KAT FAMILY HANDBOOK

DEDICATED TUTORS

HONORING CHRIST

SERVING FAMILIES

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Welcome to Kalamazoo Area Tutoring, Inc.

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters." - Colossians 3:23.

We are delighted to partner with you on your homeschooling journey. This handbook outlines our policies, procedures, and community guidelines, all established to maintain unity, promote safety, and ensure that our time together is both fruitful and glorifying to God.

Our Mission

We are a cooperative of Christian homeschool families supporting each other in our educational journeys through faith-based high-quality resources for academic excellence and discipleship.

Our Vision

We will continue to preserve the integrity of home education by holistically enriching like-minded homeschool families who strive for academic success and to know and honor Jesus Christ.

Our Core Values

Homeschooling	We are committed to defending and advancing the right of parents as grounded in biblical and natural law principles to direct the upbringing and education of their children.
Christian Worldview	We are committed to a biblical worldview and the authority and inerrancy of Scripture, with the recognition that all education is a form of discipleship shaping the hearts and minds of the next generation.
Character	We are committed to the development of Christian character by shaping the will toward full submission to the likeness of Christ, cultivating integrity, humility, and a life ordered by truth and virtue.
Academic Excellence	We are committed to academic excellence, pursuing the study of creation with rigor and cultivating well-rounded individuals ready to think creatively and make meaningful contributions to the world.

Board of Directors

The KAT Board of Directors is the overseeing entity for business and legal matters. Comprised of parent volunteers, the Board assists the Parent Advisory Committee (PAC) in enforcing and supporting KAT policies and procedures.

Parent Advisory Committee (PAC)

The Parent Advisory Committee (PAC) is responsible for managing the daily requirements necessary for the success of KAT for both our tutors and families. As a committee comprised of parent volunteers, the PAC serves as the primary liaison between the church, tutors, building supervisor, and families, and facilitates all KAT events.

Building Supervisor

The KAT Building Supervisor is an essential part of KAT. The Building Supervisor is the facility director and is responsible for classroom set-up, tear-down, classroom equipment, communication with the church's Facility Director, and accommodating tutors' needs throughout the day. The supervisor also oversees parent monitors, set-up, tear-down, cleaning crew, and scheduling requirements.

"And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ, to the glory and praise of God." (Philippians 1:9-11)

KAT Biblical Statement of Faith

- ***Biblical Authority****:* The Bible is the inspired, inerrant, authoritative Word of God, and the authoritative rule of faith, life, and conduct for all Christians (Ps 119:105, 133, 160; Prov 30:5a; 2 Tim 3:16-17; 2 Peter 1:19-21). As such, the Bible teaches us to deny ungodliness and worldly desires; we are to live sensible, righteous, and godly lives (Titus 2:11-13).

- ***Humanity's Need for Salvation****: All* mankind has sinned (Rom 3:23). Jesus Christ came to earth to pay the penalty for sin through His death on the cross and resurrection to life (Rom 4:23-25; 5:8; 6:23; 1 John 4:9-10). Salvation comes by grace through faith in God's son, Jesus Christ, totally apart from human merit (John 1:12; Eph 2:8-10). This salvation is available to every person in the world (John 3:16-17), for God desires all persons to be saved (1 Timothy 2:3-5).

- ***Marriage and Family****:* God established the institution of marriage and designed it to be an exclusive relationship between one man and one woman (Gen 2:24-25; Matt 19:4-6; Deut 17:17). This God-ordained model for marriage and the resulting family is also a picture to humanity of the relationship between Christ and His Church (Eph 5:21-30) and is not a mere social construct. All intimate sexual activity outside the biblical marriage relationship contradicts God's design and intention, and is therefore sin (for example, Ex 20:14; Lev 18:22, 20:13; Rom 1:18-31; 1 Cor 6:9-10, 15-20; 1 Tim 1:8-11; Jude 7).

- ***Sexuality****:* God created human beings in His own image, male and female with equal personal dignity, and these two distinct complementary biological sexes together reflect the image and nature of God (Gen 1:26-27; Matt 19:4). God's creation of humanity as male and female, combined with scriptural principles of sexuality, means that rejection of one's biological sex is a rejection of the image of God within oneself; willful conduct contrary to God's design and intention for human sexuality is therefore sin (for example, Deut 22:5, in addition to the sexuality passages in the marriage section).

