

**Mission Statement of Northern Lights Homeschool Association:**

We seek to lighten the load of home educators by offering Christ-like encouragement, enrichment, and educational opportunities for the whole family.

**General Information**

Northern Lights Home-School Association, Inc. (NLHSA) was formed in 1998, by Christian parents who educate their children. Its purposes are:

1. Promoting Christian values and character development.
2. Supporting and encouraging families who homeschool their children.
3. Supplementing curriculum areas that are more difficult to provide in a home setting, such as physical education, creative dramas, music, group interaction, etc.
4. Providing positive social opportunities for homeschoolers.

Additionally, we provide activities for K-12<sup>th</sup> grade students, a preschool program, and childcare for younger siblings.

**When:** NLHSA meets an average of two Thursdays each month (Sept.- April/May). Meeting times will be from 9:30 am to 1:15 pm.

**Where:** Each meeting will be held at Oak Haven Church (1555 Constance Blvd NE, Ham Lake, MN 55304, just East of Hwy 65 on Constance Blvd).

**The calendar for the 2025-2026 school year will be as follows:**

<b>Schedule of Class Meetings &amp; Events</b>	
<b><u>First Half</u></b>	<b><u>Second Half</u></b>
Sept.11, 25	Jan. 8, 22
Oct.9, 23	Feb. 5, 19
Nov. 6, 20	Mar. 5, 19
Dec.4, 18	Apr. 9, 23 April 30 - make up(if needed)

<b>Tentative Special Opportunities Calendar</b>	
<b>Aug. 28th</b>	Kick Off Night: Informational night for coop attending parent for all grades. This year we are requiring all 6+ students to attend as well. - Start time: 7pm
<b>Sept 6th</b>	Opening Picnic
<b>Oct. 23th</b>	Speech for Fun: Students choose a book report/presentation to present or a poem/Bible verse to recite. This can be about our theme, "US States"
<b>Nov. 6th</b>	Yearbook Picture Day
<b>Dec. 18th</b>	Christmas Party (In Class or Lunch/Community Time)
<b>January 15th</b>	Amusement Day
<b>Feb. 5th</b>	Valentine's Party (In Class or Lunch/Community Time)
<b>Feb 19th</b>	Yearbook Cover Contest
<b>March 5th</b>	Verbal Presentations (Discover Classes only)
<b>March 13th</b>	Family Swim and Gym
<b>April 9th</b>	Challenge (Discovery Classes only)
<b>April 23th</b>	Annual Business Meeting and Amusing Hour
<b>April 24th</b>	Variety Show and Project Fair
<b>April 30th</b>	Make up Class day if we have snow day during year (Keep Open)
<b>May 14th</b>	End of the Year Picnic and Curriculum Sale

**Below is the 2025-2026 Class schedule:** For all grades, please register for both **Fall** and **Spring** Semesters, filling in all of the class times. Classes are subject to change based on tutor availability and student enrollment. Syllabi will be posted on the NLHSA website in August.

**2025-2026 Theme - “50 States: From Sea to Shining Sea”**

*The earth is the Lord’s, and everything in it, the world, and all who live in it; for he founded it on the seas and established it on the waters. Psalm 24:1-2*

**Fall 2025:**

	FALL 2025			SPRING 2026		
Times:	Preschool	K/1	2/3	Preschool	K/1	2/3
9:30-10:15		<b>Gym</b>	<b>Nature Science</b>		<b>Gym</b>	<b>Nature Science</b>
	T: Melissa H	T: Jen D	T: Amy K	T:Melissa H	T: Jen D	T: Amy K
10:20-11:05		<b>Nature Science</b>	<b>Gym</b>		<b>Nature Science</b>	<b>Gym</b>
		T: Amy K	T: Jen D		T: Amy K	T: Jen D
11:05-11:35	<b>Lunch and Community</b>					
11:40-12:25pm		<b>Art</b>	<b>Discovery</b>		<b>Bible Heroes</b>	<b>Discovery</b>
	T: Shauna	T: Kaia	T: Courtney	T:Shauna	T: Angie	T: Courtney
12:30-1:15pm		<b>Discovery</b>	<b>Art</b>		<b>Discovery</b>	<b>Bible Heroes</b>
		T: Courtney	T: Kaia		T: Courtney	T: Angie

