THE FPHRC HAND-BOOK

2026-2027

WELCOME TO THE FAMILY

We are so glad to have you here! As an organization, we are committed to empowering students, parents, and teachers to pursue home education within a broad Christian framework. God has been so faithful providing us with this amazing Center and we are overjoyed to share it with you!

TABLE OF CONTENTS

TABLE OF CONTENTS 3
parent expectations 6
parent participation 6
volunteer 6
give 6
name tags & family mailboxes 7
at the center 7
missed classes 7
registration 7
payment 8
refund/cancelation policy 8
attendance 10
drugs & alcohol 10
weapons 10
dress code 10
cell phones & electronics 12
code of conduct 13
discipline policy 14
statement of faith 16
membership 16
background check 16
student teachers 16
substitute teachers 17
class assistant 17
meetings 17
teacher expectations 17
teacher conduct 17
mission statement 20
safety & liability 20
reporting abuse 20

guests 20
wellness policy 21
inclement weather 21
pet policy 21
restroom protocol 21
internet policy 22
social media 22
political advocacy 22
family lounge & public spaces 22
room reservations 23
field trips 23
playpark 23
headwaters bookstore 23
the raft coffeehouse 24
lost & found 24
leadership team 26
staff 26
department heads 26

PARENTS

“START CHILDREN OFF ON THE WAY THEY SHOULD GO, AND EVEN WHEN THEY ARE OLD, THEY WILL NOT TURN FROM IT.”

PROVERBS 22:6

parent expectations

We believe that students thrive when parents are involved with their education! FPHRC expects parents to:

- read all material given to them. Slack is the primary form of communication. Be sure to turn notifications on, check frequently, read all messages carefully, and reply or react to communicate you have seen and read the message. Slack is for current members and graduated families only; non-members are removed periodically and can be re-added once membership is current.
- adhere to the policies and plans of action in place. This ensures that our Center flows smoothly and with harmony between its members.
- supervise and monitor their children when they are not in class. **We are a Resource Center, not a school, and we do not provide child supervision unless otherwise specified.**
- remain on-site if their children are **13 and under**. We do not require parents to stay on-site with their high schoolers, but loitering is not permitted.
- promptly pick up their children (of all ages) **at the end** of their scheduled class. We do not have a drop-off or pick-up zone in the front back of our building. Please be respectful of other families who are coming and going from our parking lot and park when dropping off and picking up.
- supervise their children at all FPHRC events where childcare is not provided.

parent participation

Parents are encouraged to attend programs in which students are involved at FPHRC. Parents and guardians accompanying children to any Center program or activity are responsible for their child.

volunteer

FPHRC couldn't run without the help of parent volunteers! There are always opportunities to get more involved and volunteer in our community. Members who volunteer for 2 hours per week will receive early registration privileges for the upcoming semester. Please contact hrc@firmlyplantedfamily.org or DM our Volunteer Coordinator on Slack for more information.

give

At Firmly Planted, our goal is to provide affordable, quality classes and opportunities for homeschooling families. To do all that, **we need your help!** If you can financially support the Center, please visit www. www.firmlyplantedfamily.com/give. We are a registered 501(c)3 and all donations are tax deductible.

name tags & family mailboxes

Because safety at the Center is of the utmost importance, each member of your family must always wear a name tag. Lost name tags must be replaced and can be ordered at the welcome desk for a fee of $4/tag. Cash payments only unless replacement tags total $8 or more.

Name tags should be stored in your family mailbox. Family mailboxes also act as our "inter-office mail." Please take any extra papers in your family mailbox and feel free to use these boxes to drop notes to friends and teachers.

Mailboxes may be reassigned as needed to current members. If a mailbox is reassigned while a membership is inactive, the member will be given a new box number and nametags once their membership and class enrollment(s) have been reactivated, only if their mailbox was reassigned.

at the center

When you arrive at the Center, please check your family mailbox. For the safety of our members, ALL parents, students, and guests must wear a name tag while on campus.

