

Columbia Christian Homeschool Co-op Family Handbook

Dates for 2009-2010

Fall Session

Orientation Day (Mandatory for all families)

September 9 – 9:00 a.m. to Noon

Fall Session dates

September 16 - November 18 (no Co-op November 11, Veteran's Day)

Winter Session

Winter Session dates

January 6- March 3

Spring Session

Spring Session dates

March 17 - May 19 (no Co-op March 31, Easter week)

Presentation Night - May 21

CCHC Board 2009-2010

Sheryl Smith - Registrar	888-1099	cchc@ncwhn.net
Laura Thompson - President	387-6524	laura@ncwhn.net
Barb Gardner – Vice President, Treasurer	784-2139	
Angie Ploch - Secretary	664-1210	
Angie Locatelli - Jobs & TA Coordinator	881-1010	
Michele Townliand – Member at Large	881-1423	

Mission Statement, Statement of Faith

Introduction

Since our first session of classes in September 2000, many families have been blessed by the opportunity to meet in one place, on one day of the week to learn, socialize and support one another. We encourage you to prayerfully read this Family Handbook to understand how we function, what your responsibilities will be, and to consider whether CCHC would benefit your family.

Columbia Christian Homeschool Co-op is not a school, independent learning program, nor an extension of the public school. This is not a drop-off program. A parent must be on campus every hour their children attend, and should expect to participate in the group by fulfilling assigned jobs.

Joining this group also means becoming a member of a Christian community where families are willing to serve with a spirit of unity and cooperation. Here we share blessing, support, fellowship, accountability and responsibility. When each of us uses our time, talents and energy to help, the group runs smoothly and we all enjoy the blessing.

Mission Statement

Our mission at Columbia Christian Homeschool Co-op is to establish a gathering of home educators and their children for the purpose of enrichment and fellowship, and to be a reflection of Christ to the community. We understand that only by God's grace and provision will this be attainable.

We hope to accomplish this by:

- Assisting parents (who are ultimately responsible for training their Children Proverbs 22:6) by providing excellent instruction in a variety of academic, character, and creative pursuits from a Biblical Christian perspective.
- Inspiring a love for learning in a safe and respectful environment.
- Encouraging all that participate to be a reflection of the Lord Jesus Christ.

Statement of Faith

- The Bible is the only complete, divinely inspired and infallible Word of God.
Psalm 12:6, 2 Timothy 3:16-17, Hebrews 4:12
- There is one God, who exists for all eternity and manifests Himself in: Father, Son, and Holy Spirit.
Matthew 3:16-17, Matthew 28:19, John 1:1-2, John 14:15-17, John 16:12-15
- All people are sinners and in need of salvation.
Romans 3:23
- Salvation is found in Jesus Christ alone, through His sacrifice on the cross. We are saved by grace through faith, which is a gift of God, not of our own works.
Acts 4:10-12, Acts 13:38-39, Romans 6:23, Ephesians 2:8-9
- We believe in the deity of Jesus Christ. He was born of a virgin, lived a sinless life, died on the cross, atoned for the sins of the world, and was physically raised from the dead on the third day. He ascended into heaven and is coming again.
Isaiah 7:14, Matthew 1:18-25, Matthew 27, 28, Luke 1:31-35, 1 Corinthians 15, Colossians 2:9, Titus 3:47, Hebrews 4:14-16

Board of Directors

The Board meets regularly to oversee the operation of the Co-op, and to pray for CCHC families. CCHC Board members have homeschooled children enrolled in Co-op, or are currently teaching at CCHC. When the Board seeks to fill vacancies, it will, at its discretion, request nominations from CCHC families. Nominees must have actively participated in CCHC for at least three consecutive Co-op sessions. Board vacancies are filled by unanimous approval of current Board members.

Nonprofit

CCHC is a 501(c)(3) Nonprofit organization.

Registration

In order to register, you will first need to **thoroughly read through all paperwork**, including a current CCHC Family Handbook, Class Descriptions, and the Class Schedule. If you are not able to access these on our website, please request a printed copy from the registrar.

