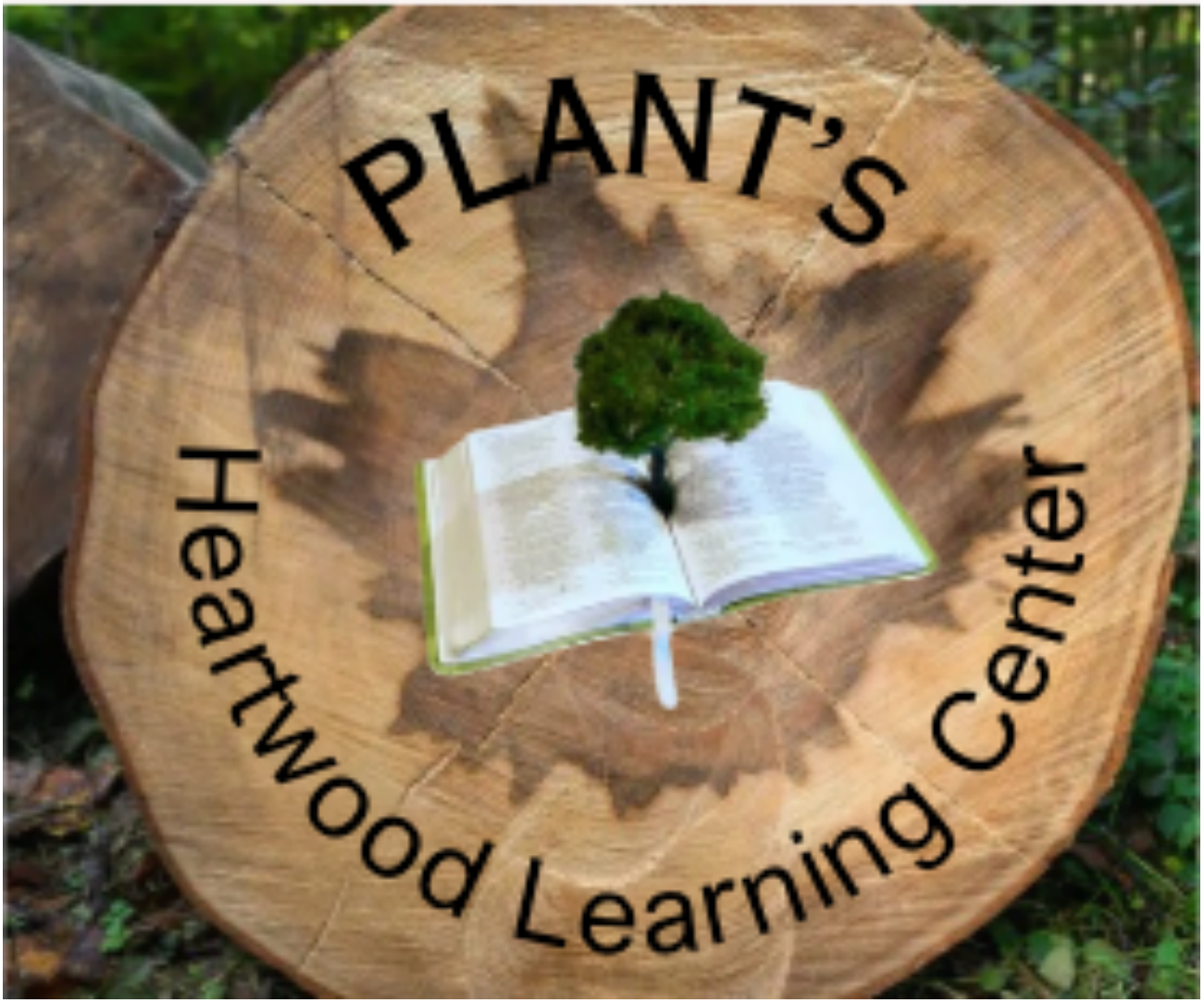

Handbook

2026-2027

Welcome to **Heartwood Learning Center**

a community space for Parent Educators

We are so glad you are here! After eleven years of networking, we are finally able to have a space for fellowship and community as well! God has blessed us with a space to learn and grow, to teach and serve!

