HOB+ Enrichment Program Family Manual 2025-2026

What is the HOB+ Enrichment Program?

The HOB+ Enrichment Program (HOB+) is an educational and enrichment program for diverse homeschooling families located in Fauquier, Stafford, Culpeper, Orange, and the surrounding counties. The HOB+ Enrichment Program is open to all new and current HOB+ members. By enrolling in the HOB+ Enrichment Program you will also have full access to all HOB+ co-op events, clubs, field trips, playgroups, support, and activities!

Mission Statement

The HOB+ Enrichment Program's mission is to provide an educational, enriching, and nurturing environment where students can come together to participate in group classes. This was created to assist in providing supplementation and enrichment to your student's education, and to encourage connections within the homeschooling community.

Statement of Purpose

1. To teach our children responsibility, respect, and cooperation.
2. To provide group educational opportunities.
3. To share educational successes and failures with each other.
4. To encourage, fun and safe social opportunities for the homeschool community.
5. TO MAKE FRIENDS! 😊

Communication

The HOB+ Members Facebook page (FB), Homeschool Life (HSL) and email will be the primary means of communication. Members are responsible for checking their email the night before and morning of classes for important news related to HOB+. If you do not have access to email, please inform HOB+ leadership.

Pertinent information will also be added to the HSL website at: https://www.homeschoollife.com/2176/index_public and FB https://www.facebook.com/groups/HOBMembers

If you need to contact the director: hob.director.llombardo@gmail.com or (540) 845-2526.

Parent and Student Responsibilities

Parental Responsibilities

1. Respect and adhere to all guidelines in the HOB+ Enrichment Program manual.
2. Contact the instructor as soon as possible if your student will be absent.
3. Review the entire manual with your student.
4. Check email and/or HOB+ Members Facebook page the night before and morning of classes to stay informed of HOB+ business.
5. Arrive on time. Tardiness is very disruptive to the instructor and the class.
6. Once classes have ended for the day, be prompt in gathering your children and belongings; then relocate outside to socialize. This will allow the instructors to pack up and for clean-up volunteers to clean the classrooms.
7. As a co-op everyone is required to help in some way. Upon registration you will be required to select at least one volunteer option, some have the option for younger siblings to attend, so there is something for everyone.
8. If you have issues and/or concerns, contact the instructor to schedule a time to talk. During class or in front of others is not an appropriate time for an important conversation.
9. If you pay in monthly installments, please pay on time. Payments are due the first Friday of each month. If payment is not received by the third Friday, your students will be unable to attend until the missed payment is up to date.
10. If something is seriously damaged by your child(ren), you will be held liable for damages.

Student Responsibilities

1. **Respect Yourself:** Conduct yourself in a safe and orderly manner.
2. **Respect Others:** Be kind to peers. No pushing, hitting, shoving or hurtful language will be tolerated. This also means to be respectful to instructors and volunteers inside and outside of the classroom setting.
3. **Respect Property:** The Bealeton Baptist Church (BBC) and HOB+ have been more then generous in allowing us to use their facilities. Take care of all you touch. If something does get damaged, report it to an instructor right away.
4. Be on time, prepared for class, and ready to learn.
5. Keep your electronic devices turned off or set to vibrate and in your backpack during class. No electronic device use of any kind – texting, calling, listening to music, playing games, etc. - is allowed during class time unless instructor approved.
6. Bring a sealable water bottle (label with name) and a backpack each week to class.
7. If you are here during the lunch break, bring a packed lunch. But please do not bring nut products to HOB+. We have several severe nut allergies.
8. Clean up after yourself in your classroom as well as during lunch. Do not leave your classroom or attend recess until you have completely cleaned up your space and the floor underneath you.

School Calendar 2025-2026

Classes will be held on Fridays at BBC. Please sign in your children by 9:15am and meet in cafeteria for morning meeting.

HOB+ Enrichment Program | 2025 - 2026

July 2025

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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August 2025

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September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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February 2026

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March 2026

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April 2026

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May 2026

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Supply Fee Policy

Supply fees are due by July 18, 2025 to hold your spot in the class. If fees are not paid by this deadline, your spot may be given to a student on the waiting list.

