

First Class Clark County East (FC3E)

Friday School

Parent & Student Handbook

Chapel – 9 to 10:25 a.m.

Block A – 9:30 to 10:25 a.m

Block B – 10:30 to 11:35 a.m

Block C – 11:40 a.m to 12:45 p.m.

Additional Volunteer Cleanup 2x per semester 12:45-1:45 p.m.

FC3E Friday School Leadership

- **Co-Director-** Trisha Fyfe fc3eregister@gmail.com, 503-320-8989, or Slack
- **Co-Director-** Lindsey Orueta, 206-445-3997, or Slack
- **Bookkeeper-** Jill Levesque, 360-433-1385, or Slack
- **Class Coordinator-** Lisa Vinson, 360-690-6836, or Slack
- **Onboarding Class Coordinator-** Angie Zarzana
- **Staffing Coordinator-** Melissa Cummins, 360-600-4713 TEXT IF YOU WILL BE ABSENT!
- **Events Coordinator-** Stephanie Weaver

TABLE OF CONTENTS

WELCOME & COMMUNITY

Statement of Faith & FC3E and Friday School Defined	4
---	---

FRIDAY SCHOOL SCHEDULE

Friday School Schedule	5
------------------------------	---

STUDENT CONDUCT & COMMUNITY STANDARDS

Student Expectations	5
Dress and Conduct	5
Importance of Modesty	6
Electronics & Cell Phone Policy	6
Physical Boundaries	6
Zero Tolerance Conduct	6
Words & Relationships	7
Stewardship & Respect	7

DISCIPLINE POLICY

Preventive Discipline	8
Corrective Discipline	8
Serious or Ongoing Behavior	8
Incident Documentation	8

PARENT EXPECTATIONS & RESPONSIBILITIES

Stay Informed	9
Support Our Co-op's Harmony	9
Be Ready to Help	9
Supervise Your Children	9
Parent Participation / "No Drop Off" Rule	9
Absenteeism	10
Guardianship	10
Guests	10

SAFETY & SECURITY

Background Checks	10
Open Door Policy	10
Bathroom Policy	11
Physical Contact	11
Facility Safety	11-12
Accidents & Emergencies	12
Medical Concerns & Accidents	12
Fire / Evacuation Procedures	12

REGISTRATION & FINANCES

Class Registration	13
Special Needs	13
Financial Responsibility	13
Scholarships	13
Refund Policy	14

TEACHING & VOLUNTEERING

Teaching at Friday School	14
Student Teachers	14
Teacher Assistants	14
Substitute Teachers	15

FRIDAY SCHOOL PROCEDURES

Morning Check-In	15
Chapel	15
Directory	15
Pickup Procedures	16
Elementary and Older Students Kindergarten, Pre-K, and Nursery	
Inclement Weather	16

HEALTH, WELLNESS & SNACKS

Wellness Policy	16
Student Snacks	17
Parent Snacks	17

FACILITY CARE & CLEANUP

Clean Up Policy	17
Classroom Reset – Block C	17-18
Whole Building Set-Up and Cleanup	18

HANDBOOK ACKNOWLEDGEMENT

Acknowledgement Form	19
----------------------------	----

Statement of Faith

We believe:

- The Bible is the inspired, infallible, and authoritative Word of God. (2 Timothy 3:16-17; 2 Peter 1:21)
- God has existed from all eternity in three Persons: God the Father, God the Son, and God the Holy Spirit. (Matthew 3:16-17; 2 Corinthians 13:14)
- Jesus was God and came in human flesh, being fully God and fully man, except without sin. (John 1:1-2,14)
- All men are in violation of God's righteous requirements and His holy character both by nature and act. (Romans 3:23 and 5:12; Ephesians 2:1-2)
- 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. (1 Corinthians 15:3-4; Acts 1:3)
- Salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. (Acts 13:38-39; Romans 6:23; Ephesians 2:8-9)

*****Anyone who teaches at FC3E not only attests that they agree with this statement, but also agrees not to teach doctrine in conflict with the above.*****

FC3E and Friday School Defined

FC3E (First Class Clark County East) has a ministry vision to walk alongside and partner with homeschool families to enrich their students' education in a community that encourages their daily transformation to become more like Jesus.