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PARENTS

Our Philosophy

God has entrusted parents with the responsibility for teaching their children. We believe this is one of the most important acts of service you can perform in His kingdom. We believe parents are the primary decision-makers in their children's education, but we also believe parents do not have to teach in isolation. Part of being a good teacher is bringing various resources to bear on your children's education. PLANT, Inc. wants to help you do that.

PLANT, Inc. is **not** a school and it is **not** a co-op; we provide administrative services to teachers.

The best analogy we have is that of the antique mall where you can visit one place to buy from multiple people. PLANT is like an antique mall for education where you can find teachers, tutors, coaches and mentors in one place. This benefits you by creating a centralized place to find and register for classes. We feel this is the best way to ensure that the parent maintains control of educational choices and the teacher is afforded independence in creating an interesting and loving learning environment. However, it is important that parents understand their role in this model. We do not screen or endorse the teachers, except for background checks, nor is there staff on site to oversee the safety of your children to and from classes, therefore parents should thoroughly investigate teachers before you hire them to teach your student and should deliver them into the care of those teachers at class time.

Expectations of parents

We believe parents should act as the chief executive officer (CEO) of their children's education. Parents should be responsible for decision-making, strategic (long-term) planning, and hiring and firing of teachers. That means parents:

- Stay informed. Parents are expected to read emails and participate in Band, the primary form of communication among the network (join here: https://band.us/n/aca6A8O6l7GaB), and other communication channels specified by the teacher.
- Adhere to policies. This ensures that the center flows smoothly and we are good stewards of the space we've been given.

- Supervise and monitor your own children when they are not in class. **We are not a school, and we do not provide childcare unless otherwise specified. Students may not remain on site unsupervised.**
- Promptly pick up your children (of all ages) at the end of their scheduled class(es).
- Supervise your children at all events held at Heartwood Learning Center where childcare is not provided.
- Teachers don't work for PLANT, Inc., they work for YOU! Take steps to manage this relationship just as you would anyone you hire.
- Whether or not a class is held depends largely on parents in the class recruiting others to join them to meet class minimum enrollments. Please do your part to help form classes by sharing emails and or through social media those classes your student is registered for.

Parent participation

Parents are encouraged to attend programs in which students are involved, to observe in classes, to fellowship at The Watering Can with other parents, and to offer classes or facilitate activities. However, all participating parents on-site must become members and have a background check on file.

Volunteer

PLANT and the Heartwood Learning Center cannot operate without the help of parent volunteers! Consider this your family and your home and help appropriately. Please help keep the space clean, orderly and in good working condition. If you notice things that could improve the space, please let the facilities steward know. Heartwood.plant@gmail.com.

Give

Our goal is to support parent educators and connect them with teachers, tutors, coaches and mentors as well as provide space for learning activities. To do so we need your help! If you can financially support our activities or know someone who can, please visit www.parentlednetwork.org/support. We are a 501(c)3 nonprofit and all donations are tax-deductible.

Name Tags

The safety of your children is of the utmost importance, therefore all adults participating in the use of the space during hours of child learning must have a completed background check on file. Those with valid background checks will be issued a name tag which must be worn at all times within the building. You can help us keep the

space safe and sustainable by asking anyone without a name tag to either join or kindly leave the building. Replacement name tags will be $2.00.

Family Membership

There is no such thing as a free lunch, so it is imperative that those who make use of the space contribute to the cost of utilities and supplies. This is accomplished through a minimal annual family membership. Everyone is encouraged to become members as only members can stay in the building during child learning times and all adults in the building must wear a name tag.

The Family Membership includes one (1) background check for the primary parent. A second parent may pay for their own background check ($22). The background check is good for two years. Other benefits include: access to The Bosque parent lounge and The Watering Can café; member pricing on special events and workshops; member only events; ability to use the space for co-ops, study hall or other private activities.

