

KAT PARENT HANDBOOK



DEDICATED TUTORS

HONORING CHRIST

SERVING FAMILIES

Table of Contents

INTRODUCTION	
Purpose & Organizational Statement	3
Board of Directors	3
Parent Advisory Committee	3
Building Supervisor	3
BIBLICAL STATEMENT OF FAITH	4
KAT STRUCTURE	5
Communication	5
Location	5
Days of Operation	5
Snow Days	5
Pizza Days	5
Classes	5
Yearbook & Photo Release	5
REGISTRATION, ENROLLMENT & TUITION	6
Register for KAT	6
Enroll in Classes	6
Tuition	6
KAT & PARENT PARTNERSHIP	6
PARTICIPATION GUIDELINES	
FACILITY	8
Entrance/Exit	8
Drop Off/Pick Up	8
Parking	8
Arriving/Departing	8
Restrooms	8
Elevator	8
Restricted Areas	8
Restricted Activity at Centerpoint	9
Study Hall	9
Food and Drink	9
Use of Electronics	9
THE POINT RULES & EXPECTATIONS	10
SAFETY	11
I-Chat Background Checks	11
Lanyards	11
Parking Lot – Attention Drivers & Walkers	11
Outside Supervision & Non-Enrolled Students	11
Peanut Allergy – Peanut Free Facility	11
Sick Policy	11
Visitor Policy	12
BEHAVIOR POLICY	12
No Tolerance Policy & Classroom Code of Conduct	12
DRESS CODE	13
INCIDENT COMMUNICATION POLICY	14
PARENT COMMITMENT	15
Family Registration Fee and Tuitions	15
The In's & Outs of Monitoring at KAT	15-16
KAT LEADERSHIP OPPORTUNITIES – Board & PAC	17

Welcome to KAT – Bringing Families & Tutors Together to Honor Christ Academically, Spiritually, and Socially

Purpose and Organizational Statement

Kalamazoo Area Tutoring, Inc. (herein known as KAT) is a parent-facilitated Christian co-operative designed to provide a structured learning environment where Christian faith is honored, and families are supported in their homeschool journey. Qualified, experienced, Christian tutors provide a wide variety of core and elective courses taught with a Biblical worldview in mind. KAT is organized by a volunteer Parent Advisory Committee (PAC) and overseen by a volunteer Board of Directors.

We pray that each family, both parents and students, prayerfully consider the expectations, requirements and commitment to KAT in its entirety. KAT's success depends on all participants' commitment to supporting the KAT Purpose and Organizational Statement.

All parents, students, and tutors of Kalamazoo Area Tutoring, Inc. are to abide by the policies and procedures explained herein. Failure to comply with the policies set forth may jeopardize the privilege to participate in KAT. The information contained in this handbook is subject to change.

"And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ, to the glory and praise of God." (Philippians 9-11)

Board of Directors

The KAT Board of Directors is the overseeing entity for business and legal matters. They assist the Parent Advisory Committee (PAC) in enforcing and supporting the KAT policies and procedures.

Parent Advisory Committee (PAC)

The PAC is responsible for maintaining the everyday requirements to make KAT a success for both tutors and families. They are the liaison between the church, tutors, building supervisor and families. The PAC facilitates all KAT events.

Building Supervisor

The KAT Building Supervisor is an essential part of KAT. The Building Supervisor is the facility director and is responsible for classroom set-up, tear-down, classroom equipment, communication with the Centerpoint Facility Director, and accommodating tutors' needs throughout the day. The supervisor also oversees parent monitors each Monday, along with all scheduling of monitors, openers, and closers.



