

## A.C.E. Ministries (South Africa) Home Education Hosting Service Provision Policy 24 April 2002 – [REV 2]

### 1. INTRODUCTION AND TERMS OF REFERENCE

To enable and provide for excellence in home education and provide and maintain the necessary quality control, all registered Home Educators must be hosted by an approved school or approved independent academy. The following terms of reference apply for the purposes of interpreting this policy:

HOST – A Host is a quality control and support service provider to A.C.E. registered Home Educators and is one of the following:

- An existing Silver Status school on the Accelerated Christian Education programme
- An existing **quality recommended** registered school who has not been granted Silver Status but at the discretion of A.C.E. (SA) meets all academic procedural requirements for Silver Status and is capable of quality service to a Home Educator
- A prospective, independent host academy ministry to Home Educators

Existing Silver Status and quality recommended schools, by default of being registered with A.C.E. Ministries (SA), may host up to 12 Home Educators. A prospective independent Host Academy for Home Educators must apply officially to host Home Educators, and will be considered for interim host status by the Home Education Department of A.C.E. (SA) to host up to 12 Home Educators.

HOME EDUCATION ACADEMY – Officially registered Silver Status schools and independent Host Academies who have successfully **applied** for professional status with A.C.E. (SA) to host more than 12 Home Educators and whose dedicated vision is to serve Home Educators in a ministry capacity

### 2. MISSION STATEMENT

A.C.E. Ministries (SA) is a provider and developer of individualized biblical educational curriculum, school administration materials, and expertise and support for the establishment and growth of home education in Africa and Scandinavia.

### 3. VISION

Our vision is to see stable communities develop through biblical educational reform and missionary education, brought about by quality controlled Home Education in association with professionally equipped and registered Host Academies, as young people rise up as Godly citizens and leaders of the future.

### 4. BENEFITS OF A.C.E. MINISTRIES (SA)

Host Academies have privileges and rewards firmly rooted in an internationally established school movement spanning the past 3 decades.

- They are innovative, independent service providers who share in the wonderful privilege of being in Christian ministry to Home Educators
- A strong partnership with A.C.E. (SA) ensures security, access to cutting – edge infra-structure and expertise
- The philosophy of a biblical, free-market approach for Academies, ultimately enhances the service standards and quality of Academies due to healthy competition

- Academies charge for services rendered and have the benefit that they are entitled to a special discount based on purchase volume for academic material bought from A.C.E. (SA) and sold to Home Educators
- They furthermore enjoy the protection of A.C.E. (SA) under the official Code of Conduct, which applies to all parties, involved in home education

## **5. BENEFITS TO HOME EDUCATORS**

A Host Academy serves as a school administration office for Home Educators. The benefits of being hosted are multiple and vital to the serious and responsible Home Educator:

- The initial orientation and care amidst the “unknowns” of home education
- The sharing of professional advice and quality control to ensure successful home education
- Linking the new Home Educator to support groups and the greater academy family as a support system, and for creative interaction
- Provision of meetings where encouragement and motivation takes place
- Establishment of professional credibility with the State and other independent schools through government recognition, professional record keeping and the maintenance of prescribed standards in home education
- Graduation of students

### **Basic Services**

Host Academies and Host schools must render the following minimum services to Home Educators:

- Initial Interview activities
- Diagnostic Testing
- Registration Assistance
- Initial PACE ordering
- Transcript Requests
- Cumulative Record Keeping
- Training and Orientation
- Two quarterly quality control visits
- Continuous Assessment control and evaluation
- Report Cards
- Cumulative Update
- Academic Projection
- Arrangement of, and assistance with, annual achievement testing
- Communication between National Office & Home Educators and vice versa
- Support group set-up and oversight
- Graduation guidance
- Readmaster

### **Advanced services (Optional)**

- Personal Home Visits
- Sport & Cultural Facilitation
- Awards Prize-Giving
- Future Kids
- Video Library
- Typemaster
- Student Convention
- Tutoring

## 6. BENEFITS FROM HOME EDUCATORS

6.1 Academies earn an income from Home Educators and are independent service provider partners with A.C.E. (SA). They are managed independently on a free-market enterprise principle and determine their own fee structure for services offered, based on a pre-agreed costing framework (available on request to Home Educators)

- A.C.E. determines, discloses and continuously updates the *suggested* retail selling price of PACEs.
- The main income of Hosts must be derived from services rendered other than PACE sales, as the income from the selling of PACEs is intended as complimentary income.

