

PCHC Marketplace

Independent Facilitator Handbook

Purpose

The PCHC Marketplace connects homeschool families with independent facilitators who offer educational, enrichment, recreational, creative, academic, and skill-based courses within a community-centered environment.

This Handbook establishes the detailed policies, operating expectations, safety standards, and professional responsibilities applicable to participation as an independent PCHC Marketplace facilitator.

Each facilitator will separately complete a Marketplace Facilitator Agreement and applicable Course Addendum documenting the contractual and course-specific terms of participation.

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1. Independent Facilitator Relationship

Marketplace facilitators provide services as independent contractors and are not employees of PCHC.

Facilitators maintain responsibility for the manner and methods used to prepare for and deliver their approved courses, subject to the safety, facility, communication, registration, and Marketplace standards contained in this Handbook and the facilitator's signed Marketplace Facilitator Agreement and Course Addendum.

Unless otherwise specifically agreed in writing, facilitators:

- Determine their instructional methods and teaching approach.
- Develop their own facilitator-created curriculum.
- Propose their own courses.
- Propose course tuition.
- Propose course schedules.
- Provide their own materials and supplies.
- May accept or decline Marketplace opportunities.
- May provide similar services elsewhere.
- May operate their own independent business.
- Receive no employee benefits from PCHC.
- Are responsible for their own applicable taxes, licensing obligations, insurance, and business expenses.

Facilitators must provide PCHC with a completed **Form W-9** and any other reasonably required onboarding documentation before receiving compensation.

Nothing in this handbook guarantees approval of any particular course, minimum enrollment, minimum compensation, continued engagement, exclusivity, or future Marketplace opportunities.

2. Handbook, Agreement, and Course-Specific Terms

This Handbook describes the detailed operating policies and expectations applicable to PCHC Marketplace facilitators.

Each facilitator will separately complete a Marketplace Facilitator Agreement and applicable Course Addendum identifying the contractual and course-specific terms of participation.

A facilitator offering multiple courses or multiple sections of the same course may have multiple Course Addenda under one Marketplace Facilitator Agreement.

Course duration, meeting frequency, dates, schedule, enrollment parameters, compensation structure, parent-presence requirements, and other course-specific terms will be established in the applicable Course Addendum.

If the same course is offered on multiple days or at multiple times, each offering may be treated as a separate course section.

If a conflict exists between this Handbook and a signed Marketplace Facilitator Agreement or Course Addendum, the signed Agreement or Course Addendum controls.

3. Course Proposal and Approval

Facilitators may propose courses based on their skills, knowledge, professional experience, training, education, hobbies, trades, or other areas of demonstrated competence.

PCHC does not require a universal teaching credential.

PCHC may request documentation, references, credentials, certifications, experience verification, or other information when appropriate to evaluate a particular course.

PCHC retains approval authority over:

- Course suitability
- Course title
- Public description
- Tuition
- Age range
- Schedule
- Location
- Enrollment parameters
- Parent-presence expectations
- Required student equipment
- Safety requirements
- Content classification
- Marketplace fit
- Accuracy of information presented to families

PCHC approval of these Marketplace-level components does not give PCHC control over the facilitator's day-to-day teaching methods or instructional style.

4. Course Content Designations

Approved Marketplace courses may be designated as:

1. **General Audience:** Courses appropriate for the general PCHC homeschool community without a special content designation.
2. **Faith-Based:** Courses that intentionally incorporate religious or faith-based instruction or perspective.
3. **Sensitive Content:** Courses containing age-sensitive subject matter that may be appropriate for the approved age or grade range, but that parents should understand before enrolling their student.
 - a. Examples may include human anatomy and reproductive systems, puberty and sexual health, mental health, mature historical events, or other developmentally sensitive subjects.
 - b. Courses designated as Sensitive Content must clearly identify the nature of the subject matter in the public course description and must be offered only to an age or grade range approved by PCHC.
 - c. Parents or guardians remain responsible for determining whether the disclosed content is appropriate for their individual student.

Content Disclosure Required

Courses involving other themes, activities, materials, risks, or subject matter that families should understand before enrollment, even when the content would not otherwise be considered sensitive.

