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About WISH

Our Mission Statement

Workshops Investing in Socializing Homeschoolers
WISH is a non-profit corporation governed by a Board of Directors appointed by the corporate founders. The Board strives to create a warm, welcoming program where homeschooling families can express their unique perspectives while maintaining a program dedicated to supporting the diversified homeschool population in Los Angeles county.

Participating families help create a passionate learning community through volunteer and financial support. Parents share their knowledge and talents by teaching classes, supervising lunch periods, organizing activities and helping with administrative tasks. This whole family involvement approach helps us to create a nurturing environment which encourages socializing, learning, creativity, and curiosity. Program and administrative costs not covered through volunteer efforts are funded by program participation fees and fund raising efforts.

BOARD OF DIRECTORS

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Enrollment Procedure

Parent/Guardian must complete online membership application, enrollment agreement, and service selection form. Email class selections as directed, and pay fees by dates due.

Class Selection

Placement of students into requested classes follows a first-come, first-served process with priority given to select groups for the first 48 hours after the class selection date. The priorities are as follows:

- Priority 1 – Board member families
- Priority 2 – Teachers' families (2 classes)
- Priority 3 - Teachers' (1 class)
- Priority 4 – Non- teaching families

Schedule Changes

Students may request a schedule change until the end of classes during the 6th week of the semester. Student must complete a Schedule Change form available at the administration desk. Student may not attend the new class until the change has been approved by the enrollment director. Many classes have a wait list of students that have priority for class openings. Therefore, teachers may not directly approve student enrollments into their classes.

Tuition & Fees

Direct Payment: Tuition and fees must be paid through our website using Paypal. Current tuition rates and due dates are listed on the site.

3rd Party Payment: Families enrolled in approved charter schools may request a purchase order from their school. Families are responsible for any balance not paid by the charter school.

Refunds

All direct payment fees are non-refundable once classes have begun, regardless of student's participation in the program. Refunds or credits are not given for days missed due to illness, vacation, or any other reason.

No refunds will be given for any reason.

Damaged Property

If any student, parent or guest causes damage done intentionally or through plain negligence to church property, WISH property, or others private property, the individual causing damage will be required to fix, clean or replace the damaged property at the property owners discretion.

Family Service Requirement

All WISH families are required to contribute to the daily operation of our program. Specific service assignments will vary by semester and be determined by the Board of Directors according to WISH needs.

Assignments may include, teaching, setup, clean-up, administrative duties, etc. Each family must agree to be responsible for a minimum of 2 service tasks to be completed each week. There is a two week grace period (total) for missed service. Should you travel or be sick, it is your responsibility to find a replacement for your service. A prearranged substitute is required.

Failure to participate in your service duties will be considered non-compliance with WISH Policies and will result in a non-refundable withdrawal of the entire family from the WISH program.

Visitors & Guests

Guests must email Jodie for an appointment. Families desiring to bring a guest on the facility must accompany the guest to the Administrative Office upon arrival to obtain a visitor's badge.

WISH prospective students may attend one workshop day on a trial basis prior to registering for classes. Prospective students must have a prearranged appointment. Email jojim68@gmail.com.

Visitors and guests will be registered and issued a name badge from the administration desk. An emergency card must be completed and parents must accompany children while on campus.

Pets

Official aide animals are welcome at WISH. Please leave all other pets at home.

Use of Space

When at WISH, please remember to be a good and courteous guest. Walk, don't run! Place trash in the receptacle, put your chair away at lunch, clean up spills. Remember the facility is used by the church and other groups throughout the week.

FACILITY

WISH classes meet at a church facility in Sunland. You may log into the website for the address. Parking is available adjacent to the facility. We have use of several rooms in the facility for classes only. No food or drink is allowed in any classroom as a condition of being allowed a lease at this facility. Water only is permitted. See map for room locations.

There are no kitchen facilities for lunch preparation. Lunch must be eaten in the courtyard only. Sack lunch may be placed in the refrigerator or on tables outside. Items left in the refrigerator will be discarded at end of day. Microwaves are available.

Students may not wander the facility and must stay within the designated areas assigned for WISH use. Students may not hang over ledges, railings, or windows. No students are allowed in any area without adult supervision. This policy will be strictly enforced to ensure the safety of our children.

