

Daily WCHC Schedule

- 9:00** **Zero hour**
- 9:45** **Arrival & check-in:** Please sign-in each week & grab a name tag. This will help us all as we get to know each other over the first few weeks. Please ensure your children also have name tags.
- 10:00** **10 am classes**
- 10:55** **Passing time:** Teachers and helpers please ensure your classes are cleaned and ready for the next class.
- 11:00** **11 am classes**
- 11:55** **Passing time:** 11 am hour TAs will lead their class to the Assembly. Teachers and helpers please ensure your classes are cleaned and ready for the next class.
- 12:00** **Assembly Time:** This is a time reserved for prayer, the pledge of allegiance, announcements, verse memorization, and hymn singing.
- 12: 30** **Lunch in lunchroom**
- 12:50** **Passing time:** Parents will lead their class from Lunch to their classroom as they are excused from Lunch.
- 1:00** **1pm classes**
- 1:55** **Passing time:** 1 pm hour TAs will lead their class to their 2 pm hour classroom. Teachers or other helpers please focus on getting your classrooms cleaned and ready for the next class.
- 2:00** **2pm classes**
- 2:55** **Clean up & departure:** Third hour teachers are responsible to empty their trash, vacuum the classroom, and return the classroom to its original setup.

WCHC
Quick Reference Guide

Position	Name	Number	Email
President	Kyli Erickson	(509) 378-2337	kyil.erickson@live.com
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Registrar	Samantha Angel	(509) 264-4606	samangel13@gmail.com

Who We Are

Introduction

We are a gathering of home educators for the purpose of encouraging, educating and enriching the lives of homeschoolers in our community. We meet Mondays from 10am to 3pm at King's Orchard Church of Christ. We do not follow a specific homeschooling method, nor use a specific curriculum. Our focus is on providing a safe and encouraging environment for fellow homeschoolers to come and live life-on-life. Our goal is to spread the love of God to all we come in contact with.

Our culture ebbs and flows with those who choose to be an integral part of our homeschool community in the Wenatchee Valley. We are entirely volunteer based and are grateful for all of our families who choose to serve each other by joining teams, filling leadership positions, teaching on Community Days and serving on the board.

We are 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 responsibilities throughout the morning. 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

Wenatchee Christian Homeschool Co-op exists to establish a ministry of home educators who **serve** and **support** one another in Christ. A ministry is defined by us as "the faithful service of God's people rendered unto God and others on His behalf to bring Him glory, build up His church, and reach out to His world."¹ We understand that only by God's grace and provision will this be attainable.

We hope to accomplish this by:

- serving and supporting one another in all things (Luke 22:27; Eph 4:16; 1 Cor 25-27)
- assisting parents who are ultimately responsible for training their children (Proverbs 22:6; Deut 4:9)
- inspiring a love for learning in a safe and respectful environment (Col 3:23; Eph 4:2-6)
- Encouraging all who participate to be a reflection of the Lord Jesus Christ (Eph 6:6; Psalms 19:14; Matt 5:13-16)

The idea that service to God should have only to do with a church altar, singing, reading, sacrifice, and the like is without doubt, but the worst trick of the devil. How could the devil have led us more effectively astray than by the narrow conception that the service of God takes place only in the church and by works done therein. ... The whole world could abound with services to the Lord ... not only in churches but also in the home, kitchen, workshop, and field.
—Martin Luther

¹ Bible.org

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 or 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. 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.
- 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

Policy Overview

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 Mondays at King's Orchard Church of Christ, 1610 Orchard Avenue, Wenatchee.

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 to 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. Incident Forms are located at the Welcome Table.

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. Any child who is potty training must be accompanied by their parents to the restroom.

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.

- a. 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.
- b. 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.

- c. 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.
- d. 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.
- e. 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.

Facilities

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. 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.
- No running in the hallways/ stairs

Emergencies

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

- Stay calm and encourage your students to remain calm.
- Remain in the classroom lined up and ready to go until a WCHC member arrives and lets you know it is clear to exit the building.
- 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.

- The Teacher is responsible for leading their students to the proper meeting place.
- The TA must check their attendance sheet to ensure that all students are accounted for.
- A member of the Board should contact 911 if necessary.
- DO NOT reenter the building until an All-Clear is announced by a Board Member.

