SONRISE

HOMESCHOOL CO-OP

Parent and Student Handbook

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SONRISE HOMESCHOOL CO-OP

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SEPTEMBER 2026 UPDATES – Sonrise Board voted to add these to the Handbook 9/20/2026
Dress Code Policy – added to handbook
Non-Guardian Child Policy – added to handbook
Supervising Parent Responsibilities – added to handbook (had been Guardianship Policy, refined for more clarity, and renamed to differentiate from Non-Guardian Child Policy)

SONRISE HOMESCHOOL CO-OP

About Us

What is Sonrise Homeschool Co-op?

Sonrise Homeschool Co-op (Sonrise HC) is a Christ-centered cooperative dedicated to supporting homeschool families through high quality, biblically based programs focused on spiritual development, educational growth, and fellowship within a supportive and enriching environment.

Is Sonrise HC a Christian Co-op?

Yes. Sonrise HC was founded by Christian families and includes homeschool families from a variety of backgrounds. This is both a blessing and a challenge as there is a range of beliefs held under the label of "Christian." Despite the challenges diversity brings, there is also a huge blessing as Sonrise HC is a visible reminder that God is the ultimate authority. We are merely humble servants and children, seeking to honor our King. Ultimately, we are united in our belief in the biblical definition of a Christian – a follower of Jesus Christ who has surrendered his / her life to Him; a sinner saved by grace through accepting, believing, and confessing that Jesus Christ is Lord.

Who can join Sonrise HC?

Anyone can join. Sonrise HC does not require potential members be of the Christian faith to join. However, it is important for potential members to understand that we are going to pray, read from the Bible, sing about Jesus, and teach about Him. All teaching at Sonrise HC, both in and out of the classroom, is biblically based and encourages personal growth through faith in Jesus Christ. All members of Sonrise HC, from youngest to oldest, are taught and encouraged to uphold biblical and moral lifestyle standards as outlined in the Bible. Only members who have accepted eternal life through verbal confession of their belief in the redeeming salvation of Jesus Christ, are in complete support of Sonrise HC's Statement of Faith / Christian Conduct and can sign that they agree with and will not teach anything contrary to our Statement of Faith / Christian Conduct are allowed to serve as teachers or considered for leadership positions on Sonrise HC's Board of Directors. If you cannot sign our Statement of Faith / Christian Conduct, we have other areas where you can help within the co-op.

What Does Co-op Membership Include?

Sonrise Homeschool Co-op membership includes access to info about field trip opportunities, community events like picnics, potlucks, co-op parties, teen hangouts, playdates and Open House as well as access to our Google chat group, ability to purchase membership to participate in Friday School classes, Friday School Facebook page for adult members, and parent/teacher networking. Families must be members of Sonrise HC in order to purchase Friday School membership and enroll their children in Friday School classes.

Statement of Faith & Christian Conduct

Part A - Faith

Section 1. The Bible: We believe that the Bible is the written and authoritative Word of God. Inspired by the Holy Spirit, the Bible is completely truthful in all it affirms. It bears witness to Jesus Christ, the Living Word and is infallible in its purposes. While reason, experience, and tradition together with the Bible serve to inform truth and life, the Scriptures are the primary and final authority in the rule of faith and practice. (II Timothy 3:16-17; I Peter 1:23 - 25; Hebrews 4:12)

Section 2. God: We believe in one God, creator of all things, who has existed from all eternity and revealed Himself in three persons, the Father, the Son, and the Holy Spirit. These three are one in eternity, deity, and purpose; everlasting, of infinite power, wisdom, and goodness. (Genesis 1:1-2:22; Psalms 90:2; Psalms 102:25-27; I Timothy 1:17; John 1:1-2; 8:58; Hebrews 1:8; Revelations 1:8; Romans 1:20; Matthew 3:16-17; 2 Corinthians 13:14)

Section 3. Jesus Christ: We believe in the incarnation and virgin birth of Jesus Christ who came into the world in human flesh to reveal the Father, being fully God and full man, except without sin. Jesus is the reflection of God's glory and the express image of the Father. Jesus, together with the Father and the Holy Spirit, is the Creator of all things. We further believe that in Christ dwells all the fullness of the Godhead bodily, and that He is our savior, the one perfect mediator between God and humanity. We acknowledge that Jesus Christ is Lord over all things in heaven and in earth, and under the earth. (I Corinthians 15:3-4; Acts 1:3; John 1:1-2 & 14; I Timothy 3:16; Acts 7:37-38; Philippians 2:9-11; Hebrews 9:14; Micah 5:2)

Section 4. Christ's Resurrection and Imminent Return: We believe in Jesus Christ's sinless life, miracles, substitutionary death, bodily resurrection, and His ascension into Heaven. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection. He will return in power and glory to judge all people. As His return may occur at any moment, the believer's response is joyous expectation, watchfulness, and diligence. We anticipate His return at which time there will be a new heaven and a new earth, a resurrection of those who are lost to eternal death and those who are saved to eternal life. (1 Corinthians 15:3-4; Acts 1:3, 11; 3:19-21; Romans 6:23; Ephesians 2:8-9; Daniel 7:14; Revelation 14:6, 20:4; 21:3-8, 22:1-5)

Section 5. The Holy Spirit: We believe that the ministry of the Holy Spirit is being manifested in the Church through the fruit of the Spirit. The gifts of the Holy Spirit are operative in the Church today in order for the Church to experience the fullness of God. We believe in the sanctifying work of the Holy Spirit that begins at regeneration. The Holy Spirit continually empowers a believer to live a holy life like Christ. The evidence of the work of the Holy Spirit is a person's obedient response to the Word of God, a Christlike life of holiness and manifesting the fruits of the Holy Spirit. (John 15:26; 16:14; Ephesians 5:18-21; Galatians 5:22-23; I Corinthians 12:11; John 16:13)

