

# Community Christian Homeschoolers

## Member Handbook

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## Organization Information

### Mission Statement

The purpose of CCH is to provide support, encouragement, fellowship, information, and activities for Christian homeschoolers and their families.

“Hear, O Israel: The Lord our God, the Lord is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you

rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.”

Deuteronomy 6:4-9

## Purpose

CCH is a “grassroots” volunteer organization that provides homeschooling support, information, and resources to its members. Members of CCH work together to accomplish these purposes. CCH does not determine the materials or methods of homeschooling appropriate for each family. Instead, CCH provides an organizational structure and a flexible framework where members work together to meet each other’s homeschooling needs.

CCH seeks to invest in homeschooling parents by providing support in the four targeted areas:

1. Spiritual Support

God has given each parent the responsibility to train up their own children.  
(Deuteronomy 6:5-7)

CCH helps parents instill Christian faith and beliefs in their own children.

2. Academic Support

We assure that every subject taught in CCH is approached from a Christian standpoint. We make academic opportunities available to all legally homeschooled children regardless of aptitude or ability.

3. Character Development

We endeavor to instill God’s Word and Christian values in the hearts of our children. We strive to build children’s self-esteem while helping them gain emotional maturity. We desire to decrease peer pressure by providing positive socialization and integrating learning with everyday experiences.

4. Building Families

We strive to help strengthen families and foster strong family relationships to which our children can turn for love, support, and encouragement.

Members are committed to active involvement in the organization and are responsible for orchestrating and implementing its activities. Members have the freedom to be creative, try new ideas, and/or pursue interests that are beneficial to the group as a whole.

The leaders of CCH function as facilitators and/or coordinators. Leaders enable members to work together effectively as well as ensure that events run smoothly. Leaders assist members in organizing Subgroups, Clubs, Activities, Field Trips, classes, seminars, and/or parties. Leadership also disseminates legislative and/or other information affecting the rights of membership to homeschool or direct the education and upbringing of their children.

## Goals

1. Mutual support, encouragement, and fellowship for homeschooling parents.
2. Positive fellowship for our homeschooled children.
3. Exchange of ideas, resources, and information important to homeschooling.
4. Organized activities such as field trips, co-ops, classes, and parties, etc.

## Statement of Faith

We believe:

1. The Scriptures, both Old and New Testaments, to be the only inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for all Christian faith and life.
2. In one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son, and Holy Spirit.
3. That Jesus Christ is true God and true man, having been conceived of the Holy Ghost and born of the Virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead and ascended into Heaven, where at the right hand of God the Father, He now is our High Priest and Advocate.
4. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and to convict men, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for godly living and service.
5. That man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
6. That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God.
7. That all members must honor their God-given identity revealed in their biological sex by presenting as and living consistent with that sex.
8. That sexual immorality—any sexual activity outside the context of the covenant of marriage between one man and one woman—is sinful before God and therefore inconsistent with the values and principles of the organization.

## Tax-Exempt Nonprofit Organization

CCH is a tax-exempt nonprofit organization and follows the requirements set forth by the IRS and the state of Florida.

## Leadership

CCH is led by a volunteer Board of Directors. The Board of Directors provides leadership and oversight for the function of the CCH Organization in its entirety. The Board of Directors is advised by a committee of Subgroup Leaders. Together, the CCH Board of Directors and the Subgroup Leaders constitute the Steering Committee, in accordance with CCH Bylaws. The Steering Committee participates in selecting the Board of Directors annually and approves any changes to the CCH Bylaws.

### Board of Directors Contact Information

President- [cchboardpresident@gmail.com](mailto:cchboardpresident@gmail.com)

Vice President- [cchvicepresident@gmail.com](mailto:cchvicepresident@gmail.com)

Treasurer- [cchboardtreasurer@gmail.com](mailto:cchboardtreasurer@gmail.com)

Prospective Member Liaison- [cchmembership@gmail.com](mailto:cchmembership@gmail.com)

Secretary- [cchboardsecretary@gmail.com](mailto:cchboardsecretary@gmail.com)

## Communication

### Individual Members

CCH leadership communicates with individual members primarily via email. Members are expected to check their email regularly and provide a working email address for the CCH Member Directory. Communication between individuals and leadership may also include phone calls or texts whenever necessary.

