



Handbook

2026-2027

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Welcome!

We are excited you have decided to join us. We look forward to working with and assisting you in creating the best educational plan for your family. We offer homeschool classes, tutoring, and resources for all homeschooling families in Upstate South Carolina.

About Us

Scribe & Scholar LLP was founded by parents and grandparents who recognize the need for modern homeschooling families to have options that best meet their needs. Our families have a combined 20+ years in brick-and-mortar education and have been homeschooling since 2019. We look forward to getting to know you!

Mission Statement

Scribe & Scholar LLP is committed to empowering homeschool families by providing exceptional classes and a range of educational and practical resources to enrich the lives and learning experiences of all involved.

We utilize a curriculum that is classical in nature while providing individualized education to each participating student. This curriculum choice and flexible scheduling options allow families to practice what works best for them at home while helping students develop social skills, master essential topics, and achieve academic success.

Flexible Scheduling Options

We offer several options, giving you the flexibility to create the homeschool journey that best fits the needs of your student(s). Your options include our traditional two (2) day (twice weekly) hybrid homeschool class which meets on Tuesdays/Thursdays, our one (1) day (weekly) STEAM enrichment day which meets on Wednesdays, or the option to enroll in both concurrently (attending three (3) days per week Tuesday/Wednesday/ Thursday). Classes are drop-off and meet from 9:00 AM – 1:00 PM. Homeschool hybrid and STEAM classes operate from mid-August – mid- May. In addition, we offer summer enrichment camps during the month of June in one-week themed sections running half days only from 9:00 AM – 12:00 PM.

Parent Responsibilities

Our goal is to honor each student's educational journey while providing an out-of-home, structured experience for those that need or want it. **Students enrolled are still considered Option 3 homeschool students under South Carolina law and parents remain the student's primary teacher retaining all legal responsibility to ensure all state requirements are met for their family.** *Our services are not intended to act as the sole education received by participants and are designed to be supplemental options to assist homeschool families as they create their own unique educational path.*

Our Curriculum

We utilize a classical curriculum which follows a historical, scientifically backed timeline tracing world events through four key periods: Ancient World, Medieval Period, New World, and Modern Age. Each school year will be dedicated to one of these cycles. The classical approach is a time-tested way of learning known to build strong critical and analytical thinking skills, communication, and character. The goal is a well-rounded and holistic education, where students understand how events interrelate and the significance of historical and modern moments in time.

Part of our curriculum is based in essentialism theory, believing that certain behaviors and subjects should be taught to everyone regardless of age, interest, or desired field of study. By reading great books, studying history and science, and learning how to act with wisdom, students gain the tools to ask (and answer) big questions, express themselves with confidence, and appreciate the world around them/ This approach encourages a love of learning, independent thought, and a deeper understanding of truth - which, in turn, prepares students to succeed in any chosen path.

This curriculum is a spiral curriculum, where key concepts are intended to be revisited until they are mastered, and then built upon with increasing depth and complexity. Students will encounter the same idea multiple times, with each revisit expanding their comprehension and mastery of the topic. Over time, students will make greater connections between ideas and events, allowing for a holistic worldview. This approach helps reinforce learning, improves topic retention, and supports long-term growth.

In partnering with families to support their personal homeschool journeys it is important to note that while our curriculum will address certain basic Language Arts and Mathematical skills where appropriate, these facets will remain the parents' responsibility for their student's education due to the high need for more individualized instruction. Our two (2) day Hybrid School days will focus on history, geography, literature, and art; with our one (1) day (STEAM) focusing on the sciences. Curriculum guides are sent home at the beginning of the year, along with weekly handouts, to assist you with the necessary documentation needed for your reporting needs. A cumulative notebook of the students' work will also be provided at year end.

Curriculum Notes

All classes are taught family-style, with activities scaled up and down for varying ages and abilities. Small groups are also utilized for various activities to ensure that all students are engaged at their level, while encouraging group-work and cooperation.

