

## **Fun Friday Homeschool Enrichment Group Policy Manual**

### ***Our Vision Statement:***

*We are a Christ-centered community focused on coming alongside homeschooling families to support, encourage, and teach each other's children in order that we might all live in deeper relationship with Christ and with one another.*

### ***Mission Scripture:***

*Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.*

*1 Peter 4:10*

### **Membership of the Co-op**

Members of the co-op will include the following in order that we may build relationship with one another and uphold the vision of Fun Friday Homeschool Enrichment Group.

1. Children registered in the co-op must be homeschooled by the registered parent (or guardian). Other "homeschooling adult" will be considered at discretion of Fun Friday Board.
2. The parent/guardian/adult responsibility roles, to include teaching, are to be fulfilled by the mother (or female guardian/adult) of the registered homeschooling family.

### **Liability Responsibilities of the Co-op**

Due to church liability the following will be enforced:

1. The registered mother (or guardian/adult) must always be on site with her children that are registered in the co-op. No drops offs.
2. Only registered parents/guardian/adult and registered children are allowed on site during co-op hours. You cannot bring friends or family, and other adults cannot fill in for you.
3. Visitors may be permitted if they are dropping off items or assisting with a class, upon approval by Fun Friday leadership.

### **Facility Responsibilities of the Co-op**

1. No one is allowed in the sanctuary.
2. Do not enter any church rooms that are not for co-op use such as pastor's office, prayer room, etc.
3. When you are done with your shift, make sure the room is clean. Older kids should help clean after themselves.

### **Parent Responsibilities in the Co-op**

1. Please be on time, ready to begin our morning opening no later than 9:15am.
2. All absences require you as the parent contact Abbie Byers via text to notify her you will be out, and she will find subs for you. Contact your co-teacher to let her know you will be out and what she should do for your class. If possible, plan to drop off any supplies needed to your co-teacher.
3. Morning of sickness grace period: Last minute absence due to sickness occurring the morning of co-op please contact Abbie Byers via text and she will secure an emergency sub for you.
4. Be willing to serve as a substitute for a mom who needs someone to cover her shifts. Please be gracious and help when you are able.

5. Each mom will be assigned a yearly duty in which you will be asked to help in the co-op with a task addition to your teaching assignment. Please make sure that your cleaning task is completed each Fun Friday before you leave to ensure that we all work together. Many hands make light work.
6. As moms in the co-op, you are all responsible and have authority to uphold all children to the expectations of the co-op. Commit to using the discipline policy.
7. Moms/Teachers are to be always monitoring the children. Please limit socialization while you are “teaching” and encourage children to follow co-op expectations. When outside, please make sure your class is together.
8. Please make sure that your children leave all electronic devices, and items not related to the co-op experience at home, ex. Cell phones, handheld games, cards, headsets, etc. If a teacher sees a child utilizing an item that is distractive to their experience, they may take that away during co-op hours and return it to them at the end of co-op.
9. Please make sure that your children come prepared to class each week. Children pre-school and older need to have all requested supplies with them each Fun Friday. Please do not send your children without their materials. This is a great opportunity to teach them responsibility in having to gather their materials and bring them to class each week.
10. “Teachers” Please come prepared to teach/assist in your assigned classes, and do an excellent job. Set aside a little time each week to prepare for class and ask in advance for anything you may need for class. Julie Whitley needs a two week notice to buy supplies for your class.
11. Please encourage the students to show respect and respond to you as Miss (last name) or Miss (first name).
12. Be willing to communicate with Fun Friday leadership of any repeated behavior problems in your classroom.
13. Be open to building relationships with other moms and your students while you are in class. Treat other children as your own, responding with grace and an attitude to build up and encourage.
14. Please be willing to seek out Fun Friday leadership when you have a concern. More often than not a concern regarding Fun Friday will not be known by the leadership unless directly approached about the topic. Open communication with Fun Friday leadership about any concern regarding Fun Friday operations or a registered family is crucial.
15. We do not allow the teaching of evolution or talk of a sexual, sensual, explicit, or graphic nature in classes. This also includes Adultery, fornication, pornography, homosexuality, bisexuality, transgender or transsexual lifestyles, prostitution or other forms of sex “work”, or any form of sexual activity outside of Biblical marriage.

### **Student Responsibilities in the Co-op**

1. Be prepared for class by having all your supplies and materials each Fun Friday.
2. Walk, do not run, in the halls and speak in a quiet voice.
3. Honor your teachers by responding to them as they have requested.
4. Be respectful of others.
5. Be respectful of the church property to show gratitude for this church as our meeting place, no running or rough play in fellowship hall.
6. Be gracious and always encourage each other.
7. Be open to building relationships with your classmates.
8. Leave all electronic devices, and items not related to the co-op experience at home, ex. Cell phones, handheld games, cards, headsets, etc.
9. No climbing, walking or sitting on the retaining wall behind the church.

### **Dress Code**

We ask that you keep up with general cleanliness, modesty and good hygiene. Wearing deodorant is being kind to your neighbor. Please be respectful to those around you and dress modestly. This applies to moms, kids and teens. No bellies hanging out, no crop top shirts or short shorts/skirts. Let's honor God is all we do! If anyone's clothes do not meet our guidelines, your whole family will be sent home by leadership to correct the issue. You will be allowed back after changing into appropriate clothing.

