



PAC Day Handbook



Hill Country Christian Homeschoolers

A non denominational Christian homeschooling support group that provides social and educational opportunities for students of all grade levels in Bulverde/Spring Branch and surrounding areas.

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Section I: Introduction

Purpose and Mission

(last updated 7/12/2019)

Primary Academic Co-Op (PAC) Day Purpose

In accordance with the HCCH mission, PAC Day has been established for HCCH member families to help meet an academic and elective need for their students. Classes are offered in some supplemental core subjects with electives available as interest and available parent-teachers allow. Due to limitations with time, facilities, and instructors, it is the purpose of PAC Day to offer academic classes only for Pre-K - 8th grade students, with childcare available for newborn through age 2 children of participating parents.

With the understanding that PAC Day is not meant to replace your homeschool studies, but to enhance them, PAC Day cannot meet the total academic needs of every student.

PAC Day Vision for Education

Our desire is to offer your student an enjoyable classroom environment, and the opportunity to experience learning alongside their peers from a teacher other than their own parent.

PAC Day Limitations

Due to our limitation of time, space, and volunteers, PAC Day is unable to provide classes for students with special academic, emotional, and physical needs. Allowances can be made to this rule only with prior request and approval from the PAC Day Board. Each student and their family must agree to abide by the PAC Day rules if they will participate in PAC Day classes.

PAC Day Organization

PAC Day is organized by a parent-led board who serve in a voluntary capacity with new board members appointed as the need arises. The PAC Day Board will set the class schedule, calendar, secure facility and approve all parent-teachers. Board members will also help resolve conflicts between parent-teachers, students, parents and others.

The PAC Day Board is a primary committee of HCCH as described in Article V, Section 1 of the HCCH By-laws.

Statement of Faith

(last updated 6/24/2015)

HCCH is a non denominational Christian support group that provides social and academic opportunities for homeschooled students of all grade levels in Bulverde/ Spring Branch and surrounding areas. HCCH is a Christian organization, adhering to the historical tenets of the Christian faith. Your participation with HCCH does not require you to agree with our beliefs, however you will be required to conduct yourself in a manner consistent with them and not promote contrary doctrines or beliefs while participating with HCCH.

We believe:

1. The Bible is the inspired and infallible Word of God and constitutes His completed and final revelation to man. The Bible, in its original autograph is without error in whole and in part including theological concepts as well as geographical and historical details.
2. God has existed from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit. Jesus Christ is God come in human flesh being fully God and fully man except without sin.
3. All men are in violation of God's righteous requirements and His holy character both by nature and act and are therefore under His wrath and just condemnation. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His death on the cross. The successful accomplishment of this was attested to by His subsequent visible bodily resurrection.
4. Salvation is offered as a free gift to mankind. We receive this gift through faith in Jesus Christ. We rest upon Him alone, not our works, for salvation.
5. Mankind is created in the image of God, male and female exclusively, which is accurate, correct, and complete (Gen 1:27). Marriage is the covenantal union of one man and one woman and this is the foundation of the family (Gen 2:24).

PAC Day Overview

Co-op Structure:

This co-op will be organized as a **"Parent-Led" co-op** which means that every child who participates in PAC Day must have at least one parent on campus the entire time, helping out in some capacity. This will not be a drop-off type of co-op. We will have different types of positions available for parent volunteers, including class assistants, childcare assistants, and Study Hall monitors.

Day/Time of Co-op:

PAC Day will be on Fridays from 9:00 am - 12:00 pm:

- Our semesters run for 10 weeks during the Fall and Spring Semesters

Grade-Levels Offered:

3rd Grade through 8th Grade:

For 3rd grade through 8th grade, there will be three periods scheduled for the co-op morning. Your child can choose one class per period from those offered. Parent classroom assistants will oversee class changes.