**Fall 2025: \*Look at class descriptions for course grade levels.**

Times:	4/5	6+*	8+
9:30-11:05	<b>Earth Science</b>	<b>US Social Studies</b>	<b>Physical Science</b>
	T: Katie G	T: Jennifer S	T: Heidi
			<b>Psychology</b>
			T: Karin Hagsfor-Maly
11:05 - 11:35	<b>Lunch and Community</b>		
11:40-12:25	<b>Discovery</b>	<b>Interpersonal Communications</b>	<b>Finance</b>
	T: Alison	T: Megan	T: Erik Wellman
12:30-1:15pm	<b>Gym</b>		
	T: Jessamine		

**Spring 2026: \*Look at class descriptions for course grade levels.**

<b>Times:</b>	<b>4/5</b>	<b>6+*</b>	<b>8+*</b>	
9:30-11:05	<b>Art</b>	<b>US Social Studies</b>	<b>Physical Science</b>	<b>Psychology</b>
	T: Kaia	T:Jennifer S	T: Heidi	T. Karin Hagsfor-Maly
11:05-11:35	<b>Lunch and Community</b>			
11:40-12:25pm	<b>Discovery</b>	<b>Earth Science</b>	<b>Fun with Physics</b>	<b>IEW/Literature</b>
	T: Alison	T :Katie G.	T: Katie B.	T: Lisa
12:30-1:15pm	<b>Gym</b>			
	T: Jessamine			

## Program Description: 2025-2026

### 2025-2026 Theme - “50 States: From Sea to Shining Sea”

*The earth is the Lord's, and everything in it, the world, and all who live in it; for he founded it on the seas and established it on the waters. Psalm 24:1-2*

The theme for the year will be used as a topic in many different areas and will serve as the base for teaching in the **Discovery** classes. It will be the topic for **Speech for Fun**, the **Verbal Presentation**, and the **Challenge**, which all take place for those kids taking **Discovery** class.

**1. Fellowship Time:** Each participating parent will be assigned to a “Fellowship Time” which will meet either at 9:30 or 11:40 for one and one half hours. This will be scheduled opposite your monitoring or teaching times. Our hope is that this will provide you with more support for your job as a homeschool parent, as well as an opportunity to forge closer friendships with other homeschooling parents. We have a homeschooling topic of the day and/or prayer time, and plenty of time to chat with other moms. On rare occasions, you may miss a Fellowship Time in order to cover monitor positions when others are gone or to make up for when you were absent.

**2. Lunch and Community Time Each Co-op 11:05-11:35am:** New this year! We are having a Lunch and Community time from 11:05 to 11:35am each co-op day. Families will be responsible for providing their own **peanut free** large snack or lunch for their child(ren) which will be eaten during the **Lunch and Community Time** part of the day, between 2nd or 3rd class periods. We ask that this snack/lunch be healthy and make a minimal mess. Age groups will sit together with peers and eat lunch and build community. More information will be available in August. Mom's will take turns helping to clean up after lunch time in spaces provided.

**3. Infants:** We have one class for infants, birth to two years old. The children are cared for by NLHSA parents. Infants must be registered for this class, as all other students are, and we have a max of 6 children in our nursery. Infants should be sent with a snack and/or lunch. Parents will be informed of the process for **Lunch and Community time**, 11:05-11:35 am, in August.

a) You must pay for all your children, including full payment for your infant. Nursing mothers are welcome to bring their babies into Fellowship Time only, if desired. During your monitor time, your baby must be in the nursery. Thank you!

b) If you decide NOT to put your birth to 2 year old in the nursery, you must make other arrangements outside of NLHSA for your younger child(ren). We ask that you do this so that you are available to monitor and/or teach without distractions and for liability reasons.

**4. Preschool:** We will have one class for 3, 4, and 5 year olds. (max of 10) The tutors provide many activities including music, art, stories, play time and large motor activities. Children enrolled in this class must be potty trained at the start of the school year. Preschoolers should be sent with a snack and/or lunch. **Lunch and Community time** will be provided from 11:05-11:35am. Look for more information in August.

