



Member Handbook

Statement of Faith

We believe in the Holy Trinity, God the Father, Jesus his son, and the Holy Spirit. We believe that Jesus died for our sins and by accepting him, we are saved. We have hope in the Kingdom of Heaven. We believe the Bible is the word of God, serving our community. May love and faithfulness never leave us and be written on the tablet of our hearts.

Hope Homeschool Co-Op
5342 Avery Road | New Port Richey, FL | 34652
www.hopehomeschoolcoop.org
office@hopehomeschoolcoop.org
727.243.4311

Hope Homeschool Co-op

Vision

Our vision is to provide the homeschooling community with a low cost cooperative learning environment and to bring the homeschool community together by helping support brand new as well as veteran homeschool school families. We strive to provide educational cooperative options to homeschooling families; contribute to individuals or families in need; and contribute to other local non-profits and charities.

As we look forward to our third year, we are expanding our goals and vision to be a Godly example and support to our members and the local homeschooling community, bless other ministries, and be faithful to God's plan for Hope. Hope would like to continue to partner with community resources. The vision expands even greater than educational options as more programs are expanded to help homeschooling families and local charities with things like providing groceries to food insecure families, work days to help clean up the community, enrichment between our elder community and our students and meeting the needs of those who are hurting in our homeschooling community.

Mission

At Hope Homeschool Co-op, our mission is to nurture a supportive and inclusive community rooted in Christian values, where families can grow academically, spiritually, and relationally. We are committed to:

- Offering accessible educational options, enrichment programs, and hands-on learning opportunities for students.
- Supporting families through scholarships and practical resources, ensuring no one is left behind.
- Strengthening our community by addressing food insecurity, fostering intergenerational connections, and organizing initiatives that give back to the local area.
- Encouraging collaboration and volunteerism to create a thriving, compassionate environment for all.
- Building a supportive, faith-based community that welcomes families of all backgrounds.
- Strengthening the local homeschool community by offering scholarships and low-cost solutions.
- Partnering with local charities and ministries to serve those in need and make a meaningful impact. Through education, service, and faith, we aim to bless and empower homeschooling families while glorifying God in all we do.

Purpose

Hope Homeschool Co-op will continue to provide an affordable option for cooperative learning to the homeschooling community. We will be fundraising to provide scholarship opportunities while also working within the community to find low cost solutions. Hope would like to continue to partner with community resources.

MEMBERSHIP

Membership is open to all homeschooling families based on space availability. Potential members may request membership through our website at any time during the year. There is a \$50 administrative fee per year per family for membership. After the Leadership Team approves membership, the members are then invited to register for classes. Families must become members of Hope Homeschool Co-op first, in order to enroll their children in classes. Hope Homeschool Co-op is a non drop off, parental, cooperative group. Membership demonstrates a willing heart to serve the group. We offer 2 full 14-week semesters and run for the months of September- April .We have four tuition options to choose from. 1) Pay up front for the entire year and receive a 10% discount paying \$216 when you register 2) Pay per semester to receive a 5% discount 3) pay per quarter or Pay monthly, no discount, \$30 a month, first month due when you register. All classes except a few taught by community experts are included in the monthly tuition.

Background Checks

When a new member applies for membership in the co-op the participating member will agree to sign for a background check for not only the member but any adult that will be in attendance for co-op days. This background check is good as long as they are a member in good standing with the co-op. Members work directly with Protect My Ministries and are responsible for the \$24.95 fee per background check.

Parent Participation

Each participating parent will be required to volunteer for two positions at the co-op. Positions include but are not limited to teachers, teacher assistants, substitute, kitchen crew, cleaning after co-op and fundraising/events. Leadership works with each family to put them in positions that are best suited for them. In addition parents are required to volunteer for a 2 hour shift at two of Hopes events through out the year or one 4 hour shift.

