

# Wenatchee Christian Homeschool Co-op Family Handbook

## Mission Statement and 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 WCHC would benefit your family.

Wenatchee 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 while 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 blessings, support, accountability and responsibility. When each of us uses our time, talents and energy to help, the co-op runs smoothly and we all enjoy the blessing.

### **Mission Statement**

Our mission at Wenatchee Christian Homeschool Co-op is to establish a gathering of home educators and their children for the purpose of enrichment, education and encouragement, 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 who participate to be a reflection of the Lord Jesus Christ.

### **Statement of Faith**

Our Statement of Faith is a governing measure put in place to ensure the values and goals of the cooperative are being effectively met. All decisions made by the board will be held to these standards. It is in no way meant to exclude or demean any person or group of persons.

- The Bible is the only divinely inspired and infallible Word of God and is complete in its entirety of its 66 books. 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
- We believe the Biblical account of the creation of the physical universe, angels, and mankind; and that this account is neither allegory nor myth, but a literal, historical account of the direct, immediate creative acts of God in six days without any evolutionary process; that man was created by a direct work of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race. We believe that a human life

begins at the moment of conception. Genesis 1; 2; Colossians 1:16-17; John 1:3; Psalm 139:13.

- We believe that man was created in the image and likeness of God, under the law of his Maker. Adam fell from his innocent state by voluntary transgression, and all mankind sinned in him, in consequence of which all men are totally depraved, are partakers of Adam's fallen nature, and are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse. We accept God's definitions of sin as contained in the Bible as literally interpreted to include homosexuality and all other forms of sexual conduct outside the confines of a marriage between one man and one woman. Genesis 3:1-6; Romans 3:10-19; 5:12,19, 1:18, 32
- Justification – We believe justification is that judiciary act of God whereby He declares the believer to be righteous upon the basis of the imputed righteousness of Christ; that it is bestowed, not in consideration of any work of righteousness which we have done, but solely through faith in the Redeemer's shed blood. Romans 3:24; 4:5; 5:1, 9; Galatians 2:16; Philippians 3:9.
- The Security of the Saints – We believe that all who are truly born again are kept by God the Father for Jesus Christ for eternity. Philippians 1:6; John 10:28-29; Romans 8:35-39; Jude 1.
- We believe that civil government is of Divine appointment for the interests and good order of human society; that governmental officials are to be prayed for, conscientiously honored, and obeyed, except in those things opposed to the will of our Lord Jesus Christ Who is the only Lord of the conscience, and the coming King of kings. Romans 13:1-7; 2 Samuel 23:3; Exodus 18:21-22; Acts 23:5; Matthew 22:21; Acts 5:29; 4:19-20; Daniel 3:17-18.
- 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

### **General Policies and Information**

#### **Board of Directors**

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

#### **Nonprofit**

WCHC is a registered Non-profit entity through Washington State and a 501(c)(3) charity.

#### **Campus**

WCHC meets on Wednesdays at King's Orchard Church of Christ, 1610 Orchard Avenue, Wenatchee. Park only in unmarked spaces.

### **Injury Policy**

If an injury occurs, 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 have the parent found and brought to attend their child. Regardless, a student or adult in the class will go to the Welcome Table for assistance. The Board may ask that an Incident Form be completed.

### **Bathroom Policy**

All children under 8 need to use the restrooms adjacent to the classroom when in class. All children 8 and older will use bathroom hall passes to ensure their safety and a timely return. The bathroom hall pass will be located at the welcome table. Any child who is potty training must be accompanied by their parent to the restroom. The only available bathroom for the Co-Op is the one located downstairs. Unless notified otherwise, nursery workers may opt to change a baby's diaper.

### **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 WCHC classes will be canceled.

If Wenatchee schools are running late we will meet for classes as usual

### **Visitor Policy**

Advanced notice of any Visitor is expected. 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 WCHC information packet.
- Advance notice and Teacher permission may be required in order for children to participate in a class. Please advise the parent to stay with the children, remaining together at all times during the visit.
- If you need to bring your other children who are on holiday from public or private school, they may attend WCHC with you and accompany you where you are assigned each hour.

### **Policy changes**

The WCHC Board makes every attempt to include all information in the WCHC 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 WCHC. The most current information will be available at the Welcome Table.