Our curriculum is secular in that it does not promote or teach any one specific religion/belief over the other. Within our lessons, we address religion from a teaching perspective as it appears in the curriculum and as it addresses various cultures and religions in history. Within classroom interactions and practices, we focus simply on teaching the children what it means to be respectful, accept differences, and how to care about each other as we learn together.

Application Process

Applications are taken year-round and will be processed as they are received. Please complete the application form online as fully and honestly as possible, to ensure we can serve your family's needs. Falsified information will result in automatic removal from the program. We reserve the right to decline your application if you are unable to attend an in-person visit or if we feel our program is not a good fit for your student or family. Open House dates are scheduled several times per year and can serve as the in-person visit should all appropriate parties be in attendance.

New Students:

Once your application form is received and reviewed, you will be contacted for an in-person visit (if you did not attend an Open House Event). The child (or children) and guardian (the individual who is signing the homeschool contract form and is responsible for payment) must be present for the in person visit. This helps us ensure a good fit for both school and family. Following an in-person visit, families will be notified of next steps in the enrollment process.

Once accepted, registration fees will be due within three (3) business days to secure your program enrollment(s). If registration fees are not received when due, your application will be placed at the bottom of the Wait List until such time that fees are received or all open slots are taken. If fees not paid by the time all open slots are taken, we will be unable to serve your family, and your name will be removed from the waiting list.

Wait List:

A rolling waitlist for all current programs will be maintained for families who have applied, interviewed/visited, and have been accepted but for whom a spot is not available.

Like our applications, names from the waiting list will be pulled in chronological order. Families will receive an email and a phone call if a spot becomes available. Families will have two (2) days to reply before we move on to the next person in line and your name will be removed. Once a spot is offered and accepted, registration fees (as well as material fees and tuition, should this be after school has started) will be due within five (5) business days. If this deadline is not met, or should you decline your spot when offered, the student(s) will be removed from the waitlist and the spot(s) offered to the next family. In addition, you may request your name be removed at any time due to a change in plans and may do so by reaching out to inform us in writing via email or through the contact section of the website.

Existing Students:

Existing families (currently enrolled) will be given first chance for summer program slots and early registration options for the next school year. A new registration form will be required each year to ensure all information is up to date. Registration fees will be due within three (3) business days of registration to secure your program enrollment(s). If registration fees are not received, your application will be placed at the top of our Wait List until fees are received or until all slots are taken. If fees are not paid by the time all slots are taken, we will be unable to serve your family.

If a student is not returning for the next school year, please inform us in writing so that we may open the slot to another student.

Registration Process

Registration will be open first to currently enrolled families, then to families on the waitlist, and then to the community at large by way of open enrollment. Registration dates will be announced via email (for current and wait-list families) as well as via our social media and website. **Registration forms are required for each student, and registration fees are required for each program the student is participating in at the time of registration.** Forms and fees will be taken only when spots are open, offered, and accepted within the designated time frame. **Registration fees are non-refundable and ensure each student's spot in the specific program.**

Once open registration for any program begins, returning and waitlist families will no longer be eligible for priority registration and will be processed as-received along with all other applications.

REGISTRATION FORM IS LOCATED ON THE WEBSITE

Summer Program Deadlines:

- **PRIORITY REGISTRATION** (currently enrolled and wait list families): March 1st – March 15th.
- **OPEN REGISTRATION** Begins March 15th.
- ***REGISTRATION ENDS April 15th – with all payments for Summer Sessions due in full by May 1st***

Homeschool Hybrid and STEAM Program Deadlines:

- **PRIORITY REGISTRATION** (currently enrolled and wait list families): March 16th – April 15th.
- **OPEN REGISTRATION** Begins April 16th.
- ***Once Open, Registration will remain open on a first come-first serve basis.***
- ***Waiting list will begin once all open slots are filled.***

Material Fees & Tuition

Material Fees

Material fees are **non-refundable** and due in full for each student enrolled in the Homeschool Hybrid and STEAM classes. **Material fees are invoiced separately twice yearly. Fall semester material fees are due by July 1st** (and invoiced on June 15th). **Spring semester material fees are due by December 1st** (and invoiced on November 15th).