An initial Founders Member price $100/family is available until December 31, 2026. Those who subscribe as Founding Members will be able to renew at the same annual price. The Membership price will increase to $150/family on January 1, 2027.

Families with seven class registrations at the Heartwood Learning Center (PLANT classes at other locations are excluded) will receive a complimentary Family Membership.

Students

Expectations of students

Students are expected to demonstrate respect for themselves, their peers, their teachers, PLANT staff, volunteers and all adults in the building. Students should exhibit good behavior such as:

- Not being loud or disruptive in the hallway when classes are in session
- Not defacing or damaging property of the center or of others
- Disposing of trash appropriately
- Wrapping chewing gum in paper before putting it in the trash can
- Dumping liquid outside or in a sink before disposing of cups
- **Not loitering before or after class unsupervised by their parent**
- Not holding the door or letting anyone in the building
- Cleaning up any messes they make in class, the hallway or bathrooms
- Keeping track of personal items and taking them with them from class to class and home again
- Refrain from bringing any drugs, alcohol, smoke, vape, or tobacco products to Heartwood Learning Center

Teen Membership

A Teen Stand-Alone Membership is available for students who are at least 15 years and 6 months old but no more than 18 years old which will allow them to utilize The Bosque area for hang out or study time whenever The Watering Can is open (Tuesday – Thursday while classes are in session). Teen members must wear a name tag and sign in at The Watering Can. They must be well behaved (including cleaning up after themselves) or their membership may be revoked without a refund upon a second offense of ill behavior. The stand-alone membership is $100/year.

A Teen Add-On Membership (for those with a Family Membership) can be added for $75 and the above rules apply.

The Teen membership is only required for teens not supervised by their parents. Teens may be in The Bosque with their parents under the Family Membership.

Teachers

Statement of faith

This statement of beliefs serves as the doctrinal foundation for PLANT, Inc. Board members, staff and teachers are required to subscribe to this statement. Students and families are not required to subscribe to the Statement of Faith but are required to respect it and not undermine it in any way.

We believe:

- There is only one true God, the sovereign Creator and Sustainer of all things, existing eternally in three persons: Father, Son and Holy Spirit (Deuteronomy 6: 4-5; Acts 17:24-28; 2 Corinthians 13:14).
- The divine inspiration, entire trustworthiness and authority of the Bible in faith and practice (2 Peter 1:20-21; 2 Timothy 3:16-17; Psalm 119:9-11, 105; 1 Thessalonians 2:13).
- The full deity and humanity of Jesus Christ, who lived as a perfect example, who atoned for the sins of the world at the cross, who was bodily raised from the dead and ascended as both Lord and Savior, and who will return in power and glory in the fullness of time to judge the living and the dead, to consummate history and the eternal plan of God (John 1:1, 14; Colossians 2:9; Hebrews 4:15; Isaiah 53:3-6; Acts 4:10-12; Matthew 26:63-64; 2 Timothy 4:1).
- The value and dignity of all humankind: originally created in God's image to live in love and holiness, but who became alienated from God and each other because of sin and guilt, and who are justly subject to the judgment of God (Genesis 1:26-27; Colossians 1:21; John 12:47-48).
- That marriage is the uniting of one biological male and one biological female in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church, and to provide for the man and woman in marriage, the framework for intimate companionship, the exclusive channel for sexual expression according to biblical standards, and the means for procreation of the human race. (Genesis 1:26; 2:18-25; Pro 5:15-20; 12:4, 18:22, 31:10-31; Mal 2:14-16; Mt 5:31-32; Mk 10:6-12; Ro 1:18-32; 1 Cor 7:1-16; Eph 5:22-33; Co 3:18-21; Heb 13:4; 1 Pet 3:1-7).
- That God created humans male and female by design. We believe that any conduct with the intent to identify as a gender other than one's biological sex is contrary to God's design. (Gen 1:26-27; Ps 139:13-14).
- The justification, by God's grace, of all who repent and put their faith in Jesus Christ for salvation (Ephesians 2:8-10; John 3:16-17; Romans 4:4-5).