May 2023

KAT STRUCTURE

Communication

Email info@kalamazoo-area-tutors.com with any questions or concerns for either the PAC or Board of Directors. Questions regarding individual classes should be directed to the tutors directly.

The KAT weekly newsletter is your primary source for important information regarding upcoming events and announcements related to KAT and local homeschooling activities. Up-to-date information can be found on our website: www.kalamazoo-area-tutors.com or Facebook page.

Days of Operation

KAT meets on Mondays from the second week of September until the third week of May. Students receive 34 weeks of instruction; 17 weeks per semester. There is a two-week break for Christmas and one week for Spring Break. A complete KAT Family Calendar is located on the KAT website.

Snow Days

KAT follows Kalamazoo Public Schools regarding snow days. In the event of a two-hour delay for Kalamazoo schools, first period will be canceled, and we will begin the day with second period at 9:30 a.m.

Pizza Days

Pizza Day is the second Monday of every month beginning in October and runs through May. This opportunity is open to all students, parents/family members and tutors. Pizza forms are available on the website and at the Building Supervisor's table. Orders and payment are due by the first Monday of each month. Families may order per month, per semester or per year. Check or cash payments are accepted.

Classes

There are five 85-minute class periods with a 5-minute break between classes. Lunch is after the second-class period. The complete schedule is located on the KAT website.

Period 1	**8:00 a.m. – 9:25 a.m.**
Period 2	**9:30 a.m. – 10:55 a.m.**
Lunch	**11:00 a.m. – 11:25 a.m.**
Period 3	**11:30 a.m. – 12:55 p.m.**
Period 4	**1:00 p.m. – 2:25 p.m.**
Period 5	**2:30 p.m. – 3:55 p.m.**

Yearbook & Photo Release

Each year, KAT creates a student yearbook. Ordering typically begins in late fall, with delivery following in the spring. To ensure your student is included in the yearbook, a KAT Photo Release form must be on file. Additionally, we are pleased to offer our graduating seniors a special opportunity to be showcased.

OPEN HOUSE, REGISTRATION & ENROLLMENT

Open House

The KAT Spring Open House is held in May. The open house allows parents the opportunity to meet with the tutors, view class offerings, and receive a family packet with registration and enrollment information. This in-person event provides the chance to ask tutors questions and connect with other homeschooling families. An informational meeting takes place during the event.

Registration

KAT registration is open to families that have indicated their agreement of KAT expectations by reading and signing all required documents. This does not **ENROLL** your student in classes. The registration process can be completed ONLINE or IN-PERSON.

ONLINE REGISTRATION:

1. Visit our website at www.kalamazoo-area-tutors.com.
2. Elect the "Register/Enroll" tab and choose "Register for KAT" from the drop-down menu.
3. Thoroughly review, agree to, and sign the following documents:
   - KAT Family Handbook
   - KAT Biblical Statement of Faith
   - KAT Dress Code
   - KAT Photo Release
   - I-Chat Background Check
4. To finalize your registration, please pay the $80 Family Registration fee online or select the option to pay in person by check or cash.

IN-PERSON REGISTRATION:

1. Register at an in-person Enrollment event in June or August.
2. Print required forms located on the website, complete, and sign.
3. Pay the $80 Family Registration fee via check or cash.

Enrollment

Class enrollment in person twice annually, on the first Monday in June and the second Monday in August. We prioritize in-person enrollment to facilitate meaningful partnerships between tutors and families. These events provide an opportunity for families, tutors, and leadership to connect, share advice, and address questions directly. Please be advised that some tutors may require a deposit or supply fee at the time of enrollment.

Tuition

Tuition payments are paid directly to tutors on the first day of the semester. For full-year classes, there is an option for tuition to be broken into two payments with each due the first day of each semester (second week of September and the third week of January). Additional payment options are at the discretion of the tutor.

KAT & Parent Partnership



About KAT

For nearly 30 years, Kalamazoo Area Tutoring Association, Inc. (KAT) has served homeschool families in the Greater Kalamazoo area. We operate every Monday from September through May, offering over 60 academically stimulating core classes and exciting electives for students in grades K-12.