We are partnered with Firmly Planted Homeschool Resource Center (FPHRC) to share the facility and resources that have been donated to benefit homeschooling in Clark County.

Membership in FC3E is for families, which we define as the parent(s) and their legal children, who are homeschooling. FC3E accepts families for membership primarily based on space availability, and secondly, based on need for community. Due to the limited space, all families must have at least one child in 1st grade or higher.

Friday School is the heart of FC3E's homeschool cooperative, designed to complement families' home education while building a Christ-centered community. We meet for two 10-week sessions each year—one in the fall and one in the spring.

Friday School Schedule

Each Friday begins at **9:00 a.m.** with chapel and announcements, followed by three blocks of classes.

Block A	9:30–10:25 am	55 min	Standard instructional time
Block B	10:30–11:35 am.	65 min	Includes a 10-minute snack break
Block C	11:40–12:45 pm	65 min	Includes a 10-minute classroom cleanup from 12:35-45

Students must enroll in one class per block. All classes are designed to be engaging, age-appropriate, and spiritually enriching—encouraging students to grow in knowledge, character, and faith. The final block ends at **12:45 p.m.**, after which families are free to continue their day or connect informally offsite.

Student Expectations

- Honor the space we've been given by treating it with care and respect.
- Keep our community strong by following guidelines communicated to you verbally and in print.
- Treat everyone in our community with respect and care.
- Come prepared to learn, engage, and support our community spirit in class.
- Your words, actions, and dress reflect the values of our community.
- Set a Godly example for younger students and help sharpen your peers by choosing respect and integrity in all you do.

Dress and Conduct

Friday School is a unique and distinctive social setting. We believe that a Christian's appearance and conduct are a demonstrative part of his or her testimony, should reflect Biblical standards, and should always be pleasing to God and uncompromising of our Christian values. How an individual behaves and dresses also reflects the philosophy and standards of the group he/she represents. We wish to convey through our membership a message of obedience to God's Word.

I Corinthians 10:31–33 "So, whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks, or the church of God—even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved."

Therefore, it is in this spirit that we ask all members and their guests at Friday School or an FC3E-sponsored event to abide by the following guidelines:

Modesty is important for all members

- Tops should cover the midriff.
- Low-cut, strapless, or backless dresses and tops are not acceptable.
- Skirts and dresses should be modest in length. Shorts are permitted, but should not be too short. Parents please help determine appropriateness of length.
- Shirts should not have inappropriate slogans, words, or pictures.
- We trust parents to help guide and uphold these standards *with* their student(s). Our goal is not rigid enforcement, but a shared commitment to honoring God through our choices and setting a respectful tone for the whole community.

Electronics and Potential Weapons

- Students should not use or have out any electronic devices (including phones, tablets, etc.) during Friday School hours 9-12:45.
 - To respect our teachers' time and build intentional connections with peers, **we have a NO CELL PHONE policy for ALL students during our Friday School hours, 9 a.m. to 12:45 p.m.** This includes during Chapel and in all three blocks of classes.
 - If they are needed in class, the teacher will notify leadership ahead of time for an exception.
- Students should not bring or use pocketknives, lighters, or weapons of any kind unless authorized by a teacher or responsible adult during class time for instructional purposes.

Physical Boundaries

Out of awareness of the culture we're living in, and in keeping with our Christ-centered values, we ask middle school and high school students to avoid physical displays of affection such as hand-holding, lap-sitting, or cuddling—regardless of gender. These boundaries help us maintain a respectful, distraction-free environment where everyone feels safe and focused.