“No Drop Off” Rule

Hope Homeschool Co-op is organized as a cooperative effort by the parents, it is necessary to enforce the “no drop off” rule. Hope Homeschool Co-op is not a drop off co-op, meaning that every child enrolled must have a participating parent/legal guardian who is at the co-op the entire time that the child is there.

Check in/ Check out

Hope takes the safety of all of our members seriously and utilizes a check in/out system at the door when entering/leaving co-op to maintain records of attendance on campus at all times.

Guardianship

In limited situations, Hope Homeschool Co-op does allow a transfer of guardianship to another registered/ background check approved parent. The Guardianship form is available upon request. The form can be used in one of two ways: 1. When a family has a “One-time circumstance” (i.e., sick on co-op day) or, 2. When a family has “extenuating circumstances” and anticipates needing a guardianship transfer for more than 2 weeks. If extenuating circumstances exist, the guardianship form must be pre-approved by the Leadership Team before it goes into effect.

Financial Responsibilities

Membership dues to participate in Hope Homeschool Co-op are \$50.00 a year per family. Our membership year runs from May of the current year through April of the following year. To participate in co-op classes, there is a tuition fee of \$30.00 per month per child. This tuition includes all classes except for classes taught by community experts such as dance and karate. All fees, including membership dues and class fees must be submitted by the specific due date given each month. If payment is not submitted by the 5th of each month, a \$5.00 late fee will be added. If a member refuses to pay all dues, class fees, and any late fees they may have incurred, their membership may be canceled by the Leadership Team. If you find yourself in an extenuating circumstance please see the Leadership team right away

Scholarships

It is our desire that finances never keep a family from participating in Hope Homeschool Co op. For this reason, limited scholarships are available upon request.

Refund Policy

In the event of a family's withdrawal or termination of membership, no member shall have any claim for refund of any monies paid. All monies paid to hope are a donation and are non-refundable.

SCHEDULE

Co-Op Schedule

9:15 am-9:25 am Sign-in

9:30-10:15 am 1st Period

10:20-11:05 am 2nd Period

11:05-11:20 Snack break

11:20-12:05 pm 3rd Period

12:05-12:30 pm Lunch

12:35-1:20 pm 4th Period

1:25--2:0 pm 5th Period

Clean-up

Staying on Time

Every effort will be made to start co-op on time and to switch classes on time. Teachers and students are given 5 minutes between periods to change classes – please be on time!

Note to Teachers: Please DO NOT excuse or allow students to be dismissed from your classroom before the designated time.

2026-2027 School Calendar

The graphic features a yellow background with decorative elements: a purple and white striped circle in the top left, a green hourglass in the top right, orange circles on the left, and a teal triangle and brown arch at the bottom. The title 'Hope Homeschool Co-op' is written in a white, bubbly font with a pink outline. Below the title are nine calendar cards, each with a red top and white body, arranged in a 3x3 grid. The cards list the months and specific dates for co-op sessions and breaks.

**Hope
homeschool
Co-op**

Month	Co-op Dates	Breaks
September	10th-co-op, 17th-co-op, 24th-co-op	
October	1st-co-op, 8th-co-op, 15th-co-op, 22nd-co-op, 29th-Co-op	
November	5th-co-op, 12th-co-op, 19th-co-op	26th-Break
December	3rd-co-op, 10th-co-op, 17th-co-op, 24th-Break, 31st-Break	
January	7th-co-op, 14th-co-op, 21st-co-op, 28th-co-op	
February	4th-co-op, 11th-co-op, 18th-co-op, 25th-co-op	
March	4th-co-op, 11th-co-op, 18th-co-op, 25th-Break	
April	1st-Break, 8th-co-op, 15th-co-op, 22nd-co-op	

CLASSES

Teacher Qualifications & Expectations

If you are currently homeschooling, then you have discovered something wonderful about your calling: You are a teacher!

