

INLAND CHRISTIAN ACADEMIC PROGRAM

OUR PURPOSE

ICAP's goal is to come alongside the homeschooling family to provide support and encouragement. Our goal in offering classes is to assist the families of junior high and high school students by providing Christian-based college preparatory classes that supplement the educational efforts of homeschooling parents. The classes are designed to equip and inspire the homeschool family to successfully homeschool these ages and at the same time provide a place where the academic experience of younger siblings can be enriched as well.

All classes are taught from a Christian perspective and are at the level necessary to count as junior or senior high college preparatory credit. Instruction is provided in a number of subjects on one day, in one location, along with an enriching Co-op experience for Kindergarten through 6th grade students.

We are not an Independent Study Program. There are a number of excellent ISP's available. Rather, ICAP is a supplemental service offering opportunities for the Christian homeschooled student to participate in a classroom environment that provides accountability to a teacher with subject expertise.

We believe it is a privilege to participate in a program such as this and therefore we adhere to a high standard of behavior for all students. Disrespect to any adults, lack of cooperation with our rules of conduct or dress code, or unkindness towards any other students will not be tolerated. We want this program to be a safe environment for all children so they can enjoy learning and socializing with other Christian homeschool students.

We also understand that a program such as this is not suitable for all homeschool students or families. It is offered for those who can and will benefit from it.

WHO WE ARE

Affiliation: ICAP is not affiliated with any particular ISP, support group, or church, but is offered to the entire Christian homeschool community.

Corona ICAP serves the homeschool community in and around the Corona, Norco and Chino areas. Administrator Karen Petersen brings several years of homeschooling experience to ICAP and has taught at the Corona Campus for seven years. She is also a Co-Student Council Advisor for Corona ICAP. Karen worked in Children's Ministries for nine years, and has been involved in Boy Scouts on a local and district level. She and her husband have three children, ages 16 to 21. Both of their sons have earned their Eagle Scout Rank. Their oldest is attending college with a major in Business and a minor in Marketing. Their middle son graduated this year, 2009, and will be attending college in the fall. Karen and her daughter look forward to another successful year at ICAP.

Karen Petersen (949) 387-1465 or Karen@icapclasses.com

Riverside ICAP serves the homeschool community in and around the Riverside area. Administrator Sabrina Williams comes to ICAP having graduated her oldest daughter as a National Merit Achievement Award Winner who earned a full scholarship to Brown University, an Ivy League school in Providence, Rhode Island. She continues to homeschool her 3 other children who range in age from High School to Elementary. In addition to home educating her children for the last 13 years, Sabrina has served in various leadership capacities in her church and in the community. She has held such positions as Children's Ministry Leader, Finance Committee Member, Executive Board, Inner City outreach, national & international missionary, Conference Speaker, Marriage & Family ministry Leaders and Parent Educators. Sabrina has a desire to assist other homeschool families to be the best families and educators they can be.

Sabrina Williams (909)689-6800 or Sabrina@icapclasses.com

ICAP Director: Crystal Hume is ICAP's program director. She started ICAP in 1999 and comes to this program having directed classes for homeschool students in both Los Angeles and Orange Counties. She has been homeschooling for over 17 years, has a Master's degree in Education, and spent 10 years as a classroom teacher. Her oldest son has graduated from Biola University and her second son is attending college.

Crystal has used many varied approaches to homeschooling as her family needs have changed, and she enjoys equipping and encouraging other families for success in their homeschooling experience.

Crystal Hume (951) 273-0153

Facilities: New facilities are being considered for future years. Please contact Crystal Hume if your church would consider hosting an ICAP program for your area.

WHAT WE ARE

ICAP consists of two sub-programs:

- ICAP Academy consists of the Junior and Senior high classes
- ICAP Co-op consists of the K through 6th grade classes

Due to the unique needs of each of these two age groups, the two programs have some important differences.

ICAP ACADEMY

Class Information:

The junior and senior high classes are taught by instructors who are competent at delivering excellent classroom instruction and inspiring the students to learn. The students are accountable to the instructor for all homework, tests, class participation, and any other requirements the instructor may have. *However, the parent remains the primary teacher.*

The academic classes are year-long commitments and are designed to fulfill college-prep course requirements. *As such, they require a high level of commitment on the part of the student as well as the parent.* The Multi-Age elective classes are semester-long classes designed to give students the opportunity to gain experience in areas of learning not generally included in a required course of study.