- The present ministry of the Holy Spirit, by whose indwelling and transforming power the Christian is enabled to live out our new life and new calling to evangelism and discipleship of believers within the fellowship of the Church (John 16:7; 1 Corinthians 6:19-20; Galatians 5:22-23; Matthew 28:18-20).
- The spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender and class differences (John 17:20-23; Revelation 5:9).

Background Check

Background checks are required for teachers, staff members, volunteers and parents staying in the building during child learning hours. Teachers must cover the cost of their own background check as do the second adult in a family. Background checks can be ordered here: https://ministryopportunities.org/opportunity/39756.

Meetings

Teachers must attend an initial new teacher meeting before listing a class. After that each teacher must attend at least one teacher meeting annually (of which there are usually two, one in February and one in August).

Expectations of Teachers

- Only list classes you are committed to teaching.
- Commit to maintain your class listing until the 15th of the month preceding the month in which the class starts to give parents ample time to register. Determination of whether to hold a class is normally done one week prior to the first class.
- Communicate and enforce behavioral expectations of students including those adopted for Heartwood Learning Center.
- Establish a working relationship with the parent and the student and maintain communication with parents thorough the course of the class.
- If you cancel or change a class for any reason you must communicate with all registered parents and the PLANT registrar at riorancho.plant@gmail.com.
- Clean up your classroom prior to the transition period and leave the room clean and ready for the next teacher.
- Do NOT let students go without releasing them to a supervising adult whether that is their next teacher or a parent.
- Maintain a drop off/pick up policy.
- Always wear a name tag in the building.
- Do not enter the building except during authorized times when you have a listed class or workshop.

- If you need to enter the building for another reason, please notify the facilities steward heartwood.plant@gmail.com
- Do not allow anyone into the building who is not registered for your class
- Help to police the halls, monitor student behavior and ask adults without name tags to leave the premises before, after and between classes.
- Help to maintain a clean and safe environment for all participants.
- Store classroom supplies in closet or storage cabinet and keep materials to less than 18-gallon tub per class. Be considerate of others who will use the same classroom space.
- If you are the last class of the day, wipe down tables and sweep or vacuum floors. Take out the trash.
- If a student registered in your class is not picked up in a timely manner, they remain your responsibility. **DO NOT leave** a student unattended. **Do NOT assume other adults in the building are supervising your students.**

Heartwood Membership

Teachers who have successfully taught a class in the past are considered members. As members they may fellowship in The Bosque, visit The Watering Can, and may use the building for tutoring or special workshops by submitting a class listing.

Teachers will need to get the ButterflyMX app to be able to open the door for their students remotely. Those without a smart phone will need to work closely with the Facilities Steward to be able to allow their students into the building.

Heartwood Learning Center

A Tour of the Center

PLANT's Heartwood Learning Center is located at 11900 Haines Avenue NE, Albuquerque, NM 87120 on the campus of Los Altos Christian Church. It is the building farthest to the south. We have a commercial lease for this building from August 1, 2026 – May 31, 2028. We do not have a partnership with the church, and we are not sharing the building with the church. No members of the church shall have access to the building while we are there.

Why Heartwood?

Heartwood is the dense, non-living inner core of a tree trunk. Unlike the outer sapwood it no longer transports water or nutrients. Instead, its primary function is to provide structural support while naturally resisting decay and insects due to accumulated minerals, oils and resins. As the tree grows outward, the inner layers of active sapwood die and transform into heartwood. This creates a strong, stiff central pillar that acts as a tree's spine.

PLANT, Inc. is a living network of teachers, tutors, coaches, mentors, parents and students. For the past eleven years, we have grown into a community, a support network, a family, but we have been uprooted several times for lack of a permanent location. Having our own dedicated facility is symbolic of having a strong structure – a spine on which to continue to grow.