Students 14 and older can be dropped off for class. Plan to pick up your student at the end of their scheduled class. **All students need to be accompanied by a parent/guardian on campus when not in class or volunteering in between scheduled classes.**

Students may not loiter in classrooms or wander around the Center. We offer an indoor play park, open gym hours, study spaces, and a Family Lounge for members waiting between classes. For the convenience of parents with babies and toddlers, we have changing stations located in the restrooms. **Unsupervised students will be brought to their parents –** ALL children and students must be supervised by a parent or adult guardian when they are not in class or volunteering.

missed classes

Direct Message (DM) your student's teacher on Slack, if they will be absent from a class. Please make class attendance a top priority. Teachers are not required to make up classes that your student misses.

registration

Registration information is available on our website: http://www.fphrc.org at the start of each semester. Classes are filled on a first-come, first-served basis. Teachers, staff, and volunteers are given early access to student registration.

payment

A family membership fee of $100/year is required for participation at the Center. 25% of admin fees are due at the time of registration to secure your students place in the class. These fees are non-refundable.

Teachers are private contractors; therefore, with the advice from their Department Head each teacher sets their own rate for their classes and supply fees. Class fees are due 2 weeks before the semester starts. DM your teachers on Slack about payment plan options.

An outstanding balance is grounds for removal from class. Returning students must have the fees from the previous term **paid in full** before registering for the following semester. If you need financial assistance with classes, please contact our Finance Director, Carlene McKinley, at carlene@fpfam.org for more information.

refund/cancelation policy

Resource Center Cancelations

All classes scheduled by the Center are subject to cancelation. Be aware that a class may be canceled at any time for reasons including, but not limited to insufficient registration, teacher emergencies, government mandates, or other issues beyond our control. Please note that all teachers are asked to have a contingency plan in place for continuing classes in the event of unforeseeable circumstances. If the class is canceled before it begins, there will be a 100% refund.

Family Cancelations

Both the Programs Director AND the teacher must be notified of a dropped class prior to the start of the term for consideration of refunds:

- 75% refund of admin fees up until 2 weeks before the first day of the semester; no refunds after that (extenuating circumstances taken into consideration—make appeals to carlene@fpfam.org).
- DM your teachers on Slack for refunds on materials fees—there are no refunds if supplies have already been purchased.

STUDENTS

“SO IN EVERYTHING, DO TO OTHERS WHAT YOU WOULD HAVE THEM DO TO YOU, FOR THIS SUMS UP THE LAW AND THE PROPHETS.”

MATTHEW 7:12

attendance

Because our classes meet only once or twice a week, consistent attendance is of the utmost importance. Communicate your absences with your teachers. Disciplinary action due to excessive absenteeism and/or tardiness is at the discretion of individual teachers.

drugs & alcohol

The use, consumption, possession, purchase, or sale of alcohol, tobacco products, vapor products, or drugs at the Center is grounds for expulsion.

weapons

The Center prohibits students from carrying dangerous weapons including lighters, butterfly knives, switchblade knives, daggers, martial arts weapons, metal knuckles, air guns, stun guns, guns in general, and Taser devices. Possession of these items is grounds for expulsion. Pocket knives are permitted, but if they come out and are used in a reckless or malicious way, the student will lose the privilege of carrying them on campus and may be subject to a disciplinary meeting with the parent and two members of the Leadership Team.

dress code

Our goal at Firmly Planted is to cultivate a learning environment that honors God, respects others, and promotes comfort, safety, and focus. As a Christ-centered community, our appearance should reflect our shared values of modesty, humility and consideration for others. *Modesty is our policy*.

The following standards apply to **ALL family members and staff of the Firmly Planted community while on campus.** When clothing does not meet these standards, the Leadership Team will address the concern and may require alternative clothing. Alternative clothing will be provided by the Center at the cost of the family member needing the alternative clothing. This fee is non-refundable and the item is non-returnable.