### General Membership

CCH communicates with membership in its entirety via three primary methods:

1. CCH Newsletter, sent bi-monthly
2. CCH Private Facebook Group
3. CCH Website (<https://www.cchweb.org/>)

#### Newsletter

CCH sends a bi-monthly email newsletter to all members. The newsletter includes important information about sign up and payment deadlines, upcoming activities, events, and local opportunities. Members should read the newsletter to remain informed about CCH news and opportunities.

#### CCH Private Facebook Group

CCH utilizes a Private Facebook Group to communicate time-sensitive information. Here members can find reminders about upcoming events,

legislative updates, and pictures/highlights from CCH events. CCH members with Facebook accounts may request to be added to the CCH Members Only Facebook Group. Information about how to join is available in all CCH Newsletters. Membership in this group is updated annually in the Fall, but new members are added on an as-needed basis.

#### Member's Homepage on the CCH Website

Each member has an individual Member's Homepage on the CCH website. In terms of communication, this page contains the CCH Calendar and other areas of communication specific to each family member's involvement in CCH. There are also resources on this page for members to communicate with other CCH members.

#### CCH Directory

CCH maintains a Directory on the CCH Website. It is located under the Member Tools Directory on a Member's Homepage. The Directory includes the names, mailing addresses, phone numbers, and email addresses for Primary Parents. It also includes the phone numbers and email addresses for Secondary Parents and Students when these are provided to CCH. The Directory is for personal use only and may not be used for solicitation.

## Membership Information

### Membership Requirements

Membership shall be available to those families, regardless of race or nationality, who meet the following requirements:

1. Homeschooling one or more children, five years of age or older, on or before February 1 of the current school year.
2. Agreement with the CCH Statement of Faith, Purpose of Homeschooling, Goals, and Standard of Behavior.
3. Compliance with Florida Homeschool Law.
4. Recommendation through an interview and, when applicable, recommendation by a family already established (one or more years) in CCH.
5. Approved Membership Application, as well as Membership Agreement, Waivers (when applicable), and Enrollment Form.
6. Compliance with the CCH Background Check Policy for all required parties.
7. Payment of annual dues as determined by the Board of Directors.

The purpose of these requirements is to keep CCH like-minded, operating from a foundation of Biblical principles. Membership will be granted on the basis of a completed application and agreement approved by the Prospective Member Liaison and/or the President.

All members will be required to indicate agreement to and compliance with all current Membership Requirements upon initial enrollment in CCH and annually for each year of re-enrollment.

Any non-Board member and any non-Steering Committee member shall be designated a general member.

## Membership Requirements - Additional Clarifications

Applicants may apply for CCH if their student(s) meet at least one of the legal reporting criteria below to satisfy the compulsory school attendance statute in Florida Law (Section 1003.21, Florida Statutes).

1. Homeschooling under the homeschool statute by submitting a letter of intent to your local School Board and submitting annual evaluations.
2. Homeschooling under a private school “umbrella” program.
3. Homeschooling with a private tutor.
4. Be enrolled in the Personalized Education Program (PEP), through the Florida Tax Credit Scholarship (FTC).

Please refrain from applying to CCH if your student(s) is enrolled in programs such as full-time FLVS or e-school programs. These students are considered public school students.

Additionally, all enrollment forms, background checks, opt out forms, and dues must be submitted before a member may participate in any CCH event. These events include Subgroups, Clubs, Activities, Field Trips, etc.

## Who is a Member?

CCH membership includes immediate family members of enrolled students (including foster children and other family members living in the household) and grandparents. In the event that a student member’s parents are divorced, each household will need a separate membership to participate in CCH events. Only one household membership is required for a student with divorced parents to participate. The non-member family will be treated as other non-members.

