

Registration Form Page 1

Master's Hand Longmont Homeschool Enrichment Program

Please email your completed fillable registration form (**NO pictures please**) to mastershandlongmont@gmail.com, or
 print & mail pages 1-3 with your \$90.00 registration fee (paid via check made out to Master's Hand Longmont or
 Venmo to Carrie-Matthews-21) to: Carrie Matthews, 4431 Maxwell Avenue, Longmont, CO 80503.

Today's Date _____
 Parents' Names _____
 Address _____ City _____ Zip _____
 Father's Cell Phone # _____ Mother's Cell Phone # _____
 Parent's Main E-mail Address _____
 If new, how did you hear about us? Website: _____ Friend: _____ Other: _____

NOTE: Please contact the teacher directly for pre-approval if you would like to register your student(s) in a class that does not exactly fit his/her age. See below for teacher contact information.

	Student #1	Student #2	Student #3	Student #4
	Name _____ Birth Date _____ Age (in Sept.) _____ Grade (in Sept.) _____	Name _____ Birth Date _____ Age (in Sept.) _____ Grade (in Sept.) _____	Name _____ Birth Date _____ Age (in Sept.) _____ Grade (in Sept.) _____	Name _____ Birth Date _____ Age (in Sept.) _____ Grade (in Sept.) _____
8:45 AM Class Name				
9:45 AM Class Name				
10:45 AM Class Name				
Staying for Lunch?	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
12:15 PM Class Name				
1:15 PM Class Name				
2:15 PM Class Name				

Master's Hand Longmont Homeschool Enrichment Program

In case of an emergency, please contact:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Known Allergies or Learning Disabilities – List student 's name first

Please note any other information that would enable us to provide the best education and safety possible for your child/ren such as learning, sensory, mental health, physical, or behavioral

issues _____

Individuals authorized to pick-up your child/children, other than a parent:

Name _____ Phone _____ Relationship to child _____

Name _____ Phone _____ Relationship to child _____

Please read the following pages for details on policies and procedures, initial each item, and provide full signature on page 3. We have read, understand, and agree to:

_____ Statement of Faith

_____ General Waiver of Liability

_____ Student Safety

_____ Health Insurance Waiver

_____ Student Conduct

_____ PE Waiver of Liability

_____ Discipline Procedures

_____ Photo Release

_____ Lunchtime Policies

_____ I read the Special Needs Transparency

_____ Pay the Registration Fee

_____ The Drop/Add Fee

_____ Pay the one-time materials fees and each month's tuition (September thru April)

directly to each teacher on or before the first week of each month.

Master's Hand Longmont Homeschool Enrichment Program

Parent's
Signature _____ Date _____

Student's
Signature/s _____

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2024-2025 Teacher Contact Information

Name	E-mail	Phone Number
Anderson, Kathy	katherinesa@msn.com	970-396-7781
Belz, Linda	LindaJBelz@gmail.com	720-438-9361
Gardner, Jackie	jackieellisgardner@gmail.com	724-601-1206
Heins, Staci	brian_and_staci@hotmail.com	720-998-3946
Jones, Adzele	adzele@gmail.com	315-559-3400
Kuntz, Jamie	jameson1086@gmail.com	865-386-0172
LaCrosse, Yokaira	yokairalacrosse@hotmail.com	303-828-8035
Magalong, Julie	jmagalong1018@yahoo.com	720-581-0385
Matthews, Carrie	teacherwritercm@gmail.com	720-217-8075
Russ, John	pastorjohnruss@gmail.com	303-823-6981 - no texts please
Stayer, Pam	pstayer17@gmail.com	303-444-8352 - landline, no texts
Stone, Rebekah	rkstone4@gmail.com	720-238-2049
Vogel, Aaron	savogel8@gmail.com	970-443-0590
Warwick, Tirzah	tirzah_zim@yahoo.com	720-231-1913

Master's Hand Longmont Homeschool Enrichment Program

Master's Hand Longmont Homeschool Enrichment Program Important Dates for the 24-25 School Year

We meet on Tuesdays at FaithPoint Church in Longmont.

