

***Homeschool Hub Ministry
At Brookstone Church
Handbook***

Who: Homeschool Hub, a Ministry of Brookstone Church

What: Community for families with a common goal of Christ-centered home education

When: 1st Tuesday and 3rd Tuesday 12:30 - 2:30

Where: Brookstone Church Student Center

Mission Statement

The Homeschool Hub will provide dynamic in-person gatherings for homeschool students and parents who are committed to uplifting and encouraging each other through educational enrichment and fellowship opportunities with like-minded families.

Vision Statement

The Homeschool Hub will foster friendships and spiritual growth for students and parents as well as encourage mentor/mentee relationships among adults. We will act in accordance with Romans 8, to humbly serve our homeschool community using the various gifts and talents we can share while uplifting one another. We strive to create a “safe haven” for the homeschooled parent and student and be a light of encouragement in the community.

Homeschool Hub Activities

Who may participate?

The Homeschool Hub is designed for students from Kindergarten through 12th grade. Preschool siblings may attend if an older sibling is participating. Students who are part of a hybrid public school program with a flexible schedule are also welcome to attend.

The Hub will plan to have volunteers staff a classroom for preschool students age 2 and up. However, if at any time volunteers aren't available for this age, parents will be responsible for their preschool students during any Hub activities.

Students will be divided into two groups: Hub Kids for Kindergarten through 5th grade, and Hub Youth for 6th grade through 12th grade.

Gatherings: 1st Tuesday and 3rd Tuesday 12:30 - 2:30, Brookstone Church Student Center

Check-in begins at 12:15. Any food or snacks should be completed by 12:30. We will begin promptly at 12:30 with a short assembly. We will end at 2:30 and Hub Youth must be picked up on time. Students will alternate between gym time, including some organized PE games, and learning blocks, including various fun and educational games, Biblical teaching, activities, and crafts.

After each meeting, families are welcome to move out to the patio or down to the park to enjoy the rest of the afternoon. The Student Center will be closed by 2:45.

Recess: 2nd, 4th, and 5th Tuesdays 2:00 - 4:00, Brookstone Park

One of our “off” Tuesdays (2nd, 4th, 5th) recess will be held at Brookstone Park from 2:00 to 4:00, weather permitting. Recess times will be announced by email. This is a free play time and parents are expected to stay at the park to monitor their students. Feel free to bring outdoor games, soccer balls, baseball equipment, etc. to share with friends!

Optional Field Trips - coming soon

We will organize occasional field trips. These are not required and the cost of each trip will be covered by your family. You assume all responsibility for your student’s safety and well-being while on field trips and students are expected to travel with and stay with parents. More details to come.

Participation Guidelines

Parents should make themselves familiar with all the rules for students and adults. The Homeschool Hub environment should be encouraging, engaging, and fun!

General Rules for Students

We want all students to be engaged and enjoy our meeting times. Please instruct your child in the following expectations:

1. Participate.
2. Obey your leader.
3. Listen carefully to directions.
4. Raise your hand if you want to say something.

5. Do not talk when someone else is talking, especially a leader.
6. Stay seated unless your teacher requests you to do otherwise.
7. Be respectful to all adults.
8. Use your best manners at all times (please, thank you, yes ma'am, etc.).
9. Stay in the designated area at all times - we stay together.
10. No students are allowed on stage or in the sound booth.
11. We expect older students to be exemplary in their attitude of cooperation.
12. Please arrive on time.
13. Cell phones and other screen devices may not be in use during gatherings at any time when a leader is speaking or during activities. Time will be given at the end of each session for photos and sharing.
14. Any loose items (coats, hats, backpacks, etc.) should be labeled with your student's name.
15. All participants, students, and adults must be dressed modestly and appropriately while attending gatherings. If you are unsure if something is appropriate, it may be wise to choose another item of clothing.
16. Students should not engage in dating behavior during meetings. We want all students to feel comfortable and treat each other as friends.
17. We operate by the "Rule of 3" - you are never to be alone with another student or adult. At least 3 people should be together at all times.

