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## **WELCOME**

Welcome to Grace Harvest Baptist Church Homeschool Hub! We here at Homeschool Hub envision bringing glory to God as we partner with families to enrich their child's education with Biblically-centered leadership, inspiring our children to excel while equipping them to bring God's truth to the world.

We are committed to homeschooling and encouraging one another through a networking style of communication around our children's education. We strive to offer group studies from nursery age through eighth grade. We meet every 2nd and 4<sup>th</sup> Friday from August through May, with breaks in December, January, and February. At least one parent from each family is expected to help and/or lead therefore sharing the responsibility throughout the year.

We seek to grow our children wisely. "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding." Proverbs 9:10

## **GHBC STATEMENT OF FAITH**

As a ministry of Grace Harvest Baptist Church, Homeschool Hub adheres to the Church's Doctrine and Distinctives as noted below:

What we believe as a church is commonly known as church doctrine. Our doctrine is the foundation by which we serve God. Grace Harvest Baptist Church's doctrinal statement has been organized into categories to assist you in understanding what we believe and teach through our various ministries.

### **Doctrine and Distinctives**

Broadly understood, theology or doctrine is simply the message of the Bible understood in all of its various elements and details. It is a man-made understanding of the whole of the Bible (all 66 Books—Old Testament and New Testament) set out topically and systematically. Christians and churches have traditionally recognized various theological movements or schools of thought that are helpful in describing important biblical ideas (e.g., salvation, redemption, sanctification, End Times, etc.).

### **Church Doctrine**

#### **The Scriptures**

Every word in the original writings is inspired by God and is without error. It is accurate in all matters to which it speaks including: spiritual, historical, and scientific. The Scriptures have a transformational effect on the believer's life. Through Scripture, God's Holy Spirit guides the

believer in understanding and implementing truth, as well as turning away from sin and false teachings. The Scriptures of the Old and New Testaments are the foundation of the faith and practice of Grace Harvest Baptist Church (II Tim. 3:16; II Pet. 1:21).

### God

God exists eternally in three persons: the Father, the Son, and the Holy Spirit. The three have distinct personalities and yet are of the same substance, one God. (Gen. 1:1; John 10:30; John 4:24; Deut. 6:4; Matt. 28:19; II Cor. 13:14)

### Jesus Christ

The eternal Son of God became incarnate in the Lord Jesus Christ, being born of the virgin Mary, and is true God and true man. He died physically on the cross and was bodily resurrected three days later. (John 1:1,14,18; 5:18; Heb. 1:1-9; 5:8; I John 5:20; I Tim. 2:5; I Cor. 15:1-5 )

### The Holy Spirit

The Holy Spirit is the third person of the Trinity. He regenerates, indwells, baptizes, and seals all believers in Christ and empowers those yielded to God. (Matt. 28:19; John 3:3-7; Titus 3:5; I Cor. 6:19; Rom. 8:9; I Cor. 2:12; 12:13; Eph. 4:30; Col. 3:14)

### Man

Man is created in the image and likeness of God. In Adam, all mankind fell into sin with the result that all men are sinners. Men are justly condemned to eternal judgment and can do nothing to merit salvation. (Rom. 2:2,3,5; Eph. 2:8,9; Gen. 1:27, 9:6; Rom. 5:12; 3:23; Eph. 2:1)

### Salvation

Salvation is given to those men chosen by God and drawn to Christ by the Holy Spirit. The only means to their salvation is belief in and recognized need of Christ's substitutionary death and resurrection. (Acts 4:12; 13:38,39; I Cor. 15:1-4; Rom. 4:4,5; 5:1; John 3:16; Eph. 2:8,9; Acts 16:31; Eph. 1:4,5; Rom. 8:29,30)

### Sanctification

Every believer is promised positional, progressive, and ultimate sanctification. (Heb. 10:10,14; John 17:15-17; Eph. 5:26-27; I Thess. 4:3,4; I John 3:2; I Cor. 6:11)

## Assurance

All who are born of the Spirit through faith in Christ can have assurance of salvation and are thus eternally secure in Christ. (Rom. 5:1; I John 5:13; John 10:27-29; 17:12; II Tim. 1:12; Eph. 4:30; John 6:37)