The address is 833 15th Avenue, Longmont, CO 80503

Event	Date and Time
Spring Open House 2024	May 7, 2024 (3:30-4:30 pm)
Fall Open House	August 27, 2024 (10:00- 11:00 am)
First Day of Class	September 3, 2024
Hat Day	October 1, 2024
Life for the Innocent Event	November 8, 2024
Thanksgiving Break	November 26, 2024
Christmas Break	December 17 & 24, 31, 2024
Favorite Sports Team Day	January 21, 2025
Spring Break Week	March 18, 2025
Spring Open House 2024	May 6, 2025

Master's Hand Longmont Homeschool Enrichment Program

Statement of Faith

We believe the Bible to be the only inspired, infallible, authoritative Word of God in the original text and the only rule of faith and practice. II Timothy 3:16-17

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Matthew 28:19; II Corinthians 13:14

We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His visible return in power and glory. Colossians 1:13-20

We believe that Jesus Christ is the only mediator between God and Man. I Timothy 2:5

We believe that all men are lost and sinful, and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit. Romans 3:23-26; Titus 3:5

We believe that the universe originated by the creative act of God as revealed in Holy Scripture. Genesis 1:1; John 1:1-3

We believe that human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all of human life. Psalm 139

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person and who He created them to be. Gen 1:26-27

We believe that God created marriage in the beginning, as a blessing for both man and woman, and that he created marriage to be between one man and one woman, who enter into a covenant relationship, complement one another, serve one another, and sanctify one another for as long as they both shall live. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one biological man and one biological woman. Gen. 1:27-28; 2:15-24; Lev 18:22; Lev 20:13a; Matt 19:4-6; Rom 1:26-27; 1 Cor 7:14

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

Master's Hand Longmont Homeschool Enrichment Program

Student Safety

ALL Master's Hand Students

- It is critical that we have students in a supervised setting at ALL times.
- If your elementary child/ren have an hour without a scheduled class, you MUST be with them. The front foyer is available for quiet study for moms or dads to sit with their children.
- Students waiting to be picked up MUST wait inside the church.
- Students are not allowed to leave the campus during their school day unless arrangements have been made in advance.
- It is important for students to be signed in when they arrive for classes. Signing them out is only necessary if a student leaves early.
- Teachers will explain emergency evacuation procedures during the first few weeks of class.

High School Students With A Gap Hour:

- While on church property, Students must be supervised at all times by a parent or other adult. If this is not possible, You may coordinate with a teacher to have them sit in the back of the classroom to work on homework or to be a student helper.
- If a high school student is driving and would like to leave campus for that hour, we ask that their parents please give a written letter of consent to the directors informing them of their arrangement. If students come back repeatedly late or are disruptive to the learning environment of Master's Hand, this privilege may be revoked by the directors.
- Students are not allowed to sit in their cars or outside by themselves as Masters Hand would still be responsible for their safety.

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Student Conduct

We maintain Scripture as the center of our program and as the standard by which we educate and direct students. We highly value, and desire to preserve, the friendly and orderly environment that characterizes our program, allowing each student to pursue quality learning and develop Godly character while on our campus.

Students are not permitted to:

1. Bring and/or possess a weapon on church grounds, have involvement with alcohol or illegal drugs, or any other flagrant act in clear contradiction to scriptural principles.
2. Use cell phones unless it is necessary to contact a parent or access material for an in-class project. Students must receive teacher permission prior to using the phone on these occasions.

Students are expected to:

1. Display consideration, kindness, and compassion. (Ephesians 4:32- Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you).

It is expected that students will treat others with kindness in speech and in action. Harsh words and harmful behavior will be addressed. Others will be treated with dignity and respect. The Master's Hand environment will be free from all forms of intimidation including, but not limited to bullying, exploitation, and harassment.

2. Display self-control in attitude and action. (Proverbs 25:28 - A man without self-control is like a city broken into and left without walls.; 1 Corinthians 14:40 - But all things should be done decently and in order.)

It is expected that students will control their words and actions. Students will speak at appropriate times in class and control their actions. They will demonstrate orderly behavior when in informal groups and in the classroom. Students will respect the learning environment and not cause disruptions in class.

3. Resolve conflict in a biblical manner. (Matthew 18:15-16,20. 15 - If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. 16 - But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. 20 For where two or three come together in my name, there am I with them.)

If a student, or parent, has a conflict with someone, they should go directly to that person to seek understanding and resolution. If the problem is not resolved, all parties should go together to the teacher, director or board member for additional dialogue. Each person should

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come to the meeting in a spirit of prayer and humility, willing to submit to reproof and correction, if needed.

4. Display Modesty. (1 Corinthians 10:31. So, whether you eat or drink, or whatever you do, do all to the glory of God.; Romans 12:2a Do not be conformed to this world.; Romans 12:10 Love one another with brotherly affection. Outdo one another in showing honor.; Romans 14:13b ... decide never to put a stumbling block or hindrance in the way of a brother).

Clothing should be neat, clean, and without holes. Undergarments may not show and clothing should fit properly (not excessively baggy or too tight). Hats may not be worn indoors. Body piercing will remain unadorned except earrings for girls. Young ladies: Leggings may only be worn under skirts/dresses, longer shirts that completely cover back sides, or shorts. Dresses, shorts, and skirts must cover $\frac{3}{4}$ of the thigh. Shirt necklines should not allow cleavage to show and should be long enough to cover stomach and back when arms are raised. No extreme hair cuts or color.

