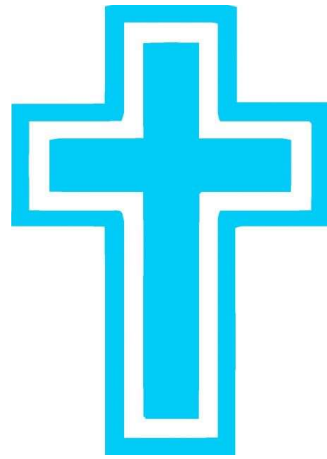


Young Explorers of Coles County Homeschool Coop



Who are the Young Explorers

Young Explorers Homeschool Co-op meets every Thursday from 11:00am-3:30pm. The year is divided into two semesters ranging from 13-18 weeks each. We currently offer classes for 4-5 year old preschool through 8th grade. Young Explorers provides elective classes to supplement your own homeschool curriculum.

We provide classes, organize special events and field trips, and provide a place for homeschoolers to get together to build community. Our teachers, who are parents of the Young Explorer students, are required to teach from a biblical worldview. The Bible is the foundation of our curriculum.

Families are responsible for knowing and abiding by all of the policies and procedures as outlined within this parent handbook. The success of our co-op community depends on a high standard of respectful behavior from all members, both adults and children.

It is incredibly important that we demonstrate a good example of home schooling and protect the facility we have so graciously been allowed to use. Observance of the guidelines listed in this handbook will ensure that co-op's objectives will be met. They can be summed up in this way: Show thoughtfulness and respect toward the teachers, parents, other students, and our host church facility and staff. At all times our actions and attitudes should honor our Lord Jesus Christ.

“Whatever you do in word or deed, do all in the name of the Lord Jesus...” Col. 3:17.

Leadership Team

Callie Nunamaker- Director

Carla Harding- Director

Jami Bennington

Christina Henry-Preschool Director

Stephanie Stewart

Cat Miller- Field Trip and Curriculum Coordinator

Mission

To provide a place where homeschool moms and their children can get together to encourage each other, in the Lord, through educational classes, field trips, and other special events. To be parents who are actively training the hearts of their children to model Christ in all areas of life.

As homeschool parents, we feel that God has called and enabled us to homeschool our children. We feel that cooperatively we can provide enrichment opportunities that may not be possible on our own.

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Vision

To impact the next generation for Christ. We are a Christ-centered cooperative that provides a variety of educational and enrichment classes as well as field trip opportunities for homeschooling families of primary and secondary age children in a safe and loving environment. We strive to provide a safe and loving Christian environment for our children to grow in social awareness and make lasting friendships.

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Statements of Faith

Young Explorers is a Christ centered homeschool coop. We put God at the center of our lives and live by His word.

Proverbs 22:6: “Train up a child in the way he should go and when he is old, he will not depart from it.”

*lifetime habits are formed from training

Deuteronomy 6:5-9: “... You shall teach them (God’s words) diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up..” (vs.8) * Training is a lifestyle not a curriculum. You teach your children how to love and live for God when you are living it out in daily life.

Isaiah 54:3: “All your children will be taught of the Lord; and great will be the peace of your children.” *True peace comes from being taught by God and in His ways.

We believe the following statements to be true.....

There is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 1:1,3 & 4:24; Acts 5:3,4; Romans 1:20; Ephesians 4:5,6; 2 Corinthians 13:14)

The Bible is the verbally, totally inspired, infallible, Word of God; the supreme and final authority for all faith, life, and truth.(2 Timothy 3:16; 2 Peter 1:20,21)

Man was created in the image of God; he sinned; through that sin he incurred not only physical death, but also spiritual death (separation from God); and all people are born with a sin nature and are guilty sinners in thought, word, and deed.(Genesis 1:26,27 & 3:1-24; Romans 3:23 & 5:12-18; 1 John 1:8)

The deity of our Lord Jesus Christ, (Philippians 2:5-8) His virgin birth,(Matthew 1:18-25; Luke 1:26-38)His sinless life, (2 Corinthians 5:21; 1 John 3:5) His miracles, (John 2:23) His atoning death through His shed blood, (Isaiah 53; John 3:16-18; Romans 3:24-26; 1 Corinthians 15:3; 1 John 2:2) His bodily resurrection, (Matthew 28:6; Romans 10:9; 1 Corinthians 15:14) His ascension, (Acts 1:9) and His imminent return in power and glory.(Acts 1:11; 1 Thessalonians 4:16-17)

Salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose death on the cross paid the penalty for man's sin.(Romans 5:1; John 1:12-13; Ephesians 1:7 & 2:8-9)

God has instituted marriage- the covenant relationship between one man and one woman intended to be a lifelong union of husband and wife. The single life, either by call or circumstance, is honored by God. The unmarried are an important part of the Christian community.(Genesis 2:21-24, Matthew 19:4-6, 1 Corinthians 7:1-40, Ephesians 5:22-33)

Sexuality is inherent in God's creation of human beings in His image as male and female. Husbands and wives are called to exclusive sexual fidelity to one another and single persons are called to abstinence. God intends and enables all people to live within these boundaries, with the help of the Holy Spirit and in fellowship of the church.(Matthew 19:4-6, Mark 10:6-9, 1Corinthians 7:1-40)

**We recognize that our group is made up of a diverse group of people whose commonality is the priority of homeschooling our children. For this reason we do ask that member families respect/abide by, and not dispute, the above values and Young Explorers statement of faith during their participation in Young Explorers.

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Policies and Guidelines

Clean Up Policy

Please help clean up before you leave each week. Clean up includes wiping down tables with Lysol, taking out the trash(making sure all dirty diapers are out of the nursery trash), sweeping, returning materials to their proper place, making sure bathrooms are decent, making sure windows are closed and locked, and turning lights off. We want to respect any place we meet so one of our goals is to look like we were never there, like it was before we were there. 😊

****Older students will be asked to help with some of the clean-up duties.**

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Conflict Resolution Policy

Unfortunately, personality conflicts and misunderstandings can happen. It is important that we agree on how to deal with these situations, should they arise.

Based on Matthew 18, if conflict arises, parents and teachers should seek to resolve the issue on their own. If either party is unsatisfied or resolution* cannot be met, the parties then need to seek the assistance of one of the ladies on the leadership team.

***resolve/resolution—achieved when all parties reach mutual agreement or understanding.**

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Head lice Policy

Young Explorers has a nit free policy. No student may knowingly come to co-op with nits (live or dead louse eggs) in his/her hair.

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Inclement Weather Policy/Snow days

If Charleston schools close on co-op days, we will cancel co-op for that day. We have several families that drive quite a distance and we don't need to be out on inclement weather days. If we cancel a Thursday, there will not be a make-up day or refund for that day. This policy applies for pandemic and other reasons for closing down public and private schools, if it applies.

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Illness Policy

Under no circumstances may a parent bring a sick child to co-op, if the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVING OF CHILD below), or is unable to participate in the normal routine and regular day school day. Sick children will expose all children and adults who they come in contact with. These people can in turn expose the other children. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced.

Because this is disruptive to other children and their families, your cooperation on this issue is extremely important. In the event a child becomes ill at co-op, parents will need to immediately take the student out.

Symptoms requiring removal of child from co-op

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally (**a child needs to be fever free for a minimum of 24** hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. **Note: please do not bring your child if they have vomited in the night.**
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.

- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

What if my child becomes ill after we have been at co-op that day?

If you have attended co-op and later that evening your child becomes terribly sick or you find head-lice, out of respect for other families, Young Explorer families should notify the administrator or entire group as precautionary measures.

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Parent Involvement

Parents are required to serve at co-op classes in one of the following areas: lead teacher, co-teacher, class/teacher's aide, lunch and recess duty, field trip coordinator, clean up committee, or any other area that the director deems necessary.

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Moms or appointed guardian must remain on the church premises at all times. Since we are a true co-op and not a drop off educational program, a child may not participate in the co-op unless his/her parent/guardian is on site. (There will be occasions that exceptions will be made, but not on a regular basis.)

**If you are unable to attend a particular Thursday and someone is willing to take responsibility for your children (guardian), that may be arranged. It is up to you as a parent to make these necessary arrangements and to notify the director.

