

LLH – Parent Homeschooling Program Agreement



MESSAGE TO THE PARENTS AND GUARDIANS

Thank you for choosing Living Learning Homeschool (LLH) as your homeschool provider. We believe it is essential for parents to fully understand the homeschooling journey. At LLH, we honor each family's freedom to curate their homeschool curriculum, allowing them to choose the practices and materials that best suit their needs. However, we require that Charlotte Mason (CM) principles and methods remain the foundation of instruction while ensuring that the essential learning competencies prescribed by the Philippine Department of Education (DepEd) are met.

As required by DepEd, please carefully review the following **Homeschooling Program Family Agreement**. This document also includes the **Parent's Letter of Intent to Homeschool**, the roles and responsibilities of both the parent/guardian and LLH as the homeschool provider, as well as conditions, exemptions, and other important stipulations for enrollment in LLH for the School Year 2025—2026.

Kindly complete all required fields, **sign under CONFORME**, and upload either page 2 only or the entire document, along with the other necessary enrollment documents. **Your signature confirms your agreement to the terms outlined in this document.**

Thank you and we look forward to journeying with you as you discover surely and deeply the wonders of a CM education.



Gina Guerrero Roldan
Program Director

LLH – Parent Homeschooling Program Agreement



LETTER OF INTENT & HOMESCHOOLING PROGRAM FAMILY AGREEMENT

This Letter of Intent & Homeschooling Agreement is made and entered on _____ [DATE] by and between Living Learning Homeschool (LLH) [HOMESCHOOLING PROGRAM IMPLEMENTING SCHOOL], and Mr./Ms. _____ [FULL NAME OF PARENT/GUARDIAN], who is the parent/designated guardian of the following child/ren and grade level/s to enroll in:

[FULL NAME/S OF THE HOMESCHOOL LEARNER/S WITH GRADE LEVEL/S TO ENROLL IN]

With due consideration of the best interests of my child / children and their views on their education, taking into account their ages and maturity level, this is to express my intention to enroll them in the Homeschooling Program of Living Learning Homeschool.

I ensure/agree that I shall take primary responsibility for their education under the Homeschooling Program of Living Learning Homeschool. I shall manage their education following the rules and regulations stipulated in this **LLH-Parent Homeschooling Program Agreement** as expounded in the next pages.

Conforme:

I have read and understood the roles and responsibilities stipulated in pages 3 to 7 of this agreement, and I will ensure the performance of my roles to the best of my abilities.

Signed:

Name and Signature of Parent / Guardian

Date: _____

Received by:


Gina Guerrero Roldan

Program Director, Living Learning Homeschool
info@livinglearninghomeschool.com

Frances-Eliza T. Perona

Coordinator, Home Education Program
GCF International Christian School (GCF-ICS)



LLH – Parent Homeschooling Program Agreement



In this Agreement, the party who is contracting to avail of the Homeschooling Program services of the school shall be referred to as “Parent,” and the Party that will be implementing the Homeschooling Program shall be referred to as “Homeschooling Program Implementing School” or “LLH.”

DECLARATION AND DUTIES OF PARENTS

- A. I declare that I am the Parent/Guardian of the above-named homeschool learner(s);
- B. That I am enrolling my child/ren to the Homeschooling Program of Living Learning Homeschool with due consideration of the children’s best interests;
- C. That I shall take full responsibility for their education under the Homeschooling Program and that I shall perform the roles and responsibilities of parents/guardians of homeschool learners enumerated as follows:
 1. Ensure that my children meet the essential learning competencies prescribed by the Department of Education — with enhancements, if deemed necessary;
 2. Manage and prepare my children’s school year schedule to include learning experiences and opportunities.
 3. Ensure the availability of adequate and appropriate learning resources for my children;
 4. Plan and implement the summative and quarterly assessments of my children, and report their progress via dutiful submission of their grades and portfolios to LLH;
 5. Perform all other duties and responsibilities of a parent/guardian under the Homeschooling Program in accordance with DepEd Order No. 001, s. 2022.
 6. Coordinate and/or consult with LLH as agreed upon and as needed;
 7. Adhere to the policy of zero tolerance towards any form of child abuse, exploitation, discrimination, violence, bullying and, other forms of abuse under the DepEd Order No. 40, s. 2012, or the DepEd Child Protection Policy, in managing the children’s learning;
 8. Accomplish school-specific duties enumerated as follows:
 - a. Attend online CM Parent Equipping and Encouragement Week and other free orientations/trainings for parents/guardians of homeschool learners organized by the school;
 - b. Ensure my willingness to follow the school calendar set by LLH;

