

**covenant home school  
resource center**



2023-2024

# Student & Parent Handbook

Policies, Procedures, Information



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**INSTRUCTORS**

**Karen Borg**  
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**WELCOME TO COVENANT HOME SCHOOL RESOURCE CENTER!**

Welcome, students and parents, to the 2023-2024 school year. Our entire team is looking forward to this upcoming year and we truly appreciate you entrusting your children to CHSRC as your family takes advantage of some of our workshops, events, testing, and activities.

The CHSRC Student and Parent Handbook is provided to help ensure all students have an excellent learning experience. Parents should use this handbook as a framework for discussing with their child academic expectations, as well as behavior. It is our wish that everyone has a productive, safe, and fun experience at CHSRC.

This publication includes information that families may need throughout the school year, including contact numbers, and other resources. The current version of this CHSRC Student and Parent Handbook can be found online at [chsrc.org](http://chsrc.org). It will be updated during the year, if necessary.

Thank you for working with us to create a learning environment where everyone is treated with respect and is free to learn and explore new ideas and interests.

Please contact the office should you have questions regarding this handbook.

We look forward to working together with you to prepare your child for an extraordinary year of learning.

Janet Forte  
Executive Director

## Sovereign Grace Bible Church

We would like to thank Sovereign Grace Bible Church for their loving support of CHSRC. SGBC has been amazing to work with. We truly feel a sense of community and a shared desire to support parent-led Christian education throughout Arizona.

Please remind your children that each day they go to CHSRC they also go to a church campus. Everyone is expected to behave with respect for each other, as well as, all adults they encounter.

## Campus Safety

- **Supervision of students:** The safety of each child is of the utmost priority. Following the guidelines of SGBC, all students 12 and under need to be supervised at all times. Please make sure your child uses the restroom prior to their scheduled event. Staff is responsible for supervising students 13 and up ONLY during event time. It is the parents responsibility to make sure their child follows safe and appropriate behavior prior to and after their CHSRC activity.
- **Drop-off and pick-up:** Elementary students may be escorted into their science workshop, by the parent, 5 minutes before start time. At the end of each workshop, elementary students can be picked up in the classroom. Parents of 12 and under IOWA testing students are expected to remain with their child until testing begins (approx. 9:00 a.m.) Please pick up your child promptly. *Late pick-up fees of \$25 per hour (charged in 15 minute increments) may apply.*
- **First aid:** There is a fully stocked first aid kit on site. Mrs. Borg or office staff will administer first aid for minor scrapes. Parents will be notified immediately if health issues or accidents occur.

## General Information

- All workshop schedules can be found on the website [chsrc.org](http://chsrc.org). *Please mark your calendars with ALL of your registered event dates.* We do not email reminders.
- CHSRC requires instructor permission for any student wishing to enroll in a workshop above their grade level. If a student registers without gaining this permission, CHSRC reserves the right to withdraw the student in question if it becomes apparent the material is above their skill or maturity level. No refunds will be made available in this situation.
- Prior to registering, it is the parent's responsibility to inform CHSRC if their child has needs that may affect interaction or require special accommodations. CHSRC may withdraw your student if it becomes apparent the workshop isn't beneficial to your child and/or the other students.

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- Because of the considerable prep time required for workshops/testing/events, please inform the office as soon as possible if your student is to be absent. Workshops/testing are non-refundable. No make up work is given.
- In order to preserve the teaching and learning environment, cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited during workshops and testing.
- Pictures and/or videos may take by staff and used on our website, emails, or social media. If you concerns please contact the office.

## Ways You Can Help CHSRC

As a non-profit ministry to the homeschool community we strive to serve you by not only providing high quality, affordable workshops, but also providing many free of charge services and events to encourage and equip families for a successful homeschool journey. If you would like to help CHSRC continue serving, please consider participating in the following:

- **Purchase Locally from CHSRC:** You will have access to excellent curriculum specialists and the priceless benefit of touching and comparing curricula. Additionally, your purchase will benefit other families by enabling us to continue supporting the local homeschool community.
- **Cash Donations:** As with most non-profits, our budget is extremely tight and every penny goes directly toward serving the homeschool community. We appreciate all the help we can get and gratefully accept cash donations.
- **Curriculum/Book Donations:** Donations of gently used curriculum, books, and ink cartridges are our life-blood! Your generous donations help to support our ministry so we can continue to serve the homeschool community.

**You may never know in this lifetime how your generous donations have blessed other homeschooling families.** Visit the donation page on our website for more information.

<https://www.chsrc.org/donation-policy>

- **Volunteer positions:** You can volunteer while your child takes a workshop or any other time. Please contact us for more information. We greatly appreciate your support!
- **Box Tops:** It's even easier when you use the convenient [Box Tops for Education App](#). For each Box Top collected CHSRC receives 10 cents, which can add up FAST!

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- **Fry's Community Rewards Program:** Fry's will send a portion of the amount spent from each Fry's V.I.P. card to CHSRC.

#### **How to sign up for Fry's Community Rewards:**

1. Create an online Fry's account (if you don't already have one).
2. From your My Account page, select Community Rewards from the left menu.
3. Enter Covenant Home School Resource Center as the organization name or the Organization Number EE254 .

***We encourage you to register for these free programs!***

## Connect on Social Media

CHSRC has several social media pages where we post useful information, pictures of classes and events, as well as fun and crazy moments in the bookstore. We would LOVE for you to like and follow us. Positive comments and reviews are always appreciated.

- **Facebook:** Like our page at [Covenant Home School Resource Center](#)
- **Facebook Curriculum sales:** Join at [Covenant Homeschool Curriculum Swap](#)
- **Instagram:** Follow us at [chsrc.az](#)
- **YouTube:** Follow us at [Covenant Home School Resource Center](#)

## Thank you

We thank you again for entrusting us to play a small role in your child's education. CHSRC has been exclusively serving the homeschool community since 2000. Every year we marvel at the creativity, ingenuity, and uniqueness of each of the families and students that God brings to our classrooms.

We are here to encourage and equip families for a successful homeschool journey. Please let us know how we may serve you better. And as always, we covet your prayers, as we strive to honor God in all that we do.

Blessings,

CHSRC's Team