Membership begins immediately upon Board approval (following receipt of all forms and dues) and ends on the following June 30th, which constitutes the end of the CCH Academic Year.

## New Member (and Lapsed Previous Member) Enrollment Window

Enrollment opens to New Members (and previous CCH Members with lapsed memberships) for the upcoming academic year at the June Prospective Member Meeting and ends at the Fall Large Group Meeting. Applications may be submitted after the Fall Large Group Meeting on the understanding that both memberships in Subgroups and offerings for Clubs, Activities, and other events may be limited. New Membership Applications received after January 1st may be held until the following academic year depending on remaining CCH events/group availability.

## Current Member Re-enrollment Window

Re-enrollment opens for current members in late spring. Current Members who submit re-enrollment forms after the Fall Parent Connection Meeting may do so on the understanding that offerings for Subgroups, Clubs, and Activities may be limited. Membership for Subgroups may be limited to participation in the General Membership Only Subgroup by that time. If a family chooses not to re-enroll for a year, then they must subsequently reapply for membership.

## Member Participation

In terms of student participation, CCH Subgroups, Clubs, Activities, and Field Trips are limited to currently enrolled CCH students. Friends, siblings in school, cousins, etc. may not participate in CCH events as participants.

Attendance at CCH events is limited to CCH members, as described in the Membership section of this handbook, unless otherwise specified. CCH activities are divided into open and closed events. Members who are not background checked may attend both events listed as “open” on the CCH Calendar as spectators and CCH-wide large group field trips. Non-members may attend specified “open” CCH activities as audience members.

## Standards of Behavior

### Student Expectations

#### General

1. Follow all the rules for the facilities CCH visits. Refrain from running, jumping or climbing where inappropriate, and clean up any messes.
2. Show respect for the personal property of other members.



3. Show respect for others in words and actions. Speak kindly and respectfully with others and try to avoid conversations that are not encouraging to one another or pleasing to God. Do not use foul/crude/vulgar language or put others down. (Ephesians 4:29)
4. Treat others with respect and kindness in person, online, and/or on CCH social media platforms.
5. Stay on the property at a CCH event and do not leave without the volunteer leader's permission.
6. Focus attention on building solid friendships rather than romantic relationships. Should romantic relationships form, students are expected to refrain from acts of romance (hand holding, kissing, extended hugging, etc).
7. Refrain from bringing alcohol, illegal substances, and weapons to CCH events. Small pocket knives are permitted provided that students do not brandish them in front of other students. If a student threatens another student with a weapon (including a pocket knife), that student will be asked to leave the CCH activity immediately.
8. During CCH classes/activities, all electronic devices should be silenced and concealed, except during lunch or after the activity is over. Do not share or view questionable or inappropriate media at CCH events.
9. Remember to love your neighbor as yourself (Mark 12:31).

#### Class Time

1. Refrain from interrupting when someone else is speaking. Walk and use quiet voices when changing classes.
2. Actively participate in CCH classes/activities.

#### Parent Expectations

1. Direct your own child's/children's behavior (or ensure that a supervising grandparent does) to ensure they reflect the CCH Student Expectations.
2. Work with other parents to ensure that all students adhere to the Student Expectations.
3. Display an attitude of service by helping whenever possible.
4. Avoid and discourage gossiping, even if what is being said is out of concern for others. See Pr. 25:9-10, 11:3, 20:19, and 26: 20.
5. Avoid discussions of personal doctrinal or political beliefs in CCH classrooms and endeavor to avoid divisive conversations with other members that may stir up conflict.
6. Act in accordance with the CCH Statement of Faith.