Zero Tolerance Conduct

The following conduct is strictly prohibited:

- Possession, use, or distribution of alcohol, illegal drugs, or unauthorized controlled substances
- Sexual harassment, including physical, verbal, written, electronic conduct, jokes or name calling.
- Threats, intimidation, or acts of violence
- Bullying and/or cyberbullying including inappropriate, threatening, or abusive communication through Slack or any other electronic platform

Reports of zero-tolerance conduct will be addressed immediately. No prior warning is required. A participant may be suspended from group activities while the matter is reviewed. Confirmed violations may result in removal from the program, without a refund of fees, along with any other action deemed necessary to protect the safety and well-being of participants.

Words and Relationships

As a Christ-centered community, we are called to build one another up through our words. Name-calling, mocking, or making fun of someone's opinion does not reflect love or respect. Even playful teasing can unintentionally offend. Let's speak with grace, choosing words that strengthen and encourage.

Speak with Kindness

- Words matter.
- Sarcasm, exclusionary comments, or subtle putdowns—even when said jokingly—can cause real hurt.

Include Others

- Everyone deserves to feel welcome.
- Whispering, eye-rolling, or intentionally leaving someone out of a group or activity is not acceptable.

Celebrate Differences

- We honor each person's unique personality, background, and ideas.
- Making fun of someone's interests, appearance, or opinions is never okay.

Own Your Impact

- If someone expresses that they've been hurt by your words or actions, listen with humility.
- Intent doesn't erase impact.

Support One Another

- If you see someone being treated unfairly, speak up or seek help from a teacher or leader.
- Silence can feel like agreement.

Reach Out for Help

- If you feel excluded, hurt, or unsure how to respond to someone's behavior, please talk to a teacher or leader.
- We're here to listen, support, and help restore peace.

*** If a pattern of unkind or exclusionary behavior continues after being addressed by leadership or teachers, the student will be asked to join their parents for the remainder of the day. If it is a continued problem beyond that, we will have to look at whether the student is a good fit for our community. ***

Stewardship and Respect

- Respect the facilities we are allowed to use and leave them in better condition than when we arrived.
- Please ask what you can do to help clean up after an event is finished.
- Please honor and respect those in authority at events.

Discipline Policy

We are a Christian co-op and believe it honors God when our students are obedient to adults and respectful of their fellow students. If a student is disruptive, we make every effort to use **preventive discipline** first. When preventive discipline is insufficient, corrective measures will be implemented.

When other students, teachers, assistants, or Leadership are involved, and it is determined that we must move from preventative to corrective measures that are serious or ongoing, Friday School Leadership will document these incidents using a Friday School Incident Form which will be filed in our secured, confidential family folders. This documentation will be used to gather information related to situations that may require follow-up with students and parents, or to determine next steps for situations. A copy will be given to, and gone over with, parents.

Preventive Discipline

- Creating a loving, caring, and fun environment
- Focusing on positive actions
- Being fair and consistent with children
- Maintaining a close watch on actions to help redirect behaviors before an issue arises (*Assistants can make a huge difference in the classroom here!*)

Corrective Discipline

- Handling any issues individually by pulling the child aside and correcting them privately, rather than in front of the entire class, when possible
- Explaining to children why the behavior is unacceptable and telling them what is acceptable
- Explaining the consequences of unacceptable behavior
- At no time do we want to demean or berate a child, use language that is not edifying, or use corporal punishment to discipline a child
- A volunteer may, at any point they deem necessary, text a parent or guardian to return and speak with their child, or take their child with them for the remainder of the class

Serious or Ongoing Behavior

If a child has displayed intentional, aggressive behavior, we will immediately contact a parent or guardian to come and speak with their child, and if necessary, remove them from the classroom.

If a student continues to have discipline issues, the parent will be asked to remove the student for the remainder of the term, without a refund of fees.

Parent Expectations & Responsibilities

To function as a cooperative, FC3E expects parents to uphold the following responsibilities:

Stay Informed

- Read all materials provided.
- Our co-op uses **Slack as the primary method of communication**, supplemented by weekly email updates. Parents are expected to monitor **both forums** consistently to remain informed and responsive. fc3e.org has additional resources such as a calendar and family directory.