These fees ensure specific supplies for each program can be ordered in a timely manner and that each student will have what they need for the program(s) in which they are enrolled at the start of each semester. *Failure to pay materials fees on time may result in the student's spot being forfeited.*

Tuition

Our school year (August – May) runs for seventeen (17) weeks per semester, for a total of thirty-four (34) weeks per year. Tuition is set at a flat fee for each semester for homeschool hybrid, STEAM, or combination (both) programs. To assist families, tuition can be paid yearly, semesterly, or invoiced monthly for ten (10) consecutive payments (5 per semester). **Tuition will be invoiced on the 10th of the month and is due on the 25th of the month *prior* to attendance / receiving services.** First invoices for the new school year will arrive in July.

- Holidays, school closures, travel, and weekend dates do not preclude payment on the due date (25th) for the upcoming month's tuition. Payments should be made online in a timely manner to ensure there are no interruptions for your student.
- Tuition adjustments will be made for those beginning after a semester has begun. For those who join mid semester please be aware that the registration fee, material fees, and tuition will be invoiced jointly at the time of registration.
- Tuition adjustments will not be given for missed days. Please refer to the policies for more information regarding closures and absences.
- Family discounts are offered for our school year classes. There will be a 10% discount on tuition for each student after the first (non-cumulative). First child status will apply to the one enrolled for the most days and the first student's tuition must be paid before a discount is applied.
- Summer camp tuition is invoiced as a one-time payment and must be paid in full by May 1st for all June sessions. Family discounts do not apply to Summer Camp tuition.
- We ask for a thirty (30) day notice in writing if you plan to withdraw from any program. Withdrawal from a program will result in the cancellation of invoices/billing moving forward, however tuition will not be refundable for the month in which it has already been applied.

Fee Schedule

Please visit the website or email us at scribeandscholarenrichment@gmail.com for the most current tuition rates, options, and discounts.

Late Fees / Failure to Pay

A late fee of \$25.00 will automatically be added to tuition invoice not paid in full by the 25th of the month invoiced. Late fees are added to the open invoice at the close of business on the 25th.

- Failure to pay tuition prior to the day of service will prevent the student from attending classes until the tuition (and any additional late fee) has been paid in full.
- For that rare occurrence, or life event, which prevents payment by the due date of the 25th, a **one-time** three-day grace period will be granted. Should late payments continue to be a regular occurrence, a meeting with the party responsible will be held to determine next steps for continued enrollment.
- Any accounts with outstanding balances ten (10) days past the due date, will result in the student being removed from the program and those families will not be eligible to re-apply.
- To prevent removal from the program parents/ guardians must contact us directly as soon as possible should unforeseen circumstances arise surrounding tuition payments. We will not accept messages, notes, or indirect contact regarding payments or fees - a conversation is required. Student(s) will not be allowed to be dropped off for classes without tuition paid as agreed upon.

Invoices / Billing

Scribe & Scholar sends invoices electronically on the 10th of the month prior for families choosing to pay with the monthly payment plan. The party responsible will receive an electronic bill ten (15) days prior to the due date of the 25th. This ensures time for online processing to occur *prior* to any services rendered. Families have the option to pay via cash, bank transfer, credit card, ApplePay, or PayPal. **A 3% processing fee will automatically be added to credit cards, PayPal, or ApplePay payments.** Personal Checks are not accepted. Personal payment options are NOT stored in our system.

Families paying by Semester will be invoiced for the fall semester (August – December enrollment) in July and the spring semester (January – May enrollment) in December. Families choosing to pay yearly will be invoiced in July for full tuition (August – May).

Summer Camps are invoiced on April 16th (once registration has closed) for payment due by May 1st. Early payment is required for Summer Camps due to minimum enrollment requirements and to allow the purchase of specialized materials which is based on the number / ages of children attending.

General Policies

Drop-Off and Pick-Up

Drop off begins at 8:50 AM and classes begin promptly at 9:00 AM. All students must be brought into the building and signed in by their parents or guardians. Should an older sibling (of driving age), sitter, or relative, be conducting drop-off, they will be required to follow the same procedure. No student will be allowed to enter the facility without an adult present. We start school promptly at 9:00 AM and will not wait for all students to be present before beginning.