KAT Biblical Statement of Faith

- **Biblical Authority:** The Bible is the inspired, inerrant, authoritative Word of God, and the authoritative rule of faith, life, and conduct for all Christians (Ps 119:105, 133, 160; Prov 30:5a; 2 Tim 3:16-17; 2 Peter 1:19-21). As such, the Bible teaches us to deny ungodliness and worldly desires; we are to live sensible, righteous, and godly lives (Titus 2:11-13).
- **Humanity's Need for Salvation:** All mankind has sinned (Rom 3:23). Jesus Christ came to earth to pay the penalty for sin through His death on the cross and resurrection to life (Rom 4:23-25; 5:8; 6:23; 1 John 4:9-10). Salvation comes by grace through faith in God's son, Jesus Christ, totally apart from human merit (John 1:12; Eph 2:8-10). This salvation is available to every person in the world (John 3:16-17), for God desires all persons to be saved (1 Timothy 2:3-5).
- **Marriage and Family:** God established the institution of marriage and designed it to be an exclusive relationship between one man and one woman (Gen 2:24-25; Matt 19:4-6; Deut 17:17). This God-ordained model for marriage and the resulting family is also a picture to humanity of the relationship between Christ and His Church (Eph 5:21-30) and is not a mere social construct. All intimate sexual activity outside the biblical marriage relationship contradicts God's design and intention, and is therefore sin (for example, Ex 20:14; Lev 18:22, 20:13; Rom 1:18-31; 1 Cor 6:9-10, 15-20; 1 Tim 1:8-11; Jude 7).
- **Sexuality:** God created human beings in His own image, male and female with equal personal dignity, and these two distinct complementary biological sexes together reflect the image and nature of God (Gen 1:26-27; Matt 19:4). God's creation of humanity as male and female, combined with scriptural principles of sexuality, means that rejection of one's biological sex is a rejection of the image of God within oneself; willful conduct contrary to God's design and intention for human sexuality is therefore sin (for example, Deut 22:5, in addition to the sexuality passages in the marriage section).

May 2023

KAT STRUCTURE

Communication

Email katfamilies@gmail.com with any questions or concerns for either the PAC or Board of Directors. Questions regarding individual classes should be directed to the tutors directly.

A weekly newsletter is sent via email (MailChimp) to current families. The KAT newsletter is where you will find important information regarding upcoming events and various announcements.

Up-to-date information can be found on our website: www.kalamazoo-area-tutors.com or Facebook page.

Location

KAT is located at Centerpoint Church: 2345 N. 10th Street, Kalamazoo, Michigan 49009.

Days of Operation

KAT meets on Mondays from the second week of September until the third week of May. Students receive 34 weeks of instruction; 17 weeks per semester. There is a two-week break for Christmas and one week for Spring Break. The Kalamazoo Public School (KPS) calendar is followed. A complete KAT Family Calendar is located on the KAT website.

Snow Days

KAT follows Kalamazoo Public Schools in reference to snow days. 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 a.m.

Pizza Days

Pizza Day is the second Monday of every month beginning in October and runs through May. This opportunity is open to all students, parents/family members and tutors. Pizza forms are available on the website and at the Building Supervisor's table. Orders and payment are due by the first Monday of each month. Families can order per month, per semester or per year. Check or cash payments are accepted.

Classes

There are five 85-minute class periods with a 5-minute break between classes. Lunch is after the second-class period. The complete schedule is located on the KAT website (www.kalamazoo-area-tutors.com/schedule).

8:00 a.m. – 9:25 a.m.	Period 1
9:30 a.m. – 10:55 a.m.	Period 2
11:00 a.m. – 11:25 a.m.	Lunch
11:30 a.m. – 12:55 p.m.	Period 3
1:00 p.m. – 2:25 p.m.	Period 4
2:30 p.m. – 4:00 p.m.	Period 5

Yearbook & Photo Release

Each year, KAT strives to have a student yearbook. Ordering begins in late fall and are delivered in the spring. For your student to be included in the KAT Yearbook a KAT Photo Release form must be signed. Graduating seniors are given the opportunity to be showcased.

OPEN HOUSE, REGISTRATION & ENROLLMENT

Open House

The KAT Spring Open House is held in May. The open house allows parents the opportunity to meet with the tutors, view class offerings, and receive a family packet with registration and enrollment information. This in-person event provides the chance to ask tutors questions and connect with other homeschooling families. An informational meeting takes place during the event.

Registration

KAT registration is open to families that have indicated their agreement of KAT expectations by reading and signing all required documents. This does not ENROLL your student in classes. The registration process can be completed ONLINE or IN-PERSON.