By registering your child(ren) in CCHC, you as the parent/guardian agree to be on campus every hour that your children attend. You should expect to be assigned to help in some capacity every hour that you are at CCHC. All children on-site must be registered in a class for every hour they attend.

By registering your child for a class, you are agreeing to purchase any necessary books required by the teacher for your student. You are also agreeing to support your student's completion of homework and arriving prepared for their classes.

To establish your family's registration in Columbia Christian Homeschool Co-op, the following forms, along with all fees, must be submitted to the registrar:

- ~ Registration Contract
- ~ Participation Release and Permission to Treat Form
- ~ Registration form, one for each child being enrolled at CCHC
- ~ Each person age 18 or older must submit to a Washington State Patrol Criminal History check.

All fees must be paid in full at the time of registration, including class fees and the registration fee for the current session. The registration fee covers site rental, liability insurance, and general expenses. You may write a check, or pay in cash.

Withdrawals, cancellations

If a family withdraws from CCHC before the second week of the session, the registration fee is refunded.

In the case of voluntary withdrawal from a class, class fees typically will not be refunded. Refunds of class fees are at the discretion of each teacher. If you wish to add a class after the first week of the session, seek teacher permission before completing an Add-Drop form.

Teachers may cancel a class in which enrollment falls below their stated minimum. Cancellation of low enrollment classes is at the discretion of the Board regardless of a teacher's willingness to continue. If a class is canceled, all class fees collected for that class will be returned.

Preschool

Registration in any preschool aged class is reserved first to those children whose older siblings are homeschooled and registered at the Co-op. Any openings remaining on the first day of the session will be offered to others.

Study Hall

Study Hall is considered a class. Students are expected to be prepared to work or read quietly and independently without disturbing others. No visiting or game playing will be allowed. Students are expected to treat TAs and parents with courtesy and respect.

Financial Aid

Availability of financial aid funds and the distribution of those funds are at the discretion of the CCHC Board. A "**Financial Aid Request Form**" is available from any Board member. Sponsoring another family and/or making donations for financial aid are always welcome.

General Policies and Information

Campus

CCHC meets on Wednesdays at First Presbyterian Church, 1400 Miller St, Wenatchee. We use the south end entrance only (do not use the church's main entrance). Park only in unmarked spaces; '15-minute Parking' spaces are reserved for use by the church's daycare parents. Also, the playground is for use by the daycare only. CCHC's boundaries are shown on the map.

Snow Policy

Our Snow Policy corresponds to the Wenatchee School District. Listen to KPQ, AM560, for the school report.

- If Wenatchee schools are closed all CCHC classes will be canceled.
- If Wenatchee schools are running late we will meet for classes as usual.

Injury Policy

Based on the extent of the injury, an immediate determination will be made by an adult as to whether to immediately call 911, and/or the parent needs to be found and brought to attend to the child.

Regardless, a student or adult in the class will go to the Welcome Table for assistance. Permission to Treat information is on file for each student. The Board may ask that an Incident Form be completed.

Visitor Policy

Advanced notice of any Visitor is always appreciated. All visitors must check in at the Welcome Table and must wear a Visitor name tag.

~ If a Washington State Patrol Criminal History form is on file for another parent, family member or guardian who will occasionally be with your children at Co-op, they are not considered a Visitor.

~ If your spouse is off work and wants to stop by, or you have an out-of-town guest who will come with you to Co-op, please stop by the Welcome Table to receive a Visitor name tag.

~ If you have invited a family to visit, and they are a potential new family to the Co-op, please bring them to the Welcome Table for Visitor name tags and a CCHC information packet. Advance notice and Teacher permission may be required in order for children to participate in a class.

~ If you need to bring your other children that are on holiday from public or private school, they may attend CCHC with you but must sit in Study Hall. They may not attend classes.

Yearbook

Collecting photos for our annual Yearbook begins right away! In the past we have included family photos, classroom photos, and photos from CCHC sponsored outings. Yearbooks are available toward the end of the Co-op year.