## The Church

The church is composed of all believers. It is the body and bride of Christ, formed by the baptism of the Holy Spirit and existing in two aspects, universal and local. The universal church is an elect company of believers, baptized by the Holy Spirit into one body. Its mission is to witness to its head, Jesus Christ, preaching the gospel among all nations. At the rapture of the church, it will be caught up to meet the Lord, after which He will return to set up His Kingdom. The local church is a group of believers voluntarily joined together in love to worship God with praise and thanksgiving, and to glorify Jesus Christ through an aggressive effort to disciple others by the preaching of the gospel, and the exercise of spiritual gifts. (Eph. 1:22,23; 5:24-30; I Cor. 12:4-13,27)

## Spiritual Gifts

Spiritual gifts are God-given abilities for service, i.e., “for the equipping of the saints for the work of service to the building up of the body of Christ.” (Eph. 4:1-16; I Cor. 12:7,11; I Pet. 4:10; Rom. 12:1-6)

## Christian Life

Christians are called to a holy life of service and testimony in the power of the Holy Spirit. This service includes the sharing of the gospel message to the whole world. All believers are promised rewards in heaven for their faithfulness in service. (I Pet. 1:15,16; Acts 1:8; I Cor. 3:12-17; John 14:1-3)

## Ordinances

The Bible sets forth two ordinances, the Lord’s Supper and water baptism. The Lord’s Supper is to be celebrated regularly in remembrance of Christ’s death on the cross, and in expectation of His return. Water baptism is an outward testimony of a person’s belief in Christ. Immersion is the ideal means set forth in Scripture. (Matt. 28:19,20; Mark 16:15,16; Acts 8:12,36-38; 9:18; 10:47; I Cor. 11:23-26)

## Second Coming

The blessed hope of the church is the imminent return of Christ. The events of the return of Christ take place in the following order: the rapture of the church, the tribulation, the second advent, the establishment of the reign of Christ on earth for one thousand years, and finally the eternal state of punishment for the unsaved and the eternal state of blessing for the saved. (Titus 2:13; I Thess. 1:10; 4:13-18; 5:4-10; John 14:1-3; Matt. 24:21,29,30; 25:31-46; Rev. 3:10 )

## The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents. (Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.)

## Corporate Distinctives

Distinctives are issues that genuine believers may disagree on and not bring the gospel into question. In order to give one an accurate understanding of the conviction of the elders at GHBC, we have chosen to state these publicly.

### Distinctive #1 - The Bible

We understand the Bible to be the inspired and inerrant Word of God. As such it is the sole source and standard for matters of faith and practice for the believer. It is sufficient to meet every spiritual need of the Christian (II Peter 1:3).

The Bible should be understood plainly and literally unless there is reason in a given passage to believe that it was intended to be taken otherwise (e.g., figures of speech, prophetic language, etc.). The meaning of the Scripture can be understood through careful (II Tim. 2:15) and prayerful (I John 2:27) study by anyone.

### Distinctive #2 - The Church

The Church is described in the Bible as the “body of Christ” (Eph. 4:12; I Cor. 12:27). The Apostle Paul explains this metaphor in I Corinthians 12. Just as the physical body has only one head but has many individual parts that perform different functions, even so the “Body of Christ,” the Church, has one head but is made up of many individual members. The *head* of the Church is Jesus Christ. He is the central organizing and directing influence of the Church. The *body*, made up of eyes and ears and hands and feet, constitutes the wide diversity of individual Christians. We are individually gifted and enabled by Christ to perform specialized functions in the Church so that the Church functions in a healthy manner.

The Apostle Paul also describes the Church as the “pillar and support of the truth” (I Tim. 3:15). For this reason we see one of the great privileges and responsibilities of the Church to be the preaching and teaching of the Word (II Tim. 4:2). Therefore, we see the teaching and preaching of the Bible as one of the central focuses of the various ministries of the Church.

### Distinctive #3 - The Leadership

Grace Harvest Baptist Church is an elder lead congregation. We recognize the Biblical pattern of God calling out men to serve in positions of greater responsibility. We endeavor to pray regularly for those whom God sets over us. Every elder shall be exemplary in his person: a man mature in faith, above reproach, devoted to his wife, temperate, self-controlled, respectable, hospitable, and able to teach. Each must manage his own family well, see that his children obey him with proper respect and have a good reputation with outsiders. [1 Timothy 3] As the

elders express the leadership of God for the church, we will seek to unite with that direction. The elders are given responsibility of the care of the church, and will seek to be available to all church members for help, counsel, encouragement and intercession at all times. The elders will faithfully pray for the church members. They will seek to encourage and build up each member. They will teach and preach the Word of God faithfully, trusting its transforming power through the Holy Spirit in the lives of members.

