

INFLUENCE LEARNING CENTER

Anaheim Hills, California

MEMBERSHIP HANDBOOK

WHO WE ARE

Influence Learning Center is a homeschool-hybrid that exists to support homeschooling families by providing community-building and learning opportunities for students in TK through high school. Our hybrid program blends in-person classroom instruction and home-based learning to create a flexible and appealing education model. Each term, we carefully curate a unique and robust schedule of classes designed to supplement your child's home-based learning. Families can select classes that will enhance their own homeschooling programs and cater to 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 vibrant community of homeschooling families who cherish the freedom and opportunity to educate our children at home, tailoring their education to meet each child's unique needs and God-given gifts, talents and interests. Influence Learning Center is dedicated to providing children with exceptional educational and experiential opportunities within a supportive community setting.

Rooted in Christian values and biblical principles, we uphold standards of love, generosity, faithfulness, conflict resolution, kindness, self-control. Our commitment is to foster a safe environment free from harassment, bullying or negative talk. We value and respect one another, feeling truly blessed to be part of this incredible community.

Our community thrives on the collective efforts of its members. From setup to aiding instructors, monitoring the campus, to clean-up for Sunday services. It's all

hands-on deck! We pray together, support each other, and welcome problem-solving ideas to steward our gifts and talents for this ministry.

At Influence Learning Center, we believe in the power of community and the joy of shared learning experiences. Join us in creating a nurturing, inspiring, and faith-filled environment for our children to grow and thrive!

OUR TEAM

Kelly Broedlow Dunagan, Executive Director
kellyb@influencechurch.org

Sheri Pike, Academic/Campus Director
sheri@influencechurch.org

Jennifer Palumbo, Campus Monitor
jenniferp@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.

Parents are solely responsible for ensuring their student meets all requirements of California homeschooling regulations (including maintaining records, issuing grades and ensuring student(s) receives instruction in the appropriate areas of study), satisfying the public charter school requirements and/or California high school graduation requirements. If parents have questions concerning any of the above, we strongly recommend joining and obtaining guidance from the Homeschool Legal Defense Association (www.hslda.org).

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 a vital role in the daily operations for ensuring the safety of children. We also hope that our parents look forward to being on campus as way to connect with other families.

It is important that parents continually sign up for volunteer positions throughout the term. DO NOT WAIT UNTIL END OF TERM TO TRY TO COMPLETE HOURS. Parent service hours must be current in order to register for classes the following term.

Influence Learning Center will require all parent volunteers to complete live scan background checks. Influence Church will pay for the live scan through our preferred mobile vendor or another vendor who charges less than or equal to \$25. Live scan volunteer forms will be sent out via email and can also be picked up in the lobby.

We recognize that some seasons are more challenging than others. While we do allow parents to “buy-out” service hours, this is not an “option” for all families every term. It is allowed solely on a case-by-case basis depending on prior requests, circumstances etc. Beginning 2025-2026, we will charge \$500 for parent buy-out (per term).

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. Once the add/drop deadline has passed, you will not be permitted to “drop” a class.

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. Annual cost of membership is \$200 for first child, and \$150 for each additional child. Membership fees will be collected at the start of the term and are non-refundable.

Discounts

All returning students will receive a 5% discount on tuition. For families with multiple students, you will begin to receive a 5% multi-student discount for each subsequently enrolled student (i.e. second, third and fourth child). We will apply multi-student discount in order of grade level (i.e. oldest student will be considered first student).

Beginning Fall 2025, all families who regularly attend Influence 2x monthly, will also receive a 10% tuition discount.

Referral Fee

We are so grateful for our word-of-mouth referrals. Influence will provide each family a tuition discount of \$250 for the referral of each child who enrolls in our program.

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 their parents. A late-fee charge of \$5.00 will be incurred for every 10 minutes a parent is late for pick up. Late fee charges must be paid in full before attending 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 resolve them 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.

Campus 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. For our high school students: no technology may be used during class or study hall without permission of the instructor/monitor. Further, respecting your instructor also means not cheating (plagiarizing or using artificial intelligence without approval) on assignments/tests.
- Respect others: Treat others the way you would want to be treated. Students are required to (1) keep their hands to themselves (no hitting, pushing or otherwise inflicting harm), (2) use respectful language (no name-calling or use of profanity) and (3) avoid engaging in inappropriate topics of conversation that would cause another student to feel distress. This conduct includes in-person and online communications within our student community
- If after multiple warnings, a student is unable to abide by these rules, he/she will be pulled from class or recess 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/Disciplinary Correction

We view most campus/recess discipline issues as teachable moments for children as they are all learning and growing. The administrative team will do their best to address behavior issues with grace and understanding and attempt to resolve the issue. While serving on campus, parent volunteers are advised to keep a watchful eye on students and intervene to stop physical harm and/or inappropriate conversations. Parent volunteers should also seek an administrative lead to address a situation where appropriate.

Parents and students may 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.

ILC reserves the right to object to and react to any behavior or situation from any student or family member that is contrary to the campus/behavior guidelines or code of conduct set forth in this Agreement.