**5. Social Events/Field Trips:** We need everyone to help plan social events and field trips to give our children a wide variety of interesting and exciting opportunities to supplement their homeschool experience. Each family will plan a field trip or social event on their own or with another family. We have a **Social Events/Field Trip Coordinator** who will help you in any way that is needed. You can pick from a list of past trips and social events we have, or come up with something new! The **Social Events/Field Trip Coordinator** will oversee the master calendar, but they will not be planning all the field trips or social events for the year. That will be up to our families. The NLHSA policy requires payment online ahead of time for field trips and social events. People who pay and don't attend the event will forfeit their payment.

**6. Adult and Student Guests:** If you would like to bring a guest to Co-op, adult or a child, you **MUST request permission ahead of time by filling out the online form. There are waivers and forms to be filled out and reviewed before attending a co-op class day.** There is an \$8 a day fee for a guest child attending co-op. This is only if there is room, and permission has been given by the Director before the co-op day they will be attending.

**7. Communication:** Our primary NLHSA Co-op information is sent via Telegram, then email, and for some items we utilize our **NLHSA website and forum posts.**

- **Website:** Our website is [www.nlhsa.org](http://www.nlhsa.org). The website membership includes registration, online payments, weekly calendar reminders, a forum to post about whatever topics we choose, registration for field trips, and a place for pictures. Families are able to download parent pages, co-op class syllabi, the Challenge Questions (theme-based end of the year quiz), and other pertinent forms from the website.
- **Email:** Co-op Announcements will be sent out via **email** by the Tuesday morning of each week that we meet. For urgent news, such as a cancellation of activities, we will send out an **email** and a **Telegram** chat with the pertinent information.
- **Telegram:** We also utilize the chat application called "Telegram" to remain connected with each other throughout the month and on Field Trips.

**8. Large Snacks/Lunch:** We are **Peanut Free**. Please plan accordingly for lunch time snacks/lunches.

**9. Sick Policy:** We expect parents to use their discretion. If in the past 24 hours, a child or parent has experienced a fever 100 degrees or over, vomiting, diarrhea, severe coughing, or thick yellow/green nasal discharge, please keep that child or parent home. Please do so out of respect for

our families. This sick policy is signed at the August parent meeting. Please use the online absence form to let the board know of your illness and missing event/class.

**10. Late Policy:** Please notify the Director via text message when it looks like you may be arriving late. Arriving at the co-op late disrupts the classes.

**11. Attendance Policy:** We know that illness will happen, but we expect families to make an effort to attend all co-ops. If you are gone, another parent has to cover your monitoring or teaching responsibility. For each co-op you miss, you will cover for another parent who is gone. Expect to be pulled from your Fellowship Time to be a substitute monitor or help in other areas deemed appropriate by the director. Please make every effort to plan your vacations around our co-op dates.

**12. Parent/Guardian Onsite Policy:** If a parent cannot be onsite during co-op class time and they would like their children to attend, a family member, 18 or older, may be designated as the adult in charge. The adult in charge will fulfill all Classroom duties and Service Role responsibilities of the absent parent.

**13. NLHSA Extreme Weather Policy:** The safety of all NLHSA Families is the first priority when determining if Class Day should be held during Extreme Weather Events. We work together to make our Class Days successful; so, the decision to close our Class Day is a serious one, and it affects all of our families in many different ways. We do not want to cancel our classes if it is unnecessary, however, it is more important for our families to remain safe and off the roads when driving conditions become dangerous.

**In the case of Extreme Weather conditions, we will follow the same closure status as the Anoka/Hennepin School District.**

The decision regarding whether or not to make up a canceled Class Day will be made by the Board with the best interests of the Co-op in mind. There is a make up date provided in the calendar. Please keep that date open in case.

- **Where can I get information on NLHSA Class Day closings due to weather?**  
If the weather is questionable, please monitor Telegram for any last minute notifications and/or cancellation to see if we will be holding our scheduled NLHSA Class Days. We will be following the Anoka/Hennepin School District closings. Parents can tune into local media, or review the Anoka/Hennepin website, (<https://www.ahschools.us/>) to determine if Anoka/Hennepin School District is holding classes.
- **Adult to Student Ratio:** If our member ratio of adults to students drops below acceptable level, co-op will be canceled and a make up day provided. See calendar. This ratio is dependent on the number of members in the co-op for that year.
- **What if I am concerned about the weather and NLHSA Class Day is still in session?**

If a family chooses not to attend, they must follow the policy for notification of absence.