Section 6. The Creation of the Universe and Humanity: We believe that the universe and all living things (including man), were made by the direct creative acts of God within the 6 (six) literal 24-hour days as described in the book of Genesis. Any biological changes that have occurred since the Creation week have done so within the original created kinds. The special Creation of Adam and Eve in the image of God, and their subsequent fall into sin is the basis for our belief in the necessity of a Savior for all mankind. We believe that humanity was created by a direct act of God, innocent and morally free with the responsibility

to choose between good and evil, right, and wrong. All people are created by God and in His image and have the same inherent rights regardless of race, gender, or color. (Genesis 1-2; Romans 5:1719)

Section 7. The Fall of Humanity: We believe that all men are in violation of God's righteous requirements and His holy character both by nature and act. Through disobedience, humanity fell from a state of righteousness and holiness into total depravity, a state of sinfulness, unable in their own strength to obtain a right relationship with God and restore His image within. (Romans 5:12-21; I Corinthians 15:1-4; Romans 3:23; 5:12; Ephesians 2:1-2)

Section 8. Satan: We believe in the reality and personality of Satan, a fallen creation of God, who was defeated by Christ through His death, burial, and resurrection. Christ has given authority over Satan to the Church. (Matthew 28:18-20; Job 1:7; Matthew 4:1-11; Ephesians 1:19-23; Colossians 2:15)

Section 9. Repentance: We believe that repentance is the result of the convicting work of the Holy Spirit in the lives of believers and non - believers. The conviction of the Holy Spirit, which often accompanies the preaching of the Gospel of Jesus Christ, will result in the revelation of one's sinfulness which should lead to remorse. Remorse causes us to turn away from sin and selfishness and to accept the free gift of forgiveness through faith in Christ. (II Corinthians 7:10; Psalms 51; Acts 11:18; II Timothy 2:25; Matthew 9:12-13; 1 John 1:9)

Section 10. Justification: We believe that repentance and faith in the Lord Jesus Christ results in justification whereby the believer, through faith in the atoning work of Jesus Christ, is accounted as righteous and made free from the guilt and the penalty of their sins. (Romans 5:1-9; 3:21-26, 28; 5:8-9; Luke 22:20)

Section 11. Salvation: We believe that by a new relationship with Jesus Christ one is born again and is a new creation. With a new life and a new spiritual nature capable of faith, love, and obedience to Christ, the old life is past, and the new life is begun. 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 Jesus Christ alone. (Acts 13:38-39; Romans 6:23; Ephesians 2:8-9; John 5:24; II Corinthians 5:17; Colossians 3:9-10; Titus 3:4 -5)

Section 12. Restoration: We believe in divine restoration to the image of God for the whole person. This restoration was obtained through the atonement in Christ's sacrificial death and, by faith, brings healing and wholeness in mind, body, soul, and spirit. Although Christians may grieve the Holy Spirit, God's grace is sufficient for those who humbly repent, accept the correction of the Holy Spirit, trust the advocacy of Jesus and mend their relationships. (Romans 8:11; I Peter 2:24-25; I John 1:9; Isaiah 53:4-5)

Section 13. Baptism: We believe that water baptism is a sacrament, commanded by our Lord Jesus, administered to believers as a declaration of their faith in Jesus Christ as Savior, and a symbol of the new covenant of grace. (Acts 2:38; Romans 6:4)

Section 14. The Lord's Supper: We believe that the Lord's Supper is a sacrament of our redemption by Christ's death. To those who rightly, worthily, and with faith receive it, the bread and the cup is a symbolic partaking of the body and blood of Christ, in remembrance of His life, death, and resurrection.
The supper is also a symbol of the love and unity that Christians have among themselves. (Mark 14:2224; John 6:53-58; I Corinthians 5:7-8; 11:23-29)

Section 15. The Church: The Church is the Body of Christ in the world. In worship the Church comes together to meet the holy God and to respond in obedience and love. In witness, the Church makes known the good news of Christ throughout the local community and to the ends of the earth, calling the lost to repentance and faith. In making disciples, converts are brought into the body, baptized, trained and equipped for service to Christ. In fellowship, redeemed people experience their oneness in Christ by sharing in one another's lives with love and concern. In service, the Church corporately cares for the needs of its own and others. The Body of Christ may corporately join together in specific geographic areas in what is referred to as local churches. These local churches are manifestations of the larger Body of Christ and reflect through their various traditions and history the nature of discipleship and growth toward Christlikeness. (Acts 1:8; Matthew 28:18-20; Ephesians 4:11-13; Acts 2:42; 26:17)

Part B - Christian Conduct

Section 1. Worship: Christians are called to the regular practice of public worship first for glorifying God, and for the edification and salvation of people. Worship should be in the language of the people and should guard against centering upon personality, performance, or object, instead calling those participating to draw near to God with their whole being. (Psalms 150; Acts 24:14)

Section 2. Financial Giving: The Scriptures provide a pattern for financial support of the Church through tithing, which should be expected of all believers, as well as through special offerings, as one is able and compelled, as a means to provide for specific needs as well as to express love for God, and to obey the command to care for the poor. Giving tithes and offerings should be practiced continually by all believers and are outward expressions of the unity of the church as it joins together in support of the work of God in the world. (Genesis 14:18-20; 28:20-22; Proverbs 11:24, 25, Malachi 3:8-10; Matthew 23:23; Luke 11:42; I Corinthians 16:22; II Corinthians 8:7; 9:6-9)