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

Initial: _____ Date: _____

Late Arrival Policy

Please arrive to each class on time. When circumstances arise that would prevent your student from arriving to class on time, we ask that you say “goodbye” to your child in the lobby and allow a parent monitor or director to walk your student to class. Please refrain from entering the classroom and/or attempting to speak to your child’s teacher while class is in session. Entering the classroom and late arrivals disrupt the class and interfere with our instructors’ ability to attend to the lesson and the other students in their class. If you are more than 15 minutes late for class, we ask that you wait to drop your student off until the start of the following class time.

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.

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 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.

Peanut Policy

ILC is a peanut-free campus due to an increasing number of students with peanut allergies and the severe risk of anaphylaxis. As such, please do not pack any peanuts, including but not limited to peanut butter sandwiches, peanut-based granola bars, or peanuts in your student's lunch/snack.

- You may use almond butter or an alternative spread that does not contain peanuts.
- You may also pack pistachios, almonds, and cashews in your student's lunch.

If you are struggling to envision a peanut-free snack for your students, please search “peanut-free snacks” on www.thrivemarket.com for ideas.

We also ask that you tell your student not to share food on campus for any reason and to throw away their trash. We will remind students at lunch of this policy.

Birthday Treats

As our community grows, we recognize an increasing number of birthday celebrations and treats being brought to campus. In order to accommodate students

with allergies and to be mindful of the amount of sweet treats consumed in the classroom, we ask that you work directly with your students' teacher to plan for any birthday celebration.

Cell Phone/Technology Policy

1. **Cell Phone Use NOT PERMITTED:** No cell phone use is allowed for TK-8th grade students during the school day. This includes lunch time. If a student must come with a cell phone to school, it must be turned into the Campus Director or Campus Monitor at the start of the day. The campus directors and/or campus monitor have cell phones and will allow any student use of cell phones to contact parents if they have not brought a personal cell phone to school.
2. If a student does not abide by this regulation, then the student will be asked to turn his/her phone in which will be returned at the end of the day to the parent when the student is picked up from school. Multiple infractions of this rule will result in loss of ability to bring cell phone to campus and/or revocation of membership agreement.
3. **Cell Phone Use PERMITTED:** High school students may bring cell phones to campus. However, cell phone usage is not permitted during class, without express permission from instructor. If a student violates this policy, he/she will be asked to turn the phone into a campus director for the day and it will be returned to student or parent at end of day.
4. **The term "Cell Phone" includes** Apple Watch, iPad or other technology device with wifi access.

For High School Only:

1. Viewing and Sharing of Inappropriate Media/Video/Photo

Sharing and viewing of any inappropriate media, video, games or photos is not allowed. Due to the security concerns of various apps such as Tik Tok, Snapchat, Roblox and other potentially concerning apps, these apps are not allowed to be used while on campus. Older 9-12th grade students who have access to their phones are discouraged from having younger TK-8th grade students view any photos or videos on their phones.

2. High School Study Hall:

High School Study Hall will function as a time for students to work individually or quietly in groups and will be supervised by a volunteer/monitor. Students are

expected to arrive on time and work quietly. No cell phone usage is permitted during study hall except for assignment-related purposes and/or listening to music (with headphones) while completing schoolwork. Laptops are permitted for work-related purposes only.

3. Attending Classes

Students are expected to attend all classes while on campus. **Once on campus, classes may not be skipped for any reason.** If a student is feeling ill while at the campus, he/she should notify a campus director or instructor and the parent will be called. If a class is intentionally skipped, the student will be asked to contact his/her parents to go home for that day. If this behavior pattern continues parents and administrators will discuss what the next best steps are for this particular student.

4. Timeliness

Students must arrive to class (including Study Hall) on time and not linger outside or in lobby areas. Please be respectful of your instructor and classmates. If student repeatedly violates this policy, he/she will not be permitted to continue in class/Study Hall.

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

family choice and all liability falls to them. Families are responsible for supervising 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 a 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 9:00 a.m. to approximately 4:00 p.m. Doors open at 8:45 a.m. Each morning at 8:50 a.m., our community comes together to pray, recite pledges, make announcements and/or read a short 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. Assembly ends at approximately 8:55 a.m. Students are then dismissed to class. After the kids start classes, parents are welcome to stay and visit with each other outside or grab a coffee next door at Bodhi Leaf! Please remember lobby noise travels into the classrooms.

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.

Communications: Emails/Newsletters

We send frequent emails, newsletters and Twext messages to communicate important information to our community. We hope you take the time to read it and participate in our community gatherings. If you are not receiving any of these communications, please let us know.

Amendments or Changes

Any changes to this Membership Handbook will be updated and communicated through email.

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.
10. I will not cheat on my assignments and/or tests. I will not plagiarize or use artificial intelligence (AI) to complete my work, unless prior approval for AI has been given by my instructor.

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

PARENT EXPECTATIONS

- Uphold your fiduciary responsibility
- Fulfill all designated parent service hours
- Avoid repeated late class arrival and/or student pick up

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