Presentation Night

Presentation Night is an annual event planned and hosted by CCHC parents. It is an exciting opportunity for our students to showcase some of their accomplishments. In the past, this night has included drama presentations, art exhibits, class performances, recitations, and displays of class work.

Policy changes

The CCHC Board makes every attempt to include all information in the CCHC Family Handbook. At its discretion, the Board may revise policies and procedures at any time. Updates or amendments, when necessary, will be distributed to families registered at CCHC. The most current information will be available at the Welcome Table.

Communication

Welcome Table

The Welcome Table is staffed with Board members, except during the hour of the Board meeting. We are available to answer questions, help you find a form, etc. All Visitors must check in at the Welcome Table. We are independent of the church's operation and ask that you do not call First Presbyterian Church regarding CCHC matters. Please address all inquiries to Board members.

Family Folders

A file box of Family Folders is located in the lobby. These are provided as a convenience to our CCHC families for communication related to CCHC. Family Folders are not to be used for solicitation. Please check your box at least once each Wednesday for updates, teacher handouts, and CCHC news. Parents, you are welcome to use the folders as a way to praise and encourage your children's teachers.

Nametags

Blank nametags are available next to the Family Folder box. Each child and adult at the Co-op must wear a nametag, preferably on the chest above the heart where it is clearly visible. Preschoolers may wear them on their backs.

Family Directory

The information contained in the Family Directory is for use by CCHC Families only, and is NOT to be used for solicitation.

Book Table

CCHC often receives donations of books and other homeschool items. These items are for sale as an ongoing fundraiser on our Book Table. While we do our best to check through these items for objectionable material, we can not read through or approve each item. Please use your judgment when selecting items for your family. Items included on the Book Table do not necessarily constitute CCHC Board endorsement or promotion.

The posting of general fliers, announcements, etc. on the Book Table must be approved by the Board. Items are approved on the basis of having a direct benefit to the homeschooling community. No solicitations. Brochures and catalogs businesses, home or otherwise, are not allowed (i.e. Tupperware, Avon, chiropractic, etc.). CCHC does not allow advertising for any fundraising other than CCHC related events.

Newsletter

Periodically, CCHC will publish a newsletter. Please let us know if you'd like to receive yours by email or in your Family Folder. We welcome your input on items to include in the newsletter.

Attendance, Illnesses, Absences

Attendance

Only registered students will be allowed to attend classes. Siblings of students may not be in the classroom unless they are also registered for the class. Children need to be enrolled in a class, or Study Hall, for each period they are on-site. You must remain on-site with your children any time they are in enrolled in a class. If you need to bring your other children that are on holiday from public or private school, they may attend CCHC with you, but must be in Study Hall. They may not attend classes.

Illnesses and Absences

If you are going to be late for any reason, please call Angie Locatelli at 881-1010 as soon as possible. When you arrive on campus, you and your children must check in at the Welcome Table.

If you are unable to attend Co-op due to an illness or other circumstance, please call Angie Locatelli at 881-1010 as soon as possible. If your children are attending, they must be assigned to a Temporary Guardian, who must check in at the Welcome Table when arriving on campus.

Adults or children with a contagious illness do not belong at the Co-op. Healthy siblings can be assigned to a Temporary Guardian. General guidelines for illness include green nasal discharge, fever, wet cough, stomachaches, etc. The Board reserves the right to request that sick families leave Co-op for the day.

In the event a personal emergency arises during the Co-op day, parents are expected to take their children with them or follow standard Temporary Guardianship procedures.

The Board must be notified in writing at least one week before a planned absence. In the event that a parent must be out of town and their children are under the care of a guardian, that adult may bring the children to Co-op and fulfill the parent's duties. The Guardian must check in at the Welcome Table when arriving on campus.

Temporary Guardianship procedures

A "Temporary Guardianship Form" is used only in the case of illness, injury or emergency, *NOT* personal appointments and errands. The "Temporary Guardianship Form" transfers the responsibility of your child(ren) to another adult for a temporary period of time.

Children must be informed of who their Temporary Guardian is before the parent leaves the premises.

