


iCreate Collaborative Family Guidebook

2025–2026

Welcome to the iCreate Community!

We're so glad you're here. This guide is your go-to resource for everything you need to know to have a successful and smooth year at iCreate. It includes our expectations, policies, systems, and support to help you and your family thrive.

 **Note:** This is a living document and may be updated periodically. The latest version is always available in the “Resources” section on Our School Hangout (OSH).



OUR VISION

iCreate Collaborative is a homeschool co-op hybrid designed to blend the support of a vibrant community with innovative, real-world learning. We provide enriching classes and cutting-edge tech experiences that complement the work families do at home—while also giving moms some well-deserved time and connection. Our mission is to help students become confident producers, not just consumers, by developing strong leadership, technology, and entrepreneurial skills. Through project-based learning and real-life challenges, students gain self-awareness, accountability, and opportunities to use their passions to serve others. Guided by inspiring “genius mentors,” they learn to collaborate, think critically, and bring their ideas to life.



Weekly Schedule Overview

- **Mon/Wed:** Academic Microschool (Elementary, Middle, High School Pods)
 - **Tues/Thurs:** Homeschool Enrichment Days (STEM, Art, Theater, Entrepreneurship, etc.)
 - **Fridays:** Optional events day — events, service, guest mentors, family activities, field trips, etc.
 - Some are open to the whole homeschool community
 - There may be a minimal fee associated with events
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PARENT & FAMILY EXPECTATIONS

As a member of the iCreate community, we ask you to:

1. **Join the OSH Community**

Stay up to date via our online app.

2. **Engage & Connect**

Get to know others—join conversations, attend events, share talents.

Participate in Moms' group activities

Collaborate and help us improve the program

3. **Volunteer!**

Please join a committee if you can, it helps us provide a much better experience and you feel more connected too. Committees:

- Events
- Building maintenance
- Marketing
- Class prep
- Class help / Substitutes
- Theater



Communication & Calendar

As part of the iCreate Community, it's important to stay up to date!

OUR SCHOOL HANGOUT (OSH)

When you registered for classes, you signed up for Our School Hangout. You can download the app or access it on a laptop. On this app you can:

- See announcements
- Check the calendar
- Contact teachers & see the class "Happenings" wall
- Pay for events and tuition
- Check your account to print receipts and check payment status
- Connect with other iCreate families via the directory
- Set notifications
- Access documents and other resources

It is important that you check this app regularly!

OTHER FORMS OF COMMUNICATION

We may also email and/or text you but the main source of communication is in OSH.



Student Behavior & Expectations

- **Student Contract:** Must be signed by both parent and student.
 - **Behavior Policy**
 - Strike system: Warnings → 3 strikes → possible removal from class.
 - Parents will be contacted at the discretion of the iCreate team.
 - **Tech Use:** Devices must only be used for productive, class-related purposes. Some classes require the student to bring a device.
 - Please bring a signed copy before or on the first day of classes.
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IN-PERSON GUIDELINES

What Your Child May Need to Bring

Please make sure everything is labeled with your child's name!

- Water bottle (we do have drinking fountains)
- Lunch/snack (as needed)
- Favorite writing tools
- Backpack or tote
- Planner/accountability binder (if applicable)
- Device (if required for class)
- Any class-specific supplies

We do have a lost and found. We will donate items not picked up by the end of the semester or sooner if it gets too full. We will post a warning on OSH before donating.