## **Theological Distinctives**

### Distinctive #1 – Reformed (Salvation only)

Grace Harvest Baptist Church holds to a reformed stance in our doctrine of salvation. We believe that the Protestant Reformation was a real recovery of the Biblical truth concerning salvation and the role of the Scriptures in the life of the believer and the Church. We firmly embrace the 5 *Solas* (Latin for “alone”) of the Reformation: *Sola Scriptura*, the Bible is our sole source of truth; *Sola Fide*, one is saved only by faith; *Sola Gratia*, one cannot earn their salvation through any work rather it is by grace alone; *Solus Christus*, it is only through Christ that one may be saved; and *Soli Deo Gloria*, all that the believer does should be done to the glory of God. We also recognize that the Bible places a strong emphasis on the sovereignty of God.

### Distinctive #2 – Non-charismatic

The Greek word underlying this word literally means grace—“the unmerited favor or blessing of God.” The New Testament describes God as individually gifting believers with certain spiritual gifts for the benefit of the Church. Among the various spiritual gifts described in the New Testament, we see some that were more vividly supernatural manifestations of the power of God and the influence of the Holy Spirit. Some of these gifts were intended to be temporary and were uniquely suited to the founding of the Church during the lifetime of the Apostles. Other gifts were intended to be permanent and have been manifested in every age of the Church from the first century forward. By “non-charismatic” we mean to indicate that we acknowledge this distinction.

### Distinctive #3 - Dispensational

Dispensationalism refers to the observation that God seems to have related with man throughout history in different ways throughout different ages or dispensations. These dispensations are typically characterized by certain distinct organizing principles. It does NOT suggest or infer that man was saved in different ways at different times. Man has always—in every age—been saved by grace through faith (Eph. 2:8-9). Dispensationalism is characterized by a clear distinction between Israel and the Church and by a consistent use of a literal principle of interpretation. We hold to a belief that there are still unfulfilled promises made to national



Israel by God. In addition, we also add that Dispensationalists may differ on the specific number of dispensations.

#### Distinctive #4 - Premillennial

A large portion of the Bible speaks of events that were future at the time they were written. Of these passages, a significant portion refers to future events yet to be fulfilled. These passages are generally understood as referring to the “End Times. Two of the most significant end-time events yet remaining to be fulfilled are the return of Jesus Christ to the earth (the Second Coming) and the establishing of a physical kingdom by Jesus Christ here on earth (the “Millennium). By premillennial we understand the ordering of these events to be such that the Second Coming *precedes* the Millennium.



#### GHBC Homeschool Hub VISION

Homeschool Hub envisions bringing glory to God as we partner with families to enrich their child's education with Biblically-centered learning, inspiring all children to excel while equipping them to bring God's truth to the world. We will accomplish this by offering classroom style study groups in which children will be exposed to Christ centered learning experiences. We are unified in presenting learning materials from a Biblical worldview. We strive to support and encourage one another where each are planted. We endeavor to be Holy Spirit led by prayer and petition.

### **CODE OF CONDUCT**

- As a Christ centered group, we will abide by biblical standards which include the ten commandments and the golden rule set forth in Matthew 22:37-39.
- We are a ministry of Grace Harvest Baptist Church. The areas in use are as follows: Main Sanctuary for Morning Assembly and Family Café for Afternoon Dismissal, Lower Level of the main church, kitchen, as well as the Family Center Building and playground/picnic area/big field. Please keep all children from undesignated areas.
- The facility we meet in bi-weekly will be in use by others so please be considerate of them by being quiet in the hallways and respectful of church property (inside and outside).
- We prohibit any weapons (real or toy), illegal drugs, alcohol or cigarettes, and profanity on church property.

