



Parent Handbook

URBAN HOMESCHOOLERS

V.112418

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INTRODUCTION TO URBAN HOMESCHOOLERS

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

Welcome to Urban Homeschoolers! We look forward to working with you and your family through the coming term. This section introduces you to the basics of registering, billing and payments, as well as introduces you to two important tools we use to help you manage your account, work with charters, and stay informed about your child's classes.

REGISTRATION

To register for classes, click **Register** on our website, www.urbanhomeschoolers.com. New families must create a new account. Continuing families may login to their **Parent Portal**.

A \$50 registration fee is required for each semester per student. This fee is waived for students participating our Inspire Specialty Program. When charter families request funds, this registration fee should not be included in that request.

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.

Parent Portal

You set up your Parent Portal when you register. This is where you will:

- Register for classes and events
- View and print your schedule
- Provide and update contact information
- Add charter contact information if you are working with a charter
- Provide and update health information about your students
- Review policies
- View and manage your account
- Track charter payments
- Make payments

TUITION AND BILLING

Tuition is due and payable on the first of the month that the term begins. Parents may also opt for monthly payments (on balances over \$500), and they may also have their tuition paid or supplemented by participation in a charter.

When choosing monthly payments, these payments are divided by the number of months in the term. For the fall term, there are four payments; for the spring there are five payments. The first fall payment is processed on September 1. The first spring payment is processed on January 2, due to the New Year holiday. If we receive information from your charter that lets us know how much they will contribute, your payment is adjusted to reflect that contribution. For more information about working with charter, read the section, *Working with Charter Schools*.

Declined payments are charged a fee of \$25 to cover the additional processing costs.

Charter contributions are deducted from your balance when the purchase order is received. If, for any reason, the charter does not make payment on the purchase order, the amount unpaid is reapplied to your account and the payment is due and payable.

WORKING WITH CHARTER SCHOOLS

Urban Homeschoolers is a vendor for several charter schools, with more added every year. We are happy to work 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 have a few things in common. Here's how we get paid by a charter school for your child to attend classes with us:

- You submit a request to the charter for classes via your charter-assigned teacher
- The charter 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

Note *Registering for a charter does not enroll you in classes at UHS. You must also enroll for classes through the UHS registration process.*

IMPORTANT NOTE: Please follow the guidelines below to ensure a smooth payment process:

- ***Request your charter funds as soon as possible*** so that your charter has time to process purchase orders before classes begin.
- When you request charter funds, be sure to tell your charter teacher that ***UHS accepts purchase orders in one of two ways: for the entire term, or no more than one purchase order, per month, per student.*** Whether your charter submits one purchase order for the entire term, or multiple purchase orders for the term, these purchase orders should be submitted at the beginning of the term so that we can determine whether you have a balance not covered by the charter. ***Starting Fall 2017 we will not accept any purchase orders (POs) that are not in this format. They will be sent back for reprocessing. This could delay your child's ability to attend class.***

- **As soon as you register**, and you know how much your charter will contribute this term, fill out the [Charter Funds](#) form (also available on our website, under the Resources menu, Parent Documents & Forms).
- Check back with your charter teacher a week or two after your request to be sure your request was processed.

TRACK YOUR CHARTER’S PAYMENTS

Since unpaid charter funds revert to the family, it is important for you to keep track of your charter’s payments. The easiest way for you to track charter activity on your UHS account is through your **Parent Portal**, on the **Billing & Payments** menu.

For the first payment cycle (the first of September in the fall, and the first of January in the spring), we use your estimate to determine if you have a balance beyond the charter funds. Before the second payment, we use the purchase orders we have received from your charter to determine your obligation.

When we receive a purchase order, we make note of it in your account, and mark it as **Charter PO Received/UNPAID**. We credit your account with the amount of the PO so that you can see the remaining balance, even though we have not been paid.

Note *At the beginning of the term, it can take a while for the charter to get the information to us, and for us to get it posted. We recommend that you check your account just before a payment cycle, during the last week of the month.*

When we receive payment, we change the designation to **Charter PO PAID**.

Note *These fees revert to you if the charter does not make payment for any reason. Do not be alarmed if you don’t see these PO’s paid immediately. It can take a couple of months for payments to be received. If they are not paid within 60 days, contact your charter to make sure that they are in process. We’ll let you know before we reverse the fees.*

This is what it looks like when an unpaid PO is applied to your account; and then what it looks like when the PO is paid.

RECENT ACTIVITY					
DATE	TYPE	METHOD	AMOUNT	PAID	BALANCE
11/10/2018	Payment	Charter PO Received/UNPAID		260.00	0.00
10/10/2018	Payment	Charter PO PAID		260.00	260.00
09/10/2018	Tuition Fee		260.00		520.00
09/03/2018	Tuition Fee		260.00		260.00

[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 are able to use their previous login information. New families are 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 send an email to pat@urbanhomeschoolers.com with **UHSatHome Help** in the subject line.

Reset 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 pat@urbanhomeschoolers.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. 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.

Leaving Campus for Lunch

Students aged 13 and older may leave campus to purchase lunch provided that parents have signed the **Off Campus Authorization Form**. This form is found at the end of the handbook. Please print, fill out, and return to the office for our files.

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 – Atwater

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

This section provides guidelines and sets expectations for your participation at UHS. We are committed to working with your students in an environment that is welcoming and supportive.

ATTENDANCE

While we are not a school and do not give grades (except for those students who are participating with a charter that requires them), 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.

Field Trips

Field trips are an integral part of many of our classes. While attendance at any class is not required, fees for classes and/or field trips are not discounted if a student chooses not to attend either.

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 [Mara](#).

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.

OFF CAMPUS AUTHORIZATION FORM

Students 13 and older may leave campus for lunch with written permission of a parent. If your child has your permissions to leave campus, please print and fill out this form and give it to Angelia Robinson for our files. This form must be submitted for each school term.

Students must check in with the school director prior to leaving campus and upon return.

Effective for the _____ school term.

My child, _____, is over the age of 13 and has my permission to leave campus during the school day. UHS is released from any responsibility for anything related to this action.

Signed _____

Print name _____

Dated _____