

Kalamazoo Area Tutoring Association, Inc. (KAT) Handbook

<u>Table of Contents</u>	<u>Page</u>
What is KAT?	2
Statement of Faith	2
Typical Day at KAT	2
Location.....	2
General Information	
Registration.....	2
Tuition.....	2
Map.....	2
Restrooms	3
Snow Days	3
Website	3
Family Directory.....	3
Pizza Days	3
Box Tops	3
Year Book	3
Participation Guidelines	3
Facility	3
Use of The Point	4
Parking	4
Arriving/Departing	4
Study Hall	4
Use of Electronics	4
Behavior	5
Dress Code	5
Dress Code Violation Guidelines.....	5
Incident Communication Policy.....	5
Incident Communication Note.....	6
Parent Involvement	7
Parent Commitment	7
Monitoring	7
Fees	7
Parent Agreement	8
Family Registration Form	9

Inclusions

Class Schedule, Calendar, Centerpoint Map, Pizza Day Form, and Tutor, PAC, and Board Contact Information

Forms to Fill Out and Bring to Registration

- Parent Agreement/Family Registration Form
- Photo Release Form
- Background Check

Please note: All Headings with a * are included on the Parent Agreement form. It is your responsibility to read these areas prior to signing the Parent Agreement form.

***What is KAT? (Purpose and Organizational Description)**

KAT stands for “Kalamazoo Area Tutoring Association, Inc.” We are a parent-facilitated, Christian co-op where parent involvement and participation are required. KAT operates every Monday from September to May at Centerpoint Church in Kalamazoo and is organized by a volunteer Parent Advisory Committee (PAC) and overseen by a volunteer Board of Directors. Qualified, experienced, Christian tutors provide a wide variety of academic classes including English language arts, art, drama, music, foreign languages, math, sciences, and history classes. Our tutors are independent contractors who work under the KAT umbrella to serve the homeschool community of the greater Kalamazoo area. Parents and tutors have partnered with parents for over 20 years, currently providing more than 115 families with 45+ classes in a group setting. Our 25 tutors challenge, stimulate and encourage students in their academic, spiritual and social growth, while parents remain as the core educators who assist their children with weekly KAT assignments.

***Statement of Faith (Biblical View)**

- All mankind has sinned. (Romans 3:23)
- Jesus Christ came to earth to pay the penalty for sin through His death on the cross and resurrection to life. (Romans 4:25; 6:23)
- The Bible is the inspired, inerrant, authoritative Word of God. (2 Timothy 2:15-16)
- The word of God teaches us to deny ungodliness and worldly desires; we are to live sensible, righteous and godly lives. (Titus 2:11-13)
- We believe in the sanctity of marriage; it is between one man and one woman. (Genesis 2:7-24; Matthew 19)
- Salvation comes by grace through faith in God's son, Jesus Christ, totally apart from human merit. (John 1:12; 3:16 and Ephesians 2:8-10)

What does a typical day at KAT look like?

The KAT day consists of five 1 ½ hour class periods that meet on Mondays between the hours of 8:00 am to 4:00 pm. Students typically “drop-in” at different times of the KAT day, according to their class schedules. Your student may take at least one or more KAT classes. Tutors are paid individually for each class, and KAT oversees registration for these classes. KAT provides a parent-monitored study hall for students who have breaks between class periods. There is a half hour lunch period provided mid-day.

Location - KAT is located at Centerpoint Church: 2345 N. 10th St. Kalamazoo.

KAT General Information

Registration – Registration for KAT starts at a Spring Parent meeting and class Open House, held each May. This open house gives families the opportunity to meet the tutors and review the schedule for the following fall. Registration for classes is held in early June with a second registration provided in late August. No mail or phone registrations are accepted. If you cannot attend a registration date, another parent may walk in your completed registration paperwork and fee for you.

Tuition - All tuition is due to tutors by the first day of class or earlier.

Map - There will be a map of the building on display when you enter the building, as well as a posted schedule to help you know where to go. KAT will be using rooms in both the lower level and main level. A map of the building is also located at the end of the handbook.

Restrooms - There are two sets of restrooms available to us. KAT will be using the restrooms in the lower level and the restrooms off the fellowship hall area (the large open area with a stone fireplace).

Snow Days:

If Kalamazoo has a snow day, or Centerpoint is closed due to weather, KAT will be closed as well. If there is a two-hour delay for Kalamazoo schools, we will cancel first period and start with second period for the day at 9:30.

