

**Mission Statement**

Longmont Little Homeschool Enrichment is founded on the principal that all children are creative, curious beings and deserve an education where they can retain their autonomy, spend time outdoors, be protected from bullying, and experience an individualized education. Childhood is a precious time in life and LLHSE promotes the theory that children learn innately, and with proper guidance, a love of learning is fostered.

The goal of LLHSE is to provide a caring, alternative approach to education in a setting where children feel comfortable and can be completely themselves. Using a multi-resourced curriculum, we focus on the development of both academic and socio-emotional skills. Students experience the freedom to develop naturally through play, engaging academic and social activities, and experience-based learning.

**Educational Philosophy**

Melding the methods of [Charlotte Mason](https://simplycharlottemason.com/what-is-the-charlotte-mason-method/), [Maria Montessori](https://amshq.org/About-Montessori/What-Is-Montessori) and Rudolf Steiner ([Waldorf](https://www.waldorfeducation.org/waldorf-education/rudolf-steiner-the-history-of-waldorf-education)), LLHSE is a multi-aged classroom design geared toward supporting students to develop skills both independently and with guidance. Montessori focuses on direct teaching, using hands on materials while Waldorf tends more toward allowing children to discover concepts on their own through activities such as finger knitting and play based learning. Charlotte Mason believed that the atmosphere of the learning environment plays a crucial role in a child’s development. She used “living books” and her students orally narrated the events of the story rather than completing a multiple-choice questionnaire or book report. She believed that spending time outdoors, learning language, art, and music benefitted the “whole child.” We draw from all three philosophies understanding that children learn as they grow, that every child can learn, and that we are merely stewards of their development.

**Qualify for BOCES Funding**

Longmont Little HSE is partnering with Education reEnvisioned BOCES (click [here](https://www.edreenvisioned.org/Page/371) for more information) to offer tuition free enrichment classes to homeschool and non-traditional students. The program is built into the regular LLHSE day and provides one full day or two half days of **tuition free** enrichment for homeschool students.

In order to participate you must:

* Submit a notice of intent to homeschool \*(see below) with any Colorado school district office.
	+ Each year parents/guardians must provide written notification explaining the intent to home school his or her child. Notification can be given to any [Colorado public school district office](https://www.cde.state.co.us/districtandboceswebsites). This written notification must be given 14 days before the parent or guardian establishes the home school program. The letter must list the child's name, age, place of residence, and attendance hours per year (172 days and 4hrs each day).
* Be five by October 1st
* Commit to participate in 90 hours (5-5.5 hrs per week) of instruction per semester and the full year. You will only be eligible to receive funding for one state funded (tuition free) enrichment program per year.
* *Attendance is mandatory*. We are required to meet a 95% attendance average.
* Submit an immunization record or official waiver signed by your child’s doctor

\*Please note that a $50.00 registration fee is required with your application.

Class offerings, schedules, and registration documents can be viewed on our website: [longmontlittlehse.com](https://www.longmontlittlehse.com/)

Classes will meet for 17 weeks in the fall and 17 in the spring. This means that in order to fulfill the hour/semester requirement for the BOCES funding, we will meet for 5.5 hours or more of instruction per week.

**Our Space**

We will begin the year in the Journey Church located at 2000 Pike Road, Suite A, Longmont, Colorado 80501. The classroom space is ample and can be divided into two separate classrooms. There is a treehouse built into the classroom which will makes a fun spot to read, draw, or play games. The classroom is used for the Sunday School on the weekends but sits empty during the week.

**Journey Disclosure**

LLHSE is a *secular* program and **does, in no way, promote any religious belief systems**.There may be wall decorations that proclaim messages of a religious nature; however, this is not a representation of any philosophy held by Longmont Little HSE.

The Journey Church is a community minded organization and, as such, participates in a ministry for the homeless in our town. The Hope Shelter feeds and houses this population Sunday through Wednesday in the common space of the church building. Hope professionally cleans the kitchen, common spaces and bathrooms each day. The homeless people are out of the building each morning by 7:00 am and do not return until 5:30 pm. LLHSE school functions will never crossover with this ministry.

**Schedule**

Classes start August 19th and meet Monday-Friday until May 23rd

**Planned School Closures**

Sept 2nd, 2024 Labor Day

November 25th and 29th, 2024 Thanksgiving

December 23rd, 2024 – January 10th, 2025 Christmas Break/New Year’s Observed

March 17th-28th, 2025 Spring Break

**Class Descriptions**

**Reading/Writing**

K-2nd We will focus on direct phonics instruction, decoding and blending, and syllabication.