Hope Homeschool Co-op is a great opportunity for you to bless your children and other children by doing just that. You will have the chance to share in an area that you enjoy. While parents who enroll their children are not required to teach, we are dependent on their willingness to do so in order to offer a variety of classes for students.

Class Suggestions

The teacher of a class determines the contents of the class, and writes the class description. The Leadership Team has the authority to determine the suitability of class offerings; not all proposed class ideas are necessarily approved. Once the class description is published, the teacher must stay within the framework of that description.

Class Fees/Budget

All classes except a few taught by community experts is included in the monthly tuition. It is expected that we will keep class fees as low as possible. The Leadership Team and Fundraising Committee work hard all year for community support. This includes our teachers closet. Teachers are invited to grab supplies needed from the teacher's closet at any time but please keep it to just what your class needs to keep supply costs down.

Teachers are asked to submit their supply needs upon submitting their teacher application and/or class description each semester.

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.

Substitute Teachers

Substitute teaching positions will be called to cover a class if needed.

If a teacher needs to be out for any reason, a substitute will fill in and cover the class with the provided curriculum/materials in the sub packet.

Class Registration

The Leadership Team will determine a schedule of classes for each semester. The schedule and class catalog will be posted on the co-op website prior to Class Registration day. Every attempt is made to ensure that children are scheduled for the classes they request.

When a class is full, it will be on a waitlist. In addition, if a class minimum is not met, the class may be canceled. Please note the class registration dates and times of each semester, as registration deadlines are firm.

Nursery

Our facility is equipped with a nursery area for those children that are too young for classes. This area is to be kept by the parents of each child, however, other parents in the nursery can look after children while a parent is volunteering in a classroom or some other duty. That is to be worked out between the parents at the time.

Name Badges

Students must wear their name badges each co-op day where it can be seen. Name badges must be worn at all times.

Guests

No unregistered children may attend Hope Homeschool Co-op classes. However, occasional visitors are allowed but must be approved by the Leadership Team prior to the co-op day. A visitor name badge for your guest will be provided at the check-in table. Your guest must wear it for the duration of the co-op day. The approved unregistered children will need to stay with the member who brought them, unless they are pre-approved to attend classes within their grade.

Absences

If you are going to be absent from co-op, we ask that you let leadership know. If you are a teacher, please inform the teacher liaison when you will be out so that they may make the arrangements with a substitute to cover your class. We ask that you inform leadership of your absence so that we may get your volunteer position covered as well as informing your children's teachers of the change in class numbers for that week.

Wellness Policy

Please do not bring your child to co-op if he/she has any of the following:

- Temperature (fever)
- Green or murky discharge from the nose or eyes
- Rash
- Vomiting and/or diarrhea within the last 24 hours
- Productive cough with fever or sore throat
- Head lice
- Loss of taste or smell

Photography/Videography Policy

By participating in our co-op and related events, families acknowledge that photos and videos may be taken to promote and share the activities of Hope, including public advertising. Participation indicates consent for photos and videos to be captured for co-op use.

Evacuation Emergency Procedures

In the event of an evacuation emergency, please grab your valuables and vacate the building via the nearest exit with your students. Teachers and assistants must stay with their class making sure that all their assigned students are accounted for and safely exit the building. Do NOT attempt to reunite with your children prior to exiting. Make your way out to the parking lot with your students quickly, and safely. Evacuation maps will be posted at entryways .

Set Up and Clean Up Policy

We want to be good stewards of the facilities that have been entrusted to our use. We also strive to leave the building cleaner than we found it. Every week, if you have chosen a cleaning position as your volunteer position , you will choose what area you would like to be assigned to and that will be your responsibility when co-op ens to ensure that area is cleaned properly.

EXPECTATIONS AND DISCIPLINE

Student Expectations

Respect others and the property of our host church. Walk quietly between classes. Use time wisely. Come to class prepared to learn and participate, having completed assigned work.

Listen and follow directions.

Enjoy learning.