Support our Co-op's Harmony

- Follow the policies and plans of action in place.
- A smooth and harmonious co-op experience depends on everyone working together.
- **Note:** Friday School often begins to feel like a second home—which is wonderful. However, this can lead to families feeling like they're the exception. ***You are not the exception to the rule.***

Be Ready to Help

- Come prepared to assist where needed.
- “Many hands make light work”—your presence and willingness make a big difference.
- **As a cooperative, we rely on every family to contribute. Our community thrives when each member takes ownership of the work that makes Friday School possible—from setup and cleanup to classroom support and hallway supervision. When we all show up, we all benefit.**

Supervise Your Children

- Parents are responsible for their children **before, during and after Friday School**.
- Students must be supervised when not in class.

Parent Participation/ “No Drop Off” Rule

Because Friday School is organized as a cooperative effort by the parents, it is necessary to enforce the “no drop off” rule. Friday School is not a drop off situation— meaning that **every child enrolled must have a participating parent who is at Friday School the entire time that the child is there**. Each participating parent will be assigned two blocks of assisting and/or teaching roles. If the parent is not a teacher, then he/she will be assigned to be a helper either in a classroom, as hall monitor, as a substitute, etc. Parents may select positions they wish to assist with at the time of their child's Friday School registration.

Absenteeism

Please do not miss Friday School unless you or one of your children is ill or you/your family have something scheduled in advance. If your spouse has a background check on file and is willing to fill your assistant role, he/she can bring your "well" children if you need to stay home because of sickness. If there is a highly contagious illness in your family, however, please keep ALL family members home. As soon as you are aware that you will not be able to attend, please text or call our Staffing Coordinator. These notifications should be sent out by the night before we have classes unless in the case of an emergency. It is difficult to rework the entire schedule to ensure coverage last minute Friday morning!

Guardianship

In limited situations both short and long-term, FC3E does allow a transfer of guardianship to another registered parent. There must be extenuating family circumstances to qualify for this service. Guardianships must be pre-approved by the Leadership Team and acceptance is on a case-by-case basis. A Request for Guardianship form can be downloaded from the form section of the FC3E website. Due to staffing needs, only children 1st grade or higher can be considered for guardianship. Please note, if you yourself will be absent on a Friday School class day, please do not send your student(s) with another family UNLESS this guardianship form is completed and PRE-APPROVED by leadership.

Guests

No unregistered children or adults may attend Friday School classes regularly. However, occasional visitors are allowed **if approved by leadership before the day of attendance**. For security reasons, guests must be signed in and wear a visitor badge during their visit. You are responsible for your guests and their behavior at all times. They may not wander the halls or visit classes on their own. If your guests are students and plan to participate in a class, please contact that class' teacher in advance for permission and to determine if there are enough materials available (please do not rely on leadership to do this).

Safety & Security

Background Checks

The safety and well-being of all our participants is of utmost importance to us. We require that all regular adult participants in Friday School undergo a background check every 2 years and have it kept on file. As a precaution, and to ensure strict accountability, please follow these guidelines:

Open Door Policy

All interactions between children and volunteers must occur in locations where others can observe what is happening. This is essential for safety and accountability.

- Classrooms without windows must keep doors open for visibility and safety.
- Classrooms with only one adult present (no assistant) should keep doors open when possible.

Bathroom Policy

- Only adult **female volunteers** should assist with bathroom needs, including diapering.
- In the **babies and toddlers' rooms**, diapers are changed as needed in the room.
- In the **preschool through kindergarten class**, all children should be potty-trained and not require assistance with toileting.
 - On occasion, they may ask for help. Female teachers may provide **minimal verbal assistance** only. Parents will be notified to help when possible or needed.
 - The bathroom door must remain open.
 - Children are to clean their bodies independently. If additional help is needed, notify the parent.
- **Grade school children (6+)** may use the bathroom in groups of at least two students.
 - For younger grades, it's preferable to take the whole class for a bathroom break when possible.
 - If a child needs assistance, the parent must be notified.
- **Teens** may use the bathroom **one at a time**.
- Teachers should send one student at a time and have the other wait until the first returns.

