

Homeschool Community Co-op

Policies and Procedures

Revised May 2022

Homeschool Community Co-op is an inclusive co-op for homeschooling families in Johnson County, south Tarrant county, and surrounding communities. We are a parent-led and parent-taught, cooperative group, meeting to provide both academic and elective classes for homeschoolers of all ages.

Location

Our Co-op meets at the First Baptist Church, Crowley located at 400 S Eagle Dr, Crowley.

Meeting Times

The full Co-op meets on Tuesday afternoons from 11:00-3:20 pm. Co-op will consist of lunch, three 55 minute classes, and a check-in and clean-up period:

Lunch	11:00-11:45
Check In	11:45-12:00
Hour One	12:00-12:55
Hour Two	1:00-1:55
Hour Three	2:00-2:55
Clean Up	3:00-3:20

Classes on Tuesday afternoons range from preschool through high school. Parents (or an approved substitute) must be on campus and involved for all class hours, including the check-in and cleanup periods. Please speak to co-op directors prior to enrolling, if you

have special circumstances.

We highly recommend coming to the lunch hour, as it will be an opportunity for the students to socialize with friends, and we also offer weekly lunch clubs for extra fun.

We also offer additional, optional morning classes. These classes meet on Tuesday mornings from 9:00am-11:00am.

Some morning classes are 2 hours long and some are 1 hour. These classes are optional, additional classes and afternoon co-op participants are not required to enroll in these classes.

The Fall Semester will begin August 23rd and will meet for 13 weeks, ending on November 15th.

We will have an Orientation Meeting/Meet the Teacher event on August 16th.

We will hold a Fall Co-op Showcase, with date to be announced later.

The Spring Semester will begin on January 17th and will end on April 25th. (Spring Dates tentative, and will include a Spring Break aligned with local schools)

Co-op Style

One of the missions of our co-op is to provide a relatively low-cost co-op option for homeschooling families. One of the primary ways we are able to accomplish this goal is by having parents who are very involved in the co-op. Our co-op is completely parent-led

and taught, and therefore parents are required to be on campus at all times during the co-op hours. Parents are also required to volunteer to teach, assist with classes or to fulfill other volunteer functions during each hour their child is enrolled in classes, as well as to participate in the setup and cleanup functions each week. Students of all ages are required to be enrolled in classes if they are on campus during the afternoon co-op hours.

In order to maintain an equitable sharing of these responsibilities, we strongly encourage all our member families to enroll for the full three hours of co-op in the afternoon. We believe that this level of commitment will be mutually beneficial and will allow us to become a more cohesive co-op family.

Families with special circumstances that require them to enroll for only two of the three afternoon hours need to speak to a co-op director prior to enrolling.

All Co-op families must be members of our umbrella homeschool support group: Burlison Area Homeschool Community

For the 2022-2023 school year, the Co-op Committee and our primary responsibilities are:

Aimee Bargét: Registration, Director

Charlotte Ray: MS/HS Track Coordination

Angela Roberts: Set Up, Check-In & Check-Out

Elisha Rosenkranz: Preschool Track Coordination

Kristen Mercer: Elementary Track Coordination

If you have an issue with your classes, you can talk to any of the committee members, but Angela Roberts is a great point of

contact and can get you in touch with the right person to address the issue.

Here is the contact information for our committee members:

Aimee Bargét 817-941-3571

Kristen Mercer 817-253-7198

Charlotte Ray 817-691-8244

Angela Roberts 682-582-3371

Elisha Rosenkranz 682-702-8742

Email: homeschoolcommunitytx@gmail.com

Fees and Supplies

Our aim is to offer a quality co-op that is also affordable.

Support Group Annual Fee: \$25 per family. All co-op families must be a member of the umbrella support group to join the co-op. Membership renewal must be up to date to enroll in co-op.

Co-op Registration Fee: \$25 is charged per family, per semester.

Facility/Admin Fee: \$200 per family, per year. This covers the rental fee for use of the church where we meet.

Liability Insurance: \$10 per adult or student. Coverage is for a full year and will not be charged again in the spring semester.

Background Check: \$12 per adult. Any adults that will be on campus during co-op hours must complete the background check and safety training.

Late Registration/Payment Fee: Pending class availability, there is a \$25 fee for registering after the end of our regular registration period. There is also a \$25 fee for paying Co-op fees after the Payment Deadline, unless prior arrangements have been made with the Co-op Director.

Supply Fees: All classes have supply fees; see the class descriptions for details on Supply Fees for each class. Some classes will require the purchase of specific curriculum as well.

In addition, elementary students can bring basic school supplies. However, the co-op will have class kits of pencils, crayons, scissors, etc, so elementary students do not have to remember to bring these each week. (The PreK and younger classes may be asked to bring specific supplies at times. Otherwise, supplies are included in the class fees.) Middle School and High School students are expected to bring their own pencils or pens and other school supplies as needed for their specific classes. After registration, teachers will contact the parents of their students with specific supplies that may be needed for their classes.