PCHC may require an additional disclosure, adjust the approved age range, require specific parent acknowledgment, or modify the public course description when necessary to ensure families understand the nature of the course before registration.

5. Tuition and Course Expenses

The facilitator proposes tuition for facilitator-created courses.

PCHC must approve tuition before registration opens.

Facilitators are responsible for evaluating the financial feasibility of their proposed course before submitting it.

For facilitator-created courses, the facilitator is responsible for all ordinary costs required to execute the course, including but not limited to:

- Worksheets
- Printing
- Consumable materials
- Art supplies
- Teaching materials
- Demonstration materials
- Preparation expenses
- Ordinary equipment used by the facilitator

PCHC does not reimburse these expenses unless a separate written agreement expressly states otherwise.

Facilitators should incorporate expected expenses into their proposed tuition.

PCHC may, at its discretion, approve a limited pre-course materials advance when necessary for an approved course. Any such advance must be approved in writing and documented in the Course Addendum before funds are issued. Approval of a materials advance does not create an entitlement to advance facilitator compensation.

6. Student-Owned Equipment

A course may require students to provide reasonable personal equipment when it would be impractical for the facilitator to supply the item for every participant.

Examples may include:

- Musical instruments
- Laptops or tablets
- Calculators
- Athletic clothing
- Athletic equipment
- Protective gear
- Personal tools or specialty equipment

All required student-owned equipment must be disclosed and approved before registration opens.

Facilitators may not impose undisclosed supply charges, membership fees, material fees, or other required payments outside the published Marketplace tuition.

Facilitators may not directly collect required course payments from families.

7. Registration and Payment Collection

PCHC controls Marketplace registration and payment processing.

All registrations must be completed through the registration process designated by PCHC.

Families may not bypass PCHC registration by paying a facilitator directly.

PCHC may accept personal payments and eligible scholarship or education-funding payments, including applicable Step Up For Students payment methods.

Facilitator compensation is based only on qualifying Marketplace revenue recognized by PCHC.

PCHC will not be responsible for compensating a facilitator for registration revenue that is ultimately not received, fails, is reversed, is charged back, is denied, or otherwise becomes uncollectible.

8. Facilitator Compensation

For courses created and led by the facilitator:

Facilitator: 70% / PCHC: 30%

The facilitator's share must cover the facilitator's own course expenses unless otherwise stated in writing.

For courses developed by PCHC and assigned to a facilitator:

Facilitator: 30% / PCHC: 70%

The applicable compensation model will be documented in the Course Addendum before registration opens.

9. Weekly Facilitator Earnings and Payment Schedule

Facilitator compensation is earned as approved course services are actually delivered.

Unless otherwise stated in the Course Addendum, the facilitator's applicable share of qualifying course revenue will be allocated evenly across the scheduled course meetings.

After a scheduled meeting has been successfully completed, the portion of facilitator compensation allocated to that meeting becomes earned.

PCHC processes earned facilitator payments on Fridays following completed course services. Actual deposit timing may vary based on the payment processor, direct-deposit processing times, and the facilitator's financial institution.

A scheduled meeting that is canceled and not made up does not earn facilitator compensation. An approved makeup meeting becomes compensable when the makeup service is completed.

Facilitator payments remain subject to reconciliation for:

- Late enrollment
- Enrollment changes
- Failed or reversed payments
- Chargebacks
- Scholarship or education-funding adjustments
- Refunds
- Payment reversals
- Other changes affecting qualifying course revenue

PCHC will not be responsible for facilitator compensation based on revenue that PCHC does not ultimately receive or recognize as collectible.

Facilitators must complete all required tax, payment, and direct-deposit documentation before payment can be processed.

10. Course-Specific Enrollment

Enrollment expectations are established individually for each Marketplace course and documented in the Course Addendum.

PCHC and the facilitator will establish:

- Minimum enrollment to run the course
- Ideal group size
- Maximum enrollment

These numbers may vary based on course format, expenses, facility limitations, facilitator preference, and other relevant considerations.

Enrollment below the stated minimum does not automatically cancel a course. PCHC and the facilitator may mutually agree to proceed with a lower enrollment.

Before the course begins, PCHC and the facilitator will confirm whether the course will proceed as scheduled.

