

INFLUENCE LEARNING CENTER

MEMBERSHIP HANDBOOK - Rev. 5 (August, 2026)

WELCOME TO INFLUENCE LEARNING CENTER

Influence Learning Center (ILC) is a homeschool-hybrid educational community established to support and serve homeschooling families by providing high-quality academic, enrichment, and community-building opportunities for students in TK through high school.

ILC operates under the spiritual authority, leadership oversight, and governance of Influence Church, a California nonprofit religious corporation recognized as a 501(c)(3). As a ministry of Influence Church, ILC functions in alignment with the Church's mission, doctrinal positions, values, and leadership structure, and is subject to its authority, governance, and oversight. This structure ensures spiritual accountability, doctrinal clarity, and organizational excellence in all aspects of ILC operations.

ILC exists to complement parent-directed home education. While ILC provides in-person, structured instruction and community experiences, parents retain full responsibility for their child's education and compliance with California homeschooling laws and requirements.

MISSION & VISION

Influence Learning Center seeks to inspire children spiritually, intellectually, and socially while equipping them to walk in God's purpose for their lives. We provide dynamic classes and experiences that help students discover their unique gifts, abilities, and interests.

PASTORAL OVERSIGHT

- | | |
|--|---------------------|
| ● Pastors Phil and Tammy Hotsenpiller | Founding Pastors |
| ● Pastor Tammy Hotsenpiller | Pastoral Oversight |
| ● Diane Campos | Exec. Administrator |

OUR TEAM

- | | |
|--|--|
| ● Sheri Pike , Executive Director | Sheri@influencechurch.org |
| ● Kristi Robertson , Administrator/Finance | Kristi@influencechurch.org |
| ● Catrina Bennett , Campus Operations Asst. | Catrina@influencechurch.org |

OUR COMMUNITY

We are a Christ-centered 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. ILC is dedicated to providing children with exceptional educational and experiential opportunities within a supportive community setting.

- Biblical values: love, kindness, faithfulness, self-control.
- A safe, respectful, and uplifting environment.
- Collaboration, service, and connection.

Families contribute through serving, supporting one another, and actively participating in community life.

PROGRAM DETAILS

Daily Schedule

- Monday–Thursday
- 9:00 AM – 3:15 PM
- Doors open: 8:45 AM

Morning Assembly

- Daily at 8:50 AM
- Prayer, pledges, announcements
- Community - Meet families

Chapel

- Monthly
- Required for students on campus at that time.
- Families are encouraged and welcome to join.

COMMUNICATION

We communicate through:

- HUB Emails / Newsletters
- HUB Conversations
- GroupMe (for specific classes, field trips, etc.)
- Text
- Phone calls

RESPONSIBILITIES

ILC Responsibilities

ILC provides:

- Quality classes and instruction
- Safe campus environment
- Community events, field trips, chapel, and meet-ups

Parent Responsibilities

Parents are responsible for:

- Compliance with California homeschooling laws
- Record keeping and grading
- Meeting graduation requirements
- Fulfill financial commitments
- Complete service hours
- Maintain punctuality
- Support community standards

Agreement for in-class and home-based instruction

- Parents agree to ensure that their child completes home-based assignments.
- Parents agree to instruct their child at home in the areas required by California laws.
- Parents must instruct their child for a minimum of 51% of instructional hours.

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PARENT SERVICE COMMITMENT

Our community depends on parents serving on campus. **Each family is required to serve a minimum of 12 hours on campus per term.** We appreciate parents who are willing to go beyond the minimum service hours. Our parents play a vital role in daily operations to ensure children's safety. It has been recommended that we keep an 11:1 ratio of children to parents. We also hope that our parents look forward to being on campus to connect with other families and build community. It is an honor to serve one another and to demonstrate servant leadership to our children.