Sight words are introduced along with the fundamental tools needed for properly decoding words. Handwriting, drawing and hands on activities help student make meaning and develop fundamental literacy skills.

3rd-5th Students will hone their reading skills through instruction in reading strategies such as predicting, visualizing, questioning, inference and vocabulary. Students will choose engaging texts at their level and given opportunities to read quietly and with the instructor. Writing will consist of word work, handwriting, spelling, journaling, Spelling and Typing.

**Literacy/Math**

This block will be taught in two groups. Hannah will teach the Math block using the Good and the Beautiful curriculum and Fran will continue working on a variety of literacy skills.

**Spanish**

Using a variety of resources, lessons promote conversational language skills. It is important to understand that early language development comes through the natural means of communication. Grammatical understanding develops later. We use La Clase Divertida, as well as direct instruction to give children a great start in second language acquisition.

**Science/STEM**

In Science, we will connect real-world events to our explorations of topics. Using methods of scientific inquiry students are challenged to ask questions and then set about through the steps of the scientific method to gather data, test hypotheses, and make conclusions.

**Equine Sciences (6th-12th Friday)**

This program is offered on Fridays from 9-2:30 at the Gracelynned Farm in Ft. Lupton Colorado and covers horsemanship, riding, grooming, anatomy, and care of the horse. We have two wonderful horses in the program and the farm grows its own hay. Topics in pasture management, veterinary care, feeding, and farriering will be covered.

**Additional Fees**

**Registration fee**

There is an application fee of $50.00 required upon registration for the publicly funded program.

**School Policies and Procedures**

**Pick up and Drop Off Procedures**

Your child may be dropped off no earlier than **9:00am** and picked up by no later than **3:00pm** each school day Monday, Tuesday, Wednesday. Classes on Friday meet from **9am-2:30pm**.

Parents must give written consent for caregivers and relatives to pick up children and provide full contact information for each pick-up person. If an unauthorized person arrives to pick up a child, the child will NOT be released. If a parent, guardian, or designated pick-up person arrives unfit to safely care for the child, another authorized person will be contacted immediately.

If a child is not picked up on time, a teacher will remain with the child and every attempt will be made to reach all contacts which have been designated. A fee of **$10.00 will be assessed for every 15 minutes** of time that passes before parents or guardians arrive. This fee will be added to the following month’s invoice.

In the unprecedented event that no authorized pick-up person is available, the appropriate local authority (i.e., Police, Child Protective Services, etc.) will be contacted by **4:00pm** (full-time) if there is no communication from any pick-up person.

**Weather Delays and Closures**

Longmont Little HSE follows its own protocol for inclement weather. If there is a fresh falling of snow overnight, LLHSE will have a possible 1 hour delayed start to allow for safe travel and clearing of snow from school premises. For severe weather, we will follow St. Vrain Valley School’s closure policies. For any day that a delay or closure occurs, parents/guardians will receive a text message or email (per your preference) by 7:00am.

**Student Expectations**

1. Practice kind words and actions
2. Wear a helmet for bicycling and scootering. Wear knee, elbow pads, and helmets for skateboarding
3. Leave all personal items at home unless
	1. it’s your comfort item
	2. it’s something special for show and tell, these items must be stowed in your backpack.
	3. it’s something to share with everyone
4. Do not allow your child to bring weapons of any kind, toy or otherwise to school.
5. Participate in daily clean up times
6. Wash your hands before lunch and snacks
7. Ask permission before beginning a new activity or using school materials
8. Follow directions given by the adults in charge

**Trial Period**

Upon enrollment of a new student, Longmont Little HSE adheres to a **two-week trial period.** If, during or after this time, and for any reason, it is deemed that your child is not integrating well into this dynamic, we will schedule a conference to determine how to move forward. In some cases, we may ask that a child not return to school and remaining tuition will be prorated and refunded.

**Substitutes**

Substitutes will be pre-approved by Frances Stuart and background checked. Any substitute will be trained and introduced to both parents and students before being allowed to step into a teaching role.