Signed forms are kept at the Welcome Table. The Board will review the Temporary Guardianship Form file to determine if abuse is occurring. A pattern of abuse is cause for disciplinary action.

Facility

Location

All students and parents must remain in the designated on-site areas. "On-site" is defined as the south end of the First Presbyterian Church, but does not include the upper and lower halls that run behind the sanctuary. The parking lot is not considered "on-site."

General Guidelines

1. Treat all church property with respect. We expect the building to be left in better condition than found.
2. Parents are responsible for the cost to replace any damaged property or items due to negligent acts.
3. No smoking is allowed on-site.
4. No drinks containing red dye are allowed inside the facility at any time.
5. Eating snacks and food during class is prohibited unless the whole class participates in a party or special activity. Water bottles are allowed in the classroom.

Kitchen

The Co-op Kitchen is a service for Co-op members and First Presbyterian Church staff and their guests only. It is not intended to serve the general public. Proceeds from the kitchen go towards our facility fee. The CCHC Board appoints a Kitchen Director each year and all food handling policies beyond those provided here will be further explained by the Kitchen Director.

Children age 13 and over can be assigned to work in the kitchen with their parent, if requested. Only one child per hour may be assigned. Children are not allowed to handle money.

For sanitary reasons, only assigned helpers are allowed in the kitchen. No friends or family may enter while food is being served.

Lunchtime

There are two locations for eating lunch: the gym and outside.

When using the gym, please spread a blanket out for your family in order to minimize food spills on the carpet. Clean up after yourself when finished. Children may use one side of the gym for playing games; however, they may not play with any balls during the lunch period. Parents are expected to supervise their children during lunchtime.

When eating outside there must be 2 parents supervising at all times. Children are not allowed outside the building alone.

Only adults without children enrolled in the Co-op may eat in the Sanctuary. No children are allowed in the Sanctuary during the lunch period.

Emergencies

In case of an emergency, such as a fire, and the building must be evacuated, follow these evacuation procedures.

1. **Stay calm and encourage your students to remain calm.**
2. Evacuate immediately to the SE corner of the church grounds in the grassy area; stay out of the parking lot. The last person leaving any room should close the door behind them,
3. The **Teacher** is responsible for leading their students to the proper meeting place.
4. The **TA** must take the **room folder** and check their **attendance sheet** to ensure that all students are accounted for.
5. A member of the Board should contact 911 if necessary.
6. DO NOT reenter the building until an All-Clear is announced by a Board Member.

Responsibilities and Expectations:

ALL PARTICIPANTS

Washington State Patrol checks:

Each person age 18 or older must submit to a Washington State Patrol Criminal History check. Forms are available at the Welcome Table.

Conduct and Dress Codes:

All participants, students and parents alike, are to treat others with courtesy and respect at all times. Interpersonal concerns should be directed to the parent first. Children should address all adults using titles of respect, such as Mr., Mrs., or Miss.

Inappropriate conversation, gesture, or aggressive physical contact will not be permitted. Physical affection between boys and girls is unacceptable during Co-op.

We should seek to honor God in both character and dress. Modesty and discretion are the standards we hope to communicate in our appearance as a Homeschool co-op. We should prefer modesty and discretion over making a 'statement' with our clothing, makeup, and jewelry. No visible underclothing, bare midriff or cleavage are allowed.

Boundaries, items not allowed

- Designated Co-op boundaries are noted on the map. Remain within these areas of the church. DO NOT use areas of the church that First Presbyterian has not invited CCHC to utilize. This includes the areas used by the church's daycare program.
- CCHC has a closed campus policy prohibiting students from making trips off-site during Co-op hours unless accompanied by a parent or guardian.
- Students may not bring weapons (real or play), laser pointers, illegal drugs, alcohol or cigarettes on the premises. These items will be confiscated and returned to the parent, or law enforcement as warranted.
- No roller shoes (such as Heely's), bikes, skateboards, scooters or rollerblades are allowed on the premises. Toys are to be left at home, unless required for class. Any item, toy or electronic can be confiscated if it becomes a disruption to the class. The item will be returned to the parent.
- Except in the case of working service dogs, advance Board approval is required before bringing animals/insects/etc. (including pets) onto the premises.
- Only adults without children enrolled in the Co-op may eat in the Sanctuary. No children are allowed in the Sanctuary during the lunch period.

