



Especially for Homeschoolers
Handbook
2022-2023

EFH Handbook

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About Especially for Homeschoolers

Our Marvelous Mission:

Especially for Homeschoolers has been created to broaden our children's minds, fine tune their critical thinking skills, develop their characters, and sharpen their understanding of the world around them under the guidance of understanding and informed parent-club captains in a supportive and caring environment.

How does EFH work?

Homeschool families meet once a week, on Wednesdays, 10 AM - 3 PM, to interact and work together to create a series of enriching clubs for our children. Clubs are divided by age and ability, each chosen by you, the parent, for your child. Each student has the opportunity to participate in 3-45 minute /clubs (with a 15-minute recess between each). The club subjects change each term and are dependent upon the expertise of our parents, who act as the Club Captains. We do not focus on the core curriculum, but rather alternate subjects that are essential to a complete education: geography, world cultures, science exploration, chess, and the humanities, to name a few. We are here to assist you in creating a valuable, enriching, and fun experience that enhances your personal homeschool program.

We are an all-inclusive group, welcoming all parents who are devoted to giving their children a quality education and super start to life.

What Do I Have To Do To Participate?

Each parent pays a flat family membership fee (\$120/12 weeks) to participate in the term. You are welcome to be present for the entire day of classes, or just a few. Each family is asked to volunteer in one or two positions throughout the day. Once you have registered, we will contact you with your student's schedule. That's it!

What about Field Trips?

Each fourth week is devoted to a field trip. We do not have club meetings on Field Trip week. We believe that getting out and having unique experiences is often the most effective form of education. Some field trip options include, though are not limited to Kennedy Center music education programs, customized tours at the Freer Gallery of Art, Hard Bargain Farm Environmental Campus, and the Library of Congress. The Field Trip schedule is posted on our EFH Calendar and will be confirmed in late August after all the 2022-2023 educational programs in the area have been published.

Other Important Tidbits:

1. We do allow time for a 30-minute lunch. You bring lunch for your family. We are aware that some students may have food allergies and we will do all we can to keep those students safe by publishing a list of foods that cannot be brought. If your child is allergic, please state this on the EFH Registration Form.
2. We ask that parents are present for the entire time their children are here. If you have to leave for a few minutes, please arrange for another parent to watch over your children and have your cell phone handy during your absence.
3. Our tuition includes the materials fee for most activities. If clubs choose to participate in a particular project that incurs higher materials cost, we will alert parents of the extra fee before moving forward. Also, though we will strive to choose venues with no cost, some field trips may incur a fee. If so, we will let you know in advance so you can choose whether or not it fits your family budget.
4. Babies and toddlers are always welcome at EFH. If needed, we can work together to provide childcare.
5. During your downtime, you are welcome to use our free wifi to telecommute. Please refrain from chatting in the teaching area, as it is distracting for the students and leaders.

6. We allow a 2-week period at the beginning of each term during which your children are welcome to transfer to another club if their scheduled club is not a good fit for their abilities. Materials fees will be adjusted after the first two weeks and further transfers are not encouraged. In rare cases, a transfer will be allowed later in the term with the new Club Captains' permission.

Code of Conduct for Students

1. To allow everybody to grow and learn, we must respect our fellow students and our club captains. We want everyone to feel welcome and accepted so they can develop to be the best they can be.
2. We must focus on the club captain while they teach. This means that we must be quiet and listen when the teacher is speaking.
3. We must come dressed in appropriately modest, comfortable, and clean clothes, with hair out of our eyes, and clean hands.
4. We must always use kind words. We do not use strong or hurtful language.
5. We never gossip or criticize others in a hurtful way.
6. We should make every effort to come to classes rested and nourished. It is difficult to focus when we are tired and hungry. Have a snack and rest in the car on the way to the academy.

7. We encourage others to keep trying, and when we can, help them along. We are all learning together.
8. We always try our best. Some days are better than others, but we always put forth our very best effort.
9. When we are home, we think about what we learned and work on our new skills.
10. We must remember that it is our responsibility to work hard and never ever give up.

Code of Conduct for Club Captains

1. Club Captains are expected to come prepared physically, emotionally, and intellectually to interact with students and to teach the material they have committed and are scheduled to teach. This includes coming with a patient and cheerful attitude and with a plan for activities, crafts, etc. that students will participate in.
2. Club Captains are expected to demonstrate patience in the face of disciplinary issues. While we cannot guarantee that students will always be on their best behavior, we count on our club captains to be professional and caring in all circumstances. In the case of disciplinary issues that cannot be resolved in the classroom, club captains will refer students to their parents, demonstrating patience and professionalism throughout the situation.