7. Be vigilant in understanding the far reaching effects of social media and its potential for damaging relationships.
8. Do not bring alcohol, illegal substances, and unlawful weapons to CCH events.
9. Settle offenses with other members using the Matthew 18 model, as described in the Grievance Policy. Attempt to resolve differences one-on-one without involving unrelated parties.
10. Regularly check email for CCH communications and keep email addresses up-to-date on the CCH website.
11. Bear all things in love and forgive each other. Choose to look for the good in others and focus on the things we have in common, rather than focusing on differences in beliefs, child rearing, and/or homeschooling. (1 Corinthians 13:4-7)
12. Student drop off is permitted with Subgroup Leader permission for students in 6th grade and up (and 11 years of age or older). Parents must drop off and pick up the students in person on the appropriate schedule to the supervising leader. Do not leave students at a location where two supervising adults are not present.
13. In the event of illness or other unforeseen circumstance, parents may arrange to drop off children with an arranged CCH parent substitute at a Subgroup, Club, or Activity. This should only be done on an occasional basis. Parents must communicate with leaders prior to dropping off children. Students must be handed off to and picked up from the CCH parent substitute directly unless the students are brought to the Subgroup, Club, or Activity by the CCH parent substitute.

## Student Discipline Policy

CCH strives to maintain high Behavioral Standards for all of its Student Members. If a student is not meeting the Student Expectations outlined in this handbook, the procedure will be as follows:

1. A verbal warning will be issued to the student by any supervising member.
2. If the behavior continues, the child's parent will be notified immediately.
3. If the behavior persists after the parent has been notified, the parent will be required to directly supervise the child at CCH events. The child may not be supervised by other parents or leaders until the child is capable of adhering to the Student Expectations.
4. Any situation that puts another student or adult at risk of physical harm will result in immediate involvement of the Leader of that Subgroup, Club, or Activity. If the situation cannot be resolved, that student will be required to leave the CCH Event, and the details will be reviewed by the CCH Board.

**\*\*NOTE:** The CCH Board takes the safety of our members very seriously. Issues of

safety may involve a suspension period for the child and/or the removal of the entire family from CCH Membership.

## Child Protection Policy

CCH seeks to provide a safe and secure environment for the children who participate in our programs and activities. The following is our policy put in effect to protect the children of CCH from incidents of misconduct or inappropriate behavior while also protecting our volunteers from false accusations.

### Child Protection Training

All CCH Board Members, Subgroup, Club, Activity Leaders, Teachers, and Nursery Workers will be required to complete an annual Child Protection Training for Abuse Prevention.

### Two Adult Rule

1. Two unrelated adult volunteers must supervise the nursery at all times.
2. Two unrelated adult volunteers must be in attendance at all times when students are being supervised at CCH Subgroups, Clubs, Activities, Field Trips, and other events.

### Additional Safeguards

1. No member should be alone in the bathroom with an unrelated young child. When escorting children to the bathroom, at least two children should go with the supervising adult. Adults should stand in the doorway, with the door open, rather than enter the bathroom with the students.
2. Young children should only be assisted by their own parent(s) in a bathroom stall or with diaper changes.
3. Digital communication from an adult to a student should either include the entire class or the student and parent. Adults should not communicate one-on-one via digital methods including, but not limited to, text, email, or other messaging apps, with any non-related student.

## Grievance Policy

CCH desires that all members strive to adhere to Romans 12:18. "If it is possible, as far as it depends on you, live at peace with everyone."

However, we understand that conflict may arise between different parties in CCH. Wherever possible, conflicts should be resolved between the parties involved in the disagreement directly

by following the Biblical example set forth in Matthew 18:15-17. If a resolution cannot be met, the member should contact the Subgroup, Club, or Activity leader related to the conflict to help resolve the issue.

If a dispute involves two Subgroup, Club, or Activity leaders or a leader and a member, then those parties may request that a Board member facilitate a meeting to help with the conflict. The Board will appoint one member to aid in resolving the conflict.

Finally, in the event that conflict arises with a member (serving in any capacity) and an individual Board member, the Board will appoint two Board members, who are not involved parties, to help resolve the situation internally. Each member involved in the conflict may bring one other member, in addition to their spouse, for support to the meeting.

No matter the circumstances, we strongly encourage members to avoid talking to other members, who are not involved, about the offense.

