

## Co-op Participation Requirements

Fort Belvoir Home Educators families are required to review and agree to abide by the following policies before participating in Co-op classes.

All participating families must be currently registered with Fort Belvoir Home Educators, have no outstanding balances and have a current background check to participate in classes. Additionally, all FBHE membership paperwork must be completed or updated prior to class registration.

## Co-op Schedule and Location

Co-op has a fall and spring semester that meets on 10 Mondays each semester. Class dates vary each semester and will be available before co-op registration opens. Given our limited space, we do not allow families to register for just 1 period.

- Period 1: 9:30-10:25
- Period 2: 10:30-11:25
- Lunch: 11:30-12:25
- Period 3: 12:30-1:25
- Period 4: 1:30-2:25

## Volunteer Requirements

Our co-op is run on parent volunteers, and everyone's help is needed to make co-op run smoothly. There are no monitors watching your children before or after co-op and during lunch so it is expected that parents keep an eye on their own children.

Parents are expected to stay on the premises with their children at all times. We do not allow drop offs, except for extenuating circumstances and if the student is 13+ and the parent will be within 10 miles. These situations must be approved by co-op leadership before arriving to co-op.

All parents will be expected to volunteer for 3 periods if you are full day and 2 periods if you are a half day member. Volunteering assignments can include being a teacher, classroom assistant, substitute, or door monitor. Families will also rotate to clean the buildings after co-op. Assigned jobs will be given before the start of co-op. It is possible in weeks we have a large amount of absences we may have to ask parents to fill in during their free hour. Whenever possible, we would rotate so that no one parent is continually asked to give up their free hour.

Parents with nursery aged children (2 and under) can discuss their volunteer options that work best with their young children with co-op leadership.

## Parent Job Responsibilities

- Teacher
  - Prepares and executes lesson plans
  - Submit lesson plans for subs when absent
  - Communicate with leadership and/or parents regarding any concerns

- PreK and Nursery teachers must release students directly to parents or designated sibling
- Classroom Assistant
  - Assist as needed with the running of class
  - Does no planning or preparing for class
  - In charge of class when teacher is absent using plans provided by teacher
- Door Monitors:
  - Keep door closed during class periods
  - Ensure no young children leave the building alone
  - Ensure no one enters the building that isn't supposed to be there
  - Assist Co-Op leadership with tasks as needed
  - Maintain order in the hallway: ensure there is no running or yelling
  - Walkie Talkies are provided to reach leadership if you have any questions
- Substitute
  - Fill in as needed for absent teachers, assistants, and other volunteers
  - Check in with Co-Op Leadership each week since absences can be last minute

**Free Period:** Due to the size of co-op, we can't have parents congregating in hallways since it can be a distraction to building staff and classes. If you will be leaving the building during your free period you must sign out at the front doors. You may spend the free period in the social lounge, your car, or approved locations on the sign-out sheet. It is expected that you will be back at the end of the period and that you will be reachable by phone. If we run into any issues with this policy, we will remove the option to allow parents to leave the building during free periods.

## **Co-op Costs**

### **Family Registration Fee**

Each semester, our Co-op charges a per-family registration fee to support the ongoing operations and enhancement of Co-op. This fee helps cover essential expenses such as cleaning supplies, shared classroom materials, special events, and various activities. The current registration fee is \$20 per family per semester, though this amount may be adjusted as needed to meet the Co-op's requirements. The Co-op registration fee will be invoiced upon class registration and must be paid by the deadline to keep enrollment for the semester.

Refunds of the \$20 family fee are not provided once a member has paid their Co-op registration fee, unless:

- Member registration cancellation occurs at least 1 week before Co-op begins
- If the Co-op semester was canceled by FBHE

Co-op receives no money from FBHE membership dues. The running of Co-op is solely from family membership fees.

### **Class Teacher Fees**

Each teacher may charge a class fee of up to \$20. These fees are due two weeks before the start of Co-op to allow teachers ample time to purchase necessary supplies. In some cases, higher fees may be required for classes with more expensive materials or bulk item needs. Class fees are paid directly to the teacher via their preferred method of payment which can be found in the class description on the website. Once teacher fees are paid, they are nonrefundable.