6.2 Sharing in the awesome blessing of being used by God in a ministry capacity to Home Educators

6.3 Reaping mature and capable Home Educators as staff for the expansion of their ministry.

## 7. REGISTRATION OF HOST ACADEMIES

### 7.1 Pre-requisites for making Application to Register a Host Academy

For an application to be considered for permanent registration a prospective Host, whether a Silver Status school or independent applicant, must adhere to/meet the following requirements/pre-requisites:

#### 7.1.1 Existing Silver Status Schools:

Silver Status schools may host up to 12 Home Educators without having to apply for registration as a Host Academy.

- To operate as an official Academy they must apply to operate as an arm of an existing Silver Status Christian School whilst already hosting 12 Home Educators at the time of application
- The principal/owner and any supervisor(s) must have professional teacher's training or suitable/equivalent training and education experience, of which at least 3 years must be experience in an A.C.E. Christian School as a supervisor

#### 7.1.2 Independent Host Academies

Prospective (independent) Host Academies must apply for interim registration for the period leading up to the attainment of hosting 12 Home Educators.

- They must **operate independently** from any existing Christian School on the A.C.E. programme
- The principal/owner and all supervisors must have professional teacher's training or suitable/equivalent tertiary training and education experience
- The principal/owner and supervisor(s) must have at least 3 years practical experience as a supervisor of an A.C.E. School

**Or**

#### 7.1.3 Hosting by Non-Silver Status Schools

Existing, non-Silver Status Christian schools may be approved and allowed to host a limited number of Home Educators for geographical or discretionary reasons. In such cases the relevant regional representative must be satisfied that the school is well established, capable of caring for a particular Home Educator, and that basic academic procedures are in place.

#### **7.1.4 Discretionary Registration**

A.C.E. (SA) reserves the right to exercise sole discretion, irrespective of the above-mentioned criteria regarding the approval of any application, to register a Host Academy.

#### **7.2 Basic Qualifying Criteria**

A.C.E. (SA) is a provider of Christian curriculum and strongly pursues biblical values in its ministry to Christian families. The highest standard of excellence is expected from service providers, and the screening of candidates, in terms of Christian testimony and character, is an uppermost concern in the interest of Home Educators and the perseverance of the integrity of the programme. A.C.E. (SA) reserves the right not to comment on reasons for the refusal of any registration.

#### **7.3 Conditions for Registration of a Host Academy**

7.3.1 Host academies must be officially registered with A.C.E. (SA) and enter into a Standard Service Agreement in order to host Home Educators.

7.3.2 Applicants must be born-again and be convicted of God's calling into the ministry of serving as a host to Home Educators. It is essential to possess and demonstrate a real passion and heart towards raising the standard of biblical home education.

7.3.3 Applicants must subscribe to the A.C.E. Statement of Faith and agree to abstain from religious indoctrination. Academies will be bound to respect the Christian beliefs of Home Educators and to have a clear inter-denominational framework of ministry.

7.3.4 Applicants and subsequent staff must prove to be in active fellowship in, and true submission to, a Bible-believing church. A confidential report of good recommendation, by their Minister in this regard, must be submitted on a prescribed form to National Office.

7.3.5 The principal and staff of a Host Academy will be subject to the official A.C.E. Code of Conduct for Hosts for their own protection and the protection of Home Educators.

