



# **HARBOR HOMESCHOOL**

**Harbor  
Homeschool  
Group**

## **General Information and Policies**

**313-561-8774  
www.harborhomeschool.org  
2801 S. Telegraph, Dearborn, MI 48124**

Welcome to **Harbor Homeschool Group**! We are a friendly, welcoming group with a desire to provide excellent classes and social opportunities to members of our group. We know that not every group is right for every family and we hope that by providing the information that follows, you will better be able to determine if HHG and your family are a great fit for each other.

HHG Meeting Day/Time: Thursdays, with classes available from 9:30AM to 3:00PM.

HHG Meeting Location: Dearborn Free Methodist Church, 2801 S. Telegraph, Dearborn, MI 48124

HHG Semester Length: 2 semesters - 14 weeks each. Generally, we begin the week after Labor Day in September and finish our first semester just before Christmas. Our second semester typically begins in late January and ends in mid-May. Exact dates are found on our website.

HHG Website: [www.harborhomeschool.org](http://www.harborhomeschool.org)

HHG Primary Contact: Lori Lopez, Director; [lori@harborhomeschool.org](mailto:lori@harborhomeschool.org)  
313-530-1183 Mailing address: 2801 S. Telegraph Road, Dearborn, MI 48124

Type of Group: Harbor Homeschool Group operates as a non-profit, with paid teachers. Each individual family may choose one of two ways to pay for their classes. The first is self-pay, paid entirely by the family for each student. The second is to enroll in Oxford Virtual Academy (OVA) on a full-time basis or as a part-time, electives-only student. The OVA option will allow funding of eligible Harbor classes and registration fees. For details about the OVA program, as well as how many Harbor classes can be funded per student, please see the OVA website [oxfordvirtualacademy.org](http://oxfordvirtualacademy.org).

#### Keeping Our Kids Safe

Safety is a key concern for our students. All of our teachers, paid staff, and our Director will have full, fingerprint background checks. All of our volunteers are required to have a background check as well.

Our policies require teachers to ask children to wait in the hall until at least 2 class members are present before entering the classroom. At no time is an adult to be alone in a room with a child, unless it is the parent of that child. Students are to be under adult supervision at all times both inside and outside. Any students with parental permission to come and go from Harbor on their own, must have a signed permission slip on file. These students are not to leave the building until they are leaving for the day.

Academic & Behavioral Standards: Harbor Homeschool has high standards for both academic effort and behavior. Some courses will have homework assignments, while others will not. Students who choose to sign up for courses in which homework is assigned will be expected to do these assignments in a timely manner. One of our core objectives is to serve families that appreciate having their children in classes where dynamic interaction is possible due to all students being well prepared and engaged learners.

We maintain a positive atmosphere where all are respected. Individual students, parents and teachers are expected to contribute to that atmosphere, to treat others with kindness, and to not disrupt the opportunity for others to learn, make friends, and thrive.

HHG welcomes all students/families who are willing and able to participate fully and cooperatively in our program. HH does not discriminate on the basis of race, religion, national origin, gender, or other legally protected status. Harbor Homeschool reserves the right to limit, suspend, or refuse admittance to our classes and programs for any reason other than those listed here.

Drop Off Policies: Most families will have the option to drop off their children while their children are in class. Parents of drop off eligible children may be off-site while their children are in class, in the Study Hall (6<sup>th</sup>-12<sup>th</sup> grade students only), or during the lunch half hour.

Parents who would prefer to stay are welcome to remain on-site while their children are in class. Many of our parents find this a nice time to socialize with other homeschooling parents.

If a student is at Harbor and he or she is not in class or in the Study Hall, then the parent must be on site to directly supervise the student. Alternatively, parents may have another responsible adult agree to take responsibility for that particular child. The responsible adult must directly supervise the student and must inform the site monitors at the sign-in table that they are doing so.

