



Happy Hearts Schoolhouse

(IN ASSOCIATION WITH ALAMO AREA CHRISTIAN EDUCATORS, INC.)

Parents' Handbook

Pre-K4 to 7th Grade
2026-2027

STATEMENT OF FAITH

Jesus-based

"For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life." - John 3:16

"For by grace you have been saved through faith; and that not of yourselves, it is the gift of God; not as a result of works, so that no one may boast." Ephesians 2:8-9

We believe there is only one way to Heaven and that is through Jesus Christ.

Family-based

"That is why a man leaves his father and mother and is united to his wife, and they become one flesh." Genesis 2:24

We believe that God created the sanctity of marriage between a man and a woman.

Creation-based

"Thus the heavens and the earth were completed in all their vast array. By the seventh day God had finished the work he had been doing; so on the seventh day he rested from all his work." Genesis 2:1-2

We believe that God created everything in six days and rested on the seventh.

Child-focused

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew. 19:14

We want your children to understand that they are each one of God's unique creations. Each child is one-of-a-kind and was placed on this beautiful earth at precisely the right time – chosen by God to fulfill His specific purpose for that child's life.

MISSION & PHILOSOPHY

Creation-based by using God's creation to grow and nurture young minds in a small-group learning environment.

Family-based by choosing to preserve childhood and foster a love of learning by partnering and equipping parents to give their children the education they want and need.

Christ-based because He is all that matters.

"Love the Lord your God with all your heart and with all your soul and with all your strength."
Deuteronomy 6:5

We believe at the end of our lives that God will care more about how we loved Him and others than at what age we learned to read at a certain grade level or how high we scored on the SAT. However, we are also called to be good stewards of what He has given us, so we believe in developing a child's mind in the way God designed that child to be.

ABOUT US

Happy Hearts Schoolhouse is neither a school nor a co-op. Happy Hearts is a small, faith-based, child-focused, homeschool enrichment program taught by tutors under the umbrella of Alamo Area Christian Educators, Inc., which is a non-profit 501-C3 organization.

Our goal is to partner with parents in the education of their children thereby replacing the parents' feelings of being overwhelmed and frustrated to homeschool on their own with a renewed assurance that they can successfully and happily educate their own children with some additional help from us.

PROPOSED 2026-2027 SCHOOL YEAR SCHEDULE*

*Schedule is subject to change due to unforeseen situations (*i.e.: weather etc.*)

Fall Dates:

September –

15th, 17th, 22nd, 24th, 29th

October –

1st, 6th, 8th, 13th, 15th, 20th, 22nd, 27th, 29th

November –

3rd, 5th, 10th, 12th, 17th, 19th
(Off for Thanksgiving Nov. 24th & 26th)

December –

1st, 3rd, 8th, 10th (We end on Thursday, Dec 10th.) Christmas Holidays: 3 weeks (Dec 15th, 17th, 22nd, 24th, 29th, 31st)

Spring Dates:

January –

5th, 7th, 12th, 14th, 19th, 21st, 26th, 28th

February –

2nd, 4th, 9th, 11th, 16th, 18th, 23rd, 25th

March –

2nd, 4th, 16th, 18th, 23th, 25th, 30th
(Off for Spring Break Mar. 9th & 11th)

April –

1st, 6th, 8th, 13th, 15th, 20nd, 22nd, 27th, 29th

May –

4th, 6th, 11th, 13th, 18th, 20th
(Award ceremony & graduation – last day)

Tuesday and Thursday Time Schedules

All grades meet 9:30am – 2:30pm Drop-off begins at 9:25am, pick-up begins at 2:25pm.

Tuesday CORE Day

Sample Schedule (PreK4 – 7th)

Morning Meeting (*Prayer, Character, Bible, Pledges, Calendar, & Weather Report*)

1. Math
2. Language Arts/Reading and Pre-reading
3. Phonemic Awareness & Fantastic Fingers
4. Fine & Gross Motor Activities
5. Read Aloud stories after lunch

Thursday ELECTIVE Day

Sample Schedule (PreK4 – 7th)

Morning Meeting (*Prayer, Character, Bible, Pledges, Calendar, & Weather Report*)

1. "Show & Tell" during lunch time
2. Art
3. Science & Science Lab
4. History & Geography
5. Spanish (all ages)

