

# *Starting a Redemptive Education Homeschool Support Program*

## CRE services provided

A homeschooling family, group of families or an individual interested in serving the homeschool community can initiate a Redemptive Education *Affiliated Homeschool Support Program* in their own community.

CRE contracted services, certification, training and quality oversight form the basis for starting a Redemptive Education affiliate. Fees are customized according to the program and curricula chosen.

The leadership of the planned local Homeschool Support Program contracts with CRE to provide **curricula, professional certification and development, and consulting** services:

- **Curricula** – choosing from one-year, two-year or three-year curriculum sets for:
  - a. Boots and Roots (ages 4-6)
  - b. Scent of Water (K-1<sup>st</sup>, 2<sup>nd</sup>-3<sup>rd</sup>, 4<sup>th</sup>-5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup>)
  - c. Curricula also may be purchased at a discounted rate as a two-year set (Scent of Water K-1<sup>st</sup>, 2<sup>nd</sup>-3<sup>rd</sup>, 4<sup>th</sup>-5<sup>th</sup>) or three-year set (Boots and Roots, Scent of Water 6<sup>th</sup>-8<sup>th</sup>).
  - d. Grades can be added in subsequent years. Example: A Boots & Roots ages 4-6 program is offered the first year, and a K-1<sup>st</sup> grade Scent of Water class is added the second year, a 2<sup>nd</sup>-3<sup>rd</sup> class the third year, etc.
- **Professional certification** of and development for teachers.
- **Consulting** services including continuing in-person oversight and remote consultation by CRE staff to ensure teaching quality and conformity to Redemptive Education principles.

The following benefits are also included:

- [REACH](#) membership for networking and professional development.
- Online tools that provide practical assistance in and documents for program management:
  - sample budget to use in developing your own budget
  - list of key books and supplies to order
  - teacher interview questions
  - application form content
  - procedures and sources for background checks
  - guidelines for charitable tuition assistance program
  - registration form content
  - questions for a survey of families to determine satisfaction, suggestions, concerns.
  - questions for a survey of teachers to determine satisfaction, suggestions, concerns.

## Homeschool Support Program responsibilities

1. Determine a management structure and individual responsibilities.
  - a. How and by whom will decisions be made?
  - b. Who will sign contracts?
  - c. Who will ensure smooth operations?
  - d. Who will serve as primary liaison with CRE?
  - e. Who will communicate with families?
2. Ensure legal and organizational protections.
  - a. Decide whether or not to set up a business model such as a limited liability company (LLC), which offers tax and liability advantages.
  - b. Secure liability insurance for teachers. (CRE can provide procedures and sources for liability insurance.)
  - c. Ensure conformity to state laws governing homeschooling.
  - d. Provide for agreements with families regarding services, fees, guidelines and waivers. (CRE can provide sample application and registration forms that include waivers. See CRE website for examples of policies.)
3. Secure the site.
  - a. The site should include adequate outdoor space for exploration and recreation, secure indoor space for bathrooms and instruction during severe weather, and a safe place for the drop-off and pickup of students.
  - b. Normally, the site will provide a rental contract or memorandum of understanding (MOU) that serves as a rental agreement. If not, simple rental agreements are available.
4. Secure the teacher(s).
  - a. Identify and interview prospective teacher(s). (CRE can assist with this process.)
  - b. Reach agreements about remuneration, dates of service and other factors with teachers (who may provide their own contracts as independent contractors, providing they meet the qualifications outlined in IRS regulations).
  - c. Complete background checks of teachers. (CRE can provide procedures and sources for background checks.)
5. Set up a financial system.
  - a. Choose software such as Quicken, Microsoft Excel, QuickBooks or the services of a local or online accounting services firm.
  - b. Set up an account with a local or online bank.
  - c. Draft an estimated expense budget, factoring in CRE curricula and fee, rent, desired teacher and assistant pay, insurance, books, supplies, software, equipment and all other related items. (CRE can supply a sample budget.)

- d. Considering the expense budget estimates and market considerations, decide tuition and teacher pay. Add the income factor (tuition), making sure to include margin for unanticipated expenses, and finalize the budget.
  - e. Determine tuition fees and teacher remuneration.
  - f. Develop a system to provide, if desired, any charitable tuition assistance to families in need. (CRE can provide guidelines for this.)
  - g. Determine policies regarding application fees, tuition refunds and late payments. (See CRE [website](#) for examples.)
  - h. Determine how to accept payments (e.g., PayPal, personal check, auto draft, etc.)
6. Manage the financial, enrollment and payment processes.
- a. Process applications. (CRE can provide sample application forms.)
  - b. Interview prospective families who apply. (CRE can provide interview questions.)
  - c. Process registrations. (CRE can provide sample registration forms.)
  - d. Order books and supplies. (Each curriculum specifies books, and CRE can provide a list of other key items to order.)
  - e. Process tuition, rent and teacher payments.