Our mission, vision, and core values align with our Statement of Faith, ensuring we honor God, others, and ourselves in all we do.

Our goal is to glorify God by providing a biblically based, family-centered environment that allows students to grow academically, spiritually, and socially.

Parents…The Primary Educators

As homeschooling parents, you are in a unique position to witness and cultivate your children's education. KAT is here to partner with you by offering diverse learning opportunities designed to expand academic skills. Our tutors provide structured classes with weekly instruction and assignments. While students benefit from this professional guidance, parents maintain their responsibility as primary educators by overseeing and assisting with weekly coursework. This collaborative model allows parents to remain leaders in their children's education while providing students with the tools to achieve academic excellence. Please note that KAT is not a traditional school where students interact with teachers five days a week, nor is it a drop-off program. Tutors provide the lessons and assignments, but parent involvement remains essential to their students' success.

The Parent/Tutor Partnership

KAT tutors are committed to team with families to create a dynamic relationship between them, the parents, and students. Parents will receive weekly communication from Tutors explaining what happened in class and assignments to be completed. Parents should then be committed to holding their children accountable by checking that all assignments are finished. It is of the utmost importance for students' growth and classroom experience that work is completed well and on time. Keep lines of communication open and don't hesitate to ask questions if students need additional assistance. Tutors are here to support parents in their educational journey and equip students to be successful.

A Parent-Facilitated Co-op

Kalamazoo Area Tutoring is a parent-facilitated co-operative. The KAT Board of Directors is the overseeing governing team of volunteers who implement policy. The Parent Advisory Committee (PAC) is responsible for maintaining the everyday requirements of the co-operative for both tutors and families. Parent volunteers are also needed to aid the Building Supervisor by MONITORING each week. Monitoring is essential in preparing classrooms each morning, maintaining order throughout the day, and tearing down classrooms at the end of day. Parent participation is NECESSARY for KAT's success. Thank you for partnering with us!

"You shall love the Lord your God with all your heart and with all your soul and with all your might. These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up."
(Deuteronomy 6:5-9)

PARTICIPATION GUIDELINES

FACILITY

KAT has been graciously blessed with the use of Agape Christian Church, located at 609 W. Cherokee Street in Kalamazoo, Michigan. The facility offers an expansive parking lot, a large entryway, classrooms, multiple restrooms, and a gym. Out of joyful respect for Agape's generosity, we ask that everyone treats the building and its amenities with the utmost care and respect.

Entrance/Exit

KAT families are to enter through the main entrance only. The side garden entrance will be closed due to classroom use.

Drop Off/Pick Up

Students are to be picked up at the front entrance. Please be aware that traffic becomes quite heavy between classes. We ask that you remain mindful of students entering and exiting the building, as well as those walking to vehicles in the parking lot.

Parking

KAT participants are welcome to use any space in the parking lot. Please be mindful of the handicap spots at the front of the building and ensure they remain available for those with specific needs.

Arrival and Departure

KAT students should arrive no earlier than **7:45 a.m.** unless they are with their parents who are fulfilling volunteer duties. Students are to be picked up by **4:15 p.m.** unless they are with parents fulfilling volunteer duties.

Restrooms

Restrooms are located on each level throughout the building. Restrooms should not be used as a gathering place or for studying. Thank you for your cooperation in maintaining these facilities for their intended use.

Elevator

An elevator is available for necessary use and not to be used for recreation.

Restricted Areas

Please be mindful of staff offices on the fourth level. Only enter classrooms designated for KAT use.

Study Hall

Hours and Locations:

Study Hall is available daily from 8:00 a.m. to 4:00 p.m.

The main Study Hall is located on the lower level. A quiet Study Hall is also available in the main foyer for parents and students aged 13 and older.

Supervision and Safety:

Parents and guardians are welcome to remain in the Study Hall with their children. Please note that children aged 10 and under cannot be left unsupervised when they are not in a class; parents must remain on campus during these times.

Expectations:

Students are required to be in either a class or a Study Hall. To avoid distracting those in session, roaming the building is not permitted.

Study Hall is a privilege intended for studying, fellowship, and quiet games. We ask that everyone keep volumes at a reasonable level to respect the academic environment.