**Media Usage**

Technology is incorporated for academic purposes sometimes. We use [Prodigy](https://sso.prodigygame.com/game/login?rid=cc48a7f6-d121-4b9a-9730-fe5de067407b), [Guided Readers](http://guidedreaders.com/) and [Education.com](http://education.com/). These programs provide added fun and augment the concepts being taught. I do not lean heavily on technology, and it is used for academic purposes only. I have strict policies regarding the use of the internet. Students are not allowed access to the internet are always supervised when using the academic programs. In the case of research projects, the internet may sometimes be accessed by some students, and I will obtain permission beforehand.

**Meals and Snacks**

Parents will state in the admission paperwork their child’s allergies or intolerances to foods. Children with allergies will be handled with extreme caution and all care providers will be notified of the child’s allergies. If a student in the school has an allergy which affects or limits other students’ lunch/snack choices, a school-wide email will be sent. Please pack ***healthy*** foodsthat are easy to eat and limit drinks to clear liquids.

**Backpacks and Personal Belongings**

Please provide a sturdy school backpack and lunch box, and small water bottle for your child. We will provide filtered water at school for refills. This is the best way for your child to stay organized and store personal items. To many times students have misplaced special things they’ve brought to school. Do not bring valuables to school. LLHSE will not be held responsible for the loss, damage, or theft of a child’s personal belongings.

**Cell Phones and Tablet Devices**

LLHSE considers cell phones and tablets personal, valuable property and does not the permit the use of these devices at school. It is difficult to control content that is being viewed on personal technology. Students are permitted to use the school cell phone for urgent situations. Kindle Fire Tablets are available at school for assignments related to the course of study. Appropriate settings are programed into these devices.

**Bathroom Etiquette**

All students must be fully toilet trained before enrollment into the LLHSE program. Children must be able to clean themselves without assistance from an adult. We do understand that students occasionally will have accidents. However, if your child continually needs support for toileting, you will be asked to find other arrangements. Students will not be allowed to go to the bathroom together.

**Celebrations/Birthdays**

If you would like to plan birthdays or holiday celebrations, please notify us in advance so we can plan accordingly. Please be respectful and distribute invitations to any celebrations outside of school, discreetly.

**Non-Discriminatory Policy**

Longmont Little HSE does not discriminate based on any trait or learning ability, race, gender, nor the consideration of any student applicant or hiring of faculty and staff.

**Special Education Needs**

LLHSE does not possess resources, to offer extended services for students who have an ALP, IEP, ILP, etc. However, we strive to meet each student’s academic level by working collaboratively with parents and staff to fully support integrating reasonable accommodations.

**Grievances**

If you have a concern, complaint or any other problem arises the appropriate steps are to contact the Director. Please keep your communication respectful and supportive of school policies. We will document and fully hear your complaints. Remember that both academic and disciplinary decisions are non-negotiable and at the discretion of the Director.

**Contacting Staff**

Please initiate contact with your child’s teacher through written communication. Schedule a conference meeting time and please do not approach a teacher during the business day. Teachers will reach out with 24 hours to confirm a meeting time and place.

**Behavior Management and Goals**

At LLHSE we expect your child to follow school rules. We are strong believers in meeting children where they are and are happy to work with students through tough moments. However, if I feel I cannot manage a behavior your child exhibits, I will contact you. I will work closely with you to create a team-based positive behavior support plan with the intent of reducing challenging behaviors and preventing negative consequences. I work hard to establish rapport with children and parents and to create a positive environment where students feel safe, loved, and supported.

***LLHSE aims to:***

1. Cultivate positive child, provider, staff, and family relationships
2. Create and maintain a socially and emotionally respectful learning environment
3. Implement strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children
4. Provide individualized social emotional intervention support for children who need it, including methods for understanding child development.
5. To maintain a positive and inclusive atmosphere for our students, we expect that all participants in our program will always treat our students and staff with kindness and respect.
6. Foul language, inappropriate jokes, and disrespectful words and/or actions toward our staff or students will not be tolerated.
7. If we have a behavior concern with your child, you will receive a phone call from our staff, and we will ask you to address this concern with your child over the phone. If the poor behavior continues the same day after a phone call is made, we will call you again to come and pick up your child immediately for that day.
8. We have a zero-tolerance policy for bullying of any kind or intentional physical harm. If your child hits, slaps, scratches, grabs, punches, pulls hair, bites, spits on, or kicks another student/staff member, you will be called and expected to pick up your student immediately.
9. In the event we have a student who repeatedly exhibits poor behavior, including sexual misconduct, that jeopardizes the safety and/or enjoyment of our program for our students and/or staff, we reserve the right to dismiss that student from our program entirely.
10. To ensure a conducive learning environment for all students, it is expected that students can complete learning activities in a way that is not disruptive to the learning of the other students in that classroom/group.
11. Students who exhibit disruptive behavior will be redirected by the teacher, and should this behavior continue, parents will be contacted to support our efforts to correct the disruptive behavior. If a student continues their disruptive behavior after a parent phone call has been made, they will be separated from the other students and their parents will be called to pick them up. Please refer below to our three-strike policy.