Students must be picked up from the building and checked out by an approved individual (as indicated in the registration form). Students will not be released to any individual not on that form unless we have written notification from their parent or guardian, and that individual has their ID. Students will not be released to siblings younger than driving age and will only be released to an older sibling if the parent or guardian has informed us in writing. Late stays are not an option - please be prompt in picking up your child.

Absences & Make-Up Day

In meeting our goal to assist you with your personal homeschool journey, there is not a minimum attendance requirement or maximum number of absences allowed. By law under Option 3 - Parents are responsible for maintaining homeschool records and ensuring hours/days met.

- If you know you will be absent, please inform us as soon as possible. When given ample notice, we will be able to make a packet for your child to take home and so that they do not miss the work happening on those days.
- In the event of any unplanned absence, the missed curriculum materials will be provided to your students upon their return so that you can complete the activities at home at your convenience.
- Make-up days are not an option due to class size capacity. Please keep this in mind when planning appointments and vacations during enrolled program sessions.
- Refunds will not be granted for missed days as your student has already been accounted for in curriculum costs, materials purchased, and teacher planning for those sessions.

Illness Policy

Our goal is to keep everyone healthy. To ensure this occurs, students should not come to school if they are exhibiting signs of illness or are within the mandatory recovery period for a certain illness. Should a student develop symptoms at school, their parents or guardian will be called to pick them up immediately. A sick student will not be allowed to remain at school, or to return the next day. Students should be fever and symptom free for twenty-four (24) hours without the need for fever/pain reducing medication to return to school. In rare instances, a physician's note may be required. year. Refunds will not be granted for missed days, however materials missed will be provided and guidance given to complete as needed.

Medication Policy

Staff are not allowed to give medications for non-chronic conditions or over the counter (OTC) medications. These medications are not allowed to be brought to school or kept in students' bags. Parents may visit the school and bring / administer these medications personally if it is felt necessary. Staff may be trained, and given written parental permission, to follow physician orders for ongoing medical conditions where the administration of meds is necessary for daily function or life-threatening conditions. Examples include but are not limited to diabetes (type 1 and 2) severe allergies/anaphylaxis, epilepsy/seizure disorders. For such cases, each will be evaluated individually to determine the ability of the school /staff to meet the health and safety needs of your child prior to admission.

Safety Policy

At Scribe & Scholar we commit to maintaining a safe environment for our students. In doing so, we ensure that a staff member on site each day is trained in CPR and First Aid. We conduct background checks for staff and ensure that two adults are present in the building during structured class times. For everyone's safety, no adult is ever permitted to be alone with a child behind a closed door or out of sight. Doors to the building remain locked to the outside during class times and children are not allowed outside or inside the building without an adult present. Arrivals and dismissals are conducted through a structured process to ensure that handoffs are safe and verified (See Drop- Off and Pick Up).

Weapons of any kind – including firearms, knives, explosives, or any related items – are prohibited on the property. Violation of this policy will result in immediate removal from the school and involvement of law enforcement when necessary. This policy applies to all staff, students, visitors, and customers, with the sole exception of active-duty law enforcement officers authorized to carry weapons in the jurisdiction.

If Emergency Responses are needed to keep students and staff safe from unexpected sources (extreme medical conditions, fire, intruder, extreme unexpected weather conditions) the following steps will occur:

- Staff will assess the situation and relocate the students to the safest location (indoors or outside) based on the situation.
- Staff will follow any necessary CPR/First Aid protocols and contact First Responders/Law Enforcement as deemed appropriate or necessary.
- Staff will notify parents of the situation as soon as it is safe to do so.

Please note that up to date emergency contact information for all students and staff is kept current and readily available. Staff members are trained in CPR and First Aid. First Aid Kits are available on site.

If your child's emergency contact information changes throughout the year, it is the parent/guardian's responsibility to ensure that the information we have on file is updated.