### **PARENT/LEADER/HELPER RESPONSIBILITY**

- Leaders will be a Member in Good Standing at Grace Harvest Baptist Church.
- Leaders/Helpers will make every effort to provide a safe and secure learning environment. See: Emergency and Safety Policy and our Child Protection Policy.
- All leaders/helpers are required to pass a background check to ensure safety of children and adults, renewable every three years. All must also complete an initial application to work with any aspect of GHBC children's ministry.
- All parents, leaders and helpers will follow GHBC "rule of two" and/or "rule of three" included in GHBC children and youth policies and procedures when engaged in any way with children on GHBC campus (GHBC Children and Youth policies supersede guidelines stated herein and are available from GHBC Pastor of Administration's upon request).
- Families will be on a cleanup rotation with the goal of leaving the room/rooms in better condition than it was found. See our Housekeeping Policy for more details.
- It is the responsibility of parents to monitor and control the behavior of their children while involved in any event by Homeschool Hub.
- Parents are to assist with and recess rotation to ensure children's safety while outside. There will be adult supervision while inside or outside with children at all times.
- Leaders/Helpers will dress in appropriate modest attire.
- Leaders/Helpers will follow the curriculum assigned to the study group.
- Leaders never leave your study group unattended.
- Sickness: Please keep you and/or your child home if anyone is sick. See our Wellness Policy for more details. Contact the Homeschool Hub Administrator as soon as possible if you are going to be absent.
- Personal use of cell phone is prohibited during study group times. In order to maintain focus please keep social conversations with other leaders/helpers to a minimum while

engaging with the study group. Remember to season our conversations with salt with both adults and children.

- During dismissal, all study groups will gather in the Family Café to wait for parent pick-up.

### **STUDENT RESPONSIBILITY**

- Learners are to listen, use manners, and be attentive to adults at all times. Any disruptive behavior will be corrected with our ROCK rules. See our behavior and discipline policy for more details.
- Learners may not leave a study group without leader/helper permission.
- Learners may not leave church grounds without parent permission.
- Learners are to follow study group instruction and complete classwork as expected.
- Learners will dress in appropriate modest attire.
- Cell phone use is prohibited during study group time. Please keep cell phones either with a parent or your vehicle.
- Electronic games, IE: Nintendo Switch, Hand Held Electronic Games, Watch Games, etc. are prohibited while on GHBC campus.
- During dismissal children are to wait in Sanctuary with leader/helper for parent to pick them up.

### **CONFLICT RESOLUTION**

We recognize that whenever people are working and learning in groups, conflicts will arise. These conflicts may occur between parents and/or learners. Should a conflict arise we ask that the following procedure be followed:

- Pray and wait 24 hours and see how you feel before acting.
- Speak to the person directly in a private setting.
- If you cannot resolve the issue directly, speak to the Administrator who will facilitate a meeting with the Pastor of Administration and/or Pastor of Family and Youth to resolve the issue.
  - Serious problems that cannot be resolved may result in removal from the group.

## **Behavior and Discipline Policy**

We strongly encourage positive and engaging interaction with children to discourage negative behavior.

In order to gain attention of a group of children we ask parents/leaders/helpers to use the "Give Me 5" sign by raising your hand. (See illustration). Please post in all rooms and explain to children the expectations. Children will also raise their hands in response. Please do not turn lights on/off, yell, or clap for attention.



### **R.O.C.K. Rules**

**"Let's stand firm on our ROCK today"**

Every morning during our opening we will go over the ROCK rules to ensure that everyone knows what is expected of them. All rules have a foundation in scripture that allows us to discuss the importance of the rule in light of how Jesus wants us to behave. If a leader/helper/learner challenges the rule, remind them of the scripture and why it is important to engage others in a biblical manner. Explain this and pray with them about making good choices.

Each letter is followed by description and scripture so students can rely on the Word for correction.

**All participants will be: Responsible, Obedient, Controlled, Kind (R.O.C.K.)**

**R: Responsible**

1 Corinthians 10:31 So whether you eat or drink or whatever you do, do it all for the glory of God.

**O: Obedient**

Colossians 3:20 Children, obey your parents in everything, for this pleases the Lord.

C: Controlled

Proverbs 16:32 Better a patient person than a warrior, one with self-control than one who takes a city.

K: Kind

Ephesians 4:29 Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.

### **Disciplinary Procedures**

When ROCK rules are not followed, we will employ the “3 strikes, you’re out” reinforcement/disciplinary strategy.

Strike 1: individual warning, redirect learner to task at hand.

Strike 2: Helper can pull learner aside and go over behavior that needs correction by pointing out rule and scripture. Learner can return to group.