Website:

Please refer to the website for up-to-date information, forms, guidelines, and important dates.

www.kalamazoo-area-tutors.com

Family Directory:

In the fall, you will be provided with a family directory that includes family information as well as tutor information. Please use this as an internal document; it is not to be shared with anyone outside of the KAT community.

Pizza Days:

One of the PAC members is typically the parent helper for providing Pizza Day for KAT students. These Pizza Days typically occur on the 2nd Monday of every month, starting in October. Students and family members may join in! Pizza forms are available on the website and at the building supervisor's desk. If you are able to prepay and preorder pizza, that is preferred to help with the planning.

Box Tops:

We happily accept Box Tops on behalf of KAHSA. You may contribute by dropping these off at the Building Supervisor's desk.

Yearbook:

Each year, KAT strives to have a student yearbook. These are available for preordering in the late fall. Please watch for more information on the KAT website. You must sign a photo release form for your child to be put in the KAT yearbook. If you have a graduating senior, there will be special opportunities to showcase their picture and information.

***KAT Participant Guidelines**

Participant is defined as anyone utilizing services at KAT, including but not limited to students, parents, and tutors.

Facility:

God has graciously blessed KAT with an expansive facility (consisting of multiple parking lots, entrance/exit doors, classrooms, and restrooms). Out of joyful respect for Centerpoint's generosity, other activities happening on the campus, as well as for safety issues, all students and parents need to remain in the areas designated for KAT.

- Centerpoint has asked us to have identification for students and helpers. Each student will be provided a KAT badge with their name on it at the beginning of the school year at no cost. Replacement badges will be \$2 if needed.
- The KAT facility is to be treated like God's house.
 - Please walk in the building.
 - Food and drink are allowed only in the study hall/lunchroom.
 - Participants are responsible for disposing of their litter.
- Students are not allowed in the hallways during a class period unless they are entering or exiting the building.
- Students who drive to KAT may not sit in their cars or loiter in the parking lot. Parking permitted in KAT approved lot only.
- Parents with younger children may wait in the study hall. No nurseries are available.
- Please observe all "No Exit" signs and "Do Not Use" signs.
- The elevator is not to be used by KAT students.
- No wandering in the halls or outside.
- Students/siblings may play outside only when accompanied by their own parents.
- You may bring your non-enrolled children to KAT, but they must remain with you at all times while on site.

Use of The Point: (subject to change at any time.) The Point has a coffee shop, gym and workout facility available for a nominal fee which KAT families are invited to use and offers a wonderful place to connect. We have been blessed with the privilege of using The Point during KAT operating hours. We ask that KAT participants follow these rules:

- All students must sign in and out with the Building Supervisor and wear a KAT badge when visiting The Point.
- Students under 13 years old may only attend The Point with a responsible adult.
- Participants must obey all rules and postings of The Point.
- Participants must use front main doors to access & exit The Point. (Do not use the tunnel.)
- Students who do not respect The Point property or rules will lose their privilege.

Parking/Entrance/Exit:

Please park in the main northeast parking lot facing 10th Street by The Point and main sanctuary. Please enter and exit KAT through Entrance A only. These are the doors that lead into the Main Sanctuary.

Arriving/Departing:

- All participants should arrive about 5 minutes before class begins. If a student arrives more than 10 minutes prior to his/her class time, the student needs to sign into Study Hall.
- All participants are expected to exit the building by 4pm unless they are a closer or working with the Building Supervisor.

Study Hall:

The study hall will be located in the lower level. The large “social” study hall, available for lunch & all 5 class periods can be utilized for talking, connecting, eating, playing quiet table games, or interactive school work. A “quiet” study hall may be available during certain class periods; please inquire with the study hall monitor for this availability.

- Students **must sign into Study Hall** if they are not in class and are not with a parent or guardian.
- Students **must be in study hall if they are not in class**, walking to class, or entering or exiting the building.
- The Study Hall is limited to 3 class periods per student/per week.
- Parents/Guardians may stay in Study Hall with their children. While we do have Study Hall Monitors, we ask that you do not leave younger students unsupervised if they will not be comfortable or mature enough to follow study hall rules.
- The Study Hall is to be utilized for study, quiet conversation and quiet games.
- Unruly behavior will not be tolerated (i.e. running, yelling, wrestling, throwing things, etc).