EXPECTATIONS & POLICIES

- ♥ We love Jesus and will teach about Him in a non-denominational way, which means we stick to what the Bible says and do not push any certain denomination.
- ♥ We LOVE God's creation and believe we should take care of it.
- ♥ We realize God has created each one of us (including our children) in a special, unique way. None of us are exactly alike, so our mission is to appreciate our children's learning differences, strengths, and weaknesses.
- ♥ We believe in open communication and ask that you, the parents, communicate with the instructors or program creator directly and not gossip or use slanderous language if a disagreement should arise. If a miscommunication occurs, which at some point may happen, we will strive to right the miscommunication as soon as possible.
- ♥ We trust our instructors' skills and years of experience, which is why our own children are a part of this program; therefore, we will let the instructors have the freedom to teach as they deem necessary.
- ♥ We are **not** a school, but we are a **private instructor-share**, which means we have the ability to keep our groups small and teach in a specific and intentional way for each child.
- ♥ We **REQUIRE** families to be involved in their children's education. If this involvement is not something your family desires, please reconsider whether this program is an appropriate match for your family's lifestyle. This method will not work if both parents work full-time without other help in the home. This instructor-share teaching time **SHOULD NOT** be expected to replace all the work to be done at home as homework is always provided.
- ♥ We are not competing against or comparing your children to broad-based expectations that are set by the public school system. We do believe we will help prepare your children at an appropriate learning rate.
- ♥ We want to develop independent, creative, self-disciplined, caring, kind, responsible, and motivated children who are leaders in their generation and not merely followers.
- ♥ All children participating in the Happy Hearts Schoolhouse program **MUST** be potty-trained.
- ♥ All children participating in Happy Hearts Schoolhouse and their siblings, parents, and caretakers are asked to respect the property and not be destructive.
- ♥ Once-a-month Parental Volunteering may be required for classes that require extra adult supervision or help with setup or cleanup. Sign-ups will be available at the beginning of each month, if needed. A caretaker (over the age of 18) can also fill this requirement if a parent is unavailable.
- ♥ One parent or caretaker (over the age of 18) is required to accompany his/her child on any field trips or special outings.
- ♥ If anyone other than the parent or legal guardian comes to pick up a child for the parent or legal guardian, he/she **MUST** be named as an alternate pickup on the registration form and will be asked to present a valid driver's license.
- ♥ To enroll in Happy Hearts Schoolhouse, there is a non-refundable \$250 registration fee for the year.
- ♥ Tuition is due on the 2nd of each month.

- ♥ We do not allow students to use smart phones during class days. A student will be asked to give up the phone for the day if a teacher sees anyone on his/her phone. If there is an emergency situation, please let your teacher know.
 - ♥ A **mandatory orientation** will be required of all **new parents**, regardless of prior enrollment, length of home schooling status, or volunteer position.
 - ♥ It is the parents' responsibility to inform the tutor/director if the child will be absent.
 - ♥ It is the parents' responsibility to inform Happy Hearts Schoolhouse of any allergies or conditions that could put their child at risk while attending classes.
 - ♥ Happy Hearts Schoolhouse is not responsible for students while on the grounds of **Bulverde Baptist Church** (1331 Bulverde Rd., Bulverde, Texas 78163); parents bear the ultimate responsibility for their children and their children's actions. The Palmer, Ras, Mathis, Cardona, Torres, and McMinn families are not liable for any accidents or mishaps that may occur on the Bulverde Baptist Church's campus. Likewise, Happy Hearts Schoolhouse is not liable for any accidents or mishaps that may occur on the premises. The full Release of Liability is part of the registration form.
 - ♥ To withdraw from the Happy Hearts Schoolhouse Program, you must follow our withdrawal process and turn in the appropriate forms. Failure to do so will jeopardize the possibility of returning to Happy Hearts Schoolhouse in the future. Our rental commitment to the church is for the school year, and instructors are making a commitment for the entire school year, **so you need to make the same commitment.** Refunds are not given for the registration fee or for the remaining months of the school year. By enrolling in this program, you are reserving a spot that cannot be refilled once the school year begins, and you are committing to attend each week. **If you withdraw your student after classes begin, payment for the remainder of the school year will be due. This includes dropping to 1X a week if registered for 2X a week.** Enrollment fees are also not refundable. A drop fee is available if an unavoidable/emergency situation arises. The drop fee total will be \$300 per student if dropping from 2x to 1x per week or \$500 per student if dropping out completely. This will **only** be available in the event of an unavoidable/emergency situation and will require official documentation to apply.
 - ♥ If weather conditions prevent us from meeting on any given class day, an email will be sent out by 8:00 am that morning. Please check your email before leaving your home when questionable weather conditions exist in our area. If notification can occur sooner, it will.
 - ♥ Due to the limited student capacity of this program, if a question or a problem arises, please contact Trudy Palmer at **admin@happyheartsschoolhouse.com** on Tuesday and Thursday between 10:00 am – 4:00 pm.
- If it is an emergency, please call or text her at (210) 364-5179.**