The Trailhead – We are referring to the parking lot as "The Trailhead". This is particularly fitting because PLANT is not just a place where students sit – it is where families begin a different educational journey. Please park at the trailhead and prepare to embark on an adventure unlike what you have known before. Please help us be good stewards of the Trailhead and pick up trash and otherwise keep this area clean.

The Bosque – Is the gathering place for parents, teachers and students. This is the social hall where we can fellowship, discuss, learn from each other and build relationships. The Bosque is available to member families only. Members may bring their own lunches, study materials, games etc. to The Bosque. During non-child learning hours, The Bosque is available for members to rent for private parties, events or workshops.

The Watering Can – located within The Bosque, the Watering Can is our private coffee house offering a variety of drinks including specialty coffees, teas, lemonades, sodas,

milk shakes, smoothies and light snacks for sale. While we appreciate that you have your favorite drink from Starbucks or Dutch Bros please refrain from bringing those to the center and support our in-house café to keep it alive and vibrant. Students wishing to learn customer service, entrepreneurship, barista skills, or to make a few bucks are encouraged to take a turn working at The Watering Can.

The Garden – the Garden refers to the fenced area south of the building that includes a fire pit, raised gardening beds, covered picnic table and little kid play scape. Families are welcome to hang out in the Garden but students must be supervised by their parents at all times. In the spring, a horticulture class will plant the raised beds with flowers, herbs and edibles. Please take care that children do not damage the class's hard work. The Garden can be accessed from a gate at the Trailhead and non-members are welcome to gather in the Garden as long as they care for the space, clean up after themselves and do not leave students unattended.

Ponderosa, Aspen, Yucca, Pinon, Cottonwood, Juniper, Agave are the classrooms within the Heartwood Learning Center. Each room is identified by a sign in the hallway. All classrooms are on the left hand-side when you enter the building.

Entry System

PLANT's Heartwood Learning Center will have a video intercom entry system. When you arrive find your teacher's name in the list and buzz them. They will see a video of you in which you can let them know you are present and ready to enter the building. They will remotely buzz you in. It is important that we control who enters the building, therefore **do not hold the door for anyone**. While it may seem rude and uninviting it is important for the safety of all in the center.

Safety

The Heartwood Learning Center is a drug-free campus. Alcohol, tobacco, recreational drugs, smoking paraphernalia and vaping are prohibited. In addition, we have the following in place for safety:

- Surveillance cameras throughout the center
- Fire extinguishers and smoke alarms
- Clearly marked exits
- Name tags for all adults in the building
- Background checks for all adults in the building during child learning hours

Child Learning Hours

PLANT's Heartwood Learning Center maintains the following child learning hours from September through April. During these hours only member adults with name tags may be in the building.

Monday 8am – 12pm
Tuesday 8am – 4pm
Wednesday 8am – 4pm
Thursday 8am-4pm
Friday 8am – 12pm
Saturday 8am – 12pm

Outside of these hours, the center is available for community events and workshops. During non-child learning hours, families may attend events together but children must remain under parent supervision and parents should be aware that there may be adults present who are not members and have not been screened.

Wellness Policy

By registering for classes, you are agreeing to any increased risk of sickness associated with participation. Please DO NOT come to PLANT's Heartwood Learning Center with any of the following:

- temperature of 100° F or higher
- green or murky discharge from the nose or eyes
- contagious rash
- vomiting and/or diarrhea
- productive cough with fever or sore throat
- head lice

Teach your children to cough or sneeze into a tissue or their elbow and use proper hand-washing techniques to prevent the spread of germs at the Center.

Snow Policy

If APS is cancelled or on a two-hour delay, all PLANT classes are cancelled.

Pet Policy

Pets are not allowed at the Heartwood Learning Center. Teachers may bring special guest animals with permission from the facilities steward.

Lost & Found

Found items will be placed in the lost & found bin in The Bosque. Please check the lost & found periodically. At the end of the year (May 1) (or more frequently if the bin is full) all items in the lost & found will be donated.