**Behavior Intervention and Control**

If a student breaks a school rule, parents or guardians will be notified by phone immediately and will be informed that this is **strike-one** in a **three-strike behavior policy**. Calls to parents will be clearly documented in writing and put in student’s files. The incident will be outlined in writing and signed by both Frances Stuart and the parent or guardian.

***These behaviors may include, but are not limited to:***

* 1. A violation of posted school rules
	2. Non-compliance with the teacher’s verbal requests, particularly if the behavior affects student safety
	3. Physical altercations with other children or adults
	4. Use of inappropriate, disrespectful, or mean language or gestures
	5. Injury or disrespect toward school animals, property, or people, including other students
	6. Persistent misuse of school technology, resources, and property
	7. Persistent refusal to participate in academic lessons or school activities
	8. Persistent social disagreements that result in bickering, screaming, crying, or any other manner of fighting
	9. Not responding to parent-recommended methods of behavior management when implemented by a teacher
1. If a negative behavior, listed above, regardless of the nature or whether it is the same as the first, a second call will be made. This is **strike-two**. A second call will be made, documented, and a letter sent to notify the parent or guardian of a *possible suspension*. This letter must be signed by Frances Stuart and the parent or guardian.
2. A final occurrence of a negative behavior infraction is **strike-three**. A third call will be made, documented, and a letter sent to notify the parent or guardian of *suspension*. At this time, an immediate pick-up is required. The letter and notice of suspension must be signed the Director and the parent or guardian. The child will be suspended for two days with no refund offered. For example, if the strike-three infraction occurs on a Friday, the student will not be allowed to attend school on the following Monday and Tuesday but may return on Wednesday.
3. Longmont Little HSE reserves the right to ask that your child be picked up at any time during a given school day due to behaviors that cannot be managed.

**Expulsion**

If negative behaviors persist after returning from suspension, it will be determined that the child is not a fit for Longmont Little HSE and a formal expulsion will be implemented. A letter will be issued. It will be recommended that parents seek professional help for their child’s behavior.

If a **severe infraction** occurs, there is a possibility of foregoing the three-strike policy and implementing suspension or expulsion effective immediately. The severity of the infraction is at the discretion of Frances Stuart, Director, and she will communicate the gravity of it in writing in the notice of expulsion.

**Safety Procedures**

**Sign In**

Parents must sign students in each day. There is a binder near the entrance of the classroom.

**Smoking**

Smoking is not allowed on the Longmont Little HSE property. If there is risk of possible exposure to secondhand smoke in a public setting, children will be removed from the area in which secondhand smoke is present immediately.

**Emergency Preparedness**

Parents or guardians will be notified immediately of an accident, injury, or illness. There will also be an accident report kept on file documenting any incidents. A phone call will be made first to the parent(s) and then, if necessary, to the emergency contact(s) on file. Even if the incident appears minor, I will call so that parents have the option of personally assessing the situation.

We follow guidelines issued by Federal Emergency Management Association (FEMA) regarding natural disasters such as fire, flood, tornado, and procedures for evacuation or sheltering in place.

**Reporting Abuse**

Longmont Little HSE staff are mandatory reporters with the Colorado Department. of Human Services, Division of Childcare. This includes suspected child abuse or neglect. You also have the right to report any suspected abuse.

Child Abuse and Neglect Hotline: **1-844-264-5437**

**Parenting Safe Children**

I have completed Feather Berkower’s course called Parenting Safe Children. Listed below are the overarching themes of her program. I am committed to cultivating a deep awareness of the signs and recognizing behaviors that might indicate sex abuse or make a child more vulnerable to it, utilizing the correct language, and creating body safety rules. At LLHSE we encourage our families to take Feather’s course. Her website is <https://parentingsafechildren.com/>

* ***What makes children and their families vulnerable to sexual assault***
* ***Grooming behaviors that precede sexual assault***
* ***Language to speak with your children about sex and sexual development***
* ***Language to speak with your children’s teachers, coaches, nannies, family members, faith leaders, and other parents about body safety***
* ***Body-safety rules every child should know to decrease vulnerability***
* ***Why forcing your child to hug a grandparent or loved one could make them more vulnerable to sexual assault in the future***
* ***How to build a Prevention Team™ of caregivers***

**Personal Liability**

Parents give consent to their child participating in a one-on-one dynamic with LLHSE staff. This includes but is not limited to public parks, field trips, or any other previously agreed upon destination. Parents will always be informed daily as to the whereabouts of their child/children.