**14. PreK-12<sup>th</sup> Grade Classes:** Students will meet in classes according to their approximate age/grade level.

- All classes will be taught by parent tutors or outsourced tutors.
- Classes will have an appropriate number of parent monitors who are responsible for assisting tutors, taking attendance and keeping order.

\*\* Kindergarten students must be 5 years old by Sept. 1, 2025 or have NLHSA Board approval. Successively, first grade students must be 6 years old by Sept. 1, 2025, and so on up through twelfth graders being 17 years old by Sept. 1, 2025 or have NLHSA Board approval.

### **Focused Study Time**

Please contact the Director, at [director@nlhsa.org](mailto:director@nlhsa.org), to request a Focused Study Time (FST) for your teen. In your request, make sure to mention what semester and hour(s) you are requesting a FST for your child. If you have been pre-approved you can register for FST on Registration Day. ***There will not always be a Focused Study Time option.***

### **Responsibilities of Members**

Parents must show a genuine interest in their children through active participation in NLHSA activities. This includes being present during all co-op meetings and serving as a monitor or tutor. If you have to miss a class day, you must call/telegram/text the Director and Class Coordinators as soon as possible so they can make arrangements to cover your position. **Please remember that missing a class day places a strain on the co-op. Another parent has to cover your responsibilities. When possible, we would request you plan vacations, appts., etc. around co-op dates.**

1. **Please be prompt:** Please arrive by 9:20 am so that you will have time to hang up coats, use the restrooms, and bring your child(ren) to their first classroom and moms go to fellowship time or their tutor/monitor role. At 9:30am, children will begin class time. In August logistics will be provided. It is important to show respect to our tutors and the other students, by being in class and ready to start at 9:30 am. By arriving at 9:20am, you can help get the morning off to a timely start, and your child(ren) will receive the benefits of the full first period of class time without unnecessary interruptions or delays. If you arrive late 2 times you will be asked to stay late at that co-op to help with clean-up of classrooms.

2. **Pickup of Students:** There will be no gym time available after co-op. Parents must pick up infants, preschool, and K-3 children promptly at 1:15pm from their classrooms before visiting or taking care of other NLHSA business. Only parents, not siblings, may pick up infants and preschool children. 4/5th grade students will be in the lobby after co-op waiting to depart. 6<sup>th</sup> and up students will be assigned minor cleaning duties and then sent to the lobby to find parents. After co-op, children must either be acting respectfully in open spaces or with a parent, NOT roaming freely in the halls or classrooms.

3. **Monitors:** Each time you monitor you are responsible for supervising all activities of your assigned age group during either the first half of the morning (9:30-11:05am) or the second half of the morning (11:40-1:15pm). The main points are as follows:

- Your most important class duty will be reminding students to have a respectful attitude and listen while in their classes. Please don't allow our tutors to waste their time on discipline. This is your job. If an issue arises with a student that is disruptive to the class, follow steps in the Discipline section, "Guidelines for handling disruptive behavior".
- **First half monitors:** Please be in your assigned classroom by 9:30am Regular duties include taking attendance, handing out name tags (if relevant), bringing students to the bathroom and classes and most importantly the 1st bullet item above.
- **Second half monitors:** Be in your classrooms by 11:40am, bring students to the bathroom and classes. Please make sure tables are clean, floors are picked up, and tables and chairs are put back in order in the last class of the day. If you are monitoring a K-3rd grade class, students will be picked up at their last classroom of the day.