Physical Contact

In our commitment to protect our children and those who care for them, we recognize that appropriate touch is part of a positive, nurturing environment. Using good judgment, the following are appropriate ways to touch kids:

- An arm around the shoulder
- Walking hand in hand
- Carrying small children piggy-back
- Short congratulatory or greeting hugs
- A brief, assuring pat on the back or shoulder
- Handshakes, high fives, or knuckles
- **Please, no lap sitting in grade school and above.** Physical contact in any form should be above reproach. Do not force physical contact, touch, or affection on a reluctant child.

Facility Safety

The location where we meet is undergoing ongoing changes, remodels, and upgrades. It is also a shared space used for many purposes, with unique and fragile equipment.

For these reasons:

- Children must not wander freely around the building.
- Horseplay is not permitted at any time.
- Students should remain in designated areas for their classes and before/after classes.
- Students must walk between classes—no running is allowed in hallways.

To support safety, we have:

- Surveillance cameras throughout the facility
- An emergency lockdown protocol
- Clearly marked emergency exit doors
- Rosters for each classroom/teacher to ensure class participants are accounted for
- Name tags to ensure easy identification of participants and guests

Accidents & Emergencies

While we try to keep risks to a minimum, accidents do happen. As the activity of a class increases, so does the risk. By registering your child(ren) in classes you acknowledge and accept all risks involved. Some classes will require an additional liability form to be signed by the parent before participation is allowed. FC3E and FPHRC are not responsible to pay for any medical treatment required because of class participation or activity at any event sponsored by these organizations. Anyone enrolled in Friday School will be required to have a signed release and waiver on file before participation is allowed.

Emergency Procedures Medical Concerns/Accidents

- Bumps, bruises, bites, scrapes and cuts are all injuries that can be handled in the room.
- There are first aid kits located throughout the building and in the Friday School closet.
- Immediately report any medical needs or concerns to leadership.
- Leadership will decide if 911 should be called and will make the call.
- Remain calm and divert the attention of the other children.
- The victim should be kept quiet and still.
- Do not attempt to move a severely injured person unless in imminent danger.

Fire/Evacuation

- If fire alarm sounds and evacuation is required, teachers, take your class roster with you.
- Evacuation instructions are posted on each floor. Lead your students in an orderly fashion to the nearest exit and meet in the **field on the west side of the building**.
- All kids are to stay with their class and will not be released to their parents until an all clear has been given by the fire department and everyone has returned to the classroom or another appropriate space, following leadership and/or fire department instructions.
- Do not attempt to put out a fire yourself unless judgment to do so is unquestionable and presents no possible danger to anyone present.

Registration & Finances

Registration

Class registration takes place online and instructions will be available on our website before registration opens. Our classes are filled on a first-come, first-serve basis, and teachers are given the opportunity to register the day before the rest of the co-op. When a class is full, it will be closed. Waitlists are available for some classes, but even if your child's name is on a waitlist, he/she must still be registered in a class for each block. In addition, if a class minimum is not met, the class may be cancelled, and you will be contacted with another option. Please note the registration dates and times of each term, as registration deadlines are firm.

Special Needs

If you have a child with a special need, whether it's a handicap, a learning disability, an allergy, or any issue that requires other special attention, please fill out a special needs interactive form online, found on our website www.fc3e.org. These forms go to our class coordinator and will be forwarded to your child's teachers for reference. Given the nature of our program, a cooperative learning environment, you (as the parent) are encouraged to talk with any or all of your students' teachers to discuss ideas, questions, or concerns. Leadership is here to help facilitate those conversations as needed, but should not be exclusively relied on to handle all student needs or parent concerns.