PCHC retains discretion to delay, modify, consolidate, or cancel a course when enrollment or other circumstances make operation impractical.

PCHC does not guarantee minimum enrollment, revenue, or compensation.

11. Cancellation by PCHC

If PCHC cancels a course before the first scheduled meeting, no facilitator compensation is earned for course services that were not performed.

If PCHC cancels an active course for reasons unrelated to facilitator misconduct or breach, the facilitator will be compensated for approved course meetings already completed and any other amounts expressly approved in writing.

Compensation is not earned for scheduled meetings that are canceled and not performed.

PCHC retains responsibility for determining and administering any refund, credit, or other resolution owed to enrolled families under the applicable family registration and cancellation policies.

12. Facilitator Withdrawal

Once registration has opened and families have enrolled, the facilitator is expected to fulfill the complete approved course commitment.

If a facilitator voluntarily withdraws without an approved extraordinary circumstance, the facilitator:

- Is entitled only to compensation already earned through completed approved course services.
- Forfeits compensation associated with course meetings or services not performed.
- Must cooperate with PCHC in communicating appropriate course changes, makeup arrangements, or cancellations.
- May lose eligibility for future Marketplace opportunities.

Compensation is earned through delivery of the applicable contracted course services.

Registration revenue received by PCHC does not become facilitator-earned compensation until the corresponding course services have been performed.

13. Course Continuity Plan

Each facilitator must establish a reasonable plan for handling an unexpected absence.

The facilitator may satisfy this requirement by either:

- Designating a qualified backup facilitator who may step in when reasonably necessary; or
- Identifying one or more potential makeup dates or another PCHC-approved arrangement that may be used if a scheduled class must be canceled.

A designated backup facilitator must receive PCHC approval and successfully complete any required background screening before independently facilitating a Marketplace class.

PCHC will cover the cost of required screening for one approved backup facilitator if the facilitator chooses to designate one.

No unscreened or unapproved substitute may independently facilitate a Marketplace class.

The approved continuity plan will be documented in the applicable Course Addendum.

14. Absence, Makeup Classes, and Course Changes

If a facilitator is unable to attend a scheduled class, the facilitator must notify PCHC as early as possible.

If an approved backup facilitator is available, PCHC may authorize the backup to conduct the scheduled class.

If no approved backup is available, the facilitator must coordinate an appropriate makeup date or other resolution with PCHC before communicating final arrangements to enrolled families.

Facilitators are expected to provide sufficient notice whenever reasonably possible to prevent families from making an unnecessary trip to the facility.

PCHC retains final approval over substitute facilitators, makeup dates, schedule changes, and other course-continuity arrangements.

A canceled meeting that is not made up does not earn facilitator compensation. An approved makeup meeting becomes compensable when the makeup service is completed.

Repeated cancellations, chronic attendance issues, inadequate communication, or failure to reliably deliver an approved course may result in suspension or termination of Marketplace participation.

15. Parent-Present Marketplace Model

PCHC Marketplace is operated as a community-centered, parent-present program.

Parents or responsible adults remain on-site while their children participate.

The appropriate level of parent proximity may vary based on:

- Student age
- Course type
- Safety needs
- Developmental needs
- Activity structure
- Facilitator recommendation
- PCHC approval

A course may require a parent to remain directly with the student.

Another course may allow a parent to remain elsewhere on-site while the student participates independently.

The approved requirement will be communicated before family registration.

The facilitator may not independently convert an approved parent-present course into a drop-off arrangement.

16. Background Screening and Safety

PCHC requires screening as a condition of access to Marketplace students and facilities.

Successful screening does not replace the facilitator's continuing responsibility to maintain appropriate conduct and professional boundaries.

PCHC may deny, suspend, or terminate Marketplace participation based on safety concerns, screening information, misconduct, misrepresentation, or other circumstances reasonably affecting student or community safety.

17. Higher-Risk Courses

Certain activities present risks beyond those of an ordinary classroom course.

PCHC may require additional safeguards before approving a course involving specialized or elevated risk.