Service opportunities may include, but are not limited to:

- Lunchtime support
- Classroom assistance
- Campus monitoring as needed
- Setup and cleanup/tear down
- Holiday events

Important Notes:

- Hours must be completed throughout the term.
- Must be current (completed hours or signed up for hours) to register for the next term.
- Live Scan background check and Sexual Abuse Awareness course required.

Buy-Out Option (Case-by-Case basis):

- \$500 per term (not guaranteed)

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FINANCIAL POLICIES

Tuition Commitment

Registration for a class constitutes a financial commitment for the **full term**.

Families may withdraw from a class **on or before the published class-drop deadline** without financial responsibility for future tuition associated with that class.

After the class-drop deadline, tuition for the full term is non-refundable and remains the family's financial responsibility, regardless of attendance or withdrawal from the class.

If a student withdraws from a class after the class-drop deadline, the remaining unpaid tuition balance for that class becomes due at the time of withdrawal.

Payment Options

As a convenience to our families, Influence Learning Center (ILC) offers a monthly payment plan. Total tuition for the term may be divided over **four monthly payments**.

Families registering after the beginning of the term will have their remaining tuition divided among the remaining scheduled payment dates.

- Tuition payments are due on the **1st of each month**.
- Monthly payment plans are processed through the Hub. Electronic payments are subject to a **3% payment-processing fee charged by the payment processor, not Influence Church or Influence Learning Center**.
- Families may pay the entire tuition balance in one payment. Payment by check does not incur a processing fee. Electronic payment of the full balance is subject to the 3% payment-processing fee. Full-payment elections must be completed within **seven days of the first scheduled payment due date**.
- If a scheduled monthly payment is not received by the **7th of the month**, the outstanding monthly payment may be charged to the family's authorized payment method on file in accordance with the family's payment authorization.

Withdrawal After the Drop Deadline

After the published class-drop deadline: Fall 2026 Drop Deadline- July 31, 2026.

Spring 2027 Drop Deadline- January 22, 2027

The family's financial obligation is for the entire term, not for the number of classes attended.

Withdrawal, absence, schedule changes initiated by the family, or a student's decision to discontinue attendance does not cancel the remaining tuition obligation.

Upon withdrawal, any unpaid tuition balance associated with the class becomes immediately due and will be charged to the card on file.

Non-Payment

Failure to maintain an account in good standing may result in one or more of the following:

- Removal of the student from classes
- Loss of future registration privileges
- Suspension or revocation of ILC membership
- Requirement that outstanding balances be paid before future enrollment is permitted

ILC reserves the right to make reasonable exceptions to these policies when circumstances warrant and when approved by authorized ILC leadership.

Annual Membership Fee (Non-refundable)

- \$200 (first child)
- \$150 (each additional child)
- New family Spring entry: \$100 for families not enrolled in prior term

Discounts

- 10% Influence Church Member (Attend at least 2x/month, Tithe/Give, Serve in a ministry of Influence Church at least 1x per month)
- 5% Returning student
- 5% Multi-student
- 10% First responders
- Influence Staff Discount (See Executive Director for details)

Referral Credit

- \$250 per enrolled family **Late Pick-Up Fee (10 minutes after release)**
- \$5 per 10 minutes late
- Fee will be charged to card on file

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CAMPUS POLICIES

Attendance & Arrival Policy

- Parents will check-in students upon arrival and **stay with their child for morning assembly.** Children will be released to their instructor after morning assembly is complete.
- Be on time for all classes.

- Staff will accompany students into the classroom to avoid distraction, with the exception of Tiny Tales.
- If a student arrives more than 10 minutes late, the student will not be permitted into class and will need to wait with their parent until the next class period begins.
- Parents will check out their child(ren) prior to leaving campus.

Sick Policy

Parents will directly contact the instructor if a child is sick and missing class. (GroupMe)

Keep students home if they have:

- Fever (100.5+)
- Cough, runny nose, sore throat
- Stomach illness

Return after 24 hours symptom-free

Technology Policy

(Cell phones, Smart Watches, Tablets, iPads, etc. (This is not an all-inclusive list))

TK–8th Grade:

- No technology use.
- Technology must be turned in or placed in their backpack if brought to campus.