Classroom:

- Adults and students must be in their classes on time. No running, playing, or loud talking in the halls or bathrooms.
- Students may not enter a classroom unless 2 adults are present. Students must wait quietly outside of the classroom until a 2nd adult arrives.
- Students may not leave the classroom without the teacher's permission. Bathroom visits should be saved for time between class periods. Students may not loiter in the bathroom.
- Children are expected to be in class on time and prepared to learn by having sharpened pencils, notebooks, paper, completed assignments/homework and all required materials and books.
- Eating snacks and food during class is prohibited unless the whole class participates in a party or special activity. Water bottles are allowed in the classroom.
- Discussion should not deter student participation. Teachers will have a signed Statement of Faith on file, and will exclusively be responsible for the content of the class.

Failure to comply with the Family Handbook will jeopardize your privilege of participating in CCHC. CCHC's Board reserves the right to deny participation to any family or student.

Responsibilities and Expectations (cont.):

Additionally, for PARENTS

- As parents, God has placed us as our children's primary teacher. You retain full responsibility for the education of your children. Parents are ultimately responsible for their children's actions and behavior while at CCHC.
- When you register, you become a part of a cooperative organization. It is all of our responsibility to encourage others in love to uphold the guidelines set forth in this Family Handbook. We must seek to be the example in the adherence of CCHC's policies. Parents should handle issues they see or hear in the hallway/lunchroom/etc., correcting in love.
- **Dropping off your children is NOT acceptable.** You are expected to stay on-site with your children each week. Arrive to Co-op on time.
- If an emergency comes up and you must be away, complete a "Temporary Guardianship Form". Your children must know to whom they will be accountable. Personal scheduling conflicts do not constitute an emergency.
- Do not let any family member attend CCHC if they are experiencing the contagious stage of illness.
- Parents are asked to respect the beliefs and opinions of other members. Use discretion when discussing topics that might be contrary to another parent's authority or belief system. Gossip will not be tolerated.
- Cell phones should only be used in areas that do not cause a distraction to classes.

Jobs Commitment

By registering your children in CCHC, you as their parents agree to be on-site every hour that your children attend. You should expect to be assigned to help in some capacity every hour that you are at CCHC.

Each family should expect to be asked to arrive early or stay late, when scheduled, for a set-up or tear down job. Older children are encouraged to help you. During Co-op classes, you may also be assigned jobs including class helper, study hall monitor, hall monitor, nursery helper or kitchen helper.

The Board spends many hours developing and maintaining parent assignments. Every effort is made to place you in a requested position, though we cannot guarantee you will receive it. To protect Board members from undue workload we cannot accommodate requests for changes to assigned schedules unless your schedule changes such that you are off-site. If you are unable to fulfill your assigned jobs due to an emergency absence or illness, you must call Angie Locatelli at 881-1010 as soon as possible.

Responsibilities and Expectations (cont.):

Additionally, for TEACHERS

- Teachers must be in complete agreement with the **CCHC Mission Statement and Statement of Faith**. A signed copy must be on file before a teacher's class will be offered.
- Teachers determine the course content, materials, and cost of each class (materials fees, tuition, etc.). Parental concerns regarding class content will be directed first to the teacher. Teachers are not contracted or employed by CCHC.
- **Teacher's Aides:** You are encouraged to utilize your TA in a way that complements your teaching style.
- **In the classroom:** Classroom conduct expectations should be clearly explained to the students. Teachers and helpers should handle discipline in their classroom. Refer to the pertinent areas of the Family Handbook when addressing classroom disruptions.
- **Teacher absence:** If a teacher is going to be absent, they are responsible to call their Teacher's Aide and Angie Locatelli at 881-1010 in advance to arrange for a substitute to teach the class. Substitute teachers must agree and sign a Statement of Faith at the beginning of the session. If these arrangements are not made, the class will become a Study Hall during the class period. Classes with children too young for Study Hall will need an activity plan and a substitute teacher arranged in advance.
- **Substitute lesson plan:** A box located in the main hall is provided for you to keep an emergency lesson (video, game, worksheets, etc.). Provide instructions on how your class is to be handled in the event of your absence. If no plan is provided, or a substitute cannot be found, the class will become a Study Hall for the day.