The drop off option is not available at Harbor for students with serious medical issues (any student who has medical issues that could require a written emergency care plan) and/or students who have been prescribed an Epipen. Students with serious medical issues must have a parent or an identified, responsible adult chosen by the family, on site, at all times, in order to medically attend to the student should the need arise. This requirement is for the safety and well-being of your students(s).

Volunteer Requirements: HHG is not a co-op and parents are not required to teach or contribute significant volunteer hours. If you have special skills or knowledge in specific areas that you think would be a great fit for our Harbor classes, please let us know by speaking to one of our staff.

Harbor will have minimal volunteer requirements, mainly supervising our students during lunch time. Parents will be able to sign up for slots that are convenient for them. The number of tasks each family will be required to contribute will depend on total enrollment in the group, with the goal being that each family will have to cover no more than 3 individual tasks per semester.

Parents who would like to volunteer to take a more active role in the group are welcome, but are not required to do so. We would love to have you join in the fun! Please contact **Lori Lopez** if you would like to learn more about current volunteer opportunities within the group.

Faith Basis of Group: Harbor welcomes families of all faiths, as well as secular families. We are not a faith based group or a secular group. We are a homeschool group.

Our goal is to have an environment that is welcoming to all, and one where families of all different backgrounds and worldviews can come together to develop true and lasting friendships.

Our classes are taught from as neutral a viewpoint as possible. One example of our desire to respect all worldviews is found in how we structure many of our science classes. Most of our science classes are presented from a topical approach rather than from a particular textbook enabling families to use whatever materials best suit their student and their convictions. Neither evolution nor creation will be taught in the classroom or assigned as homework topics. Families may choose to cover these areas as they see fit, at home.

This format not only allows for the respect of all families; it also makes it possible for each student's optimal learning styles to be celebrated! Our families successfully use books, educational videos, online educational sites, audio lectures, educational apps, interactive e-books for iPads, educational games or hands on projects to acquire

the knowledge needed to be prepared for class. Overall, our goal is to give students and families the freedom to learn what they wish, as they wish, and in creative and meaningful ways.

Lunch: All HHG students and parents are welcome and encouraged to join us for lunch. Students may bring a lunch from home or buy a slice of pizza for \$1. Volunteer parents will supervise lunch (for safety reasons, direct parental supervision of children with severe food allergies is required). It will be a fun, happy time for us to get to know each other better!

Age Range for Classes: Harbor Homeschool has classes for students in Grades K-12. In general, we will adhere to the grade levels listed for each class, with children assigned to a grade based on standard age ranges. If you would like to request your child be placed in a specific class outside of the listed grade level, please contact the director. Please DO NOT contact the teacher(s) directly.

Steps for consideration include, but are not limited to the following: 1. Benefit to the rest of the class by the student's enrollment. 2. Space in the class not already filled with grade level students. 3. The student's social, behavioral and emotional maturity 4. The student's academic level. 5. Teacher approval through consultation with Director.

Class Registration: Specific registration information will be sent to interested families as it becomes available. We will hold a Priority Registration period for both existing and new families. First registration priority will be given to children of teachers and staff, and then to existing HHG families who are registered for a "full load" of classes (all 5 hours).

Registration is an individualized process and we take many aspects into account, including but not limited to: grade of the student (families with older students generally have priority), number of classes student is enrolling in (with students taking more classes having priority), student effort and behavior in past classes, and general makeup of the overall class.

Every effort will be made to fulfill students' class requests, including adding additional sections of popular classes, if possible.

Class registrations received after priority registration ends, will be processed in the order in which they are received, and students will be welcome to register for any classes that still have openings when the registration form is received until the general registration period ends.

After registration processing begins, each family will be notified as soon as possible via e-mail, with a Class Confirmation Invoice that will indicate the balance due, if any.