## Class Information

Class descriptions will be posted on the Fort Belvoir Home Educators website to view for families under Class Registration. <https://www.homeschool-life.com/1149/class/>

FBHE's co-op currently offers secular classes for students in K-12th grade. We also offer classes for PreK and a space for nursery age children (2 and under) if they have an older sibling participating in a K-12 class.

Class sizes will be based on the grade level of the class, the size and location of the classroom, ratio guidelines, and teacher preference. Class offerings may change if we don't have enough volunteers to meet this minimum requirement.

Co-op classes are organized by grade level. Please remember to update your student's grade each year on the website.

**High Schools:** Grades 9-12

**Middle School:** Grades 6-8

**Upper Elementary:** Grade 2-5

**Lower Elementary:** Grade K-2 (Kindergarteners must be reading and writing)

**PreK:** Ages 3-6 (Includes kindergarteners that are still learning to read/write)

**Grade Exceptions:** If you feel that your child would be better served in a class they don't fall into by grade, you will have a chance to fill out a class exception form prior to registration. Filling out the form is not a guarantee of acceptance into the class. Requests will be reviewed by leadership and the class teacher.

**Class Changes:** Due to the short length of the semester, we do not allow class changes. However, on a case-by-case basis, for students grades 2 and up we may allow students to transfer to social lounge if there is space available. Teacher fees paid to the current teacher will be forfeited.

**PreK:** **Preschool** will run as a 2 hour block. Students will remain in the same classroom for the 2 hours, however teachers may change each hour. If no volunteers are found to teach PreK classes, teachers will be assigned from the pool of PreK parents.

**Nursery:** The nursery protocols vary depending on the amount of families that need the nursery. New families will be contacted when registering for co-op. If you have a child in the nursery aged bracket, please make sure to sign them up in the nursery section, even if you plan to baby wear the whole day. Co-op leadership will contact all families with nursery aged children to make a decision on how the nursery will run.

### HS Student Volunteer Opportunity

High School Students may volunteer as a class assistant a maximum of two of the four class hours. If they need volunteer hours and like working with kids this may be a great opportunity for them! Please reach out to the Co-op Director if you have a teen that may be interested. High school students can also volunteer to help in the cleaning crew childcare room or for additional cleaning crew slots.

## Co-op Registration

Class Registration is done on a tier system: (dates & times will be posted)

Tier 1: Teachers who teach 3+ classes

Tier 2: Teachers who teach 2 classes

Tier 3: Teachers who teach 1 class

Tier 4: Returning from the last semester of co-op

Tier 5: New to co-op members\*

\*If you are new to co-op but teaching, you will fall into tiers 1-3 depending on how many classes you teach.

Registration happens online on the website under the Class Registration section.

<https://www.homeschool-life.com/1149/class/>

## Additional Information

### Cleanup After Co-op

The cleanup of the building will be the responsibility of all participating families. A rotating cleaning schedule will be released prior to the start of co-op. If you will be absent for your assigned cleaning day let leadership know so they can assist with finding family to swap days with.

Clubs will be responsible for cleaning up areas they utilize.

### Communication

Please familiarize yourself with our online site. Some teachers may assign things to do over the week or give extra material using some of the G Suite applications. It is your responsibility to familiarize yourself with and utilize these tools to support our teachers and students.

Leadership heavily uses **Google Chat** for distributing information pertaining to co-op. Prior to the start of the semester, emails will be sent to personal email addresses along with google emails and the google chat. Once the semester starts, all communication will be done through google.

### Attendance & Sick Policy

Regular attendance is required. Once 3 absences occur in a semester the family will not be able to participate in the next semester's co-op. Extraordinary cases will be reviewed on an individual basis.

If you or your child have had a fever over 100, diarrhea, or vomiting in the last 24 hours, please stay at home from Co-op.