Food and Drink

Food and drink are allowed only in the study hall/lunchroom (unless for a specific classroom event). Participants are responsible for disposing of their litter and cleaning up after themselves. If a spill occurs, cleaning supplies are available for use. Please cover the food in the microwave and clean any splatters after use.

Use of Electronics

Use of cellphones, laptops, and other electronic devices are allowed during study hall periods. We ask that KAT participants maintain an appropriate work/study environment, free from unnecessary and inappropriate distractions. **This applies to ALL KAT participants (parents, students, tutors, and supervisory personnel).**

- **Prohibited Use of Electronics:** No cell phone, smart phone, or personal electronic devices may be used in class, including texting (unless specified as necessary by the tutor).

- **Proper use of Electronics:** Use discretion with volume when electronics are used during study hall. Use of cell phones or other electronics during study hall or hallways should be limited and respectful.

SAFETY

I-Chat Background Checks

All KAT parents who volunteer, supervisory staff and tutors are required to have an I-Chat Background Check completed. Personal information will remain confidential, and forms are shredded once I-chats are completed.

Lanyards

All KAT students, supervisory staff, volunteers parents and non-enrolled students are required to wear lanyards to allow a means of identification.

Each student will be provided with a KAT ID lanyard at the beginning of the school year and will be responsible for wearing it each Monday. There will be a cost of $5 for a replacement ID.

Lanyards for students 12 and under are **BLUE** and lanyards for students 13 and above are **GREEN.**

Parking Lot – Attention Drivers & Walkers

All Drivers are to be on the lookout for those walking to and from the building into the parking lot. Do not be distracted with cell phones. It is especially busy between classes with students being dropped off or picked up.

Students who drive to KAT may not sit in their cars or loiter in the parking lot.

Outside Supervision & Non-enrolled Children

Students/siblings may play outside **ONLY** when accompanied by their own parents.

Parents may bring their non-enrolled children to KAT, but they must always remain with them while on site. Non-enrolled teens may escort younger siblings to and from class, but may not remain on campus during classes.

Peanut Allergy – Peanut Free Facility

KAT is a peanut free facility. We have a few students with severe peanut allergies that can have life-threatening reactions even through cross contact and contamination. Please refrain from bringing anything containing peanuts to the KAT campus.

Sick Policy

In consideration of all KAT families, during times of illness, we ask that you refrain from attending KAT on a day that your child is experiencing any of the following symptoms, unrelated to any ongoing physical issues or allergies, within the last 24 hours:

- Fever
- Cough (non-allergy related)
- Difficulty breathing or shortness of breath
- Nausea/Vomiting
- Diarrhea
- Contagious illnesses such as, but not limited to, pink eye, chicken pox, measles, mumps, rubella, influenza, strep throat.

Visitor Policy

KAT welcomes all visitors but is foremost a learning environment. We are asking visitors wanting to connect with KAT members or tutors to please plan with those individuals, if possible. As a safety precaution, all non-KAT visitors on KAT days need to sign in and out at the monitor table near the entrance and collect a lanyard to wear while on church property. Please return the lanyard when signing out. We welcome visitors who would like to observe a class or tour the KAT facility to please contact a Parent Advisory Committee member at katfamilies@gmail.com, a tutor, or the Building Supervisor to make prior arrangements. This does not apply to current KAT families.

BEHAVIOR POLICY

- Participants need to respect themselves, others, and the property we rent.
- Participants are expected to obey the adults in charge (parents, monitors, supervisory staff, tutors, church staff).
- Parents will be notified if disrespectful behavior is displayed.
- Public displays of affection will not be allowed.
- Bullying is strictly prohibited.
- Refrain from profane, obscene, and improper language as well as improper gestures.

In cases involving profanity, verbal or physical abuse, or bullying, students may be asked to leave KAT for the day and a meeting with parents will ensue.

No Tolerance Policy

Verbal threats of violence against others, including, but not limited to, threats involving weapons, shootings, or bombings—are strictly prohibited. Local law enforcement will be contacted immediately if any such threats are made. Furthermore, falsely accusing another person of making such threats is considered a serious violation of the Participant Agreement.

Additionally, weapons of any kind, including knives and firearms, are not permitted on the premises.

