



Heritage Christian Tutorial Handbook

“We will tell the coming generation the glorious deeds of the Lord...” – Psalm 78:4

Welcome to Heritage Christian Tutorial

We are excited to partner with families in providing Christ-centered, high-quality academic instruction within a supportive and nurturing environment. Heritage Christian Tutorial (HCT) exists to complement the home education of students by offering academic classes, fellowship, and discipleship grounded in a biblical worldview.

Mission Statement

Our Mission is to support Christian Parents who are seeking an alternative to the traditional school model and value the autonomy and flexibility of homeschool. We do this by offering a supplemental structured classroom experience that aligns with a Biblical worldview.

Core Values

- Christ-Centered Education
- Academic Integrity
- Respect for Authority and Peers
- Biblical Worldview
- Service and Stewardship

Tutorial Schedule

Days of Operation: Tuesdays and Thursdays

Hours: 8:30 - 3:30 p.m.

Location: SAYSF Bible Church Campus

46544 Rue Purchase Road

Lexington Park, Maryland 20653

Class changes and important dates are outlined in the HCT Academic Calendar, which is posted online and distributed at orientation.

Nature of the Tutorial

Heritage Christian Tutorial is designed to support and strengthen the homeschooling experience by offering classroom instruction, fellowship, and academic enrichment. HCT serves as a supplement to home education, while parents continue to lead in overseeing the mastery of content, grading, and educational recordkeeping.

Parent Partnership and Tutor Responsibilities

HCT tutors provide in-person instruction and facilitate collaborative learning opportunities such as science experiments and history projects. Parents serve as the primary educators and play an essential role in supporting their child's learning on non-tutorial days. In order for students to benefit fully from their tutorial experience, it is important that assignments designated for home are completed as directed and reviewed by a parent or guardian for accuracy. Parents are also expected to assist students in correcting mistakes when necessary.

Tutors will maintain weekly communication to keep families informed of classroom expectations, assignments, and student progress. Tutors are also required to participate in the mandatory orientation and Open House in order to meet families and clearly present course expectations.

This partnership between the tutorial and the home is vital to ensuring that each child continues to learn, grow, and make appropriate academic progress across all subject areas. However, responsibility for individual student academic progress rests with the parent, as Heritage Christian Tutorial serves as a supplemental educational program.

Parent Involvement

Heritage Christian Tutorial functions as a cooperative ministry supported by the gifts and involvement of its families. While parent volunteering is not required, families who are willing and able to serve are warmly encouraged to do so. Opportunities may include lunch or recess supervision, event support, classroom assistance, or other operational needs.

Tuition and Financial Responsibility Policy

Heritage Christian Tutorial operates as a ministry partnership with participating families. Tuition payments are essential to support tutor compensation, facility use, educational materials, and the overall operations of the tutorial. By enrolling their children, families commit to fulfilling the full financial obligation for the academic year.

Annual Tuition Commitment

Enrollment at HCT represents a commitment for the entire academic year. Tuition is not based on attendance but on the reserved tutorial placement.

Payment Schedule

Families may choose from the following payment options:

- Full Annual Payment: A 10% tuition discount will be applied when payment in full is received on or before July 1 of the enrollment year.
- Semester Installments: Two equal installments due July 1 and January 1.

Payment method details will be provided during enrollment.

Late Payments

Tuition not received within ten days of the due date will be considered late. A late fee of \$100.00 may be assessed.

Accounts more than thirty days past due may result in one or more of the following:

- Temporary suspension from tutorial participation
- Withholding of report cards or academic records
- Loss of re-enrollment eligibility
- A required meeting with the HCT Board to establish a payment plan

Delinquent Accounts

If an account remains unpaid despite ongoing communication and efforts to establish a workable payment plan, Heritage Christian Tutorial may need to pursue additional measures to resolve the outstanding balance. Families may be responsible for any related expenses.

Withdrawal Policy

If a family withdraws during the academic year:

- Written notice must be submitted to the Board
- Tuition already paid is non-refundable
- Withdrawal does not release the family from outstanding financial obligations.

Financial Hardship

HCT understands that unexpected financial hardship can arise. Families experiencing difficulty are encouraged to communicate promptly with the Board so that a prayerful and reasonable plan may be discussed.

Academic Expectations

Class Preparedness

Students will arrive prepared for each class with all required materials and will take responsibility for their learning and participation. Lesson plans and instructional materials will be provided in Google Classroom following a Tuesday-to-Tuesday preparation cycle. These plans are reviewed by the Academic Supervisor to help support student success.

