



Parent Handbook

URBAN HOMESCHOOLERS

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INTRODUCTION TO UHS

Our Mission at Urban Homeschoolers is to offer parents and their children dynamic learning opportunities, without compromising the freedom of choice that homeschooling affords. We strive to engage, delight, challenge, and stretch young minds and hearts, all in a place that feels safe and supportive to every individual.

GETTING STARTED

Registration

To register for classes, parents must log into the portal by creating a new account or using an existing account. The portal can be reached by clicking on the **Login** tab at urbanhomeschoolers.com. Or it can be accessed directly at the following URL: <https://app.jackrabbitclass.com/regv2.asp?id=518890>

A \$50 registration fee is required for each semester per student. This fee is waived for students participating our Inspire Specialty Program.

Families are given a one-week grace period to make changes to student class schedules. Students may try out new classes and drop classes during this period. Schedules must be finalized by the end of the second week of classes, and accounts are billed accordingly. Students entering after the start of the semester have the same grace period, and their tuition is prorated to reflect the length of their enrollment.

Working with Charter Schools

Urban Homeschoolers is a vendor for several charter schools, with more added every year. We are happy to be working with Charter Schools, and the families who enroll in them. For you, as a parent, attending to a few details at the beginning of every semester makes our job easier, and your account more easily paid by the charter. While all charter schools do things a little differently, they all have a few things in common. Here's how we get paid by a charter school for your child to attend classes from us:

- It is *your* responsibility to submit a request to the charter for classes via your charter-assigned teacher.
- The teacher then submits a purchase order (PO) or a certificate to us.
- We create an invoice and send it to the charter.
- The charter pays the invoice.

We request that you follow the guidelines below to assure a smooth payment process:

- Send your request into your ES as soon as you get your statement from us. This statement reflects your correct total, including any discount adjustments, materials fees, etc. Please pay attention to our PO deadline date for each semester, and have your PO or certificate to us by then. Usually this is a few weeks

before classes start. If we do not have a PO in place we may be forced to drop your child's enrollment in classes.

- If you are registering near, or after, classes have begun for the semester, please turn your request in as soon as possible. We require that all POs be in place before children attend class.
- Please request that your teacher format the PO with all classes under one PO number, per month. *Starting Fall 2017 we will not accept any POs that are not in this format. They will be sent back for reprocessing. This could delay your child's ability to attend class.*
- Check back with your ES a week after your request to be sure it was processed.
- If there are any questions or confusion, cc us on all correspondence so that we can be in the loop.

UHS@Home

[UHS@Home](#) is our class portal, the online space that provides easy access to class materials and resources, and provides a central location for class communications.

Teachers use this site to post class status reports. Depending upon the course content and the teacher's style, the class space may contain additional materials like homework, reading materials, etc.

To ensure that you receive teacher reports and other communications from UHS@Home, make sure that you set us up as a safe sender in your email client. Messages will come from the following email sender: **noreply@uhsathome.com**

Site Access

Access to the site requires a username and a passcode. You will receive this information before classes begin, or within a week of registering for classes if you register after September 1st.

Continuing families will be able to use their previous login information. New families will be required to change their passcode the first time they log in. Passcodes must have a minimum of 8 digits, with at least one each of the following: capital letter, lowercase letter, number, and a special character (\$,!, etc.)

Once you've accessed the site, you can then access the courses in which your student is enrolled. It may take teachers a few days to add students who were not enrolled in their classes over the summer. If you don't get access within the first week or two of school, please let your teacher know, or contact the office so that we can help.

Resetting Your Passcode

If you lose your passcode or your username, you can reset this information using the [Forgotten your username or password?](#) link. Use the email address we have on file for you to reset this information.

TECHNICAL SUPPORT

Technical support to help you connect with UHS@Home is available. During the first week of class, Pat Collins will be on campus to assist with login and general questions. You may also contact her at patuhs@outlook.com to request help or use the **Need Help with This Site** link on every page of the website.

FACILITIES INFORMATION

The following section provides information about the use of the facilities at both our Atwater and our Westchester campuses, including information about parking.

Parking in Atwater

Parking in Atwater is limited to on-street parking. The spaces in the driveway next to the playground are reserved for UHS management. It is important that we can access those spots both for arrival and departure in case of emergency. Please do not leave your car unattended in those spots, even just to 'run in'.

