

LLH – Parent Homeschooling Program Agreement



MESSAGE TO THE PARENTS AND GUARDIANS

Thank you for considering Living Learning Homeschool (LLH) as your homeschool provider. We believe it is important for parents to understand what homeschooling their children entails. Given this, LLH grants each family the liberty to select which practices and materials they desire to implement within their own homeschool curriculum—provided that CM principles and methods are primarily applied in the child’s instruction, and that essential learning competencies prescribed by the Department of Education (DepEd) of the Philippines are met.

As required by DepEd, please read through carefully the following **Homeschooling Program Family Agreement**. This document includes the **Parent’s Letter of Intent to Homeschool** and details all the duties of the parent/guardian, responsibilities of LLH as homeschool provider, conditions, exemptions, and other stipulations that you can expect to be implemented when you enroll your child/ren in LLH for the School Year 2023—2024. Please accomplish all fields that need to be filled, affix your signature at the end, and upload this along with other required documents upon enrollment. Your signature signifies that you agree to all the terms indicated here.

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
Directress

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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:

[FULL NAME/S OF THE HOMESCHOOL LEARNER/S]

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 the LLH Family Agreement expounded below.

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;

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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;
 - c. Dutifully check my registered email for communication 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;

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- 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 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.

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

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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 and upload the necessary proofs of payment.

Note that all are necessary to proceed to the next phase of the enrollment process.
2. The Parent should submit the following:
 - a) The child's complete report card (SF-9 or Form 138) from SY 2021-2022, signed by the school representative; and
 - b) The child's complete report card (SF-9) for SY 2022-2023, containing the child's Learner Reference Number (LRN) and grade level promotion, signed by the school representative.

In case that the SF-9 for SY2021-2022 from the child's former school is not yet available upon enrollment, LLH will accept an evaluation copy of the SF-9 with the child's 1st and 2nd quarter grades or 1st semester grades. The child may then be regarded as temporarily enrolled until his/her original SF-9 for SY2022-2023 is submitted — however, this original document should be submitted NOT later than September 30, 2023. Late submission of the official SF-9 may affect the child's clearance and grade level promotion by the end of school year 2023—2024.
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.

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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.
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 Finance Head.
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 fee):
 - *Within Week 1* after the start of school (July 3, 2023) — 90% refund of enrollment fees
 - *Within Week 2* after the start of school (July 3, 2023) — 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."

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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.

Conforme:

I have read and understood the above roles and responsibilities 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

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Frances-Eliza T. Perona

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GCF International Christian School (GCF-ICS)