ONLINE REGISTRATION:

1. Go to www.kalamazoo-area-tutors.com.
2. Select the Register/Enroll tab. At the drop-down box choose Register for KAT.
3. Read through all the following documents thoroughly, agree, complete and sign.
 - a. KAT Parent Agreement
 - b. KAT Biblical Statement of Faith
 - c. KAT Photo Release
 - d. I-Chat Background Check
4. Pay the \$70 Family Registration fee or choose to pay in person to complete the registration process.

IN-PERSON REGISTRATION:

1. Register at an in-person Enrollment event in June, August, or the first day of classes in September.
2. Print required forms located on the website, complete, and sign.
3. Pay the \$70 Family Registration fee via check or cash.

Enrollment

Class enrollment takes place IN-PERSON at Centerpoint Church. There are two in-person enrollment events: the first Monday in June and the second Monday in August.

Why In-Person Enrollment?

In-person enrollment brings tutors and families together to build a strong and meaningful partnership. Questions, advice and connections are actively shared among families, tutors, and KAT leadership.

Tuition

Tuition payments are paid directly to tutors on the first day of the semester. For full-year classes, there is an option for tuition to be broken into two payments with each due the first day of each semester (second week of September and the third week of January). Additional payment options are at the discretion of the tutor.

KAT & Parent Partnership



About KAT

Kalamazoo Area Tutoring Association, Inc. has been serving homeschool families in the Greater Kalamazoo area for over 30 years! KAT operates every Monday from September through May at Centerpoint Church in Kalamazoo, Michigan. Qualified, experienced Christian tutors offer a wide variety of academically stimulating core classes and many exciting electives with over 60 classes to choose from for grades K-12th! We operate under our Statement of Faith to ensure that we are honoring God, others, and ourselves in everything we do. It is our goal to glorify God by providing a biblically based, family-centered environment to allow students to grow academically, spiritually, and socially.

The Parent/Tutor Partnership

KAT tutors are committed to team with families to create a dynamic relationship between them, the parents, and students. Parents will receive weekly communication from Tutors explaining what happened in class and assignments to be completed. Parents should then be committed to holding their children accountable by checking that all assignments are finished. It is of the utmost importance for students' growth and classroom experience that work is completed well and on time. Keep lines of communication open and don't hesitate to ask questions if students need additional assistance. Tutors are here to support parents in their educational journey and equip students to be successful.

Parents...The Primary Educators

Homeschooling parents are in a unique position of witnessing and cultivating their children's education. KAT is here to partner with families by offering diverse learning opportunities and to expand academic skills. Tutors provide structured, university-modeled classes with weekly instruction and assignments. Parents oversee and sometimes help with their children's weekly assignments. This allows parents to maintain their God-given responsibility as teachers and leaders, while giving students an opportunity to achieve academic excellence. KAT is NOT a school where students interact with teachers five days a week. KAT is also NOT a drop off program with no parent involvement. Parents are the primary educator, and tutors provide lessons and homework.

A Parent-Facilitated Co-op

Kalamazoo Area Tutoring is a parent-facilitated co-operative. The KAT Board of Directors is the overseeing governing team of volunteers who implement policy. The Parent Advisory Committee (PAC) is responsible for maintaining the everyday requirements of the co-operative for both tutors and families. Parent volunteers are also needed to aid the Building Supervisor by MONITORING each week. Monitoring is essential in preparing classrooms each morning, maintaining order throughout the day, and tearing down classrooms at the end of day. Parent participation is NECESSARY for KAT's success. Thank you for partnering with us!

*"You shall love the Lord your God with all your heart and with all your soul and with all your might. These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up."
(Deuteronomy 6:5-9)*

PARTICIPATION GUIDELINES

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 Church's generosity, other activities happening on the campus, and safety issues, all students and parents need to remain in areas designated for KAT use only.

Entrance/Exit

KAT families are to enter and exit at Entrance A only, which is near the northeast parking lot facing 10th Street. Participants will use the doors which lead into the Worship Center main lobby. Entrance B is for Centerpoint staff and community use. Tutors with classes near that end of the building are allowed to use Entrance B.

Drop Off/Pick Up

KAT participants may drive under the overhang to easily drop off and pick up their students. Parking and extended waiting are discouraged due to the heavy foot traffic in this area.

Parking

KAT participants are allowed to use any space in the northeast parking lot unless reserved for families needing handicapped space. The Point parking lot is also available.