Help us maintain good neighbor relations by not parking in or blocking driveways.

Street cleaning limits on-street parking on Wednesdays and Fridays until 11 am.

Parking in Westchester

Parking in Westchester is available on the street. Help us maintain good neighbor relations by not parking in or blocking driveways.

Use Of Facilities

The following are guidelines for using the facilities at both campuses.

CLASSROOMS

Classes meet at church facilities in Atwater Village and Westchester. We have use of several rooms in the facility for classes and an outside play/lunch area. No food or drink is to be consumed in class with the exception of water. Students are asked to clean up after themselves and place all trash in the appropriate bins. Remember the facilities are used by church members and other groups throughout the week.

Students are expected to assist their classroom teacher to ensure that the room is ready for the next class.

LUNCH AND SNACKS – ATWATER

Students are responsible for bringing their own lunches and snacks from home. Those aged 13 and older may leave campus to purchase lunch provided that parents have signed the **Off Campus Authorization Form**. Students are permitted to use the microwave and sink only. Use of refrigerator, oven and stove is prohibited unless directed by a staff member. Students must clean up after themselves and place all trash in the appropriate bin.

IMPORTANT NOTE Due to the risk of food allergies, we ask students not to bring any products containing nuts to either campus. However, families with nut allergies should be mindful that church members and other groups who do use these facilities do not necessarily follow the same guidelines.

LUNCH AND SNACKS – WESTCHESTER

Please send your child with a sack lunch and a snack each day. We request that lunch and snacks be no-waste. Students are not permitted use of the kitchen.

IMPORTANT NOTE Due to the risk of food allergies, we ask students not to bring any products containing nuts to either campus. However, families with nut allergies should be mindful that church members and other groups who do use these facilities do not necessarily follow the same guidelines.

COMMON AREAS

There is an area for lunch located outside. In case of inclement weather, we provide space for lunch inside. Students are asked not to congregate in hallways, stairwells, doorways, etc. during the lunch period or between classes.

COMMUNITY GUIDELINES AND EXPECTATIONS

Attendance

While we are not a school and do not give grades, attendance at class is important. Missing classes and being late can be disruptive to the class and inhibit class discussions. We encourage students to attend class regularly and to be on time.

If your students will miss school, please contact us so that we can let the teacher know that your child will not attend.

Parent Availability

Be aware that we do not provide child care when your student is not in class. Parents are responsible for monitoring their children during class breaks.

Parents must be on campus and available at all times for students under the age of ten. If you cannot be in attendance, you may make arrangements for another parent to back you up. If you do that, please let us know who your backup is.

In case of emergency, when not on campus, parents must be **immediately** available by phone.

Students Leaving Campus

If your child must leave the campus before the end of their usual class day, please sign out on the **sign out sheet** located on the table in the entry near the schoolyard door. At the Atwater campus, contact Zion or [Angelia](#). At Westchester, contact [Bruce](#).

For Atwater Only: Students over the age of 13 may leave campus on their own as long as they have written permission from their parent to leave. If you would like to authorize your child to leave between classes or at the end of their class day, please ask the office for an **authorization form**. We will keep the form on file for the academic year. We ask that teens sign out and back in again on the **sign out form**.

End of Class Day

Because we do not provide child care when your students are not in class, they are expected to leave the campus after their last class. Please pick your child up within 15 minutes of the end of their last class. Parents who leave their children past that time will be charged \$1 a minute.

Electronic Device Policy

Students are not permitted to use cellphones, tablets, laptops, and/or other devices during class time unless directed by a teacher.

Urban Homeschoolers strives for an interactive and social environment. We strongly encourage students to interact socially and to move their bodies during breaks in classes, rather than spent the time with electronics. As such, please support us by making sure that your children leave their electronic entertainment devices at home unless required for class.

Behavior Guidelines

Students, parents and staff are expected to work together in a courteous and respectful manner. Violence or aggression, including profanity, intimidation, and bullying of any sort is not tolerated within our community.

A student exhibiting violent or aggressive behavior for first time will be given a one week cooling off period away from all campus sites or events. Any subsequent violent or aggressive behavior will result in the student being disenrolled for the remainder of the semester. No refund will be given for the remainder of the semester.

UHS reserves the right to place special conditions upon a student's return to campus after being removed for inappropriate behavior. These conditions may include:

- Parent(s) required to remain on campus while student is in class.
- Individual and/or family counseling.