Communications

Welcome Table

The Welcome Table is staffed all hours of the day. We are available to answer questions, help you find a form, etc. All families and 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.

Monthly Emails

Each month, a member of the Board will be sending out an email that addresses any upcoming events, any current needs, announcements and anything else deemed necessary.

BAND App

Band is our preferred method of communication for daily, weekly and general communication needs. It is the place to make announcements, track upcoming events via our calendar, check in for attendance, and share any news that you would like to share! Treat everyone with respect and courtesy. If you have any issues, please do not post them on the Band thread. Please take your issues/concerns directly to a Board Member.

Responsibilities and Expectations

Attendance

Attendance is mandatory for all families, barring any illness. If you commit to being a part of the cooperative, then the understanding is that you will be present during all community days possible. It is only by supporting one another that this cooperative can function. Please do not schedule appointments, trips, etc. during co-op community days to the best of your ability. If you must be absent, please follow the steps below.

This year we will be using BAND Calendar to track attendance. The evening before our community day, please take the time to find the correct event on Band and let the Flic Coordinator know whether or not you will be present. If you think your family is too ill to attend the night before, then it is best to mark as absent.

- Please see the Band Calendar and find the date for the upcoming co-op day.
- Please mark if you plan to attend or plan to be absent.
- If you plan to be absent please mark "decline" AND make a comment that you are planning to be absent, and the reason why so we can pray for you.
- Please confirm your attendance prior to 9 am on co-op day.
- -If you find that you aren't able to attend and it is past 9 am, please mark decline on the Band Calendar event, make a comment AND text the Flic Coordinator (number on Band).

Teachers, if you know you will be absent, please notify your Teacher Assistant and arrange for them to teach for you.

- It is best to plan for a 'rainy day' and have an emergency lesson plan and supplies stored at the co-op in your room in a clearly labeled container with your name and class name.
- Teachers, please mark "decline" AND comment that you are planning to be absent AND please mention who is going to be covering your class.

Assembly

Assembly is our time to come together as a community and worship God. We know that assembly is not everyone's cup of tea, however, we appreciate that everyone makes an effort to respect one another and sit quietly in the pews. We promise to try to keep the assembly time as brief as possible so we can get to lunch! With that in mind, here are a few things we can do to help it go smoothly:

- Parents: Please tell your kids that assembly is required, and to eat lunch after.
- 11 am teachers please dismiss your class 10 minutes early.
 - TAs can bring your class quietly together and have them all sit in one pew
 - Please instruct your class to sit quietly in the pews, until their parents come to take them or sit next to them.
 - Please sit with your children(10 yrs old and under) and address behaviors as necessary.
- We have been asked to use only 2 center rows of pews by the church.
- Please sit in 2 center rows only.
- NO FOOD IN THE SANCTUARY AT ANY TIME.
- We will have announcements as needed
- We will all stand and say the Pledge of allegiance and closing prayer. If you are uncomfortable saying the Pledge of Allegiance you are welcome to stand quietly and wait for the closing prayer.
- We will have Worship, short devotional, Prayer, Pledge of allegiance, and occasional announcements.

Lunch Time

Parents please make our lunchtime rules known to your children. These are to keep all of our kids safe. We are a large co-op with only one lunch hour, so please be mindful of your kids

and how they are playing. Let's make a plan and prepare for our time together to be peaceful, safe and enjoyable by all.

- Please talk to your kids about avoiding playing balls and other PE equipment in the gym during lunch to prevent injuries.
- We ask that each family talk with their kids about bringing a favorite board game, card game (Uno, Pokemon?) remote control cars, chess, legos, puzzles, ect so that kids will have a quiet sit-down playing activity in the gym during lunch time.
- If the weather is nice the kids can run and play outside. There is a door by the kitchen that leads to a large outdoor field.
- We do not allow any running in the hallways or on the stairs.
- All food must be eaten in the lunchroom or outside in the back courtyard. Please do not eat in the hallways.
- If you choose to eat your lunch in a classroom, you are responsible for any messes. Children should not be eating in classrooms unattended.
- Please clean the tables after your family and children are done eating.

Boundaries/Items Not Allowed

- 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 parental consent is obtained.
- 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.
- Toys should 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.
- Each class must try to have at least 2 adults in the classroom. Please ensure you have a helper on hand. If you don't please ask the Volunteer Coordinator to send a fill in to your class.
- 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 are exclusively 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 and discipline of your children. Parents are ultimately responsible for their children's actions and behavior while at WCHC. 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. Please arrive to Co-op on time and sign the sign in sheet each week. Please ensure your children are wearing name tags at all times.