Section 3. Benevolence: Scriptures are clear concerning helping those in need. We are encouraged to do good to all people as we have opportunity, with a special emphasis upon caring for those who profess to be fellow Christians, especially those of our own fellowship of believers. This is true for the local church as an organization as well as for the individual members of the church. (Proverbs 25:21; Proverbs 28:27; Isaiah 58:10; Acts 20:35; Galatians 6:10; I Timothy 6:18-19)

Section 4. Marriage and Family: At creation God instituted marriage for the well-being of humanity and procreation. Marriage is an institution of God described singularly as the lifelong and exclusive union of one man and one woman in a faithful relationship that the Scriptures call "one flesh." Marriage is the only proper setting for sexual intimacy. Scriptures require purity before and faithfulness within marriage. Likewise, the Bible condemns all unnatural sexual behavior such as incest, child molestation, homosexual activity, bestiality, and prostitution. It clearly renounces as sinful, behaviors such as adultery, fornication, bisexual conduct, pornography, or any attempt to alter one's gender. A healthy marriage should provide a loving, life-giving context for raising children in the fear and instruction of the Lord. It is the foundation of the family, the basic structure of society. (Genesis 2:24; Matthew 19:4-6; Mark 10:6-9; Ephesians 5:2233; I Corinthians 6:18-19; I Thessalonians 4:3)

Section 5. Guidance and Biblical Counsel: The Body of Christ has spiritual resources for those seeking help. The chief resources are the renewing power of the Holy Spirit, the Word, prayer, sacraments, counsel, support, and Christian community. Through these, God can bring healing and reconciliation. Such care and nurture of people is offered in programs through the wisdom, counsel, and support of those who are gifted

and mature in faith. (Proverbs 12:18, 13:10; 15:22; 20:5; John 16:13; Romans 15:14; Galatians 6:1-2; Colossians 1:28; 3:16; II Timothy 3:16-17)

Section 6. Discipline: We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person is to be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes are unacceptable. It is within this context and with this mindset that Scriptural discipline is to be conducted. Discipline of board members, teachers, volunteers, and general members administered in truth and love, in a spirit of meekness and confidentiality provides for the restoration of the one subject to the discipline and hence the strengthening of the community. The steps of discipline are according to the pattern of Scripture: private confrontation, private confrontation with witnesses, meeting with an appropriate oversight group, review by the board or it's designees for judgment leading to restoration or separation. (Matthew 18:15-20; Galatians 6:1; Romans 16:17; II John 9-11; I Corinthians 5; II Corinthians 2:6-8; I Timothy 5:20)

Part C – Conclusion

As ministers for Jesus Christ, we seek to be instruments of discipleship by developing the lives of youth to assume leadership and influence in culture through Christ-like lives of service in excellence. We draw upon the consensual wisdom of a variety of churches whose experience and wisdom may inform us for greater effectiveness in our calling.

About Friday School

What is Friday School?

Friday School is a one-day homeschool co-op that is at the heart of our program. It meets for two sessions each year: one in the fall and one in the spring. This format assists parents as a complement to their own homeschooling. Both the fall and spring sessions are eight weeks, with a break partway through the spring session only (Clark County school districts' spring break Friday off as well as Good Friday off IF Good Friday falls on a Friday that is NOT during spring break). Please see our website's calendar for specific dates. Friday School begins at 8:30 a.m. with chapel and announcements. We offer three standard blocks of classes beginning at 9:00 a.m. and ending at 12:00 p.m. We conclude our Friday School day with a social hour, which ends at 1:00 p.m.

Chapel

All Friday School participants are required to attend morning chapel each week. Important announcements, a time of devotion, prayer, and worship will occur during chapel. This is the heart of our Friday School, where families come to worship and learn together.

Snack

You are welcome to send a small snack with your child to eat during B block, if they need the extra boost. There are NO drinks with dyes / juice allowed (for mess purposes). Also, we are a nut-free facility, so please do NOT bring snacks with nuts or seeds (this includes peanut butter!). If a child brings a snack with nuts, the teacher will have them put it away in their backpack to eat when they get home. Each teacher's class roster lets them know if there is a child who has an allergy (as long you have provided this information on your membership application), but it is also wise to talk to each of your child's teachers personally about any allergies. Ultimately, YOU are responsible for communicating.

Teaching at Friday School

Only members who have accepted eternal life through verbal confession of their belief in the redeeming salvation of Jesus Christ, are in complete support of Sonrise HC's Statement of Faith / Christian Conduct, and can sign that they have read, agree with, and will not teach anything contrary to our Statement of Faith / Christian Conduct are allowed to serve as teachers.

In order to teach, teachers need to fill out the teacher application online, which is sent to the Education Coordinator. Due dates for teacher applications for each session are located on Sonrise HC's calendar. Families who turn in their application by the due dates and have their class approved will earn "Early Registration" status. All classes are approved by the Board of Directors.

Friday School classes (types of classes, age ranges, etc.) vary each session based upon the classes parents volunteer to teach. When designing classes, we ask that teachers create eight-week classes. On the application, teachers choose a possible age range, set a supply fee, write a short description of their class as well as include a brief outline of their class. Teachers also will note any homework guidelines on the application, if applicable. All the class information is posted to the "Class Matrix" on Sonrise HC's website approximately a week before Student Class Registration.

Sonrise HC requires teachers to be at least 18 years of age, and that they teach students who are at least 3 years younger than themselves (i.e., a 19 year old can teach students up to age 16.)

On some occasions, we have allowed students under the age of 18 to teach a class as a "Teen Teacher." Teen Teachers will be given a certificate for 16 volunteer hours (8 prep / plan hours; 8 teaching hours) at the end of the session. The Friday School Education Coordinator will consider an application from a student if he/she meets the following requirements:

- The student is at least 16 years old.
- The student's parent is willing to actively supervise the student teacher and the class.
- The student has been a member in good standing for two semesters, minimum.
- The student is applying to teach a class for students who are at least three years younger than themselves (i.e., a 16 year old would teach a class for students up to 13 years of age).