The KAT Board is the legal oversight entity for KAT, and according to KAT organizational documents, its responsibility includes overseeing legal, procedural, financial and location aspects of KAT, and providing advice to the PAC. The board provides conflict mediation and intervention, and acts as arbitrators with PAC members, tutors, prospective tutors, students, parents, and facility managers when needed. As such, the Board has final authority to administratively withdraw students from KAT and determine eligibility for each family to enroll in KAT.

Classroom Code of Conduct

Please review the following Classroom Code of Conduct with your students:

- Arrive to class on time: Ensure you are present and ready to begin at the scheduled start time.
- Listen when others are talking: Give your full attention to the instructor and your peers.
- Raise your hand: Please wait to be recognized before speaking or asking a question.
- Do not leave class without permission.
- Be respectful: Treat your fellow classmates with kindness and avoid any behavior that distracts others from learning.

KAT DRESS CODE

Purpose:

1. To establish standards for the KAT co-op that support our mission and are consistent with Biblical principles and our Statement of Faith; to glorify God and edify others.
2. To promote an effective and wholesome educational environment in our diverse Christian community, while recognizing parental authority and accountability regarding clothing choices.

Background and Biblical Principles:

1. The spirit of the dress code is summarized by Romans 12:10: "Be devoted to one another in love. Honor one another above yourselves."
2. Each person is responsible before God for his/her thought life and for conforming it to the mind and will of God, including lustful thoughts. Out of Christian love for our brothers and sisters we also are obligated to consider the effects of our choices on other people, including what we wear.[1] We strive to engage in behavior that is righteous and pleasing to God, and avoid actions that could reasonably tempt others to sin, or promote harmful conduct or unbiblical ideologies.
3. We carefully considered the Biblical wisdom of: honoring God with our appearance; unselfishness, humility and consideration of others above ourselves; self-control, modesty, avoiding temptation, and setting a good example.[2]

Guidelines for *all* KAT participants on site (students, tutors, supervisory personnel, and parents):

1. Clothing must be neat, clean, modest, and not distracting to others.
2. The following are allowed
    - **Boys:**
        - Jeans, khakis, dress pants, sweatpants
        - Polos, T-shirts with sleeves, long-sleeved shirts, sweatshirts or hoodies
    - **Girls:**
        - Jeans, khakis, dress pants, dresses or skirts which must extend to the top of the knees when standing; sweatpants
        - Blouses, polos, T-shirts with sleeves, long-sleeved shirts; sweatshirts or hoodies
3. The following are not allowed:
    - Shorts of any length
    - Sheer clothing (unless the rest of the outfit would meet the requirements of the dress code if the sheer item were removed).
    - Symbols, logos or other materials (pins, buttons, etc) on clothing or accessories (such as bags or backpacks) that are in direct conflict with this policy, the Statement of Faith, or the Word of God (such as those with offensive wording/pictures or graphics with double meanings)
    - Visible undergarments or skin-tight shirts
    - Visible midriff, torso, shoulders, back, or chest
    - Pants with rips/holes (showing skin) above the knees
    - Clothing inconsistent with one's own biological sex (Deut. 22:5), including makeup or costume play

[1] Matt 5:27-28; Matt 18:6; Rom 8:5-8; 12:2, 14:12-13; 1 Cor. 8:13; Eph 4:17-24; Col 3:1-10; 1 Peter 1:14-16;

[2] Col. 3:17; Deut. 22:5; 1 Tim. 2:9a and 4:12; Phil. 2:3-4; 1 Tim. 2:9a and 4:12; Titus 2:6-7; 1 Peter 3:3-4.

INCIDENT COMMUNICATION POLICY

Incident Reports are issued for the following violations:

- Not wearing a lanyard or signing in/out after the established grace period once the procedure is understood
- Not following rules regarding designated areas for KAT
- Disrespect of monitor, tutor, or authority at KAT
- Unruly behavior
- Using electronics such as cell phones in class
- Dress code violations

If a student receives three notes, there will be a meeting with at least one Board member and one PAC member to discuss possible outcomes.

Some behaviors from students and/or parents would merit a more serious reprimand than an incident notice and would require a meeting with parents and possible dismissal from KAT.

