

**Homeschool-Unterricht in deutscher Sprache
Academy
APC & HUDS Academy Policies**



Ambassador Presbyterian Church Specific Policies

1. Please remember that we are guests of Ambassador Presbyterian Church and that they have graciously allowed us to use their classroom. We will follow all rules and regulations.
2. Please enter and exit the building through the main doors under the portico. The building is open from (8:45 a.m.- 3:15 p.m.) The portico is for loading and unloading only. Do not leave vehicles unattended at any time for any reason, or stop your vehicle to talk with others. All conversations – parents and/or students - must take place in the parking lot, not under the portico or in the circle. In case of inclement weather, please park in a parking spot and wait until your student exits the building before pulling up. **Do not use the side doors** to enter or exit at any time.



Photo 1. Side Doors

3. Students who come with a sibling and remain before or after classes may study or read quietly in the approved location across from our HUDS classroom. **One classroom may be available for waiting families or study hall depending on classroom availability. Please note children, adults, and students may not linger/loiter/visit in the foyer. If there is not a classroom available during the time you will be using the building, feel free to make use of the playground, visit a nearby park (Chatham St. Park is accessible to the left of the pond; Seagrove Farms playground is south on Center St.) or do some errands.**
4. You may park anywhere unless otherwise instructed.
5. **Do not use the side doors** for entering or exiting the church. The side doors are the first set of doors you see when you approach the building. The side doors have writing in the upper left corner that states “1010” and are pictured in Photo 1.
6. Please **enter and exit the church through the front doors** under the drive-up portico. This leads to the large main foyer. The front doors are pictured in Photo 2.
7. To get to the HUDS classroom, walk through the foyer, turn left before the sanctuary, and then take the next left.



Photo 2. Front Doors

8. No student may be dropped off more than 15 minutes before their regularly scheduled class and must be picked up within 15 minutes of their class ending unless prior arrangements have been made with the church office. In addition, no student may be on the church property unattended. This means if the teacher is not on site, the

parent must wait with the student. Likewise, the teacher may not leave the premises until all their students have been picked up.

9. Children and students, not in a HUDS class and less than 18 years old, may not be in the building without a responsible adult on the premise.
10. Only use the areas/classrooms that have been approved for HUDS use. Please do not use other areas without permission. Ambassador invites and encourages the use of our building and grounds. We often have multiple groups, including church activities, in the building at the same time. Please be aware of which classroom(s) your group has reserved. Restrooms are available as needed. All other areas, including sanctuary, kitchen, and nursery hallway, are off limits unless otherwise arranged with the office.
11. The playground/grassy areas are available for all families to use under adult supervision only. Please close gates when exiting. For groups using the building all day, the parking lot area is off limits for play/recess except for the very front lot to the left when you exit unless approved by the office. No skateboarding, ball play, biking, etc. in the parking lot except in this area. The pond is available for fishing at any time. The small retaining pond is off limits at all times due to Town of Apex regulations.
12. All groups must be respectful of all areas of the church building. This is a working environment open to the public during office hours. Be courteous and aware at all times. No running, shouting, or rambunctious behavior, including while entering and exiting the building, in the foyer or under the portico. Please take lengthy or loud conversations outside.
13. All belongings and supplies, including lunch boxes, backpacks, clothing, equipment, etc. must be kept in the assigned classroom. Items may not be left in the foyer, hallways or kitchen.
14. The sanctuary is off limits at all times.
15. Those attending HUDS classes and enjoying the Ambassador Presbyterian Church facilities should seek to glorify God in their actions and attitudes at all times.
16. Again, we are delighted your family and your group are here. If you have any questions regarding Ambassador, these guidelines, or the use of the building, please contact the office. Should you or another family member seek guidance on personal, spiritual, or other issues, and would like to speak to a pastor during office hours, please stop by the office to set up an appointment with our Administrative Assistant, Jennifer Barry.

HUDS Academy Specific Policies

17. Please arrive to class on time, but no more than 15 minutes early.
18. Parents may leave the church until class has concluded or they may wait with other siblings in the HUDS waiting room provided (see item #3 above).
19. All students who have not been picked up within ten minutes of the conclusion of class must return to the HUDS Academy classroom and parents must pick up students there when they arrive.
20. Students with valid licenses and permission of their parents may drive themselves to class.

21. If a student will be absent from class for any reason, please email Herr Hägele. This includes illness.
22. All homework (written or online) is to be **completed by the next class** unless otherwise noted. If you need an extension, please email Herr Hägele.
23. Please **pay your room fee** at the beginning of each month or you may pay ahead for the entire year. The room fee goes to our wonderful host, *Ambassador Presbyterian Church*. **The room fee is equivalent to \$3 per week per student**. What a deal! If you'd like to pay ahead for the year, the special discount fee is \$102. To pay the room fee, go to the HUDS Academy website <http://www.hudsacademy.com> and select **Room Fee** from the menu at the top of that page. This will take you to the instructions for payment. All payments will be made via *PayPal*. However, if you thoroughly dislike paying for things online or are off the grid, I'll accept cash. (no S&H Green Stamps, Pokémon cards, or credit cards, please)
24. Most of all let's have a fun time getting to know each other and learning the German language, culture, geography, and history!!