Drop-Off / Pick-Up & Parking

To ensure safety of all iCreate students, please follow this system

PARKING

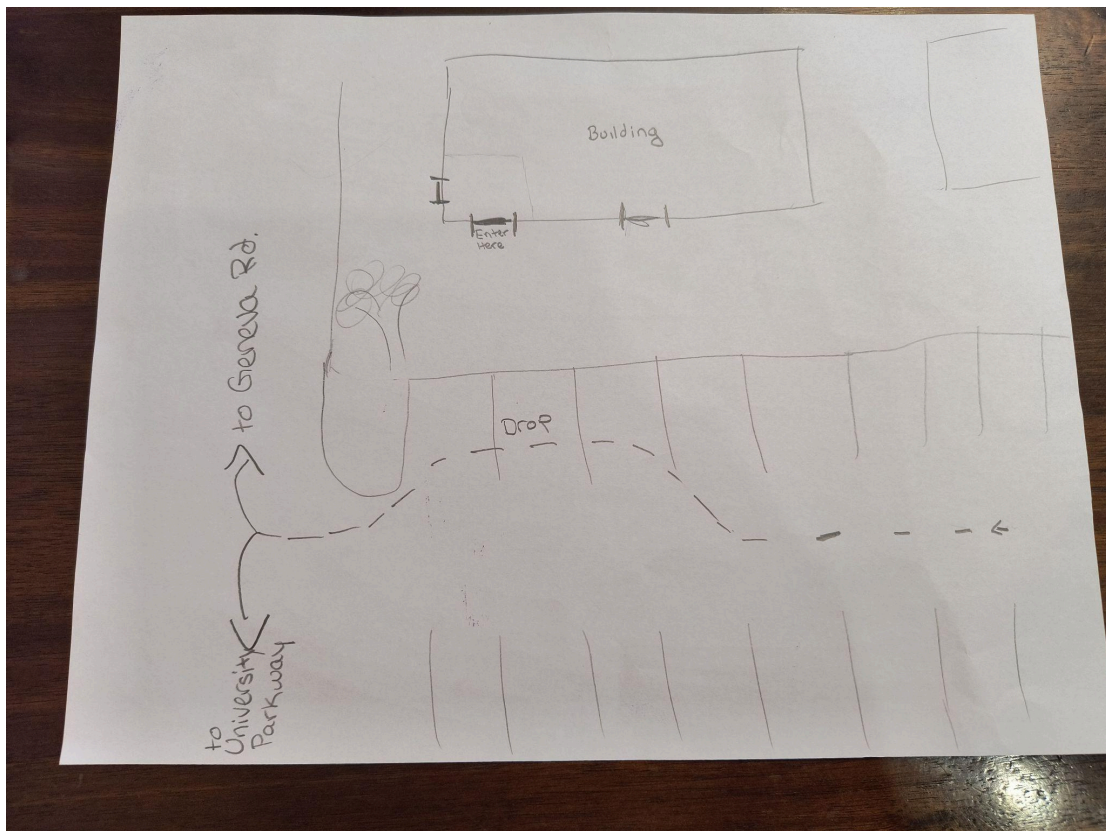
You may park anywhere at Wolverine Crossing except in reserved spots between 8am–8pm (iCreate spots are fine). See full Wolverine Crossing rules [HERE](#) to avoid getting booted after hours.

DROP OFF

1. Drop off no earlier than 15 minutes before your class. We do share a building with Kool Minds, so the building may be open even if we are not there. Students should not be in the building without iCreate team members there.
2. Make sure you have paid attention to announcements, calendar and any other communications for the most current information on when classes are held!
1. Use the Check in/Check out system on the "Our School Hangout" app.
2. Follow the drop off route as shown in the diagram below.
3. Watch your children walk in the doors.

PICK UP

1. Follow the route as shown in the diagram below.
2. Use the Check in/Check out system on the "Our School Hangout" app.
3. You can text someone in the building to send your children out, or you can park and come in to get them.
4. Pick up no later than 15 minutes after class. A late pick up fee of \$1/minute will be charged for late pick ups after 3:15pm.



🤔 Absence & Health Policy

Please keep your child home if they:

- Have a fever, vomiting, diarrhea, or other contagious illness

We trust your judgment. Help keep our community healthy by washing hands, staying home when sick, and assisting with cleaning after classes.

If your child is going to be absent, please notify us on Our School Hangout. If your child misses a day we do not refund tuition or have a makeup day.

Class or Event Cancellations

In the event of poor weather, we may choose to cancel classes. You will be notified beforehand as soon as possible.

Internal Photos

Photos and video may be taken for in-house use (e.g. slideshows, yearbooks, OSH posts, iCreate showcase, etc). No external or public use of these videos will be used unless you gave your consent during registration.

Contact us if you wish to opt out of internal images.

Homeschool Support for Parents

We are here to support your journey with:

- Personalized learning plans & consultations
- Clarifying goals & curriculum support
- Portfolio-based graduation support
- Accountability
- Parent community / Mom's Group
- Encouragement!
- Access to [The Homeschool Hero Club](#) (free if at least one child signed up for 1 full day at iCreate or 50% discount on discount day.)

Please reach out if you have any concerns or just need a boost!

Financial & Refund Policy

TUITION PAYMENTS

Monthly payments are due by the 22nd of each month. First payment due Aug 22, last payment due April 22.

A late fee of \$20 will automatically be added after 5 days late, and your child may not be allowed to attend classes until tuition is paid. If using scholarship money, such as UFA, please contact us to avoid late fees. We do understand that scholarship/reimbursement programs are not always timely in their payments. We will work with you.

Tuition can be paid with credit/debit card, check/venmo or scholarship money. We suggest using autopay if making monthly payments.

Insufficient Funds will incur a \$50 charge.

REFUND POLICY

The registration fee is non-refundable. Tuition less a 10% fee can be refunded through Sept 8, after that you can transfer/sell your contract for your classes to someone else.

ADD/DROP CLASSES

All class changes must be made by Monday, Sept 8.

Questions?

We're happy to help!

 Email: icreatecollab@gmail.com

 OSH: Our main hub for updates, resources, and connection

Let's make this a fantastic year of growth, creativity, and community! 🌟