



3669 B Drive South
Battle Creek, MI 49015
www.shareinc.org

2009-2010

S.H.A.R.E., Inc (School Home Athletic Recreation & Enrichment) is Battle Creek (Michigan) area's Christian homeschool support group, made up of families answering God's call to educate their children at home. We come together to encourage and edify one another and to pool our resources so that we may provide our children with enriching activities that promote fellowship, foster learning and encourage character building. All activities are overseen and/or directed by a board of directors.

As a ministry, we desire to see every facet of S.H.A.R.E., Inc. glorify the Lord Jesus Christ. We believe working together, as a team of families in an organization dedicated to home education is God's call upon S.H.A.R.E., Inc.

Our purpose is to aid Christian homeschooling families by providing educational and social development opportunities through organized athletic, recreational, educational, and enrichment activities.

S.H.A.R.E. is led by a Board of Directors. The board of directors has the principal responsibility for fulfillment of S.H.A.R.E.'s mission and the legal accountability for its operations. This means that as a group they are in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, ensuring financial solvency of the organization, interpreting and representing the community to the organization, and instituting a fair system of policies and procedures for organizational management.

GENERAL MEMBERSHIP INFORMATION

COST AND PARTICIPATION

Membership in S.H.A.R.E., Inc. is \$25.00 yearly. This fee is to be paid prior to participation in any S.H.A.R.E., Inc. activity.

DISCIPLINE POLICY

S.H.A.R.E., Inc. is a Christian organization; therefore, it is expected that all members conduct themselves in a Christ-like manner. Members are responsible for maintaining control of their own children participating in S.H.A.R.E., Inc. activities. Our goal in establishing this policy is to avoid situations that are dangerous for the kids or other members. We desire to maintain a positive environment for learning and exemplify a Christ-like attitude that leaves a good impression on those whose facilities we use, the invited teachers, and the general public with whom we have contact.

All discipline problems will be brought to the attention of the parent and board of directors. If the issue involves another member, they too will be included in the process.

Basic outline:

1. First occurrence – Student will be removed from class/activity for its duration hour and remain with parent.
2. Second occurrence – Student will be removed from activities for the remainder of the day and remain with parent.
3. Third occurrence – Student/Family will be removed from all activities until a meeting with the board of directors to determine the next appropriate action is agreed upon. If a plan of correction cannot be reached between the parent and Board of Directors or the child does not follow a plan of correction, the child and possibly the entire family will be restricted from participation in any S.H.A.R.E., Inc. activity.

DRESS CODE/PDA's

We desire to provide a place where the Spirit of God can work in the hearts and lives of our members. Many things can hinder His working in others' lives, including dress styles. Our desire for modesty in attire is rooted in our goal to honor the Lord in every area and not create "stumbling-blocks" in the minds and hearts of others. We, the Board of Directors, reserve the right to address issues of improper dress as they are brought to our attention. Please refer to S.H.A.R.E., Inc., Foundations for a more detailed dress code. Also we ask that those who are "dating" please refrain from PDA's (public display of affection).

Please leave roller shoes "wheelies" home – this is for the safety of everyone.

ENRICHMENT DAY INFORMATION

Enrichment Day is an opportunity for families to come together to encourage and help each other with the education of their children. Currently this is held on Tuesdays at 1st Assembly of God in Battle Creek. The Enrichment team is comprised of members who desire to serve as coordinators of this program. Their responsibilities include class scheduling, parent service area assignments, discipline, and other needs/concerns as they arise. During Enrichment day a team member will be assigned to the front desk, this will be your "contact" for that hour if any needs arise.

COST AND PARTICIPATION

Once a member, families may participate in the Enrichment Day program, the fee is \$200/year/family. The year is divided into two 15 week semesters; each family is required to pay \$50 by 10/1, 12/1, 2/1 and 4/1.

SERVICE

Each member will be asked to sign up for areas of service at the time of class registration. Some examples of service areas are teachers, teacher's aids, building set up and clean up, hall monitors, nursery workers, preschool workers, recess workers, etc. The Enrichment Team is responsible for coordinating the service areas to ensure that all needed areas are covered adequately. Please do not remove yourself from an area of service because you feel you are not needed, take this concern to the Enrichment Team and let them make that decision. If you know your absence in advance, like a vacation, please work with the Enrichment Team to arrange for substitutes.

ABSENCES

If you are unable to attend Enrichment day, PLEASE call an Enrichment Team member ASAP! Our goal is to keep each classroom running smoothly.

CLASS PARTICIPATION

Members may participate in any class offered by another member without a teacher charge. Only members may participate in activities. All students are required to have their books and materials, as specified in the class description, by the third week of the semester; failure to have them may result in class dismissal. Lack of class participation, homework, etc. may also result in class dismissal.

FEES: Classes taught by invited instructors who are not members may charge a fee; these fees are to be paid directly to the teacher. Members will be provided with information on any fees in the class descriptions, this includes lab fees, materials/book fee; these fees are due the beginning of each semester. Materials paid for by students become property of the students. Non-consumable materials purchased by S.H.A.R.E., Inc. are to be returned at the end of the semester.

