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.

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.

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.

Visitors

Visits by prospective students and families can be arranged through the Directors or the website. Adult visitors must check in with the front desk and wear a visitor's badge while in the building.

Special Needs

We can occasionally accommodate minor special needs students who are high functioning. There is an Educational Accommodation Form on our website that must be filled out for every child every year. If a special needs child is able to participate in a class, at whatever age or grade level fits his or her need, that child is more than welcome. 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. Sometimes there are children who have needs that cannot be accommodated by our program. 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.

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.
3. Shirts must be hip length.
4. Muscle shirts, tank tops, halter tops, and spaghetti straps are not permitted.
5. Shirts should have enough of a sleeve to approach the curve of the shoulder.
6. Showing excessive cleavage will not be tolerated.
7. Shorts must be no shorter than six inches above the knee.
8. No writing on the backside of shorts or pants.
9. Skirts or dresses must be no shorter than three inches above the knee.
10. Stockings or "leggings" are not permissible as pants unless they are covered by a skirt, shorts, or dress that approaches the knees. Leggings are anything that are skin tight and stretchy.

11. Shoes must be worn at all times, unless requested by teacher, i.e. Tae Kwon Do. (No wheels!)

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

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