



# **Family Information Manual Policies and Procedures**

Let all that you do be done in love.  
1 Corinthians 16:14

November 25, 2025

## **Agape Homeschool Collective's Statement of Faith:**

- **We believe that all scripture is God-breathed, is inspired by God, should guide our daily decisions, and is the infallible and authoritative Word of God. (2 Timothy 3:16, John 5:39, Romans 15:4, 1 Corinthians 10:11)**
- **We believe in the one living Triune God—Father, Son, and Holy Spirit.**
- **We believe that God is the one and only true eternal God. He called all of creation into being. He is a God of love and He made us in His likeness. (1 John 4:8-10, Genesis 1:27)**
- **We believe Jesus Christ, God's one and only son, suffered and died on the cross as the perfect sacrifice for sin, that He was buried, and that He rose again in three days. We believe He will come back again to judge the living and the dead.**
- **We believe the Holy Spirit lives in those who believe and, that through the gifts of His Spirit, we are equipped for the works He has planned for us. (Ephesians 2:10)**

### **Mission:**

AGAPE Homeschool Collective exists to partner with families to help raise their children in the ways of Jesus Christ and provide support for academic and social excellence.

## General Information

### Session Hours

- Block 1 (Math, Science, Spanish) Mondays & Wednesdays 8:00 - 12:00
- Block 2 (History, Bible, Geography) Tuesdays 8:00 - 12:00
- Tea Time
  - Mondays 12:00 - 3:00 - Etiquette, Chess Club, Book Club
  - Tuesdays 12:00 - 3:00 - Etiquette, Music & Art Appreciation, Art & Music Theory
  - Wednesdays 12:00 - 3:00 - Etiquette, Lost Arts (Whittling, Handicrafts)

### Student Dress Code

Students are permitted to have:

- Neat, natural colored hair
- Shirts that are tucked in (Blouses/sweaters may be worn untucked)
- Close toed shoes
- Dresses

Students are **NOT** permitted to wear:

- Any clothing that has profanity, inappropriate language or content
- Any imagery or content that does not align with the values of Agape Community Center (ghosts, skeletons, witches, alcohol, etc.)
- Pajamas or active wear
- Clothing with holes or tears
- Sleeveless tops or dresses
- Hoodies

### Student Information

- Agape Homeschool Collective serves children currently enrolled in a homeschool in grades K-12

### Morning Drop Off

- Students should be walked into the building and checked in by an adult.

### Daily Items

- Students should bring a lunch and/or snack and a refillable water bottle
  - Be sure to send all utensils your child will need
- Please label items with your student's name.
- They are responsible for bringing their class materials
  - Books, pencils, paper, projects and presentations

- Clothing
  - Please label any articles of clothing, such as sweaters, coats, raincoats, hats, gloves, etc. with your student's name.

### **Change in Pick Up Person**

- If someone who is not on the list will be picking up your student, you must notify the teacher in writing and they will be required to show their picture ID.
- Make sure that all people who are authorized to pick up your child are on the enrollment form.

### **Signing Out**

- It is important to sign your child in and out everyday.
- Sessions end promptly at 12:00 & 3:00
  - Late pick ups will result in a \$20 fine
  - Repeat occurrences of late pick up will result in unenrollment

## **The School Year**

### **Celebrations**

We may have celebrations throughout the year (Thanksgiving, Christmas, Valentine's Day, etc.) . You will receive more information closer to these dates.

### **Birthdays**

If you would like to send in a birthday treat for your student's birthday, please:

- Notify the director in advance, making sure there are no allergies to consider and that you send a treat for all students in the class.
- Leave them with the director or the tutor to be taken to the kitchen.

## **Special Visitors and Field Trips**

- Special Visitors
  - Throughout the year we will have special guests come to speak to our students, permission slips will go home prior to these events.
  
- Field Trips
  - If a field trip is planned, an adult must accompany each child and the children will have to be taken to and from the destination by a parent or designated adult.
  - Permission slips and more information will come to you as needed.