If supply fees are not paid beforehand, they must be paid no later than August 8, 2025, before classes begin. Failure to pay by this date will result in the student being dropped from the class. *A student may be re-added to the class upon payment of supply fees and with the instructor's permission.*

DATES TO REMEMBER	Payments Due & Pizza Day
1st Day Fall Semester: August 22, 2025	(Pizza Day begins in October)
Last Day Fall Semester: December 19, 2025	Yellow: Spirit Day!
1st Day Spring Semester: January 9, 2026	Purple: No Classes
Last Day of Classes: May 22, 2026	Blue: Snow Make Up Day

Operating Schedule 2025-2026

Normal Operating Schedule

Set-up:	8:30am-9:00am
Doors Open:	9:00am
Morning Meeting:	9:15am-9:25am
Session 1:	9:30am-10:25am
Session 2:	10:30am-11:25am
Lunch Break:	11:30am-12:25pm
Session 3:	12:30pm-1:25pm
Session 4:	1:30-2:25pm
Session 5:	2:30pm-3:30pm
Parent Pick-up:	3:30pm
Clean-Up:	3:30pm-4:00pm

Inclement Weather Policy

In case of inclement weather, the decision regarding cancellation or delayed opening will be made by 7:00 am. We often follow Fauquier County School closings, but not always. Parents will be contacted via email and HOB+ Members Group on Facebook.

Our choices will be:

- Hold classes as planned.
- Have a 1-hour delayed opening.
- Or cancel class for the day.

If multiple snow days are missed, we will make up those days at the end of the school year.

*Please be advised: *It is at your own discretion* to travel to and from classes in inclement weather. *Please decide based on your own family's safety.*

Illness Policy

For the consideration and well-being of others, please do not bring a child to class who is experiencing any of the following symptoms:

1. Fever over 100.4°F (within the last 24 hours)
2. Diarrhea, nausea, or vomiting (within the last 24 hours)
3. Cough (not related to allergy)
4. Virus or infection known to be contagious or parasites such as, but not limited to, conjunctivitis, chicken pox, measles, mumps, rubella, influenza, strep throat, lice, etc.

5. Difficulty breathing or shortness of breath (not asthma-related)
6. Questionable rash
7. Discharge in or around the eyes
8. Green or yellow nasal discharge

If a student becomes ill during class hours, the parent will be notified to pick up their children promptly.

Allergies & Medical

If your child has any food or environmental allergens, be sure to complete the Student Medical Form and return it promptly to HOB+. While HOB+ makes every attempt to decrease allergen exposure for participants, ultimately, it is the responsibility of the parents to ensure everyone is aware of the allergens and that the proper precautions are in place for the child's well-being. We ask that none of the students bring nut products including peanuts. There may be other severe food allergies. Everyone will be notified before the start of classes of any other restrictions.

Arrival & Departure Procedures

Please park in the back gravel parking lot behind BBC. This lot is located on Schoolhouse Road. The front lot is reserved for church business during HOB+ hours. ALWAYS be mindful of students crossing the parking lot and playing on the playground.

Always enter and exit the building through the front door (not the chapel entrance).

Signing in and Out Procedure:

A parent/guardian must always accompany the child(ren). Students under the age of 16 should never be dropped off outside and left to enter alone. Teenagers that are 16 and older may enter and sign themselves in since often they drive themselves.

Everyone must report to the welcome table in the Meeting Hall to sign your child(ren) in and out every week, as well as find important information and submit payments for instructors.

Safety and Building Usage

1. No running in the building.
2. Do not bring weapons of any kind.
3. No illegal drugs, alcohol, or tobacco or vaping products permitted on the premises.
4. Students must ask to leave the classroom.
5. Stay in HOB+ approved rooms only.

Please remember that the Bealeton Baptist Church are our supportive hosts. We need to show our appreciation by using their property and belongings with care. Be respectful as we do not wish to lose the privilege of using their facility.

Incidentals

If property and/or equipment are damaged intentionally or as a result of disregarding the rules of conduct set forth in this manual, the parent and/or guardian will be held financially responsible for any repair or replacement of such damaged property and/or equipment.

Study Hall

This "class" is provided as a place to go if a student has a session open between enrolled classes. Students should come to the study hall prepared to engage in studies or quietly read. When in Study Hall, they should be quiet and courteous to other students completing their work. Students may ask instructors for assistance as needed.

Students between classes may not go outside or wander around BBC. Study Hall for Sessions 1 and 5 are reserved for students of volunteers or instructors unless special arrangements have been made.

Homework Expectations

Many of the classes in HOB+ require extra assignments at home (mainly at the middle school and high school level). Parents should review the syllabus for homework expectations per class and ensure your student(s) complete it. HOB+ is a supplemental educational and enrichment program and does not take the place of your home education. Ultimately, it is the parent's responsibility to oversee their child's education.

Student Supplies & Storage

Required textbooks and supplies are listed in the Class Descriptions. Students are responsible for bringing supplies requested by the teachers for each class every week. HOB+ recommends the use of backpacks since students will have to carry their supplies for each class. Parents should periodically check supplies to ensure their children are prepared for their classes. All supplies should be marked with your child's name.