Once registration is complete, supply and registration fees are non-refundable, as the funds will all have been allocated and disbursed to teachers.

If, after registration is complete or classes begin, you would like to move your child to another class, you **may** be able to do so, pending availability in the new class and teacher's consent. However, the supply fee for the new class must be paid in full, and there is no refund of the prior class supply fee.

Facility Policies

The First Baptist Church in Crowley graciously allows us to use their facility for our Co-op. The church is sponsoring our co-op in this way, as a mission to support homeschooling families in our community. They are not involved in any curriculum choices or in teaching the classes, and understand and support us as an inclusive co-op.

Obviously we want to be responsible guests and respect their property. Certain areas of the building will be designated as off-limits, including the sanctuary. Our co-op will also be assigned a specific parking area.

Each week, we will be setting up the specific rooms designated for our co-op classes, and signs will be hung to identify those rooms and hall monitors will be assigned to keep kids in the proper areas. We will all need to stay after the third class to restore the rooms to their prior setup and to clean up after ourselves.

Families that are not enrolled in the third hour will be assigned an alternative weekly duty, usually helping to set up or with check-in, in coordination with the co-op committee.

Since we are meeting in a church building, it is reasonable that we should respect their standards. As a co-op, we do not have a specific dress code, however refraining from revealing clothing, offensive or irreverent t-shirts and the like would be appropriate.

Parent Responsibilities

Parents are the ultimate authority for their children. Please prepare your children to be engaged and willing students. Each class will have at least one Lead Teacher and one Assistant, so most issues should be able to be resolved within the class. But if a student persists in being unruly or disruptive to the class, they will be brought to their parent.

All co-op parents are required to arrive by 11:30 each week to assist with co-op setup or supervising kids on the playground or in the gym during setup. You will either be assigned a specific task for the semester, or varying jobs each week. All co-op parents will be assigned a clean-up duty after the third hour of classes, or to

supervise the children in the gym during the cleanup time. Since we will all be pitching in, we expect to be finished no later than 3:30 each week.

Please be respectful of the teacher's time and effort in preparing for the classes by being on time and making sure the child brings any necessary supplies or materials with them each week.

In order to maintain an atmosphere of learning during our co-op hours, students should not have or be using electronic devices during classes, unless for educational purposes as communicated by the Class Teacher. Children should also refrain from bringing Legos or Pokemon or other toys from home to play with or trade during classes, unless this is specifically part of their class.

Students are welcome to bring bottled water with them to class, but please no snacks or other drinks. (If your child has a medical condition requiring snacks during the co-op class times, please speak to the committee ahead of time, and we will make special arrangements for you.) Some exceptions to this will be specific food-based classes, and the kindergarten and younger classes. These will be detailed in class descriptions.

Therefore, please be sure your child has lunch before arriving to co-op. Or, you are welcome to come early and eat lunch during our lunch hour at 11:00-11:45. If you choose to come early for lunch, please clean up after your children and know that you continue to be responsible for their supervision.

Parents must check their children in at the beginning of the co-op day, and check them out at the end of classes. Please do not send your children out to the playground without checking them out first.

All families must participate in the liability accident coverage as detailed in the fees section of this document. Parents must also sign a liability waiver to participate in the co-op, acknowledging that ultimately parents are responsible for the safety of their own children during co-op, and agreeing to not hold the Co-op, the Homeschool Support group, the Church, or the Co-op Committee members liable for any accidents that may occur, beyond the limits of the liability coverage.

All parents or guardians who will be regularly on campus during co-op hours are required by our host facility to have a background check done.

Absence Policy: Families

We would like to encourage families with sick children to remain home from co-op. It is always preferable to avoid spreading contagious illnesses, especially with so many children in close quarters.

If you know in advance that you will be missing a particular class meeting, due to a vacation or other schedule conflict, it is considerate to let your child's teachers know ahead of time.

For middle and high school level classes, students will be expected to make up any work that is missed, and keep up with their classes, despite any sick days or vacations.

However, excessive absences can be disruptive to our co-op and lead to students that are not engaged in their classes. It also leaves us shorthanded and scrambling for assistants in classes, since all parents are assigned a role each week. For this reason, we are instituting an attendance policy that will encourage families to attend whenever they are well and able. We will take

attendance each week, and any family that misses more than 5 weeks of the semester will lose the opportunity to register as a returning co-op member for the following semester. Tardiness of more than 15 minutes after 11:30am will be recorded as a ½ absence.

Each week, you will receive message from the Team Stack app regarding attendance for that day. Please respond to the message to let us know if you will be out that day, so we are able to make adjustments to the schedule.

Absence Policy: Vaccinations and Communicable Diseases

Our co-op has no official stance on whether parents do vaccinate, don't vaccinate, or use an alternative vaccination plan. It is a personal health decision for each family, and we support parental choice in vaccinations, just as we do in education. We don't keep vaccination records on file, and we don't ask parents to report their family's personal medical information to us.