3. You have a set budget for materials. Please try to keep within your budget, however, if you need more materials than the budget can cover, plan to ask parents to donate materials for projects. You are expected to purchase the materials for your club and submit the receipt for reimbursement with an accompanying Reimbursement Form. Reimbursements will be completed in 7 days.
All reimbursement forms must be submitted by the second- to- last club meeting of each term, allowing the check to be given to you in the last week.
4. To prepare for unexpected absences, Captains must supply an extra set of lesson plans and a packet of materials for any activities in the lesson plans. This emergency packet will be stored and given to another parent to use in the case that the Captain has an emergency and is unable to lead their club. Once an emergency set of lesson plans has been used, it must be replaced immediately with another set, so we are always prepared in the case of an emergency.
5. The Captain's and Co- Captain's relationship is crucial. The Captain must communicate with his/her co-captain as to what type of help they expect. The Captain may ask the Co-Captain to assist in planning and/or purchasing supplies; or to take an equal responsibility in the preparation and teaching; or simply ask the Co-Captain to be an extra set of hands during the club. The Captain and Co-Captain must have a dynamic working relationship.
6. Club captains are expected to demonstrate care and judgement in all interactions with students. Regardless of student ability, behavior, appearance, personality, or any individual qualities, club captains must ALWAYS demonstrate respect and

care for students. Such respect and care requires club captains to appropriately encourage, guide, and communicate with students. Any interactions with students that do not demonstrate respect, care, or professionalism will be handled directly by NCAC Director, Georgia Bonney.

7. Club captains are expected to demonstrate care and judgment in all interactions with parents. Club captains are encouraged to be candid, but they are expected to be understanding and accommodating toward parents' situations with regard to their children. We understand that parents sometimes choose to place their children in situations that they may not particularly succeed in to help their children grow. Club captains are expected to do everything to help parents achieve this goal. Doing so may include, but is not limited to, communicating with parents weekly regarding student progress, judiciously adapting lesson plans and/or activities to student needs and interests, and seeking counsel from the parent regarding student behavior—i.e. What has the parent done to combat this particular behavioral issue in the past?
8. Club captains are expected to be timely and professional in preparing their lessons. Club captains must be prepared to start teaching at the scheduled starting time for their individual lesson. Time management is essential to effective teaching. If a teacher is unable to be present for a lesson, they must arrange an alternate solution. An EFH directory will be published allowing parents to communicate and work together to cover each other's responsibilities in case of absences or emergencies.

9. Club captains are expected to prepare thoroughly for each week's lesson.

Although outlines and lists of materials are required, these are not extensive or detailed. Club captains are expected to prepare thoroughly to teach so that student time and energy is focused on the class material. We believe that class preparation is key to good student behavior and positive class time experiences. Club captains' provision of structure will also prevent disciplinary issues, which are frequently caused by boredom and confusion in the classroom.

10. Club captains are expected to maintain an attitude of positivity and optimism about their classes and their students at all times. We understand that teaching is difficult and that student behavior can be frustrating, but we expect our Club Captains to face these issues with candid optimism. As issues come up, you are welcome to discuss them with NCAC Director, Georgia Bonney; however, gossiping and any form of negative communication that is not intended to resolve an outstanding issue will not be tolerated. Maintaining a positive and caring attitude in our behavior and language toward students, parents, and fellow club captains is essential for a constructive learning atmosphere.

11. Club captains are expected to adapt their teaching methods to student needs and interests. Effective engagement with students requires club captains to adjust their course schedules and activities in response to feedback and reception by students.

12. Club captains are expected to provide feedback, but not in the form of graded materials. Because this is not a formal educational institution, we cannot

guarantee student completion of home assignments. For this reason, we encourage Club Captains to focus their efforts on club-time activities and projects that can be completed under their direction and within the allotted club times.

Code of Conduct for Parents

1. Parents are expected to fulfill the responsibilities that correspond with the volunteer roles they have committed to filling. This may require preparation, communication with club captains and students, time commitments, administrative tasks, and other duties not listed here. Should a parent become unable to complete tasks related to volunteer positions, they must contact NCAC Director, Georgia Bonney, with an alternate solution (another parent to cover the position, for example) as soon as possible to ensure that these tasks are completed in their absence.
2. Parents are expected to be respectful of club captains, students, and other parents at all times. Negative communication ("gossiping") about club captains, students, and other parents will not be tolerated. Positive treatment of and communication about and with others is necessary for a constructive and effective learning environment.

