



WATERMARK HOMESCHOOL ENRICHMENT

Guidelines and Regulations Handbook

“But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith.”

1 Timothy 1:5

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Watermark Events and Meetings

A detailed calendar can be found on our website, please visit www.bewatermark.com for current event dates.

Meet the Teacher We consider our once yearly parent-teacher meeting a mandatory and vital part of preparing for our year at Watermark. This will be an opportunity to meet your child's teachers, and Watermark Leadership, and to become familiar with the facility and classroom assignments. Every effort needs to be made to attend this important meeting, all children are welcome!

Field Trips We offer many exciting field trips throughout the school year! Registration is managed by our field trip coordinator, and all fees must be paid up front.

Living History "Wax Museum" This is one of our special events that encourages the students to learn about a fascinating character from history. They spend the evening playing the part of their character, coming alive like a wax museum figure.

Entrepreneur Fair This student run event provides an opportunity for all of our young entrepreneurs to sell their crafts to the local community.

Science Fair This event is put on by our science teachers, but any student in the Watermark program is allowed to display their science project at this one night event.

Nursing Home Visit Some of our students will attend a special visit with a local nursing home.

MNO In addition to our quarterly Mom's Night Out, we also plan times to connect at the FPEA homeschool convention.

Open House Each spring, we will host an Open House and invite interested families to campus for an opportunity to meet some of the Watermark Leaders and current families. We will share our vision with those that are seeking a local co-op community, and walk them through the application process.

Year End Showcase A key component of Watermark's classes is the opportunity for students to show their parents, family, and friends what they've been working on throughout the year. Each class participates in the Showcase in some way! The Musical Theater classes, in addition to performing a small piece for the Showcase, will also have their own program near the end of the spring term.

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Welcome!

We are delighted that your family has chosen to join our homeschooling community! In the process of forming relationships, we hope that we are also building a safe community rooted in the truth and love of Jesus Christ as we partner together to inspire our students to live bold lives for Christ and to become lifelong learners. We are honored that you've chosen to be a part of what God is doing through Watermark.

This handbook is a tool to help familiarize you with our co-op and our specific policies. Please read it carefully and be sure that you understand the guidelines clearly. Please be sure that your children understand what is expected from them, as well.

Statement of Faith

At the core of Watermark is our Christian faith. While most of our classes don't focus on "Christian topics," our teachers are Christians, as is our leadership, and we approach all areas of the program with this in mind.

While we do not require families who attend to adhere to all tenants of our [Statement of Faith](#), we do require that you read them and understand that these tenants determine the worldview through which Watermark and its classes operate. We also require each family to sign a form indicating that you understand and agree not to act in a way that is contrary to the Statement of Faith while attending Watermark classes and events.

Parent Commitments

We are grateful for your family's participation in Watermark! In order to keep Watermark running smoothly, we ask that parents commit to the following:

- **Payments** - Make timely payments for the classes that you've registered for. Students will not be allowed to attend class if there is a tuition balance, unless previous arrangements have been made by Admin.
- **Materials** - Purchase any books and materials needed for class, as indicated on the class supplies list, before the first day of class.
- **Attendance** - Barring illness and family emergencies, please make every effort to be at co-op each week. Teachers plan lessons and often purchase materials based on the number of students enrolled, so each absence affects this aspect. In addition, classes often reach capacity, so please be considerate of others who may have liked to participate.
- **Timeliness** - Help ensure that your students arrive on time for their classes. Interruptions from students arriving late to class can cause a distraction to both the teacher and other students, so please make every effort to be on time.
- **Drop Off Policy** - Stay on campus throughout the entire time that your child is at Watermark. This is not a drop-off program.

- *Supervision and Adherence to Behavior Guidelines*- Supervise your children at all times, and address behavior concerns as they arise. It is imperative that we respect the rules and working environment of the space we have been graciously allowed to use.
- *Accountability for Students* – Please encourage your students to hold themselves accountable for any classroom assignments, and make sure that they are fully prepared to participate in class.
- *Nut Free* – Because of various allergies, Watermark is a nut free campus. Please do not bring snacks or lunches which contain nuts, especially peanuts and peanut butter.
- *Communication* - Regularly check the Watermark forum. This is our primary mode of communication, and it is your responsibility to check it frequently.
- *Service Roles* – We require each family to commit to serving in some capacity at Watermark. More information will be provided as the schedule comes out, but you will also have the opportunity to indicate what areas of service you might enjoy during registration. Our hope is that this commitment to serve is a blessing rather than a burden, we greatly appreciate your time!