4. **Student Behavior:** If your child's behavior becomes continuously disruptive in his/her class or needs immediate attention, you will receive a copy of a Behavior Report, and be notified by your child's monitor or tutor so that you may work with your child to correct it. If the problem is more serious or your child refuses to cooperate in a class, we will work with the parent to discuss what we can do to help make the situation better for everyone. The parents will be asked to attend a meeting with a Co-Director and/or Class Coordinator to discuss how this can be achieved. A Disciplinary Action Plan will be created and signed by the student/s and parent/s involved. This form is a contract, and will be signed confirming all those present at the meeting are in full understanding and agreement with the plan. **NLHSA participation is to be considered a privilege, which may be revoked if behavior problems remain uncorrected. Should this happen, no refund will be issued.**

5. **Participation:** We strongly encourage full participation in all Northern Lights class activities. Please help your students to be prepared for special events such as Speech for Fun, Verbal Presentations and the Challenge. We believe that one of the most important benefits we offer are these opportunities for our students to practice speaking in front of their peers. The greater the participation, the better the result will be for everyone. However, **please do not stay home from co-op if your child does not want to participate in special events.**

6. **Volunteer Responsibilities:** Every family volunteers to help with different NLHSA activities. This helps run our co-op smoothly. We truly are a cooperative. More information about volunteer roles is on the following pages.

7. **Member Status:** In order for our co-op to function properly we depend on each member to fulfill their obligations. Families will be given priority registration for the following year based on their “Member Status and Roles and Responsibilities in Co-op.” This is a Four-Tiered System.

- **Tier One** includes current and incoming board members. These families will be given first priority for registration starting on May 6th, 2025, 10:00 am.
  - **Tier Two** includes tutors for the 2025/26 school year who have satisfactorily completed their service jobs **and** have maintained consistent attendance. These families will be given second priority for registration starting on May 8th, 2025, 10:00am.
  - **Tier Three** includes returning members who have satisfactorily completed their service jobs **and** have maintained consistent attendance. These families will be given third priority for registration starting on May 13th, 2025, at 10:00 am.
  - **Tier Four** includes new families who have completed an interview and have been accepted an invitation to join NLHSA, **and** returning families who have not satisfactorily completed their service jobs **or** have inconsistent attendance. These families will be given final priority registration beginning on May 20th, 2025, at 10:00 am.
-

## **Tentative NLHSA Volunteer Service Descriptions: 2025-2026**

Each service activity needed to keep the NLHSA running smoothly has been assigned a point value. On average, a one (1) point job is 1 to 6 hours and a two (2) point job is 7 to 10 hours. Each NLHSA family must choose volunteer activities to equal a total of 2 to 4 points. This number may vary from year to year and is subject to change once our final registrations are in for each year. Parents choose their service responsibilities before Kick-Off Night in late August. Please check your calendar to confirm you are available at the time your service roles are occurring during the year.

### **1 Point Service Responsibilities: (number of positions available)**

**Adult Social Coordinator (2):** You will plan two Adult Socials (fall and spring) giving our homeschooling parents a chance to meet and have fun together. You will organize all the details of this event. You do not need to host both of these, but can determine the venue or ask someone else to host. Complete the Event/Social Follow Up Form.

**Challenge Leaders (1):** Administer the "Challenge Quiz" based on our yearly theme. Acquire small prizes (i.e. McDonald's gift certificates, Culver's ice cream tokens) and organize the monitors and other helpers on Challenge Day.

**Challenge Question Author(1):** Create questions and point system for the Discovery Challenge Day. Coordinate with discovery teachers on topics covered.

**Kick-off Co-op Picnic Coordinator(2):** Organize the Potluck for the Saturday all co-op picnic. Date is listed on calendar.

**Cover Contest Coordinator (1):** Organizes and implements Contest and scans artwork. *(Should be done by a parent who has been in NLHSA for a year or more)*

**Front Door Attendant (2):** Arrive by 9:10 to monitor the door, greeting members as they enter. Stay at the door until 9:30 am.

**End of Year Picnic Coordinator (2):** Organize the potluck and coordinate activities and curriculum sale for all families.

**Fellowship Time Snack/Coffee Coordinators (3-4):** Arrive early (about 9:00) to make coffee and set up snacks for Fellowship Time. Monitor inventory of paper products. Check half way through morning to make sure coffee and tea water is still filled. Clean up at the end of the day. The job can be split between coordinators.

**Mentor Coordinator(1):** Assign new moms in the group to a mentor and assist mentors in their responsibilities as a mentor to new members.