As always, our expectation is that all families will make wise decisions about whether to bring their children to co-op. Our stated policy has been to stay home *at least* 24 hours past any unmedicated fever or vomiting. We'd like to add that if your child is recovering from a disease that is typically covered by vaccinations, regardless of vaccination status, that they remain home until they are no longer considered contagious.

We'd also like to request that IF your child is diagnosed with a disease like this, that you will voluntarily notify the co-op admins, so that we can communicate this to the rest of the co-op parents. This open communication will allow parents to make decisions that are best for their own families. If co-op administrators are notified that a child in co-op has a contagious disease, we will notify all families so they can make their own decisions whether to attend the following week. We may also, at our discretion,

decide to take additional actions in an attempt to protect the health and well-being of all our co-op members.

COVID-19 Policy

Obviously, COVID-19 adds some additional complications to any co-op. Our goal is to offer an opportunity for homeschool families to meet for classes and socialization, despite the challenges of the current pandemic. Our goal is to operate in a safe manner, that also supports our member families and students. We know that these policies will not meet the needs of every family. Please thoughtfully consider these policies when deciding whether to participate in our co-op this semester.

As with any vaccines, our co-op has no official stance on whether parents or students are vaccinated. Our co-op directors all having varying perspectives, but we all agree that it is a personal health decision for each family, and we support parental choice in vaccinations, just as we do in education. We don't keep vaccination records on file, and we don't ask parents to report their family's personal medical information to us.

Our intent is also to not mandate the use or non-use of masks in the co-op. We have a duty to inform that the CDC currently recommends mask-wearing for anyone inside and unable to social distance, regardless of vaccination status. However, we as a co-op have no official stance on whether parents or students wear masks. We will neither officially discourage their use nor encourage it. At this time, it does not appear that co-ops will be required to mandate mask wearing. However, we cannot 100% guarantee that a federal, state mandate would not change that situation.

As always, our expectation is that all families will make wise decisions about whether to bring their children to co-op. Do not

bring anyone to co-op that has been diagnosed with COVID-19, is in direct household contact with anyone with someone COVID-19 positive, who is experiencing COVID-19 symptoms, or is in the 10 day COVID-19 quarantine period, regardless of symptoms. At check-in, if your child appears to be unwell, we will not allow them to check in for co-op that day. We know that this can be challenging, especially for families with multiple children, and for teachers. Please consider have a plan for leaving sick children home or with family members. We know that this policy may require families to miss more often than they normally would. But our goal is to try to avoid a COVID-19 outbreak within the co-op that shuts us down all together.

We'd also like to request that IF you or your child is diagnosed with COVID-19 within 3 days of attending co-op, that you will voluntarily notify the co-op admins, so that we can communicate this to the rest of the co-op parents. This open communication will allow parents to make decisions that are best for their own families. If co-op administrators are notified that a child or parent in co-op has been diagnosed with COVID-19, we will notify all families so they can make their own decisions whether to attend the following week. We may also, at our discretion, decide to take additional actions in an attempt to protect the health and well-being of all our co-op members, including temporarily stopping classes.

Although our Co-op will carry liability insurance for injuries that may occur during co-op, this coverage will NOT include liability for anyone contracting COVID-19 at co-op. We all know that there are risks inherent in being in group settings, both at co-op and in our daily lives at the store or elsewhere. Parents must be willing to accept the risk and the liability of potentially being exposed to COVID-19 at co-op, despite our best efforts. If this is a risk you are not willing to take, you should not participate in our co-op while the pandemic is still in effect.

Absence Policy: Teachers & Assistants

As a parent-led and taught co-op, it is very important that all teachers and assistants be on time and in attendance each class meeting.

If you know in advance that you will be missing a particular class meeting, due to a vacation or other schedule conflict, please make arrangements well in advance to have someone replace you. If a Teacher will have to miss a Co-op day due to illness or emergency, please:

1. Contact your Co-Teacher or Lead Assistant as soon as possible. It is the responsibility of the Teacher that is missing class to make arrangements for their own replacement. It is NOT acceptable to simply notify someone that you will not be there without making arrangements to cover your class.
2. Contact one of the committee members to let us know you will be out, and to let us know what arrangements you have made to cover your class.

Lead Teachers are responsible for providing the teaching materials and lesson plan for each class meeting, even if they will miss that class. If a Lead Teacher is absent, their Co-Teacher will teach the class. If by chance both co-teachers are absent, a Class Assistant will fill in for them as Lead for that day. If there is not another Assistant assigned to the class, one of the Floating volunteers will be assigned to fill in as Assistant. The Lead Teacher is responsible for getting their prepared class materials to their replacement ahead of class time.

All teachers should also provide an extra, general lesson plan to the co-op admins for their class. This way, in the event an

emergency or sudden, severe illness prevents a teacher from attending one day, we will have a lesson plan on hand to hold class in their absence.

Policy Revisions

These policies are subject to revision or additions as needed during the Co-op term. Parents will be notified of any changes in writing.

Updated: May 2022