APPLICATION AND ENROLLMENT PROCESS

Family Application Fee: There is a one-time family application fee of \$75 for new families. The application fee is per family and not per student. The New Family Application Fee is non-refundable and does not guarantee your student's spot. After the application fee is paid and the application and waivers have been submitted, a family interview will be scheduled. After the interview, if we believe Happy Hearts is a good match for your family, we will let you know your student has been accepted

into our program. The non-refundable registration fee and non-refundable enrollment fee will be due and after receiving payment, your student's spot will be secured.

Provisional Period

In the best interest of everyone involved, we always begin with a 1 month "provisional period." During this time, our teachers and board members will decide if Happy Hearts Schoolhouse is a good fit for the student.

REGISTRATION, TUITION, AND FEES

Pre-Kinder – 7th Grade Program:

To reserve your child's spot for the 2026-2027 school year: The \$250 non-refundable registration fee for the first child (and \$150 for each subsequent child) **must be paid in full at time of registration.**

The non-refundable yearly enrollment fee (covers supplies for the school year and enrollment process for each student) of \$400 **PER Student** **will be due June 2nd.** **discounts available for families with more than 1 sibling**

The first month's tuition (\$225 for 1X a week or \$400 for 2X a week) **will be due July 2nd** and will cover **September tuition**. There will be a total of 9 tuition payments drafted each month thereafter, beginning each year in July and ending in March. **The last payment will be March 2nd and will cover the May tuition fee.**

If payment for the registration fee, the enrollment fee, or the 1st month's tuition is not paid on the expected date, we will contact you, and if payment is still not made within 48 hours, we will have to replace your child's spot with another child's registration. **The registration fee and the enrollment fee will not be refunded.**

Tuition payments are due on the 2nd of each month. We require ACH automatic drafts each month for tuition. If you choose to pay by check or cash, the entire semester's tuition must be paid in full before classes for that semester begin.

Please Note: *You are required to make the same monthly payment each month regardless of the number of school days in that month or the number of days your child misses class due to illness or vacation. Your children are receiving an amazing and unique program at a reasonable price point because all families are splitting the costs involved in utilizing private tutors to teach foundational, core, and elective subjects in high-interest, hands-on ways.*

CLASS SIZE AND GROUPING

We strive to meet children where they are, both academically and socially, and will place them in appropriate groups for our various activities based on our analysis and parental input rather than the traditional grade-level distinction dictated merely by their age. We want to instill confidence in these children and do not want to make them feel "behind" just because they might be at a different level than another child in their same age group. We strive to maintain a 1:12 instructor-student ratio with the additional regular presence of parental volunteers on both days.

DROP-OFF & PICK-UP PROCEDURES*

Drop-off for all grades will begin at 9:25 am on Tuesday and Thursday. Since we have limited time, we ask that the drop-off be done as quickly as possible, so if there is something you would like to address with one of the instructors, we ask that you wait until pick-up time or during one of the instructors' open-call times. Please be as prompt as possible when picking up your child.

Pick-up for all grades will begin at 2:25 pm.

Please make sure our instructors know your child is being picked-up, especially if your child needs to be picked up early. Since our instructors do have teaching engagements elsewhere, they need to leave shortly after class, so we ask that all children are picked up by 2:35 pm. If an emergency arises, please make sure you have a back-up plan to pick up your child. On the registration form, you will have space to write all the names of individuals who are allowed to pick up your child if you are not available to do so. Please make sure these adults bring their driver's license to show upon pick-up.

*We MUST ONLY USE the designated Circular Roundabout Drive near the playground area (as per the rules of the Bulverde Baptist Church) to avoid interfering with the pick up and drop off of the other children enrolled in the Mother's Day Out Program.