## **School Involvement**

### **Volunteering**

Each family is required to volunteer at least 2 hours per month. Volunteering more often is welcomed and encouraged!

Adults who wish to volunteer:

- Must be at least 18
- Provide proof of age (Driver's License or Birth Certificate)
- Complete a background check.
- Complete an emergency form and health questionnaire

Family members may volunteer for:

- Administrative needs
- Help with art projects or music classes
- Helping with celebrations
- Helping with special visitors
- Helping with fundraising events and programs

Agape Homeschool Collective reserves the right to deny access to volunteers.

## **Code of Conduct for Parents/Guardians, Volunteers and Others Visiting the Collective**

Courteous and respectful behavior between and among program participants is essential for Agape Homeschool Collective to achieve its mission, help ensure a positive environment and to promote the safety and security of children, families and staff.

Agape Homeschool Collective will not tolerate behaviors that do not promote courteous and respectful behavior. Examples of violations could include but are not limited to the following:

- Threats of any kind to staff, parents or children
- Physical or verbal punishment to a child not in their custody
- Swearing or cursing
- Smoking, bringing drugs, alcohol or weapons to the school or events
- Being under the influence of drugs or alcohol on the property or events
- Interfering with daily routine(s) while staff are attending to children
- Quarreling, verbal fighting, loud shouting or displays of anger
- Physical violence
- Inappropriate or excessive displays of physical contact
- Any form of sexual harassment including but not limited to physical demonstrations, leering, inappropriate touching, inappropriate comments
- Inappropriate dress not limited to but including low cut tops, bare midriff or clothing with words or pictures inappropriate for young children.
- Negative or derogatory posts or comments on social media or other public forums pertaining to the AGAPE Community Center (Preschool or Homeschool Collective), its staff, students and families.

If a person violates this code of conduct, Agape Homeschool Collective reserves the right to:

- Restrict access to children, classrooms or activities
- Terminate a child's enrollment
- Remove a child's name from the waitlist
- Contact appropriate authorities (Child Protective Services, Police, etc)
- Take civil or criminal action

## Tuition and Fees

Math/Science/Spanish (Mon. & Wed. 8:00 - 12:00) \$200 per month/10 months

Humanities (Tues. 8:00 - 12:00) \$150 per month/10 months

Tea Time: Chess & Book Club (Mon. 12:00 - 3:00) \$50 per month/10 months

Tea Time: Fine Arts, Art & Music Appreciation (Tues. 12:00 - 3:00) \$50 per month/10 months

Tea Time: Lost Arts, Handicrafts (Wed. 12:00 - 3:00) \$50 per month/10 months

**\*All students must pay a \$200 registration and supply fee at time of registration.**

Payments can be dropped off in the drop box in the front lobby. Late payments will require a **\$25 late fee**. If payment is not received prior to the end of the month, your student will be unenrolled.

There will be a **\$35 fee** added to any returned checks. We are charged when this occurs.

There is no discount or refund on tuition for holidays, absences, or additional possible school closures that do not extend past ten days.

## School Policies

### Medical Report

- Immunization records or a religious exemption letter must be on file at school prior to school starting. Please let the school know of any pertinent health conditions, allergies, or any change in health we should be aware of.

### Administration of Medicine

- Please inform the director if your student has an EpiPen or an inhaler. A form must be completed for us to administer these to your child.
- If your child needs medications during the school day, please contact the director.

## Health Rules for Attendance

- Children should be kept home from school if they have had any of these symptoms within the last 24 hours:
  - Fever
  - Diarrhea
  - Vomiting
  - Dark mucus nasal discharge
- Children should be kept home from school if they show signs of becoming sick
  - Listlessness or drowsiness
  - Productive cough
  - Sore throat
  - Ear pain
  - Eyes that are pink, burning, itching or producing discharge

We understand that it is difficult to keep your students home when you need to work, but exclusion will keep contagion from spreading and promote the health and safety of all children and staff.

Please notify the school if your child has or develops a highly communicable disease or condition.