Strike 3: K-2 and 3-5: Learner in time out with parent floater. Age = minutes in time out

Grades 6-8 and High school: Learner in time out and copy/write rule and scripture that applies to behavior (at least once but number of times its written can be up to leader, up to a maximum of 50)

- Parents of child who reaches strike 3 during the day will be notified after study group to reduce disruption of the study group.
- If the parent is approached three times during the same year for their child misbehavior (reaching strike 3) then a meeting will be called with parent, learner and Homeschool Hub leadership for solution.
- Incidents involving discrimination, bullying, physically harming another person or intentional property damage will bypass the strike system and have a meeting with parent, leader, learner, and Homeschool Hub leadership for solution.
- Corporal punishment is prohibited during any group meeting.
- Leaders will keep record of learner strikes during class. Please let leadership know if a learner has reached a strike 3 that day to record it.

After two parent/learner/leadership meetings with no effect, it may be necessary for Homeschool Hub leadership to consider dismissal from Homeschool Hub.

## **EMERGENCY AND SAFETY**

These guidelines are provided to ensure safety and security of both the volunteers and children involved with the Homeschool Hub ministry group.

### **Basic safety guidelines**

- Leaders and Helpers should wear nametags as this is an open building, e.g. church staff and visitors.
- Physical contact should be age and developmentally appropriate.
- All leaders and helpers will be required to pass a background check as well as a Children's Ministry application. Renewal of background checks will be required every three years. If you do not have one of file with GHBC, then all participating parents must complete a background check.
- Accidents and Incidents form will be available to fill out when necessary.

### **Emergency Procedures**

GHBC strives to ensure an environment where members and visitors of all ages feel safe and secure. Just as the employees in a place of business are on the front lines of ensuring the safety of customers, the volunteers of the church serve on the front lines of ensuring the safety of those we minister to.

#### **Fire Drill and/or Alarm**

- Familiarize yourself with the locations of fire exits, alarms, and extinguishers in the areas of the church where you may be located.
- If you see smoke or fire, pull the fire alarm to alert people in the building. If it's a small fire, use a nearby fire extinguisher.
- Always assume the alarm is real. Lead (or in the case of infants, carry) your learners outside the building to meet together at the far end of the parking lot away from the building(s). Take your study group roster with you so that you can properly account for the children present.
- Never stop to fight the fire.
- A Homeschool Hub Ministry Leader or security will inform you when it is safe to return to your study groups.
- Parents will meet you outside. When you arrive at your destination, keep your study group together in a group. As parents arrive you may release their child into their care. Please follow all safety procedures when releasing children. Do not stop to dismiss children while in route. Ask the parent to walk with you, and dismiss children to the parents when you are safely clear of the building.

## Power Failures

- Remain where you are. Emergency lights will activate within a minute. By law, emergency lights are located in strategic areas of the church's corridors and stairwells.
- If you exit the building during a power failure, don't re-enter until power is restored.

## RESPONSE TO A "THREAT"

All leaders, helpers and parents must be aware of the following procedures in the event of a threat:

- Be aware of your surroundings at all times.
- Know direct path for everyone to take to the "safe" room in any building.
- Know direct path to fire exits in all buildings.
- Attend training by GHBC security on Avoid, Deny Defend active shooter protocol. (written guidelines posted).
- Follow instructions of security personnel and/or law enforcement at all times.

## ACCIDENTS AND EMERGENCIES

- Injuries
  - First Aid Kits will be available on each floor of each building in the common areas.
  - When necessary, contact parent and leadership if there is blood, bruising, and/or swollen bump.
  - Do not administer over the counter medications at any time without prior written consent from parent/legal guardian.
  - In the event of an accident or emergency situation, involved leader/helper must complete an Incident/Accident Report and have it signed by witnesses and involved child's parent/legal guardian. Leadership should also be contacted immediately to review the incident report and sign off on it.
  - Disposable gloves must be worn when handling any bodily fluids (nose bleeds, cut, vomit, etc....)

## INCIDENTS

In the event of any signs of a purposeful, harmful, and/or non-accidental act that is cause for concern, please inform Homeschool Hub Leadership immediately.

This may include behavior that indicates:

- Possible physical, verbal, or sexual harassment and/or abuse
- Inappropriate talk or touch from one child to another



An Incident/Accident Report will be filled out and signed by persons that witnessed such events/symptoms.

### **CHILD ABUSE**

The law observes our church and ministries thereof as a private organization responsible for the care, custody or control of children that has at least one parent of child on site. If anyone has a reason to suspect that a child is abused or neglected, they shall report the matter to Homeschool Hub leadership immediately and to Pastoral staff within 24hours, and to the local department of the county or city wherein the child resides, or the abuse or neglect is believed to have occurred or to the Department of Social Services toll-free child abuse and neglect hotline.