7.3.6 Academies will be subject to annual quality control assessment by A.C.E. (SA).

7.3.7 Academies must have an approved Constitution.

7.3.8 Academies must submit a workable business plan on the prescribed outline and the owner must have basic management skills or the potential to manage an Academy.

7.3.9 Owners/Principals of Academies must prove to have a satisfactory record of mature interpersonal skills and be known to have demonstrated character above reproach.

7.3.10 Academies are entrusted with the care of Home Educators and must agree to enforce and fulfill all the requirements pertaining to responsible hosting as stipulated in the relevant policy documents.

7.3.11 The principal and staff of an Academy must undergo the prescribed training for Hosts prior to the operation of their host service, and agree to undergo updated training every 5 years, and any other required training if deemed necessary.

7.3.12 Academies are independent service providers and determine service fees independently according to free market enterprise principles. However, as far as PACE provision to Home Educators is concerned, Academies are advised to sell PACEs at the official recommended price. The provision of PACEs to Home Educators must not be seen as a major source of income for academies. (Home Educators will be made aware of the suggested retail prices of PACEs.)

7.3.13 It is a pre-requisite for any Academy to have on-line computer access services to ensure quick and efficient communication between all the role-players.

## 8. CODE OF CONDUCT

Three main parties are involved in home education:

- Home Educators
- Host Academies/Host Schools
- A.C.E. Ministries (SA)

Host Academies and Home Educators are subject to a Code of Conduct with respect to the educational interaction between the parties. Violation of any code could lead to disciplinary steps and may be reported by any of the three parties or a Home Education Guardian Panel.

This may result in one or more of the following consequences decided upon by a Home Education Guardian Panel:

- An official warning in writing may be issued stating what action(s) will follow a repetition of an offense
- Official admonition/instruction to make restitution to the complainant
- Any appropriate and realistic fine may be invoked/granted in favour of the complainant
- Official instruction to comply with outstanding requirements within a certain, prescribed period of time
- Any other appropriate and reasonable disciplinary measure, deemed necessary, to correct a negative situation
- De-registration of an Academy or Home Educator

The aim of the Code of Conduct is to uphold biblical values in the working relationship between Home Educators, Hosts and A.C.E. (SA). The Code is further aimed at protecting the integrity of the Accelerated Christian Education programme amongst our school family and the general public.

This Code of Conduct will protect Home Educators against:

- Sub-standard quality of service
- Abusive and immature attitudes and behaviour demonstrated by a Host of A.C.E. (SA) in matters relating to hosting.

Likewise, A.C.E. and Hosts will be protected against:

- Irresponsible home education in terms of this Home Education Policy (Rev 2)
- Abusive and immature attitudes and behaviour demonstrated by a Home Educator in matters relating to home education and hosting.

***Host Academies/Schools are bound to abide by the following Code of Conduct relating to the conditions for the registration of Home Educators and Hosts in the applicable policies:***

**8.1** Committed to the A.C.E. Statement of Faith and a lifestyle based on biblical principles, displaying Christian character in all personal and interpersonal actions and interactions, *arising from home education and hosting with A.C.E. (SA)*

**8.2** Conducting business in a fair, honest and transparent manner with one another

**8.3** Committed to comply with all the guidelines and procedures related to the prescribed use of the Accelerated Christian Education programme in all aspects according to the Home Educators and Hosting Policy

**8.4** Committed to respect and obey all South African legislation regarding home education

**8.5** Committed to honour and uphold the Standard Service Agreement entered into with A.C.E. (SA)

**8.6** Committed to the prompt fulfillment of all prescribed and ongoing administrative responsibilities relating to home education and hosting

**8.7** Committed to honour all financial commitments towards Home Educators and A.C.E. (SA) arising from home education in terms of the applicable policies

**8.8** Committed to construct and maintain positive working relationships amongst one another by guarding against destructive interaction in matters of difficulty. Interpersonal conflict and matters of difficulty need to be handled according to the official guidelines for conflict resolution based on the biblical principles found in Matthew 18:15-17. (A guideline on conflict handling is available from Customer Services)

## **9. APPLICATION FOR THE REGISTRATION OF A HOST ACADEMY**

Application Forms are available from the National Office of A.C.E. (SA). Candidates need to undergo an official screening interview at our offices and the approval of registrations lies with the Home Education Department at National Office. Testimonials and personal references regarding past/present employment at schools registered with A.C.E. (SA) will enjoy favour in the evaluation of applicants.

