

# 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  
Grace Church  
9301 Eden Prairie Road  
Eden Prairie, MN 55347

## **Contact Information**

Mailing address: CHAT  
3430 Robinwood Terrace  
Minnetonka, MN 55305

Class site address: Grace Church  
9301 Eden Prairie Road  
Eden Prairie, MN 55347

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

Email: kim@mcg.net  
lauragj7@gmail.com

Website: [www.CHATclasses.com](http://www.CHATclasses.com)

Facebook: CHAT- Christian Homeschool Academy of Tutoring

## **CHAT Staff**

Co-Director and On-site Overseer: Laura Johnson  
952-484-6273 (cell)  
lauragj7@gmail.com

Co-Director and Registrar: Kim Nelson  
952-451-9901 (cell)  
kim@mcg.net

## **Purpose Statement**

**The Christian Homeschool Academy of Tutoring (CHAT)** seeks to be an enhancement to the home education of Middle School 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 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. Students must be picked up by 3:45.

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 \$25 per semester. If a parent fails to fulfil the volunteer slot they sign up for, they will be charged \$25.

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 or to complete homework assignments 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 and to follow the dress code.

## **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).

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

**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. Students will not be allowed to attend class until a new check is submitted.

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

## **General CHAT information**

(listed alphabetically)

### **Building Use**

Students may enter only through Door 4 when coming to Grace Church for CHAT classes. Students' presence should be limited to CHAT's rented space. This includes the wing of elementary classrooms on the Terrace level of Grace Church. All other areas of the church are off limits unless accompanied by CHAT staff or tutors.

## **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: In order to keep costs down and communicate in the most timely manner, our primary mode of communication will be email. You must have an email address in order 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 them on email announcements.

Website: All forms, policies, and other valuable information will be posted on our website, [www.CHATclasses.com](http://www.CHATclasses.com).

Facebook: You can find us on Facebook as “CHAT – Christian Homeschool Academy of Tutoring.”

Note: Students will sometimes appear on the CHAT website or Facebook posts. 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. This could be at home, at a parent's office, the library, a friend, etc.

## **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 they are ready to progress to the next level. These students are then welcome to register for that class. Contact tutors with questions.

## **Grade Levels**

A student must be 12 years old by September 1<sup>st</sup> of the school year being registered for in order to take classes at CHAT. 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.)

## **Income Tax Information**

Minnesota allows a subtraction or credit on your state taxes for certain educational expenses. (See "Take Credit for Education" in your Minnesota Department of Revenue booklet) If your student meets Minnesota's requirements, and depending on your family's income level, the tutoring expenses you pay at CHAT may qualify for a credit or subtraction on your Minnesota Return.

The tutor must be a qualified instructor, by Minnesota Department of Revenue definition. That would include a licensed teacher or person with any baccalaureate degree. Check the biographies to see if your tutor qualifies. Even if the class qualifies as an educational expense, the actual deductibility or eligibility for credit will depend on your individual tax circumstances.

**[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 be sent, 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**

Lunches may be brought from home or purchased at the Grace Cafe. Students may eat only in the first floor Commons area. There is no refrigerator or microwave available for student use. The lunch break will be from 11:30– 12:00 p.m. for eCHAT students and 12:00 to 12:30 p.m. for CHAT students. 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.

## **Student Council**

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

## **Student Drivers**

Students who will be driving themselves to CHAT should follow all signage in the Grace parking lot. Cameras monitor and record all parking lot activity.

## **Student IDs**

In order to help keep all students safe, and our student areas secure, all students are required to wear a student ID, which they will show to the monitor before entering CHAT's rented space. IDs are to be worn visibly (not in a wallet or attached to a backpack). If a student does not have their ID, they will be required to sign their name on a list and show the monitor their picture in the directory. If a student is found to be consistently not showing their ID, parents will be notified and a fine of \$10 will be assessed. This will occur every 5<sup>th</sup> time a student does not have their ID to show. IDs can be reissued for \$5 if a student loses theirs. Contact Tina (tinaculbertson@gmail.com) to arrange for a replacement.