Home Lessons

Parents are the primary educators and are responsible for implementing home lessons on home days and monitoring their child's academic progress. Tutors are responsible for providing developmentally appropriate assignments and offering support to parents as needed. Tutors may establish office hours for parent questions.

Grading

Tutors will provide assessments, classwork feedback, and academic guidance to assist parents in maintaining a student portfolio.

Academic Integrity

Plagiarism will not be tolerated. All student work must be original.

Code of Conduct & Partnership Expectations

Heritage Christian Tutorial seeks to cultivate a Christ-honoring learning environment marked by respect, responsibility, humility, and cooperation. In keeping with biblical principles and the tutorial's partnership model, the following expectations apply to students, parents, and tutors.

Student Code of Conduct

Students are expected to conduct themselves in the spirit of *Titus 3:1–3* by:

- Showing respect to tutors, parents, and fellow students
- Dressing modestly and appropriately for a learning environment
- Speaking with kindness and avoiding gossip, profanity, or disrespect
- Acting responsibly and honoring the tutorial as a shared learning community
- Demonstrating preparedness, participation, and a willingness to learn

Parent Responsibilities & Conduct

Parents serve as the primary educators on non-tutorial days and play a vital role in their child's academic progress. Parents are expected to:

- Ensure that assignments designated for home are completed and reviewed for accuracy
- Provide guidance and assist students in correcting mistakes when necessary
- Support tutorial policies, classroom expectations, and academic accountability
- Communicate respectfully and promptly with tutors and leadership
- Encourage consistent attendance, preparedness, and responsible student behavior
- Maintain a cooperative and Christ-honoring spirit that promotes unity within the tutorial community

Tutor Responsibilities & Conduct

Tutors are expected to:

- Provide quality in-person instruction and facilitate collaborative learning opportunities such as labs and projects
- Show respect to students, parents, and coworkers
- Dress modestly and appropriately
- Speak with kindness, avoiding gossip and profanity (*Proverbs 15:1; 16:24*)
- Maintain weekly communication with families regarding assignments, expectations, and student progress
- Participate in all required staff events, including mandatory orientation and Open House
- Foster a respectful, orderly, and Christ-centered classroom environment
- Resolve conflicts according to the principles of *Matthew 18:15–17*, first addressing the individual involved and then seeking administrative guidance when needed

A strong partnership between the home and the tutorial is essential to ensuring that each student continues to grow academically, socially, and spiritually.

Arrival and Dismissal

Students may not be dropped off prior to 8:00 a.m. Parents are expected to ensure timely pick-up at dismissal. Repeated late pick-ups may result in additional fees or review of enrollment status.

Lunch and Recess

Students should bring a packed lunch and water bottle. Sharing food is discouraged due to allergies. Students are expected to demonstrate respectful and safe behavior during unstructured times. Lunch cannot be heated (no capability) Peanut free (allergies)

Weather or Emergency Closures

In the event of inclement weather or facility closures, families will be notified via email and approved communication platforms. HCT will generally follow local county school closure guidance unless otherwise communicated.

Academic Placement

HCT seeks to place students in environments that best support their academic growth and confidence. Tutors and leadership may recommend placement adjustments based on assessment, classroom performance, or developmental readiness.

Media Release

HCT may photograph or share classroom activities for promotional or community purposes unless a family submits a written request to opt out.

Technology Policy

Personal devices should only be used for academic purposes during instructional time. HCT is not responsible for lost, stolen, or damaged electronics.

Spiritual Life

Tutors are responsible for modeling a godly example throughout the day by:

- Keeping Christ at the center of all subjects taught
 - Participating in corporate worship and devotion times
 - Praying with students when appropriate opportunities arise
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Discipline Policy

First offense: Verbal warning

Second offense: Parent notification

Third offense: Parent conference and possible suspension

HCT reserves the right to dismiss a student for repeated or serious misconduct.

Health and Safety

Students who are ill must remain home until symptom-free for 24 hours.

Emergency contact information must be kept current.

Fire drills and basic safety procedures will be practiced periodically.

All tutors are required to maintain CPR certification.

Communication

Updates will be sent via email and approved messaging platforms such as Google Classroom.

Tutors may set office hours on Mondays and Wednesdays based on availability. Parents and students should check messages regularly for announcements and class updates.

Closing Words

We are honored to walk alongside Heritage Christian Tutorial families in this educational journey. We believe each student is uniquely created by God with gifts and purpose. Together, we seek to build a generation that knows the truth, walks in love, and serves with humility.

Contact Information

Jeannae Pinno — Administrator
410-610-4583

Stephanie Miller — On-Site Tutor Supervisor
240-925-4818

Dana Benefield — Academic Supervisor
301-672-4071