### **Sick Policy**

Moms and Children should not attend the co-op if they are sick or if ANYONE in the household is experiencing any of the following symptoms:

1. Colored mucus
2. Diarrhea or vomiting (anytime within the last 48 hours)
3. Fever (anytime within the last 48 hours)
4. Severe Cough or any other known sickness.

Please keep your family home if there is any evidence of head lice or you believe your family has been exposed. If discovered AFTER a co-op we'd greatly appreciate notice. Your privacy will be respected.

Teachers/Moms: Please be willing hold strict to these policies. If you have any children in class with any of these symptoms, please find Fun Friday leadership immediately and let them know.

### **Discipline Policy**

Many of our kids have never stepped into a classroom before. We need to keep this in mind with our expectations. They need to have time to talk with each other and get their wiggles out.

1. Every student is expected to behave in a proper manner following all the expectations of the co-op. The Discipline Policy is as follows:
  - 1<sup>st</sup> Offense: Verbal Warning, reminding the student of their offense.
  - 2<sup>nd</sup> Offense: The child is removed from class for a short "time out" to enforce the behavior is not acceptable.
  - 3<sup>rd</sup> Offense: The teacher is to find Fun Friday leadership and communicate the problem and we will find the mom and ask her to speak with her child concerning the behavior.
2. If a parent is informed of an offense of their child's and fails to control the behavior, the co-op reserves the right to dismiss the child from the class.

### **Conflict Resolution Policy**

We know conflicts within the co-op between moms can happen. It's a part of life! We at Fun Friday suggest you follow a few simple steps to find resolution in your situation.

1. Pray and take a deep breath.
2. Take a little time to think before responding.
3. Ask yourself "is this worth it?", "is this a little thing, or a big thing?" If you feel it's something you can let go, just move on. If you feel like it's something important, then go to the mom in a humble way and speak to her about it. You are welcome to come to us in leadership as well.

4. Please DO NOT fall into gossip about any mom, family or child of our co-op. This will lead to a very unpleasant situation for all involved.

5. Above all, remember to treat others how you would like to be treated and give grace. We are here for our kids!

Attitudes Matter! Please remember to keep a positive attitude while you are teaching your class. Putting a smile on your face (even if you don't feel like it) will do wonders for the atmosphere of your classroom. Also, remember that words have power! Speaking positive, encouraging words to your kids will make their time at fun Friday so much better. Again, we are here for them! Let's do our best to make this enjoyable and fun for all the kids that attend. We are called "FUN FRIDAY" for a reason!

### **Emergency/Snow Day Policy**

In the case of inclement weather, leadership will make a decision by 7:30 and notify everyone through Facebook and email if we decide to cancel or delay Fun Friday. If the church decides to close, we will follow their policy.

### **Morning Opening**

We meet each Fun Friday day beginning at 9:15am for our morning opening to have devotions, begin our day in prayer, and make announcements for communication. We want to have unity in our co-op and set an example for our children of prioritizing being punctual each Fun Friday. Everyone will come together at this time in the fellowship hall so please be respectful by remaining seated and quiet until dismissed to class.

### **Afternoon Closing**

Co-op classes end at 1:30pm each Fun Friday. If you are a last hour teacher, make sure that your classes are free of trash on the floor, tables are clean, and no belongings are left from the students. Children must be brought to the fellowship hall by the afternoon teacher where an afternoon hall monitor will supervise all the children until they are picked up by their parent. Children must be respectful by remaining seated and quiet until picked up. Please leave your children in the fellowship hall while you are completing your assigned duty and upon completion, please get your children from the fellowship hall. We love to see friendships formed and socializing amongst the families of the co-op but please be respectful to finalize your duties and pick up children from the fellowship hall as quickly as possible. Please feel free to continue socializing outside the facility once those tasks are completed. We should try our best to be completely out of the church no later than 2:00pm each Fun Friday. Please be respectful of this time frame, and the afternoon monitors by doing your part to be done swiftly.

### **Intruder Policy**

Keep the doors on the main level closed and locked. Keep your eyes open for suspicious people. Contact leadership if you see anyone suspicious. The doors going outside from the basement need to remain locked and closed when not in use.

### **Miscellaneous Items**

For morning 1<sup>st</sup> and 2<sup>nd</sup> hour teachers, please do not start lunch early for kindergarten and up. Younger grades can have a snack if needed.

Nursery and Pre-K – Please label everything that belongs to your children: backpacks, water bottles, snacks, etc.

Rainy days – Please plan extra activities and/ or games for days when it rains. Kids should be prepared for some outdoor time each Fun Friday, weather permitting. Especially during the lunch hour.

To respect the privacy of all our families please do not share any personal contact information with anyone outside of co-op.

Any events planned outside of Fun Friday cannot be advertised as a Fun Friday event because of our insurance.

Any special needs or circumstances with your child, please let leadership know so we can also let the child's teachers know. Communication is important for a successful co-op!

Teachers, if you are having a problem in your class, please let leadership know as soon as possible. We are here to help.

### **Fun Friday Homeschool Enrichment Group Leadership**

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