processed.

Note: If the name on the check does not match the last name of the parents or students listed on the registration, you must include a note with your check informing us who the check is for.

Choosing 1 payment or 2 Half-Payments: If you are paying by check, you can pay in a single payment or 2 half-payments.

You will need to send 2 checks in after you finish the online registration. The 2nd check will be held until August 15.

If you need different arrangements, please contact one of the CHAT directors.

Option 2 – Paypal or Credit Card

If you would like to pay online using Paypal, Venmo, or a credit card, you can make your payment in the Checkout section of the online form. You will receive an email receipt with your registration details following your payment transaction.

Option 3 – Bank-to-Bank Transfer

If you would like to pay with a bank-to-bank transfer, fill out your account information in the Checkout section of the online registration form. (The form is encrypted, and your information is secure.)

You will receive an invoice by email after submitting your registration, and you will receive a receipt once the funds have been transferred.

Note on payment method for Tier 3 registrations: Payment for tuition and fees for registrations submitted after August 10th (fall registration) or after December 31st (spring registration) must be paid by Paypal or credit card. (If you need to pay with cash or check, contact Kim at kim.nelson@CHATclasses.com.)

Last Minute Registrations: If a parent wants to enroll their student in classes less than a week before classes start (or *after* classes have started):

- Contact Kim (kim.nelson@CHATclasses.com) or Laura (laura.johnson@CHATclasses.com) before registering online or making payments so they can get permission from the tutor for the late add.

- After we receive permission from the tutor, you may register online and pay all tuition and fees. All payments must be received at least one day prior to the first day of attendance. Depending on the date, this will most likely require one of the following payment options:

    1. Pay with Paypal or credit card.
    2. Hand deliver checks to the address listed on the online registration form. (You must get prior approval to do this.)

If payment is brought to CHAT instead of using one of the above 2 options, there is an additional $50 processing fee. (We have had too many instances where a parent has signed their child up for a class with the promise of bringing the tuition the first day, only to have them change their mind at the last minute and not show up.)

Note: New students will be accepted up to the third week of class if space is available and with the tutor's approval. Tuition will not be prorated for students that register late for classes.

Late Payments: If a check or bank transfer payment is rejected due to insufficient funds, or if payment is late for another reason, payment needs to be resubmitted and received by the Monday prior to the student's next scheduled class. Failure to do this may result in the student not being able to attend class and/or a late fee of $50.

Withdrawing from a class: There is a nonrefundable portion of the tuition paid for each class registration. For withdrawals made between the Open House date and July 1st (for fall classes) or in November (for spring classes) the nonrefundable portion is $25 for each class that is dropped. Outside of those dates the amount is $75/$70/$60 for 90, 60, and 45-minute classes respectively. If a student withdraws from a class within the first 2 class periods, all but the above listed nonrefundable amount of the tuition paid will be refunded if CHAT is notified by email within 24 hours after the end of the 2nd day of class. After that point there is no refund. The student/parent must contact the tutor for any supply fee refund. Supply fees that have already been spent by the tutor at the time of the withdrawal for group supplies will not be refunded. (Additional note: If you paid your tuition using Paypal or credit card, the processing fee is non-refundable. You will receive a refund check or Paypal payment from CHAT for any refund received.)

Refund checks: Checks will be issued 3-5 weeks after classes start.

> Re-issuance of lost checks: Because of the added expense and time that it costs us to reissue refund checks that are lost because they are not cashed in a timely manner, please be advised that if a check is lost and a new one is reissued, there is a $10 fee that is deducted from the original amount of the check.

Cancelled Classes: If a class does not reach its minimum number of students, it will be cancelled, and parents will be notified as soon as that decision is made. Students on the roster for that class will receive a full refund. Tuition will either be refunded or applied toward the cost of adding a replacement class.

Waitlisted Classes: If a student is on the waiting list for a class and does not get in, they will receive a full refund. Tuition will either be refunded or applied toward the cost of adding a replacement class.

Most refunds are issued in the form of a mailed check.