Student and Parent Registration

Student Class Registration

Friday School classes are filled on a first-come, first-served basis. Please check the website for registration dates and times for each session. While we would love for all families to be able to participate, we require the oldest participating student to be at least seven years old by September 1st of the Friday School year in order to register your family for classes.

On the day of registration, priority for registering for classes is as follows:

1. Board Members
2. Teachers and Families with Early Registration Status Jobs
3. All other Friday School families

In order to register for a class, each student aged 6 or older must be within the set age range by the first day of Friday School for that session. Children (age 0-6 by September 1st) are placed in self-contained classes. These classrooms for younger children are designed to be year-long, meaning children will remain in their classroom for the duration of the Friday School year (both fall and spring sessions).

All Friday School students must be in a class (on a class roster) for all three blocks of classes. There are no free blocks allowed. This means students may not sit in the hall, with their parents, or be outside. Rather, they must be registered in a class for each block. Students age 12+ have an option of volunteering to be a Teen Helper in a class if they would like to serve, earn eight volunteer hours, or are choosing to not take a class for one block. If a student needs to arrive late or leave early due to outside circumstances, this needs to be pre-approved by the board. If a student needs to leave early, he/she must remain in a class until the approved time and then leave the campus immediately.

Please note that classes have a minimum number of students required or that class will be cancelled. If a class is full, there is not a waiting list. Teachers do not have the ability to accept extra students to a full class. Any decision to open classes to more students is made by the Board of Directors after considering the need and any restrictions.

Parent Participation

1) Teacher / Parent Helper Position – Each participating family will have one parent who is assigned a position at the school for two of the three standard class blocks at Friday School. Parents can choose to apply to teach a class for one or two blocks of the Friday School session. If the parent is not teaching for two blocks, or if he/she teaches only one block, the parent will register for a parent helper position either in a classroom, as a hall monitor or outside monitor, as a floater (substitute), or wherever is deemed necessary by the Staffing Coordinator. Parent Helper Registration will always be scheduled during the week after Student Class Registration and is completed online.

> Examples for Parent Helper Registration:
> Mrs. Casey teaches two classes. She will already be placed in her two classes and her block off.
>
> Mrs. Casey teaches one class during A block. She will sign up to be a parent helper in a second class as well as for one block off (for her B and C blocks).
>
> Mrs. Casey decides not to teach this session. She will sign up to be a parent helper in two classes as well as for one block off.

2) Co-op Chore – Every family will participate by signing up for 3 “Co-op Chores" (a chore to keep our facilities clean and functioning and two chores to assist with co-op events) via Sign-Up Genius (link will be emailed as well as on Sonrise HC’s website at the same time as Parent Helper Registration each session). Our co-op functions because we all help. There are a variety of chores available at different times to accommodate family needs. Many of these chores are designed with the whole family in mind. All sign-ups are first come, first served.

A few chores, which require 8-16 or more hours of work each session, are available and earn the family "Early Registration" status for registration. If you complete your “Early Registration” status chore well during one session, you will have first choice to continue that chore the following session.

3) Parent Break Room Snacks – Each participating family will sign up via Sign-Up Genius (link will be emailed as well as on Sonrise HC’s website at the same time as Parent Helper Registration each session) to bring a snack one week for the Parent Break Room. This is where parents have time to fellowship during their block off. There are many options for types of foods for which to sign up!

Parent Break Room

Parent Break Room is a place where parents can visit during their free time. During your block off come to the Parent Break Room to eat, chat, as well as hear about and sign up for special events. Sign-up for bringing snacks for the adults is during the week after Student Class Registration via Sign-Up Genius.

Financial Aspects of Co-op

Financial Responsibilities

Two Membership Options:

$20 Communication Membership, from date of joining to July 31st of the following year

- Communication Membership allows the family access to Sonrise emails, and all Facebook communication, field trips and events organized by our Event Coordinators or member families, park dates, teen hangout times, mom connections, and family get-togethers.

$120 All-Access Membership, from date of joining to July 31st of the following year

- All-Access Friday School Membership includes the benefits of Communication membership, but also has the added bonus of joining the Friday School in the fall and spring. Friday School classes will have supply fees due at a later time, depending on the type of class. There tend to be events such as Open House, hang out times right after Friday School, etc. where the Friday School families have more opportunity to interact.

The All-Access Membership fee is due by the date set by the board for each session. Payment secures your membership.

Class Fees:

$4 Admin Fee

- Each Friday School class has an Admin Fee attached. Admin Fees are used to pay for copies, events, insurance, etc.

$0-35 Supply Fee

- Each Friday School class may have a Supply Fee. Supply Fees are determined by the teachers. Teachers buy their own supplies for their class and are reimbursed from their
- Supply Fee budget (# of students registered for the class x supply fee = teacher budget)

All class fees are due no later than one week prior to the start of Friday School. Registration is not complete, and class participation cannot begin until full payment is received, or a payment plan has been approved by the Treasurer.

All classes are finalized the Monday after Student Class Registration. At that point all teachers are given access to their class roster and supply fee budget. There can be no changes to student enrollment after this point. If a class change is approved after this point by the board, the parent will pay the supply fee of the class the child is moving out of, plus the supply fee for the class the child in which the child is enrolling.

Refunds

If for some reason a family or student needs to drop out of Friday School or change classes prior to or during a Friday School session, all fees are forfeited. This includes membership fees as well as admin and supply fees for all classes in which students are enrolled.

