

Policies Handbook for Members

A Tutorial Cooperative of Catholic Home School Families
at Our Lady of the Mountains Parish in Jasper, Georgia.

Go therefore, and teach all nations...
(Matthew 28:19)

The Seton Consortium is made up of Catholic homeschool families committed to our Faith.

*While ours is not a parish ministry nor a parochial school, we take seriously
our commitment to, and support of, our parish and our mutual vision for holiness.*

*We as families do hereby commit ourselves through this tutorial cooperative
to mutually support one another in our work to raise up Godly and wise children.
Our logo depicts the house in Emmitsburg, Maryland known as the White House,
the first motherhouse of Mother Seton's Sisters of Charity,
where Mother Seton came to the Blue Ridge
of the American west to begin teaching.*

*It reminds us that great endeavors have humble origins,
and that all education should begin in the home.*

Mother Seton, pray for us.

Contact The Seton Consortium, Inc.
The mailing address is:
The Seton Consortium, Inc.
c/o Our Lady of the Mountains Catholic Church
1908 Waleska Highway 108
Jasper, GA 30143
Email: TheSetonConsortium@gmail.com

Tutor Coordinator
Denise Curran
Phone: cell/text 210-452-5358

Assistant Tutor Coordinator
Matt Moore
Phone: cell/text 770-597-4534

*Please remember we are home schooling, any emails or voice mails will be replied to as soon as possible.

We meet at:
Our Lady of the Mountains Catholic Church
1908 Waleska Highway 108
Jasper, GA 30143

Note: The Seton Consortium, Inc. leases space to have their home school tutorial at Our Lady of the Mountains Catholic Church two days a week. TSC is neither a parish ministry nor a parochial school. Any correspondence should be directed to the address and telephone numbers above.

Welcome to The Seton Consortium!

The Seton Consortium, or commonly TSC, is a non-profit Catholic educational apostolate founded by families of Our Lady of the Mountains Catholic Church in Jasper, Georgia, Pickens County. Our purpose is to support Catholic home school families who are enrolled a Catholic curriculum that is faithful to the magisterium of the Roman Catholic Church. The Consortium intends to meet the needs of families of any socio-economic status, serving Kindergarten through Twelfth grade that meets the requirements and standards of the State of Georgia Department of Education.

We believe parents are the primary educators of their children. With this responsibility they must extend to those children a moral education and spiritual formation. To form virtue, TSC families commit to living their faith in communion with the Catholic Church and her precepts (the oath of fidelity), creating a twice-weekly classroom environment that limits the distractions of the world, and developing a personal commitment to Jesus Christ through study, prayer, and participation in a community that strives to live the Gospel.

It will be open Monday and Thursday, 9:15a.m. - 3:25p.m.(see daily schedule), August – May (see calendar), on the campus of Our Lady of the Mountains Catholic Church, 1908 Waleska Highway 108, Jasper, GA 30143, (at the corner of Refuge Rd. at Waleska Highway), in the Archdiocese of Atlanta. All “on-site” Consortium members will make every effort to attend daily Mass (when available).

Attendance is not mandatory, although families will be required to pay in advance to reserve their place in the Consortium since fire code requires a limit to the number of students.

We encourage all persons to consider the 4 Step Process:

1. Pray

2. Research.

3. Enroll.

4. Apply.

1. **Pray** to the Holy Spirit and see He wants you to participate with our organization.

As the *Catechism of the Catholic Church* declares, "Parents as the Primary Educators of Their Children."

When a husband and wife accept the responsibility of parenthood, they become partners with God in creation. Parenting includes not only the temporal well being of a child, but most especially, it calls for the spiritual nurturing of the child. Parents must regard their children as children of God and respect them as human persons. Showing themselves obedient to the will of the Father in heaven, they educate their children to fulfill God's law. *Catechism of the Catholic Church* (2222).