If your child becomes ill during the school day, every effort will be made to make them comfortable and away from the other children. A parent or guardian will be called to come and pick them up.

<b>Exclusion Criteria</b>		
<b>Condition:</b>	<b>If your student has been diagnosed with this disease our program will:</b>	<b>When to allow your student to return:</b>
Chicken pox	<ul style="list-style-type: none"> <li>● Temporarily exclude child from school activities</li> <li>● Notify all parents</li> <li>● Follow hand washing and cleaning procedures</li> </ul>	Approximately 6 - 7 days after rash begins or when all blisters have scabbed over
Diarrhea	<ul style="list-style-type: none"> <li>● Temporarily exclude child from school activities</li> <li>● Follow hand washing and cleaning procedures</li> </ul>	When child is diarrhea free for 24 hours
Hand-Foot-and-Mouth	<ul style="list-style-type: none"> <li>● Temporarily exclude child from</li> </ul>	When lesions heal and

	<p>school activities</p> <ul style="list-style-type: none"> <li>• Notify all parents</li> <li>• Follow hand washing and cleaning procedures</li> </ul>	drooling stops
Head Lice	<ul style="list-style-type: none"> <li>• Temporarily exclude child from school activities</li> <li>• Notify all parents</li> <li>• Follow hand washing and cleaning procedures</li> </ul>	24 hours after treatment and no signs of nits or lice
Ringworm	<ul style="list-style-type: none"> <li>• Temporarily exclude if lesions cannot be covered</li> <li>• Follow hand washing and cleaning procedures</li> </ul>	If unable to cover lesion, after treatment begins and lesion starts to shrink
Strep Throat	<ul style="list-style-type: none"> <li>• Temporarily exclude child from school activities</li> <li>• Follow hand washing and cleaning procedures</li> </ul>	24 hours after antibiotics have begun
Pink Eye	<ul style="list-style-type: none"> <li>• Temporarily exclude child from school activities</li> <li>• Follow hand washing and cleaning procedures</li> </ul>	24 hours after first dose of medication and symptoms are mild
Fifth Disease	<ul style="list-style-type: none"> <li>• Temporarily exclude if child cannot participate in school activities or child has a fever</li> <li>• Notify all parents</li> <li>• Follow hand washing and cleaning procedures</li> </ul>	After child is fever free and able to participate
COVID 19	<ul style="list-style-type: none"> <li>• Temporarily exclude child from school activities</li> <li>• Follow hand washing and cleaning procedures</li> </ul>	If the child is symptom free and it has been five days from a positive COVID test or 5 days from the onset of symptoms or with a doctors note
Impetigo	<ul style="list-style-type: none"> <li>• Temporarily exclude child from school activities</li> <li>• Follow hand washing and cleaning procedures</li> </ul>	After treatment has begun
Fever	<ul style="list-style-type: none"> <li>• Temporarily exclude child from school activities if the fever is above 100 degrees Fahrenheit</li> </ul>	After they are fever free for 24 hours without medication
Vomiting	<ul style="list-style-type: none"> <li>• Temporarily exclude child from school activities</li> <li>• Follow hand washing and cleaning procedures</li> </ul>	After child has not vomited within a 24 hour period

## **Hand Washing**

Hand washing greatly cuts down on the transfer of germs. We ask that all students and staff wash their hands immediately upon entering each morning. We also wash our hands before & after eating, after using the restroom, nose blowing, or touching contaminated surfaces.

## **Toilet Training**

Students must be fully toilet trained to be enrolled.

## **Recording and Reporting Accidents**

All injuries including bumps to the head, bleeding, broken bones, and/or requiring medical treatment will be reported on an incident report which will be signed by the guardian at pick up. It will be recorded in the school records. Copies are given to the parent, and parents will be notified as soon as possible about the incident.

## **Emergencies**

All staff will have first aid and CPR training. In an emergency, the school will first contact the guardian and then if necessary, the other emergency contacts. If the emergency requires immediate medical care, we will call for an ambulance while we are also calling you. Throughout the year, please notify the school of any phone number changes for you or your emergency contacts.