Pre-K through 2nd Grade:

For Pre-K through 2nd grade, students will be grouped according to grade level and will remain in the same class for all three hours. This is for safety reasons since we don't want the younger kids changing classes. Students participating in the Pre-K class must be potty trained.

Babies and Toddlers:

As a participating parent if you have a baby or toddler, there will be an area set apart for them with parent volunteers caring for them. Toddler's class is for those who can walk.

Study Hall for Older Students:

Participating families may bring older siblings, but they will need to stay in study hall area at all times.

Types of Classes:

Our class offerings depend on what our parent volunteers have decided to teach. All of our classes are led by parent volunteers and paid teachers.

Grades 3rd through 8th will be able to choose three classes for the co-op. Classes will be 55 minutes long. Subjects may include supplemental core classes, fine arts and other electives.

The Pre-K, Kindergarten, 1st grade, and 2nd grades three hour class time will be basic academia taught to prepare the students for their next grade levels. One hour will be for snack and recess time. The other two hours will be broken up to accommodate some, but maybe not all, of the following: math, reading, history, and/or art projects, depending on what the teacher has developed for the class.

In order to keep our classes a reasonable size, we limit the amount of students in each class. Classes are filled on a first come, first serve basis.

Teachers/Assistants Needed:

We really need parents to volunteer as teachers for our classes! If you don't feel you can teach anything at this time, then you can volunteer as a teacher's assistant. The teachers will need assistants to help in the classrooms.

If you decide to teach a class, you can choose the topic of your class. Subjects can include any type of supplemental core classes (science, math, history, etc.) or any extracurricular topics. We will help out as much as possible with ideas and can offer examples of classes taught in previous semesters. Additionally, you will need to figure the cost of your supplies so that you can be reimbursed for those expenses.

Once families pay class supply fees, you can then purchase your class supplies based on how many kids will be in your classroom. Class supply fees will be made payable directly to the teachers, to be turned in on or before the date and location specified on the PAC Day Calendar.

Time Commitment:

We will only be signing up for one semester at a time. We will offer both fall and spring semesters, but will register each semester separately. The class offerings may differ from semester to semester depending on the families participating and what classes our volunteers are willing to teach. You are also welcome to pick and choose which semesters to enroll – you do not have to participate in each semester of the co-op.

During each 10-week semester, the co-op will meet on Fridays for three hours of instruction. Each volunteer will be required to work at least two of the three class hours. Having one (or two) classes “off” is completely dependent upon having enough parents to cover all our classes. In addition to volunteering during the three class periods, all parents will be asked to volunteer for clean-up duties for one week during the semester.

Sample Schedule

This is a sample schedule. As mentioned previously, classes offered to the 3rd-8th graders change each semester based on the volunteers teaching.

9:00 am	Pre_K3	Pre_K4	Kinder	1st Grade	2nd Grade	PE	Music	Engineering I	Book Club	Writing I	Chemistry	Study Hall
10:00 am	Pre_K3 Recess	Pre_K4 Recess	Kinder Recess	1st Grade	2nd Grade	PE	Crafting	Engineering II	History	Writing II	Latin	Study Hall
11:00 am	Pre_K3	Pre_K4	Kinder	1st Grade Recess	2nd Grade Recess	History	Sewing	Health	Poetry	Art	ASL	Study Hall

Section II: Frequently Asked Questions

What is PAC Day?

PAC (Primary Academic Co-Op) is a parent-led co-op for HCCH member families that meets weekly for two 10 week semesters each year.

How much does it cost?

- Registration Fee – \$15 per family, per semester
- Church Donation Fee – \$20 per family, per semester
- Class Supply Fees can range from \$0 – \$160 per class, per semester

When and where does PAC Day meet?

PAC meets at a local church in Bulverde, TX on Fridays from 9am-12pm during each semester.

Is this a drop-off type co-op?

No. Every child who participates in PAC Day must have at least one parent or guardian on campus at all times helping in some capacity.

What grade levels in PAC for?

