

## *The West Branch Learning Tree Handbook for Prospective Members*

Dear Prospective Co-op Member,

Welcome! The West Branch Learning Tree is excited and encouraged by your consideration of our co-op as part of your homeschooling journey. The following policies and procedures are designed to support and administer the vision and governing values of the West Branch Learning Tree. Thank you for your attention concerning these policies.

Please be mindful that because we are continuously changing and growing, it may become necessary for us to re-evaluate certain areas of the co-op. In light of this, and to serve you better, we reserve the right to change policies and procedures without notice.

We do appreciate you going over these policies, and we look forward to meeting you!

The West Branch Learning Tree Board

### Statement of Faith

- We believe that the Scriptures of the Old and New Testament are the inspired Word of God, and adhere to its teachings as a guide to our lives.
- We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was born of a virgin, lived on earth without sin, and the central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection.
- We believe salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone.
- We believe that God wonderfully and immutably creates each person as male or female and both are made in the image of God. God further created marriage as a covenant relationship between one man and one woman, for His own glory

### Communication

E-mail through our website is our preferred form of communication. If you are not a member of West Branch Learning Tree and you have questions, please contact us via email at

[info@wbltcoop.org](mailto:info@wbltcoop.org).

*Please do not contact the church office for any reason. Friendship Baptist Church graciously allows us to use their building, but our co-op and the church are not affiliated in any other way.*

### Schedule

WBLT's yearly schedule is divided into two semesters of 13 weeks each. The Fall semester begins the Monday after Labor Day and runs through November or December.

The Spring semester begins at the end of January and runs through April. There is no fall or spring break scheduled.

## Registration

Registration takes place in August. All classes run through both semesters. (Classes do not change in the 2nd semester.) Students are admitted to classes on a first come, first served basis. Classes may have age restrictions or other prerequisites. If you are admitted as a member, you can read more about these restrictions in the members' handbook.

## Special Needs

We can occasionally accommodate special needs students who are high functioning and who are able to participate in a class with age appropriate peers. However, we are not a special needs school.

We are not equipped with either the manpower or training to provide one-on-one instruction to any child. If a child is not able to participate without repeatedly disrupting the class, or posing a threat to others, the parents will be asked to remove the child. Each year parents have the opportunity to fill out the Educational Accommodation form on our website that helps inform teachers of any specific struggles or needs a student might have in a class.

## Expectations for attending adults

All our classes are taught and helped by attending members. We have a two adult minimum in every class policy. It is vital that all adults are here every week to enable co-op to run smoothly. We are **not** a drop-off co-op. Students **may not attend** without an attending adult. We understand that families occasionally travel or deal with illness during our school year, however, excessive absences over the 26 weeks may result in the family losing their spot in the next school year. We need every member cooperating together to make our program happen.

## Dress Code

- 1. Cooperation is expected from parents/guardians as well as students.
- 2. Maintain an appearance that is clean and modest. Please remember that we meet in a church building.
- 3. Shirts must be hip length.
- 4. Muscle shirts, tank tops, halter tops, and spaghetti straps are not permitted.
- 5. Chests, stomachs, and bottoms should be covered.
- 6. No writing on the backside of shorts or pants.
- 7. When choosing pants, shorts, dresses, skirts, etc. remember that your bottom and upper legs should be covered and the fabric should not be see through. (see rule #5 above)
- 8. Shoes must be worn at all times, unless requested by teacher, i.e. Tae Kwon Do. (No wheels!)

Extra large t-shirts are kept at the welcome desk for anyone who needs them during the co-op day. The clothes worn by students and adults should be appropriate to all the activities of the day. Some students may need to change for some classes to meet this requirement (for example: ballet or our fitness classes)

**We are a nut free facility due to the number of allergies in our membership.**