Parental Responsibilities for ICAP Academy:

- Parents of students enrolled in Jr. high & Sr. high classes have a *mandatory requirement to spend time in each of their students' classes; a minimum of two times per class, per student, each semester. **Parents are required to stay connected and aware of their student's performance in class.***
- A parent of junior high students is expected to remain on the premises and to volunteer to serve in some area of service for one to two hours each week during the time their student is in class. (Hours of service are based on the number of classes their student(s) are taking). Parents of junior high students may leave campus after their hour(s) of service are completed.
- *Parents are still their student's primary instructor and are responsible for maintaining necessary follow-through on reading, math and written assignments and for supervising their student's at-home study. **Parents should expect to spend a minimum of two hours a week overseeing their student's education for every one hour a student spends in a class.***
- Parents are responsible for purchasing required curriculum as instructed prior to the start of ICAP classes. All text books are required the first day of class, as homework will be assigned and due the second week of class.
- Parents are required to uphold the student's Behavior and Dress Code policy their student has signed.
- Parents are also required to abide by the Behavior and Dress Code policy.
- The parent is expected to handle any discipline problems that are brought to their attention, pay their tuition before the first day of class and prayerfully support the Administrators and Instructors of ICAP.
- A lab fee, supply fee, or book fee may also be required for some classes where specialized equipment or supplies are needed. Occasionally, the required texts are not readily available to families and are more conveniently supplied by the program. In these cases a book fee is charged at registration.

ICAP Co-op

Class Information:

The K-6th grade enrichment classes are hands-on project-based classes and are taught primarily by other homeschool parents. They are designed to supplement the at-home instruction by planning preparation-intensive projects and activities to enhance the student's experience within the subject matter.

The K-2/3rd grade classes do not require textbooks and have very little, if any, homework. Some of the 3rd-6th grade classes require textbooks, as indicated, and will have homework.

Progress reports are not issued at the elementary level, but you may discuss your students progress with the Instructors.

Parental Responsibilities for ICAP Co-op:

- Parents of students enrolled in Co-op classes are expected to provide corresponding home instruction for the classes their students are taking. This can be in the form of related textbook reading, library book reading, videos, or any number of other methods.

- *A parent is expected to remain on the premises and to volunteer to serve during the hours their K-6th grade student(s) are in class. (One to two hours, depending on the number of classes the student is enrolled in). Note: this will not necessarily be in your child's classroom depending upon the areas in need.*
- **K-6th grade students are not allowed to remain on campus without a parent in attendance.** The ICAP day is designed for families to share in learning together.
- A lab fee, supply fee, or book fee may also be required for some classes where specialized equipment or supplies are needed. Occasionally, the required texts are not readily available to families and are more conveniently supplied by the program. In these cases a book fee is charged at registration.

Discipline:

For a student of any age who poses a discipline problem in class:

1. The following week, the parent **MUST** attend class with the child.
2. The Teacher will let the Administrator know that a problem has occurred, and that the parent is due to attend class the following week.
3. If the issue is related to the playground or outdoors, the parent is to remain with their child on the playground or during outdoor activities, OR other arrangements will need to be made for that student during that time of day.

FEES

Annual Registration Fee: \$100.00 per family, (non-refundable except in the case of cancelled classes.)

Semester Tuition:

Semester tuition is refundable providing the withdrawal is completed in writing through the third (3rd) week of classes. No refunds will be given after the third (3rd) week of class or if a student is asked to leave the program.

Course fees are as follows:

K-2 grade classes	\$60 per class, per student*
3 rd -6 th grade classes	\$70 per class, per student*
Junior High	\$120 per class, per student
Multi-Age Electives	\$120 per class, per student
High School	\$140/\$155 per class, per student

*Families who register older siblings for one (1) or more junior high, multi-age elective, or high school class will receive a \$20.00 per class discount on siblings K-6th Co-op classes.