Financial Responsibility

Because FC3E Friday School is a program that falls under Firmly Planted Homeschool Resource Center, a current \$100 per year annual FPHRC membership is required to register for, and participate in, Friday School classes.

In addition, FC3E Friday School fees also include:

- A \$25 background check fee, payable to FPHRC (for each adult regularly attending Friday School and assisting students). This is good for two years.
- A \$10 annual fee per family for membership on our website, Homeschool Life.
- A \$5 per class, per student class admin fee (for a total of \$15 per child per semester)
- Varying class material fees. These are determined by the teacher and noted on class descriptions.

**Total tuition depends upon the number of children you have enrolled/classes enrolled in. All fees are due at registration and can be paid online via PayPal or FPHRC depending on the fee, or by check/cash to FC3E.

Scholarships

It is our desire that finances never keep a family from participating in FC3E. Because of this, scholarships and payment plans are available on a limited basis. You may obtain a scholarship application or payment plan form by downloading the form(s) from our website, www.fc3e.org. Please return the completed application to the Director at fc3eregister@gmail.com or in person. All scholarship forms and payment plans need to be approved by the Director before completing registration.

Refund Policy

If for some reason a family or student needs to drop out of Friday School, instructor and material fees may be forfeited. The \$5 per student, per class admin fee will be refunded through the first week of classes. After the first class, and beginning on the Sunday of the second week, NO fees will be refunded.

Teaching & Volunteering

Teaching at Friday School

If you are currently homeschooling, you have discovered something wonderful about your calling: You are a teacher! Friday School is a great opportunity for you to bless your children and other children by doing just that. At Friday School you have the chance to share with the students an area of study that you enjoy. While parents are not required to teach, we are dependent on their willingness to do so to offer a variety of classes for students. We ask all teachers or prospective teachers to sign a Christian, non-denominational Statement of Faith when they submit their class idea for review. All teachers in our co-op are current members of the co-op who have attended for at least one semester.

Student Teachers

On some occasions, we have allowed students to teach any class they feel they have an expertise in. We will consider an application from a student if he/she meets the following requirements:

- The student is at least 15 years old.
- A parent or approved adult assistant is willing to actively supervise the student teacher/class.
- The student has been a member in good standing for a minimum of two semesters.
- **Student teacher applications and an interview process may be implemented**

Teacher Assistants

If you are assigned to assist in a classroom, it is essential that you get involved, whether you know the material or not. The teacher will need you to help maintain discipline, encourage student participation, assist in dispersing materials, and monitor the clock. Not sure where or how to help? Try these ideas:

- Volunteer to take attendance for the class each day.
- Watch for the students needing help (students chatting with others, wandering, looking discouraged/sad/upset often benefit from someone just sitting near them or checking in).
- Organize or assist with bathroom breaks (please see our Bathroom Policy in the handbook).
- Walk around the room and check in on each student (encouraging words about progress or behavior are always special to hear from adults).
- Just ask! Teachers often have ideas of how assistants can best help.

Substitute Teachers

During times of illness, it may become necessary to pull parents from their “off” block to cover for missing teachers. We make every effort to limit this sacrifice to once per semester. In the case of many families, we often have a pool of substitutes on the schedule to pull from first. Nevertheless, sometimes we still need you. Thank you in advance for your willingness to help out!

****If you are a current teacher and find yourself unable to teach your class, please contact your assistant teacher and arrange with them to lead the class that day. All teachers should have a back-up lesson plan available that is easily followed just for such a time. When you contact the Staffing Coordinator, let her know of your arrangements. ****

Friday School Procedures

Morning Check-in (8:40-9 a.m.)