High School:

- Allowed, but not during class without permission.
- Screens may not be shared with students in 8th grade and below.

Dress Code Policy

Clothing must not be:

- Offensive, provocative, or distracting.
- Inappropriate attire (low- cut tops, crop tops, tube top-style, spaghetti strap tops, short shorts, low-hanging jeans, excessive holes, or holes in inappropriate places, gym-style shirts with open sides, derogatory language or pictures, etc.). This is not an all-inclusive list.

Students may be required to change clothes before attending class.

Food Policy

- No peanuts or peanut products. We are a peanut-free campus.
- Nuts such as walnuts, cashews, almonds, etc., may be eaten on campus.
- Students may not share food.

Birthday Treat Policy

- Be mindful of allergies.
- Coordinate with the instructor for a celebration.

Lice Policy

- Notify administration immediately.
- Students must stay home until resolved.
- Be mindful of siblings and family members who may also present a case. Please keep all family members home until cleared.
- Administration will notify the community with discretion.

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SAFETY & LIABILITY

Off-Campus Events

Participation is voluntary. Families assume full responsibility.

Off-Campus Liability Waiver:

Must be signed by parent and student.

Emergency Protocol

Parents will be contacted immediately.

Emergency care provided if necessary.

FINAL ACKNOWLEDGMENT & AGREEMENT

By signing below, we acknowledge that we have read, understood, and agree to abide by all policies, procedures, and expectations outlined in this Membership Handbook.

We understand that participation in Influence Learning Center is a privilege and agree to uphold the values and standards of the community in its entirety.

Family Agreement

Family Name: _____

Parent/Guardian Signatures

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Student Signatures

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

PARENT & STUDENT AGREEMENT

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. The parent monitor should also seek an administrative lead to address a situation where appropriate.

Parents and students may be notified of any student behavior that is not aligned with the mission and vision of Influence Church and ILC, our Code of Conduct, or Campus Policies. 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, or bringing matches/lighters 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.

Code of Conduct

The following Code of Conduct needs to be signed by all members of ILC (Parents and students). Please read it to your children and make sure they confirm understanding before having them sign it.

As a member of ILC, I agree to the best of my ability to abide by the following Code of Conduct while on campus or attending any ILC 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 staff, instructors, monitors, adults, leaders, and authorities.
4. I will use edifying speech.
5. I will keep my hands to myself and avoid aggressive behavior.
6. I will respect Influence Church property.
7. I will not steal, vandalize, or damage property that does not belong to me.
8. I will use the bathroom only for its intended purpose.
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.

Parent/Guardian Signatures

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Student Signatures

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

INSTRUCTOR, PARENT MONITOR, and VENDOR AGREEMENT

Core Belief System

As an Instructor, Parent Monitor, and/or Vendor, of ILC, I acknowledge that ILC is a ministry of Influence Church. The core belief system of Influence of Church and ILC 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 among the Father, the Son, and the Holy Spirit, expressing their individual uniqueness while affirming their 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

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

Self-control is an important quality as an instructor, parent monitor, and/or vendor. Your behavior, speech, and tone are very important. Be careful not to curse or say anything crass that might 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.

1. Gossip breeds division, causes hurt, and destroys a person's reputation. Do not partake in it. Refer any questions or comments to the Executive Director.
2. Please do not wear clothing or display 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 ILC is not permitted on campus.
3. Use of bathrooms must correspond to the sex you were born as.
4. 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.
5. Any form of verbal or aggressive behavior towards a child will not be tolerated.

6. Be aware of your surroundings, especially in public. During your off-time, you still represent Influence Church and Influence Learning Center.

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

Instructor/Parent Monitor Signatures

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____