Arrival and Departure

- KAT students should arrive no earlier than 7:45 a.m. unless they are with their parents who are fulfilling volunteer duties. Due to classroom preparation, the facility is not monitored at that time.
- Students are to be picked up by 4:15 p.m. unless they are with parents fulfilling volunteer duties.

Restrooms

Restrooms are in the upper-level lobby and in the hallway next to the fireside classrooms. The lower-level restrooms are in the hallway. KAT is **NOT ALLOWED** to use the restrooms by the church offices near the Chapel.

Restrooms should **NOT** be used as a gathering place or a study hall.

Elevator

The elevator is not to be used by KAT students unless a wheelchair or crutches are required.

Restricted Areas

All KAT participants are to be mindful of the "Not for KAT Use", "Do Not Enter", and "Do Not Use" signs throughout the building. We are to only be in our contracted areas.

Restricted Activity at Centerpoint

- No running
- No sports balls to be played with
- Keep noise to a minimum
- Students are not allowed to roam the hallways during the KAT day. Please be in a class or study hall.
- No wandering outside during the KAT day

Study Hall

Study Hall is available for KAT families and students throughout the school day from 8:00 a.m. until 4:00 p.m. Study Hall locations include the main foyer, the Fireside area, and the hallway in front of the kitchen. The fireside area study hall is a **quiet study** hall due to classes in session. The chapel area is available to students during the lunch hour from 11:00 a.m. – 11:30 a.m.

Parents/guardians may stay in the study hall with their children. A nursery is not available.

Children aged 10 and under can NOT be unsupervised when not attending a class. Please remain on campus if your student is not attending class.

Students MUST be in a study hall if they are not in class, walking to class, or entering and exiting the building. ROAMING THE BUILDING IS NOT ALLOWED.

The couches outside of the Chapel area are not to be used as a study hall. Parents with younger children are allowed to wait for their students prior to class dismissal.

Study hall is a privilege and is to be utilized for study, quiet conversation, and quiet games. We ask that volumes are kept at a reasonable level in all study halls to respect the Centerpoint staff and other parties using the facility. Unruly behavior will not be tolerated (i.e. running, yelling, wrestling, throwing things, etc.).

Food and Drink

Food and drink are allowed only in the study hall/lunchroom (unless for a specific classroom event). Participants are responsible for disposing of their litter and cleaning up after themselves. If a spill occurs, cleaning supplies are available for use. Please cover the food in the microwave and clean any splatters after use.

Use of Electronics

Use of cellphones, laptops, and other electronic devices are allowed during study hall periods. We ask that KAT participants maintain an appropriate work/study environment, free from unnecessary and inappropriate distractions. **This applies 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 the tutor).
- **Proper use of Electronics:** Use discretion with volume when electronics are used during study hall. Use of cell phones or other electronics during study hall or hallways should be limited and respectful.

The Point Rules and Expectations during KAT

1. Respect all adults in The Point Community center.
 - a. KAT monitors
 - b. The Point/Centerpoint Staff
 - c. KABAS teachers
 - d. Community Center Members
2. Respect The Point's property/equipment.
 - a. Bathrooms
 - b. Tables/chairs
 - c. Take care of trash and belongings
3. Respect KABAS space.
 - a. Be aware there is a school in session.
 - b. Keep clear of both doors to school.
 - c. Always keep a suitable volume level.
4. Respect The Point hours for KAT students.
 - a. Open for KAT at 9am.
 - b. Closed for KAT at 3:30pm.
 - c. KAT participants can re-enter The Point after 5pm (with the exception of kids involved in sports for practice and games).
5. All KAT students must sign in and out with monitors.
6. Name tags must be worn by KAT participants at all times.
7. No KAT students are allowed in the lower level/Basketball court except during KAT gym class.
 - a. No access to fitness center during KAT hours (must be 18 to enter fitness center outside of KAT hours or be 16-17 with parent, in person orientation AND parental consent form signed).
8. A maximum of 50 KAT students can be accommodated at a time. The minimum age to enter The Point without a parent is 13.
9. Consequences for not following The Point rules:
 - a. A three-strike system will be implemented in Fall 2025. The following are general procedures for discipline problems:
 - **First Infraction**—Written warning.
 - **Second Infraction**—Final written warning/Notification to Parents as appropriate.
 - **Third Infraction**—The participant may be banned from The Point. Banning will be determined in consultation with The Point director and the Centerpoint Church Executive Director. Any readmission will be entirely at their discretion.
 - **Note:** These are general procedures. The specific consequence will depend on the severity of the infraction and is up to The Point director's judgment.