In the event you will be absent, let leadership know via the Google Absent Chat.

## **Lunch and Recess**

For lunch, families can eat in rooms 81-83 or outside. Room 95 will be for families who need a sensory friendly quiet lunch space. To decrease end of day mopping responsibilities, no other classroom should be used for lunch unless opened by leadership. Co-op is conveniently located within walking distance from multiple shops which have multiple food options. To limit distractions students should not be eating snacks during class unless part of the class activities.

If a child has a food allergy issue please inform the co-op leadership team.

It is the parents' responsibility to supervise their children during recess and lunch. If you need to leave campus during lunch, please take your children with you. For safety reasons, round balls are not permitted in front of the building to prevent them from rolling into the street.

## **Meet and Greet**

Before the start of each semester, leadership will host a Meet and Greet. During this event, families will receive their volunteer assignments, learn about Google Chat which is our main form of communication and have the opportunity to ask questions. Details will be available in the Co-op section of the website as the semester approaches.

## **Withdrawing from Co-op**

If a family withdraws from co-op after registration, they will be considered a new family when registering for a future semester. If a teacher withdraws after registration has begun, their class submissions will not be accepted for the following semester. Extenuating circumstances will be considered on a case-by-case basis.

## **Spirit Days**

We aim to host one Spirit Day each month to encourage fun and community within our co-op! Themes will be listed on the co-op calendar distributed at the Meet and Greet. Please remember that masks and weapons (real or pretend) are not permitted as part of Spirit Day attire.

## **Dress Code**

Our co-op aims to create a comfortable, family-friendly environment where everyone can focus on learning and community. We don't have a strict dress code, but we do ask that clothing choices reflect respect for others and the activities of the day.

## **Fire Drill**

Our co-op participates in at least one fire drill each year to ensure everyone knows what to do in an emergency. During a drill, all members should calmly evacuate the building and meet in the grassy area along the road.

If your classroom has a door that leads directly outside, please use that exit rather than entering the hallway.

# Teacher Expectations

## Classroom Expectations

- Preparedness
  - Arrive to class on time
  - Ensure you release your class at the appropriate time
  - Have supplies and materials ready before the start of class. Use the supply checkout to reserve community supplies ahead of time.
  - If you teach 1st period try to arrive a few minutes early so students are not unsupervised in classrooms
  - Teacher/Student communication is restricted to the closed FBHE G-Suite network. Parents should be CC'd in any email correspondence. Should you need to hold a class online, or communicate with a student, IT MUST BE DONE THROUGH THE FBHE GOOGLE ACCOUNTS ONLY.
- Cleanliness
  - Before you leave class make sure the room is clean
  - Have students throw away trash in the provided trash bags
  - If you teach 4th period make sure the classroom desks and chairs are set up according to the classroom layout photo on the wall
  - If you teach 4th period use the provided cleaning supplies to wipe down surfaces.

## Submitting Classes

If you're interested in teaching at co-op, please complete the Google Form located in the "**Teaching at Co-op**" section of the website.

Submitting this form does **not guarantee** that your class will be accepted, so please wait to purchase materials until you've received confirmation of class approval.

Leadership will post a cutoff date for class submissions each semester. After the deadline, we review all proposals, considering topics, grade levels, and current enrollment, to determine which classes will be offered.

While we truly appreciate every submission, our building space and wide range of grades mean we must carefully select classes to ensure a balanced schedule with enough options for all students.

## Missing Co-op:

- Let co-op leadership know ASAP when you are going to be absent using the appropriate google chat.
- It is the primary teacher's responsibility to inform the assistant and provide any necessary materials or lesson plans. Contact your assistant as soon as you know you will be absent so they are aware and prepared for your class.
- The assistant will take over the teaching responsibilities. If there is no assistant, a sub will be assigned and make sure to send leadership a copy of your lesson plans.

## Co-op Leadership Contacts

If you have any questions please email co-op leadership at [coop@belvoirhomeeducators.com](mailto:coop@belvoirhomeeducators.com)