Shorts, Skorts and Gym Shorts

- Shorts must have a minimum 4-inch inseam.
- Shorts must not be form-fitting outside of Gym or Dance classes without a shirt or top that provides appropriate coverage of the backside.
- Shorts must provide appropriate coverage when standing, sitting, bending, or moving.

Skirts and Dresses

- Skirts and dresses must be no more than 2 inches above the knee.

- Clothing should provide appropriate coverage during normal activities, including sitting, bending, and raising the arms.
- Privacy undergarments must not be visible.
- Strapless and backless dresses are not permitted.

Pants and Distressed Clothing

- No holes or tears are permitted in pants or shorts more than 2 inches above the knee.
- Clothing should not be overly distressed, revealing, or designed in a way that compromises modesty.
- Leggings or other tight-fitting pants should be worn with a shirt or top that provides appropriate coverage of the backside.

Shirts and Straps

- Spaghetti straps are not permitted unless worn with an undershirt or other appropriate cover-up.
- Strapless and backless shirts are not permitted.
- Tank tops must have straps that are at least 1.5 inches wide.
- Shirts must provide appropriate coverage and should not be tight-fitting or form-fitting without a cover up.

Necklines

- Plunging or low-cut necklines are not permitted.
- Cleavage must remain fully covered.
- Scoop, crew, boat, and modest V-necklines are acceptable.
- Shirts with a lower neckline may be worn with a tank top or undershirt to provide appropriate coverage.

Midriff and Shirt Length

- Shirts must fully cover the stomach and back, including when arms are raised or during normal movement.
- Crop tops are not permitted.
- Shirt length should overlap the waistband of pants, shorts, or skirts.

Transparency and Layering

- See-through, sheer, mesh, or lace shirts must be worn with an appropriate tank top or layering shirt underneath.
- Layering pieces must provide adequate coverage.
- Undergarments must remain fully covered at all times.

Graphics and Messages

Clothing should reflect the values of the Firmly Planted community. Clothing may not display:

- Vulgar, profane, sexual, suggestive, violent, or otherwise inappropriate images or language.

- Offensive, disrespectful, or divisive wording or graphics.
- References or messages that promote drugs, alcohol, or other inappropriate content.

Undergarments

- All undergarments must remain fully covered at all times.
- Undergarment straps, waistbands, and other privacy undergarments should not be visible.

Shoes

- Wheelies or other wheeled tennis shoes are not permitted.

When in Doubt

When determining whether an outfit is appropriate, consider whether it provides consistent coverage and allows you to participate comfortably in classes, activities, rehearsals, and other Center events without exposing areas that should remain covered or violating the dress code. **When in doubt, wear something else.**

Our goal is not simply to enforce our dress code, but to encourage students and families to follow our dress code policy, knowing that we have carefully considered these standards to help create an environment that demonstrates respect and consideration for others.

cell phones & electronics

At Firmly Planted, we are passionate about fostering face-to-face connection, hands-on learning, and a distraction-free environment. In keeping with our mission and values, we aim to minimize screen use during class hours and center activities. This policy helps promote attentiveness, respect, and intentional community.

- Cell phones and electronics are only to be used with parent or guardian approval.
- All content accessed, shared, or displayed on any electronic device while on campus – whether personal or center provided – must be **appropriate, wholesome, and aligned with our biblical values**. This includes (but is not limited to): videos, movies, music, podcasts, social media, online games, websites, memes, GIFs, or digital images.
- FPHRC does not permit device content that includes (but is not limited to): violence, vulgarity, sexual content, crude humor, profanity or suggestive language, messages that promote disrespect, rebellion, or ideologies contrary to a biblical worldview.
- The leadership team reserves the right to ask any individual to stop using a device or content that does not align with our mission and values.
- Do not take phone calls near open classroom spaces and study/quiet zones. Please use public spaces located in the lobby, hallway, or family lounge.
- Please take all *private/sensitive* calls in a reserved room, outside, or in a vehicle.
- During class**,** ALL devices (including bur limited to cell phones, smartwatches, tablets, gaming devices, etc.) must be silenced and put away during classes, unless otherwise instructed by a staff member or teacher for educational use.