5. Respect Authority. (Romans 13:1. Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God).

Students are expected to respect teachers as well as the expectations of conduct at Master's Hand Longmont.

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Discipline Procedures

Students who disregard these expectations will be corrected. Master's Hand Longmont handles each situation on a case-by-case basis, maintaining equitable standards while partnering with parents to direct students to right choices and heart change. As needed, the director and/or board members of Master's Hand Longmont will be involved in the process.

The following are typical steps in the course of correction. At each step, there is opportunity for repentance, forgiveness and heart change.

1. Student warning from teacher
2. Student conference with teacher (parents will be notified)
3. Meeting with parents, student and teacher (director/board member may be invited to attend)
4. Suspension
5. Expulsion

* Additional disciplinary measures may be added as deemed necessary by the Master's Hand Longmont board.

Discipline: I/We understand that the purpose of attendance at The Master's Hand Longmont Enrichment program is to enrich my/our child academically. I/We understand that if my/our child is disruptive during classes, the other children are not able to benefit from the instruction. The faculty and/or staff may find it necessary to notify me/us that my/our child should be sent home if this situation occurs. If disruptive behavior continues, the Faculty and/or Staff may require expulsion of my/our child from the class(es) he/she may be enrolled in at that time. I/We understand that if expulsion is required, program fees will be prorated from the day my/our child was expelled with the remaining balance returned to us/me within 30 days following expulsion.

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Lunchtime Policies

Lunch is scheduled from 11:45 am to 12:10 pm

Student Expectations During Lunch

- Absolutely no drinks other than water or non-sugary clear drinks. If a student brings something else, it needs to be thrown away. This helps alleviate sticky messes that lunch volunteers need to clean. The first week or two we extend grace and give a reminder.
- Microwave use is for teachers or volunteers only.
- When eating indoors we ask that fruit cups with juice and yogurts with plastic foil lids not be sent. They seem to be the foods that spill more often than others.
- No one should be running around or rough housing during lunch. It results in spilled lunches and the little ones would much rather 'play' than eat. Lunch is only 25 minutes long, and the students should be getting nourished and recharged for their afternoon classes and enjoying conversation with their friends and classmates.
- No cellphone usage (unless it is necessary to contact a parent and they let you know ahead of time). We will encourage students to have face-to-face conversations with their friends or meet new friends during lunch.
- Students should not leave the area until lunch is over **UNLESS THEY HAVE PERMISSION FROM A TEACHER or PARENT VOLUNTEER.**
- 5 minutes before dismissal, give everyone a heads-up so they can clean up.
- **High school drivers** are to remain on campus during lunch unless they are with a parent.

Volunteer Information for Lunchtime

Thank you so very much for offering your time to assist us with lunch! The purpose of this very important job is to supervise the students and remind them of appropriate behavior (and get the teachers a quick break to eat, clean up their classrooms for their next class, and to use the restroom).

- We will be going outside for fresh air as often as the weather permits!
- Walking around the students works well to keep them focused on their lunch.
- A director will always be in the building, so please feel free to find one of us for any reason.
- Please grab the custodial trash can on wheels (located inside the closet between the bathrooms in the classroom hallway) and take it to just outside the side door. Then, please return it back to the closet after lunch.
- Make sure not to completely close the side door that goes outside; it locks behind you. Please do not allow students to go beyond the buildings.

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General Waiver of Liability

Health and Accident: I/We release the faculty, director, and staff of Master's Hand Longmont Homeschool Enrichment Program from liability for damages or injuries resulting from my/our child's participation in all normal program activities. I/We will not hold the faculty or staff of the Master's Hand Longmont Enrichment Program or FaithPoint Church responsible, either jointly or severally, for injuries that result from my/our child's participation in Master's Hand Longmont.

Emergencies: In case of emergency, I/we understand that every effort will be made to contact the persons listed on my registration form. I/We hereby authorize the Master's Hand Longmont Enrichment Program Staff, and/or a physician selected by the staff, to secure an indicated treatment, including hospitalization, to safeguard the welfare of my/our child. I/We will accept responsibility for all expenses incurred in treatment.

Master's Hand Longmont Homeschool Enrichment Program does not discriminate against any employee or employee-applicant, or against any student applicant because of race, religion, color, gender, or national origin.

Health Insurance Waiver

Master's Hand encourages you to evaluate your own health and disability insurance to determine if you have adequate coverage for any injuries your child might sustain while at Master's Hand or participating in Master's Hand activities, including P.E. Please be advised that Master's Hand does not carry insurance for your child on your behalf. Master's Hand has no liability for injuries that occur during classes, prior to classes, after classes or during any Master's Hand classes or activities.