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. 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.*

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 and Disciplinary Policies

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 encourage 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.

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.

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. Please see the Peacemaker’s Pledge below for further instruction.

Registration

In order to register, you will first need to thoroughly read through the current Family Handbook which includes any and all applicable information. If you are not able to access these on our website, please request a printed copy from the secretary. 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.

Membership Requirements:

1. Must have at least one child who is age 5 by September 1st of the year you are registering.
2. The Membership Fee and Class Fees must be paid prior to the start of classes
 - a. The membership fee covers operating expenses of the co-op to include liability insurance, processing fees, website maintenance, 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.
3. You must sign an agreement acknowledging understanding of the Membership Requirements, Photo release form and verifying you’ve read through the handbook.
4. 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.
5. Each member must fulfill at least 3 credit requirements per session in order to be eligible for continued membership. Credit Requirements are explained below.
6. If attending the full day, each family must volunteer for at least 3 class hours.

7. Must attend at least 2 class hours on campus on Mondays while co-op is in session.
*The Board reserves a right to waive one of the requirements per family on a case by case basis.

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 via donations.

Withdrawal and Cancellation Policies

It is at the discretion of the Board to refund any registration fees. All class fees are non-refundable. If you choose to move your child to another class after the first day you will pay for BOTH classes. You are responsible for contacting the Registrar and Treasurer to inform them of the change. We cannot ask teachers to refund when they have already purchased class supplies/books, however if possible, they will give you the books or supplies purchased for the class.

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.

Number of Families

The number of families we can allow to attend is determined by the size of our facility. The Board reserves the right to determine if more families can be added or if limits on a certain age group need to be made in order to follow the building's classroom occupation limits.

Illnesses and Absences

Adults or Children with a contagious illness do not belong at the Co-Op. The Board reserves the right to request that sick families leave Co-op for the day. General guidelines for illness include:

- Green Nasal Discharge
- Fever/ Chills
- Wet Cough
- Stomach Bug
- Nausea/ Vomiting/ Diarrhea
- Covid Symptoms
- Head Lice
- Rash

Stomach Bugs: if you or any family member has contracted the stomach flu, please be aware that you may be contagious before you exhibit any symptoms and that those germs stick around for 1-2 wks after symptoms fade. We ask that you please remain home during this time.

Contagious Rashes: such as Hand/ Foot and Mouth, chicken pox, monkeypox, ect... please stay home for the duration of illness and additional 1 whole week after the last scab fell off. This is to ensure prevention of spread.

Healthy Siblings

Healthy siblings can be assigned a Temporary Guardian

- a. If your child has these symptoms your non-ill children can attend.
 - i. Runny nose
 - ii. Dry/Diminishing Cough
- b. Temporary Guardian Form is located at the front desk and on Band app under Forms

Absences

If you are going to be late or are unable to attend Co-op for any reason, please call the Volunteer Coordinator as soon as possible. That phone number will be provided at the time your jobs are assigned. In the event of a personal emergency arising during the Co-op day, parents are expected to take their children with them or follow standard Temporary Guardianship procedures.

Please notify the Volunteer 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.

Credit Requirements

We are a cooperative of homeschooling families here to serve and support each other in our homeschool journeys. This means that every member must help in order to ensure the safety of all of our children and the co-op's continued success. Each parent must earn 6 credit requirements per year. The ways in which you can fulfill these are listed below. Some of these positions may already be filled. Please reach out to the Volunteer Coordinator if you would like more information. (See following pages for details).

Position	Credits Earned
Teacher/Co-Teacher	1 per class per session
Classroom Helper	1/2 per class per session
Director	1 per session
Volunteer Coordinator	1 per session
Registrar	2 annually
Class/Schedule	1 per session
Nursery/Toddler Room Facilitator	2 per session
Board Member	2 per session

Fundraising Committee Chair	2 per session
Plant Sale Fundraiser	1 credit
Hospitality coordinator	1 per session
Yearbook/ Photos	1 per year
PR coordinator	1 per session
Lunch Clean up	½ per session
Lunchtime Activity Coordinator	1 per session
Workday/ Service Day	½ per event
Janitor tasks: 1. Vacuum the hallways 2. Take out all trash 3. Clean and restock bathrooms 4. Clean the sanctuary	½ per session for each task
In House Events Coordinator	1 per session
Community Building Event Coordinator	1 per session

Teacher Expectations

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 google Forms, 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. You are encouraged to utilize your TA or Co- Teacher 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 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. In order to comply with IRS tax requirements:
 - a. A teacher must decide whether they wish to be contracted or volunteer.
 - i. If the teacher wishes to be contracted and earns over \$600 then WCHC must report their earnings to the IRS and send out a 1099 form.