3. Parents are expected to demonstrate patience and understanding with regard to student discipline issues. We understand that no child is always on their best behavior, and so we expect parents to be open and understanding of club captains who experience difficult behavior from students. Club captains and parents share the desire for students' growth, and so we expect parents to be open to resolving disciplinary issues with club captains as these issues arise.
4. Parents are expected to bring their children rested, fed, and otherwise prepared physically, mentally, and emotionally to engage in class time activities. Just as club captains are expected to prepare class material and activities to ensure student engagement, parents are expected to bring students ready to engage with club captains and other students in an appropriate, respectful, and uplifting manner.
5. Parents are expected to take an active interest in the course material. Students may be asked to complete home assignments, and while these assignments are not required, parents are still expected to put forth an effort to support students with regard to completing these assignments. Doing so ensures that students are prepared for the next week's class time.
6. Parents are expected to make a significant effort to be punctual. We understand that family life can be chaotic, and we are willing and able to adapt to family's individual circumstances. However, we do expect parents to do their utmost to ensure student punctuality so that they can participate fully in their classes and so that late arrivals do not disrupt or distract from the class at hand.

7. Parents are expected to bring discipline issues, parent-teacher conflicts, and other similarly serious issues to NCAC Director, Georgia Bonney. While parents are expected to attempt to resolve issues first with students and with club captains, parents are expected to directly consult Georgia Bonney if previous efforts are not effective in order to maintain healthy communication and an atmosphere of respect.
8. Parents are asked to please leave the teaching areas unless they are assisting. Background chatting is very disruptive.

What You Can Count On From Us

1. We will do our utmost to cultivate an uplifting and healthy learning environment that allows students to learn without judgment and to receive the encouragement and guidance they need to thrive.
2. We will do our utmost to support parents in their goals with regard to their children and their family's well being. We understand that each family situation is different and we will accommodate individual family needs as much as possible.
3. We will do our utmost to support club captains by maintaining open communication about class welfare. We will provide feedback as needed and as requested to ensure that club captains receive the support they need to succeed.
4. We will do our utmost to support club captains, parents, and students by never condoning negative communication that is not directly related to resolving an

outstanding issue. In short, gossiping or perpetuating any negative communication or information about club captains, parents, and students is not tolerated. Any such communication will be directly dealt with by NCAC Director, Georgia Bonney. Uplifting communication is essential to a happy, healthy learning environment.

5. We will do our utmost to ensure that parents are allotted responsibilities that are not beyond reasonable ability. As parents commit to specific volunteer positions, we reserve the right to adjust the tasks related to those positions as needed. However, we commit to ensuring fair and reasonable distribution of tasks among these positions. EFH is an organization created by mothers, for families, and as such, we respect your family's needs and time.
6. We will do our utmost to ensure healthy communication among parents, club captains, and students. This may involve communication via phone and email, in addition to face-to-face interactions. We commit to total transparency and honesty with regard to teacher involvement, student behavior, and parent participation. Healthy relationships among these three groups is essential to the success of EFH.
7. We will do our utmost to accommodate all those participating in EFH. This includes, but is not limited to, adjusting club offerings to reflect interests and needs, adjusting class times to enable participation, and providing childcare as needed to ensure focus on learning and growth.

2022-2023 Academic Calendar

Please note: It is impossible to confirm field trips out this far, however, this listing will give you an idea of the venues we will be visiting. The venues and dates are subject to change, however, the quality of the experience will not. All field trips will be on Wednesdays, however, some events may require that we adjust the club calendar to fit around the event dates. All this will be confirmed as soon as possible.

Club Meetings: September 14, 21, 28

Wednesday, October 5: FT

Club Meetings: October 12, 19, 26,

Wednesday, November 2:

Club Meetings: November 9, 16, 30

Thanksgiving Break: November 24

Wednesday, December 7: FT

Holiday Break: December 8 - January 24

TERM 2

Club Meetings: January 25, February 1, 8

Wednesday, February 15: FT

Club Meetings: February 22, March 1, 8

Wednesday, March 15: FT

Club Meetings: March 21, 29, April 19

Easter Break: April 5, 12

Wednesday, April 26, 10 AM - 1 PM

Gilbert's Run EFH End of Year Carnival (weather permitting!)

13140 Charles St, Charlotte Hall

Free, unless we choose to rent boats (\$1.50/child). J. We will have a lunch potluck with club presentations.

For Captains:

Sample Club Planning Outline

| Date: | Focus: | Facts Taught: | Activities: | Consumable Materials Needed: | Non-consumable Materials* |
|-------|--------|---------------|-------------|------------------------------|---------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

*Non-consumables would include textbook, TV, apple box, towels, scientific scale, puppets, etc..

Tips for Teaching

Suggestions for your first class:

1. Create a list of class rules with your students. Keep it short and simple.
2. Learn about each other with some icebreaker games.
3. Give a rousing summary of all you will be learning throughout the term! Get them excited!
4. Establish a simple reward system to encourage positive behavior.

Remember to keep your students engaged with different types of teaching methods. Using hands-on activities, podcasts or youtube videos, object lessons, can be much more effective than powerpoints and lecturing.