**Moms Meet 'N Munch Coordinator (1-2):** Arrange and work with others to arrange for at least 4 socials throughout the year. Coordinate food, location, time and activity. Complete the Event/Social Follow Up Form.

**Older Youth Meet-Ups Coordinator (2):** Arrange and work with others to arrange at least three activities outside of co-op time for older students (4th and up) to participate in throughout the year. This is intended to meet the desires of our students for more social interaction with their homeschooled peers. Events include Bunco Night, Sledding Event and Capture the Flag. Coordinate with Events Coordinator for dates and times.

**Younger Youth Meet-Ups Coordinator (2):** Arrange and work with others to arrange at least three activities outside of co-op time for older students (PreK - 3rd grade) to participate in throughout the year. This is intended to meet the desires of our students for more social interaction with their homeschooled peers. Coordinate with Events Coordinator for dates and times.

**Verbal Presentation and Speech for Fun Coordinator (2):** Organize, write up, and distribute instructions for Oral Presentation and Speech for Fun. Record and upload Oral Presentations. These are 2 separate events.

**Family Gym & Swim Coordinator/Amusement Day Coordinator (1-2):** Coordinator must be present on the Family Swim and Gym day. Reserve the pool, gym, and cafeteria at the Roosevelt Middle School in Blaine for swimming, gym, fun, and snacks. Coordinate sign-up for snacks to bring. Coordinator also reserves location for Amusement Day(Adventure Park?), and is present the day of the event. Complete Event/Social follow-up Form.

**Variety Show Emcee (1):** Announce the performances during the Variety Show and keep the program moving smoothly.

**Meal Train/Family Needs Organizer(1):** Coordinate Meal Trains or whatever is needed for families in our community. For example: Birth of Child, Surgery or other needs that are a burden for families.

### **Party Planning - 2 Point Service Responsibilities: (number of positions available)**

**Christmas Party Coordinator (1) and Committee Members (1):** Help tutors plan and manage Christmas Party activity for children in PreK - 5th grades. Event held during class time or Lunch/Community time.

**Amusing 2 Hour Coordinator(1) and Committee Members(2-3):** Coordinate Lunch after coop and afternoon activities for students during the Annual Business Meeting. Coordinate volunteers to help with event. Event lasts 2 hours.

**Older Youth Christmas/Valentine's Day Coordinators: (2):** Make arrangements for special activities - on or off-site - for the older students during the co-op Christmas and Valentine's Day Parties.

**Older Youth(8+) Formal and 6+ Semi-Formal (2):** Coordinate date, location, food, activities, volunteers for Semi-Formal Event.

**Lunch and Community Time Coordinator(2) (Previously - Opening Exercises Coordinator):** Plan and coordinate Community time during Lunch Break. Including: Leading children in prayer, theme Bible verse, Pledge of Allegiance and birthday recognition. Creating small groups and encouraging discussion at tables. Create a schedule of volunteers to help with room clean up after lunch time each week.

**Project Fair/Reception Committee (2):** Arrange and label students' projects submitted for the Fair which takes place at the Variety Show. Set up and take down projects, plan for food and beverages, stay and clean up after the event.

**Variety Show/Project Fair Coordinator (1):** You will lead the Show and the Project Fair/Reception Committees of people working to plan and put together all aspects of the Event Night. Complete Event/Social Follow Up Form.

**Variety Show Coordinator (1) and Committee Members (3):** Accept talent entries (screening for appropriateness), set up stage, arrange for sound and lights, schedule acts, and create and print programs.

**Valentines Party Coordinator (1) and Committee Members (1):** Help tutors plan and manage Valentines Party activity for children in PreK – 5th grade. Event held during class time or Lunch/Community time.

### **2 Point Service Responsibilities: (number of positions available)**

**Classroom Photographers (2):** Takes photos during designated Fellowship Time and is available, as needed, to assist on Picture Day. [Create candid pages](#) for K/1, 2/3, 4/5 and 6/12 classes. Pages for each grade level for Speech for Fun and Verbal Presentations as well. Good with picture/editing Google Software required.