Student Commitments and Agreement

Please go over these guidelines with ALL of your students. An agreement to these expectations will help foster the best Watermark experience for everyone involved.

I agree:

- to be honest, courteous, and patient with others. I will use respectful and polite language and be aware of how my words and actions might affect others.
- to respect my peers and their personal space.
- to honor the time and effort of the class leaders and other class members by giving them my attention and respect.
- to treat our meeting place with care and to help clean-up with a positive attitude. • to help clean up in class, after class, and after lunch.
- to remain with my class, unless I obtain permission from my leader to leave, and to be in the appropriate areas at all times, not roaming the building or property.
- that if I pack my own lunch or snack, I will not bring any food that contains nuts or nut butter (due to some children at co-op having severe allergies).
- not to bring electronic devices of any kind to class (music, phones, etc.) except when it is requested by the teacher.
- not to bring toys or other things that could be a distraction during class time.
- to respond appropriately to corrections.

Perfection is not required, but a respectful response to correction is expected.

I understand that the following conduct will not be allowed while participating in Watermark and will be subject to disciplinary action:

- theft or destruction of property
- physical fighting or other acts of violence
- any form of bullying or verbal abuse

Registration and Classes

Registering for Classes – Registration for classes is available only to currently enrolled families. This is done in stages online through Watermark’s website on a first come, first serve basis, until the class reaches maximum capacity.

Registration for classes is initially opened in the following order:

1. Leadership/ Admin Team (those who have year-long commitments to Watermark and are responsible for running the group)
2. Teachers (those committing to teach at least one hour or who are filling a position which counts as a teaching commitment)
3. Returning and current Watermark families
4. New Watermark families who have completed the registration process, including their Family Interview.

Commitment – When you register for classes, you are registering for and committing to the entire Watermark school year. Please consider your family’s schedule and other commitments when registering for classes, as refunds will not be issued.

Minimum and Maximum Class Sizes – Each class has a minimum number of students that must be reached. If the minimum number of students is not reached, the class may be canceled and refunds will be issued. Each class also has a maximum number of students allowed. Any students who register after the maximum number will be placed on a waitlist.

Wait List - A wait list is generated when more students register for the class than the class maximum number. A student cannot hold a spot on a waiting list while also holding a confirmed spot for another class that meets at the same time. While we do our best to accommodate students on wait lists, we do not guarantee placement for any wait-listed student. In addition, if the family registration payment and class deposit is not received within two weeks of registering for classes, your child will lose their place on the roster and will be placed next on the waiting list until payment has been received. There is no guarantee that a space will be available once the late payment has been received. To ensure your spot is reserved, it is advisable to make your first payment immediately after you register for classes.

Registration Deadline – There will be a cut-off date for all class registrations to allow our teachers plenty of time to prepare their lessons and collect class supplies.

Need Help Registering? – Instructions on how to register can be found on our website. If you need help, please email us at www.BeWatermark.com.

Class Registration Fees and Payment Schedules

Family Registration Fee – The family registration fee is due upon registration and must be paid in full to secure class placement. You can not register for classes until this is paid. The registration fee is for administrative costs and is non-refundable.

This is a 1-time per family fee for the currently enrolling school year and allows you enrollment into the weekly in-person classes and all other special activities. If you are unable to enroll in classes due to classes being full prior to your enrollment, a refund of all but the “activities-only” registration fee (currently \$159) of this fee will be issued upon written notification to info@bewatermark.com. This amount (currently \$159) is non-refundable to cover administrative and processing costs and allows family attendance to all activities other than weekly in-person classes. Please know a refund will only be issued if your family is unable to enroll in any classes at Watermark. Enrollment into any or all classes will constitute a binding agreement for the fees associated with the enrolled class and the registration fee will no longer be eligible for refund. Refunds will not be issued after August 1st of the currently enrolling year.