RECREATION FACILITY

The adjacent courtyard area may be used as a play time facility during lunch recess when adult supervision is available. Under no circumstances are students allowed in the courtyard unattended. While playing in the courtyard there will be:

NO opening the gates	NO digging
NO balls, except beach or Nerf	NO open flames
NO tree climbing	NO playing with branches
NO writing on the walls	NO climbing the fence

Day-to-Day Operations

NO DROP OFFS

WISH is a parent participation Co-op - not a drop-off center. You are responsible for your own children.

SAFETY MONITORS

There are safety monitors on duty to help your children move through the building safely however, they are not caregivers nor are they security guards who block assault – they are a visible presence to outsiders and students and do within reason what they can to enforce rules and “monitor safety.”

During ALL - WISH Events, safety monitors will **not** be on duty except as they may volunteer. Parents are expected to know where their children are and to participate in the event OR keep children with them for the duration of the event if they choose not to participate.

DAILY SCHEDULE

WISH meets weekly on Tuesdays, from 9:00 – 3:00 for two semesters each year. We offer 4-5 class periods and lunch. Classes are formed from a varying level of grades. Please see current course schedule to determine which classes are open to your students. Students need not attend all periods during the day, but we do not separate fees or status based on the number of periods attended. Students with an open period must stay with parent for that period in the designated study hall room or at the parent’s service assignment location, if applicable.

Students may only attend classes for which they are enrolled and at the appropriate grade level. Students may not visit other classes or participate in more than 1 class per hour. A student desiring to check-out a different class, must make arrangements at the administration desk.

Class descriptions are available on the website. Additional material fees, expected homework assignments, required

supplies are also listed for each class.

The day's schedule is as follows:

8:40 Doors open, greeting area in courtyard
only 8:55 Depart to classes

9:00 – 9:55	Period 1
10:00 – 10:55	Period 2 (10-11:30 jr/sr high)
11:00 – 11:55	Period 3
12:00 – 12:55	Lunch (11:30-12:30jr/sr high)
1:00 – 1:55	Period 4 (12:30-2:00 jr/sr high)
2:00 – 2:55	Period 5
3:00 – 3:45	Clean-up

Families not participating in clean-up should depart the facility by 3:15.

Different class times may apply depending on the current semester schedule.

SIGN IN/SIGN OUT

WISH requires parent/guardians to maintain responsibility for their student/students throughout the entire workshop program. Parent/guardian(s) must sign their students in and out daily in order to acknowledge their student(s)' participation in the WISH workshop program. This provides an accurate roster of contacts should there be an emergency. If someone other than yourself is temporarily overseeing your student while at WISH, he/she must check in with the Administration desk upon arrival and obtain a visitor badge. At no time, does WISH accept responsibility for your student.

LUNCH PERIOD

After the students eat, they will clear their eating area of trash and put their chairs away. Failure to keep courtyard clean may cause revocation of the usage privilege provided by church. Older students may have an altered lunch period depending on class scheduling.

Students 14 years and older may leave campus in pairs or groups during lunchtime ONLY if they have a signed permission slip on file.

Dress Code

WISH's Dress Policy is that students will dress modestly and tastefully- no offensive wording or pictures on clothing, undergarments are to be worn, stomachs and undergarments should be completely covered; no short shorts. Skirts should be long enough to be modest. No see-through clothing nor any nightwear will be worn to class. Students will refrain from wearing any body adornment that could be distracting to the community learning environment.

Students in violation of this policy will be asked to change clothing or leave the facility for the day.

Arrival/Departure

ARRIVAL

The building opens at 8:30 am. Parents and students not involved in set-up please stay in the courtyard until 8:55 at which time you may depart to classes. Students may not enter classrooms early.

Please do not enter classes if you are more than 10 minutes late. This is disturbing to the instruction and other students. Students may wait in the study hall area until their next class begins.

DEPARTURE

At the end of each day, there is a 15 minute greeting/discussion opportunity in the courtyard. We ask that all parents and students not involved in clean-up remove to this area upon completion of classes. The building will close at 3:45.

Student Responsibilities

Students must come to class prepared with the items necessary to learn and work in the individual workshops. Basic items such as notebooks, paper, pencils, pens and erasers should be brought to everyclass.

Students may not use electronic devices during class periods, including cell phones, ipads, ipods. These items must be turned off completely and stowed away during class time. Teacher's may confiscate any device brought out during class. Items may be retrieved by parents at the end of the day.

Some classes have homework assignments. Students should read the class descriptions in advance of registering and be prepared for the work described. Homework in these classes is considered an integral part of the class and it is unfair to other students when a teacher has to spend class time covering homework material because some students choose not to complete it. Therefore, any student consistently failing to complete homework assignments will be dropped from the class.