**Yearbook Assistant 1(1): You will be the Picture Day Coordinator:** Organizes and implements Picture Day. Also: Create class Portrait pages for yearbook as well as assigned special event pages. *(Should be done by a parent who has been in NLHSA for a year or more)*

**Yearbook Assistant 2(1):** Your job is to complete all the field trip pages for the yearbook along with special event pages assigned, Christmas caroling, Christmas and Valentines Parties and 1 for Mom's Meet and Munch events.

**Clean-up Crew (6-8):** You will stay after on co-op days to make sure floors are vacuumed, bathrooms are orderly, trash is removed when needed, and lights are off. Individual teachers are responsible for their messes. The job will be divided into 3 people for the first semester and 3 people for the second semester.

**Picture Day Photographer (1):** Take individual and class photos of parents/tutors and kids. Distribute a digital file to parents and to the yearbook committee. *(Should be done by a parent who has been in NLHSA for a year or more)*

### **3 Point Service Responsibilities: (number of positions available)**

**Yearbook Coordinator (1):** You will take the lead role over the team of people responsible for putting together the NLHSA yearbook. You will handle the incoming emails for the yearbook account and sort pictures into corresponding directories to be used by assistants. Correspond with members to receive pictures needed to complete pages. You will assemble the yearbook pages for final printing. *(Should be done by a parent who has been in NLHSA for a year or more)* Organizer should work well with deadlines and administrative details.

**Fellowship Time Facilitators (1-2):** This service role involves planning and facilitating fellowship time. You are responsible for leading the discussion and time together. The board will offer guidance based on ideas and past feedback given.

**Moms Mega Meet and Munch Coordinator (1) and Helpers(2-3):** This person will find a location, make a reservation, coordinate food and a sign-up for a weekend away during the school calendar year for the Moms in our co-op. Complete Event/Social Follow Up Form.

Event **Coordinator (1):** You will add to the Master calendar as field trips and Social events come in and update Field Trip and Social Event announcements to the Secretary in charge of announcements. Coordinate with the Treasurer and Secretary for payment info and registrations placed on the website. You will set up Children's Theatre field trips in April/May for the following year. You will encourage and assist families as they plan events. You are responsible for sending Thank You notes to field trip locations on behalf of NLHSA whenever appropriate. All members(or 2 members together) are asked to plan 1 field trip or 1 outside co-op social event for a grade level or multiple grade levels during the year.

**Active Board Membership:** Participation on the Board in one of the following capacities: Director, Assistant Director, Co-Class Coordinators, Secretary, Treasurer

## **Northern Lights Home School Association, Inc. Statement of Faith**

Northern Lights Home School Association has been founded and operated under the following beliefs:

### **Purpose**

1. To promote Christian values, character development, and outreach.
2. To support and encourage families educating at home.
3. To supplement curriculum areas that are more difficult to provide in a home setting such as Phy. Ed., team activities, creative dramas, group interaction, music, etc.
4. To provide positive social opportunities for homeschoolers.

### **Statement of Faith**

1. We believe the Bible to be the infallible Word of God, the supreme and final authority for all faith and life. (Is. 40:8, Ps. 12:6)
2. We believe that there is one God, eternally existent in three persons: Father, Son, & Holy Spirit. (John 14:26, Acts 10:38)
3. We believe in the deity of our Lord Jesus Christ, His Virgin Birth, His Sinless Life, His Miracles, His Vicarious & Atoning Death through His shed blood, His Bodily Resurrection, His Ascension and His Imminent Bodily return in power and glory. (Matt. 1:18-25, Matt. 28)
4. We believe that man was created in the image of God but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone can be saved. (Gen. 1:27, Eph 2:8)
5. We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin. (Romans 6:23)
6. We believe that the ministry of the Holy Spirit is to convict man, indwell, guide, instruct and empower the believer for Godly living and service. (John 16:7-15)
7. We believe God wonderfully and immutably creates each person as male or female. (Genesis 1:27, Genesis 5:1-2)
8. We believe that the term "marriage" has only one meaning, the uniting of one man and one woman in a single, exclusive union as delineated in scripture. (Gen 2:18-25, Matthew 19:4-6)

## Financial Information: Tuition (per student for the whole year)

\$100.00	Each Infant
\$125.00	For each student Pre-K through High School
\$150 per family	Non-refundable Registration Fee due with registration
3% fee added to the ticket price at the time of purchase	Online Processing Fees for Co-op Events
Fees are clearly outlined in the online class description	Additional Class Fees are specific to some classes and will be added to your tuition in September.