Scholarships

It is our desire that finances never keep a family from participating in Sonrise HC's Friday School. Class fee scholarships are available. A full scholarship is defined as a maximum of $36 per child, per session. You may obtain a scholarship application by downloading the "Scholarship Request" form from our website. Applications must be sent to the Treasurer no later than a week after registration, by mail or email. All scholarships forms need to be approved by the board prior to the start of classes.

Sonrise Policies

Adult-to-Child Supervision Policy

To ensure the safety and protection of children, and to maintain accountability and transparency in all child-related activities, at no time should one adult be alone with a single child who is not their own child.

The following supervision ratios must be observed in all areas of the church facility, classes, Sonrise-sponsored activities, programs, or settings involving children:

- A minimum of two background checked adults are required to be in each classroom setting for Friday School classes.
- A minimum of two background checked adults must be present when accompanying (or escorting) only one child to their parent / guardian or to the restroom.

This policy applies to all members and guests involved in activities where children are present.

This policy is designed to:

- Protect children from potential harm.
- Protect adults from false accusations.
- Promote a safe, transparent, and accountable environment for all participants.

Enforcement:
Violations of this policy may result in disciplinary action, including removal from the activity, event or the co-op as a whole.

Background Check Policy

We value the safety of the parents and children attending Friday School. We want to take prudent measures to attempt to safeguard people and assets from potential harm. Therefore, Sonrise HC requires all adults (people age 18+) attending Friday school to have a current background check on file before the Friday School session begins. Initially, each adult will fill out the background check form linked on the website.

Background checks are done by Protect My Ministry (PMM). PMM specializes in national background checks for churches and other ministries.

Bathroom Policy

To ensure the safety, privacy, and well-being of all children and members, the following bathroom and diapering procedures are to be followed at all times:

Lambs (Nursery, Ages 0–2) and Turtles (Ages 1–3) Diaper Changes:

- Diapering must be done in an open area.
- One background checked adult changes the diaper while a second background checked adult remains within eyesight at all times.
- Only authorized adults may change diapers—no teens or minors are allowed to assist.

Turtles (Ages 1–3) and Tigers (Ages 3–5) Toilet Use:

- Children who are potty-trained or toilet-training will use the designated preschool restroom.
- Only one student is permitted in the restroom at a time.
- A background checked adult must stand outside the restroom door while the child uses the toilet.
- If a child requests help or has an accident:
  - Two background checked adults must assist the child.
  - If the space is too small for both adults to be inside (i.e., small single bathroom or stall, one may assist the child while the second adult remains directly outside the open door.

Lions (Ages 4–6) Bathroom Trips:

- One background checked adult may accompany two or more students to the larger main restrooms.
- If only one student needs to use the restroom, two background checked adults must accompany the child.
- Use Hall Monitors or Outside Monitors to take the student(s) to the restroom so class is left with two background checked adults present.

Students Ages 6+

- Students may go to the restroom one at a time, at the teacher's discretion and only with teacher permission.
- Students must use the restroom and return promptly.
- Teachers should be aware of who is out of the classroom at all times.

Teen Teachers / Teen Helpers

- Teens may NOT change diapers.
- Teens may only enter the single preschool restroom if their own younger sibling needs help.
- Teens may not accompany other children to the restroom.

General Rules for All

- No Cell Phones are allowed in any bathroom or diapering area—for both adults and students.
- All members and guests are expected to uphold these procedures to ensure child safety and appropriate supervision.

Cell Phone Policy

At Sonrise, we use cell phones in ways that show respect and courtesy to others. Phones stay put away during class, between classes, and in the restroom. During social hours and events, we use them responsibly—always being present, respectful, and honoring to everyone.

Friday School / 8:30am-12pm

For Students

Sonrise is a cell phone free place, unless approved by a teacher or in an emergency, from the start of chapel to the end of the Friday School classes (A, B & C blocks) as well as hall / passing time in between classes.

For Adults

Set the example and never be on phones in the classroom except in an emergency or as required / requested by class or teacher. Keep personal phone use to break room or car only.

For Teachers
A class may require cell phone use for students. The teacher may give permission for cell phones to be used. Without this, however, cell phones are ALWAYS assumed as against the Sonrise policy.

When students do not follow this policy -
- 1st offense - Adult will ask student to put phone away
- 2nd offense (in same class) - Adult will ask hall monitor to go get student's guardian. Because cell phone rules are being broken, the cell phone will be given to the guardian.
- 3rd + offense - The board will be contacted to talk to the guardian. A plan will be made where the cell phone can stay with the guardian or if there are future offenses, the guardian may be asked to keep the student at home.

Friday School Social Hour (12-1pm) and all Sonrise Social Events
- Cell phones are approved to be at Friday School but encouraged to be put away.
- All content must agree with Sonrise's statement of faith and handbook. For example, from the handbook: *Student behavior expectations always treat everyone courteously and with respect.* If a student is not respecting another student with their cell phones, then a supervising adult should step in.

For Adult Supervisor
- 1st offense - Adult at event asks the student to put their phone away.
- 2nd offense - Adult will contact the student's guardian. The phone will be given to the guardian.
- 3rd offense - The board will be contacted to talk to the guardian. A plan will be made where the cell phone can stay with the guardian, OR if there are future offenses, the guardian may be asked to keep the child at home.

For Parent/Guardian
Please remind your kids to stay off their phones and not use other people's phones. Parents/guardians are responsible for keeping an eye on their child's phone use. If you see something inappropriate or concerning, let the board and/or the guardian know right away.

