

CO-OP RULES AND REGULATIONS

1. Opening exercises will begin promptly at 8:30AM in the FLC. Announcements, Scripture reading, prayer and worship will open our day. EVERY STUDENT is REQUIRED to attend opening exercises and should sit with their parents/guardian.
2. EVERYONE will assist in Clean up from Co-op. Please do not leave the facilities until the/y are completely straightened and clean. Let's leave them better than we found them.
3. No electronic devices i.e., cell phones and i-pods, etc, allowed at any time. For the first two weeks, all students will wear a name tag with their name and classes written on it. All K-12 will have a 3 ring binder with pocket, 3 dividers, paper, pencils and other supplies as required by classes taken. Please remind them to take it from class to class and DON'T FORGET TO TAKE IT HOME!!
4. POSITIVE ATTITUDES. Our students need to be reminded that parents are devoting their time and energy to teaching and assisting in classes. RESPECT and COOPERATION are imperative if a student wants to participate. The teacher involved should bring any unresolved problem to the parents' attention.
5. YOU, as a parent/guardian, MUST BE PRESENT AT ALL TIMES at Co-op in order for your child to participate. (See absentee procedures for exceptions) For safety, students must remain with their assigned teacher or parent/guardian at all times.
6. Please park in the parking lot on the south side of the FLC in order for the church staff to be able to park. Please do not park in any of the pastor's parking areas. The parking lot is OFF LIMITS unless accompanied by your parent/guardian.
7. Mothers who do not want to leave their young children while teaching have the following options: (a) Find a friend to care for your child during the friend's off period. (b) If you are confident that your child will not interfere with your teaching responsibilities, you may take him/her with you to your class. If you choose this option and your child becomes disruptive, you must be prepared to place him/her in the nursery or otherwise provide for his/her care, in order to continue your teaching responsibilities. (c) If this is a problem for you at this time, you may want to exercise your option to take a one-session leave of absence.
8. Registration for classes will occur prior to the beginning of each session. Registration will be first come first served.
9. Registration fees will be paid at registration. Any additional supply fees may be assessed for specific classes during the session as required. Any out of pocket expenses not provided by parents/class must be approved by the co-op chair or co-chair, if funds are available.
10. Suggestions are always welcome and should be submitted in writing to the "Suggestion Box".
11. ABSENTEE PROCEDURES:
 - A. Teachers should (1) Notify your assistant as soon as possible to insure that she will be able to teach the class and to arrange the transfer of any materials needed for the class. (2) Call someone from the SUBSTITUTE LIST to assist with your class.
 - B. ASSISTANTS should call someone from the SUBSTITUTE LIST to assist in your place and notify the teacher of your absence.
 - C. If every attempt has been made to follow this procedure and YOU HAVE AN EMERGENCY, call a board member.
 - D. In case of FAMILY EMERGENCY OR ILLNESS, another adult who will be responsible for them may bring school-aged children. Please inform his teachers by a note.
12. We meet on Fridays from 8:30-12:00 at Grace World Outreach Church. Our class times are as follows:

Opening Exercises: 8:30
First Period: 9:00 - 9:55
Second Period: 10:00 - 10:55
Third Period: 11:00 - 11:55
Clean up: 12:00 - 12:30

ALL FAMILIES SHOULD LEAVE THE BUILDING BY 12:35

Parent Signature: _____ Date: _____