LLH – Parent Homeschooling Program Agreement



- c. Regularly monitor my registered email for updates and communications from LLH;
- d. Commit to meeting the processing, submission, and payment deadlines for the entire school year, as set by LLH;
- e. Have my children use **at least one living book** for the following DepEd core subjects, according to grade level:
 - Araling Panlipunan / Social Studies (Grades 1 to 10)
 - Edukasyon sa Pagpapakatao / Values Education (Grades 1 to 10)
 - English (Grades 1 to 10)
 - Filipino (Grades 1 to 10)
 - Science (Grades 3 to 10)
- f. Consistently **use narration as an assessment tool**, knowing that under the CM Method, my children can use this as a tool for learning and are able to become proficient in it;
- g. Ensure that a **consistent practice of Copywork (grades 1-10) and Dictation (grades 4-10)** is in place as part of our homeschool curriculum;
- h. **Facilitate quarterly examinations** for the major DepEd subjects using traditional examinations and/or the CM method of assessment based on LLH guidelines;
- i. **Accurately and honestly record** the children's quarterly grades;
- j. Submit the following:
 - i. For Kinder: my children's rating using the **Early Childhood Care and Development (ECCD) Checklist**, as required by DepEd, **before the start and before the end** of the school year;
 - ii. For Kinder: my children's **semestral ratings and portfolios**, containing their learning highlights, at the end of each semester;
 - iii. For Grades 1 to 10: my children's **summative assessment scores based** on written work and performance tasks scores, quarterly assessment grades, and **quarterly character ratings**, at the end of **every quarter**;
 - iv. For Grades 1 to 10: my children's **quarterly portfolio, containing their quarterly examinations and learning highlights**, at the end of **every quarter**; and
 - v. For Kinder to Grade 10: the **LLH CM Feast Planner** indicating overview for the year or per quarter.
- k. **Comply with the group and privacy guidelines** of the LLH Family Clusters should our family opt to join this;
- l. Ensure that all the resources, tools, web portal, events, and support systems provided by LLH for our children's benefit are **used only by enrolled families and should, therefore, not be reshared outside the LLH Community**.

LLH – Parent Homeschooling Program Agreement



DECLARATION AND DUTIES OF THE SCHOOL

The school, through the Homeschool Coordinator shall:

1. Ensure the homeschool learner's inclusion in the Learner Information System (LIS) through their DepEd accredited partner school, GCF International Christian School;
2. Provide a grading and homeschool accountability structure;
3. Keep and manage the students' academic records; and
4. Provide and administer parent-teacher training to implement the homeschool program, including information about formative and summative assessment tools to be used during the school year.

OTHER TERMS AND CONDITIONS

The Parent likewise agrees to observe the following terms and conditions set by LLH:

A. Enrollment and Payments

1. The Parent should dutifully:
 - a) accomplish all pre-enrollment requirements,
 - b) submit all necessary documents for every child who will be enrolled, according to the required format specifications, and
 - c) settle on time the mandatory fees.
2. The Parent should submit the following:
 - a) *For Transferees*: the child's complete report card* (SF-9 or Form 138) from SY 2023-2024, signed by the school representative; and
 - b) *For Transferees*: The child's complete report card (SF-9) for SY 2024—2025, which must include the child's Learner Reference Number (LRN), for DepEd accredited schools, and grade level promotion, duly signed by the school representative.

If the official SF-9 for SY 2024—2025 is not yet available at the time of enrollment, LLH will accept an evaluation copy containing the child's 1st and 2nd quarter grades or 1st semester grades with a certificate of enrollment. In such cases, the child will be considered **conditionally enrolled** until the hard copy of the original SF-9 is submitted.