Stewardship

All students MUST be supervised and/or monitored by a parent or guardian while at the Center and not under the guidance of a teacher.

Please be good stewards of the space that God has blessed us with by leaving it cleaner than you found it. Volunteers make the space work! Before leaving please, wipe down your tables, sweep up your crumbs, and tuck in your chairs. Any food left in The Bosque may be disposed of at the end of the day.

PLANT, INC.

Who We Are

We are a team of parents, teachers, and administrators coming together to create places of learning for minor students.

PLANT, Inc.'s Mission

PARENT LED ACADEMIC NETWORK TEAM, INC. (PLANT, Inc). exists to connect independent teachers and tutors with parents for the purpose of providing alternative academic opportunities. PLANT, Inc. supports teachers and tutors by providing administrative and marketing support for their independently offered classes and educational services.

PLANT, Inc. seeks to create a network of educational resources to support parents in their efforts to provide or supplement their children's education. PLANT, Inc. strives to create an environment where students love learning, seek truth, and appreciate beauty in order to 'plant' them as citizens of the world within the Kingdom of God. PLANT, Inc. will solicit charitable donations, grants and fees to support this mission.

How We Do It

PLANT, Inc. brings together people who are passionate about teaching, who are experts in a subject matter and love sharing their knowledge with kids together with parents who want the best education for their children. PLANT, Inc. supports home educators and parents seeking supplemental education for their children ages 3-19 with individuals in the community who love to share their knowledge of a particular subject. Visit the PLANT Model for a visual understanding of the PLANT, Inc. concept.

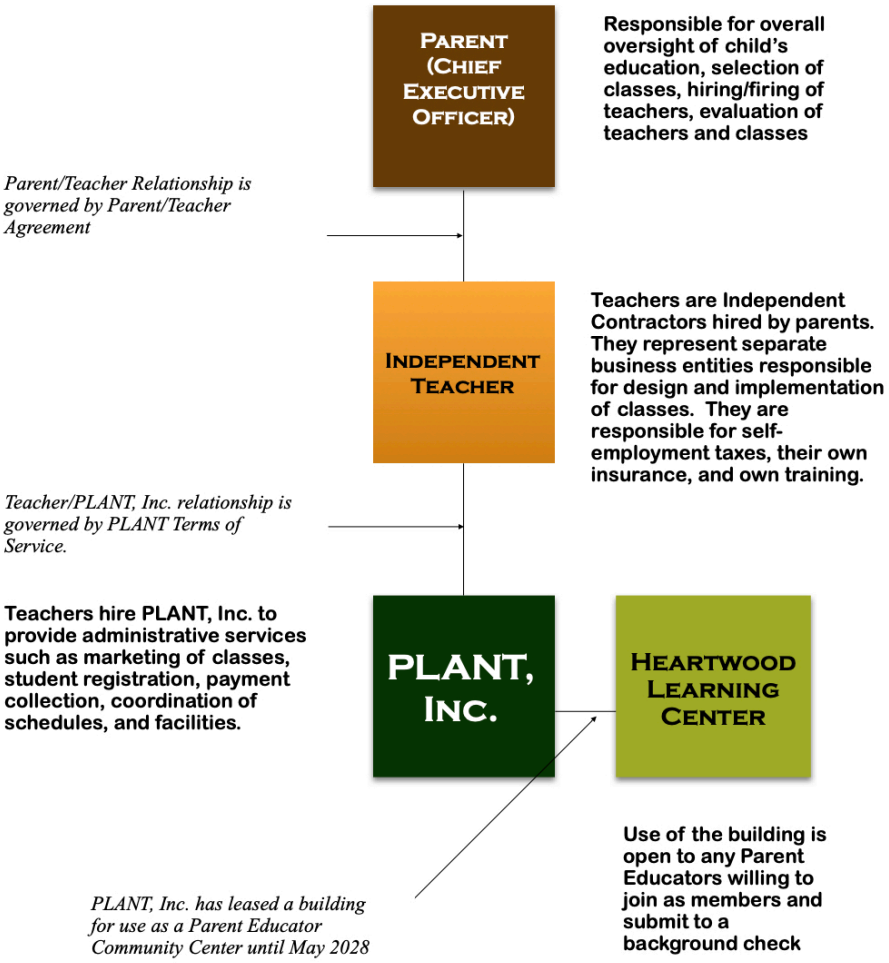
PLANT, Inc. doesn't hire the teacher or select the curriculum they use. You, the parent, choose which teachers, subjects, and curriculum you will follow with your students. We simply help you find the individuals that can fill in any gaps you may have such as advanced math or fun electives.

