

INFLUENCE LEARNING CENTER

Anaheim Hills, California

MEMBERSHIP HANDBOOK

WHO WE ARE

Influence Learning Center exists to provide homeschooling families with community-building and learning opportunities for students in TK through high school. Each term, we carefully curate a unique and robust schedule of core and elective classes to supplement your child's learning experiences. Families are free to choose classes that they believe will enhance their own home-based program and meet the individual needs and learning styles of their own children.

MISSION AND VISION OF INFLUENCE LEARNING CENTER

At Influence Learning Center we seek to inspire children spiritually, intellectually and socially and to equip them to step into the role God has planned for their lives. We do this by hosting dynamic classes and community experiences that will challenge students to discover their individual giftings, abilities and interests.

OUR COMMUNITY

We are a community of homeschooling families who value the opportunity and freedom to educate their children at home and in a manner that meets each child's individual needs and God-given gifts, talents and interests. We exist to provide children with unique and high quality educational and experiential opportunities in a community setting. We uphold Christian values and biblical principles, and we hold our families and instructors to these values, principles and standards on love, generosity, faithfulness, conflict resolution, kindness, self-control. We seek to resolve conflict and ensure that our community is safe from harassment, bullying or negative talk. We value one another and feel truly blessed to be a part of this community. We understand that Influence Learning Center can only exist with the giving our time and talents as a community from set up, to aiding instructors, to monitoring the campus, to clean-up for Sunday services. It's all hands-on deck! We pray together and value and respect one another. We welcome creative, problem-solving ideas and stewarding our gifts and talents for this ministry.

OUR TEAM

Kelly Broedlow Dunagan, Executive Director
kellyb@influencechurch.org

Sheri Pike, Program Director
sheri@influencechurch.org

RESPONSIBILITIES

Influence Learning Center is responsible for providing high-quality classes and community for families who homeschool. We do this by providing a safe space for your children, community events and field trips for our families, lunch gatherings, chapel and more.

Parent Volunteer Commitment

Our community depends on parent volunteers. Each family is required to serve 6 hours on campus per semester for each day per week your child attends (e.g. if your child comes to campus 1 day per week, parent will serve 6 hours per semester; if your child attends classes 4 days weekly, parent will serve 24 hours per semester). There are a variety of ways to serve from serving in our front lobby, aiding teachers, monitoring lunch and recess, setting up and cleaning up. Our parents play an integral role in the daily operations for ensuring the safety of children. We hope that our parents look forward to being on campus as way to connect with other families.

Influence Learning Center will require all parent volunteers to complete live scan background checks. We have a preferred vendor here in Anaheim to complete the live scans, however, we will allow other vendors for your convenience as long as their service cost does not exceed \$25. Live scan volunteer forms will be sent out via email and can also be picked up in the lobby. All fees to complete a live scan will be paid for by Influence Church.

If you have a heart for this ministry and wish to volunteer in a specific capacity, please let us know. We would love to hear your ideas and appreciate the giving of your time and talents.

Financial Commitment

At Influence Learning Center we require families in our community to honor their financial commitments in a timely manner. Registering for a class means you are committing to the financial requirements for that class for the entire term. An addendum regarding the administration of vendor/program fees will be provided separately.

Failure to honor financial commitment(s) will result in your child not being allowed to attend class and not being eligible for early registration until your financial commitment is paid in full. Repeated delays or non-payment could also result in the revocation of membership to Influence Learning Center.

Annual Membership Fee

All members of our community pay an annual membership fee to help cover the costs of special events, facilities, celebrations, administrative and operational costs, technology fees and so much more. The cost per child is \$200 annually. Membership fees will be collected at the start of the term and are non-refundable.

Lunch Fees

Beginning Spring 2023, our lunch program will cost \$25 per 16-week term if your child participates in our lunch program 2 days weekly. If your child attends our lunch program more than 2 days weekly, the cost will be \$50 per 16-week term. This fee helps cover the cost of a lunch supervisor(s) and is nonrefundable.

Late Pick Up Fee

Please arrive to campus on time to pick up your children. Teachers and administrative staff use “after hours” to prepare lesson plans, clean up and handle all administrative work. We are prevented from doing so when we have children to watch while they wait for parents. Beginning Spring 2023, we will implement a late-fee charge of \$5.00 for every 10 minutes a parent is late for pick up. Late fee charges must be paid in full to attend class the next day.

Conduct Responsibility

We don't do “cliques,” we don't do bullying and we don't exclude. We are problem solvers. When issues arise, we do our very best to ‘nip them in the bud’ and provide clear expectations. We will come alongside those who are struggling and

encourage them. We welcome new members. We believe that gossip undermines this community and work diligently to avoid it.

We are guided by Matthew 5:13-16, when Jesus said: ¹³“You are the salt of the earth; but if the salt loses its flavor, how shall it be seasoned? It is then good for nothing but to be thrown out and trampled underfoot by men. ¹⁴“You are the light of the world. A city that is set on a hill cannot be hidden. ¹⁵ Nor do they light a lamp and put it under a basket, but on a lampstand, and it gives light to all *who are* in the house. ¹⁶ Let your light so shine before men, that they may see your good works and glorify your Father in heaven.”