Set a good example. Any distracting clothing or any public displays of affection is not acceptable at the co-op.

Parent Expectations

In order to function as a cooperative, Hope Homeschool Co-op expects parents to

1. Stay Informed:
 - Read all materials and communications provided. Email is our primary method of communication, so please check and read all emails carefully. Additionally, important announcements will be made at the beginning of lunch.
2. Fulfill Volunteer Responsibilities:
 - Commit to and maintain a minimum of two volunteer positions throughout your membership. Your contributions are vital to the success of our co-op.
3. Follow Policies:
 - Adhere to all policies and procedures to ensure smooth operations and foster a harmonious environment among members.
4. Be Ready to Help:
 - Come prepared to assist wherever needed. As the saying goes, “Many hands make light work.” Together, we can create a thriving and supportive community.

Discipline Policy

We are a Christian co-op and believe it honors God when our students are obedient to adults and respectful to their peers. At the beginning of each semester, teachers will explain class rules to the students so that they understand what is expected of them during the co-op. If a student is disruptive, the following process will take place:

BEHAVIOR POLICY

HOPE HOMESCHOOL CO-OP

- 1 Step One**
Any disruptive or inappropriate behavior will be addressed by the teacher asking the child to please be respectful and listen during class time.
- 2 Step Two**
If a child's behavior continues to be disruptive and/or inappropriate after being spoken to by the teacher, the teacher may ask the parent of the child to sit in the class to assist / address the behavior issue during the class.
- 3 Step Three**
If a student's behavior is still not corrected by step two and having the parent sit in during class, then a meeting will be held with the parent, the teacher and 2 people from the board to ensure a plan is in place to address behavior issues.
- 4 Step Four**
If Steps one, two and three do not correct the issues, a meeting will be held by the board to discuss a plan of action.
- 5 Step Five**
If step four has taken place and the board has come to a decision on the plan of action, the parent of the student will then have a meeting with the board to discuss the plan.
- * Expulsion**
Any harmful behavior displayed by any student, or harmful threats made may result in immediate expulsion from Hope homeschool co-op.

CODE OF CONDUCT AND DRESS CODE

General Dress & Conduct Guidelines

We are here to further the education of our students. It is in this spirit that we ask that all Hope Homeschool Co-op member families and their guests at sponsored events abide by the following established guidelines. In all that we do, we desire to develop and maintain a reputation that encourages attendance at our events as well as an environment where everyone feels loved and accepted.

DRESS:

Tops must cover the midriff. Sheer dresses and tops are not acceptable.

Undergarments must be covered at all times.

Shirts may not have inappropriate slogans, words or pictures.

If anyone is dressed inappropriately, he/she will be sent home to change clothing.

CONDUCT:

Respectful behavior is expected.

Refrain from physical displays of affection indicative of romantic relationships during co-op hours. Hand holding, hugging, kissing, arms around each other, sharing of laps or chairs and other displays of affection do not have a place at co-op.

Alcohol and/or drug use, threats against an individual, touching another student in any aggressive manner (without express permission) or weapons of any kind will not be tolerated. There will be no warnings issued and immediate suspension will occur.

Threats of any kind (even in a joking manner) or in any place will be grounds for immediate termination. There is a zero tolerance policy on threats made at co-op or not at co-op. In person, written or sent digitally towards a student or Hope Homeschool Co-op. If termination happens due to threats, there will be no refund given.

We should strive to build up and encourage one another in our conversations. Name calling, mocking, excessive teasing or making fun of another's opinion does not edify our goals. No bullying allowed! Bullying will result in an immediate conference between parents, leadership and student to enact a behavior turnaround plan. Please honor and respect those in authority.

For any of the above offending behavior or actions the Discipline Policy will be followed if not stated otherwise.

COMMUNICATION

There is a wealth of information found on our website, such as members and leadership contact information, important dates and reminders, vital downloads, and much, much more.