Classes are offered for Pre-K through 8th grade, with childcare available for newborn through age 2 children of participating parents.

Please note: There is no nursery available at the church. However, there is a quiet room available for mothers with infants.

What types of classes does PAC offer?

For 3rd through 8th grade, classes are offered in some supplemental core subjects and also electives. The majority of classes are taught by parent volunteers, who decide what they'd like to teach. The PAC Day Board works with the parent volunteers to ensure a variety of classes are offered.

For Pre-K through 2nd grade, students are grouped together by grade level and remain with their class all three hours.

How big are the classes?

Most classes average between 8-15 students.

Do teachers give out grades?

No.

Can I just join PAC Day (and not HCCH)?

No. PAC Day is offered to HCCH families only, so you must become a member of HCCH before joining PAC Day. In addition to PAC Day, HCCH offers field trips, events, and activities for all ages.

Do I have to join PAC if I become a member of HCCH?

No. PAC Day is strictly voluntary and is only one of the many great things HCCH offers!

Do I have to participate in both the fall and spring semesters of PAC?

No. We register per semester (not school year).

My oldest child is 5, can I still register for PAC Day?

Yes, but if maximum capacity is reached in Babies, Toddlers, Pre-K, or Kindergarten, preference will be given to those families who also have children in 1st through 8th grades. We do our best to take as many families as we can.

Do classes fill up?

Yes! Our classes are popular and fill up quickly. If a class is full, a waitlist is available.

How do I guarantee my child will get into PAC Day?

Preference is given to children of teachers, so we strongly encourage you to teach a class!

Section III: Participation Guidelines

- All participating families must also be members of Hill Country Christian Homeschoolers (HCCH). Even if you do not take full advantage of your HCCH membership, you must be a member of this group and pay the \$25 membership fee per family. HCCH carries PAC Day's liability insurance, so we require all co-op families to be HCCH members.
- PAC Day offers classes for Pre-K – 8th grade, with childcare for children age newborn through age 2 of participating parents.
 - Please note:*** If maximum capacity is reached in Babies, Toddlers, Pre-K, or Kindergarten, preference will be given to those families who also have children in 1st through 8th grades.
- Participating families may bring older siblings, but they will need to **stay in study hall area at all times.**

- One parent is expected to remain on-campus during the co-op day and will either teach or assist in a classroom. Parents will be able to indicate their preferred positions during registration, and are encouraged to help in classes not including their own children, when possible. The PAC Day Board will assign parents assisting positions according to their preferences, but cannot guarantee that all preferences will be honored.
- If we have enough parents to allow for an “open period” where each person either teaches or assists two periods and is off one, all parents not teaching will be expected to be IN the designated area during this period. It is imperative that we be able to locate parents in case we need them.
- The PAC Day Family Registration Form, (available on the HCCH website to current HCCH members during registration time) must be completed by each family, and constitutes each family’s indication that BOTH parents and all current students, grades 3rd through 7th, have read the guidelines and are willing to abide by them.
- Paid teachers are allowed as long as they don't have children participating in PAC.
- Parents who cannot leave their young children or babies to teach/assist in another class will only be allowed to help in their child's class. Mothers will be welcome to attend to their baby's needs during their fellowship time. Babies and children are expected to stay with their own age group during class time. Please contact a Board Member if you have any questions.
- Each participating parent will be required to stay after class one week during the semester to help clean the church facility and assist with returning classrooms to their original setups. The PAC Day Board will have a sign-up sheet available during Open House.

Section IV: Fees

Registration and Church Donation Fees

- **Registration Fee – \$15 per family, per semester.** These funds will be used for purchasing cleaning supplies and other administrative costs.
- **Church Donation Fee – \$20 per family, per semester.** This money is donated directly to the church facility.

Please note: The Registration and Church Donation fees are due upon class registration or your spot will not be held.