Examples of these behaviors would be, but are not limited to:

- Using Profanity
- Bullying (intimidating behavior to create a response in others)
- Verbal Abuse
- Physical Abuse
- Using drugs or alcohol, smoking or vaping on church property, including personal vehicles

Process for KAT Supervisory Personnel Addressing Dress Code Violations

KAT Supervisory Personnel includes the Building Supervisor, Tutors, Committee Members, and Parent Monitors.

1. In the case of a potential dress code violation, a member of the Supervisory Personnel will briefly and discreetly notify the student and immediately send or escort the student to the building supervisor or member of the PAC for guidance. In cases where the tutor has released the student from the classroom, the tutor should briefly follow up with the building supervisor after class.
2. A minimum of two KAT supervisory personnel will discuss the potential violation with the student in order to evaluate if it is a violation.
    a. If KAT supervisory personnel do not concur about the violation, the student can return to his or her class or activity.
    b. Upon corroboration of a dress code violation by two supervisory personnel, they will discuss the violation with the student, and the building supervisor will follow the outcome procedures in Step 3.
3. A member of the KAT supervisory personnel will contact the parents to address the issue with their student. In principle, there are three potential outcomes:
    a. The student changes his or her clothes to meet the dress code.
    b. The parents authorize the student to go home and change clothes.
    c. The student remains at the building supervisor's table until the parent arrives with code-compliant clothes or to pick up the student.
4. KAT supervisory personnel will grant permission for the student to return to class once the violation is remedied.
5. KAT supervisory personnel will keep a logbook of dress code violations that will include date, name of student, violation, whether the parent was notified, and any additional details for record.

In the event of three dress code violations:

1. The family will be required to meet with the PAC Chair and another appointed member.
2. Unresolved issues will be brought to the attention of the KAT Board and may require additional meetings with the student and parent(s) involving a PAC member and KAT Board member.
    a. Attempts will be made for all parties to understand the context, attitudes and reasons for the violation, voice questions and concerns, and review the KAT policies and rationale.
    b. The goal is to restore the student to good standing at KAT.
3. Additional violations may result in student removal from the co-op.

PARENT COMMITMENT

Family Registration Fee and Tuitions

Each family pays a one-time Family Registration Fee of $80 for the school year. If a family joins midway through the year or at second semester the full Family Registration Fee is required. The registration fee is essential to cover the daily KAT operating costs and part of the building rent. Likewise, each family is expected to *read the KAT Parent Agreement*, read and understand the Purpose and Organizational Statement, the KAT Biblical Statement of Faith and comply with the Participant Guidelines.

Parents are responsible for honoring their commitment to tutors and paying tuition on time. Unpaid fees or tuition and unfulfilled monitoring responsibilities will suspend a family's ability to enroll in classes the following year.

Volunteer Commitment:

KAT is a cooperative effort, and we rely on parent volunteers to assist in overseeing each day of the school year. Volunteer commitments are determined by the total number of classes in which a family is enrolled.

The baseline requirement is the Monitoring Position. Every family must serve in a volunteer role for one or two days, depending on their number of enrolled classes. If your family enrollment requires three or four days of service, you are required to serve at least two days and have the option to buy out the remaining one or two days at a rate of $75 per day.

Parent consequences for missing service duty:

An "Unexcused Absence" is defined as a failure to complete an assigned service task. If you are unable to fulfill your duty and the absence is unexcused, you will be assessed a $25 fine and rescheduled. For repeated offenses, the fine increases to $35. Absences will only be excused and rescheduled for family emergencies, such as illness. To avoid a fine, please provide as much notice as possible. For example, if a child is sick on Saturday, please notify the Building Supervisor immediately rather than waiting until Monday morning. ***Please note that families with outstanding fines will be unable to register for future KAT classes until the balance is settled.***

Number of Classes Enrolled	Volunteer Commitment
1-3	1 day or 2 half days
4-6	2 days or 4 half days
7-9	3 days or 6 half days
10 or more	4 days or 8 half days
	Combination of full and half days is permitted

Monitors

Full Day:

Meet at 7:45 to help complete setup and for an Instructional Meeting. Monitor students in the study hall area with a partner. Ensure students are complying with rules like noise level, respect, and dress code. Assist with wiping down tables, vacuuming, and stacking chairs at the end of the day. Dismissal at 4:15pm.