Use of Electronics: The purpose of these guidelines is to provide a clear set of boundaries for electronics use in order to maintain an appropriate work/study environment at KAT, free from unnecessary or inappropriate distractions. They apply to all KAT participants (parents, students, tutors, and supervisory personnel.)

- Prohibited Use of Electronics:
 - No cell phone, smart phone or personal electronic devices may be used in class, including texting. (Unless specified as necessary by tutor.)
- Proper Use of Electronics:
 - Use discretion with volume when electronics are used during study hall.
 - Use of cell phone or other electronics during study hall or hallways should be limited and respectful.

Behavior:

- Participants need to respect themselves, others and the property we rent.
 - Participants are expected to obey the adults in charge and the posted KAT signs.
 - Parents will be notified if disrespectful behavior is displayed.
 - Students should not engage in public displays of affection
 - In cases involving profanity, verbal or physical abuse, or bullying students may be asked to leave KAT for the day.
 - KAT has a zero-tolerance policy on verbal threats regarding violence against others, use of weapons including shootings, bombings, knives, etc. Police will be contacted immediately when threats or allegations of threats are made.
 - Lying about or falsely accusing another person of making such threats is considered a serious violation of the Participant Agreement.

The KAT Board is the legal oversight entity for KAT, and according to KAT organizational documents, its responsibility includes overseeing legal, procedural, financial and location aspects of KAT, and providing advice to the PAC. The board provides conflict mediation and intervention, and acts as arbitrators with PAC members, tutors, prospective tutors, students, parents, and facility managers when needed. As such, the Board has final authority to administratively withdraw students from KAT and determine eligibility for each family to enroll in KAT.

***KAT Dress Code:**

The dress code for KAT is shaped in the spirit of Romans 12:10: *"Be devoted to one another in love. Honor one another above yourselves."* An important part of living in a mature and edifying Christian community is choosing to limit one's own actions for the sake of others (e.g., Romans 14) and placing other people's interests above one's own interests, desires and liberty (e.g., Phil 2:3-4). In that spirit and in our ongoing efforts to model and become more Christ-like in all we do, KAT leadership establishes this dress code. These guidelines are based on scriptural principles of (1) engaging in behavior that is righteous and pleasing to God and (2) not engaging in actions that could reasonably anticipate tempting others to sin. Our intention is to reasonably apply biblical principles of modesty to establish standards for the KAT co-op that we believe will help forward our mission and to provide an effective educational environment for all the members of our diverse Christian community. We recognize parental authority and accountability regarding clothing choices, and strive to balance those values with the KAT Board and PAC's responsibility for overseeing a broader community of Christians than any single family.

We carefully considered the following biblical wisdom, particularly those scriptures that apply to humility, modesty, and temptation: Romans 12:10 and 14:21, Philippians 2:3-4, 1 Timothy 2:9a and 4:12, 1 Peter 3:3-4, and Titus 2:6-7. The following Guidelines apply to all KAT participants (parents, students, tutors and supervisory personnel):

- Offensive wording, pictures, or other graphics are not allowed. This includes items that are offensive through cultural use or double meaning.
- No undergarments may be visible.
- Shirts must not be skin-tight and must completely cover the midriff, torso, shoulders, back, and chest. Tank tops, spaghetti straps and halter tops are not allowed.
- Shorts must clearly be below the mid-thigh when standing.
- Skirts, Skorts, and Dresses must reach no higher than the top of the knee while standing. This length applies even if tights, leggings or other foundation layers are worn underneath.
- Tights, leggings, jeggings, compression shorts, and skin-tight pants are considered foundation layers, and do not meet dress code unless they are covered to the top of the knee.
- Sheer clothing is only allowed if the rest of the outfit would meet the requirements of the dress code if the sheer item were removed. For example, a crocheted shrug may be worn over a top or dress that otherwise meets the dress code, but may not be worn over spaghetti straps, which do not meet the dress code.

The dress code in its entirety can be found at www.kalamazoo-area-tutors.com.