### **Signs of Abuse**

While it's not possible to tell an abuser by outward looks, there are signs children may show to indicate that they may be an abused child. Know what to look for and how to help children and families who are victims of abuse. As you become more alert to signs of abuse, move with caution. Falsely accusing someone of abuse can destroy an innocent person's life. Don't just react to something you think you see. Take time to check it out and confirm the truth. Be alert but be cautious.

Sexual abuse is criminal behavior that the abuser is solely responsible for. According to the American Medical Association, child sexual abuse is "the engagement of a child in sexual activities for which the child is developmentally unprepared and cannot give informed consent. Child sexual abuse is characterized by deception, force or coercion."

Physical signs may include...

- lacerations and bruises.
- irritation, pain, or injury to the genital area.
- difficulty with urination.
- discomfort when sitting.
- torn or bloody underclothing.
  
- sexually transmitted diseases.

Behavioral signs may include...

- nightmares.
- anxiety when approaching the church or nursery area.
- nervous or hostile behavior toward adults.
- sexual self-consciousness.

- acting out of sexual behavior.
- withdrawal from church activities and friends.

Verbal signs may include the following statements...

- I don't like (name).
- (Name) does things to me when we're alone.
- I don't like to be alone with (name).
- (Name) fooled around with me.

While these are common signs an abused child may show, any one or even a few signs may not mean a child is being harmed. Keep in mind that while these signs are common, all of us are unique individuals, and each child will respond differently.

#### Reporting Procedures

#### **Inappropriate Behavior**

If a volunteer sees any questionable, suspicious, or inappropriate behavior, or if a volunteer suspects any type of child abuse, the volunteer should immediately and confidentially report it to the person in charge of the program, activity or study group. If that's not possible, it should be reported to the Homeschool Hub Director and GHBC Pastoral staff. The need for the strictest confidentiality must be stressed.

#### Civil Authorities

If any of the GHBC Pastoral staff receives a report of abuse or suspected abuse, he shall take all steps necessary to report to the proper state and county authorities. GHBC does not conduct its own investigations regarding the accuracy of the allegations. All suspected abuse is reported.

#### Course of Action

If an allegation or suspicion of child abuse involving a volunteer or paid worker in a ministry involving children comes to the attention any member of the Pastoral staff, he shall take reasonable steps to confidentially suspend said volunteer's contact with any children in ministries of the church until the allegations have been properly investigated by the appropriate government agencies. If the civil authorities choose not to investigate, or if they determine that the allegations are unfounded, the church staff and members of the elders shall review the suspicions or allegations and make a judgment regarding the suspension or restoration of the volunteer.

#### Support

If an allegation or suspicion of child abuse involving a volunteer or paid worker in a ministry involving children taking place at the church comes to the attention of any member of the

GHBC pastoral staff, he shall promptly notify the Elder Board who will report such suspicion or allegation to the church's insurance company, the church's legal counsel, and whatever other professional assistance appropriate or necessary to assure that the situation is dealt with professionally.

#### Parents

In the case of allegations of child abuse during a program, activity, or event of the church, Pastor of Family and Youth shall promptly and confidentially notify the parents or legal guardians of the child involved.

#### Pastoral Care

In the case of allegations of child abuse during a program, activity, or event of the church, the Pastor of Family and Youth and appropriate church leadership shall take all reasonable steps to reach out to the possible victim and the accused and their families to provide them grace, love, and support through the difficult situation.

#### Spokesperson

In the case of allegations of child abuse during a program, activity, or event of the church, the pastoral staff shall designate a spokesperson for the church to deal with inquiries from the media, from the congregation, and to the extent possible, from the appropriate authorities.

#### **FIELD TRIP POLICY**

- Field Trips will be planned by the Administrator/Director and/or designated Coordinator and will not be in conflict with GHBC guidelines for appropriate venues. \*
- If deemed necessary by the Homeschool Hub Administrator/Director, the venue can be vetted by Pastoral staff.
- Each family is responsible for transportation to and from the event and any fees associated with the event (rule of two and three apply in transport situations as well).
- Each family is responsible for their own children (exceptions require written permission from parent/legal guardian for a specific assigned guardian for that specific date and event).
- Discipline and Sick Policy(s) apply on any Homeschool Hub planned Field Trips.
- Remember we are representatives of Christ and Grace Harvest Baptist Church no matter where we are.