SAFETY

I-Chat Background Checks

All KAT parents who volunteer, supervisory staff and tutors are required to have an I-Chat Background Check completed. Personal information will remain confidential, and forms are shredded once I-chats are completed.

Lanyards

All KAT students, supervisory staff, and volunteers are required to wear lanyards to allow a means of identification for Centerpoint and KAT staff.

Each student will be provided with a KAT ID lanyard at the beginning of the school year which will need to be returned at the end of the day. After Picture Day, students will receive a personalized student ID lanyard which they will bring home each week. Lanyards are provided at no cost to families.

Lanyards for students 12 and under are **BLUE** and lanyards for students 13 and above are **GREEN**.

Parking Lot – Attention Drivers & Walkers

All Drivers are to be on the lookout for those walking to and from the building into the parking lot. Do not be distracted with cell phones. It is especially busy between classes with students being dropped off or picked up.

Students who drive to KAT may not sit in their cars or loiter in the parking lot. Parking is permitted in the KAT approved lots only.

Outside Supervision & Non-enrolled Children

Students/siblings may play outside **ONLY** when accompanied by their own parents.

Parents may bring their non-enrolled children to KAT, but they must always remain with them while on site.

Peanut Allergy – Peanut Free Facility

KAT is a peanut free facility. We have a few students with severe peanut allergies that can have life-threatening reactions even through cross contact and contamination. Please refrain from bringing anything containing peanuts to the KAT campus.

Sick Policy

In consideration of all KAT families, during times of illness, we ask that you refrain from attending KAT on a day that your child is experiencing any of the following symptoms, unrelated to any ongoing physical issues or allergies, within the last 24 hours:

- Fever
- Cough (non-allergy related)
- Difficulty breathing or shortness of breath
- Nausea/Vomiting
- Diarrhea
- Contagious illnesses such as, but not limited to, pink eye, chicken pox, measles, mumps, rubella, influenza, strep throat.

Visitor Policy

KAT welcomes all visitors but is foremost a learning environment. We are asking visitors wanting to connect with KAT members or tutors to please plan with those individuals, if possible. As a safety precaution, all non-KAT visitors on KAT days need to sign in and out at the monitor table near the entrance and collect a lanyard to wear while on church property. Please return the lanyard when signing out. We welcome visitors who would like to observe a class or tour the KAT facility to please contact a Parent Advisory Committee member at katfamilies@gmail.com, a tutor, or the Building Supervisor to make prior arrangements. This does not apply to current KAT families.

BEHAVIOR POLICY

- Participants need to respect themselves, others, and the property we rent.
- Participants are expected to obey the adults in charge (parents, monitors, supervisory staff, tutors, Centerpoint staff).
- Parents will be notified if disrespectful behavior is displayed.
- Public displays of affection will not be allowed.
- Bullying is strictly prohibited.
- Refrain from profane, obscene, and improper language as well as improper gestures.

In cases involving profanity, verbal or physical abuse, or bullying, students may be asked to leave KAT for the day and a meeting with parents will ensue.

No Tolerance Policy

- Verbal threats regarding violence against others including, but not limited to threatening with weapons, shootings, bombings. 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.
- Weapons of any kind (knives of any kind, guns, etc.).

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.

Classroom Code of Conduct

- Listen when others are talking
- Raise your hand
- Do not leave class without permission
- Be respectful of your fellow classmates and do not distract others from learning.

**“To do what is right and just is more acceptable
to the Lord than sacrifice” Proverbs 21:3**

KAT DRESS CODE

Purpose

1. To establish standards for the KAT co-op that support our mission and are consistent with Biblical principles and our Statement of Faith; to glorify God and edify others.
2. To promote an effective and wholesome educational environment in our diverse Christian community, while recognizing parental authority and accountability regarding clothing choices.

