

Home School Student Policies & Procedures for Attending the Missions Fest School Field Trip

Home School students are welcome to attend the School Field Trip program held at Missions Fest. This means any student who is not part of a Christian school may come and become part of a group. Included are children of missionaries on furlough, presenters' children, and friends or visitors of other students. Many of our students have met some great people from around the world that come and be a part of our group.

Because Home School Students are not part of a normal class of students who would be accompanied by a classroom teacher, they need to be clustered into age level groups for suitable care and supervision during their visit to Missions Fest.

This responsibility is designated to a volunteer Home School Coordinator person because

- it is not possible to handle these logistics in the office due to the increased load just prior to the conference.
- it requires a person who understands what Home School Students' needs are in order to provide the right kind of care and planning.

The Coordinator is the chief contact between Missions Fest and the home of the home-schooler. The Coordinator's phone and email is printed on materials / website so that parents can contact him/her. The office personnel can then forward all calls from home-schooler parents directly to the Coordinator.

Policies

1. All Home School Students must be pre-registered before coming to Missions Fest. The following information is needed:
Student name, Birth Date, Grade, Parents' names, Address, Home Phone & Mobile Phone, any necessary medical information.
2. Registration must be completed at least two months before the Conference.
The Missions Fest Office liaison needs to know the total registration at this time to ensure that sufficient presenters are in place for the Field Trip.
3. Students younger than Grade 4 (age 9) cannot attend, participate or accompany parents.
4. Students must be grouped into: Grades 4/5 and Grades 6/7.
Secondary students should be grouped into Grades 8-12; they will need to be subdivided into the number of groups as there are seminars being offered.
5. Each group of 10-30 students requires 2-3 adults to escort and supervise them for the entire period of attending Missions Fest on Friday i.e. from 9:00 am to 2:00 pm. Generally, parents are requested to take this responsibility. However, parents may not bring younger siblings with them.
6. Each student must wear an "easy-to-read" name tag along with the Group number assigned.
7. Each group will be given a simple ID code e.g. Grades 4-5 Group #1; Grades 6-7 #1; Grades 8-12 Group #1; Grades 8-12 Group #2; etc.
8. Each Home School student is to arrive 30 minutes before the day's program begins in a designated area in the building. Here, experienced older students and parents help to sort out the groups and place people to be in charge of age groups, take their donations, and give helpers the information packets of the day. New parents are taken under the wing of experienced parents.
The groups are taken to the opening general session and seated. This is a good location to bring late-comers. At noon, they can eat their bag lunches in an eating area; parents may wish to eat together with their children.

9. Late registrations. It may be possible to make room for late registrants of parents “who just heard about it”.
10. The Coordinator will need parents to assist in making plans for car pools
11. The Coordinator will provide the following information to the parents:
 - a. parking information
 - b. dropping off instructions
 - c. meeting points
 - d. schedules

Home-School Coordinator Job Description:

- Be well informed with the Missions Fest Field Trip programs for the coming year.
- Know the procedures of registration, drop-off and pick up at Missions Fest.
- Serve as the registrar of home school students
- As home school students register, cluster them into similar age groups.
- Recruit adults/parents to become group leaders. Inform these leaders about taking responsibility for his/her group, meeting the group at Missions Fest, remaining with the group throughout the whole Field Trip experience and ensuring that each student returns to his/her parent safely.