When you arrive on Friday mornings, please do the following:

1. If you are a volunteer bringing parent-snacks, drop these off on the cart in the lobby. Don't forget to add notes so we can get your food/dishes/utensils back to you!
2. Next, stop at our check-in table and check your family folder.
 - You'll find name tags for each member of the family to wear. NAME TAGS MUST BE WORN IN A CLEARLY VISIBLE PLACE BY ALL FRIDAY SCHOOL PARTICIPANT AT ALL TIMES.
 - Also check for substitution notices and/or flyers, notes, etc.
3. Once you have your nametags, join us in the auditorium to prepare for Chapel.
4. Students can head to the table for morning drawing check in before 8:55. Only one entry for the morning raffle per person each Friday. Please be in your seats and ready for chapel to begin at 9 a.m.

****If you are a teacher during Block A, please plan to come early enough to drop off materials for your class before Chapel, and then come join us in the auditorium!****

Chapel

All Friday School adult and student participants are required to attend morning Chapel in the auditorium from 9-9:25 a.m. This is a time for important announcements, devotions or messages, encouragement, prayer, and worship. Many times our students are leading or assisting during this time. Please be there!

Directory

If you need to get a hold of another member, you can locate their contact information on our website, fc3e.org, using the family directory. This information is available to our current, registered co-op families only and we ask that you respect members' privacy by not passing out personal information to others outside the co-op.

Pickup Policy

To ensure a smooth and safe dismissal process, please follow the procedures outlined below:

Elementary and Older Students

At the end of Block C, after cleaning and resetting your classroom, teachers should walk their students to the auditorium. Parents, please gather your children from the auditorium and exit the building by 1 p.m. If you are cleaning, head to the cleaning table by 12:55 p.m.

Kindergarten, Pre-K, and Nursery

Teachers and assistants in these classes will remain in their classrooms until parents arrive to pick up their children. You are welcome to switch (one adult gathers children and brings back, then the other).

Parents: Please make every effort to pick up your younger children promptly so their teachers can gather their own families and exit the building by 1 p.m. Your timeliness helps us honor everyone's personal family time and maintain a peaceful end to our day.

Inclement Weather

In the event of inclement weather, classes may be canceled for the day. Cancellations will be posted on Slack by 7:30 am the morning of classes.

Health, Wellness, & Snacks

Wellness Policy

Please keep your family home from Friday School if **any member** of your family has any of the following:

- Temperature of 100 degrees F or higher
- Green or murky discharge from the nose or eyes
- Rash
- Vomiting and/or diarrhea within the past 24 hours
- Productive cough with fever or sore throat
- Head lice

******Out of respect for this community that we share, please teach your children to cough or sneeze into a tissue or other appropriate place instead of their hands. Proper hand washing with warm water, soap and scrubbing will be our best prevention against spreading germs to any of our families. ******

Snacks

Student Snacks

Please pack a **small, NUT-FREE snack** for *each* of your children to eat during Block B. Cleaning volunteers, consider bringing extra snacks for after classes. Be sure to mark all containers with your child's name. Also keep in mind the constraints of this short snack time and look for snacks that are:

- Easy to open and eat
- Mess free- lots of crumbs or sticky snacks are super hard to clean up quickly!
- Low sugar and fairly healthy- the goal is to energize and refocus students

****Some of our smallest members have severe allergies. While we do ask everyone to bring nut-free student snacks, note that we are NOT a completely nut-free zone. If your child has an allergy, please take the necessary precautions and notify each of their teachers of the allergy.****

Parent Snacks

The parent break area is in the Family Lounge and is designed for parents not assisting/teaching to gather for refreshments and networking. If you are off, come join us to eat, chat, check the lost & found, and check out the free table. Every parent is asked to sign up and bring *parent-only* snacks twice each semester. The teacher snacks are for parents only and are not meant for students.

If you are off in block C, please assist in cleaning the snack area in the last 10 minutes of the block.

Facility Care & Clean Up

Clean Up Policy

As guests of our facility, we aspire to be good stewards by leaving the building cleaner than we found it.