5. Great preparation is the key to a great class. Outsource by using Pinterest, Youtube, Teachers Pay Teachers, and other educational sources. You'll be amazed at how easy it is to fill 45 minutes once you see all the resources that are available to you! The most challenging task will be choosing which activities to do!

Have fun! If you are excited about the subject matter, your students will respond with excitement.

EFH Reimbursement Form

Your Name _____ Date _____

Club Name _____ Age Group _____

Who should the check be made out to? _____

Amount being reimbursed _____

Term 1 or 2 (circle) Block A B C D (circle)

Materials purchased:

For what project(s)?

Your signature

Date submitted

Please attach the receipt(s) with EFH items circled. Reimbursements cannot be made without an attached receipt. We will reimburse you within 7 days. Thank you for your help! You are wonderful! ☺

Budget for this club at the beginning of the term: \$ _____

Budget remaining for this club: \$ _____

NCAC YOUTH WAIVER AND RELEASE OF LIABILITY

2022 - 2023 Liability Release

(one form per family)

While participating in the Neighborhood Creative Arts Center Homeschool Co-op, Especially for Homeschoolers, whether at the main location of NCAC or an off-site location for an official NCAC sponsored event, I agree for myself and for the members of my family to the following:

1. I agree to obey all posted rules and warnings and further agree to follow any oral instructions or directions given by NCAC directors, teachers, or those parents associated therewith.
2. I recognize there may be certain inherent risks associated with the course activities, and I assume full responsibility for the personal injury to myself and any family members and further release and discharge the Neighborhood Creative Arts Center and the NCAC HSA for injury, loss or damage arising out of my or my family's use of their services or presence upon the facilities, whether caused by fault of my own or that of my family, or other third parties.
3. I agree to indemnify, hold harmless and defend Neighborhood Creative Arts Center and the NCAC HSA against all claims, causes of action, damages, judgments, costs or expenses, including attorneys' fees and other litigation costs which may in any way arise from my or my family's use of their services or presence upon the facility.
4. I agree to pay for all damages caused by me or my family's negligent, reckless, or willful actions.
5. Any legal or equitable claim that may arise from participation with the Neighborhood Creative Arts Center and NCAC HSA shall be resolved in accordance with the laws of the State of Maryland.

I have read this document and understand it. I further understand that by signing this release, I voluntarily surrender certain legal rights.

Student(s) name(s):

Parent/Guardian name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

NCAC Especially for Homeschoolers Co-op

Student Code of Conduct

For ages 12 and under:

1. To allow everybody to grow and learn, we must respect our fellow students and our teachers/captains. We want everyone to feel welcome and accepted so they can develop to be the best they can be.
2. We must focus on the club captain while they teach. This means that we must be quiet and listen when our club captain is speaking.
3. We must come dressed in appropriately modest, comfortable, and clean clothes, with hair out of our eyes, and clean hands.
4. We must always use kind words. We do not use strong or hurtful language.
5. We never gossip or criticize others in a hurtful way.
6. We should make every effort to come to clubs rested and nourished. It is difficult to focus when we are tired and hungry. We should plan to have a snack and rest in the car on the way to the academy.
7. We encourage others to keep trying, and when we can, help them along. We are all learning together.
8. We always try our best. Some days are better than others, but we always put forth our very best effort.
9. When we are home, we think about what we learned and work on our new skills.
10. We must remember that it is our responsibility to work hard and never ever give up.

Student Signature and Date: _____

Parent Signature and Date: _____

NCAC Especially for Homeschoolers Co-op



Student Code of Conduct Agreement

For ages 13 and up:

I understand that participation in the NCAC Especially for Homeschoolers Co-op is a privilege. I agree to abide by the following rules while on the NCAC campus and understand that if I don't follow the rules, my privileges will be revoked.

I agree to the following:

- I will respect the club captains and adults at NCAC's EFH and follow all of their directions.
- I will attend all of the clubs which are a part of my program.
- I will treat all others and myself with respect. Aggressive, abusive, vulgar, or violent language and behavior towards others (ex: fighting, threats, insults, bullying, belittling, discrimination, etc.) are NOT permitted.
- I will dress modestly and appropriately so as to not distract from the uplifting learning environment. I will be clean, with my hair out of my eyes.
- I will use only kind words. I will not use strong or hurtful language or profanity of any kind.
- I will never gossip or criticize others in a hurtful way.
- I will make every effort to come to classes rested and nourished.
- I will encourage others to keep trying, and when I can, help them along. We are all learning together.
- I will respect the privacy of others.
- I will not disturb clubs in session or make noise in the hallways.

Student Signature and Date _____

Parent Signature and Date _____