- ii. If a teacher chooses to volunteer then they must submit reimbursement for any materials they wish to be reimbursed for.
5. Teacher absence: If a teacher is going to be absent, they are responsible to contact their TA/Co-Teacher and the Jobs Coordinator in advance to let them know that the TA/Co-Teacher will be teaching. **The teacher is responsible for providing the lesson plans and materials to the TA to teach the class.** (Please keep a copy of lesson plans in the classroom in case of absence).
6. 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. If a behavior problem persists please enlist the help of the child's parent before bringing it to the attention of the board.
7. Teachers are responsible for cleaning their classroom at the end of every class, and especially if that class is the last one in that room for the day. Please follow the cleaning checklist.

Teacher's Aide.

Teacher's Aide (Co-Teacher) 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. If 2 adults cannot be present, the door must remain ajar.
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.

7. TA's are responsible for helping to clean their classroom at the end of every class, and especially if that class is the last one in that room for the day. Please follow the cleaning checklist.

Registrar

Will be responsible for maintaining accurate records regarding the registration process. Duties include but are not limited to: coordinating/supervising the registration process; collecting and recording Registration info including: Classes attending and amount owed; maintaining accurate class attendance rosters throughout each session; preparing reports for board distribution at first meeting after registration.

Volunteer Coordinator

In charge of maintaining a detailed list of who is working where each hour and all that pertains to ensuring the proper functioning of WCHC in regards to job positions. Duties include but are not limited to: identifying all jobs fundamental to the weekly operation of WCHC; assigning appropriate jobs to every adult member of the Co-Op; notifying every family of their job assignment and answering questions regarding assignments; adjusting and rearranging job assignments as necessary; 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 the hallway, etc); resolving any issues that may arise; serving as a float to fill in for classroom helpers if needed.

Class/Schedule Team

Will assist in managing the breakdown of the schedule as well as the placement of classes. Duties include but are not limited to: determining areas of weakness within co-op schedule; scheduling classes to provide options for all age groups at all times.

Nursery/Toddler Facilitator

Will be responsible for maintaining a properly functioning nursery and toddler room. Maintain lists of each child and any applicable information. Ensure proper stocking of items for community days (i.e. snacks/wipes/diapers/etc.). Remove all unnecessary items (toys) before the beginning of the day and replace them at the end of the day. Stays in the toddler room for 2 hours, cleans up all surfaces. Ensures all who bring toddlers, participate in the exchange.

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. The Class Helper is to be engaged and active during each class period. Please ask the Teacher or TA how best you can serve their needs for each class prior to becoming a class helper.

Janitor

These individuals will be responsible for maintaining the proper care and use of the King's Orchard facility. They will carry out each of their duties at the end of every co-op community day. If anything was missed they will note the area and make sure to correct the mistake. There

will be checklists provided for each separate area to ensure all cleanliness standards are met and kept.

Teams (serving on a team)

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.

1. *Marketing/PR/Social Media/Blogging*- To create creative content to communicate digitally with the WCHC community and to market WCHC to the greater Wenatchee Valley.
2. *Fundraising*- Organize fundraising efforts and encourage volunteer participation.
3. *Safety & Security*- To encourage on-site safety for our families and to make recommendations for improvement.
4. *Hospitality* - To take initiative to welcome visitors and create opportunities for the WCHC family to develop deeper connections. To serve wherever needed throughout the day. Provide snack items for moms throughout the year.
5. *In House Events* - This may include, but is not limited to: Fall Harvest Brunch, Annie's Fun Farm outing, Christmas Party, Valentine's Day, Spring Brunch, End of Year Bash, etc.
6. *Community Events*- This may include, but is not limited to: Mom's Night Out, Serve & Play, Field Trips, Plays, etc.