Clean Up Policy
We are guests at Hillcrest Church of the Nazarene. Because of this, we want to be good stewards by leaving the building even cleaner than we found it. Every week each class will spend time cleaning their C block classroom. Cleaning up is the responsibility of the students under the supervision of the teacher. All of the following must be complete before any students are allowed to leave:
- ALL the chairs, tables, doorknobs, and counters need to be wiped down, whether or not they look dirty.
- All trash cans need to be emptied, and trash is to be taken to a black garbage bin.
- Vacuum the entire carpet in the classroom, whether or not it looks dirty. If there is a linoleum floor, please sweep the dirt and debris onto the carpet and then vacuum it up.
- All furniture needs to be arranged to look EXACTLY like the photo in the classroom folder.
- Any furniture that has been moved into your classroom needs to be moved back to its original location. (There will be a notation on the whiteboard or in your room folder in your room if this is the case.)

A cleaning bucket can be found either inside each room or outside the room in the hallway, and specific room instructions will be in your classroom folder. Make every effort to complete the classroom cleanup

instructions, check them off, and turn in your classroom folder to the Parent Break Room after C block each week. Please encourage your children to take part without being asked.

Dress Code Policy

At Sonrise Homeschool Co-op, we seek to create a welcoming, respectful, and Christ-centered community where our words, actions, and choices reflect consideration for those around us. This includes dressing in a way that demonstrates modesty, respects ourselves and others, and helps keep the focus on fellowship, learning, and participation.

Because styles and clothing trends change, it is impossible to address every situation in a written policy. The following guidelines establish our general expectations but are not intended to be an exhaustive list.

General Guidelines

Students, parents, instructors, and volunteers are expected to wear clothing that:

- Provides appropriate coverage during normal activities, including sitting, bending, reaching, and participating in recreation.
- Fully covers undergarments.
- Covers the chest, midriff, buttocks, and upper thighs.
- Fits in a way that provides reasonable coverage and is not excessively revealing.
- Is appropriate for a Christian, family-centered environment that includes children and adults of a wide range of ages.
- Includes a shirt or top at all times, including during athletic, exercise, and recreational activities.

The following are not appropriate for Sonrise activities:

- Clothing that exposes the midriff or significant cleavage.
- Tops with very narrow straps, very low necklines, very low-cut sides, oversized or deeply cut armholes, or open backs that do not provide appropriate coverage of the chest and torso.
- Shorts, skirts, or dresses that do not provide reasonable coverage of the upper thigh and buttocks.
- Clothing that is excessively sheer or see-through unless appropriate clothing is worn underneath.
- Clothing or accessories displaying profanity, sexual content, drug or alcohol references, violent or disturbing imagery, or messages contrary to Sonrise's Christian, family-centered environment.
- Clothing that creates a safety concern for a particular class or activity.

Leggings and other close-fitting athletic clothing may be worn when they provide appropriate coverage and are suitable for the activity.

Activities and Classes

Some classes may require additional clothing or footwear for safety or participation. Athletic activities, science classes, cooking classes, performances, or classes using tools or equipment may have additional requirements. Instructors or Sonrise leadership may communicate these expectations as needed.

Shirts or tops are required during all Sonrise activities. "Shirts and skins" or other shirtless participation is not permitted for athletic, exercise, or recreational activities.

Leadership Discretion

No dress code can anticipate every style, garment, or circumstance. Sonrise leadership reserves the right to determine whether clothing is appropriate for our co-op environment and may establish additional or more specific dress requirements when needed.

If clothing does not meet Sonrise expectations, the student or parent may be asked to make an adjustment, such as adding another layer or changing clothing, before returning to the activity. Dress-code concerns will be addressed as privately and respectfully as possible.

Our intention is not to focus unnecessarily on anyone's appearance, but to encourage choices that reflect modesty, consideration for others, and our shared desire to honor God in the Sonrise community.

Non-Guardian Child Policy

Sonrise Homeschool Co-op is built on a **parent-and-child participation model**. A foundational expectation of our co-op is that a parent or legal guardian remains on-site and participates alongside their own children during Sonrise activities. This shared involvement helps us build the Christ-centered, family-focused community that makes Sonrise unique.

For this reason, families may **not routinely bring or assume responsibility for additional children for whom they are not the parent or legal guardian**. Sonrise is not intended to function as a drop-off program, and participation is generally limited to children attending with their own parent or legal guardian.

Exceptions

We recognize that life happens. Illness, family emergencies, work obligations, or other unexpected circumstances may occasionally make it difficult for a parent to attend with their child.

In these situations, a family may request permission for their child to attend under the supervision of another participating Sonrise adult. **Exceptions will be considered on a case-by-case basis and must be approved by Sonrise leadership in advance.** Approval for one occasion does not establish permission for future occasions or an ongoing arrangement.

Sonrise leadership may consider factors such as the child's age, the circumstances of the request, the number of children already under the supervising adult's care, the activities scheduled for that day, and any safety or supervision concerns.

Additional Children and Guests

We understand that there may be occasions when a Sonrise family needs or would like to bring a child who is not currently enrolled in Sonrise, such as a sibling who is normally in school, a visiting family member, or another guest.

Children who are not enrolled Sonrise participants may attend with their own parent or legal guardian with prior notice to Sonrise leadership. Advance notice allows us to know who is in the building, determine where the child can participate, and communicate with instructors as needed. Depending on the child's age, available space, scheduled activities, or other circumstances, Sonrise leadership may place limits on participation or determine that a particular day or activity cannot accommodate additional children.

Children who are not enrolled Sonrise participants and who are **not attending with their own parent or legal guardian** may not be brought under another family's supervision without prior approval from Sonrise leadership. This includes friends, relatives, neighbors, or other guests.

Likewise, children from another Sonrise family whose parent or legal guardian will not be present must follow the exception process outlined above.