Depending on the activity, requirements may include:

- Relevant professional certifications
- Instructor credentials
- Safety procedures
- Emergency procedures
- Equipment standards
- Protective equipment
- Special waivers
- Additional participant restrictions
- Proof of liability insurance
- Additional screening or documentation

PCHC determines applicable Marketplace requirements based on the specific proposed activity.

The facilitator remains responsible for safely operating the course within their own area of expertise.

18. Student Safety, Professional Boundaries, and Substance-Free Environment

Facilitators must maintain appropriate adult-to-minor boundaries at all times.

Facilitators may not:

- Engage in inappropriate physical, verbal, or electronic interactions with students.
- Privately communicate with a minor when communication should reasonably occur through the student's parent or guardian.
- Request that a student conceal communications or interactions from a parent or PCHC.
- Transport Marketplace students unless expressly authorized under a separate approved arrangement.
- Introduce unapproved individuals into the course.
- Bring dangerous or prohibited items into Marketplace spaces except equipment expressly approved as part of an authorized course.

Significant injuries, safety incidents, concerning behavior, suspected abuse, or other serious student-welfare concerns must be handled according to applicable law and promptly reported through PCHC's designated incident process.

Substance-Free Premises and Activities

PCHC maintains a strictly substance-free environment for Marketplace activities.

Facilitators may not smoke, vape, consume or possess alcohol, use illegal drugs, misuse prescription or over-the-counter substances, or use any impairing substance while on PCHC premises, partner-facility property, or while participating in or representing PCHC at a Marketplace activity.

This prohibition includes:

- Smoking or vaping of any kind, including nicotine, tobacco, cannabis, or similar products.
- Alcohol consumption, possession, or distribution during Marketplace activities or on host-facility property.
- Illegal drug use, possession, or distribution.
- Misuse of prescription, over the counter, or other substances.
- Arriving at or remaining at a Marketplace activity while impaired or under the influence.

- Bringing, displaying, or using vaping devices, smoking products, alcohol containers, drug paraphernalia, or similar items on the premises.
- Odor, visible paraphernalia, behavior, possession of prohibited items, or other circumstances that create a reasonable concern that prohibited substance use may occur on or around PCHC premises.

Facilitators are expected to avoid not only prohibited substance use itself, but also circumstances that could reasonably create the appearance that such activity is occurring in connection with PCHC.

These restrictions apply throughout the host property, including classrooms, restrooms, hallways, parking areas, outdoor spaces, and other areas associated with Marketplace activities.

A violation or reasonable safety concern involving prohibited substances may result in immediate removal from the premises and suspension or termination of Marketplace participation.

19. Facilitator-to-Family Communication

Facilitators may communicate directly with the parents or guardians of students enrolled in their courses when necessary to operate the course effectively. PCHC must remain included in substantive course communications.

PCHC will identify the approved communication procedure or designated communication channel before registration opens.

Examples of substantive communication include:

- Schedule changes
- Cancellations
- Makeup dates
- Significant course changes
- Supply or equipment requirements
- Behavioral concerns
- Safety matters
- Major assignments or course expectations
- Other information materially affecting family participation

Routine conversational interaction does not require separate reporting. Private direct messaging between facilitators and minor students is not permitted when communication can reasonably occur through the parent or guardian.

20. Marketing the Marketplace Course

Facilitators are encouraged to promote their approved PCHC Marketplace courses.

Facilitators may use their:

- Business website
- Social media
- Email list
- Professional network
- Community groups
- Personal network

to promote enrollment in the PCHC course.

Promotional language should accurately identify the offering as a **PCHC Marketplace course**. All enrollment and payment must continue through PCHC. PCHC approval of a Marketplace course does not establish an exclusive relationship between PCHC and the facilitator. Facilitators remain free to operate independently and teach elsewhere.

21. No Solicitation or Diversion

Marketplace is not a lead-generation platform for converting PCHC families into outside customers.

Facilitators may not:

- Require an outside business membership.
- Charge separate participation or membership fees.
- Require payment outside PCHC for Marketplace participation.
- Use class time to aggressively solicit outside paid services.
- Encourage families to bypass PCHC to purchase substantially the same Marketplace service privately.
- Harvest PCHC registration information or class rosters for unrelated sales activity.
- Represent PCHC families as the facilitator's private customer list without authorization.