## **Policy for Unenrollment**

If you need to withdraw your student from Agape Homeschool Collective please give one month's notice in writing. You will be responsible for tuition for the entire month that the student attends.

At their discretion, Agape Homeschool Collective reserves the right to un-enroll a student at any time.

## **Press/Photo Release & Media Use Policy**

Permission was given or denied on the student registration form. Please notify the director in writing if you want to change your permissions of photo and media use for your student.

## **Discipline Policy**

The discipline policy at Agape Homeschool Collective is focused around positive behavior and clearly laid out, high expectations. Students will receive character education and etiquette as a part of their general experience at AHC and during Tea Time program sessions.

Students who are not following directions or misbehaving will be redirected and the teacher will make every effort to correct the behavior in a positive way. Students may be redirected if a verbal correction does not correct behavior.

Corporal punishment is not allowed. Children will not be spanked, shaken, or physically disciplined at all. Food, rest or toileting will not be used for consequences or punishments. Students who are consistently having serious behavior issues will be unenrolled.

Students are expected to:

- Be on task
- Be prepared for class
- Be kind and respectful to all staff, students and volunteers
- Show high moral character, avoiding profanity and inappropriate conversations

Bullying, the use of profanity and physical violence of any kind will not be tolerated.

For any violation of the behavior expectations, the following action will be taken:

- 1st Incident-Parent/Guardian notification
- 2nd Incident-Notification and 1 Day Suspension
- 3rd Incident-Notification and 3 Day Suspension
- 4th Incident-Notification and 5 Day Suspension
- 5th Incident-Dismissal from the program

## **Administrative Policies**

### **Selection and Training of Staff**

Agape Homeschool Collective hires staff that are qualified and passionate about quality education. They sign a statement of faith and are interviewed to ensure their values align with our mission.

All staff are required to pass a criminal background check and are CPR certified.

They will be trained on our operating policies and procedures as well as our emergency plans.

Staff must be at least 18 years of age.

Substitute teachers are also required to be 18 years of age, have a clear criminal background check, and be CPR certified.

Agape Homeschool Collective does not discriminate on the basis of race, color, national origin, sex, age or disability in employment.

### **Fiscal Management**

Agape Homeschool Collective is a nonprofit program under the Agape Community Center. All funds received through fees, tuition payments and donations are used to pay teacher salaries, purchase materials, supplies and curriculum for the current students and building upkeep that impacts the collective.

The AHC pays a small fee to Motion Church for use of the space.

## **Operational Policies**

### **Admission Requirements & Enrollment Procedures**

- **Enrollment**

- Early enrollment for current students and their siblings will be open before general enrollment.
- Parents will complete an application for enrollment, when notified that your child has been registered, guardians will have two weeks to complete and return the registration forms and fee, ensuring the enrollment of the child.

- **Requirements**

- Families must apply and be interviewed by a staff and board member of the AGAPE Homeschool Collective.
- Applications must include 2 letters of recommendation. These may be completed by teachers, Sunday school teachers, pastors, etc.
- Students must be between 5 and 18 years old to attend the Homeschool Collective
- Parents will have to supply an immunization record or letter of religious exemption.
- At this time, our facility is not equipped to meet the special needs of some students. Please contact the director if you have any questions or concerns.

### **Agape Community Center's Nondiscriminatory Policy**

The Agape Community Center will not discriminate in employment, school acceptance, charitable decisions, or board membership on the basis of race, color, ethnicity, or gender.

### **Procedures for Reporting Suspected Child Abuse and Neglect**

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision. Appropriate discipline, or when a child is abandoned.

**North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education** at 919-814-6300 or

1-800-859-0829. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**

If any staff member suspects child abuse or neglect, they will report it to the director and the director will contact the Pamlico County Department of social services.

**Office:** (252) 745-4086

**Address:** 828 Alliance Main Street  
Bayboro, NC 28515

### **Tobacco and Smoking**

**No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on the property of Agape Homeschool Collective at any time.**