## **End of Year Bash**

The End of Year Bash is an annual event planned and hosted by WCHC 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, displays of class work, awards, and food.

## **Registration**

In order to register, you will first need to thoroughly read through the Statement of Faith, the current WCHC 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 secretary. By registering your child(ren) in WCHC, 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 WCHC. All children on-site must be registered in a class for every hour they attend. This includes registering babies for the nursery.

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 Wenatchee Christian Homeschool Co-op**, the following forms, along with all fees, must be submitted online:

1. Pay the Membership Fee and Class Fees.
  - a. The membership fee covers operating expenses of the co-op to include liability insurance, background checks, etc.
  - b. The class fees will cover the cost of the facility as well as whatever the teacher determines to be an appropriate amount for class materials.
2. You must acknowledge understanding of and sign the Statement of Faith
3. Each person age 18 or older must submit to a Washington State Patrol Criminal History check. You will be asked for your full legal name and Date of Birth so that the board can run the check.
4. It is at the discretion of the Board to choose to refund.

## **Financial Aid**

Availability of financial aid funds and the distribution of those funds are at the discretion of the WCHC Board. Sponsoring another family and/or making donations for financial aid are always welcome. You can donate to the Financial Aid Fund online.

## **Withdrawals and Cancellations**

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, check for availability by contacting the secretary.

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.

### **Illnesses and Absences**

If you are going to be late or are unable to attend Co-op for any reason, please call the Jobs Coordinator as soon as possible. That phone number will be provided at the time your jobs are assigned.

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, stomach aches, etc. If you or any family member has contracted the stomach flu, please be aware that you can be contagious before you exhibit any symptoms and that these germs stick around for 1 to 2 weeks after the symptoms have faded. We ask that you please remain home during this time. 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.

Please notify the Jobs Coordinator before a planned absence so we can be better prepared to fill your position. 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.

If in your absence, your children are attending, they must be assigned to a Temporary Guardian, who 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, and is at the Board's discretion.

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.

### **Communication**

#### **Welcome Table**

The Welcome Table is staffed with Board members. 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 King's Orchard Church of Christ regarding WCHC matters. Please address all inquiries to Board members.

## **Family Directory**

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

## **Email Update**

The board will do their best to send out a quarterly newsletter with updates and happenings at the co-op. All of the information will also be shared during assembly on Co-op days.

## **Facility**

### **Location**

All students and parents must remain in the designated on-site areas. "On-site" is defined as the King's Orchard Church of Christ, but may not include the upper hallways. The parking lot is not considered "on-site."

### **General Guidelines**

- Treat all church property with respect. We expect the building to be left in better condition than found.
- Parents are responsible for the cost to replace any damaged property or items due to negligent acts.
- No smoking is allowed on-site.
- No drinks containing red dye are allowed inside the facility at any time.
- Eating snacks and food during class is at the discretion of the teacher. Water bottles are allowed in the classroom.
- No bubblegum is allowed in the co-op.

### **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 NE 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**

### **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 WCHC has not been invited to utilize.
- WCHC 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 electronic devices are allowed in class unless they serve a specific function set forth by the teacher. This applies to parents and students alike.
- No roller shoes (such as Heely's), bikes, skateboards, scooters or roller blades are allowed on the premises. Toys are to be left at home, unless required for class. Any item, toy, or electronic device 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.

### **Classroom**

- Adults and students must be at their classes on time. No rough housing 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 at class on time and prepared to learn by having sharpened pencils, notebooks, paper, completed assignments/homework and all required materials and books.
- Discussion should not deter student participation. Teachers will have a signed Statement of Faith online, and will exclusively be responsible for the content of the class.
- The classroom is a learning environment. All present should be mindful and respectful of this and work to keep the focus on learning and not visiting.

### **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 WCHC.

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 WCHC's policies. Parents should handle issues they see or hear, correcting in love.

Arrive to Co-op on time. Classes cannot start until there are 2 adults in each classroom.

Cell phones should only be used in areas that do not cause a distraction to classes.

### **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, vulgar language, 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. *Visible underclothing, bare midriff or cleavage is not allowed.*

### **Jobs Commitment**

By registering your children in WCHC, you will sign up to help in some capacity every hour that you are at WCHC.