In addition to registering with Harbor Homeschool for their Harbor classes, OVA families must also enter their Harbor selections in OVA's web-based registration system in order for Harbor to receive OVA funding for those classes. **Failure to complete this step could result in OVA funding not being available for your child, and your child being switched to self-pay status with Harbor Homeschool.**

Exact Harbor Homeschool class placement is, however, determined and confirmed by Harbor, so registering for our classes in the OVA system does not enroll your child in a Harbor class or confirm that there is space in that class. The OVA system is only used for class funding purposes. OVA enrollment data and Harbor enrollment data will be cross-checked to ensure accuracy in both systems.

Cost for Registration, Tuition & Supply Fees: Tuition & fees for self-pay families as well as OVA families that choose to sign up for classes above and beyond their OVA allotment can be found on the HHG class registration form.

#### Financial Information

Each family may choose to register and pay for classes on a self-pay basis, have classes paid for by funding available through Oxford Virtual Academy (OVA), or select a combination of both self-pay and OVA funded classes.

All students (OVA and self pay) are responsible for providing student supplied resources as listed on our website Course Description page: a computer or tablet at home with internet access, word processing software, and a printer. Each week all students will need to bring a binder with dividers, lined paper, and writing utensils. We do not cover the cost of these personal items.

#### Self-Pay Students

--Annual Registration Fee: \$60 per student

--Tuition Per Class, Per Semester: \$150 to \$175 depending on class – listed on Course Description on our website

--A few classes have a small Materials or Lab Fee

#### OVA Students

--Semester Registration Fee: \$0 (even if self-paying for some classes).

--Tuition: OVA provides funding for up to 5 Harbor classes per student each semester, so most families are left with a balance of \$0.

--A few classes have a small Materials or Lab Fee, not covered by OVA, that is due the 1<sup>st</sup> day of class.

--OVA students may, of course, take additional classes on a self-pay basis.

Payment for Self-Pay Families: Invoices will be emailed to Self-Pay families shortly after Class Confirmations.

Minimum Payments (typically Registration fee plus 10%) must be received on time to secure the student's registration, as well as individual classes. If not paid within 30 days, the student will be removed from the class. If space is available, we will happily reinstate the student when the balance is paid.

Second invoices will be sent over the summer for any families who did not pay in full. Payment for the balance is then expected within 30 days of that invoice or before the 1<sup>st</sup> day of classes, whichever comes first.

Responsibilities for OVA Families: Each HHG family that elects to enroll with OVA is personally responsible for meeting all OVA registration & continuation requirements, and for communicating directly with OVA should there be any question as to the child's or family's OVA status.

It is essential that OVA students are present and accounted for on ALL Count Days – in both October and February each year. **Students who do not attend Count Day for ALL their OVA funded classes, will NOT receive OVA funding, and will be personally responsible for all HHG tuition and fees.**

Exact Count Day dates and further information regarding maintaining OVA enrollment may be found on the OVA website.

If the child or family does not meet all OVA requirements and OVA funding is thus not available for the child or family in question, all outstanding balances (that would have been covered by OVA) are payable by the family to HHG within one week of being notified by HHG or OVA that coverage will not be in effect.

Submission of Waivers and Forms: Signed liability waivers and medical release forms must be submitted by the date indicated on the Class Confirmation Invoice.

Payment Plans for Self-Pay Balances Owed: Harbor Homeschool Group operates as a nonprofit and is unable to finance payment plans for families. Families in need of financial assistance are encouraged to look into the funded class options that are available through HHG's partnership with Oxford Virtual Academy.

Important Dates for Dropping or Changing Classes:

Please choose your classes carefully. Once Class Confirmation Invoices have been sent to you, you will only be able to change classes during the Drop/Add period. **This Drop/Add period is the week prior to the first week of classes and the end of the first day of class.**

Questions?: If you have any questions regarding any of the information in this document, please don't hesitate to contact **Lori Lopez**; [lori@harborhomeschool.org](mailto:lori@harborhomeschool.org) 313-561-8774 Mailing address: 2801 S. Telegraph, Dearborn, MI 48124

We look forward to meeting you and your family!