Class Fees – All Watermark classes are priced for the year.

There are 25 weeks in our school year, with 12 classes in the fall term, 12 classes in the spring term, and 1 prep class for the End of Year Showcase.

Your fee is non-refundable once you have registered for the class.

Payment Information - All payments for Watermark classes will be made through the Watermark website. You will need to login to access your invoices and view your current balance.

You have two options for payment:

1. Pay your class fees upfront.
2. Make monthly payments.

Deposits and Holding Your Space in a Class - All classes require a deposit. This will hold your spot in the class. See payment grid on the website for schedule.

Paying Upfront – If you choose to pay your class fees all upfront, please do so by the date listed on the website. To pay in full, simply scroll to the bottom of your invoice list and select “Pay All.”

Payment Plan – In an attempt to help our families, Watermark also offers a payment plan option. A deposit is still required within two weeks of registering for classes. **A convenience fee of \$10 per class will be added to this payment plan option. Max of \$100 per family.**

Payment Plan Schedule – Installment dates will be listed on the website.

Late Fees – Watermark depends on timely payments so that we can pay our teachers on time. We

greatly appreciate your promptness in taking care of your monthly payments! Payments are due on the installment date. To encourage prompt payments, a late fee will be applied if payment is not received after the specified grace period. The dates are listed on the website.

Students may not be allowed to attend class until payments have been made, this will be addressed on a case by case basis.

Families who pay late 3 or more times in one school year will no longer be in good-standing with Watermark, and may be denied membership the following year.

Refund Policy - As homeschoolers, we enjoy a great deal of flexibility with our educational plans. However, please understand that Watermark leadership has poured countless hours into planning and budgeting for the school year. When you enroll in a class with Watermark, you are making a financial commitment to our program and to the instructor. **Once registration closes, your financial commitment to pay for your registered classes is firm and we are unable to offer any refunds.**

Facility Guidelines

Watermark classes are held at Center Pointe Community Church. We ask that all parents and students show respect for the church property and the church staff.

Excessive Noise - Students must refrain from creating disturbances or disruptions to the church staff. We ask that noise be kept to a minimum, and that students who are not able to manage this on their own be accompanied by a guardian to their classes. *Please note that if a problem or concern arises with the church building or staff, parents should approach Watermark leadership rather than the pastor, secretary or other church staff.*

Hallway Etiquette – Parents are expected to oversee the behavior of their children when they are not actively in class as well as before and after co-op. No loud yelling or running through the hallways, etc. Keeping hallway noise to a minimum during class times is important for our teachers and students. Please remember that the church graciously allows us to use the building while their church staff conducts business, so we ask that you please be considerate of their work.

Building - Respect and care of the church grounds is expected. Please pick up any trash you see, even if it's not yours.

Staff – Say hi to the church staff when you see them! Parents, please don't allow your students to congregate in front of their offices, as it tends to be distracting.

Eating -Students may eat in the designated café area outside. At the request of the church, please do not consume food or drink other than water in the sanctuary.

Lunch -A lunch break is included in the schedule. Please be mindful when packing your student's lunch, we do not have use of the fridge. **We are a nut-free co-op.**

Watermark Expectations, Procedures, and Behavior Guidelines

Attendance - Watermark expects that class attendance will be a priority. If you have an absence, please contact your student's teacher through the website for any missed classwork.

Tardiness – Students and parents should make every effort to be on time to classes. If students are more than 7 minutes late to class, we ask that they refrain from entering so that their late entrance does not interrupt the in-progress class.

Sign-In Table – All parents and guests must check in at the check-in table. For safety reasons, please note that the person who signs your children in should also be the person who signs them out, unless another name is assigned. Parents and guardians must stay on campus during classes. Please have a cell phone available or document at check-in where you plan to be so that you can be reached in the event of an emergency.

Leaving the Premises - If a situation arises where you cannot be on campus with your students, you may designate (through a private, mutually agreed upon arrangement) another parent to be responsible for any of your children who remain at co-op. A form should be signed by both parties and turned in at the Sign-In Table, acknowledging the arrangement.