OTHER FEES AND PAYMENT REQUIREMENTS

- Non-Attendance at Parent Meeting:

- *Meeting attendance must still be made up by listening to a tape of the meeting or attending a make-up meeting the second week of classes. Time and location of make-up meeting will be announced the first week of class. If both meetings are not attended, a fine of \$15.00 will be added to your account.*
- *Every area of responsibility will have a reporting structure. If you are unable to attend ICAP due to illness or other emergency, you must call your team leader no later than 8 a.m. on Thursday. Failure to notify your team leader of your absence will result in a no-show fine of \$25.00 which will be added to your account.*
- *If you are planning a vacation or other scheduled absence, please notify your team leader as soon as possible so arrangements can be made to cover your area. Failure to notify your team leader will also result in a no-show fine of \$25.00 which and will be added to your account.*
- At registration, a payment of ½ of the total family charge is expected to hold the students' places in the classes. Payments of less than ½ must be approved by the ICAP Administrator prior to registration.
- For your convenience, payments may be made over the summer in installments, but **please note that all class fees must be paid in full by the end of the 3rd week of classes after Adds/Drops have been submitted.**
- Parents are also responsible for purchasing any curriculum and supplies as required by the instructor. (Generally from any outside source you choose.)
- A lab fee, supply fee, or book fee may also be required for some classes where specialized equipment or supplies are needed. Occasionally, the required texts are not readily available to families and are more conveniently supplied by the program. In these cases a book fee is charged at registration.

REFUNDS

- Annual Registration Fee – Non-refundable unless a class is cancelled and results in the family withdrawing from the program.
- Tuition – A full refund of tuition will be given if the student withdraws from a class through the third (3rd) week of class, through written notification. No refunds will be given after the third week or in the event of a student being asked to leave for repeated code of conduct or dress code violations.

SCHOLARSHIPS

Scholarships are sometimes available in the form of teaching opportunities in the K-6th Co-op classes, and in some cases for taking on significant additional responsibilities beyond the required volunteer areas of responsibility. If you are interested in a scholarship position, please contact Karen Petersen during the registration period.

ACCREDITATION DISCLAIMER

ICAP is not a school or an Independent Study Program, and, as a result, does not offer or grant academic credit for classes offered. Most families enrolled in our program are members of private independent study programs (ISP's) and it is through these schools that academic credit is received when parents, who remain the primary instructors, can demonstrate that their student completed enough coursework to warrant granting credit. ICAP does provide course descriptions, class syllabi, and

quarterly progress reports to help validate the classes. (Progress reports are not given in elementary classes.)

NURSERY & PRESCHOOL CARE

Nursery and preschool care is available each hour at no additional charge for siblings of students or for Teachers children enrolled in classes that hour. *A parent is required to remain on the campus at all times.*

SICK CHILDREN

If an elementary, nursery or preschool child is sick, parents MUST arrange for a substitute for their area of responsibility, and all elementary age and younger children will have to stay home that day. In most cases, there is no need to make up the elementary student's work. Please check with your student's teacher for any work that may have been missed.

If a junior or senior high student is absent from class, he/she should take the responsibility to get assignments and important information from another student or contact their teacher. Any missed assignments MUST be made up and turned in the following week. Absences will affect the student's grade if the homework is not caught up. If a younger sibling is sick, the junior or senior high student may come to ICAP without a parent as long as the parent's area of responsibility is covered.

STUDY HALL

Study hall is offered each hour for students 3rd grade and up who are not registered for a class that hour. It is also available for mothers to work with their younger students. Please make sure that your student has adequate work to do to occupy him/her for an hour of quiet work.

FALL ORIENTATION

Junior and senior high students along with one parent are required to attend Fall Orientation at each campus where they are registered for a class. Students will have an opportunity to meet fellow students, instructors, and administrators. In addition, conduct, dress code requirements and other program guidelines will be addressed.

TO REGISTER

1. Read and sign the Parent Responsibility Contract and Student Code of Conduct Contract and Dress Code carefully to make sure that this is a program that both you and your student(s) want to be a part of.
2. Plan your schedule. Make sure that each child who is on campus while ICAP is in session is enrolled in a class or study hall each hour you are in attendance.
3. Complete the Family Registration Form.

4. Complete the Medical Release form for each student and sign your agreement with the Parent/Student Responsibility Contract and the Student Code of Conduct/Dress Code Contract. (*Students over 10 years of age must sign their agreement as well.*)
5. The \$50.00 family registration fee plus \$50.00 is the minimum required to reserve your students' places in the desired classes. ($\frac{1}{2}$ of the tuition balance is desired for enrolling students.) Balances can be paid in installments but **MUST be paid in full by the end of the 3rd week of classes after all Adds/Drops have been submitted.** (If a situation arises where you are unable to pay in full by the 3rd week of class, please see Karen Petersen).
6. For your convenience, we are now able to accept MasterCard, Visa or PayPal payments for ICAP classes. Please visit our website at www.icapclasses.com, go to the Family Resources page and near the bottom of the page, click on the M/C & Visa "pay now" button. You will be directed to a secure PayPal site where you can make a payment or pay in full. (There is a \$15.00 fee for using PayPal.)