Conduct and Behavior

WISH is committed to nurturing a *Culture of Kindness*, both in reference to fellow students and the adult community. WISH participants, young and old, are expected to conduct themselves with respect, self-control, responsibility & accountability to themselves, others, and the physical facility.

Teachers, Parents and Students will:

- Show respect to teachers, facility, property and especially to people around them.
- Use appropriate language
- Show kindness to others
- Be attentive in classes and meetings
- Keep the facility clean and free of litter
- Turn off cell phones and other electrical devices while in classes (teachers excepted)

In the unfortunate event participants fail to comply with the Conduct and Behavior code, he/she will be subject to discipline action.

WISH reserves the right to suspend or dismiss any student for unsatisfactory conduct or for educational or medical concerns which are beyond the expertise of the staff or due to program incompatibility.

DISCIPLINE POLICY FOR MINOR VIOLATIONS:

1st Offense: Verbal Warning.

2nd Offense: Meeting with student and parent regardless of age of student. The parent/guardian and student will be asked to sign a statement of understanding describing the unacceptable behavior and future actions required.

3rd offense: Student will be suspended from WISH for two weeks. Should the parent be a teacher, the substitute teacher will be asked to lead any classes the teacher will miss. If the behavior persists, the student may be asked to leave WISH permanently without refund.

THE FOLLOWING BEHAVIOR ARE GROUNDS FOR PERMANENT AND IMMEDIATE EXPULSION FROM WISH

- Possession of any knife, gun, or other dangerous object of no reasonable use to the student.
- Unlawful possession of a controlled substance
- Robbery or extortion
- Assault or battery
- Harassment or threat to do harm to any WISH student, teacher, coordinator, or parent.

CLASSROOM DISRUPTION:

Though all students at WISH are encouraged to be their creative selves, they must still be respectful of the teacher and other students in the learning environment. If a student is finding classroom behavior expectations too difficult to conform to on a given day, he/she may be removed to the office for the remainder of the period. A review of acceptable behavior standards may be completed with the student and parent.

If the behavior persists, the parent/guardian and student may be asked to sign a statement of understanding describing the unacceptable behavior and future actions required. The parent/guardian may be required to attend all classes with the student for the next two workshop dates. Should the parent be a teacher, the substitute teacher will be asked to lead those classes the teacher will miss.

The teacher may choose to ask the student to leave the class permanently. The teacher may request a parent conference at any time. Parent may be asked to shadow student indefinitely.

Illness and Infectious Disease Policy

If you or your child is ill with an infectious disease (flu, strep, measles, lice, etc.) PLEASE STAY HOME. We are not just individuals, but a community that needs to care for and consider each other. Contact your substitute to handle your service tasks for the day.

Teacher Guide

CLEANING

Teachers should ensure classrooms are clean at the end of each period. All paint and other messy clean-up items should be washed in the utility sink, not in bathrooms. Cooking classes need to ensure proper disposal of refrigerated items each week. 2:00 teachers must ensure the children clean-up the classroom as per the church requirements. Clean-up inspectors will be by at 3:00 to make sure the kids have completed their clean-up assignments and class will be dismissed accordingly.

SCHEDULE CHANGES

A schedule change form must be completed by each student and approved by the Enrollment Director to add or drop classes. Class rosters are updated each week and provided to teachers. Teachers may not change class rosters independently.

ATTENDANCE

The administration desk assistant will take attendance each period.

CLASS DISCIPLINE

Teachers may confiscate personal items such as toys and electronics if student is using them in class. Items should be taken to the administration desk at the end of class. Teachers need to understand WISH discipline policy and adhere to it. Teachers should call the administration desk to have a disruptive student removed from class. Teachers may ask for a parent conference at any time.

STUDENT RELEASE

Students may not be released from class early. If a student needs to leave the class early, the parent must sign him/her out.

CURRICULUM

Teachers determine their own curriculum and program syllabus.

SUBSTITUTE

Teachers are responsible for ensuring a substitute teacher has been assigned for any absent and prepare the substitute teacher folder with appropriate instructional materials.

SUPPLIES

Teachers are required to submit a materials requirement list prior to first class period. Any special items needed for class must be approved by the designated Board member prior to purchase in order for teacher to receive reimbursement. WISH does not reimburse for standard supplies such as markers and paper. Consult the listing of available materials on the yahoo group before placing order.