The very act of parenting, calls the parents to be the primary educators. This concept has been supported and advocated by the Church. "Parents have the first responsibility for the education of their children." *Catechism of the Catholic Church* (2223). "They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity and disinterested service are the rule. The home is well suited for education in the virtues."

In his 1994 *Letter to Families*, Pope John Paul II wrote, "Parents are the first and most important educators of their own children, and they also possess a fundamental competence in this area; they are educators, because they are parents." (16).

The Second Vatican Council, in its *Declaration on Christian Education* (5), also affirmed the "primary and inalienable right and duty" of parents to educate their children. It should be noted, however, that while parents are the primary educators, their interpretation of doctrine can never supersede the legitimate teaching authority of the Church.

Parents are responsible for the education of their children and have the right to choose a school which corresponds to their own convictions. This right is fundamental. As far as possible, parents have the duty of choosing schools that will best help them in their task as Christian educators. *Catechism of the Catholic Church* (2229).

2. **Research.**

a. The Georgia Department of Education's website about Georgia law (O.C.G.A. § 20-2-690), & the requirements on Utilizing a Home Study Program:

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Pages/Home-Schools.aspx>

b. **Review** available curriculums that faithfully follow the magisterium of the Roman Catholic Church. Select and purchase a curricula that best meets the needs of your family.

3. **Enroll** in the affiliated home study courses that coincide with purchased curriculum.

4. **Apply** and send non-refundable deposit to The Seton Consortium, Inc. at

<http://SetonConsortium.com>.

We invite you to join The Seton Consortium and as Jesus said, "Let the children come to me, and do not prevent them" (Matthew 19:14)

Sincerely,

The Seton Consortium Board

Grades Served: Kindergarten through Twelfth Grade (5yrs and older)

Months of Operation: August through May (Please refer to calendar)

Days of Operation: Monday and Thursday (only)

Hours of Operation: 9:15 a.m. - 3:30 p.m.

Non-Discriminatory Policy: The Seton Consortium, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, program, and activities made available to students of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational and admission policies or other cooperative-administered programs.

Admission Requirements: A parent/ guardian must apply to TSC for their child/children to receive tutorial services. Admission is not determined until all necessary forms are completed and returned, an admissions interview is conducted and financial obligations to TSC are current. Admission in TSC is subject to approval of its Board. After admission is approved, it may be rescinded by the Board at any time consistent with failure to comply with TSC Policies & Procedures. It is the parent's responsibility to ensure all records are updated as they occur and at least once a year.

Tutorial Fee/Tuition: A non-refundable deposit of \$100 per family is due at time of application.

First Child: \$1,000

Second Child: \$1,000

Third Child: \$500

Fourth Child: \$500

Maximum Tutorial Fee/Tuition per family: \$3,000/ year.

*Tutorial Fee is an estimate total if 20 families participate. If the number of families is lower, the tutorial fee is subject to increase.

(*Curriculum expenses are separate and not included above. These are not paid to TSC.)

Attendance: Attendance to TSC is not mandatory, but families are required to pay in advance for a spot in TSC since fire code requires a limit to the number of children.

Curriculum: All parents/guardians must enroll their child/children in a curriculum that faithfully follows the magisterium of the Roman Catholic Church.

Communication: The primary communication with The Seton Consortium (TSC) is via e-mail. When necessary the phone number provided may be used. It is the parent's responsibility to be aware of communications from TSC related to their child (children).

Transportation: No transportation will be provided.

Arrival and Departure: Children must be escorted into and out of the facility by a parent or authorized adult by the parent. A parent/guardian must sign the children in & out of TSC on the Daily Attendance/Arrival & Departure Record. In the event that a child is not picked up at the end of the day, TSC will contact an authorized adult (on your child's application) to pick up your child. If parent/guardian will be late, please call or text a Coordinator to make arrangements.