****A signed release will also be required, from the parent, to appoint another guardian of your child.

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Parents are to monitor their children at all times. **Children are not permitted outside the building after co-op or during our lunch fellowship without adult supervision.** The parking lot can be a very dangerous place. **Please be aware of ALL children, not just your own.**

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Student Expectations and Responsibilities

1. Be on time and be prepared.
2. Walk in the halls between classes. Absolutely no yelling.
3. Honor parents and teachers by being polite.
4. Be respectful of others and their property. Keep hands and feet to yourself.
5. Be respectful of the church property **and clean up after yourselves**. Failure to respect the host facility can result in possible dismissal.
6. Complete class requirements and cooperate with teachers at all times. Students who disregard any classroom expectation are to be dealt with immediately.
7. Students are expected to have self control and respond appropriately to the teacher's directives.
8. Students are not to leave the classroom for any reason, without permission from the teacher.
9. Students are expected to encourage and support one another in a gracious and loving environment. No name calling or destructive comments toward one another will be tolerated.
10. No cell phones, other electronic games/equipment, or personal items should be brought to class unless approved by the teacher. Each teacher reserves the right to confiscate any such items until the end of classes should this policy be violated.
11. Only be in areas of the church and school building that are part of your regular schedule. No wondering and exploring other areas of the church building.
12. There will be no tolerance for boy/girl relationships other than friendships at this co-op. You are all too young to ruin friendships over a boy or girl.

Field Trip Behavior Expectations

- Classroom rules apply while at a field trip location.
- Students must stay with their teacher or parent at ALL times.
- Running, pushing, playing tag, etc. are absolutely not allowed while walking in line and/or inside a building.
- Cameras are permitted. However, taking pictures may not be allowed at all locations. Ask permission from the tour guide before taking a picture.
- Games, toys, food, drink, etc. must stay in your car.

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Young Explorers Code of Conduct

- All students and parents will conduct themselves in a manner that reflects positively on Christ, on homeschooling, and on our families at all times.
- No profanity, vulgar or insulting language, hitting, slapping, pushing, biting, scratching, etc. will be tolerated.
- Clothing should be modest, adequately covering all private body parts including the midriff. **Tank tops can be sleeveless, but not spaghetti straps and no cut offs.** Shorts and skirts should be an appropriate length and should not be shorter than the finger tips of the children when the arms are at rest (Finger-tip rule.)
- Clothing and other items (jewelry, backpacks, etc.) will not include emblems or writing that are directly or implicitly lewd, offensive, vulgar, obscene or promote ideas and/or groups that violate Young Explorer's statement of faith.
- Gender (as Scripture recognizes) appropriate clothing will be expected of all students. **Failure to abide by this rule may result in immediate dismissal from the coop.**
- Children are expected to be in their appropriate class during co-op time. Children under 7 are not permitted anywhere on the property without the accompaniment of an adult or siblings over the age of 12. Children 7 and over must have permission from their teacher to be outside of class and remain in appropriate areas at all times.**
- For the child's safety and respect for the church, please no running and/or chasing in the building.
- Stay out of all areas that are not part of your designated areas.
- Climbing trees and fences on the property will not be allowed, for the child's safety and insurance reasons.
- Children who behave inappropriately during a class or group activity while away from their parents will be lovingly corrected by the adult in charge. If the behavior continues they will be asked to step out of the class. Their parent will be sought immediately to correct the child. If the behavior continues the child will need to remain with their parent.
- Parents shall be responsible for the conduct of their children at all times. Furthermore, all adults will be expected to be watchful of all children and be proactive to help in correcting children as needed. It takes a village!
- The building owners are in no way liable for the protection and safety of your children while they are attending the Co-op. You are attending the Co-op in the facility at your own risk. Be responsible and accountable for your children and respectful of all children at the Young Explorer's activities you attend.