This restriction does not prevent a facilitator from maintaining and promoting an independent business to the general public. It also does not prevent ordinary professional identification, such as identifying the facilitator's company, qualifications, website, or professional background when appropriate.

22. Intellectual Property

Facilitator-Created Content

Curriculum, lesson plans, materials, methods, and original intellectual property created independently by the facilitator remain the facilitator's property unless otherwise agreed in writing.

The facilitator grants PCHC permission to use approved course titles, descriptions, facilitator biographies, promotional materials, and related information as reasonably necessary to advertise and administer the Marketplace course.

PCHC-Created Content

Curriculum, course structures, written materials, branding, forms, processes, or other intellectual property created by PCHC remain the property of PCHC unless otherwise agreed in writing.

The applicable ownership structure may be clarified in the Course Addendum for jointly developed programs.

23. Student Photography, Video, and Privacy

PCHC may maintain its own family media-release procedures for Marketplace registration. Those family permissions do **not** authorize an independent facilitator to publish identifiable images of students.

Marketplace facilitators may not independently publish or distribute photos or video showing an identifiable Marketplace student's face, name, personal information, or other identifying details.

This restriction applies even when a parent has granted PCHC a media release. Facilitators may use appropriate non-identifying images when otherwise permitted, such as:

- Students photographed from behind their head
- Hands completing a project
- Students working where faces are not visible
- Equipment in use without identifying the participant
- Completed projects
- Classroom setups
- Course materials

Facilitators may not tag student accounts, publish student names, or combine a non-facial image with information that identifies the child.

PCHC retains control over identifiable student media captured or used for official PCHC marketing pursuant to its family permissions.

24. Facility Use

Facilitators must treat PCHC partner facilities responsibly.

After each course meeting, the facilitator must:

- Restore the teaching space to its appropriate condition.
- Clean course-related messes.
- Remove course supplies unless storage has been specifically approved.
- Return furniture and equipment as directed.
- Properly dispose of waste.
- Report damage or facility concerns promptly.

Storage is not guaranteed.

Facilitators may not permanently attach items to walls, floors, furniture, or facility property without prior approval.

Hazardous, staining, highly messy, flammable, specialized, or potentially damaging materials must receive advance approval when appropriate.

A facilitator may be held financially responsible for property damage resulting from the facilitator's negligence, misuse, or failure to comply with facility requirements.

25. Professional Conduct, Decorum, and Marketplace Neutrality

PCHC Marketplace facilitators are entrusted with access to children, families, partner facilities, and the reputation of PCHC. Facilitators are expected to exercise sound judgment and maintain professionalism, decorum, and personal presentation appropriate for a family-centered educational environment.

While participating in PCHC Marketplace activities, facilitators are expected to:

- Communicate respectfully and use language appropriate in the presence of children.
- Maintain clean, modest, family-appropriate attire and personal presentation.
- Interact with students, parents, other facilitators, PCHC representatives, and facility partners with courtesy and professionalism.
- Avoid mocking, belittling, demeaning, hostile, or sarcastic remarks at another person's expense.
- Avoid unnecessarily provocative or inflammatory conduct.
- Exercise appropriate discretion when discussing personal beliefs, controversial subjects, current events, or adult topics.
- Conduct themselves in a manner that reflects appropriately on PCHC and does not create unnecessary disruption, conflict, or embarrassment for the Marketplace community.

Facilitators may not falsely represent their qualifications, credentials, course, relationship with PCHC, student outcomes, accreditation, licensing, scholarship eligibility, or PCHC endorsement of outside services.

PCHC Marketplace is not a forum for political campaigning, partisan advocacy, ideological recruitment, activism, or the promotion of contemporary political or social causes unrelated to the approved course.

Facilitators may not use class time, course materials, displays, clothing or accessories, communications with families, or their access to PCHC students and families to:

- Endorse or oppose political candidates, political parties, campaigns, or ballot measures.
- Promote activist movements, ideological agendas, or contemporary political or social causes unrelated to the approved course.
- Pressure or encourage students or families to adopt the facilitator's personal political, ideological, cultural, or social beliefs.