Supervision of Children Not Attending Class – Children who are not attending classes must be supervised at all times by their parents. Please do not allow children to wander the halls or building.

Supplies – In addition to specific supplies needed for individual classes, which will be listed on that class's description page on the website, the following supplies may be helpful:

- Water bottle
- Lunch if your family will be staying for lunch time (nut free)
- Optional healthy snack (nut free)

- A backpack (not required)
- Pencils
- Paper

Please clearly label supplies, especially backpacks and water bottles.

Lost and Found – Lost and Found items will be placed at the Sign-In Table each week. Items will be held for one month before being donated, so please check it regularly.

Dress – While Watermark does not have a specific dress code, we want our campus to be a place where young hearts and minds are protected. Therefore, we ask that each teacher, parent, and student dress modestly. To help promote an orderly learning environment, we do ask that the following not be worn: halter tops; netted or see-through tops; tops with midriffs showing; shirts displaying distasteful pictures or advertising tobacco, alcohol or controlled substances; short shorts, or skirts with high slits.

Electronic Devices- Electronic devices are not allowed in class unless required by the teacher. This includes iPods and mp3 players, Kindles, iPads or tablets, cameras, computers, and cell phones. Electronic devices tend to attract others around, and since each family has different policies about media and devices, we encourage these items not to be used during the Watermark day.

General

- Inappropriate attitudes and foul language are not acceptable. This includes disrespectful attitudes, profanity, vulgar language, coarse jesting, teasing, bullying and demeaning comments. (*Ephesians 4:29 - "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."*)
- Intentional actions to cause physical harm will not be tolerated.
- If a situation occurs where a student needs to be removed from a classroom, the teacher's assistant will take the student to the lobby to find his or her parent or guardian.
- All students should address teachers with respect. The teachers will share with their students whether to address him or her by Mr. or Mrs. {first name} or {last name}.

Classroom Expectations

The following is expected of students:

- Completing homework assignments – Classes that will have regular homework assignments will say this on the website so you can be aware of expectations before registering. If you do not desire your students to have homework, you may want to consider other class options, as many do not have assignments outside of co-op.
- Forum - Students and/or parents should check each class's thread in the forum at least weekly for any assignments, updates and information related to the class. The forum is the main means of communication with Watermark families.
- Supplies - Students should bring appropriate supplies to class such as pencils, paper, etc. If specific supplies, such as goggles, colored pencils, specific books, etc., are part of the course, students should bring them to class as communicated by the teacher.
- Tardiness - Students are expected to be on time to class. If a student is habitually late to class, he or she may risk sitting the class out. If students arrive early to a class, they must not disrupt ongoing classes by lingering in the doorway or making noise.
- Bathroom -There is a five-minute transition time between classes. This allows students to take care of any personal/ bathroom needs during that time. Parents, please encourage your students to use the restroom at this time.

Resolving Conflict

Misunderstandings and personality conflicts are a natural part of living in community, and can happen in any group. When conflicts arise, each family is generally responsible for addressing any issues or conflicts between children or families participating in the group. Extending grace to someone may go a long way!

We encourage families to follow the guidelines in Matthew 18:15-20 as a biblical example if you find yourself in a conflict with another member:

1. If you have been offended, do not gossip to others about the conflict. Go directly to the person/people involved.
2. With gentleness and humility, explain what has offended you (1 Corinthians 4:21).
3. Seek resolution. Resolution is achieved when all parties involved reach mutual agreement, understanding, and forgiveness.
4. If you do not believe resolution has been reached, go to a member of the leadership team and explain your situation. We will assist you as we are able!

Discipline Procedures

Many discipline issues that arise with students can be handled by simply redirecting students or helping them to be aware of their behavior. Sometimes, though, other measures may need to be taken to help students participate in the classroom in a way that does not disrupt others or that is more respectful. Whatever the method, teachers and Watermark leadership aim to treat all children with respect and guide them gently towards their best behavior.

Yelling, humiliating, and physical punishment by any adult is never acceptable at Watermark.