General Rules for Adults

1. Parents of Hub Kids (through 5th grade) must stay on-site during gatherings. In case of emergency, if you need to leave church grounds, ask another parent to be directly responsible for your student and inform a leader of the change.
2. Parents of Hub Youth (grades 6 - 12) may drop off their student(s). We must have 2 emergency contact phone numbers on file in case of emergency. Students must be promptly picked up afterward.
3. Respect all adults and students.
4. Parents must agree to stay up to date with any emails sent from the Hub. Communication will go out primarily through a group email from homeschoolhub@brookstonechurch.org. Social media posts via Facebook and Instagram will be used for broad announcements, but details about upcoming meetings and events will be sent via email. We expect that parents will do their part to keep themselves informed.
5. Commit to attend as often as possible and be on time.
6. Students and adults must stay in designated areas in the Student Center. We stay together at all times.
7. While on church grounds, please monitor your children and respect church property.
8. We are a peanut and tree nut free facility. (We have several known allergies.)
9. Refrain from using your cell phone during gatherings.

10. Please do not post photos of students other than your own children directly to social media. If you have photos to share, feel free to send those to leaders at homeschoolhub@brookstonechurch.org.
11. Adult volunteers will always serve with one or more other volunteers. Students are not to be alone with an adult. We operate by the "Rule of 3" - adults should never be alone with a student. When working with students at least 3 people should be together at all times. The church Youth Protection Policy is available in the church office for review at any time.

General Rules for Volunteers

1. All volunteers in Brookstone ministries are required to complete a background check before serving. To sign up please reach out directly to Homeschool Hub leadership at homeschoolhub@brookstonechurch.org.
2. If you are volunteering and must be absent, please inform a leader right away. If possible, try to secure a replacement volunteer to fill your role.

Discipline

All adults are expected to intervene if disruptive or disrespectful behavior is observed. All parents are responsible for enforcing Homeschool Hub rules. If the parent of the student in question is present, an adult may ask the parent to address their student's behavior directly.

Adults should follow these guidelines for handling any disruptive behavior:

- **1st Offense** - Speak to the student, asking him or her to please stop the behavior. Give a warning that if he or she does not stop the behavior, he/she will have to sit with an adult or be separated from the other students.
- **2nd Offense** - Remind the student to stop the behavior. Either move the student next to an adult or separate him or her from the other students.
- **3rd Offense** - Remove the student from class and escort them to their parent or a leader if the parent is leading other students. The parent will be notified during the next transition time.

If a student's behavior is excessively rude or aggressive, steps 1 and 2 should be skipped and step 3 should be taken immediately. If this behavior continues during the year, the student may be asked not to return.

Illness

Adults and students should be fever free without symptoms for at least 24 hours after an illness. If a student or adult is feeling unwell or has any cold symptoms, please refrain from attending gatherings. We hope to keep everyone healthy and well!

Photography and Social Media

If you do not wish for your family's photo to be used in shared social media posts, on the church website, or in any kind of promotions, please notify a leader in writing to opt-out. Please email homeschoolhub@brookstonechurch.org or drop off a note with a leader at a gathering.

Leadership and Communication

Administration Team 2023-24:

At least 2 members of the core administration team must be in attendance at every gathering.

Tamara Pridgen - Co-Administrator

Laura Rice - Co-Administrator

Mika Roberts - Co-Administrator

Anne Mount - Co-Administrator

Financial Management

Families are asked for an optional donation of \$5 per month per family. This will help cover basic supplies for crafts, classes, parties, etc.

Optional field trip costs will be paid for by each family. In some cases, Homeschool Hub leadership will collect the funds upfront to pay for the field trip in one payment.

Any donations or fees collected will be counted by leadership in a 2 person team. Money will be recorded and placed in a sealed envelope with both signatures. The envelope will be placed in the church drop box or given directly to Regina Ellison for deposit and accounting by the church.

Communication

Communication will go out primarily through a group email message from homeschoolhub@brookstonechurch.org. Social media posts via Facebook and Instagram will be used for broad announcements, but details about upcoming meetings and events will be sent via email.

Snow or Inclement Weather - Cancellation will be announced by leadership no later than 9:00 am on the morning of our gathering. In general, if Buncombe County Schools close, or if 2 adjacent county school systems close, we will not meet. Announcements will be sent out via email and on social media.