

**Piedmont Christian Homeschool Association**

750 Oil Mill Rd., Piedmont, SC 29673  
864-845-5154, Fax 864-845-1130

Dear Parent,

Welcome to the Piedmont Christian Home School Program! Your Enrollment automatically grants you membership! Please keep this for future reference.

Listed are some general instructions and requirements that will help you get the very best results from the Home School program and to adhere to the requirements of SC law:

1. Communication is very important to our work with you and your child. Please keep our office notified of any changes to your address, phone numbers, employment or family situation that would change the location of your child. \_\_\_\_\_
2. Our normal office hours are Monday – Friday from 8:00 AM until 4:00 PM . **PLEASE call the office BEFORE you come in!!** \_\_\_\_\_
3. The following are the procedures that you should follow in administering the curriculum to your child:
  - A. Always pull the Pace Test out of the PACE before you issue the PACE to the student. Place the test in a separate file where you will not misplace it. \_\_\_\_\_
  - B. Make sure your child understands the goals of each PACE. (First page of the PACE.) \_\_\_\_\_
  - C. Make sure your child scores and corrects each assignment as they progress through the PACE. All work done each day should be scored before goals are considered met for that day. \_\_\_\_\_
  - D. **Be sure that all Math fraction problems are reduced to their lowest terms. (Always read and follow directions!) When doing Math PACEs, students are not allowed to use a calculator until PACE #1075. We must see where work has been done on problems – remember to check work as directed. Failure to comply may result in a failed PACE.** \_\_\_\_\_
  - E. Treat the “Check Ups” within the PACE as though they were tests of what has been mastered to that point in the PACE. They become a great guide of the student’s progress and study needs. \_\_\_\_\_
  - F. Do not allow your child to take the Self Test at the last of the PACE without being sure they are ready to take it. (All work completed and properly scored.) \_\_\_\_\_
  - G. When you call out the Word Building words for the test, please begin at top or bottom of the (Self Test) list and continue consecutively. **DO NOT CALL OUT WORDS AT RANDOM!** We need to know which word was called out. \_\_\_\_\_

Parents must score the Self Test to determine if your child is ready to take the Pace Test. **Make sure your child scores at least 90% on the Self Test before giving them the Pace test.**

- H. **Send all the completed Pace Tests to us every two weeks for grading and recording. Each student must average no less than four completed tests every two weeks. A good rule of thumb is to turn in a test for every subject every 3 weeks.** In order to be on track for the year, **your child must average a minimum of 2 tests per week. PLEASE UNDERSTAND: The number of PACEs that are sent out to you do not always equal the number of PACEs that they have to complete in a particular time frame. (For instance, if your child has 3 PACEs in Math at home and has not completed them all year, he/she will not get any more**

until those are turned in, but 12 are still due by the end of the year to pass.)

I. When you are certain the Score Keys and Literature books are no longer needed, please return them to us. Additional fees will be charged for score keys and lit books not turned in!

J. A minimum of 80% score is required on each PACE test for a passing grade on PACE numbers 1037 and above. A score of 79 or below will require a \$5.00 fee and the PACE retaken. (PACES 1036 and under require a minimum of 90%.)\_\_\_\_\_

K. High School credit cannot be given for any subject until all 12 PACES within that credit have been successfully completed.\_\_\_\_\_

L. Always sign your tests with both first and last name of student.\_\_\_\_\_

M. State law requires you to keep a daily log of study hours for attendance records. A normal school year consists of 180 days. We will automatically keep the academic records. The Parent must keep on file a log of PACES and test scores as they are returned to you so you may track your child's progress. \_\_\_\_\_ Also, a parent must hold at least a high school diploma or GED. Initial to verify\_\_\_\_\_

N. All tests received in the office will be graded on Friday and congratulation slips sent out on Monday. (If we receive your child's test(s) on Friday, they will not be graded until the following Friday).\_\_\_\_\_

O. Our minimum charge is for 72 PACES. (This is for 6 subjects X 12 PACES per subject. Math, English & Composition, Social Studies, Science, Word Building, Literature) If your child does less than 72 PACES, the charge does not change. However, if your child does more than 72 PACES in the school year, you will be required to pay the extra PACE charge of \$3.75 for each PACE.\_\_\_\_\_

P. If a student does not complete a year's work of work before the last day of school, the student will be required to enroll in Summer School until finished. Summer school is \$100 per month for June and July. A student who fails to comply with our summer school policy will not be re-enrolled the following year, and may not be eligible for the next grade if enrolling in another school.\_\_\_\_\_

Q. A Student Progress Report will be sent out at the end of each quarter.\_\_\_\_\_

I have read , understand, and meet all of the requirements listed to homeschool my child by the state of SC and Piedmont Christian Homeschool Association.

Signature\_\_\_\_\_ Date\_\_\_\_\_

If you have any questions or need additional help, feel free to call on us.  
May God bless you in your endeavor to train your precious child.

Principal Brandy Jones  
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