PARENTAL SUPERVISION

Enrichment Day is a parent cooperative. It is designed as an extension of the family's at-home schooling. As such, supervision of children is the responsibility of the parent who attends Enrichment Day with their children. ALL CHILDREN ages 18 and under shall have a parent ON PREMISES during Enrichment Day activities. Children under the age of 18 may not supervise younger siblings or other S.H.A.R.E., Inc. members' children. If you leave the building you MUST take your children with you, please plan ahead for your errands, lunches, etc.

Proxy forms are to be used in the case of an emergency when a parent cannot attend Enrichment day but would like their child(ren) to attend under the supervision of another S.H.A.R.E. parent. The proxy form is for **one week only** and may only be used once/family/semester. This is not intended to be used as an opportunity to go to work, schedule appointments or run errands. It is intended for those unavoidable emergency moments in life. A child sent to Enrichment Day without a signed proxy form will be sent home. If you have a circumstance that would require you to be absent more than one week, you would need to make arrangements prior and get approval from the Enrichment Team.

Requirements for extended leave:

- Pre-arrange
- Pre-approval
- An adult (other than another SHARE parent) that is 25+ years old; who has signed the statement of faith, must assume to your duties at Enrichment day.

DISCIPLINE

To aid parents/teachers with discipline issues, we have developed an Enrichment Day Behavior Check List. The check list has a section where teachers can report "disruptive" classroom behaviors to parents and the Enrichment Team as well as a section for "violent" behavior.

"Disruptive" behavior:

Arguing w/ another student/teacher; refusing to follow directions; shouting out during instruction time; making disruptive noises, throwing objects

Teacher will fill out form and take to the Enrichment Team member on duty that hour. This will then be forwarded to the parent. If the student continues in disruptive behavior, the teacher may remove student from the class.

“Violent” behavior:

Leaving group without permission; inappropriate physical contact; refusing to complete activity; bullying, threatening or intimidating others; inappropriate language

Teacher will fill out form and take along with student to the Enrichment Team member on duty that hour. They will then go see the parent.

1. First occurrence – Student will be removed from class/activity for that hour and remain with parent.
2. Second occurrence – Student will be removed from activities for the remainder of the day and remain with parent.
3. Third occurrence – Student/Family will be removed from all activities until a meeting with the board to determine the next appropriate action is agreed upon. If a plan of correction cannot be reached between the parent and Board of Directors or the child does not follow a plan of correction, the child and possibly the entire family will be restricted from participation in any S.H.A.R.E., Inc. activity.

LUNCH / RECESS

During the noon hour we have a break for lunch followed by recess. You may leave the building at this time to have lunch out or join us in the cafeteria for sack lunch or our hot lunch; funds generated from the hot lunch program go to the sports fund. Lunches will not be billed to your account, “pay as you eat”. No one is allowed in the kitchen except teachers that have gone through the proper training with a staff member of 1st Assembly of God Church. Students are only allowed in the kitchen during their class time when teacher is present.

During registration parents will sign up to supervise a recess area. At 12:25 a whistle will blow for parents to leave for recess area, a 2nd whistle signifies that students are dismissed to designated recess areas.

- Lunchroom areas
 - Fellowship Hall by kitchen
 - Rooms #118-121 off of gym (this area is for 7th grade and older, younger MUST be accompanied by their own parent)
 - Outside, MUST be accompanied by parent
- Recess Areas
 - Large gym, ages 11+, the west half of the gym is used for the older students who want to play basketball, the east half is for the younger students. Adult helpers should stand on the center line to supervise.
 - Preschool room, 2-5 year old potty trained students; if younger or not potty trained; student must be accompanied by parent.
 - Teen game room, this is for students 13+ ONLY (Church policy)
 - Multipurpose room (old sanctuary), 6-10 years old, may play with “soft” balls, And PLEASE KEEP STUDENS OFF THE PLATFORM.
 - Lunchroom by the kitchen, quiet area, after clean up is completed students may use this are for quiet games.

- Outside, the church has a fenced off ball field area that can be used for recess, if several parents want to organize a play time, be careful of the parking lot and pond

FIRST ASSEMBLY OF GOD

- **Please do not call 1st Assembly:** If someone needs to contact you while at Enrichment classes please give them a cell phone number, you may use an Enrichment Team members number if you don't have one. (Speaking of cell phones, teachers please leave your phones on vibrate so that classes aren't disturbed. Students, please leave your phones off.)
- **Parking:** Please park in the south lot and enter through the doors under the south canopy. Do not park in the handicap spots. You may pull up to the canopy to unload children and class needs.
- **Staff:** Please DO NOT inquire of the church staff for help. They are there to conduct church business and expect us to run independently of them. This includes the janitorial staff. (If we utilize their help we will be charged \$30/hr). If a need arises, PLEASE check with the SHARE staff at the "front desk".