VISITORS

We usually have an open-door policy. If parents do come to visit, as per the policy of The Bulverde Baptist Church, an **indoor** visitation will be limited to 10-15 minutes. Parents will be allowed, at times, to watch or participate in any of our **outdoor** activities for a specified length of time as long as church rules are followed. We ask parents to keep siblings, who are not part of the program, with them at all times and to allow the child who is part of the program space to be with his/her classmates. If there are grandparents or other family members who would like to visit, pick-up, or drop-off children, please list them on the alternate pick-up line on the registration form.

DRESS CODE

Since we plan to be outside each class day, please make sure your child is dressed appropriately for the weather each day. Also, due to our exploration of the outdoors, please make sure to provide one extra change of clothes in case of wet or muddy clothes. We do recommend that your child wear closed-toe shoes (although we may end up barefoot some days), sunscreen, and bug repellent depending on the weather conditions for the day and the planned events for that week. On Thursdays we do art projects that involve various materials which can be messy, so please dress accordingly.

HEALTH & ATTENDANCE

We take extra precautions to make sure your children and our tutors stay as healthy and safe as possible. We will be washing hands regularly and before lunchtime.

We ask that if your child is sick, or otherwise seems unwell, please be respectful of the other families and instructors involved in this program and do not bring your child to class if your child has any one of the following symptoms:

- ♥ A runny nose or has recently started with a runny nose, or has discolored or cloudy nasal discharge
- ♥ A sore throat
- ♥ A fever within 24 hours of class
- ♥ A stomach bug or diarrhea or has vomited within the last 24 hours
- ♥ A "croup-sounding" cough
- ♥ Flu like symptoms or has not been fever free for 48 hours
- ♥ Lice - If a student has lice or has been exposed to lice, there must be a minimum of two treatments within one week and a minimum of 48 hours of being completely lice-free before returning to class. Please note that this is the minimum requirement, as a return to class will be determined by the director.
- ♥ If a child seems unwell anytime during the class time, the instructors will call the parents to come pick up their child. We will make sure the child receives all instructions to be able to complete any homework at home.
- ♥ There will be **NO** refunds or prorating because of missed classes due to any type of sickness or personal trips. We are able to offer this group-tutoring program to your families at a much lower rate than you would pay in a one-on-one tutoring session with our tutors.

ASSESSMENTS & EVALUATIONS

Our instructors will be keeping parents aware of what they can specifically be working on through their child's take-home work. We will not be giving typical grades but rather will be reporting on topics on which the child needs to be working. Children will be keeping various subject binders throughout the year, which will serve to organize the projects and activities they have completed.

SNACK & LUNCH

At various times, we will provide treats for the students. We will also have a designated lunchtime, so please pack accordingly, and any food is welcome. **Please communicate with your children that they will not be able to share food with other children during this time.** We will be watching to make sure children are not passing around their food or drinks, but it helps us to know that this extra instruction is being reiterated at home. Please send a clearly labeled drink bottle. It is best to send water for proper hydration.

*Please note Happy Hearts Schoolhouse is NOT an allergen-free facility. We are renting space and using tables and counters that are shared spaces with the church and therefore not able to control what counters have been used to prepare what food.

While we take pride in providing a clean and safe environment for our students, we also do NOT have the staff or space available to be an allergen-free facility, so if your student has allergies or sensitivities to foods, please be aware that it will be the parents' responsibility to provide safe foods for their attending child or children to eat while at Happy Hearts.

We have Poetry Tea Time five times a year, and the food provided is NOT allergen free. We also do allow students to bring in food for special occasions and do not ask them to provide an allergen-free option. It will be entirely up to the parents of the child with the allergy to provide a safe option for their child. If the attending students have a severe allergy, they will only be allowed to attend Happy Hearts Schoolhouse if the parents agree that those children are old enough to be aware of and mature enough to restrain themselves from partaking in a food or an experiment that involves a food they are knowingly allergic to.

FAMILY CODE OF CONDUCT

— Being enrolled in the Happy Hearts Schoolhouse program, I agree to conduct myself in ways that honor God and others in speech, conduct, and outward expressions. I agree to model desirable social behaviors and to guide my children in following Biblical standards.

— I will respect the beliefs and scriptural foundation with which Happy Hearts Schoolhouse was established, and I agree to their policies and requirements. I will be responsible for my children and expect them to respect Happy Hearts Schoolhouse policies and requirements as well.

