

WWHM POLICY AGREEMENT

Membership & Class Fee Guidelines

Every family will pay a membership fee per semester per family. It is \$25 for 1 hour, \$35 for 2 hours and \$45 for 3 or more hours that their family is taking classes. The membership fee pays for use of the facility, administrative supplies and advertising costs. **Classes will be paid for at the time of registration.** Classes are individually priced according to the price determined by the teacher. A late fee of \$5 per class will be charged to those registering after the first week of classes. You will be asked to write two checks, one for the membership fee and one for all class fees.

Refund Policy

WWHM reserves the right to cancel membership for any reason. **ALL FEES ARE NONREFUNDABLE.**

Exception: A refund will be given only if minimum enrollment is not met.

Volunteer Requirements

WWHM is able to offer its classes and programs for a reasonable price because we rely on volunteers.

For every WWHM family, one parent is expected to volunteer one hour each week that they are in the building, up to 3 hours per week.

Volunteers that choose to be a Lead Mom commit to being in class every week for a whole semester. If the Lead Mom is unable to be there for any reason, she is responsible to find a replacement for her. Lead Moms need to be in class 5 minutes before class starts, to help students get ready for the class. Lead moms will help the teacher as needed in the classroom.

Students 13 years or older may volunteer in place of their parents. The students will either help in the concession stand, nursery area and/or help set up and clean up before and after school hours.

Standards of Conduct

1. **Respect Authority** *1Peter 5:5*
"Young men, in the same way be submissive to those who are older". Parents & Students are expected to respect those in authority. Those who are disrespectful to authority will be subject to dismember ship.
2. **Appropriate Language** *Psalm 19:14*
"Let the words of my mouth and the meditation of my heart be acceptable in Thy sight O Lord." Parents & Students are expected to use language that brings glory to God. Language that is vulgar or inappropriate will be disciplined under the Offense Policy.
3. **Appropriate Behavior** *Phillppians 2:3*
"..but in lowliness of mind, let each esteem others better than himself". Parents & Students are asked to refrain from physical or verbal fighting, complaining, gossiping, or any other behavior that would not seek to esteem others better than ourselves.

Dress Code

Our goal is to glorify God in all we do, including what we wear. Dress should be modest (1Timothy 2:9) and appropriate. Because so many people have different guidelines as to what they believe is modest and appropriate, we have established guidelines that will be enforced at WWHM.

Shirts and Tops

Students must wear a shirt or top with regular armholes. No oversized armholes or ripped out sleeves. All buttoned up shirts must be tucked in unless a shirt is worn underneath. No skin or undergarments may be showing around the armholes, waist and hips. No cropped, tube, tank or halter-tops and no spaghetti or sport cut straps.

Pants and Jeans

No pants or jeans with holes may be worn. Pants need to be worn at the hip. No sagging!

Shorts and Skirts

All shorts and skirts must hang below your fingertips when arms are straight down. Absolutely no short skirts or shorts will be allowed.

Dresses

All dresses must come to at least the top of the knee when standing up. If a dress is worn with out sleeves it must meet the same standard as the above shirt and top description or you can where a jacket over it.

All Clothing

All clothing shall have **NO** writing, lettering or graphic art that is offensive in content. All clothing and accessories with skeletons other "cultic" or "gothic" designs are prohibited. T-Shirts associated with WWHM or that are Christian in content will be allowed.

Dress Code Offense Policy

All students who wear dress not in accordance with our dress code policy will be asked to change. If they are not able to change, they will be credited with an offense. After the first offense, the student will be asked to change and receive a second offence. If they are not able to change they will be sent home to change or wait with a director until someone comes with a change of clothes.

Name Tags

The church has asked that everyone **wear name tags while in the building at all times.** Store your nametags in your family folder at the front desk. Pick it up there at the beginning of the day and put it back at the end of the day. Please do not take them home with you. The teachers have been asked to send any student that comes to class without a nametag back to the front desk immediately to put one on. If a student has accidentally taken it home, they will be given a temporary one for that day. If they have lost the nametag the parent will be notified regarding making a new one at their expense.

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School Day Expectations for Students

Be on time.
 Be prepared for class.
 No running or loud noises while in building.
 No Food or Drinks except in Commons (rm223)
 Follow the Code of Conduct & Dress Code (name tag).
 Students not in class must be in the Commons (rm 223) or with parents.
 Students' age 14 or older may be in the Teen Room without parents. (Remember the Teen Room is a privilege and can be taken away for any reason.)
 Will not deface any of the Church's property.

Expectations for Parents:

Personally take students under the age of 10 to and from class, if needed you may ask another adult to assist you.
 Follow the Code of Conduct & Dress Code (name tag).
 Will oversee own children's actions and attitudes while at WWHM so that they are pleasing to our Lord Jesus Christ.
 Will fulfill the Volunteer responsibilities that are required.
 Will send my children to class prepared for the session.
 Will pay all required fees to WWHM at registration.
 Will help keep the main commons area clean.
A parent must be in one of the WWHM designated area when kids are in class. Temporary leaves are allowed if you have asked another adult to supervise your children. Make sure your kids know whom you left in charge and that the adult knows how to reach you if needed. Also you must notify the Individual manning the WWHM information table of where you are going, when you will return, how to reach you and whom you have asked to supervise your children while you are out.

The Resolution Procedure regarding Problems or Concerns with other members or teachers.

(Never gossip or rally others to take up your offense.)

- 1) First make arrangements to meet with the person out side of class in private where there is not any distractions to discuss the situation. Approach them, as you would like to be approached with love and respect and covered in prayer. Please give the individual opportunity to rectify the situation.
- 2) If still unsatisfied with results of the one on one confrontation then let one of the leadership team members know of the situation to see if they can be of some service to help resolve the situation.
- 3) If still unsatisfied then you may ask to address the entire leadership team at one of their leader meetings.

Any violation of the above resolution procedure can be considered grounds for dismissal.

For special request or exceptions

We realize that some families have special needs. WWHM would like to show grace when needed at the same time we

must have a consistent standard. If you have a special request or need please put it in writing and give it to one of the team leaders. The request will be reviewed at the very next team leader meeting or if needed an emergency one may be called. At which time they will either approve your request or suggest other options or simply deny the request. You may appeal the decision a second time only if the team leaders did not have all the facts when making their decision or if you are presenting a different possible solution. Otherwise the decision the team makes as whole is final. An individual team leader does not have the power to approve any request on their own; it must be a group team leader decision.

Conduct Offense Policy

1st Offense – The students is given verbal warning or his/her misbehavior. The teacher then documents this in writing and it is held in the family file.
2nd Offense – The parent is informed of the student's misbehavior and an apology is expected before they can return to class. A written warning will be given that must be signed by the parent and returned to the teacher before classes are taken the following week.
3rd Offense – The student will be asked to leave classes for the remainder of the day. An apology to the offended party will be expected and a written warning will be given to the parents to sign and return the following week.
4th Offense – The student will be expelled for the remainder of the semester. The student and parents will need to meet with the leadership team regarding attendance for the following semester.

WWHM Policy Agreement

I, the undersigned, have read the entire policy agreement and I have read it to all my children. If my child, or I do not abide by the above rules, I understand that the above actions will occur. I agree to abide by the Code of Conduct established by WWHM. I also agree to follow the dress code policy, the standards of conduct, and the volunteer guidelines and resolution procedures. I also consent to allow pictures or video of my child's classes to be used in media promotions for WWHM.

Parent Signature _____

Parent Signature _____

Student Signature _____

Student Signature _____

Student Signature _____

WWHM Rep. _____