Lunch: Parents/guardians are responsible to send a sack lunch, snacks, and water bottle daily, for their children. (*Lunches need to be labeled.) Please advise if one of your children has a food allergy.

Home Study Materials: Parents should prepare a full day of assignments for their child to work on at TSC. Parents are responsible for reviewing and grading their child's work. They are also responsible to maintain compliance with Seton Home Study School, which is not affiliate of TSC.

Dress Code: The virtue of modesty is required in appearance and dress. No tight, short, or revealing clothing is allowed. Shoes are required. Please see dress code policies for details.

Facility: TSC is privileged to work and study in the house of God. TSC's atmosphere must be one of order, discipline, and cooperation. No running or roughhousing will be permitted. All parents and guests need prior approval, from the Coordinator, to sit in a class. Parents may wait in fellowship hall to pick up children. Let's work together to leave the building in the same, if not better, condition as we found it.

Smoking: Tutors and volunteers shall not smoke or use tobacco in the facility. Please use designated areas outside facility.

Prohibited Substances: No TSC adult or child shall consume or be under the influence of alcohol, marijuana or any other controlled substances on the premises, during operating hours.

Mass: All students and tutors shall make every effort to attend Mass when it is available.

Visitor Policy: Anyone interested in visiting TSC must obtain permission in advance from the Coordinator and a Tutor on duty.

Character: TSC enforces a character policy requiring all persons involved in its operation to exhibit the personal virtues of kindness, truthfulness, modesty, diligence and respect those in authority.

Conduct: Members are expected to behave in a respectful, obedient, virtuous manner while participating in The Seton Consortium sessions and affiliated events. The parish of Our Lady of the Mountains is our host and we are privileged to be able to use their facility and have the sacraments so readily available due to the location. Any abuse of this house of God could cause us to lose this privilege; therefore, abuse of the facility and disrespectful conduct or attitudes is grounds for immediate dismissal without refund, our desire is to be pleasing to the Lord and not a stumbling block to each other. This code will be enforced before, during and after tutoring sessions.

Discipline: No child will be subject to physical punishment or verbal abuse while at TSC. TSC reserves the right to dismiss a child without refund whose presence is considered detrimental to the best interest of fellow children or TSC in general.

Electronic Devices: All technology including Smart Phones, Computers, Thumb-drives, etc. may not be used without permission. The content of these are subject to review by TSC.

Emergency Medical Care: In the event of an emergency with your child, parents will be called and if necessary, the child will be transported by ambulance to the hospital.

Administration of Medicine: No child will be given any medication, prescription or over-the-counter, unless the parent gives written permission. Permission to Administer Medication Forms must be filled out each time a child will need medicine to be administered. Prescription medication shall have the child's name, name of medicine, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy.

Adverse Reactions to Medication: Parents will be notified immediately of any adverse reactions to medication.

Parent Notification: Parent(s) of any child who becomes ill or injured while at TSC, will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention, but which produces symptoms causing moderate discomfort to the child, such as, but not limited to, any of the following: elevated temperature, vomiting or diarrhea. Special problems or significant developments will be communicated to the parent(s) as soon as they arise.

Illness: Children should not attend TSC when fever, stomachache, diarrhea, or cold symptoms are present. Children may return after symptoms have resolved, without medication, for 24 hours.

Communicable Disease Chart: A current communicable disease chart of recommendations for exclusion of sick children from TSC and their re-admission will be followed. If a child at TSC contracts a communicable disease, all TSC parents, tutors, and volunteers will be notified of the occurrence either by a phone call, posted notice or written letter home.

First Aid and CPR: At least fifty percent (50%) of the tutors and volunteers shall have current evidence of training in first aid and cardiopulmonary resuscitation (CPR). There must always be a TSC Member with evidence of current First Aid training and CPR on the premises whenever children are present.

Parent Participation: To keep the tutorial fee as low as possible, parents **must** volunteer at TSC or for TSC. (i.e. cleaning up the facility daily, fundraising, organizing field trips, etc.).