While we seek to extend grace and mercy in our interactions with students, there are situations that arise that need correction and a change in behavior or attitude from our students. This is the sequence of consequences to be implemented, if necessary.

1. First infraction – Verbal warning to the student in private during class
2. Second infraction – Talk with parents and send a written note for record
3. Third infraction – Meeting with the parent, teacher, administration, and possibly a pastor to resolve the conflict
4. Fourth infraction – Parent sits in class with student for two classes
5. Fifth infraction – Removal from class for the remainder of the school year. Please note that no refund will be given.

The purpose of parental intervention is to obtain the parent's assistance in reinforcing that the teacher is in charge in the classroom and the child must follow their rules. The intention is not to embarrass the student or inconvenience the parent, but to convey to the student that the adults are all working as a team to support the child.

This policy is not intended to be implemented for every little infraction or for normal childish behavior, but to address ongoing and/or unrepentant disobedience, attitudes and behaviors that are disrupting the classroom, or threatening the safety of other students, and/or to address students who begin to exhibit a pattern of uncooperative or hostile behavior.

Bullying and Property Damage – Bullying is never acceptable. Students should treat each other with kindness and respect in a way that honors Christ and honors the worth and value of the other person.

If a child engages in bullying or any form of verbal abuse, physical fighting, theft, or willfully destroys property, the child will be subject to disciplinary action that is decided upon by Watermark's leadership.

In the event that a student does damage to property, the family is responsible for repair or replacement value of the damaged item. If physical injury occurs as the result of deliberate aggression, the offending child's parents are responsible for medical bills incurred.

Communication and Discipline - Please note that communication is key for the discipline policy to work well. If you believe your child is struggling with behavior in a class, please talk to the teacher or leadership. We all want to see your student succeed at Watermark and want to work together with you and your family to help that happen.

Communication

Because we may not see each family every week, we rely on other communication to keep families updated about various Watermark happenings. Watermark participants are expected to read these communications to stay updated. Please make sure that Watermark emails are not going to spam or junk mail folders.

Forums - The primary form of communication between members and Watermark is the forum. The forum portion of the website is a private, password-protected website used by Watermark to promote communication amongst the co-op. Only members have access to certain areas of our site, and all information pertaining to Watermark can be found there (www.BeWatermark.com). You must log into your Watermark account on the website to have access to the forum.

Each class has its own forum space for communicating assignments, questions, and any other information that pertains to the class. Teachers post weekly updates and use the forum to communicate with parents about the class, assignments, etc. This is a great place to ask questions! You will see only the classes for which your students are registered (and/or those you are teaching if you are a teacher).

In addition, there are several general sections of the forum (field trips, Moms' Connect, events, etc.) where announcements, updates, etc. are posted.

Participants are expected to check the forum and email regularly during class terms and around registration dates for important updates. You can also set your own personal settings on the Watermark website so that you receive forum updates via email to ensure that you don't miss any important information.

Other - Additional information is available on a closed Watermark Facebook group. Please request to join this group once you have registered.

Health: Allergies, Illness, and Lice Policies

Nut Free – Please be aware that Watermark is a nut free campus. Due to some students in attendance who are highly allergic to even the smell of nuts, please DO NOT bring food with nut butter nor made with nut products into the building.

Snack Sharing – Because of many varied food allergies and intolerances, for the health and safety of our students, please communicate with your students that they should NOT share snacks or food unless the child's parent is asked.

Allergies – Notify teachers if your child has any allergies, especially in a class where food may be served.

Medication - If your child requires any medication, please keep it with you and administer as needed during break times between classes.

Illness – Thank you for your help in keeping Watermark families healthy by staying home from co-op and avoiding group activities if you or your child has exhibited any of the following symptoms within the last 48-hour period:

- Temperature of 100 or higher
- Severe earache
- Vomiting or severe stomach pains
- Red eyes or discharge
- Communicable disease
- Undiagnosed rash
- Severe cough or cold
- Severe sore throat
- Extreme lethargy
- Diarrhea
- Strep Throat (24 hours on medication)
- Colored nasal discharge (Green or yellow runny nose)
- Persistent, productive cough
- Common cold (from onset through a week)
- Skin infections- boils, ringworm, or impetigo
- Croup
- Flu symptoms
- Pinkeye (24 hours on medication)

Please stay home for a minimum of 24 hours after onset of symptoms and/or beginning antibiotics for the treatment of an illness. If your child has been positively diagnosed with a more serious communicable disease, such as pertussis (whooping cough), chicken pox, etc, please contact Watermark leadership. Those who have been in contact with your child will be informed.