As a community, we believe we have an incredible opportunity to influence others around us.

Please see the student and vendor/monitor Code of Conduct at the end of the document. A signature is required by all members.

Classroom Etiquette/Guidelines

- Respect your instructor: When the instructor is talking, all eyes need to be on the teacher and voices need to be silent. Respecting the instructor means showing up to class on time, being prepared for class, and raising your hand to ask permission before speaking, going to the bathroom or otherwise leaving your seat.
- Respect others: Treat others the way you would want to be treated. Students are required to keep their hands to themselves (no hitting, pushing or otherwise inflicting harm), allowing other students to take turns speaking (no speaking out of turn or over someone else) and using respectful language (no name-calling or swear words).
- If after multiple warnings, a student is unable to abide by these rules, he/she will be pulled from class and parent will be contacted. Thereafter, if the student continues to violate these rules he/she will be dismissed from the class and/or the program.

Behavior Guidelines

Parents and students will be notified for any student behavior that is not aligned with the mission and vision of Influence Church and Influence Learning Center, our Conduct Responsibility and/or our Classroom Etiquette/Guidelines. If the problem persists, students will be asked to leave the program.

Membership in Influence Learning Center will be terminated immediately for any of the following reasons: Fighting, bullying, destruction of Influence Church property, endangerment to oneself or others, possession of drugs, alcohol, cigarettes, vaping, sexual overtures or harassment, theft, verbal aggression, bringing matches/lighter or weapons to class/campus.

By initialing the below, I have read and understand and agree to these Behavior Guidelines.

Initial: _____ Date: _____

Sick Policy

If your child is experiencing a fever of 100.5 or above, wet cough, runny nose, persistent cough, stomach flu and/or diarrhea we ask that you keep your child at home. If they develop any of these symptoms while on campus, we will ask the parent to pick them up. Please make sure your child is symptom free for at least 24 hours before returning to class.

Lice Policy

Please notify our Executive Director or Program Director immediately if your child has lice so that we can notify our vendors, program providers and members. The sooner a lice exposure is detected, the easier it will be to manage. Please keep your child home if they have lice. Vendors and program providers will notify their families of a possible exposure and instruct them to check for lice. We will be as discreet as possible in notifying our community.

Cell Phone/Technology Policy

NO CELL PHONES ALLOWED ON CAMPUS EXCEPT:

1. Students in 7th grade and above may bring a cell phone/device to campus under the following conditions: If a student brings a cell phone to campus, it must be kept in backpacks at all times and only taken out with vendor/staff approval. No devices are allowed in bathrooms or private places. Use of their cell phone/technology device is for contacting parents and/or for educational purposes only. In class, the vendor/program provider or aide will be responsible for monitoring screen activity.

2. If a student in grades Tk – 6th needs to contact a parent, he or she may use a cell phone belonging to the vendor/program provider, Executive Director and/or Program Director to make the call.

Dress Code

Please make sure your child is not wearing clothing that is offensive, provocative or distracting to others. Clothing that is not acceptable includes but is not limited to:

- (1) any graphics or menacing, dark attire;
- (2) low cut/cropped tops;
- (3) short shorts or skirts;
- (6) low hanging jeans;
- (7) gym shirts with open sides for boys
- (8) any clothing displaying derogatory language or pictures
- (9) jeans/clothing that contains excessive holes or in holes in inappropriate places.

If students come to class wearing inappropriate attire, we will notify parents and ask that they bring a change of clothing. If the distraction is significant, students will not be permitted to attend class until the change of clothing arrives.

Special Needs

Please contact the Executive Director if you have a child with medical or behavioral needs that require special accommodation. While Influence Learning Center will do its best to meet the needs of all families, its vendors and/or program providers may not have the resources to appropriately accommodate each student. Parents are welcome to assist their child during the day and attend classes.

Supplies Needed

Please make sure your child attends class with all supplies needed as indicated by the vendor/program provider. Please pack plenty of food and water that your child will need while attending classes at Influence Learning Center. There is a water refill station on site.

Off Campus Events

Although Influence Learning Center will promote community events and field trips off campus, Influence Church or Influence Learning Center is not responsible for any liability during events attended off campus. Attending an event off campus is a

families' choice and all liability falls to them. It is the families' responsibility to supervise their children at all off-campus events.

By initialing the below, I also hereby release from liability and waive any claim against Influence Church and/or Influence Learning Center from incidents, damage or injuries occurring off campus.

Initial: _____ Date: _____

Emergency and/or Injury Protocol

If a child is seriously injured or suffers a serious health condition while attending classes, Influence Learning Center will contact parents and emergency personnel immediately. If parents cannot be reached, Influence Learning Center reserves the right to obtain proper medical treatment for any child suffering major injury/health condition.

For non-serious injuries, we will provide band-aids, icepacks, TLC and prayer and notify parents via an "ouch report" at the end of the day.