Weather Related Closing: TSC may be closed because of inclement weather. If this decision is made then the TSC telephone tree will notify all Members.

Fire Drills: Per the Pickens County Fire Marshall, TSC shall conduct (1) one fire drill per month that the TSC is operating (August-May).

Emergency Plans

The following procedures will be followed in the circumstances listed below:

Fire: Pull the fire alarm. Get the children out of the building, meet in the gravel parking lot (on the east side of the building), and conduct a head count to ensure all children, tutors & volunteers are safely out. Call the fire department and call the parents.

Severe Weather: Remain calm. Move the children into restrooms under staircase. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.

Loss of Electrical Power: Remain calm. Call the facility manager to call Power Company to report power loss. If in hot weather, open the doors. In cooler weather, have children put on their jackets. Call the parents if the power will be out of service for an extended period of time.

Loss of Water: Have bottled water available for drinking purposes. Call the facility manager to alert water department. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for an extended length of time.

Serious Injury to a Child: Call 911. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury.

Loss of a Child: Call 911. Call the child's parent to report the loss. Keep the other children calm. Call on TSC adults to help assist in the search. Look in the building, outside grounds, and surrounding area.

Death of a Child: Call 911. Call the child's parents. Keep the other children calm.

Parental Access: Parents may visit TSC unannounced and at any time that their child is at the tutorial. Any information requested by the parent concerning the operation of the tutorial will be provided to parents. The parent(s) will be provided daily communication (verbal/written) regarding the child.

Notification of Others at The Seton Consortium: Parents will be given notification of the names of all TSC tutors and volunteers, their responsibilities, and the names of the persons who would be called upon in an emergency. TSC tutors and volunteers will receive orientation regarding these rules; TSC policies regarding discipline, injuries and illnesses, and release of children; TSC written plans for handling emergencies; and appropriate information about any child's specific health needs.

Required Reporting: The Seton Consortium tutors and volunteers are mandated reporters of suspected abuse, neglect, or deprivation of a child. This means the law requires The Seton Consortium, Inc. to report any known or suspected abuse, neglect, or deprivation to the Pickens County Department of Family and Children Services.

Criminal Records Check: All Tutors and Volunteers must pass a Criminal Records Check prior to entering the classroom.

Child Protection Program: All TSC Members go through training to comprehensively cover child abuse education, prevention and reporting. Parents and children go through Child Lures Prevention. Tutors and Volunteers must go through Stop It Now and Mandated Reporter.

DAILY SCHEDULE:

8:55 – 9:25 a.m. Rosary (Optional. TSC leads the 3rd Decade.)

9:15 – 9:25 a.m. Drop Off in Fr. Denis Hall (Church basement)

All Members enter the fellowship hall of OLM (located in the basement of the church with lower level parking and conveniently located entrance). Children must be escorted into and out of the facility by a parent or authorized adult by the parent. Members sign in with a Coordinator on the “Daily Attendance/Arrival & Departure Record.” Lunches will be given to an adult volunteer to place in designated area.

9:30 – 10:00 a.m. Mass

10- 10:05 a.m. Second optional Drop Off in Fr. Denis Hall (Church basement)

10:05 – 10:10 a.m. Morning Offering and Pledge of Allegiance

10:10 – 12:10 p.m. Study/Classroom Instruction

12:10 – 12:30 p.m. Angelus and Grace, Lunch

12:30 – 1:00 p.m. PE

1 – 3:00 p.m. Study/Classroom Instruction

3 – 3:15 p.m. Divine Mercy Chaplet

3:15-3:25 p.m. Clean-Up and Pick-Up/Dismissal

Parent Acknowledgement Form

I have read, understand and fully agree to abide with The Seton Consortium, Inc. Policies and Procedures. I have received a copy of Policies Handbook for families in The Seton Consortium, Inc. for my own records.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____