Incident Communication Policy at KAT:

Our KAT students have proven themselves overall to be very respectful, considerate, and obedient while at KAT. However, once in a while, situations occur that need attention. In order to provide clear communication with parents when situations arise at KAT, the following is our Incident Communication Policy. If your child violates the Participant Guidelines at KAT, a dated and signed note describing the incident will be sent home that day. This will provide an opportunity for you to discuss the behavior with your child, clarify any questions with the KAT Building Supervisor or PAC member who is aware of the situation (per signature), and respond by sending the signed note back with your child the next week. We are hoping this facilitates clearer expectations of students, provides monitors (parent volunteers) with the support and authority they need to complete their responsibilities well, and promotes open and two-way communication with parents as situations arise. These Incident Notes will be available to the following authority figures on hand during the KAT day: tutors, monitors, Centerpoint Staff, PAC, and the Building Supervisor. If an infraction is noticed, the adult in charge (monitor, tutor, etc.) will fill out the form and seek out the Building Supervisor or a PAC member for verification and a signature before it is sent home with the student.

Examples of behaviors that would merit an incident would be, but not limited to:

- Disrespect of Centerpoint property
- Not wearing a lanyard or signing in/out after a clear grace period
- Not following rules regarding designated areas for KAT
- Disrespect of monitor, tutor, or authority at KAT
- Unruly behavior
- Using electronics such as cell phones in class
- Dress code violations

If a student receives three notes home, there will be a meeting with at least one Board member and one PAC member to discuss possible outcomes.

Some behaviors from students and/or parents would merit a more serious reprimand than an incident notice, and would require a meeting with parents and possible dismissal from KAT. Examples of these behaviors would be, but are not limited to:

- Using Profanity
- Bullying (intimidating behavior to create a response in others)
- Verbal Abuse
- Physical Abuse
- Using drugs or alcohol, smoking or vaping on church property, including personal vehicles

Example of Incident Note:

Date: _____

_____ was spoken with today regarding _____.

This behavior happened (time, location, with): _____.

This is his/her _____ Participant Guideline violation at KAT. We want you to be aware of this interaction. Please contact katfamilies@gmail.com if you have any questions. Thank you!

KAT Building Supervisor or PAC member

Yes, I have seen this note and discussed it with my child.

Parent signature and date

Communication:

Parent Involvement at KAT:

We welcome parents at KAT!! Parents are strongly encouraged to be an integral part of our co-op and are always welcome to remain onsite while their children are in class. We have an open door and open communications policy. You may socialize in the study hall while your child is in class. It is helpful for students to wear a watch to keep track of when to leave study hall or the lunchroom in time for their next class. Please review your students' schedule with them so they are comfortable with it. Parents determine a child's readiness to be at KAT alone for more than one class period for the day.

Parent Commitment at KAT:

Monitoring:

Parents are vital to KAT's success on a weekly basis. The main role a parent fills is monitoring the students and building for a day or days at KAT. We count on you to fulfill your monitoring duties to provide room set-up for classes and supervision for our students to help KAT run smoothly. Each family will have a chance to pick monitoring days based on how many classes that your family signs up for at registration:

- 1-2 classes = 1 monitoring day (or two ½ days)
- 3-4 classes = 2 monitoring days (or four ½ days or a combination of full and half)
- 5-6 classes = 3 monitoring days (or six ½ days or a combination of full and half)
- 7 & up = 4 monitoring days (or eight ½ days or a combination of full and half)

On their day of monitoring, monitors will be given a binder explaining their duties along with all the information they need to help their day run smoothly. **Monitoring times are from 7:15 am – 4:30 pm and each parent is expected to be on site for the entire day.** If you cannot be onsite the entire day, please ask your spouse or other current KAT parent to fill in for you. **Monitoring requires room set up including lifting chairs and tables, vacuuming, emptying trash, etc.** If you are unable to perform any of these physical duties, please ask your spouse, child, (eleven years **or** older) or other current KAT parent to manage that portion for you. Scheduling for monitoring days is done at the spring and late summer registration and maintained through Sign-UpGenius.com throughout the year.

If you are unable to fulfill your monitoring duties and know this upon registration, you may pay a **\$50/monitoring day fee to cover your day. Please see the Building Supervisor or PAC Treasurer to request a “buy out” on your monitoring commitment. You may also sign up to be a paid monitoring sub throughout the year.

Opening and Closing

There are usually 4-5 openers and 4-5 closers who rotate throughout the school year (about once a month). Openers help set up classrooms from approximately 7:30-8:30 a.m. Closers help at the end of the day from approximately 3:00-4:00 and are in charge of wiping down all KAT bathrooms and collecting garbage from all KAT areas: classrooms, lunch room/study hall, KAT bathrooms and entrance areas. Volunteers can be an opener or closer instead of a monitor to fulfill their family responsibility for the school year.