Sonrise leadership reserves the right to establish additional restrictions or decline an arrangement when necessary to maintain appropriate supervision, safety, insurance requirements, facility expectations, class capacity, or the parent-participation model of the co-op.

Our desire is to extend grace when families encounter unusual circumstances and to welcome occasional family needs when we are able, while also protecting the cooperative, family-centered structure to which all Sonrise families have committed.

Pick Up Policy

We ask that students seven years old or under wait in their C block classroom until they are picked up by their parent. Older siblings may pick up younger siblings if the parent pre-arranges this. If the pick-up person is not the parent and will be consistent, a note of who is to pick up the child may be made on the label on the back of the child's name tag.

After finishing your C block classroom cleanup duties, please gather your youngest children first. The nursery and toddler teachers cannot finish cleaning their rooms until these children have been picked up. Teachers - Do NOT release students until 12:00 p.m. after the classroom has been completely cleaned AND the bell has been rung. Work with your parent helper(s) to stagger picking up your own children without leaving your students unattended. Remember, we all have to wait for each other to pick up students, so please postpone your chatting or social time until you have picked up your children, turned in your name tags, and checked your family folder.

Supervising Parent Policy and Responsibilities

When Sonrise leadership approves an exception allowing a child to attend without their parent or legal guardian, another participating Sonrise parent must agree to serve as the child's **Supervising Parent for the day**.

The Supervising Parent is not assuming legal guardianship of the child but is agreeing to act in place of the child's parent for the purposes of supervision, discipline, communication, and responding to concerns that arise during the Sonrise day.

By agreeing to serve as a Supervising Parent, the adult accepts responsibility for the child in the following areas:

Discipline and Behavior

The Supervising Parent is responsible for addressing behavioral or disciplinary concerns involving the child.

If an instructor, volunteer, or Sonrise leader requests assistance with the child's behavior, the Supervising Parent is expected to respond promptly and take appropriate action. This may include speaking with the child, removing the child from a class or activity, contacting the child's parent, or arranging for the child to leave Sonrise.

Sonrise instructors and volunteers should not be expected to assume the disciplinary responsibilities that would ordinarily belong to the child's parent.

Illness, Injury, or Other Concerns
If the child becomes ill, is injured, or has another issue requiring parental attention, the Supervising Parent is expected to respond promptly.

The Supervising Parent is responsible for contacting the child's parent when appropriate and assisting with arrangements for the child to leave Sonrise if the child is unable to continue participating.

In the event of a serious illness, injury, or emergency, Sonrise leadership may contact emergency services immediately while the Supervising Parent or leadership attempts to reach the child's parent.

Parents are responsible for making sure the Supervising Parent is aware of any important medical information, allergies, or other concerns that may affect the child's care while at Sonrise.

Communication
Clear communication between the **parent, Supervising Parent, and Sonrise leadership** is essential.
The parent must:

- Make arrangements with the Supervising Parent before the co-op day and receive any required approval from Sonrise leadership.
- Provide the Supervising Parent with current contact information and any information necessary to appropriately care for the child.
- Remain reasonably available by phone during Sonrise.
- Be prepared to pick up the child or make other arrangements if requested by the Supervising Parent or Sonrise leadership.

The Supervising Parent must:

- Be available to instructors and Sonrise leadership throughout the co-op day.
- Communicate behavioral, medical, or other significant concerns to the child's parents.
- Communicate with Sonrise leadership when a situation requires additional assistance or may affect the child's continued participation that day.

Sonrise leadership should be informed of significant disciplinary, medical, or other concerns that arise while a child is attending under the care of a Supervising Parent.
Serving as a Supervising Parent for another family's child is a meaningful responsibility. Our goal is to extend grace when families need occasional assistance while maintaining the parent-participation model, clear communication, and care for one another that are central to the Sonrise community.

Visitors/Guests Policy

No unregistered children or adults may attend Friday School classes. However, occasional visitors are allowed. Please notify a Board Member prior to bringing a visitor. For security reasons you must log in your guests via the Visitor Log Book (located at the check-in table near the family folders). They will need to wear a yellow visitor badge and stay with you.

If you would like your guest to participate in a class with your child(ren), please contact the Education Coordinator before Thursday of that week. The Education Coordinator will check with each teacher in

advance for permission to place any extra student(s) in their class as well as to determine if there are enough materials available.

Wellness Policy

The parent attending Friday School should be able to assess their children and themselves before coming to Friday School, avoiding bringing a child or coming themselves if they have any of the following symptoms:

- Temperature of 100 degrees Fahrenheit or higher
- Body aches
- Rash
- Green or murky discharge from the nose or eyes
- Vomiting and/or diarrhea
- Head lice
- Productive cough with fever or sore throat

Expectations

Student Expectations

- Always treat everyone courteously and with respect.
- Respect the property of Hillcrest Church of the Nazarene. Bless the church by taking care of the building and property as well as cleaning up after yourself and others.
- Come to all classes prepared to learn and participate, having completed any assigned work.
- Any public display of boyfriend/girlfriend relationships is not acceptable at any co-op sponsored event.
- Dress modestly (both boys and girls). Our dress code quote is: "Raise your hands and touch your toes. If anything shows, go change your clothes." This means there should not be skin showing between pants/shorts/skirt and shirt, nor should cleavage or rear ends be visible. Shorts and skirts should be long enough that the person's fingers do not hang below the shorts or skirt when shoulders are relaxed.
- All Friday School students must attend all three blocks of classes. There are no free blocks allowed. If a student needs to arrive late or leave early, this needs to be pre-approved by the board. If a student needs to leave early, he/she must remain in a class until the approved time and then leave the campus immediately.
- Walk between classes and in the church building before and after Friday School.