All new students must submit their original PSA birth certificate upon confirmation of enrollment. For transferees (excluding Kindergarten enrollees), the official SF-9 for SY 2024—2025, duly signed and indicating grade promotion, must also be submitted. The applicable document/s must be sent no later than September 30, 2025.**

LLH – Parent Homeschooling Program Agreement



Failure to meet this deadline may affect the child's clearance and grade level promotion for SY 2025—2026.

Please address to:

Ms. Frances-Eliza T. Perona

GCF International Christian School - Living Learning Homeschool
Ruby corner Garnet Roads, Ortigas Center, San Antonio, Pasig City
Contact No. 09171906876

(with instruction to leave with lobby guard then send sms to contact no. upon delivery)

**Digital scans or copies of the documents requested are accepted for application purposes only.*

***Once enrolled, original physical document/s stated is/are requested to be sent to GCF-ICS.*

3. A child is considered enrolled only after having paid the school fees assessed upon enrollment.
4. A penalty assessment of three percent (3%) per month will be billed on fees not paid within thirty (30) days from the due date.
5. Late enrollees are those admitted into LLH after the school year has officially started or are transitioning to LLH from another school calendar.
6. Late enrollees may be taken in upon special consideration; this may be granted after the Parent has submitted an appeal letter and after LLH has reviewed and approved this appeal.
7. Late enrollees still need to pay the total enrollment fee based on the mode of payment selected by the Parent.
8. Late enrollees should still follow the LLH school calendar and submit the requirements for grading and the children's portfolio all within the deadline set by LLH. They may seek the advice of LLH on what adjustments they can make within the school year.

B. Withdrawal from LLH

1. When a child enrolls in LLH and has met all requirements, including payment, the child's family has committed to enroll the child in LLH **for the entire school year** and has indicated agreement on all the terms and conditions stipulated in this agreement.
2. If, for some reason, a family would still decide to withdraw or transfer from LLH, the family is required to formally request this from the LLH Registrar in writing; the Parent may email the LLH Registrar at registrar@livinglearninghomeschool.com.

LLH – Parent Homeschooling Program Agreement



3. LLH will then issue to the Parent the LLH Withdrawal Form, which needs to be filled in completely and signed in order for the withdrawal to be formally processed.
4. The application for withdrawal then needs to be cleared by the LLH Registrar and the LLH Administrator.
5. The Parent is still responsible and liable to settle all unpaid balance of fees or penalties.
6. The Parent who requests for a child's withdrawal from LLH and has submitted a formal withdrawal letter **only within the following periods** may be refunded the corresponding percentages (excluding the application fee and reservation/miscellaneous fee):
 - *Within Week 1* after the start of school (June 30, 2025) — 90% refund of enrollment fees
 - *Within Week 2* after the start of school (June 30, 2025) — 80% refund of enrollment fees
7. **No refunds** will be granted if the Parent submits the formal letter of withdrawal *within Week 3* after the start of the school year or afterwards.
8. **No refunds** shall be granted to those *who have not paid in full upon enrollment*.
9. This refund scheme is based on the *1992 Revised Manual of Regulations for Private Schools*:
Article XIII, Section 66: "The student may be charged all the school fees in full if he/she withdraws anytime after the second week of classes."
Article XIII, Section 62: "When a student registers in a school, it is understood that he/she is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses."
10. If LLH receives no formal request for withdrawal from the Parent and if LLH does not receive any contact from the Parent, the student will eventually be considered **dropped** and will be recorded as so in the DepEd Learner's Information System.

C. Release of School Documents

1. All school records will be released after the Parent has fully submitted the child's academic requirements and has been cleared of financial obligations.
2. LLH's partner school, GCF International Christian School (GCF-ICS), has the right to deny release of a student's credentials—such as the SF-9 - Learner Progress Report Card (formerly Form 138) and the SF-10 - Learner's Permanent Academic Record (formerly Form 137)—should the Parent fail to settle their unpaid balance.

nothing else follows