## Termination of Membership

Members may voluntarily terminate their membership at any time. No refunds will be provided, except for extenuating circumstances, and this will be entirely up to the Board's discretion. Membership decisions are ultimately determined by the CCH Board of Directors in light of CCH's purpose, goals, and mission. Membership Approval/Removal: CCH reserves the right to determine the appropriate course of action based on the circumstances of each Membership Application and Membership case. Some circumstances may result in a denial of application and/or immediate removal of a member from CCH without warning.

A family, who has been terminated either voluntarily or involuntarily, may reapply at any time CCH is accepting applications.

## Member Benefits

### Board Hosted Events

Throughout the year, the CCH Board hosts events for membership including Fall Kickoff, Fall Parent Connection Meeting, and the End of Year Celebration. These events are open to all CCH members.

### Large Group Meetings

CCH hosts three annual group wide meetings:

### Fall Kickoff

This is the Student Kickoff for the CCH school year. Students can enjoy catching up with old friends and meeting some new ones.

### Fall Parent Connection Meeting

At this meeting, CCH welcomes new and returning members and gives a presentation on the CCH Subgroup, Club, Activity, and Field Trip offerings for the coming school year. This meeting coincides with the enrollment period for Clubs, Activities, and scheduled Large Group Field Trips.

### Spring Large Group Meeting (End of the Year Celebration)

This is the end of year recognition for all of our volunteers and student members. CCH recognizes milestone years for students particularly (those completing Kindergarten, Fifth, Eighth, and Twelfth grades). At this meeting, the new CCH Board of Directors is announced along with upcoming Subgroups. Re-enrollment generally coincides with this meeting for returning CCH Members.

## Subgroups

Upon enrollment, all CCH members must register to be a part of a Subgroup. Subgroups bring together smaller groups of CCH families, allowing them to connect with other homeschoolers based on interests and children's ages. CCH Subgroups meet at various times and locations throughout the month. Subgroups meet regularly (i.e. monthly, bi-monthly, weekly, etc.). Members who join a Subgroup should commit to participating as much as possible. Subgroup placement is dependent upon available space in the Subgroup and other considerations as determined by Subgroup Leaders with Board approval.

Members wishing to only participate in CCH-wide activities should opt to enroll in the General Membership Subgroup. This is the only Subgroup that does not meet; it is a Subgroup for members who only want to participate in Clubs, Activities, or Large Group Field Trips.

The number of Subgroups in which a CCH member family may participate varies from year to year based on the Subgroups offered. Members may request to join one or more Subgroups; however, families should carefully evaluate the commitment required for each group before choosing to join more than one group.

Waiting lists begin when Subgroup capacity limits are reached. Waiting lists do not carry over from year to year.

A member can request, by submitting an email to the Vice President, to be removed from a Subgroup if they find they are unable to fulfill their responsibilities. Requests should be made only under extreme circumstances.

## Clubs

CCH Clubs meet on a regular basis similar to Subgroups, but they may not meet over the entire academic year. Some Clubs may meet just in the Fall or just in the Spring. Clubs may be academic in nature (i.e. Geography Club) or interest based (i.e. Board Game Club).

## Activities

CCH offers a variety of organized, large group academic and social events to enrich learning and promote fellowship throughout the year. Activities are open to all CCH student members. Signups for activities begin in August after the Fall Parent Connection Meeting via the CCH website.

When signing up for an Activity that has reached capacity, members will be placed on a waitlist. If a spot becomes available, the Activity coordinator may contact people from the waitlist to ensure the event remains full. Members, informed by the Activity coordinator that a spot has become available, must pay the Activity fee before the payment deadline.

All participants must sign up and pay for Activities by the posted deadline in order to participate. Late sign ups are not accepted.

Details regarding Activities, along with coordinator contact information, are posted in the Members Area on the CCH website (<https://www.cchweb.org/>), in the CCH Newsletter, and in the CCH Members Only Facebook group.

