

# Christian Educators Resource Center

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## Parent Guidelines and Responsibilities

In order to ensure an efficient, orderly and safe environment for each instructor, parent and child at CERC, the following guidelines must be agreed to and upheld. **Please initial each item:**

\_\_\_\_\_ Family members agree to conduct themselves in such a way as to love and encourage one another and honor our Lord Jesus Christ. Any behavior that is disrespectful, unbecoming, rude, or unkind will be addressed promptly and privately. (1 Cor 13)

\_\_\_\_\_ Parents will be responsible for the behavior of their own children. Parents will be contacted by a instructor and/or CERC staff if your student 11 and under misbehaves according to the Student Guidelines inside or outside of the classroom. Parents agree to address the behavior of their child appropriately, promptly and privately. If your student is 12 and older, the student will be addressed by a instructor and/or CERC staff about misbehavior that occurs inside or outside of the classroom. If a student responds disrespectfully and correction is not made after the **1st offense**, then the following discipline will be implemented: (**2nd offense**) the instructor or Director of Education will notify the parent or designated responsible adult of the offense in writing. CERC expects the adult to address the offense appropriately, promptly and privately. (**3rd offense**) The student will be required to have the parent or designated responsible party with him/her at ALL times for a duration decided by the Director of Education and/or Board of Directors. The family must accept this discipline as appropriate and necessary. (**4th offense**) If no correction is made, the student will no longer be allowed to attend classes, and the Tuition and Drop Policy will be followed for a dropped class(es).

\_\_\_\_\_ Families agree to address any complaints, concerns, or disagreements directly with the involved party. Families must refrain from gossiping, complaining to other families, and posting grievances on social media. If an issue is not resolved immediately, families are encouraged to address the concern with the Director of Education.

\_\_\_\_\_ Appeals to any decisions made by the Director may be submitted in writing to the Board of Directors. Families must recognize that the decisions of the Board of Directors are final in all matters.

\_\_\_\_\_ Out of respect for your student's instructor, families agree to be punctual to class and assist your child(ren) in turning in all assignments on time. Family members agree to follow your student's instructor's grading and attendance policies.

\_\_\_\_\_ Your student may not be unsupervised at any time in a classroom. If a instructor has not yet arrived, please wait for the instructor outside of the classroom.

\_\_\_\_\_ Children, 11 years and under, may not be left unattended or unsupervised at CERC by a parent or a designated responsible adult for more than one hour. Students, 12 years and older, may not be unattended or unsupervised for more than 2 hours per day.

\_\_\_\_\_ Families agree to pick up their student(s) promptly at the end of their class(es). If any student remains longer than fifteen minutes at the end of the day, CERC's policy is to apply a \$25 late pick-up fee to the family account for each additional fifteen minutes the student remains in the building. If there is someone who is not allowed to pick up your student, the parent is to note this on the Student Enrollment Form.

\_\_\_\_\_ Parents or a designated responsible adult may visit their student's class at any time. Visitors are always welcome to observe classes.

\_\_\_\_\_ Families agree to dress modestly. Shorts, skirts and dresses should be longer than finger-tip length. Tube tops, tops with spaghetti straps, tank tops, tops that reveal midriffs, tops off the shoulders, see-through or skintight clothing are not allowed. Likewise, clothing with inappropriate pictures or slogans and excessively large or ripped clothing will not be allowed. The Board of Directors reserves the right to change/update the guidelines for clothing and grooming.

\_\_\_\_\_ Families agree not to bring students to campus that have had fever, diarrhea, vomiting or other contagious condition in the last 24 hours. CERC is not responsible for administering any medications. Parent is responsible for contacting the instructor(s) directly for any missed class(es) and assignments.

\_\_\_\_\_ CERC will follow Garland ISD closure schedule for inclement weather.

\_\_\_\_\_ The Board of Directors reserves the right to ask any family to be dismissed from class(es) for persistent violation of the Parent and Student Guidelines and Responsibilities. CERC agrees to follow Biblical principles of discipline. (2 Tim 2:24- 25, 2 Cor 5:18-19)

\_\_\_\_\_ CERC agrees to communicate any changes to these Guidelines in writing.

\_\_\_\_\_ CERC's primary means of communication is electronic mail; therefore, parents must provide their own regularly monitored email address.

\_\_\_\_\_ **Parents will be responsible for the education of their own children. Parents agree to promptly address concerns about the performance of their child in any class/workshop/camp with the instructor.**

I have read, agree with, and will uphold the CERC Parent Guidelines and Responsibilities.

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