COMMUNICATIONS

A "**mailbox**" of hanging files with every family's and Teacher's name is located outside office. Generally, mailboxes are ready by the 4th week of classes and this is where you will find important school information (such as activity reminders, Teacher communications, etc.) as well as your name badges. High school students are required to check their family mailboxes and forward all communications to their parents.

Email is the PRIMARY tool utilized to keep you informed of current events, news, reminders, and upcoming requirements. Parents should review their emails each week before attending ICAP. Students may have their personal email address added to the email directory to be included in the news, keeping them well informed as well. Email is only to be used for ICAP related business (example: homework questions, coordinating play dates, or a personal prayer request, but forwarding jokes and utilizing ICAP emails for business marketing is **NOT** allowed). When sending email to ICAP families, you must include the word ICAP (icap) in the Subject Line or your email may be deleted as Spam. If for some reason you are not receiving email from ICAP, please check your Spam settings to allow ICAP related mail. Unless you specify otherwise, your email will be listed in our ICAP directory.

It is very important that there be good communication between parents and teachers. If you have questions or concerns, about homework assignments or classroom information, please speak directly with your students teacher. If for some reason you are not satisfied, please take the time to pray about it, then bring the matter to the Administrator. Please do not discuss with other parents.

CALENDAR

Corona ICAP classes begin the last Thursday in August or the first Thursday in September, and continue for two 8-week quarters ending in January, taking a holiday day for Thanksgiving. The second semester will begin in January, and will continue for two 8-week quarters, taking a semester break in January and a holiday day for Easter. Classes generally finish the third week of May.

Each campus's calendar is posted on our website, www.icapclasses.com

BREAKS AND LUNCH

ICAP classes are 55-minute or 85-minute classes with a 5-minute break following each class to use the restroom or to get drinks. Students are NOT permitted to leave the campus at any time for a “fast food run” without being accompanied by a parent, unless they have a responsibility waiver signed by their parent and filed in the office.

Student Council sells a hot lunch consisting of pizza, chips and a drink, usually the second and fourth Thursdays of each month. A monthly calendar will be given out at the mandatory orientation meeting that will have important explanations, dates, and our lunch schedule, and is always posted on our website.

Weekly reminders are included in the “E-News.” At the beginning of the lunch hour, our Flag Salute and Prayer are done at the flag pole near the playground. All families are expected to join in.

Food and drinks (other than water) are not allowed in the classrooms. During rainy days, an exception will be made. Please check with the office for which rooms will be utilized, however, please make sure that all trash/food items are cleaned up at the end of the lunch period, before the next class begins.

CAMPUS CARE

Please take care of our campus church! Help us to keep it clean by picking up your own trash, as well as any you see. We want to leave this place better than when we came. There are parent volunteers to “assist,” but many hands make light work!

PLAYGROUND

It is the parent’s responsibility to supervise their child(ren) on the playground. We do have two (2) playground attendants during lunch to assist parents. Please ensure your child is respecting both the equipment and the grounds at all times. It is the property of the church and we want to be good stewards of our great campus. This includes NOT climbing on the outside of the slide tube, pulling on plants, climbing in trees or fountains, or leaving trash laying around. Children are asked to be respectful and fair towards other children on the playground. All parents should address any children they see acting inappropriately on the playground to ensure safety and encourage a Godly attitude.

PARKING LOT

The church has asked that ICAP families enter and exit the church parking ont from Buena Vista street **only**. This is both to reduce noise while church leaders are working and increase safety on the campus. You should be driving slowly, 5mph, when in the parking lot. Students are **not** allowed to “hang out” in cars where parents are not present. If found, they will be directed to Study Hall and parents will be notified. If it becomes a persistent problem, disciplinary action may be taken.