FUN FACTS (all the other important info)

- **Communication:** Members will receive monthly e-newsletters with weekly updates when necessary. If you do not have e-mail your newsletter will be mailed to you. Please inform the newsletter editor of any changes in your e-mail status. The "Share-chatter" e-mail loop is for all to use to ask questions, share great ideas, prayer requests, sell items, etc.
- **Photocopies:** Part of the fee we pay 1st Assembly is for the use of their copy machine. PLEASE make all your copies there. (You may leave you copying needs at the "front desk" and someone will see that they are completed for you and then placed in your pendaflex). Reimbursements will NOT be made for copies purchased at outside vendors.
- **Pendaflex Mail System:** Located in the lobby is a Pendaflex Mail-System with a folder for each family participating in Enrichment Day. All are free to use these to communicate to each other, teachers, class notices, etc. Be sure to check your mailbox each week
- **Snow Days:** During inclement weather, listen/watch the news, if Lakeview Schools are closed, so are we. As soon as a determination is made that we close, we'll sent out an email by 7:15am (always check your email before leaving the house for Enrichment Day – those of you with out email will receive a phone call).
- **Gym:** If your children are not involved in the gym activity that is taking place, please ask them to remain outside of the gym area. Parents are welcome to sit in the gym during this time; however, we have had a few children hurt because of stray balls or running children. We do not wish to see anyone hurt, so please help us in this area. Anyone participating in gym activities MUST wear gym shoes. 1st Assembly does not want to mark up their gym floor with street shoes.
- **Class Supplies:** Many supplies have already been purchased by previous teachers and are available for your use. Please check the supply closet and use these materials BEFORE purchasing more.
- **Name Tags:** These will be provided for all adults the first week of Enrichment classes, please wear them weekly so that we can get to know each other.

Sports

Our Sports program is designed to give students the opportunity to play competitive sports, while learning the skills of team work, and godly sportsmanship conduct. The Sports Committee is comprised of members who desire to serve as coordinators of this program. Their responsibilities include scheduling, parent service area assignments, coaching, discipline, and other needs/concerns as they arise.

COST AND PARTICIPATION

Once a member, families may participate in the Sports program. The fee is \$120/sport, \$100 for 2nd Child, \$80 for 3rd Child, etc. Note: this fee structure is per school year and NOT individual sport. As an example, if a family has one Volleyball player and one Basketball player, their fees are \$120 and \$100, not \$120 each. Fees must be paid in full by the middle of the playing season. Uniforms are provided.

- Girls Volleyball
 - Season August – October
 - Jr High Team (5th grade +)
 - Varsity Team
- Boys Basketball
 - Season November – February
 - Jr High Team (5th grade +)
 - Varsity Team

Special Events

Outside of the Enrichment and Sports programs S.H.A.R.E. offers many other events and you can always find the details in the monthly newsletter:

- Mom's Night Outexactly that, a time for us to come together and encourage each other.
- YearbookA wonderful keepsake!
- PortraitsIndividual portraits will be take October for the yearbook. Packages are also available for purchase.
- DirectoryMembership directory will be provided in early October.
- Testing.....Stanford Achievement Testing for grades 2nd – 10th.
- Fieldtrips.....If you'd like to plan one, please do! We all love fieldtrips!
- GraduationIn May we have our annual Christ centered homeschool graduation, open to all Christian homeschool families
- Spring Formal.....In April we have our annual Spring Formal for our high school students.
- Scholarships.....Some fundraisers are used to generate scholarships that are available to all our families in the case of emergencies and/or financial hardships; these include Meijer Community Rewards, GFS Fun Funds and Box Top for Education.
- Fund Raisers.....Fee Elimination Fundraisers allows members to reduce their program fees. All the profit you earn on these fundraisers directly reduces your personal program fees, i.e., Enrichment, SAT Testing, Sports and so on. Credit balances will be carried over to next years' program fees.

We are here to serve you, if you have any questions or concerns please let one of the board members know. Please don't make assumptions – ask!

Working together to raise our children for God's glory!

S.H.A.R.E., Inc. Board of Directors

Renee Hawes
Ron & Denise Kenney
Tim & Tammy Wygant

IMPORTANT PHONE NUMBERS

(Put this in a convenient area, so you have these numbers handy)

BOARD OF DIRECTORS:

Renee Hawes.....269-967-6545 Cell/Home
Ron & Denise Kenney...269-746-4742
Tim & Tammy Wygant...269-274-7077 Cell/Home

ENRICHMENT TEAM:

Kathy Billinghamurst269-763-2128
Karen Boone269-962-9646 Home; 269-420-2949 Cell
Joan Chapman.....269-781-4581 Home; 269-986-3247 Cell
Denise Kenney.....269-746-4742
Susan Kopka.....517-852-1883
Beth Norris269-721-8271 Home; 269-275-5276
Tammy Wygant269-274-7077 Cell/Home
Sue VanderWeide269-965-5924

SPORTS COMMITTEE:

Bob Stuit.....269-599-3295 Cell
Ron Kenney269-746-4742
Matt & Char Hawkins269-344-5231
Pete VanderWeide269-965-5924
Joe French269-964-2820 Home; 269-275-5466 Cell

Volleyball Coaches:

Joe French269-964-2820 Home; 269-275-5466
Susan Kopka.....517-852-1883

Basketball Coaches:

Mike Laske269-760-0119
Bob Stuit.....269-599-3295 Cell