\*Since Field trips leave GHBC premises and therefore GHBC "span of control", GHBC shall not be deemed liable for any incident/accident as a result.

### **CHILD WELLNESS POLICY**

It is our goal to provide the healthiest environment possible for our leaders/helpers/learners. To prevent the spread of illness, parental cooperation in following the health guidelines outlined below and CDC recommendations as necessary.

- Fever: For allowed attendance, please ensure that child is fever free without Tylenol or other fever reducing medicines for a minimum of 24 hours.
- Pink Eye: For allowed attendance, please ensure that child has been on antibiotics for over 24 hours or the doctor has determined he/she is no longer contagious. This includes verifying lack of mattering or drainage from the eye and that child is able to refrain from touching their eye.
- Diarrhea: For allowed attendance, please ensure that child has not had an episode for 24 hours.
- Strep Throat: For allowed attendance, please ensure that child has been on antibiotics for 24 hours, or test results are negative
- Rash: Apart from a diaper rash, any child that has a contagious rash will not be allowed into our group until it is not contagious.
- Chicken Pox: Any child with chicken pox will not be allowed into our group until all spots are scabbed over.
- Lice: For allowed attendance, please ensure that child is more than 24 hours posttreatment and child is lice and nit free.

If any symptom from above appears while attending the Homeschool Hub group meet then parent will need to bring whole family home and may return to group meets based on qualifications listed above.

If one child is sick at home, the whole family needs to stay home until above qualifications are met.

### **BATHROOM/DIAPER POLICY**

When a learner asks to use the bathroom, a parent must escort child to bathroom and wait outside the stall or door.

Never allow yourself to be alone with a learner in a bathroom.

Please be mindful of assistance that preschoolers may require when using the bathroom. Always leave the door open so other leaders/helpers can see and/or hear you assisting the child.

In bathroom emergencies, leader/helper must use disposable gloves when handling soiled clothing. Clothing should be placed in plastic bag and labeled with child's name. Contact parent.

When changing diapers in the nursery please leave door open.

- Please advise parents if a diaper was changed during group study time (wet diaper and/or dirty diaper).
- Contact parent if there is a diaper rash needing ointment.

### **HOUSEKEEPING**

Grace Harvest Baptist Church has granted the Homeschool Hub permission to the use their facilities and our goal is to leave the areas we use in better condition than it was found.

- Families assigned to clean up duty will clean the floors-sweep and/or vacuum, sanitize tables, clean chalk boards/white boards, and empty trash.
  - Bathrooms
  - Group Study rooms
  - Common Areas
  - Outside Play Area (Play equipment in storage)
  - Kitchen
  - Nursery toys and equipment
- Any church paper products, (plates, cups, utensils, napkins towels, etc.), used will be replenished.
- During dismissal the leaders/helpers are responsible for cleaning duty. Please see the cleaning rotation for family duty specific date.
- Homeschool Hub will NOT have a designated area for Lost and Found. Found property can be taken to administrator to attempt to locate the owner.
- Please remember to place all Homeschool Hub materials in the designated storage area to include the Homeschool Hub supplies, leader materials and/or curriculum on site at GHBC with materials easily identified as Homeschool Hub.
- Administrator/Director will do a final walk through to make sure all areas are clean.

### **HOMESCHOOL HUB CANCELLATIONS**

Group meetings may be cancelled due to weather or increased illness. Families will be notified via Church Facebook page, text and email.

### **ACADEMIC POLICY**

- We offer study groups/activities from nursery age through middle school meeting every 2nd and 4th Friday from August through May with a winter break between semesters.
- The curriculum selection and course offerings will be decided each year by the Administrator of the Homeschool Hub, Pastor of Administration and Pastor of Family and Youth of GHBC.

- There may be an additional charge for study group material: textbooks and/or workbooks, etc.
- The registration fee and background check fee are BOTH non-refundable. This covers parent background check fee (every 3 years), study group curriculum and supplies.
- At least one parent/guardian must be in attendance during group meetings.
- The group will host parent meetings as necessary throughout the year along with times of fellowship.

#### **ATTENDANCE POLICY**

- If three Homeschool Hub meeting dates are missed by a family without communication to the Director regarding the reason for the continuous absence, the family will be contacted and may possibly be removed from the GHBC Homeschool Hub Roster.

Updated 5.25.23