Class Supply Fees

- **Class Supply Fees** can range from **\$0 – \$160 per class, per semester.**

PAC Tuition Policy - updated Jan. 15, 2022

- Please register for classes carefully. Please review your commitment to FULLY pay for all supply fees as a business transaction. Be honorable and trustworthy and pay each person what is owed to them.
- If you're dropped from PAC Day because of non-payment or greater than 7 days late of supply fees payment, ~~only the church donation fee will be refunded~~, church donation fee will not be refunded and any supply fee checks will be destroyed.
- PAC Tuition due dates will be posted both on the website calendar and on the PAC calendar.
- Supply fees will be due 7 business days after class sign ups close each semester. Postmark on the 7th business day is considered on-time or in-person delivery on 7th business day is acceptable.
- They are to be remitted via check or money order (no exceptions)* to the boards tuition coordinator, Kristie Aldrich.
- All late supply fees will be subject to the following penalties:
 - Initial late fee \$15
 - Payments received >3 business days late: Late fee \$35, children removed from any classes that currently have a waitlist and placed in alternate class of the boards choosing, family is ineligible for priority (teacher) registration the following semester.
 - If after 7 business days supply payments have not been received, these families will be withdrawn from the program and will not be eligible to enroll until the following semester. Please see refund policies below.

Refunds

- ~~If you're dropped from PAC Day because of non-payment of supply fees, only the church donation fee will be refunded.~~
- If you're dropped from PAC Day because maximum class sizes have been reached, ALL fees will be refunded.
- If you decide not to attend PAC Day while registration is still open, ALL fees will be refunded.
- If you decide not to attend PAC Day after registration has closed and before the start of the semester, only the church donation fee will be refunded. Class supply fees will only be refunded if the teacher has not purchased supplies (regardless of whether or not your supply fee check has been cashed). The teacher *may* be able to return class supplies and/or partial fees, but this will be at the discretion of the teacher and the PAC Day Board.

Section V: Attendance

When You're Going to be Absent

All absence notices are to be reported directly to the designated PAC Day Board Member. You must send a text a few days prior to your absence (even if you notify the Board Member ahead of time).

Teacher Absences

If a teacher is absent, the PAC Day Board will ***not*** take care of class responsibilities. Teachers and Assistants are to coordinate absences. Supplies must be provided by the teacher to the assistant for the missed class before the class time if the teacher will not be able to attend. Assistants will also need to be prepared with an additional lesson if the lead teacher cannot get the next day's lesson to the assistant in time. If the teacher's class is not covered, the teacher will be responsible for paying that classes portion of their supply fee back to PAC Day for the board having to cover supplies for the class.

Excessive Absences

We strongly encourage regular class attendance. In addition to students missing out on their class work, parents are also missing out on their assigned duties.

If your family has 2 or more absences, any absences without notification, or any absences with late notification, the PAC Day Board may speak with you about further participation. The PAC Day Board has the authority to dismiss any family not following the Attendance Policies.

Visitors

Do not bring non-PAC Day students to PAC Day. Visitors are not permitted without prior consent of the PAC Day Board.

Future Participation

The PAC Day Board reserves the right to refuse future registration to families in the following situations:

- If a family has been dismissed from PAC Day due to excessive absences during any previous semester.
- If a family has been dismissed from PAC Day due to behavior and/or discipline problems.
- If a family has been unable to follow the Attendance Policies during any previous semester.
- If a family dropped out of PAC Day mid-semester during any previous semester.

Please note: These situations will be reviewed on a case-by-case basis.

Section VI: Study Hall

- Study Hall is available and is a class the student must register for. There will be a designated area in the building, and students are accountable to the adult monitor during those times.
- Laptops, tablets and cell phones can be used in Study Hall for school-related work only.