Coughing and Hand Washing - Please take time to train your children to cover all coughs in the clothing on their arm, rather than with their hand. Also, let them know that they may wash their hands or use available sanitizer as needed (preferably between classes) at Watermark to help prevent the spread of germs.

Lice - Please keep any children home who have active lice/nit infestation until the infestation has been cleared and scalp checks for 4 days in a row show no new lice or nits.

Field Trips

If you would like to organize a fieldtrip under the Watermark group name, please communicate this with Watermark leadership. Any trips organized under the Watermark name should be offered to all co-op participants, unless there are specific age requirements or it is a trip for a particular Watermark class.

As we venture out, it is also our desire that our families conduct themselves in a manner that reflects well on Watermark, the homeschool community at large, and ultimately, in a way that is honoring to the Lord. Please be *prompt, courteous, and attentive*.

Any trips organized under Watermark's name should adhere to the following:

Parent/ Attendee Responsibilities

- If you sign up for a field trip, please respect the planner by going, unless there are extenuating circumstances.
- Please be responsible for the children you bring. Help them to behave so that all can enjoy the trip. If a child is disrupting a presentation or the environment of the trip and attempts to redirect them aren't working, please remove them from the situation so that s/he doesn't detract from others' experience.
- Please do not bring children outside of the age range indicated. Every effort is made to accommodate babies, toddlers, and strollers; however, some field trips will not be suitable for them.
- Please advise the Field Trip Coordinator as soon as possible if you are unable to attend. Please note that if you have to cancel your spot on a field trip for which you have already paid, you may also forfeit your payment. In most cases, you would be allowed to find someone to take your place, however. (See section on Refunds and Cancellations for more details.)
- Please dress appropriately for the trip.

Conduct (T.R.I.P. rules)

Please review the following rules with your children before each field trip and plan to try to arrive at least 10-15 minutes before your event is scheduled to begin.

- **T**ogether: Use the buddy system and do not venture anywhere alone. Go only where you have permission to go.

- **Respect:** Be respectful of your surroundings and the people around you. Listen quietly when an adult/guide is talking (This includes parents as well.). Only touch what you have been told you may touch. No candy or gum. Food/snacks only in designated areas.
- **Interested:** Pay attention to your guide and listen well. Think of thoughtful questions and raise your hand to ask them, or wait for an appropriate time.
- **Polite:** Use your best manners, and be sure to thank your guide and the field trip organizer when it's over (A note is nice!).

“Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.” Philippians 1:27

Refunds and Cancellations

Due to the fact that many field trips need to be paid in advance and/or have minimum group requirements, a refund is not typically possible unless Watermark or the venue cancels the trip. However, in most cases, you can try to fill the spot with another family. If you cannot find anyone, however, please communicate this to the field trip organizer asap.

Closing Remarks

Leadership and administrative staff reserve the right to ask any individual or family to leave the premises or discontinue the program if behavior is deemed inappropriate or does not adhere to the guidelines and/or statement of faith that has been expressly agreed upon by each participant of the class day or activities only program. As a participant you agree to adhere to these rules set forth and will do your due diligence to be a part of the community in a beneficial manner. Any and all ill-will, negative behavior/speech, acts of malice intent, or disruptive speech or deed may be considered as a breach of contract between both parties and may be grounds for dismissal from the program.

If at any time you are asked to leave either temporarily or permanently due to the above-mentioned actions you forfeit any and all fees paid or credits due and will not receive a refund of any kind. As well, all class fees are binding and each family's responsibility upon acceptance into said class and the remaining balance will still be due.

Admin and leadership team reserve the right to update/change/amend these rules/guidelines and any or all of the governing documents at any time without written notice to each participant to better serve the organization and its continuing efforts to improve the organization and governing body.