- Outside of class**,** ALL Devices (including bur limited to cell phones, smartwatches, tablets, gaming devices, etc.) **must be silenced and used with headphones**.
- Schoolwork may be completed with a personal laptop under the supervision of an adult.
- Students without a phone can request to use the welcome desk phone to contact a parent.
- Parents looking to contact their student may call the welcome desk at (360) 687-5433.
- Teachers may confiscate a student's phone/electronic device if the device is being used without permission. The device will be returned at the end of class.

code of conduct

As a Christian ministry, we believe it honors God when our students are obedient to the Center rules and are respectful to all teachers, staff, members, fellow students, and our building.

respect yourself:

- you have a purpose (Ephesians 2:10)
- you are capable (Philippians 4:13)
- you can lead by example (Titus 2:7)
- you are precious (Psalms 139:13)

respect your teachers:

- keep your cellphone stored away
- be on time to class
- be attentive in class
- come to class prepared to learn
- complete assigned work before class
- bring completed assignments to class
- listen and follow directions
- do your own work – *cheating is not tolerated*

respect the FPHRC staff:

- listen and follow staff instructions
- always speak with respect
- foul language will not be tolerated
- address staff using the name on their name tag

respect other FPHRC members:

- speak with kindness (Ephesians 4:29)
- treat each other with respect (Matthew 7:12)
- use appropriate language
- do not meddle with the personal belongings of others
- dress appropriately
- no PDA—*no contact without a contract*

respect the Center:

- walk—no running
- always wear your name tag
- follow cellphone and electronics rules
- clean up after yourself (Colossians 3:23)
- help others around you
- do not play instruments that do not belong to you

respect the classes in session:

- walk in the halls
- speak quietly in designated study/quiet spaces
- stay clear of classroom windows

"So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God—even as I try to please everyone in every way. For I am not seeking my own good but the good of many, so that they may be saved." 1 Corinthians 10:31-33

discipline policy

As a Christian ministry, we believe it honors God when our students are obedient to adults and respectful of their fellow students. We believe corrective measures are to be done in love, grace and with compassion. Discipline is intended to build good character, responsibility, and respect for the rules set in place. Students will be held accountable for their actions and behaviors at the Center.

The following process will take place:

1. **First offense:** Student will be called into the office and sign the notice of a "first warning." Parents will be notified
2. **Second offense:** Student will be asked to pay a fine of $150 before they can return to the Center. Parents will need to meet in person with a staff member, teacher, and a Leadership Team Member.
3. **Third offense:** Student will be expelled from the Center without a refund of fees.

*Depending on the nature and severity of the offense, and at the discretion of the FPHRC Leadership Team, immediate suspension may be enforced prior to a formal investigation. In serious cases, expulsion may occur without going through the above process.

TEACHERS

“IN EVERYTHING, SET THEM AN EXAMPLE BY DOING WHAT IS GOOD. IN YOUR TEACHING, SHOW INTEGRITY, SERIOUSNESS, AND SOUNDNESS OF SPEECH THAT CANNOT BE CONDEMNED...”

TITUS 2:7-8

statement of faith

- We believe the Bible is the inspired, infallible, and authoritative Word of God. (2 Timothy 3:16-17; 2 Peter 1:21)
- We believe God has existed from all eternity in three Persons; God the Father, God the Son, and God the Holy Spirit. (Matthew 3:16-17; 2 Corinthians 12:14)
- We believe Jesus was God and came in human flesh, being fully God and fully man, except without sin. (John 1:1-2, 14)
- We believe all people are in violation of God's righteous requirements and His holy character both by nature and act. (Romans 3:23, 5:12)
- We believe that the central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection. (1 Corinthians 15:3-4; Acts 1:3)
- We believe salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. (Acts 13:38-39; Romans 6:23; Ephesians 2:8-9)

membership

Teachers are valuable members of the Resource Center. A $100 yearly membership fee is required to teach and participate at the Center.