SAFETY

The safety our students and parents while at ICAP is very important to us. For this reason, **all parents and students must wear their ICAP name tag at all times while on campus**. Also, all visitors must stop by the office and obtain a “visitors” badge. Also, ICAP students are not to roam the church grounds. Students need to either be in a class or study hall, with their parent, or on their way home. We have

been asked **not** to use the halls or restrooms near the church offices (north end of the church) and we need to be extremely quiet if there is a specific reason to be in this area or upstairs. Our hall monitors will be walking the campus to make sure everyone is where they should be.

Wheeled type shoes, scooters, or skateboards are not allowed on campus and running in the halls or upstairs is never allowed.

Regarding fire alarms – If the fire alarm goes off, please proceed quickly and orderly out of every classroom to the large grass area beyond the playground. For those classes upstairs, please do not run down the stairs. Teachers will remain with their class and ensure all students are accounted for. The administrator or a designated leadership team member will give further instructions after all students/parents are accounted for.

READING INCENTIVE PROGRAM

The ICAP reading incentive program is designed to be a tool families can use to encourage their students to read good books. It is available to any homeschooled student enrolled in any ICAP class. The students keep their own reading log at home, and parents determine how much each book is worth using the guidelines that are posted on the form itself, or our website: www.icapclasses.com. Students can keep a running total of how much they have earned and turn their reading logs in for ICAP bucks the first Thursday of each month during lunch.

Parents are asked to volunteer to run the ICAP Bucks table where they will check reading logs and hand out ICAP Bucks.

ICAP BUCKS

ICAP bucks are tools that can be used by ICAP teachers and administrators to encourage positive Christian character in our students as well as to encourage excellent attitudes and performance in their pursuit of knowledge. Students can earn ICAP Bucks in 3 ways:

1. Teachers distribute ICAP bucks at their discretion in their classes for various reasons. They can use them to encourage students to arrive at class on time and with all their supplies. They can be earned for extra credit work done outside of class, or to reward students' quality of work.

In elementary classes, bucks will be distributed in class. Students do not need to carry their "bucks" to ICAP each week. We have quarterly elementary stores as well as a Christmas store where these students can bring their bucks and shop for themselves, or for Christmas gifts for family members! These dates will be on our calendar.

2. By reading books that qualify for bucks according to the Reading Incentive Program.

3. By demonstrating an exemplary "heart of service" to the ICAP community on an ICAP day.

Elementary Student Store

This is a store set up quarterly for these students to spend their bucks. For your child to participate, each parent is asked to donate one \$5 item each quarter for each student participating in the auction. This provides a variety of items for the elementary students to shop for and reward themselves for a job well done!

Parents are asked to volunteer to help run the student store.

ICAP Jr./Sr. High AUCTION

This event is held once a year, at the end of the year, for junior and senior high students only. ICAP bucks, in the form of ICAP "checks," are earned in classes based on the student's grade, participation, class preparedness, doing extra credit, and demonstrating an exemplary "heart of service" to the ICAP community.

ICAP bucks are given by each teacher at the end of every quarter in amounts not to exceed \$150 per quarter.

Reading incentive bucks are accumulated throughout the year and awarded at the end of the first semester and prior to the auction.

Parents of junior and senior high students are asked to donate a \$20 gift item near the end of the year for each of their junior and/or senior high student(s) participating in the auction.

FELLOWSHIP & ENCOURAGEMENT

Fellowship and encouragement are an important part of ICAP. We offer monthly and/or quarterly lunchtime info meetings to help encourage you in various areas of home schooling and spiritual growth. Occasionally, we will schedule a guest speaker. (Fellowship meetings will be announced via our weekly E-News letter and/or posted fliers in office window).

Additionally, we offer a Secret Sister's group, which is a year long commitment. Sisters pray for one another and bring a monthly gift/note of encouragement according to a schedule provided by our Secret Sister Hospitality Coordinator.

We also have a group of mom's that plan a special tea to honor all of our ICAP mom's! If you have the gift of hospitality or encouragement, please see our Administrator and let her know you are interested in participating or helping to plan any of these events!

FIELD TRIPS

ICAP parents may coordinate field trips from time to time. You may send out detailed emails, place fliers in family "mailboxes," and post fliers in the office window. When on field trips, all families are expected to conduct themselves in a Christ-like manner, bringing honor to our school and the Lord. ICAP is not responsible for activities occurring outside the ICAP campus. Occassionally, ICAP will coordinate field trips, or Teachers offer field trips for their class, at which time payments/signups will be offered through the school office.