Classroom Reset- Block C

Every Friday, each class will spend 10 minutes cleaning their Block C classroom (12:35-45). Each room should have paper towels, cleaning spray and (if needed) white board cleaner. **Clean-up is the responsibility of the students under the supervision of the teacher and assistants.**

Instruction should finish by 12:35 p.m. to ensure this time can be used as intended:

- Block C teachers- focus on clean-up of your class materials
- Block C assistants- please use the Reset checklist to help students with the following:
 - Reset all furniture, tables and chairs according to the pictures in the room.
 - Wipe down chairs, tables and counters, whether it looks to you like it has been dirtied or not.
 - Erase all whiteboards. At the request of the resource center, we ask that **only teachers or assistants use the whiteboard cleaner to clean the board when necessary.**

- Empty trash cans and place bags of trash in the hall.
- Sweep or vacuum if able and needed- ESPECIALLY in PRE K and K classrooms
- When the above is complete, please walk students to the auditorium. ****please bring the attendance rosters and classroom signage with to the auditorium****

Please keep in mind that if you leave just one task unfinished, it really slows down the clean-up and lock-up effort. It is essential (and appreciated!) that everyone makes cleanup a priority. Please encourage your own kids not to wait to be asked to take part in the clean-up effort.

Whole Building Set-up and Clean-up

The building will be open by 8:40 for any Block A teacher who needs to bring materials in. Please ensure that your own students are in Chapel or with you, and also plan to finish dropping off materials and join us in Chapel by 9 a.m.

Separate from the 10 minutes of classroom reset at the end of Block C, each family will stay after to assist in a more thorough building clean-up TWO times per semester. We always appreciate if older children participate in cleaning alongside the attending parent. All students that are not helping with cleaning will be supervised in the Nursery/Staff Lounge. **Any families not assisting in cleaning that week are asked to exit the building by 1pm.**

Theater Families

After Friday School Procedures (for FPHRC Theater Families attending class at 2pm and/or block D Friday School Theater classes)

Families participating in Theater after Friday School should meet their students in the auditorium after Friday School and make a plan for the transition period between **12:45–1:50 p.m.**

During this transition (12:45–1:50 p.m.):

- Parents are ultimately responsible for their students; Friday School does not offer supervision.
- The auditorium is available for Theater students to enter for class **at 1:50 p.m.**
- Theater families may leave campus and return at 1:50 p.m.
- Theater families/students may stay on campus if they adhere to the following:
 - A parent must remain onsite in the family lounge or outside **with** your student/siblings, **or**
 - A parent-approved guardian must remain onsite in the family lounge or outside **with** your student (guardians must be noted on a Theater roster available in the family lounge each day).
 - There is no drop-off for Theater classes until 1:50 p.m. A parent or appointed guardian remains on site until 1:50 p.m., or parents take their student off site (home, park, to get food). If a student leaves the Center and comes back prior to this time, they must have a parent or guardian.
- The Family Lounge is only available 12:45–1:50 p.m. for the following Friday School situations:
 - Theater students and their parent/families remaining onsite
 - Theater students with an approved guardian remaining onsite
 - Friday School Leadership students

Handbook Acknowledgement Form

Thank you for reading the FC3E Parent/Student Handbook. After reading the Parent/Student Handbook, please discuss any information that is appropriate with your student(s). Please sign the acknowledgement below (both parents/legal guardian and all student(s) able and return this page to FC3E leadership.

Parent Acknowledgement

As a parent or guardian of a FC3E Friday School student, I acknowledge the Parent/Student Handbook and the policies contained within are available to me on fc3e.org and as a physical copy when requested.

I have read and reviewed the handbook with my students in an effort to fully understand all FC3E Friday School policies and procedures, student, parent, and volunteer expectations and responsibilities, schedules, and reminders. I understand that FC3E is a Christ-centered, volunteer-run community, and we are called to build one another up. I will take responsibility for my part in this by following all conduct guidelines, expectations, and volunteer requirements as highlighted in the Parent/Student handbook.

I understand that we are participating in a volunteer-run co-op, and with that, comes a responsibility to fully participate when and where needed to help our Friday School day run smoothly. This includes before/during/after Friday School at all Friday School events and gatherings.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Student(s) Signature(s) _____