- Introduce controversial current-event, political, ideological, or social topics that are unrelated to the approved curriculum.
- Use PCHC's name, facilities, Marketplace platform, or community relationships in a manner that suggests PCHC endorses the facilitator's personal political, ideological, or advocacy positions.

These expectations apply regardless of the viewpoint being expressed.

Appropriate educational instruction involving history, civics, government, literature, religion, current events, or other potentially sensitive subjects is permitted when the subject matter is part of an approved course and is presented for a legitimate educational purpose rather than personal advocacy. Faith-based instruction is permitted within an approved course identified as Faith-Based.

Facilitators are expected to teach the course families enrolled in and to keep personal political, ideological, cultural, and social advocacy separate from their role within PCHC Marketplace.

Facilitators may accurately identify themselves as independent facilitators offering approved courses through PCHC Marketplace.

26. Changes to an Approved Course

Material changes to a published course require PCHC approval before implementation.

Material changes include:

- Tuition
- Schedule
- Course duration
- Location
- Age range
- Parent-presence requirement
- Course subject
- Major content changes
- Required equipment
- Instructor or substitute
- Safety requirements

Facilitators retain reasonable flexibility in day-to-day lesson planning and instructional execution without seeking approval for routine teaching decisions.

27. Suspension and Termination

PCHC may suspend or terminate a facilitator's Marketplace participation for a material violation of the Marketplace Facilitator Agreement, Course Addendum, or applicable Handbook requirements.

Grounds may include, but are not limited to:

- Safety concerns or inappropriate student interactions.
- Failed or disqualifying background screening.
- Misrepresentation.
- Unauthorized substitutes.
- Repeated cancellations or unreliability.
- Failure to communicate appropriately.
- Failure to deliver the approved course.
- Improper solicitation or diversion of families.
- Unauthorized collection of money.
- Serious professional misconduct.
- Violation of professional conduct, decorum, Marketplace neutrality, or substance-free requirements.
- Significant facility violations.
- Violation of student privacy requirements.
- Material departure from the course families purchased.

PCHC may also suspend, terminate, or decline continued Marketplace participation when, in PCHC's reasonable judgment, a facilitator's conduct, communication, professional presentation, reliability, judgment, or overall participation is no longer suitable for the PCHC Marketplace environment or materially conflicts with PCHC's published community standards or operating model.

Immediate suspension or removal may occur when PCHC reasonably believes continued participation presents a student-safety, facility-safety, substance-use, professional-conduct, or significant reputational concern.

Termination does not entitle the facilitator to compensation for course services not performed. Compensation already earned through completed approved services remains subject to the applicable payment and reconciliation provisions.

Termination of one course or Marketplace engagement does not obligate PCHC to approve future courses or future participation.

28. End-of-Term Closeout

At the conclusion of each course, the facilitator must complete any reasonable course closeout requested by PCHC, including confirmation that:

- The course term was completed.
- Required makeup classes were completed or disclosed.
- Significant incidents have been resolved or documented.
- PCHC or facility property has been returned.
- Outstanding administrative matters have been addressed.

Final reconciliation of facilitator compensation may be completed after course closeout.

The purpose of this process is to document completion of the contracted course, not to require an extensive instructor report.

29. No Guarantee of Future Engagement

Approval for one Marketplace course does not guarantee:

- Future course approval
- Renewal
- A particular facility
- A particular schedule
- Minimum enrollment
- Minimum income
- Exclusivity
- Acceptance of future proposals

PCHC and the facilitator may independently decide whether to pursue future course opportunities after completion of an engagement.

30. Handbook Version and Acknowledgment

This Handbook contains the detailed policies and operating expectations applicable to participation as a PCHC Marketplace facilitator.

The PCHC Marketplace Facilitator Agreement incorporates this Handbook by reference. Facilitators are responsible for reviewing and complying with the Handbook version identified in their signed acknowledgment.

PCHC may update this Handbook from time to time as Marketplace operations, facilities, safety requirements, or program needs change.

Material changes affecting an active facilitator's responsibilities will be communicated to the facilitator and may require renewed acknowledgment.

The version applicable to a facilitator's engagement will be identified in the facilitator's Marketplace Agreement, acknowledgment, or other written record.

PCHC Marketplace Independent Facilitator Handbook

Version 1.0

Effective September 2026