These jobs include but are not limited to:

- Teacher's Assistant- \*See below
- Class Helper- In the event the Teacher is absent and the TA is teaching the class, the Helper takes on the responsibilities of the TA.
- Hall Monitor-Provides security for students walking through the halls. They will be responsible for walking to every classroom at the beginning of the class hour to make sure all needs are met for each class (i.e. 2 adults in each room, no wandering students in hallway). If issue arises they can problem solve with the Welcome Table person.
- Float- If someone is absent in any job, you will fill in for them. The Floater's job is to check in at the Welcome Table upon arrival to see where they are needed. If at all possible, the Jobs Coordinator will contact the Floater in advance if there is a known absence.
- Nursery Helper- It is important for the Nursery Helpers to arrive promptly for their hour to relieve the previous nursery helpers. Please sanitize the toys and changing table after use.
- Clean Up Crew -

### **\*Teacher's Aide (TA)**

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. TAs should plan to be the substitute teacher if a teacher is absent.
2. Arrive promptly to your assigned classroom before class begins. Children will not be allowed in the room until 2 adults are present.
3. 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.
4. Find out from your teacher what specific tasks are expected of you and plan to assist as requested.
5. 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.

6. 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.

## Teachers

Teachers must acknowledge they have read the WCHC Mission Statement and Statement of Faith. Teachers must submit a signed WCHC Statement of Faith Form, Class Proposal via surveymonkey, class outlines, WSP background check and be approved by the board before their class will be offered. These documents can be found on the Registration/Forms page at [www.wenatcheehomeschool.org](http://www.wenatcheehomeschool.org). You are encouraged to utilize your TA in any way that complements your teaching style.

1. Non-Members as Teachers: Non-Members will be considered by the board after receiving the aforementioned paperwork and a resume. An interview may be requested by the board.
2. Members as Teachers: members must attend one full 9 week session at WCHC before submitting paperwork.
3. 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 WCHC.
4. Teacher absence: If a teacher is going to be absent, they are responsible to contact their TA and Jobs Coordinator in advance to let them know that the TA will be teaching.
5. 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.

## Teams

The Board has set in place 5 separate committee groups to encourage and equip those WCHC members who are gifted and eager to serve in areas of need.

- o Marketing/PR/Social Media/Blogging- To create creative content to communicate digitally with the CCHC community and to market WCHC to the greater Wenatchee Valley.
- o Fundraising- Organize fundraising efforts and encourage volunteer participation.
- o Safety & Security- To encourage on-site safety for our families and to make recommendations for improvement.
- o Hospitality- To take initiative to welcome visitors and create opportunities for the WCHC family to develop deeper connections.
- o Community Outreach/Events- This includes, but not limited to: Mom's Night Out, Serve & Play, Presentation Night, End of Year BBQ

## Copyright Policy

WCHC 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 you contact them.

## **Field Trips**

Off-site field trips occurring during Co-op hours must be approved by the Board at least two weeks in advance of planned activity. A Field Trip Permission form and instruction sheets are available upon request.

## **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 via Incident and Praise Reports.

### **Incident Reports**

We want to be timely in our transition between classes. These reports help to respect each other’s time and encourages healthy communication without encroaching on class time.

If a disciplinary action is taken, the teacher needs to inform the parents. There are Incident Report Forms in the blue attendance folders to be handed to the parent. The teacher does not need to notify the Board of the incident. The Incident Forms serves as a tangible *“just between the two of you.”*

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 TA 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 disciplinary issue is not resolved in the classroom, further action needs to be taken by bringing the issue 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 WCHC policy and seek possible solutions.

If the Board determines that a pattern of policy violations are occurring they may vote to initiate the Discipline Plan. All steps taken are recorded in WCHC 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 will be emailed from the Board. The email will have an attached copy of the WCHC Family Handbook, and highlighting of the offending issue. The parent is asked to recommit to WCHC 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 emailed. 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 the participation of any student or parent for any single violation that they determine to be extreme or immoral.

### **Expulsion**

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

### **Praise Reports**

Praise Reports are also found in the blue attendance folders. We want to encourage praise of children who show exceptional positive attitudes or helpfulness during class. These reports will be given at the discretion of the teacher and are to be handed directly to the parents.