Half Day:

Serve 7:40 to 12:05 or 11:50-4:15. If serving for the afternoon be prompt for the 11:50 Instructional Meeting.

Monitors need to be able to focus on their job. School aged children are welcome to be in the room with you, but you should not plan to accomplish a regular school day. We will have two monitors in one place, so you can assist your children in getting to their classes. Please arrange alternative supervision for toddlers or preschoolers who cannot stay in one place throughout the 4- or 8-hour commitment.

Pizza Day Distributor

- Oversee distribution on the second Monday of October through May.
- Monthly time commitment 1 hour at KAT (10:45-11:45).
- **Fulfills ONE daily Monitoring commitment.**

Set Up Crew

Meet at 6:45am to set up tables and chairs for the classrooms and distribute other supplies. This is a job that requires heavy lifting of tables and lots of walking around, so please only consider this if you are physically able. We will be moving stacked padded chairs to distribute around tables. Dismissal by 8am.

Children are welcome to come with the parent and can assist in setting up chairs or light supplies. Physically able teens can work with their parent and reduce a two-session commitment to one session.

You will serve seven or eight consecutive weeks according to the following schedule. The set up crew will be responsible for finding substitutes for others on your crew if you are unable to come due to sickness or schedule conflict.

Number of Classes Enrolled	Volunteer Commitment	Session Dates
1-4	One session	Sept 14-Nov 2
5 or more	Two sessions	Nov 2-Jan 4
		Jan 4-Feb 15
		Feb 15-Apr 12
		Apr 12-May 24

Tear Down Crew

Meet at 3:30 to begin taking down tables and chairs for the classrooms and collecting other supplies. This is a job that requires heavy lifting of tables and lots of walking around, so please only consider this if you are physically able. We will be stacking padded chairs higher than chest height and moving them with wheeled carts. Dismissal by 4:45pm.

Children are welcome to come with their parent and can assist in moving chairs or light supplies. Physically able teens can work with their parent and reduce a two-session commitment to one session.

You will serve seven or eight consecutive weeks according to the following schedule. The Tear Down Crew will be responsible for finding substitutes from others on your crew if you are unable to come due to sickness or schedule conflict.

Number of Classes Enrolled	Volunteer Commitment	Session Dates
1-4	One session	Sept 14-Nov 2
5 or more	Two sessions	Nov 2-Jan 4
		Jan 4-Feb 15
		Feb 15-Apr 12
		Apr 12-May 24

Cleaning Crew

Arrive at 3:30 to collect trash from classrooms, study halls and bathrooms. Vacuum or sweep classrooms once the tables have been removed. Clean bathrooms.

You will serve seven or eight consecutive weeks according to the following schedule. The Cleaning Crew will be responsible for finding substitutes from others on your crew if you are unable to come due to sickness or schedule conflict.

Number of Classes Enrolled	Volunteer Commitment	Session Dates
1-4	One session	Sept 14-Nov 2
5 or more	Two sessions	Nov 2-Jan 4
		Jan 4-Feb 15
		Feb 15-Apr 12
		Apr 12-May 24

Volunteer Opportunities which fulfill all volunteer hours and include free family registration:

- KAT Leadership (Board and PAC – See KAT Leadership Opportunities below)
- Website IT
- Website Manager
- Newsletter Coordinator
- Student Council Advisor

Website IT

- Time commitment varies based on website domain maintenance and updates.

Website Manager

- Estimated time commitment 10-15 hours set up during the summer. Less than 1 hour per week maintenance.
- Update website with tutor information and serving commitments.
- Link newsletter to website weekly.

Newsletter Coordinator

- Estimated time commitment 1-2 hours per week.
- Accept entries for the newsletter. Locate community homeschool events and information for Kalamazoo Cougars, Kalamazoo Heart, HPA, MICHN, etc. Information is located on Facebook.
- Format into an easy-to-read email.
- Maintain the list of subscribers.
- Send newsletters weekly or biweekly (TBD).

Pizza Day Coordinator

- Monthly time commitment 1 hour at KAT (10:45-11:45). Plus 1-2 hours of data management per month. Initial data entry in summer approximately 3 hours.
- Maintain the orders for pizza. Have a system for checking off each order when picked up by students.
- Make the pizza order a week before. The Treasurer will have a check prepared to give to Cottage Inn upon delivery.
- Oversee distribution on the second Monday of each month from October through May.
- Shop for pop as needed from your own money then submit receipts for complete reimbursement to the Treasurer.