The first page you

'll see is the welcome page. Although you can access quite a few pages

from here, you will need to login if you want to see any kind of member specific information.

Click on "Login" in the upper right corner and enter your user name and password.

You should have created a user name and a password when you first registered with the co op. After logging in, you

'll find helpful links in the left-hand column. Be sure to check the

website frequently as the Calendar is updated frequently, as well as active pages and new pages that are added periodically.

Please note the phone lists, directories, and other paperwork including private information found on the website shall not be distributed to anyone outside of Hope Homeschool Co- op by any member or leader. Information on the membership website is for use by current co-op members only.

Board Members & Roles

President, Katie McGeehen

- Spokesperson for Hope Homeschool Co-op
- Presides over all board meetings
- Recruits teachers and puts together a class schedule inclusive of all age levels and subjects.

As the spokesperson, the president is responsible for the majority of the networking and community outreach for Hope Homeschool Co-op. They are the main ambassador and should be at as many community events and groups promoting the vision, mission and schedule of classes. While all board members should be recruiting new families, the President is tasked with the bulk of this recruitment. The president is also responsible for presiding over all board meetings including working with the secretary on setting the agenda for each meeting.

Vice President- (Vacant)

Secretary, Celeste Miller

- Takes all meeting minutes

- Keeps records
- Fundraising

The secretary is responsible for all record keeping for Hope Homeschool Co op and all board activity. This record keeping includes annual meeting minutes, documentation to and from the State of Florida or the IRS and the minutes of every board meeting. The secretary will work with the Membership Committee on membership lists and is also responsible for keeping all records with the state up-to-date including but not limited to, corporate registration with Sunbiz. Along with this, the secretary should be focused on fundraising and networking for Hope at all times.

Treasurer, Diane Lord

- Keep all financial records
- Pay all bills and keep budgets
- Fundraising

The treasurer works with the Fundraising Committee to create budgets and keep day-to-day financial obligations met. Paying all Hope invoices and bills and making sure the financial records are in order which includes tuition and event payments are in good standing.

Directors, (Vacant)

- Assist in the duties of the officers
- Be present at events assist in recruitment and sponsorship drive ▸ Fundraising

The director members of the board are responsible for assisting the officers and the volunteers in all functions of Hope Homeschool Co-op. They are also responsible helping with the Events Committee, Nutritional Program Committee & the Safety Committee. Along with this, the directors should be focused on fundraising and networking for Hope at all times.

Volunteer Committees

Activities Committee

The Activities Committee shall plan, arrange, promote, and conduct all events, clubs, field trips and meetups. This committee may within their committee decide to break into sub committees by age category, event category other way that would help the committee better provide activities, while still maintaining communication between for the overall function and continuity of the activities.

Education Development Committee

The Education Development Committee shall recruit teachers and substitute teachers, create class schedules, approve class subjects and curriculums and overall oversee the classes and educational development provided for each of the 3 grade categories.

The 3 grade categories shall be split by age to keep social peers together in the same category. Those categories will include: Elementary School ages 3-9, Middle School ages 10-12. High School ages 13-17.

This committee may within their committee decide to break into sub-committees by age category while still maintaining communication between each category for the overall function and continuity of the educational programming.

Safety Committee

The Safety Committee shall monitor all policies and create policies and procedures that create a safe and secure environment for all participants in co-op classes, events and activities while still considering the autonomy of the individual families.

Membership Committee

The Membership Committee shall promote new memberships, encourage membership renewal, and ensure the maintenance of an accurate membership database.

Fundraising Committee

The Fundraising Committee shall work directly with the Treasurer to create budgets and a fundraising plan to provide the most enrichment to the co-operative and to provide aid and scholarships to member's and their families when possible.

Nutritional Services Committee

The Nutritional Services Committee shall oversee and run the lunch program, provide snacks and other food items for sale during co-op days and any food or nutrition items at events, functions and meetup not already hosted by another member or venue.