Program Details ~ Morning Assembly

Influence Learning Center hosts classes for TK through high school Monday through Thursday from 8:30 a.m. to approximately 5:00 p.m. Each morning at 8:20 a.m., our community comes together to pray together, recite pledges and read a devotional or bible verse to get the day going. If your child attends a class during the first period, please join us for this important time. After the kids go off to classes, parents are welcome to stay and visit with each other outside or grab a coffee next door at Bodhi Leaf!

A schedule of classes will be emailed to each family and a hard copy is located in the front lobby to help parents remember class start times and pick up times.

Chapel

Each month, our community gathers for chapel. This is a time of worship and an inspirational message. We are blessed to have so many pastors at Influence Church and in our community who are willing to pour into and pray with this community.

All students on campus during chapel are required to attend. Chapel dates vary but will usually occur on Thursdays at 11:00 a.m. All families and students who are

not on campus during chapel times are invited to attend and stay for lunch! (Not a parent drop-off)

Chapel dates are included in the calendar located both online and emailed to parents.

Lost & Found

Please label your child's belongings. Each week lost and found items will be placed in our lobby. Items that do not get picked up after three weeks, will be donated.

Weekly Newsletter

Each week, a newsletter will be sent out highlighting upcoming events, field trips, community gatherings, serve opportunities, chapel reminders, family meet ups, reminders, fundraising opportunities and so much more. We hope you take the time to read it and participate in our community gatherings.

Amendments or Changes

Any changes to this Membership Handbook will be updated and communicated through our weekly newsletter.

STUDENT CODE OF CONDUCT

The following Code of Conduct needs to be signed by all members of Influence Learning Center including parents, children and vendors. Please read it to your children and make sure they confirm understanding before having them sign it.

As a member of Influence Learning Center, I agree to the best of my ability to abide by the following Code of Conduct while on campus or attending any Influence Learning Center event or activity:

1. I will be respectful at all times.
2. I will honor and respect my peers by exercising kindness, love, patience and peacefulness.
3. I will honor and respect all vendors, staff, monitors, adults, leaders and authorities.
4. I will use edifying speech.
5. I will keep my hands to myself and not engage in aggressive behavior.
6. I will respect Influence Church property.
7. I will not steal, vandalize or damage property not belonging to me.
8. I will use the bathroom only for bathroom purposes.
9. I will be respectful and clean up after myself and others, throw away trash, and leave any area I enter better than I found it.

I have read and understood the above Student Code of Conduct and agree to abide by these rules.

Print and sign names: of all family members:

_____	_____
Printed name	Signature
_____	_____
Printed name	Signature
_____	_____
Printed name	Signature

VENDOR AND MONITOR CODE OF CONDUCT

As a vendor and parent monitor of Influence Learning Center, I acknowledge that Influence Learning Center is a ministry of Influence Church. The core belief system of Influence of Church and Influence Learning Center includes but is not limited to:

- We acknowledge the Holy Trinity of God the Father, Christ the Son and the Holy Spirit. We believe there is only one living God who exists in three distinct persons: Father, Son and Holy Spirit. God is our creator and sustainer. The phrase trinity has come to identify the relationship between the Father, The Son, and The Holy Spirit, to express their individual uniqueness, while affirming equality.
- The Bible including the Old and New Testament are inspired by God and is God's revelation of Himself to man. The Scriptures are without error and completely trustworthy. It is the supreme standard for conduct and reveals the way of salvation through Jesus Christ our Lord. Scripture is used to teach us, direct us, and empower us to understand who God is and what it means to have a relationship with Him.
- Salvation is achieved only by trusting what Jesus Christ did on the cross. Salvation is not based on what man can do to get to God, but rather what God has done to get to man. Salvation is by grace and grace alone.

CODE OF CONDUCT

Influence Learning Center has adopted a Code of Conduct to avoid any negative interference with the core belief system (above) of Influence Church.

1. Self-control is an important quality as an instructor and parent monitor. Your behavior, speech and tone is very important. Be careful you do not curse or say crass things that offend others. Any talk that resembles racial, gender or religious discrimination is strictly prohibited. We strive to be compassionate, loving and understanding. Words, tone and nonverbal communication should be practiced with cautious wisdom.
2. Gossip brings division and hurts and destroys a person's reputation. Please do not partake in it.
3. "Be careful little ears what you hear, eyes what you see." Our children are precious in His sight. Please do not wear clothing or show images on a device or bring pictures from home that would cause our children to feel fear or confusion. Any image or statement on clothing or personal items that is sexual in nature, graphic, demonic, lewd, violent and/or violates the core

belief system of Influence Church and Influence Learning Center is not permitted on campus.

4. Use of bathrooms must correspond to the sex you were assigned at birth.
5. Any discussions about or behavior that are inconsistent with the Bible's teaching on creation and sexual morality (including but not limited to adultery, premarital sex, homosexuality, pedophilia, and transgender behavior) will not be tolerated.
6. Any form of verbal or aggressive behavior towards a child will not be tolerated.

As a vendor and/or parent monitor at Influence Learning Center, I agree to respect and honor the belief system of Influence Church and not engage in any behavior, activity while on campus or attending any Influence Learning Center event that would negatively interfere with these values.

Printed name

Signature

Printed name

Signature

Printed name

Signature