Copyright Policy

CCHC does not condone the photocopying of any Copyrighted material that does not specifically allow you to photocopy. We have found that most authors/publishers are happy to grant permission for copying, or to sell a license (usually only a small fee) if contact them.

Field Trips

Off-site field trips occurring during Co-op hours must be approved by the Board. A Field Trip Permission form and instruction sheet are available at the Welcome Table.

TEACHER'S AIDES

The Teacher's Aide has specific responsibilities beyond helping the teacher. In order for the operations of the Co-op to run smoothly the TA is expected to fulfill their assigned duties.

1. Arrive promptly to your assigned classroom before class begins. Children will not be allowed in the room until 2 adults are present.
2. Take attendance every week. This is very important. Inside each room folder is an attendance sheet for every hour of assigned classes. This folder will be used during an emergency as the record of students attending that day. Without proper attendance recording we run the risk of missing a child left in the building. That is not a risk worth taking.
3. Find out from your teacher what specific tasks are expected of you and plan to assist as requested.
4. Do not participate in class discussions in a way that deters from student participation. The teacher is exclusively responsible for the content of the class.
5. If the Teacher feels a child continues to be disruptive and needs to be removed from the classroom, take the student to either the Hall Monitor or to the Welcome Table.

HALL MONITOR

A reference folder listing Hall Monitor duties is provided on the table to the right of the upstairs restrooms.

Grievance Procedure and Discipline Plan

Grievance Procedure

All grievances should be handled following the pattern of Matthew 18:15-17:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." NIV

For the benefit of the group, 'the church' will be represented by the Board members. All information will be treated confidentially, and we expect and appreciate the same confidentiality in your handling of grievances. Gossip will not be tolerated.

Discipline in the Classroom

Corporal punishment in the classroom is never allowed. Teachers and TAs should handle discipline in their classroom correcting respectfully and in love. Teacher concerns regarding a child should be directed to the parent.

In the event that a student continues to be disruptive, the Teacher may have the student removed and brought to the Welcome Table by the Teacher's Aide or Hall Monitor. The student will be asked to sit with the adults at the Welcome Table until either the end of the class period or, if necessary, their parent is brought to the Welcome Table. Once a student is removed from the class, they may not return to that class for the rest of that class period.

Discipline Plan

When a policy violation is brought to the Board's attention, the Board determines whether the issue is a legitimate violation of the Family Handbook and/or expectations. A Board member consults with the parent in an effort to clarify CCHC policy and seek possible solutions.

Discipline Plan – If the Board determines that a pattern of policy violations is occurring they may vote to initiate the Discipline Plan. All steps taken are recorded in CCHC Board meeting minutes and documentation of disciplinary action kept on file with the Secretary.

1. An official verbal warning issued by two Board members. This conversation would specify problem area(s) and inform the parent that their Co-op membership is in jeopardy.
2. A warning letter is hand delivered when possible, by two Board members; otherwise the letter will be mailed. The letter is delivered with a highlighted CCHC Family Handbook. The parent is asked to recommit to CCHC policy and sign a copy of the letter. The Secretary will keep a copy of the warning letter on file.
3. If another violation of Co-op policy occurs the family is expelled. An expulsion letter is prepared, and presented to the parent. Two Board members will present the letter in person when possible; otherwise the letter will be mailed. The Secretary will keep a copy of the expulsion letter on file. Under this circumstance, all fees are non-refundable.

The Board reserves the right to terminate participation of any student or parent for any single violation that they determine to be extreme or immoral.

Expulsion

Expulsion timeframes are at the sole discretion of the Board, as are the conditions under which a student or family may be allowed to reenroll. The Board reserves the right to deny participation to any previously expelled student or parent.