Section VII: Snacks and Drinks

- Snack time for 3rd through 8th grade is 10:45 – 10:55 am. Babies through 2nd grade snack times will be during the lead teacher’s break period.
- **Light, quick *NUT-FREE* snacks only. NO LUNCHES. NUT-FREE snacks are extremely important as we have several children with severe anaphylactic nut allergies!**
- Pre-K through 8th grade students may bring water, while parents may provide babies and toddlers with milk, water or clear juice.
- Because of allergies and other dietary restrictions of many children, no other outside food will be allowed to be shared with classmates. *Exception: If the teacher has prepared something for the class, it must be pre-authorized with all of the parents of the students in the class.*

Section VIII: Cell Phones and Social Media

- Cell phones will be turned off or silent during classes, for both parent volunteers and students. Parent-teachers reserve the right to take phones for the duration of a class if there is disruption. Phones that become a distraction to other students or adults in the study hall area will be handled on a case-by-case basis.
- Parents should not post photos online (Facebook, Instagram, etc.) of children other than their own. Students who have cell phones should also not post photos of any other students.

Section IX: Behavior and Discipline Guidelines

Behavior

- Families, students, parent-teachers, teachers, and board members are expected to work together to create an encouraging and uplifting environment while they attend PAC Day.
- All students and families agree to conduct themselves in a respectful manner in their interaction with parent-teachers, other students and all adults present during PAC Day.
- Students must either be in class or Study Hall at all times when they attend PAC Day.
- Students will not leave PAC Day during co-op day unless prior approval is received from parents.
- No vandalizing or harming church property in any way.

Discipline Guidelines

- Parents are asked to work diligently with the board and parent-teachers to help resolve any behavior or discipline issues involving their students.
- First offense – The issue will be brought to the student’s attention by the adult-on-duty. Depending on the severity of the offense, the parent on-campus may be notified.
- Second offense – Parent on-campus will be notified immediately. Depending on the severity of the offense, the parent may be asked to stay with their child for the remainder of the class day.
- Third offense – Parents and students must meet with the board to discuss their child’s behavior and outline ways to prevent this behavior in the future.
- Dismissal – Severe behavioral problems may result in dismissal of the student from PAC Day classes for the remainder of the school year. No fees will be refunded to the family when a student has been dismissed.
- Though we do not expect to run in to any issues with this age group, the PAC Day board has the authority to dismiss any student at any time who exhibits the following unacceptable behavior, or any other behavior deemed inappropriate:

- Lying, stealing, cheating
- Plagiarism
- Drug, alcohol, or tobacco use
- Inappropriate behavior with the opposite or same sex
- Inappropriate language
- Possession of weapons, especially with the intent to harm self, others, or possessions
- Blatant, habitual disrespect toward tutors, or other adults in authority
- Intentional harm of any person or of church property, whether real or expressed verbally
- Inability or unwillingness to work with the PAC Day board and/or parent-teachers to resolve problems and issues with behavior and/or academics
- Inappropriate, violent, crude, or foul language and images exhibited in a public form, including, but not limited to Facebook, blogs, twitter and texting towards any member of PAC Day.

Section X: Dress Code for Parents and Students

- For parent volunteers and students: no inappropriate or immodest clothing, including but not limited to pants below natural waistline, t-shirts with offensive words or images, sheer tops to expose undergarments, strapless tops and/or shirts that are cut too low.
- For students, shorts must be worn beneath skirts when skirts are worn.
- Student and parent dress should not be a distraction to students, parent-teachers or other people at the church during class day. Adults on campus are the determiner of violations of dress code and reserve the right to instruct students to comply with code. Board members are the determiner of parent violations and reserve the right to instruct parents to comply with code.

Section XI: Illness Guidelines

Please do not come to PAC Day if you have a child with:

- Fever of 100 degrees or higher
- Wheezing or Shortness of breath
- A hard cough
- A constant runny nose with yellow/green tint
- Lethargy
- Diarrhea or is vomiting
- Red or runny eyes
- A sore throat or swollen glands
- Any undiagnosed rashes

If your child has been fever-free for 24 hours, has a sporadic cough, and/or minimal green/yellow runny nose, please use caution in making your decision to come.