\* Your tuition, registration, and additional class fees, (if applicable), are **non-refundable**. If a family leaves NLHSA during the year, for any reason, it is understood that all tuition and fees for the year are non-refundable.

\* Online registration forms, \$150 registration fee, and tuition must be **received by the deadlines outlined below**.

### 2025-2026 Tuition Payment Plan

**Returning Members:** \$150 Family Registration Fee due by May 12th, 2025.

**New Members:** \$150 Family Registration Fee due at registration. **Your registration is not complete until Online Forms & Registration Fee have been received.**

### Tuition Payment Schedule

Minimum payments will be 25% of the total due based on your family size, using the following schedule:

1st Payment Due - Kick Off Night

10/15/25 - 2nd Payment Due

11/15/25 - 3rd Payment Due

12/15/25 - 4th Payment Due

You may pay ahead of this schedule in increments of 25% of total tuition, if desired. Payments should be made online through the Homeschool-life website. **A \$10 fee will be assessed for late payments.**

**ATTENTION!!!** Your registration total of \$150 will not appear until you have logged out and then log back in. We apologize for this inconvenience. Please do so in order to pay for your registration date in May 2025.

**Admission Procedure - Number 1-4 to be completed between May 5th and May 7th for tutors and May 12th for returning members or before May 20th for New Members.**

1. Go to the Membership Tab and download, print and read the Registration Packet.
2. **Returning families** will be required to update their profile form and **New families** will need to request membership by clicking on the 'Join' tab at the top of the screen. will be required to complete profile form. This is found at [www.nlhsa.org](http://www.nlhsa.org)
3. By **May 7th for Tutors or May 12th for returning families**, families should have their profile updated and signed in agreement with the **General Waiver of Liability, Medical Form, NLHSA Code of Conduct, Statement of Faith and Mission of NLHSA and NLHSA Child and Youth Protection Plan**. Please read/review documents as you complete these agreements. All these documents are on the website for future review under Membership/Registration Forms to Sign.
4. Your account balance will show the Family Registration Fee of \$150 due the day you register your family or no later than May 7th, 2025 for tutors and May 12th, 2025 for returning members. Due May 20th for new members. Please log out and log in again to view your balance. If you have extenuating circumstances and would like an extension, please reach out to our treasurer at [treasurer@nlhsa.org](mailto:treasurer@nlhsa.org) to let her know.
5. Once completed and registration fee of \$150 is paid you are ready for class registration on **your May Tier Date listed above**.
6. **ON your May Tier Date listed above at 10:00am, you may begin to register for classes**
7. Go to the Class Registration Tab and click on 2025-2026 Classes.
8. For Infants through 3rd grade: Register your child(ren) for their classes by grade.
9. For grades 4 and up: register your child(ren) for their classes. Please register for both semesters of a 2 semester class. If the class is only offered in the Fall or Spring, you must fill in those time slots for both semesters.
10. ***Your account balance will show your Family Tuition Fee. If you don't immediately see it in your account, please log out and log back in.*** Tuition can be paid in four installments. First payment due Kick-off Night in August.

**All of the online forms must be completed and registration fee paid to be considered registered.** If you are having any difficulties with this website or have any additional questions, please contact Brenda Kuhn at [director@nlhsa.org](mailto:director@nlhsa.org).

**Contact information for the Board:**

Director, Brenda Kuhn: [director@nlhsa.org](mailto:director@nlhsa.org)

Assistant Director, Liz Powell: [asstdirector@nlhsa.org](mailto:asstdirector@nlhsa.org)

Treasurer, Courtney Knitter: [treasurer@nlhsa.org](mailto:treasurer@nlhsa.org)

Secretary, Katrina Bossany: [secretary@nlhsa.org](mailto:secretary@nlhsa.org)

Class Coordinator, Katie Guertin: [classcoordinator@nlhsa.org](mailto:classcoordinator@nlhsa.org)

Class Coordinator, Megan Wineinger: [classcoordinator@nlhsa.org](mailto:classcoordinator@nlhsa.org)