— I will teach my children to respect the facility and leave it cleaner than we found it.

— I will teach my children to be a blessing to their classmates, teachers, and surroundings and not to be a distraction by being discourteous, late, or ill mannered.

— I will teach my children to respect all adults and students.

— I will be respectful of any scriptural teachings and prayers led by the teachers and will expect my children to do the same.

— I will look for opportunities to help others and encourage others with kind words and expect my children to do the same.

— I will refrain from: using nicotine products or alcohol, uttering profanity, or possessing weapons of any kind while on campus.

— I will model moral behavior defined by Scripture, and my children will be responsible to do the same.

— I will refrain from conversations that are not appropriate for all ages and will expect my children to be responsible for their conversations as well, avoiding topics that are considered "Pop Culture."

— I will refrain from displaying any offensive materials (i.e. books, literature, flyers, posters, videos, etc.), and my children will refrain from displaying objectionable materials as well.

— My children and I will consistently exhibit self-control, even in difficult situations. Above all, I agree to demonstrate behavior pleasing to God and to reflect the uncompromising Biblical standards and Christian values held by Happy Hearts Schoolhouse.

— I will immediately contact the administrators and/or teachers if a situation arises that causes a concern for our Happy Hearts' families or students.

STUDENT CODE OF CONDUCT

Failure to adhere to this set of guidelines at any time throughout the school year will result in possible dismissal from Happy Hearts.

I agree to have respectful behavior:

- ♥ Treating teachers with kindness and respect
- ♥ Treating classmates and peers with kindness and respect
- ♥ Following teacher instructions and completing homework and in-class assignments
- ♥ Participating in classroom activities
- ♥ Being honest
- ♥ Exhibiting self-control and not disrupting the learning of those around me
- ♥ Demonstrating behavior that is pleasing to God and Christian values
- ♥ Avoiding any discussions that include topics that are inappropriate while at Happy Hearts, including inappropriate "Pop Culture" topics, such as sexual information, gender identity, etc.

I agree to have responsible behavior:

- ♥ Stay on task and participate actively in class activities and assignments
- ♥ Come to class prepared with necessary materials, supplies, and homework
- ♥ Take care of Happy Hearts School's supplies, materials, classrooms, and equipment

DISCIPLINE

If there should be a violation of the Policies or Code of Conduct by you or any members of your family, please be aware of the following consequences.

First Offense – You and possibly your children will be asked to meet with the instructors or leadership team.

Second Offense – Your family may be asked to leave, and your enrollment with our program may be revoked. Future applications to return will also be denied.

YOUR COMMITMENT

Do you agree to respect and adhere to all of Happy Hearts Schoolhouse Policies, Expectations, and Code of Conduct delineated above?

Printed Name of Student(s)

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date

I understand that Happy Hearts Schoolhouse reserves the right to refuse service to anyone for any reason at any time and agree to abide by any such decision made by Happy Hearts Schoolhouse. Signatures are required of parents or legal guardians.

ACTIVITY RELEASE OF LIABILITY (READ CAREFULLY - THIS AFFECTS YOUR LEGAL RIGHTS)

In exchange for participation in this homeschool enrichment program, organized by Happy Hearts Schoolhouse, and the use of the property and facilities at The Bulverde Baptist Church, 1331 Bulverde Rd. Bulverde, Texas 78163, I agree for myself and for the members of my family, to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by Happy Hearts Schoolhouse or the tutors, employees, representatives or agents of Happy Hearts Schoolhouse.
2. I recognize that there are certain inherent risks associated with the above-described activities, and I assume full responsibility for personal injury to myself and to my family members, and further release and discharge Happy Hearts Schoolhouse and Happy Hearts Schoolhouse tutors for injury, loss, or damage arising out of my or my family's use of or presence upon the facilities used by Happy Hearts Schoolhouse, whether caused by the fault of myself, my family, Happy Hearts Schoolhouse, or other third parties.
3. I agree to indemnify and defend Happy Hearts Schoolhouse against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family's use of or presence upon the facilities of Happy Hearts Schoolhouse.
4. I agree to pay for all damages to the facilities rented, used, or owned by Happy Hearts Schoolhouse caused by my or my family's negligent, reckless, or willful actions.
5. Any legal or equitable claim that may arise from participation in the above shall be resolved under Texas law.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

Participant Name: _____ Date _____

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian