



“Inspirations” Elective Classes are an opportunity for youth to continue their love of learning and have a taste of many different learning experiences with mentors who follow a Leadership Education model. These classes will spark an interest for the youth to choose to delve deeper into the topic on their own, strengthening and guiding their scholar phase. The following are the guidelines for our Inspirations class program.

“Inspirations” Mentor Qualifications

- Mentors are selected from members of INSPIRE Family Academy or are approved by the Leadership Team.
- Read Chapters 1-6 of “A Thomas Jefferson Education” by Oliver Demille and mentor with Leadership Education principles.
- All mentors and regular volunteers must submit to a background check.

Class Structure

- There are four class structures in the Inspirations program: Mentor’s Early Learners, Love of Learning, Scholar, and Scholar Depth
- Mentor’s Early Learners class is loosely structured, similar to childcare
 - Is for children ages 0–7 whose parents are either mentoring or attending an adult class
- Love of Learning classes are designed for students in the Love of Learning phase, these classes:
 - Can be any age, this is a class structure not an age limit
 - Have no outside class homework or study time
 - Offer a light, engaging format to focus on exploration and joyful learning
- Scholar level is for students in or entering their Scholar Phase, these classes:
 - Inspire a love of learning while building focus and independence
 - May include out-of-class study or project time, up to 2 hours every week
 - Any required materials or time commitments must be listed on the mentor application
 - Follow the principle to “Inspire, not Require,” supporting student agency
- Scholar Depth is an advanced Scholar-level class for students ready for deeper study and greater responsibility
 - May include out-of-class study or project time, beyond 2 hours a week
 - Any required materials or time commitments must be listed on the mentor application

Class Limits

- Classes must have a minimum of 5 students enrolled to proceed.
- Final class selection and times are determined by the Inspirations Director and Inspire Leadership Team.
- Classes will be held on campus during Inspire’s regular class day between 1-4pm unless pre-approved by the Inspirations Director.
- To avoid scheduling conflicts, any activities outside of regular class time and location must be pre-approved by the Inspirations Director.

Age Limits

- Mentors determine the appropriate age range for their class. Students must meet the minimum age limit by the first day of class.
- Youth must be at least 11 years old by the first day of class to attend Inspirations.
- Children who are 0-10 years old may enroll in an Inspirations class only if they are members of Inspire or their parent is currently mentoring an Inspirations class.
- Children who are under 8 years old may only enroll in dedicated childcare classes (if offered) that are specifically for parents taking or mentoring a class that hour.

Childcare & Safety

- At least two adults must be present during all classes (one may be a parent volunteer).
- Drop offs are allowed but prompt pick-up is required at the end of class.
- Childcare is not provided. However, if you are mentoring a class, your children will have priority placement in Inspiration classes. Please list your children's names and ages.
- The *Mentor's Early Learners* class is for children ages 0–7 whose parents are either mentoring or attending an adult class. Availability of this class depends on mentor staffing and may vary each semester.
- To provide safety, order, and respect for the building and our neighbors, all students, Cornerstone and below, must be enrolled in a class or with their parent. In addition, students must be officially registered to participate in an Inspirations class. We recognize exceptions may be needed, please communicate any concerns to the Inspirations Director.
- As the church sometimes has unsafe neighbors, students should not wander unsupervised through the building or be outside without their parent. Keystone 1 and older youth may be on the front-porch of the building, providing they stay in that area and clean up their garbage.
- The lobby is available for families and youth to study, play or visit. To reduce re-cleaning of the building and for children's safety, classrooms are reserved for organized Inspirations classes only.
- Students who struggle to follow these guidelines will be brought to their parent. If a student continues to struggle following the above guidelines and will be in the building during Inspirations, they will be asked to be in a registered class the next semester.

Attendance and Participation

- Registration and payment are required to attend a class. Class fees pay for supplies and mentor resources, it is unfair to attend without sharing the cost. Registration also helps leaders know that children/youth are in a safe location and where to find them in an emergency.
- To add or change a class, please contact the Inspirations Director directly. This is to help support the mentors leading Inspirations classes. Age limits and class sizes are selected for various reasons, such as room availability or mentor needs. Please do not approach mentors about making exceptions for your children. It is hard as a mentor to say no to people we care about.

Costs & Supplies

- Tuition and supply fees will be paid directly to INSPIRE Family Academy, then reimbursed to the mentor. Supply fees should be reasonable and pre-approved by the Inspirations Director.
- Class tuition includes a \$10 per class fee to cover mentor vouchers, administrative costs, and background checks.
- Non-member student fees are \$50 tuition per semester for the first child. Each additional sibling is \$25 a semester. Class fees are additional.

Vouchers

As compensation for mentoring an elective class and sharing their passion:

- Member Mentors will receive one \$25 voucher for each semester hour they teach, which can be applied toward supply fees for current or future Inspirations classes.
- *Mentor's Early Learners classes are offered in 12-week sessions. Mentors teaching this class will receive one \$25 voucher for each 6-week period taught.*
- Non-member mentors will receive one \$25 tuition voucher per semester class they teach for one of their children to attend current Inspiration classes at the member supply-only price.

Add/Drop

- Requests to add or drop an Inspirations class need to be emailed to the Inspirations Director. The Inspirations Director will communicate changes to the Treasurer, Registrar, and class mentors.
- Adding a class after registration has closed must be approved by the Inspirations Director and class mentors.
- Requests to add a class should be made to the Inspirations Director, not the class mentors. The Inspirations Director will consult directly with the class mentors affected by the changes.

Add/Drop & Refund Policy

- We understand that sometimes plans change, and we want to be fair while also respecting the time and resources our administrative volunteers & mentors put into preparing for classes. Here's how our refund policy works:

1. Full Refund

- Classes dropped at least one week before the first day of school are eligible for a full refund.

2. Partial Refund

- Classes dropped up until the Friday after the first day of class may receive a full or partial refund.
- Class changes must be submitted no later than the Friday after the first day of class.
- If the instructor has already purchased non-returnable materials for the student prior to withdrawal, the cost of those materials will be deducted from the refund.
- If another student is able to use the materials purchased, the withdrawing student will still receive a full refund.
- $\text{Refund} = \text{Total Class Fee} - \text{Nonreturnable Purchased Supplies}$

3. No Refunds (After the Friday after the first day of class)

- After the Friday after the first week of class, no refunds or change will be permitted.

Example:

School begins: Tuesday, January 13th

Full refund deadline: Drop on or before January 6th

Partial refund window: Drop between January 7th – January 16th (refund depends on whether supplies were purchased or your spot can be filled)

No refunds: Drop on or after January 17th (Saturday after first day of class)

Registration Priority Order

- Give prior notice and at least 24 hours for each priority level registration to be completed.
- First Priority goes to Board Members: As recognition for the many volunteer hours and sacrifices and to ensure that leadership who have to be at the building in the afternoon will have a place for their children to be.

- Second Priority goes to Inspirations Mentors: In order to ensure Inspirations mentors will have a place for their children to be and as recognition for their extra volunteer service, they will have an opportunity to register before the rest of the school.
- Third Priority is given to Inspire Family Members: So that members of our school receive the benefit of being a member, they will have the opportunity to register for afternoon classes before non-members.
- Last Priority will be given to non-members.
- To give everyone time to discuss and decide on classes, the class schedule and descriptions should be advertised by email and posted on the website at least one week before registration opens.