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Discipline and Standards Policy

1. Parents should monitor their children's behavior when needed. Appropriate disciplinary measures should be taken privately. Uncooperative or disruptive children will be removed from activities.
2. Children should respect authorities as well as peers.
3. For minor infractions, the child will be given a verbal warning, and a written note will be given to the parent.
4. In cases of more serious disciplinary issues, the following should be considered standard procedure:
 - a. Child will be given a verbal warning by the instructor, and parent will receive written notice.
 - b. If unacceptable behavior continues, the child will be taken to his/her parent for the rest of the day.
 - c. If this behavior continues in class the student may be dismissed from class and may be withdrawn from the co-op and no fees will be refunded. Any other participation in future co-ops will be for a probationary period. The Young Explorers Homeschool Co-op reserves the right to expel any student from the co-op, if disruptive, disrespectful, or inappropriate behavior fails to be curtailed.
 - d. Parents need to be willing to allow the instructors to discipline their children according to the procedures outlined above and must be willing to abide by the instructor's decision to dismiss their children from the class if the instructor deems it necessary. Parent's should not undermine the authority of a teacher in front of the student. If there is an issue or discrepancy, please discuss this privately and involve the director if a compromise is not attainable.

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Group Communication Procedure

Communications between the director, teachers, and members of Young Explorers Co-op will come in various forms depending on the type of announcement.

Forms of communication that will be used are e-mail, text, and Facebook.

Weekly general reminders will come in the form of a group text as well as a Facebook post.

Young Explorer's Facebook page is by invitation only.

Fire Safety/ Tornado Safety

During the fall semester, Young Explorers will practice a fire drill. During the Spring semester, there will be a tornado drill.

Enrollment Process and Fees

Enrollment Process

Below is a list of the items needed to be considered registered in the Young Explorers Homeschool Coop.

Application- the application form will be completely filled out online and reviewed by the leadership team for approval.

Signed Statement of Faith and Handbook- all parts of the handbook need to be initialed and signed by the parent or electronic agreement on the application. The students need to sign that they have read, discussed with their parent, and agree to the Student Responsibilities, Code of Conduct, and Disciplinary sections of the handbook.

Registration Fee-The registration fee covers facility expenses and minimal operating expenses, as well as community service projects. This is a once a year fee that is paid at the time of Fall registration.

Class Fees- Individual class fees will vary, depending on the class and the supplies needed for that class. We strive to keep this co-op affordable, so class fees pay for supplies only, no one gets paid.

****This fee will be each semester as classes change when the semester changes.**

Background check-A background check is required for any adult planning to regularly attend co-op with their children. In order to keep our children and families as safe as possible Young Explorers will do a full background check every 2 years, unless otherwise warranted. \$15 is added into the registration process to cover the cost of this background check.

****Young Explorers leadership team has the sole discretion to accept or deny any application, with no explanation necessary. ****

Refund Policy

No refunds will be given for class fees, once the semester has started, since teachers will have bought supplies for their classes.

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Classes offered

All classes offered are supplemental to what is being taught in the home and are meant for enrichment purposes only. The classes offered may vary from term to term and are determined by the willingness of group members to lead. However, we may have people who volunteer their time and talents teaching classes who are not co-op members (examples, Master Gardener programs, foreign language, Healthy Kids, etc).

Classes are broken down into 30-40 minute sessions.

Classes schedules are set up to opt in and out of classes. We have some students who don't come until after lunch and some that leave early because they have little ones. Families can make the schedule work for them. You only pay class fees for those classes that your children attend. The registration fee still applies.

Discounts

Discounts are available for the following:

Directors- Registration fee waived

Field Trip/ Curriculum Coordinator- ½ price registration fee

Teachers- \$10 off registration (full semester)

\$5 off registration (co-teaching teaching)

\$5 Pre-K teachers

***You will be notified prior to registration of your discount amount. Teachers sign up prior to registration, for the following semester classes. ***

Co-op Leadership Team Responsibilities:

The volunteer leaders organize Young Explorers. The co-op leadership team evaluates the policies and classes annually. The committee is always available for suggestions. Decisions made are based on what the committee feels will benefit the co-op as a whole. Leaders will be expected to model the positive behaviors expected of all members of Young Explorers.

What the co-op committee does:

- Review, approve, or deny applications for membership.
- Make decisions based on disciplinary issues that may arise.
- Make decisions regarding policy violations.
- Organize classes, field trips, and special events.
- Maintain web site.
- Keep parents informed about classroom changes, holidays, etc.
- Facilitate the relationship with Charleston Bible Church
- Assure they are available for teacher and parent inquiries.
- Communicate with the church immediately if anything is damaged or broken so the coop/parent can replace.
- Walk through the building at the completion of each co-op day to assure that all clean-up duties have been completed.