## Field Trips

CCH offers several Large Group Field Trips each year. These are announced at the Fall Parent Connection Meeting and are posted in the Members Area on the CCH website (<https://www.cchweb.org/>), in the CCH Newsletter, and in the CCH Members Only Facebook group.

Members must sign up on the CCH website and pay by the deadline to participate in CCH Large Group Field Trips.

# Financial Information - Dues, Fees, and Refunds

## Payment of Dues and Fees

CCH only collects payments through the CCH website (<https://www.cchweb.org/>). Once a member's application has been processed and approved, an invoice will automatically be generated on that member's page. Membership dues must be paid in full at the time of enrollment or re-enrollment.

Subgroups, Clubs, Activities, and Field Trips often require a participation fee. These all have strict payment deadlines. Payments are processed through the CCH website and will not be accepted after the payment deadlines. Once the member has signed up for the event on their member's page, an invoice will be automatically generated. The member can then pay the fee through the website.

## Membership Dues

Members pay annual dues to cover organizational costs, which include expenses related to Spring and Fall Large Group Meetings, supplies, building usage fees for CCH activities, and other administrative costs. Dues are not applied towards Subgroup or Club costs, as they are entirely self-funded. Each Spring, the CCH Board determines dues for the upcoming academic year and approves the General Budget in the summer.

## Subgroup & Club Fees

Subgroups and Clubs do not receive funds from the General Budget and may require an additional participant fee. These fees cover costs specific to the Subgroup or Club, such as supplies, rent, and/or other expenses. Leaders for each Subgroup or Club determine participant fees and set the payment deadline. See CCH Refund Policy for Subgroup and Club fee refund details.

## Activity Fees

Activities may require a fee to cover the cost of prizes and supplies. The payment deadline for Activity fees varies by Activity. Activity leaders determine participant fees and set the payment deadline. See CCH Refund Policy for Activity fee refund details.

## Field Trip Fees

Members must pay Field Trip fees according to the payment deadlines set by the Field Trip coordinator. See CCH Refund Policy for Field Trip fee refund details.

## Refund Policy

If a refund is needed for any reason, the family must contact the CCH Treasurer by email to request a refund. The CCH Treasurer will issue a refund check to the member. We request that members deposit refund checks in a timely manner as outstanding checks make it difficult for the Treasurer to reconcile the CCH Accounts. CCH does not refund service fees collected for making credit card payments through the website.

Subgroups, Clubs, Activities, and Field Trips often require a participation fee. These all have strict payment deadlines. Refunds for these events will not be issued if requested after the payment deadline has passed.

## Membership Dues Refunds

If a family who has completed enrollment and paid their membership dues wishes to cancel their CCH membership for any reason, they may request a refund. Refunds for fees paid (including Subgroup, Club, and Activity fees) for the upcoming academic year will be issued if the family contacts the CCH Treasurer by email and the payment deadlines have not passed. See below for further details.

**\*\* NOTE:** Refunds for dues will not be issued after September 1.

## Subgroup and Club Fee Refunds

If a family who has signed up for a Subgroup or Club and paid the associated fee wishes to withdraw for any reason, a refund of any corresponding fees paid for the upcoming academic year will be issued if the request is made prior to the payment deadline. Non-refundable Subgroup or Club deposits or fees will not be refunded.

## Activity Fee Refunds

Activity fees will be refunded if the member emails the Treasurer requesting a refund prior to the payment deadline.



## Field Trip Refunds

A refund will be issued if the Member emails the Treasurer requesting a refund prior to the payment deadline.

Refunds will not be issued to families who cancel after the payment deadline, except in the following cases:

1. The canceling family is able to locate another family to attend in their place and notifies the Treasurer.
2. The Field Trip location allows payment the day of based on the numbers that actually attend.
3. The Field Trip is cancelled.

## Other Refunds

Other refunds may be issued on a case-by-case basis at the Board's discretion.

## Questions

Members should contact the CCH Board, Subgroup, Club, or Activity Leaders with questions via email.