We recommend that every student have the following: Backpack, labeled sealable water bottle, lunch or snacks.

Enrollment & Registration

Enrollment in HOB+ Enrichment Program is established when the registration form has been submitted, the registration and supply fees have been paid, and the membership/registration packet including all required forms with the appropriate signatures have been received. Registration is done on a first come, first served basis.

1. Instructors are offered enrollment first.
2. Enrolled students from the previous year are offered enrollment second.
3. Next, current HOB members can enroll.
4. If there is any space left, enrollment is opened to the wider community.

Classes are capped for enrollment and have a minimum enrollment requirement. HOB+ reserves the right to cancel classes due to low enrollment. Cancelled classes due to low enrollment will be determined on August 15, 2025. Enrolled families will be notified at the time via email.

Should HOB+ have to close enrollment due to maximums being met, students may be put on a waiting list and invited to fill vacated spots at the discretion of instructor.

***A Waiver and Medical Release Form signed by the parent is required for each student to participate in the classes. Registration WILL NOT be complete without properly completed forms.

Registration and Supply Fees

A nonrefundable registration fee of $90.00 per family is due upon registration to assure your family's participation in HOB+ Enrichment Program. This fee covers insurance, facility use, cleaning, and administrative fees. We will accept late registrations if there is space available.

Supply fees are due by **July 18, 2025,** to hold your spot in the class. If fees are not paid by this deadline, your space may be given to a family on the waiting list.

If supply fees are not paid beforehand, they must be paid no later than **August 8, 2025**, before classes begin. Failure to pay by this date will result in the student being dropped from the class.

A student may be re-added to the class upon payment of supply fees if there is space available and with the instructor's permission.

Payment for Classes

Parents can pay for classes in two ways:

1. Pay instructors in full at the beginning of the school year.
2. Pay in monthly installments due the first Friday of each month.

   Checks should be made out to the instructor and left in the instructor's folder on the welcome table. Cash must be placed in an envelope labeled with the instructor's name, student's name, and class.

Refund Policy

Registration and supply fees are non-refundable. If a student chooses to withdraw from a class by the third week of September, only the September monthly class fee is required.

Late Additions

If you are joining HOB+ mid-semester, check with the individual instructors. Late additions to classes are at their discretion. However, High School foreign language classes and mathematics classes close to additional students on Week 3 of the first semester.

Substitutes

It will be the instructors' responsibility to procure a substitute from our Substitute List if s/he is not able to teach a class. **Notify the director right away of any changes.** All instructors should have emergency substitute plans prepared and on file at HOB+ Headquarters. All substitutes must have a background check performed and attend the required BBC safety class to be approved by HOB+.

Instructor and Co-op Volunteer Requirements

1. All instructors, substitutes, teacher assistants and playground monitors must pass a background check. The cost of the background check is: **$15.00**

2. Instructors are responsible for collecting payments from their students' families. If you are having issues collecting payments from a family, please contact the HOB+ Leadership Team.

3. We are a volunteer run co-op. As such, everyone is required to contribute assistance some way or another. Upon registration, families will be required to select at least 1 way to help the HOB+ Enrichment Program run smoothly.

Co-op Volunteer Options

(BC) means an additional **$15.00** background check required.
(FH) can be done from home.
*Will need to attend occasional HOB+ Enrichment Program meetings.

*Enrichment Class Instructor (BC)
Substitute Teacher (as needed) (BC)
Teacher Assistant (weekly) (BC)
Door/Hall Monitor (2x per month)
Recess Monitor (2x per month)
Afternoon Clean Up (2x per month)
*Special Events Coordinator (Pizza Day, Spirit Day, Birthdays)
*Volunteer Coordinator (weekly) (FH)
Morning Set Up (2x per month)
*Website Updates (as needed) (FH)
Yearbook Coordinator (September-May)

Student Code of Conduct & Disciplinary Actions

It is the parents' responsibility to make sure all students understand the rules that are in place. Please review the Student Code of Conduct with your child. If students do not comply with the Student Code of Conduct, disciplinary actions will be instituted.

Expectations that all students are to follow:

1. **Respect Yourself:**
Respect yourself so that you may do the same for others.

2. **Respect Others:**
Be kind to your peers. No hurtful language, pushing, hitting, shoving or any physical aggression will be tolerated. Bullying will also not be tolerated. Respect must be extended to the teachers, teacher's aides, hall monitors, and HOB+ leadership team.

3. **Respect Property:**
Always respect the building and property. If a student seriously damages anything, parents will be financially responsible for the damage and more serious disciplinary actions may occur.

Discipline for not meeting the above expectations will be handled as follows:

Step 1: Student will be encouraged to improve behavior and reminded of the expectations by the instructor and/or volunteers.