background check

Background checks are required of each staff member, teacher, Seedlings mom, outside volunteer, and tutor. Background checks must be paid for by the requested individual on our website at https://fphrc.groupzu.com/store/products/show?background-check. Teachers are also required to complete MinistrySafe training prior to approval.

student teachers

Occasionally, we allow students to teach a class they feel they have an expertise in. Student Applications from a student will be considered if he/she meets the following requirements:

- The student is at least 16 years old
- The student has a sponsoring adult who has completed MinistrySafe training and has signed off on the student teacher's class and teacher applications
- The student goes through the same process as a regular teacher as well as submits an essay describing why they would like to teach at the Center

substitute teachers

Substitute teachers must go through the same processes as regular teachers to teach at the Center. Guest speakers and assistants are allowed without this process so long as the teacher is present in the classroom.

class assistant

Class assistants must complete a background check and submit an assistant application.

meetings

Teachers are required to attend mandatory teacher orientation and department meetings.

teacher expectations

- Make your class descriptions/expectations clear and adhere to them in your teaching
- Run classes that meet their class minimums. If a teacher wishes to cancel a class that is below the minimum, they must notify the Programs Director, Jill Valenti, two weeks before the start of the term. Prior to that, a teacher must have permission from both their department head and the Programs Director to cancel a class.
- Maintain communication with parents and department heads throughout the term on Slack
- Start class on time even if your students are late
- End class 10 minutes early to allow for cleaning/prep for the next class and to ensure students get to their next class on time—*reset and leave your classroom clean*
- Provide a syllabus and grade for core classes
- Be involved in the culture of the Center—you are encouraged to attend Center events
- Charge a supply fee for any class supplies needed as the Center does not provide them
- File an event request form for class events, tutoring, or any other meetings outside your designated class time
- Be professional in the way you conduct your class
- Be professional in how you speak to your students, parents, fellow teachers, staff, volunteers, and leadership
- Make attendance a top priority – excessive absenteeism/class cancelations are not tolerated
- Provide make up classes, regardless of who can attend

teacher conduct

FPHRC is committed to protecting the students in our care. Because of this, FPHRC has implemented a physical contact policy that will promote a positive, nurturing environment while protecting our students. Physical contact in any form should not give the appearance of wrongdoing. The personal

behavior of teachers or staff must always foster trust and be above reproach. The following guidelines are to be carefully followed by anyone working at FPHRC:

- Hugging, pats on the back and other forms of appropriate physical affection between staff, teachers, and students are important for students' development and are generally suitable in the Center setting.
- Inappropriate touching and displays of affection are forbidden. Any inappropriate touching and inappropriate displays of affection should be immediately reported to the FPHRC Leadership Team.
- Physical contact and affection should only be given when in the presence of other children or Center staff/teachers.
- Do not force any physical contact, touch, or affection upon a reluctant child. A child's preference not to be touched must be respected.
- Nudity or inappropriate dress is not permitted at FPHRC.

FPHRC recognizes that meeting the educational needs of students may occasionally require that staff members and teachers interact with them on an individual basis. Workers should observe the following guidelines when interacting with students:

- FPHRC Staff and teachers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed.
- FPHRC Staff and teachers should strive to keep verbal interactions encouraging and constructive. They should be mindful of their mission of aiding parents in the education of their children and are expected to refrain from swearing in the presence of students.
- FPHRC Staff and teachers are expected to provide adequate supervision for children in their care while working at the Center.
- FPHRC Staff and teachers are prohibited from providing personal gifts to any individual student. Special occasions or special accomplishments should receive group acknowledgement and can easily be rewarded with group recognition (i.e., give mention during announcements; have the entire class sing Happy Birthday, etc.). Any requests for variance from this policy must first be addressed to a member of the FPHRC Leadership Team.
- FPHRC Staff and teachers are prohibited from engaging in any sexually oriented conversations with students. However, it is expected that from time-to-time staff may be called upon to address students regarding human sexuality and purity.
- FPHRC Staff and teachers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any student at the Center. This provision includes the use of cell phones, text messages, email, social media, instant messaging, and online chat rooms.
- FPHRC staff and teachers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, etc.) on Center property or in the presence of students. If any such materials are necessary for classroom instructions, they must be approved in advance by the FPHRC Leadership Team and parents will be given advanced notice on the class Slack channel.

THE CENTER

“THAT PERSON IS LIKE A TREE PLANTED BY STREAMS OF WATER, WHICH YIELDS ITS FRUIT IN SEASON AND WHOSE LEAF DOES NOT WITHER—WHATEVER THEY DO PROSPERS.”

PSALM 1:3

mission statement

Firmly Planted Family exists to cultivate gospel-centered families who bear lasting fruit as the represent Christ in their homes, communities, and culture.

safety & liability

All members, teachers, and staff are prohibited from the use, possession, or being under the influence of tobacco, alcohol, or recreational drugs while in the facility, during a Center activity, or while working with students at FPHRC. Members, teachers, and staff are prohibited from providing any of these to students.

For the safety of our members, we have:

- surveillance cameras throughout the Center
- systems for alerts and emergencies
- clearly marked emergency exits
- individual class rosters
- name tags to ensure easy identification of students and guests
- background checks for all teachers and staff
- Ministry Safe training for all teachers and staff

While we try to keep risks to a minimum, accidents do happen. As the activity of a class increases, so does the risk. By registering your child in classes, you acknowledge and accept all risks involved. FPHRC is not responsible for paying for any medical treatment required as a result of a field trip or class participation.

On occasion, our teachers and staff may take pictures of classes and special events which may be used for publications and public relations. Written notification must be given to FPHRC if you do not want your children to appear in photographs or videos.

reporting abuse

In the state of Washington, any person who has cause to believe that a child has suffered abuse or neglect should report such incidents. **When in doubt, report!** The FPHRC Leadership Team will take appropriate action on behalf of the Center when a report of abuse occurs.

guests

We welcome guests at the Center! For everyone's safety, you must be a member to attend classes at the Center. However, occasional visitors are allowed to visit classes with advanced approval from the teacher. For security reasons, we require that all guests sign in on the visitor sign in sheet at the welcome desk and wear a visitor badge while at the Center. Visitor badges are provided at the welcome

desk next to the sign in sheet. Please return all visitor badges and have your guest sign out before they leave.

wellness policy

By registering for classes, you are agreeing to any increased risk of sickness associated with participation. Please DO NOT come to FPHRC with any of the following:

- temperature of 100° F or higher
- wait 24hrs after a fever has passed before returning to the center
- green or murky discharge from the nose or eyes
- contagious rash
- vomiting and/or diarrhea
- productive cough with fever or sore throat
- head lice

Teach your children to cough or sneeze into a tissue or their elbow and use proper hand washing techniques to prevent the spread of germs at the Center.

inclement weather

In the event of inclement weather, classes may be cancelled for the day. The FPHRC Leadership Team will determine and post in the announcement channel on Slack by 8am the morning of classes to communicate if the Center will be closed due to inclement weather. Make up day(s) may be offered by the center if the calendar allows.

pet policy

Out of precaution and consideration of our members, we cannot allow pets inside the Firmly Planted Homeschool Resource Center without permission from the Leadership Team. Teachers teaching animal-based classes will be allowed with special permission from Department Heads for special pet guests to make appearances for appropriate classroom purposes.

restroom protocol

Volunteer hall monitors will do periodic bathroom checks as part of their duties. No adult can go into a restroom stall alone with a child that is not their own. If a child needs help in the restroom, their parent/guardian must be located to help them. Students may not be in a restroom stall together. Any assistance with the straightening or fastening of garments should only be done in the presence of a parent/guardian, staff member or teacher.