Background and Biblical Principles:

1. The spirit of the dress code is summarized by Romans 12:10: “Be devoted to one another in love. Honor one another above yourselves.”
2. Each person is responsible before God for his/her thought life and for conforming it to the mind and will of God, including lustful thoughts. Out of Christian love for our brothers and sisters we also are obligated to consider the effects of our choices on other people, including what we wear. 1 We strive to engage in behavior that is righteous and pleasing to God and avoid actions that could reasonably tempt others to sin or promote harmful conduct or unbiblical ideologies.
3. We carefully considered the Biblical wisdom of honoring God with our appearance; unselfishness, humility and consideration of others above ourselves; self-control, modesty, avoiding temptation, and setting a good example.

Guidelines for all KAT participants on site (students, tutors, supervisory personnel, and parents)

1. Clothing must be neat, clean, modest, and not distracting to others.
2. The following is/are prohibited:
 - Symbols, logos, or other materials (pins, buttons, etc.) on clothing or accessories (such as bags or backpacks) that are in direct conflict with this policy, the Statement of Faith, or the Word of God (such as those with offensive wording/pictures or graphics with double meanings).
 - Visible undergarments
 - Skin-tight shirts
 - Visible midriff, torso, shoulders, back, or chest (such as tank tops, spaghetti straps, halter tops) or pants with rips/holes (showing skin) above the knees
 - Clothing inconsistent with one’s own biological sex (Deut. 22:5), including makeup or costume play.
3. Other specifications:
 - Shorts must be clearly below the mid-thigh when standing.
 - Skirts, skorts, and dresses must extend down to at least the top of the knee while standing.
 - Tights, leggings, 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 knees with garments meeting the dress code.
 - Sheer clothing is allowed only if the rest of the outfit would meet the requirements of the dress code if the sheer item were removed.

INCIDENT COMMUNICATION POLICY

Our KAT students have proven themselves overall to be very respectful, considerate, and obedient while at KAT. However, occasionally, 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, 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!

PARENT COMMITMENT

Family Registration Fee and Tuitions

Each family pays a one-time Family Registration Fee of \$70 for the school year. If a family joins midway through the year or at second semester the full Family Registration Fee is required. The registration fee is essential to cover the daily KAT operating costs and part of the building rent. Likewise, each family is expected to *read the KAT Parent Agreement*, read and understand the Purpose and Organizational Statement, the KAT Biblical Statement of Faith and comply with the Participant Guidelines.

Parents are responsible for honoring their commitment to tutors and paying tuition on time. Unpaid fees or tuition and unfulfilled monitoring responsibilities will suspend a family's ability to enroll in classes the following year.

THE INS & OUTS OF MONITORING AT KAT:

KAT is a parent-facilitated co-operative and your participation as a monitor is **ESSENTIAL** in making the KAT day a success. We count on parents to fulfil their monitoring duties to provide support to the Building Supervisor allowing for a productive day. Monitoring days are determined by the total number of classes your student(s) take. *Days can be a combination of full and half days*

1-2 Classes = 1 full day or 2 half days
3-4 Classes = 2 full days or 4 half days
5-6 Classes = 3 full days or 6 half days
7 or more Classes = 4 full days or 8 half days

Full Day: 7:00 a.m. – 4:45 p.m.
Morning Shift: 7:00 a.m. – 12:00 p.m.
Afternoon Shift: 12:00 p.m. – 4:45 p.m.

Monitor Buyout

If you are unable to fulfill your monitoring duties and know this upon registration, you may pay a **\$60/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.

Monitoring Day Details

- Wear comfortable shoes and clothes that meet the KAT dress code.
- Notify the Building Supervisor of any physical restrictions. Monitors will need to lift tables, chairs and anything else that involves setting up or taking down classrooms and will use a vacuum.
- It is important that you are free to attend to your monitoring duties. If you have small children who need frequent attention, please make other arrangements for them. Small nursing infants are always welcome. With monitoring being of the utmost importance, please plan and have your children's homework prepared in advance so that they can work as independently as possible in the study hall when they are not in class.
- Email the Building Supervisor with any scheduling conflicts, emergencies, etc. Do not call the church.