For individuals who have the time and motivation to tutor or teach classes to children, we provide the support you need to identify your students and take care of the administrative functions of registering and paying for classes.

A network model of education

PARENT LED ACADEMIC NETWORK TEAM, INC.
PLANT, INC.

Network Map



How It Works

1. Find resources to support your parent led education in our Resource Directory.
2. Or find a class in our class catalog. Be sure to click on the class to see all available sections and locations.
3. Contact the teacher and 'interview' them before you hire them.
4. Research the class and examine the parent reviews.
5. Once you are comfortable with the teacher, register for the class through the registration system.
6. Share the class with friends to ensure the minimum enrollment is met.
7. At the completion of the class provide a review for other parents.

What you Need to Know

- PLANT, Inc. has a part-time Executive Director, a part-time Registrar and a part-time Facilities Steward
- Classes are held at a location we rent on behalf of the teachers. There is no oversight at these locations. Please walk your children in to meet their teachers and maintain communication with the teacher in whom you are entrusting your child.
- Classes may also be held at other locations arranged by the teacher including their homes. Similar precautions should be taken.
- Teachers don't work for PLANT, Inc. they work for YOU! Take steps to manage this relationship just as you would anyone you hire.
- Whether or not a class is held depends largely on parents in the class recruiting others to join them. Please do your part to help form classes by sharing emails and or through social media those classes your student is registered for.

Pricing and Fees

Class prices are set by the teachers. Parents are required to pay a deposit (usually equal to the PLANT, Inc. fee) to secure their registration in a class. PLANT, Inc. fees are equal to 10% of the class fee plus a location fee. PLANT, Inc. fees are NON-REFUNDABLE.

Deadlines

Determination of whether to hold a class will be made one week prior to the class start date unless otherwise stated. Please register and pay prior to this to ensure a class is held. Timely registrations ensure that the teachers have appropriate materials and allows for planning additional class offerings.

Payment Plans

Teachers may offer payment plans administered by PLANT, Inc. to make paying for classes more accessible to parents. This is a courtesy to parents and should NOT be construed as a commitment for less than the full length of the class. A class price is for the entire length of the listed schedule and by registering you are committing to the entire price.

Cancellations and Refunds

If a teacher cancels a class due to low enrollment, parents will receive a family credit equal to the deposit amount to use toward another class. Amounts more than the deposit will be refunded to the family credit unless the parent specifically requests a refund to their credit card. Such requests should be made to the Registrar at riorancho.plant@gmail.com.

If a parent cancels a class prior to the start date of the class, a family credit for the deposit will be issued that can be used toward another class.

Once a class is 'confirmed', refunds of the remaining class fee are at the teacher's discretion. Please review teacher refund policies before registering.

Board of Directors and Part-time Staff

PLANT, Inc. is governed by a five-member board of directors.

President, Mona K. Koerner
Vice President, Wes J. Koerner
Secretary, Sam Lawrence
Treasurer, Julie Kachelmeier
At Large, Bobbi Curtis

PLANT, Inc. has three part-time staff members.

Executive Director, Mona K. Koerner parentlednetwork@gmail.com
Registrar, Crystal Martinez riorancho.plant@gmail.com
Facilities Steward, Logan W. Tanner heartwood.plant@gmail.com