Registration Fee:

Each family pays a **\$50.00 family registration fee** for the school year (\$25 if a registering mid-year at the semester break) which covers operating costs and part of the building rent. Likewise, each family is expected to *read and sign the KAT Parent Agreement*, read and understand the Purpose and Faith Statement, and comply with the Participant Guidelines.

Parent Agreement

To fulfill my responsibility to KAT Assoc., Inc., I agree wholeheartedly with the following statements:

- I understand KAT Assoc., Inc. is not a school, but a Christian Co-op where parent involvement and participation are required. KAT is a resource for home schooling families organized by a volunteer Parent Advisory Committee (PAC) and overseen by a volunteer Board of Directors.
- I understand, support and agree with the KAT Assoc., Inc. Statement of Faith (Biblical view).
- I have read, understand and support the KAT Assoc., Inc. Purpose Statement, Organization Description, and Participant Guidelines. I will go over these items with my child and will make sure he/she knows and obeys them.
- I have reviewed the facility at which classes will be held, and I understand that the facility has other functions and activities being held at the same time as KAT classes and is open to uninvited members of the public and passersby. I hereby assume all risks of retaining a tutor through KAT and having my children attend KAT classes at the facility, and I hereby waive any claims or rights I might otherwise have against KAT or the PAC or any of the individual Board members, officers, volunteers or agents of KAT or the PAC (the "KAT/PAC Parties") on account of any harm, damages or liability sustained by me or my children or other family members in relation to KAT classes.
- I understand that I am ultimately responsible for the safety of my child at the facility, and that neither KAT nor the PAC nor any of the KAT/PAC Parties are able to maintain constant supervision of my child during KAT activities. In particular, I understand that there is no sign-in/sign-out system and no means or intent of restricting my child from leaving the facility or requiring my child to stay in tutor classes.
- I agree to indemnify and hold harmless KAT Assoc., Inc., Board of Directors, PAC, Building Supervisor, tutors, families and/or the host facility of any claim arising out of the use of the organization, facility, or grounds by my family.
- In the event of an emergency requiring medical treatment, I hereby grant permission for my child to receive any and all required medical or dental care and, if necessary, be transported for emergency care until such time as I can be contacted. I will be responsible for any charges not covered by insurance.
- If my child is responsible for any property damage, I will reimburse the appropriate parties. If something at the host facility is damaged and no one takes responsibility for it, all participants must share equally in the compensation costs.
- I understand that KAT as an organization does not participate in any way with public school partnerships; therefore, our family agrees not to pay any KAT tutor fees using any government or partnership funds.
- I understand I am contracting with each tutor individually. A tutor is not necessarily a certified teacher. I believe it is the parent's responsibility to be aware of and approve the content of the material taught to my children during a class conducted at KAT.
- It is my job to develop a parent-tutor relationship. The KAT Assoc., Inc., Board and PAC do not supervise this relationship. I will support the tutor's authority in the classroom and will attempt to work out any conflicts with the tutor that may arise with brotherly love.
- I will serve as a volunteer monitor or closer/opener when assigned/needed on Mondays for the designated time.
- I realize to be part of the KAT program I will be asked to serve in a volunteer position from time to time.
- I will not raise funds, sell or hold meetings for groups outside of KAT classes at the KAT host facility.

Signed and agreed by: _____ Date: _____

Witness: _____ Date: _____

REGISTRATION FORM

Family Number: _____ Date: _____

Monitoring Dates: _____ Number of Students Attending KAT: _____

- Registration Fee: \$50 (Cash/Check#) _____ to be paid at registration; no refund after the 4th week of classes. The fee is used to for renting of facilities and operating costs of KAT Assoc., Inc. Please make checks payable to KAT Assoc., Inc.

Parents'/Guardians' Names: _____

Street Address: _____

City: _____ Zip Code: _____

Email Address: _____ Phone: _____

Emergency Contact and Phone: _____

All KAT Assoc., Inc. correspondence will take place via email: katfamilies@gmail.com.

Below, please complete one section per student.

✍ KAT STUDENT NAME & GRADE: _____

<u>COURSE</u>	<u>TUTOR</u>	<u>PERIOD</u>

✍ KAT STUDENT NAME & GRADE: _____

<u>COURSE</u>	<u>TUTOR</u>	<u>PERIOD</u>

✍ KAT STUDENT NAME & GRADE: _____

<u>COURSE</u>	<u>TUTOR</u>	<u>PERIOD</u>