Student Expectations - Discipline

We are a Christian co-op and believe it honors God when our students are obedient to adults and respectful of their fellow students.

At the beginning of each session, each teacher will explain class rules to the students so that they understand what is expected of them during their Friday School class.

If a student is disruptive or shows a lack of respect for others in a Friday School class, the following process will take place:

- First Offense: The student receives a clear warning from the teacher or other adult.
- Second Offense: The student is removed from the class and taken to his/her parent for supervision.
- Third Offense: The student and parent will meet with two Board members to see if the student desires to remain part of Friday School. If the student continues to have disruptive issues in class, the parent will be asked to remove the student for the remainder of the term, without a refund of fees.

If a student is destructive to supplies or property (in a class or anywhere on the campus) or if a student hurts another person (student or adult) at Friday School or any co-op sponsored event:

- First Offense: An incident report will be filed with the board and the parent(s) of the student will be contacted. Corrective action will be determined and agreed upon by all parties.
- Second Offense: An incident report will be filed with the board and the parent(s) of the student will be contacted. The student and parent will meet with two Board members to see if the student desires to remain part of Friday School. Corrective action will be determined, including suspension from Friday School for a determined number of weeks or up to permanent expulsion, without a refund of fees.

Important Note: If a student's infraction is of a more serious nature, the corrective action may skip ahead to a more severe discipline up to and including permanent expulsion from Friday School. These would be decided on a case-by-case basis by the Board of Sonrise.

Friday School Information

Absenteeism

Please do not miss Friday School unless you or one of your children is ill. Children who are not sick may come with their other parent or background checked family member if some of the family need to stay home because of sickness. The background checked adult should be willing to assist wherever assigned by the Staffing Coordinator. If there is a highly contagious illness in your family, however, please keep everyone home. As soon as you are aware that you will not be able to attend, please text the Staffing Coordinator.

Emergency Procedures

In the event of an emergency, please evacuate the building via the exit marked on your classroom fire safety diagram that can be found in your classroom folder. Do NOT attempt to reunite with your children prior to exiting. Make your way to the northwest corner of the field or as far from the building as possible. Complete emergency procedures can be found in the classroom folders. Once all Friday School attendees are accounted for, you may reunite with your own children.

Family Folders

Each registered family is provided with a Family Folder. We keep these folders in crates on a table that we set out each week in the church foyer. Our family folders act as our "inter-office mail." Feel free to use these to drop notes to friends, communicate with leadership, as well as for teacher thank you notes.

On Friday mornings, you will find your name tags in your folders. Be sure to stop at the family folders when you first arrive before 8:30 a.m. to eliminate distractions during worship. At the end of the day, return your family's name tags to your folder and pick up any mail that may have been placed there.

Hall/Outside Monitors

Another parent helper position, besides being a teacher or parent helper in a class, is to sign up to be a hall or outside monitor in blocks A, B, or C. Hall and outside monitors are the co-op's eyes and ears during class time. They will be given a brightly colored safety vest for visibility, a notebook that identifies where each student or parent can be located during that block, and will ring the school bell to start and end classes for each block.

The hall or outside monitor is there to help students and guests find their classrooms, help teachers locate parents, assist little ones to and from the bathroom as needed, contact leadership with any problems (as they arise), reroute those without name tags to the Visitor Log Book, and ring the school bell.

Name Tags

Name tags are stored in your family folder. Adults and children must wear their name tags every Friday where anyone can see them (not on the bottom of their shirt, their backpack or other low visibility location). We also ask that students do not wear lanyards. Adults may wear lanyards if they are not red. Red lanyards and name tags designate a Board member. Please DO NOT take your name tags home. Return them to your family folder at the end of the Friday School day.

Broken name tags and clips, due to normal wear and tear, are replaced at no cost. Please put a note and the broken tag in the Membership Coordinator's family folder. If a new clip is needed, they are located in the Name Tag coordinator's family folder.

"Sonrise HC Friday School" Private Facebook Page

Our private Facebook page is for current Sonrise members (communication and all-access) only.

Facebook will feature Sonrise–sponsored events only. In addition, any requests for class materials or questions about classes as well as Friday School celebrations/photos are encouraged. Homeschool-related questions are also welcome. Our private Facebook page will be moderated by our Membership Coordinator.

Snow Days/Closures

In the event of snow, we follow Vancouver School District's snow closures. When possible, any cancellations will be posted at www.sonrisehc.org and emailed before 7:30 a.m. the morning of classes. If classes in the Vancouver School District are delayed 2 hours or cancelled, Friday School will not meet. We understand that many Friday School families live outside of the Vancouver School District. Please use your best discretion when deciding whether it is safe for your family to drive to Friday School. If Friday School is in session, but it is not safe for you to drive, please contact the Staffing Coordinator as soon as possible to let him/her know of your absence.

Sonrise Events

Events – Sonrise Sponsored

We plan many events for our communication and Friday School members. These can be hang-out times, field trips, park days, pumpkin patch, ice skating, graduation, any fundraisers for Sonrise-sponsored events, etc. All Sonrise sponsored events and fundraisers will be put on our website calendar, announced in our Parent Break Room (when Friday School is in session), put on the Friday School Facebook page, and emailed out to all communication members as well as all-access members.

Events - Non-Sonrise Sponsored

Members may announce non-Sonrise led events and fundraisers for one day only (during all three blocks) in the parent breakroom. They may leave printed material or items on the Community Support Table in the parent breakroom.

All non-Sonrise sponsored events can be sent out by the family advertising the event on the forum. Forum guidelines – Nothing political or demeaning. We do allow get togethers, family updates, Meal Trains, fundraisers, prayer requests, other ministry opportunities, for sale items. Our forum will be moderated by our Communications / Technology Coordinator.