## **Student Lounge**

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 be remaining on church property between classes must be in the student lounge or in designated areas. 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 (lauragj7@gmail.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 and there is no student lounge for eCHAT students.



## **Substitutes**

In the case of illness, or other circumstances, the tutor may hire a substitute for their classes. In the event that a substitute cannot be found, an email will be sent out by 8:00 am on the day of class announcing the class as being cancelled. The tutor will then offer a make-up class on the official CHAT Make-Up Day the week following the final class of the semester or refund \$10/\$6.50/\$5 to each student for the 90/60/45 minute class that was missed.

## **Tutors**

CHAT is not a school, thus cannot hire teachers. 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 highest quality, standards, and integrity, we cannot guarantee their performance.

## **Visiting Classes**

Perspective families/students are welcome to visit CHAT and eCHAT classes. They should contact Laura (lauragj7@gmail.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 am 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. And 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. That class will not be made up. However, if it happens that a second week of classes is cancelled due to weather, it will be made up by extending the semester one week. Due to scheduling, the maximum number of weeks that a semester can be extended is one.

**Registration information continues on the following pages....**

## Registration and Enrollment Policies

### **Important Tuition and Fee Information for the 2020-2021 Fall Semester:**

We want to encourage families to register for their classes early, but we also know that there is a great deal of uncertainty for all of us these days. In light of this we are adjusting our registration to the following:

1. **May and June** - Tier 1 tuition prices and NO DROP FEES for schedule changes
2. **July** - Tier 2 tuition prices and a straight \$40 per class drop fee for classes dropped
3. **August** - Tier 3 tuition prices and regular drop fees

As we get into summer, we hope to have a better idea of what the fall will look like and we may make more adjustments.

**Online Registration:** It is each individual family's responsibility register online whether paying by Paypal, check, or bank-to-bank transfer.

**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 2<sup>nd</sup> semester only, the fee is \$30.)

**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.

### **Tuition Payment 3-Tier Format**

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 listed on each individual class description.
2. For all registrations received in July (for the fall semester) or December 1<sup>st</sup> – 14<sup>th</sup> (for spring semester), the price of tuition (including the supply fee) is \$10 more than that listed on each individual class description.
3. For all registrations received in August or September (for the fall semester) or December 15<sup>th</sup> through January (for spring semester), the price of tuition (including the supply fee) is \$20 more than that listed on each individual class description.

**Payment of Tuition and Fees:** Tuition and fees for the fall must be paid in full or in 2 equal payments (as designated on the registration form). Fall tuition and fees submitted in August and all tuition and fees for the spring semester classes must be paid in full at the time of registration. 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 15<sup>th</sup>, so you need to register by that date. After that time we will allow new students to register and you may lose your spot in the class.

**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. If your check is not received within 72 hours of your online registration, your registration may 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.

**Option 2 – Paypal**

If you would like to pay online using Paypal, 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

**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 first check may be deposited at any time, and the 2<sup>nd</sup> check will be held until August 15. If you choose to pay with a single check, that check may be deposited at any time.

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

**Supplies:** Please see each individual class description for instructions regarding any necessary supplies to be purchased by parents. If there is any additional supply fee, it will be included in the tuition amount on the registration form.

**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@mcg.net) or Laura (lauragj7@gmail.com) before registering online or making payments so they can get permission from the tutor for the late add.
  
- After receiving permission from the tutor, 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 Bank-to-Bank Transfer (best options).
  2. Hand deliver the checks and registration forms to the address listed on the online registration form.

**Important Note:** Unless you have 3-4 days lead time, do NOT count on the mail to deliver your check on time. Registrations that do not arrive because of late mail delivery will still be subject to the processing fee (see below).

If payment is brought to CHAT instead of using one of the above 2 options, or if it is received by mail on or after the first day the student is scheduled to attend class, 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.)

**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 1<sup>st</sup> (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 2<sup>nd</sup> day of class. 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, 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.

**Late enrollment**: 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. Contact one of the directors before registering. (See "Last Minute Registrations" above for more information.)

**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.

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