

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

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 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 for helping with hall monitoring, lunch, or special events. There will be an online sign-up for this.

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 \$50 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: \$10 per student per class (max of \$30 per family) for any tuition balances or new registrations postmarked after the registration deadline for each semester (August 10th or December 31st respectively).

Additional late payment consequences: 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.

**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.

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.

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 1st 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 at the time of registration. This receipt along with your canceled checks should be sufficient for tax purposes. If you want individual class receipts that are signed by the tutor, you will need to fill in the receipt form (www.chatclasses.com). Then print the form and either bring it to CHAT for signatures or contact the tutor by email for a mailing address. Please include a self-addressed stamped envelope. (Do **not** send it with your registration forms.)

Note: If you do not save your email receipt and request another be sent, there will be a \$10 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 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 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 the week following the final class of the semester or refund \$9/\$6/\$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 hired by parents to enhance their student's educational experience at home. They are not employees of CHAT. 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

Forms: It is each individual family's responsibility to download and print all necessary files from the Registration tab at www.CHATclasses.com.

Registration Fee: The registration fee is \$50 per family per year. This fee helps cover registrar and administrative costs. This fee is non-refundable and is to be included with the Family Registration Form. Make checks payable to **CHAT**. (For families joining CHAT 2nd 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 on your 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: \$185/\$195 fee (except where noted) per 90 minute class, per student, per semester for CHAT classes and \$125/\$135 (60 minute class) or \$95/\$105 (45 minute class) for eCHAT classes. This fee helps cover the cost of the tutor, facility rental, insurance, and administrative costs. **If paying by check, please write a separate check for each class, made out to the tutor.**

Tuition Payment 3-Tier Format

1. For all registrations postmarked in April, May, or June (for the fall semester) or December (for spring semester), the price of tuition is (unless otherwise noted):
 - \$185 + supply fees for 90 minute CHAT classes
 - \$125 + supply fees for 60 minute classes CHAT or eCHAT classes
 - \$95 + supply fees for 45 minute classes for eCHAT classes

2. For all registrations postmarked in July or August (for the fall semester) or January (for spring semester), the price of tuition is (unless otherwise noted):
 - \$195 + supply fees for 90 minute CHAT classes
 - \$135 + supply fees for 60 minute classes CHAT or eCHAT classes
 - \$105 + supply fees for 45 minute classes for eCHAT classes

3. Any outstanding tuition or fee balances or new registrations postmarked after August 10 (fall semester) or December 31 (spring semester) will incur a \$10 per class late fee (max of \$30 per family).

Payment of Tuition and Fees: Tuition and supply fees for both fall and spring semester classes must be paid in full at the time of registration.

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 December 15th, 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 Option 1 column of the registration form, please write a separate check for each class, made out to the tutor listed on the form. If you have more than one student in the same class, you may write a single check for that class. If you have the same tutor for more than one class you **MUST** write separate checks. If you send a single check for multiple classes you will be asked to send new checks, and your registration may not get processed until the correct checks are received.

Option 2 – Paypal (credit card or bank transfer)

If you would like to have the convenience of paying online (either by using a credit card or bank transfer), then you would use the amount in the Option 2 column of the registration form, which includes the fee charged by Paypal. (This amount also *includes* the supply fee.)

Paypal Instructions

You will need to "Send Money" to each of the tutors individually, using the email addresses posted online in each class description. To send CHAT your family registration fee or PSEO fee, use CHATpayments3@gmail.com as the recipient's email address. (We will absorb the Paypal fees for any amounts coming to CHAT for these fees.)

You will then need to send CHAT verification of your transactions so we can process your registration. This can be done electronically or by printing it and mailing it with your registration.

In order to make the process as clear as possible, we have produced two instructional videos. Watch the one that fits your needs (or both).

- ***Paying Your CHAT fees using Paypal from your Computer***
(<http://youtu.be/-O44L1-MZVM?hd=1>)
- ***Paying Your CHAT fees using Paypal from your Mobile Device***
(<http://youtu.be/kUwdhEF6Wt8?hd=1>)

(Links to these videos are also available on the Registration tab of the CHAT website.)

Late Payment Fee: There will be a \$10 per student per class late fee (max of \$30 per family) assessed for registration fees, tuition payments, or new registrations postmarked after August 10th (fall semester) or December 31st (spring semester).

Additional Late Payment Fee: There will be an additional \$25 late fee for any outstanding tuition balances or CHAT fees received on or after the first day of class. Students will not be allowed to attend the 2nd week of classes if all tuitions and fees are not paid. (This additional late payment fee does not apply to new registrations received on or after the first day of class. See “Last Minute Registrations” below for that information.)

****NOTE:** Tuition checks are to be payable to the **tutors** but mailed to **CHAT**. Late fees are to be made payable to **CHAT**. *Tuition checks are held until two weeks prior to the beginning of classes. Plan on making sure you have the funds in your account by August 10 to cover all check amounts!*

Supplies: Please see each individual class description for instructions regarding any necessary supplies. Payments for supply fees (if any) are included in the tuition check made out to the tutor unless otherwise noted.

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 sending tuition payments so they can get permission from the tutor for the late add.
- After receiving permission from the tutor, 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 (best option). Scan completed registration forms and email to kim@mcg.net. If you cannot scan forms, then email the basic student information and classes chosen and mail completed forms.
 2. Hand deliver the checks and registration forms to the address on the Registration form.

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.)

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 June 1st, the nonrefundable portion is \$25 for each class that is dropped. After that date (and for all spring semester registrations) 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. 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 Paypal fee portion of your tuition payment is non-refundable. You will receive a refund check from CHAT for any refund received.)

Refund checks for classes dropped or tuition overpayments: 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.)