At the Table – Daily Monitoring Duties

Monitors are important to help oversee the KAT day. You are our **EYES & EARS** in reference to students following the Participation Guidelines, especially:

- Dress code offenders (notify the Building Supervisor or PAC member when an infraction occurs).
- Respect for the Centerpoint property and others.

RESPONSIBILITIES DURING YOUR SHIFT INCLUDE:

BATHROOMS – Monitors are to help check bathrooms a few times during their shift.

- Make sure toilet paper and paper towel are stocked.
- Pick up any trash on the floor, countertop or sink.
- Wipe down counters if needed.
- Clean up any spills on the floor.
- Do not allow students to remain in bathrooms if loitering.

AREA CHECK – Please do the following every 30 minutes:

- Walk around your designated area.
- Use the sweeper if needed.
- Make sure students clean up after themselves.
- Keep talking/games to an appropriate noise level.

ELECTRONICS USE DURING SHIFT – Monitors should keep phone and computer use to a minimum.

- Centerpoint staff have asked that monitors be more mindful of their designated areas and the people around them.

SAFETY – Monitors help keep students safe:

- Remind students that there is NO running in the building.
- Provide first-aid supplies when necessary. Supplies are located at each station.
- Help students with the microwave if necessary.
- NO balls are to be bounced or thrown

Openers and Closers

There are eight Opener and eight Closer positions available. Participants are scheduled on a rotation basis monthly throughout the school year (about once a month). Openers help set up classrooms from approximately 7:00 a.m. to 8:30 a.m. Closers arrive at the end of the day from approximately 3:00 p.m. to 4:00 p.m. and oversee wiping down all KAT bathrooms and collect garbage from all KAT areas: classrooms, lunchroom/study hall, KAT bathrooms and entrance areas. Opener or Closer positions are in lieu of monitoring to fulfill the KAT parent commitment for the school year.

“Be devoted to one another in brotherly love.”
Romans 12:10

KAT LEADERSHIP OPPORTUNITIES

Board of Directors

Role Description: A Board member is a volunteer position and a commitment to the KAT community. The Board term begins and ends in September. Commitments are as follows:

- Meetings four times per year, and as needed, to handle KAT business and legal matters.
- Assisting the PAC as needed.
- Hosting a pizza lunch in the spring for tutors and students.
- Communicating promptly by email; you must have the ability and inclination to answer emails.
- Be willing to enforce and support KAT participant guidelines and policies.
- While serving on the KAT board, board member families will not accept public school partnership funds for any child enrolled at KAT.

Prerequisites for prospective board members:

- At least two years of home schooling by choice (not merely due to pandemic restrictions in public or private schools).
- At least two academic years of KAT involvement; involvement includes, but is not limited to having students enrolled in KAT classes; being a tutor; PAC membership; or previous KAT Board membership.
- Affirmation of the KAT Biblical Statement of Faith.
- Reference letter from a person to whom the applicant is spiritually accountable, such as a pastor, shepherding elder, or other similar person. The letter should not be from a family member.
- Passing of iChat verification (required by Centerpoint Church).

Parent Advisory Committee (PAC)

A Parent Advisory Committee (PAC) member is a volunteer position and a commitment to the KAT community for at least two years (if possible). Commitments are as follows:

- 1 1/2-hour meetings one Monday of each month during the KAT school day. Usually the first Monday of each month.
- Assisting with June and August registration - both take place on Mondays from 9-3.
- Assisting with the Spring Tutor meeting. (Tuesday evening in April)
- Interviewing tutor prospects in February. (Mondays at KAT)
- Designing the schedule. (March and April PAC meetings. May require additional meeting times to complete)
- Hosting a tutor brunch in December. (Monday at KAT)
- Possibly assisting with pizza days, picture day, or any special events hosted by or at KAT. (Not all PAC members are necessary for these days)
- Communicating promptly by email; you must have the ability and inclination to answer emails.
- Be willing to enforce and support guidelines and policies.

Benefits for KAT Board Members and PAC

- Family Registration fee is waived
- Monitoring responsibilities are waived

**"And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ, to the glory and praise of God."
(Philippians 9-11)**

www.kalamazoo-area-tutors.com