Discipline Policy

Scribe & Scholar uses gentle but firm boundaries to guide behavior and promote respect. Conscious Discipline techniques are used along with redirection, clear expectations, and positive reinforcement. We believe in giving the students the skills needed to navigate interactions with peers and adults in a positive and respectful way. They are directed to work on these skills should undesirable behaviors arise from themselves or their peers. Most day-to-day instances are handled in this manner and usually never need to be discussed otherwise.

In a situation where the offense is severe (physical aggression, deliberate defiance, dishonesty outside the norm of childhood, destruction of property) the student will be temporarily removed from the activity and Parent Communication will occur. If severe or persistent behaviors continue and communication/behavior plans with the parent are ineffective – the behaviors can result in dismissal from the school.

Inclement Weather Policy

In rare cases of extreme or unsafe weather conditions (such as icy roads, high winds, or extreme storms) we may need to delay or cancel the school day. We reserve the right to adapt our schedule based on the safety recommendations of emergency personnel in our area and will always prioritize the well-being of our students and staff. These decisions will be communicated promptly through Facebook and via email. Due to the pre – planned academic calendar, canceled days will not be made up or refunded, however the curriculum materials will be provided for you to use at home, and a staff member will be available to answer any questions you may have.

Electronic Device Policy

Our goals are to foster meaningful relationships and effective communication while exploring various educational and social opportunities. Personal Electronic devices distract from this environment and are not permitted during class time for students or adults. Students may have them turned off and in their bags for after school use. The directors' phone (and main telephone number associated with our school) will be on and accessible during the day for any parental communications that need to occur.

Dress / Appropriate Items for the Weather

We strive to get outside for fresh air and down time daily unless extreme weather forces us to stay indoors. Students should be dressed and bring appropriate items as needed for the weather outside daily (coats, gloves, closed in/waterproof shoes for muddy days, socks, etc.) Some activities and lessons may also be conducted outside weather permitting. Extra clothing is not kept at the school and activities will not be altered for the class based on one student not having appropriate clothes.

Sunscreen / Bug Repellent

If your child needs sunscreen protection or bug repellent applied – this should be done at home prior to coming to school. Staff cannot apply this for students, and these items should not be brought to school for application due to allergies and time constraints.

Food and Drink / Water Bottles

***Attendees need to bring a self-contained lunch and water bottle to class daily.**

Water bottles:

Even if alternative drinks (juice, soda, etc.) are brought in lunch boxes, bottles filled with water should still be brought daily for use during actual class time and outside. Please ensure water bottles can be closed between uses with lids / closing tops, etc. and are not simply cups with lids and straws. We want students to be able to have their water bottles in the classrooms and outside throughout the day – and other types of drinking cups are not appropriate to keep spills from occurring on materials or bugs out of drinks outside. Disposable water bottles – however they are not refillable with the distilled water kept in stock.

Snacks:

A small snack is provided daily; however, students may choose to bring a “preferred” snack if desired to eat in place of what is offered on site.

Lunch:

Students are responsible for bringing their own self-contained lunch for all days of attendance. There are no refrigeration or microwaves available for cooling or heating items at this time (however we hope this will change by fall 2026). Lunch boxes with ice packs, and/or a thermos for hot foods are recommended. Students also need to pack any utensils they may need for their own lunch. Paper napkins are provided.

There are special times when a parent wants to provide something at lunch or a snack to celebrate a birthday, or the school will provide lunch for a special event. In those instances, an email will go out to all families letting them know of the food being provided/ brought in and for which day it applies. *Doing this will give you and your student the opportunity to still pack their own lunch should the student not want what is being served due to individual preferences.*

While we may make recommendations for those bringing in food items, and as a school body we try to accommodate most of the children’s preferences when the school is the one providing food, please understand that it is simply not feasible to accommodate each individual child’s preferences at such events.

NOTE: If at any time we have diagnosed food allergies in the classroom/school where accommodation needs to be made, all families will be made aware of this ahead of time and will be aware of what procedures need to occur for the safety of all.