### **9.1 Registration Cost**

Cost of registration of an Academy is available on enquiry from the Home Education department, Customer Services. Applications must be accompanied by the necessary deposit amount required for training.

#### **Registration cost is made up of the following items:**

\*Registration processing fee

\*Host Training

\*Starter Kit (custom or tailor-made)

Standard Starter Kits are provided to Academies that need the full-prescribed kit and the cost is included in the registration fees.

Academies linked to an existing school may have need of a customized and not a standard starter kit.

### **9.2 Registration Process: Getting Started**

**Step 1** Arrange an initial telephonic interview with the Home Education Manager at National Office.

**Step 2** The Home Education Department at the National Office of A.C.E. (SA) will send you an Information Pack containing the necessary application form and information about starting a Host Academy.

The Information Pack contains the following information:

- Application Form
- Information on the A.C.E. programme (Accelerated Christian Education)
- Home Education Policy (including a check-up)
- Host Policy (including a check-up)
- Hosting Pamphlet
- Spiritual Covering report Form
- Pro-Forma Business Plan Guidance
- Guidelines on drawing up a Constitution
- List of Starter Kit items

**Step 3** Study the Home Education and Host Policy in order to prepare yourself for a check-up on the basic content when you report for training at the A.C.E. Training Centre.

**Step 4** \*Complete the Application for registration of a Host Academy after having carefully studied all Information in the Information Pack.

\*Prepare a Constitution along the guidelines provided.

\*Prepare the Business Plan that needs to accompany your application form.

\*Determine the items to be included in your Starter Kit if you need a customised kit.

\*Include written proof of your A.C.E. experience, and attach proof of your qualifications.

*# Submit your application to the Home Education Department.* Be sure to complete all the necessary information required for registration and be sure to attach any other information required. The full registration amount must accompany your application. Should your application be approved you will be booked for the necessary training.

**Step 5** Report for training and receive your Starter Kit.

**Step 6** Book an interview with the Home Education Manager during training to finalise your application for registration.

**Step 7** Your application will be processed within a period of 30 working days.

\*An account will be set up with us

\*You will be able to buy PACEs at an agreed discount directly from the warehouse

\*The order mode selected by you for PACE orders will be added to our records:

Choose one or a combination of:

- Collated ordering
- Cluster ordering or
- Direct ordering for Home Educators by your permission in writing

**Step 8** Your Academy and the service scope of your Academy will be recorded and advertised in each A.C.E. (SA) Information Pack together with the existing Host Academies to enable Home Educators to select a Host. This information will be included in all Home Education Information Packs.

**Step 9** During this period you will be required to meet any outstanding requirements, and your premises may be inspected by a regional representative to advise you on the suitability of your situation. You will need to comply with learning centre layout and furniture requirements for 3-7 people. This is necessary for training of parents and for diagnostic testing purposes. New Home Educators also need to see the proper learning centre layout from the very first interaction surrounding home education.

**Step 10** You will be notified in writing when your Academy is registered and will receive an assistance visit by National Office during the first 6 weeks of operation. Thereafter you will be visited once a year.

## **CONCLUSION**

A.C.E. (SA) is committed to rendering the best possible service to Home Educators and to Hosts. Should your application be successful, we undertake to walk with you in integrity and truth, and trust that as partners we will be able to construct an excellent working relationship. Let us always remember why we do what we do. We have been called to build God's kingdom!

**Thank you for taking the time to read this policy.**

**A.C.E. Ministries (SA)  
Home Education Department**