Diapers: Only parents/guardians may change diapers. If you are not sure where the parent is, come ask at the welcome desk to help locate them.

internet policy

No computer at FPHRC is to be used by staff members, teachers, or students to engage in computer chat room discussions, visit pornographic or sexually inappropriate websites. Violation of this policy can lead to discipline from the FPHRC Leadership Team. Any questions about inappropriate use of computers or the suitability of a particular website should be discussed with the FPHRC Leadership Team.

social media

FPHRC has established a social networking policy to safeguard the students, staff, teachers, and the reputation of the Center. It is important to remember that true privacy does not exist on social media or networking platforms. Be mindful to keep your privacy settings appropriately secure to protect yourself and use wisdom and discretion in what you choose to share online.

Staff and teachers are prohibited from following and/or being friends with current students or posting anything on a social site of a current student unless they are a relative, family friend, or guardian of that student.

Staff and teachers must use discretion when following and/or being friends with FPHRC alumnae and parents. FPHRC expects staff and teachers to maintain professional relationships and a positive representation of FPHRC at all times. When using social media, staff and teachers should be mindful of potential power imbalances in relationships and understand that anything they post may be perceived as a reflection of the Center and its values.

political advocacy

FPHRC is not a political entity, however we are on occasion involved with issues related to families, parental rights, religious freedom, and homeschool rights. We encourage our staff, teachers and members to get involved as well.

family lounge & public spaces

Members are welcome to use the fridge, microwave, games, and play area in the family lounge. All children MUST be supervised and/or monitored by a parent or guardian while at Firmly Planted. Please be considerate of others by watching over children or arrange for another center parent/guardian to help you watch them.

Please be good stewards of this wonderful facility God has given us by leaving it cleaner than you found it. We are predominately volunteer run, including our cleaning team!

- **Reset your table and other spaces you used during your time at the center.** Cleaning supplies are available throughout the Center for your use and convenience. Before you leave, please wipe down your tables, sweep or vacuum around your table, and tuck in the chairs you used
- food left in the family lounge or common areas may be disposed of at the end of the day, unless otherwise communicated or labeled
- any personal belongings left behind will be placed in the Lost & Found, located in the Family Lounge, valuable items will be brought to the welcome desk.

room reservations

- All classrooms, including the auditorium and gym, are off limits for personal use unless permission has been given by the Programs Director.
- Music practice rooms are available to rent for $5/hour. See the welcome desk to confirm availability and make a payment.
- Check the schedule for open gym hours; these are only available when there is a volunteer signed up to monitor. Contact the volunteer coordinator for more information.

field trips

In the event of field trips, teachers may not drive any students to and from the field trip without parent permission.

playpark

- the playpark is only open to families of young children who are 5 years old and younger.
- the playpark is not a drop off space
- a parent/guardian **must always** be present in the playpark with their child
- respect the rules posted in the playpark
- FPHRC leadership/staff may close the playpark if the park becomes a distraction to nearby classes or the rules are not being followed.

headwaters bookstore

Headwaters is a new and used consignment bookstore right in the heart of FPHRC. We carry everything from fiction novels to curriculum and accept both cash and card. Items can be purchased at the bookstore desk.

The bookstore is open for donations, consignment, and shopping during our regular business hours. Headwaters can be reached at 360-687-5433 (ext. 412) or by email at bookstore@firmlyplantedfamily.org.

the raft coffeehouse

The Raft is a place to study, grow, connect, be in the Word, and become planted by streams of water. We seek to be a place of community and relationship for all students and parents at Firmly Planted. We are open to members during regular business hours and accept cash and card. Our baristas are volunteers. Students 15 years and older can apply to volunteer, contact the Raft Manager for more information.

lost & found

Left behind items will be placed in the Lost & Found located in the Family Lounge. All valuable items left behind will be placed in a Lost & Found area at the welcome desk and a post will be made in the general channel on Slack to announce the lost item and where it can be picked up. Notice will be given on the announcement channel on Slack before Lost & Found items are donated.