Note: Colorado Child Health Plan (CHP+) is a low cost health insurance plan for Colorado's uninsured children, 18 and under, whose families earn too much to qualify for Medicaid but cannot afford private insurance. To find out more about CHP+, call (800) 359-1991 or visit <https://www.colorado.gov/pacific/hcpf/child-health-plan-plus>.

I acknowledge and represent that I HAVE READ THE FOREGOING Waiver of Liability and Hold Harmless Agreement, UNDERSTAND IT AND SIGN IT VOLUNTARILY as my own free act and deed.

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P.E. Waiver of Liability

To the best of my knowledge, I am in good physical condition and fully able to participate in P.E. and outside sporting events (field trips for high school P.E. students). I am fully aware of the risks and hazards connected with the participation in this event, including physical injury or even death, and hereby elect to voluntarily participate in said event, knowing that the associated physical activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OR LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or loss or damage to property owned by me, as a result of participation in this course.

I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, Master's Hand Longmont, their Board, their director, Aaron Vogel, FaithPoint Church, their officers, servants, agents, and employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, while participating in physical activity, or while on or upon the premises where the event is being conducted. Any and all P.E. classes and extra events promoted by Mr. Vogel held at or outside the church facility will be included as well.

I acknowledge and represent that I HAVE READ THE FOREGOING Waiver of Liability and Hold Harmless Agreement, UNDERSTAND IT AND SIGN IT VOLUNTARILY as my own free act and deed.

Photo Release

Permission Granted: We give Master's Hand Longmont and its representatives permission to use photos of our child/children in the website or publications for advertising purposes.

Registration Drop/Add Fee

NEW registration policy:

Effective for the 2024-2025 school year, until August 6, 2024, there will be no fees for changes to your family's schedule. After the August 6th deadline, we are instituting a drop/add fee of \$15 per family, per transaction. A transaction means any changes in one 24-hour day. You may make changes to your family's schedule (meaning multiple children) by communicating with our registration director, Carrie Matthews, and the fee is \$15. If a week later (or any other day), you want to make any other changes, that will be an additional \$15. Please consider carefully what classes are best for your family so you are not holding a spot for someone who would like to be in a class you are still mulling over, and make the changes you need to before August 6. This is also to help teachers plan wisely for ordering materials for the correct number of kids.

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Special Needs Transparency

The basis of Master's Hand Longmont, aside from its solidity in Christian values, is to provide supplemental and enrichment classes that coincide with what is being taught at home. Our view is that parents are the chief educators of their children. While we have the desire to meet the needs of every family that registers for Master's Hand Longmont, our teachers are not trained in special education and our program is not able to have specialized instruction plans for individual students. In order to best partner with your family in your child(ren)s education we need as much information as possible about any learning or behavioral challenges present. This will facilitate in deciding if Master's Hand will be a good fit for your family.

If your child(ren) has learning or behavioral challenges that you experience at home, whether professionally diagnosed or not, we need to know this information during the application process. Having this information will help our teachers to distinguish between general misbehavior and misbehavior stemming from an underlying issue and can guide the teacher's response to those behavioral issues. We must consider the entire student body in addition to individual needs. When filling out your family's registration, please take special note of the section that gives you ample space to share additional information about your child(ren). For clear examples, if your child has been diagnosed with ADHD or Asperger's, then we need to know this. If there has been trauma in their past that makes situations hard for them, we need to know this. In addition, there can be more subtle struggles that have not been diagnosed which you understand about your child. Examples may include but are not limited to: If your child has struggles that make a classroom situation difficult for them, whether that means focusing or concentration problems, physical handicaps, medication requirements that are needed for daily life, sensory problems with clothing or being touched appropriately by others, problems with anger or other troubles with impulsive behavior, or problems with transitioning and changing activities or classes, we need to know.

Anything you share, will be held in confidence by the directors and the teachers that have them in class. As you fill out this section, please be as forthcoming as possible. If we think it is applicable, a director will be reaching out to you to schedule a time to hear more about how you are teaching and training your child at home so we can best see if Master's Hand Longmont will fit your family's needs and our program's vision. In some rare cases registration may not be accepted.

If your registration is approved, we also would like as much information to pass on to our teachers (confidentially of course) so they can have proper expectations, make curriculum changes and classroom adjustments if needed that will help your child succeed in their classes.

We strive to be as transparent on this topic as possible. We ask for the same from you. If you choose not to fill out the additional information on your children section while registering for Master's Hand Longmont, and major problems come up midway through the school year, we reserve the right to excuse your child from our program. This would not be done without meeting with parents first, but we do expect upfront information to the best of your knowledge as we begin the school year. And, if as the school year goes forward, and changes to your child's social, emotional, or educational needs change, please make us aware of it so we best know how to minister to your child.

We thank you for your cooperation in this matter. Your family is loved and prayed for regularly. Please pray for us as leadership to make the best decisions for the program as a whole.