Step 2: Student will be reminded of the expectations by the instructors and/or volunteers and provided redirection and/or given warnings to correct behavior.

Step 3: If the student continues the disruptive or disrespectful behavior, the student will be removed from the classroom and parents will be notified.

The following, more serious infractions will not be tolerated in any way and will result in immediate dismissal for the day. The parent will be required to immediately retrieve their child and meet with a HOB+ team member. Depending on the seriousness of the offense, the student may be dismissed from the program completely. No refunds will be provided. **The consequences for serious infractions are as follows:**

Infraction	**Consequences**
Threats and/or intimidation toward teachers, parents, or fellow students.	Parents will be notified; possible removal from the classroom and HOB+ depending on the severity.
Willful physical harm causing harm or injury to any person.	Immediate removal from HOB+ without refund
Theft **Vandalism** **Fighting**	Parents will be notified, and HOB+ leadership will be made aware of the situation; depending on the situation, further consequences may ensue including removal from HOB+ without refund.

ZERO Tolerance Policy

We desire to provide a safe and nurturing environment for all students, there is a zero-tolerance policy regarding students in possession of the following:

- Firearms
- Alcohol
- Illicit Drugs

If your student is found to be in possession of any of these items, a single infraction will result in the immediate, permanent dismissal of the student from HOB+ and the appropriate authorities will be notified.

Grievance Procedures

No grievance shall be handled in front of students. All matters shall be kept confidential among those involved. There shall be no outside involvement without the knowledge of all parties involved, including talking to other parents/teachers.
We seek to provide a positive environment for the students and families, even when there are grievances.

For effective problem solving, it is necessary to seek help in a manner in which all involved are respected. Should anyone experience disagreement within HOB+, s/he must adhere to the following steps to resolve the situation. Out of respect for one another, confidentiality will be upheld. Refusal to adhere to this policy may result in dismissal from the HOB+ without refund.

Steps for Resolution of Grievance

1. Communicate directly with the person with whom you have a disagreement.
2. If not resolved, involved parties meet with a member of the HOB+ leadership team to air the grievance and find a solution.
3. If the issue cannot be resolved, it will be presented to the entire HOB+ Enrichment Program leadership team who will attempt to mitigate the situation for all parties involved.

Parental Code of Conduct

The following are the responsibilities of parents involved in HOB+:

1. Check for papers/emails regarding supplies students need each week.
2. Ensure that student's complete homework and at-home projects.
3. Accompany your child into the building every day to sign-in and sign-out.
4. Pay tuition and class fees promptly.
5. Communicate any special needs that your child may have to teachers.

For example:

A. Students with ADD/ADHD may need to stand.
B. Child with bladder issues may need to go to the bathroom often.
C. Child may need to go to parents for medication.
D. Students are far below average in reading ability.
E. Students have Dyslexia, Dyscalculia, Dysgraphia, etc.
F. Students have panic attacks, anxiety, and depression.

This will allow your child's teacher to accommodate their needs better.

6. Discuss problems or concerns with teachers after class and not in front of other students.

7. Due to limited space, please refrain from sitting in your students' classes unless you are a designated helper. You may request permission from a teacher under special circumstances. Your presence may be disruptive.
8. Coming late on a consistent basis is extremely disruptive to the teachers and other students. The Morning Meeting is an important part of the HOB+ Enrichment Program when we have special announcements, student recognition and bonding time.
9. Read this manual with your student(s) and familiarize yourself with all of it.

Examples of Unacceptable Parent Behavior

1. Disrupting the class for reasons other than emergencies, including but not limited to socializing with teacher and students during class time. If you need to speak to your child, wait until after class.
2. Disciplining children not directly under your authority.
3. Talking over the class or correcting the teacher during class. Please speak to the teacher afterwards in private if you have any concerns.
4. Talking loudly with parents or on your phone in the study hall while students are focusing.

Lost and Found

HOB+ is not responsible for lost and/or stolen items. Please label supplies and student items appropriately. A LOST & FOUND bin is located next to the water cooler in the Meeting Room. Unclaimed contents will be donated to Goodwill at the end of each semester.

Leadership Team

HOB+ consists of volunteers who are dedicated to promoting fellowship and knowledge in the homeschool community. The HOB+ Enrichment Program team is continually preparing for the next semester, and we are always happy to receive input and suggestions about classes that would interest your students. The members of the leadership team for the 2025-2026 school year are: Laura Lombardo and Tracy Gisselquist. There is also a suggestion box located on the welcome table if you have input as well.

Additional Handbook Information

HOB+ reserves the right to append, delete, or modify any section of this manual as needed.

Updated 03/19/2025