FIRMLY PLANTED STAFF

“THEREFORE, AS WE HAVE OPPORTUNITY, LET US DO GOOD TO ALL PEOPLE, ESPECIALLY TO THOSE WHO BELONG TO THE FAMILY OF BELIEVERS.”

GALATIANS 6:10

leadership team

Board Director:
Heidi St John

Executive Director:
Jay St. John

FPHRC Director and Finance:
Carlene McKinley

Campus Chaplain and Safety Director:
Matt Ernster

Office Director:
Haley Choate

Programs Director:
Jill Valenti

Faculty Director:
Kaylah Alicea

staff

Cleaning Coordinator: Rene Cooper

Events Coordinator: Tracy Gregory

Headwaters Bookstore and Raft Manager:
Traci Madruga

Adult Mentor Coordinator: Cathy Fant

Office Assistant: Maija Haskins

Audio/Visual Team Lead: Katie Raia

Theater Production Manager: Summer Feeney

Graphic Design/Social Media: Heidi Rohland

Volunteer Coordinator: Jamie Williams

department heads

Audio/Visual: Katie Raia

Art: Ellie Hersey

Ceramics: Tracy Gregory

Dance: Alexa Kehler

Early Education: Mallory Maddox

Friday School: Trisha Fyfe

Language Arts: Angie Zarzana

Math: Heather Cates

Music: Jamie Wood

Physical Fitness: Kristin Krasko

Science: Courtney McNabb

Seedlings: Jamie Williams

Social Studies: Angie Zarzana

Technology: Jill Valenti

Theater: Lindsey Orueta

Theology: Dan Beutler

**The best way to contact a staff member is by direct message in Slack.*

Please sign up for monthly giving at firmlyplantedfamily.com

Your gifts are tax deductible!

FIRMLY PLANTED
HOMESCHOOL RESOURCE CENTER

HANDBOOK AGREEMENT

We understand that *(please initial):*

_____ Teachers may take away phones or electronic devices from students if they did not give them permission to use the device in class. The device will be returned at the end of class.

_____ If inappropriate material is found on a device at the Center, the student will lose the privilege of having a device at the Center.

_____ Students are expected to dress modestly while on campus. Students who do not comply with the dress code will be asked to change into suitable attire before attending class.

_____ Disrespect towards other students, teachers, or staff will not be tolerated and will fall under the "three strikes" clause of Center discipline policy.

_____ The Center is a "no drop-off" facility for children 13 and under. Parents agree to be on campus whenever their children are present.

_____ Name tags MUST BE WORN near the student's collarbone and face-out.

_____ If your student is in high school, you agree to:

- Pick your student up no later than 10 minutes after their last class or volunteer commitment
- Not allow your student to loiter in between classes. They should be in a designated study area, volunteer, or have a designated guardian on campus
- Make sure your student is arriving at class consistently and on time
- Hold your student accountable to complete assigned classwork

_____ Discipline Policy First Offense: Student will be called into the office and sign the notice of a "first warning." Parents will be notified

_____ Discipline Policy Second Offense: Student will be asked to pay a fine of $150 before they can return to the Center. Parents will need to meet in person with the disciplinary team.

_____ Discipline Policy Third Offense: Student will be expelled from the Center without a refund of fees.

By signing below, we affirm that we have read and agree with the Firmly Planted Handbook, including all policies and requirements for students. We understand that it is our responsibility to make sure all students arrive on time to classes at the Center with their completed assignments.

Staff Member: _____ Date: _____

Parent (print): _____ Parent (sign): _____

Parent (print): _____ Parent (sign): _____

Student: _____ Student: _____ Student: _____

FIRMLY PLANTED
HOMESCHOOL RESOURCE CENTER