Neither myself nor my staff will be held liable for injuries or negative experiences sustained while your child attends the LLHSE program.

**Lost and Found**

LLHSE ask that your child, if necessary, bring only one comfort item to school each day. We have experienced too many problems with personal items being lost, broken, or causing problems between students. Please do not bring valuables to school. We will not be held responsible for the loss, damage, or theft of a child’s personal belongings.

**Academic Disclaimer**

Longmont Little Homeschool Enrichment will not be held responsible for student performance in public academic settings. This includes missed homework assignments, poor test results, or lack of measurable improvements or progress over time. I do not teach to any standardized test; however, I do use the Colorado State Standards and Benchmarks as guidelines for planning and preparing lessons.

We focus less on “grade” level and more on the fundamental understanding and synthesis of fundamental academic concepts. This is born both of philosophy and necessity. Differentiating lessons is paramount to serving students of all levels and abilities. I will do my best to work cooperatively with parents and students to provide optimal academic performance outcomes.

LLHSE follows its own protocol for behavior management, curriculum, and extracurricular interests. We do our best to allow for child-led learning and encourage interests, foster creativity, and an openness to new experiences. We work with parents to determine the best learning plan for their student; however, we are not responsible for learning outcomes.

**Student Health Information**

**Health Concerns/Allergies**

The safety of our students is our number one priority. If your student has any medical concerns and/or allergies (environmental or food), you must include that information on your registration form. While we have procedures in place to ensure the safety of our students, if your child has any severe allergies or medical concerns that we feel cannot be accommodated at our facility, we reserve the right to deny acceptance into our program.

**Sick Policy**

Students demonstrating any symptoms of illness should be kept at home. If your child wakes up and needs any kind of medication at home to treat symptoms of illness, please do not send them to our center that day for the safety of our students and staff. If a student demonstrates signs of illness while at our center, the student will be separated from the group and made comfortable in a separate room. We will contact those listed as emergency contacts to arrange for the immediate pick-up of the child. Students must be fever-free for 24 hours before they are allowed to return, and some illnesses may require a doctor’s note for readmittance.

**LLHSE policies for illness:**

* Please be transparent if you, your child, or anyone else in your household is sick.
* If anyone in your household has a fever, a contagious illness, or is actively feeling unwell with a stomach bug, congestion, or cough your child is not welcome to attend LLHSE that day.
* Children will not be admitted when running a fever. They must be fever-free, without the use of fever-reducing medication, for a full 24 hours before returning to school. I consider a fever to be above 100 degrees or above F.

**LLHSE policies for COVID-19:**

* In the case that anyone in your household tests positive for COVID-19, we follow the current CDC recommendations for COVID-19 quarantine procedures and masking.

Contract and Permissions

**Medical Emergency Permission to call 911**

In the event of a medical emergency, LLHSE staff will call parents. If a parent cannot be reached, we will call the designated emergency contacts. If the situation is emergent, we will call Emergency Services (911) on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and transport them to the nearest hospital.

Parent Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_

**Student Medical Information**

Allergies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Concerns \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vision Problems\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date of last screening\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hearing Problems\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date of last screening\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Doctor/Clinic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*Please attach a separate page if your child requires any special accommodations regarding their health and medical needs.

**Sunscreen Use**

I/we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give LLHSE staff permission to apply parent-approved and supplied sunscreen to my/our child.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 1

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent 2

**Walking Field Trips**

I/we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_parents of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permit LLHSE to leave the premises of 200 Pike Rd. Suite A Longmont, CO 80501 with my child for field trips within walking distance.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 1

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent 2

**Minor/Child Photo and Visual Media Release Form**

I/we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parents or legal guardians of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grant LLHSE permission to use photographs or videos for any legal use, including but not limited to:

* copyright purposes
* publicity
* illustration
* advertising
* website and social media content

LLHSE will post photographs and videos for advertising purposes on the Longmont Little HSE designated Facebook and Instagram accounts, flyers, brochures, business cards, and website. No names will be used to identify students, and we will not use photos that reveal faces.

Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Parent 1

Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Parent 2

**Tell Us About Your Child**

Please list specific (academic, social, or emotional) areas your child struggles with?

What are some of the specific areas your child excels in?

What goals do you have for your child? Are there any areas of concern you have?

 What hobbies or interests does your child have?

Describe comforting measures for your child when distressed:

Outline measures for managing negative behaviors that you implement at home:

Are there any areas of academic or cultural content that you feel particularly drawn to or familiar with? Would you want to collaborate to teach on your perspective about these topics?

**Designated Pick-Up People**

I/we the parent/s or guardian/s of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, allow LLHSE to release my/our child to:

**Person #1**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Contact \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Yes/No

Relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person #2**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Contact \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Yes/No

Relation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person #3**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Contact \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Yes/No

Relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list anyone who is NOT allowed to pick up your child:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Information**

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level \_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_

**Parent #1**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent #2**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact** (If different than above)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Longmont Little Homeschool Enrichment Contract**

I/we consent to the enrollment of my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_in Longmont Little Home School Enrichment (LLHSE) this day, \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_, operated by Frances Stuart, Director. We understand that we will be notified in writing of any changes to these policies. By signing below, I/we, the parent or legal guardian, am confirming that I/we have read and received a copy of the LLHSE Parent/Student Handbook and accept and agree to the conditions, policies/procedures within. I/we give authorization and approval for the activities and classes described within the handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

I/we understand that by signing this contract that I am committing to the full year of enrichment classes consisting of 90 contact hours in the fall 2024 and 90 hours in spring 2025.

*Initial \_\_\_\_\_\_\_*

I/we understand that a LLHSE staff member will be present for my child/children during working hours, 9:00 am-3:00 pm unless a previously agreed upon substitute is called in. Care provided beyond these hours will incur the additional fee of **$10.00 per every 15 minutes** of tardiness**.**

*Initial \_\_\_\_\_\_\_*

I agree to sign my student in and out, marking the time, each day. I understand that my child has their own section in the sign in binder.

*Initial \_\_\_\_\_\_\_*

Tuition may be paid weekly, monthly, or by the semester.

*Initial \_\_\_\_\_\_\_\_*

I understand that Laurel Stuart, a sub-contracted volunteer, employee of Longmont Little HSE will work directly with my child when we are working with horses. She will not be held liable for accidents or injuries while your child is participating in the Equine activities at Gracelynned Farm. Students will wear approved protective headgear and closed toe shoes with a heel when around horses.

*Initial \_\_\_\_\_\_\_\_*

I give my permission for all approved, subcontracted, volunteer employees of Longmont Little HSE to be in a one-to-one dynamic with my child.

*Initial \_\_\_\_\_\_\_\_*

I agree to file a Notice of Intent to homeschool with my local school district.

*Initial \_\_\_\_\_\_\_\_*

I agree that any LLHSE staff and/or any parent/guardian volunteering or visiting LLHSE will not be held liable in the case of illness or accidental injury to my child or myself while participating in regular school days, field trips, or other pre-approved activities.

*Initial \_\_\_\_\_\_\_\_*

I agree to follow the Longmont Little HSE illness policies. I understand the LLHSE follows the current CDC Quarantine and Isolation protocols for known exposure to COVID-19 and other transmissible diseases.

*Initial \_\_\_\_\_\_\_\_*

Any revision of this contract must be in writing, approved and signed by both parties. This contract must be renewed if circumstances warrant, i.e., rate, or schedule changes. All previous contracts are considered null and void.

*Initial \_\_\_\_\_\_\_\_*

In the event of suspension or expulsion related to negative behavior infractions and/or violation of school rules, I agree to comply with the decision. I understand that if my child is suspended or expelled from LLHSE I forfeit tuition paid for the remainder of the month in which the deciding infraction occurred.

*Initial \_\_\_\_\_\_\_\_*

I release LLHSE from any responsibility for a lack of academic progress for my child/children. I understand that academic progress depends on many factors which are out of the educator’s direct control.

*Initial\_\_\_\_\_\_\_*

I/we have read and agreed with the terms and conditions of this agreement and will make a conscientious effort to abide by the policies of LLHSE.

Signature of Parent/Guardian Signature of Parent/Guardian Signature of Parent/Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Address (if different)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip City/State/Zip (if different)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Owner/Operator Signature Contract Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_