Student Council Advisor

- Time commitment 1-2 hours weekly outside of KAT.
- Arrive at the end of first period to set up the Student Council Table. Bring printouts and decorations. Sit at the table for a few periods and make sure Student Council members cover the other periods.
- Work with the Student Council of about 10 members to produce monthly newsletters, daily questions, Spirit Week, potlucks, bake sales, possible field trips or student activities.
- Meet monthly with the Student Council to plan the events.
- Host a summer planning meeting for brainstorming, planning, and team building for the Council members.

Volunteer Opportunities which fulfill all volunteer hours:

- Yearbook Coordinator
- Hospitality Center
- Lanyard Organizer (2)
- Coffee Station (Morning)
- Coffee Station (Afternoon)

Lanyard Organizer

- Keep lanyards organized and clean from week to week. Return with neatly wrapped cords and lanyards in rows.
- You must be available to drop off lanyards by 7:45am & pick them up at 4:15pm weekly.
- Ideal for a family that would have difficulty fulfilling monitoring duties and who lives near KAT.
- One semester commitment. You must have a back-up person arranged to do the job in case of sickness.

Coffee Station Morning

- Weekly commitment takes less than 15 minutes.
- Set up the Keurig Coffee machine, condiments, and water bottles by 8:30am.
- Bring 2 gallons of filtered weekly to use in the machine.
- Ideal for moms with young kids who are at KAT during the first period.
- You must have a back-up person arranged to do the job in case of sickness.

Coffee Station Afternoon

- Weekly commitment takes less than 15 minutes.
- Clean and store Keurig Coffee machine, condiments, and water bottles by 3:45pm.
- Keep stock of coffee and condiments. Reorder as needed from your own money then submit receipts for complete reimbursement to the Treasurer.
- Ideal for a mom with young kids who is at KAT during the fifth period.
- You must have a back-up person arranged to do the job in case of sickness.

Board of Directors

Role Description: A Board member is a volunteer position and a commitment to the KAT community. The Board term begins and ends in September. Commitments are as follows:

- Meetings four times per year, and as needed, to handle KAT business and legal matters.
- Assisting the PAC as needed.
- Hosting a pizza lunch in the spring for tutors and students.
- Communicating promptly by email; you must have the ability and inclination to answer emails.
- Be willing to enforce and support KAT participant guidelines and policies.
- While serving on the KAT board, board member families will not accept public school partnership funds for any child enrolled at KAT.

Prerequisites for prospective board members:

- At least two years of home schooling by choice (not merely due to pandemic restrictions in public or private schools).
- At least two academic years of KAT involvement; involvement includes but is not limited to having students enrolled in KAT classes; being a tutor; PAC membership; or previous KAT Board membership.
- Affirmation of the KAT Biblical Statement of Faith.
- Reference letter from a person to whom the applicant is spiritually accountable, such as a pastor, shepherding elder, or other similar person. The letter should not be from a family member.
- Passing of iChat verification (required by Centerpoint Church).

Parent Advisory Committee (PAC)

A Parent Advisory Committee (PAC) member is a volunteer position and a commitment to the KAT community for at least two years (if possible). Commitments are as follows:

- 1 1/2-hour meetings one Monday of each month during the KAT school day. Usually the first Monday of each month.
- Assisting with June and August registration - both take place on Mondays from 9-3.
- Assisting with the Spring Tutor meeting. (Tuesday evening in April)
- Interviewing tutor prospects in February. (Mondays at KAT)
- Designing the schedule. (March and April PAC meetings. May require additional meeting times to complete)
- Hosting a tutor brunch in December. (Monday at KAT)
- Possibly assisting with pizza days, picture day, or any special events hosted by or at KAT. (Not all PAC members are necessary for these days)
- Communicating promptly by email; you must have the ability and inclination to answer emails.
- Be willing to enforce and support guidelines and policies.

Benefits for KAT Board Members and PAC

- Family Registration fee is waived
- Monitoring responsibilities are waived


"And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ, to the glory and praise of God."
(Philippians 1:9-11)
www.kalamazoo-area-tutors.com