



# Carlinsville Area Christian Home Educators Handbook

The following guidelines are being provided to promote harmony and unity among all CACHE members.

## **Statement of Faith:**

*We believe in the authority of the Bible, salvation through Jesus Christ, and the calling to live out our faith in word and deed. CACHE is not affiliated with one specific denomination, but we are united in Christ and committed to cultivating a God-honoring learning environment.*

This Handbook was updated and applies to the following school year and any future school years until updated further.

## Fall 2025 - Spring 2026

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## **Founding Principle**

The Carlinville Area Christian Home Educators (CACHE) Co-op is founded on Christian beliefs and values. Therefore, all members are expected to conduct themselves according to Biblical principles and classes will likely include Christian content and materials.

## **Founding Bible Verse**

*Isaiah 49:2 - He made my mouth like a sharpened sword, in the shadow of his hand he hid me; he made me into a polished arrow and concealed me in his quiver.*

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## **DISCLAIMER**

The CACHE board has made every effort to make these guidelines as comprehensive as possible.

The CACHE board reserves the right to change policies and procedures as the need arises.

Being a private organization, CACHE reserves the right to limit, refuse, or terminate membership without explanation.

# **Carlinville Area Christian Home Educators Policies**

## **Member Requirements**

Co-op member families understand and agree that the co-op is a volunteer organization and the success of the group depends on the participation of parents in areas such as teaching, setting up before or cleaning up after co-op, or other duties as assigned.

## **Membership**

The co-op is open to anyone. However, the co-op is founded on Christian beliefs and values, and classes may include Christian content and materials. We ask all members -parents and students alike- to uphold Biblical principles in both conduct and attitude. Members will be approved by the CACHE board upon review of Membership Application. Membership to CACHE does not guarantee participation in classes as they are based on availability. However, membership does allow for participation in all CACHE sponsored events though space limitations and number caps may still apply.

## **Meeting Times**

The CACHE co-op classes will be held at Cross Church, located at 1030 W Main in Carlinville, IL 62626; on Mondays starting at 9:00 a.m. with optional group prayer time at 8:50 a.m.

## **Facility Usage**

Cross Church is allowing the co-op to use their facilities so please help out by cleaning up after your family. In the case of any damage to the church building or any property by a co-op child, the parent will be held responsible.

Playground equipment can be used with parental supervision and at designated times that will be posted; however, it is for children ages 5-11. The co-op board or church staff may close the playground at any time. There will be signs posted indicating when the playground is closed.

No food or drinks are allowed in the classrooms.

Food and drinks are to stay on the tables in the designated area for eating.

Everyone must enter and exit through the main entrance. The main entrance door on your far right will be the only door unlocked. It is the one with signage on it.

The classrooms that are to be used will be clearly marked and communicated. CACHE families & members are to only use those designated areas.

## **Volunteer Requirements**

After membership approval you will be required to sign the most current copy of the CACHE handbook, complete a background check (details below) as well as submit a pastoral reference letter and complete a photo release form.

Each family will be assigned volunteer requirements such as a cleaning schedule rotation spot. If you cannot fulfill your duties on your assigned day, it is up to you to notify the CACHE board at [cachearrows@gmail.com](mailto:cachearrows@gmail.com) as soon as possible ahead of time.

Repeated failure to participate may result in dismissal without refund.

## Background Checks Requirements

To ensure a safe and secure environment for all children participating in CACHE, we require that **all adults who remain on-site during co-op hours undergo a annual background check through the Illinois Department of Children and Family Services (DCFS) prior to their first visit.**

This includes:

- All **parents or legal guardians** who stay on-site during co-op
- Any **adult siblings (age 18 and older)**
- Any **relatives, family friends, or caregivers** who are staying in place of the parent to supervise children during co-op

This background check is **free of charge** and is a mandatory requirement for participation. This policy helps protect the safety and well-being of every child in our care and ensures a trusted community environment.

Instructions and forms for completing the background check can be found on the **Illinois DCFS website** at:

<https://dcfs.illinois.gov/about-us/reporting/clearance.html>

Direct link to the required **CFS 689 Authorization for Background Check for Programs Not Licensed by DCFS:**

[https://dcfs.illinois.gov/content/dam/soi/en/web/dcfs/documents/cfs\\_689\\_authorization\\_background.pdf](https://dcfs.illinois.gov/content/dam/soi/en/web/dcfs/documents/cfs_689_authorization_background.pdf)

Background checks must be submitted and approved before participating in any on-site CACHE activity.

Failure to complete this process prior to your first on-site visit will result in denied access to co-op classes and events until clearance is verified by the CACHE board.

## **Fees-Membership vs Classes**

Membership for each family is a required annual registration fee of \$40. Membership fees are due prior to registration and are non-refundable.

Class registration fees are due at time of registration in the class the parents chooses. Most classes will have additional fees and are based on the needed class materials as determined by the teacher of that class.

## **Class Refunds**

A refund of class fees will only be given up to 15 days before classes begin. After this, if you desire to withdraw or transfer your child to a different class, you may do so based on availability. Any changes after that date will not be refunded. You will be required to pay the fees for the added class.

## **Teachers**

For those parents who volunteer for CACHE by teaching a class, thank you! Your class plan and budget will be submitted and reviewed, once approved the class costs will be reimbursed using the class registration fees in 2 installments. The first installment will be available up to 30 days prior to the start of the semester. The second installment can be paid after week 5 of that semester. Teachers will not be reimbursed over the amount of your materials fee. Teachers will not be reimbursed without receipts that are turned in in a timely manner.

## **Communication**

CACHE communicates with member families using the contact information provided in the membership application thru our website. If your contact information changes or needs to be updated, please inform us so we can update our records as soon as possible. We facilitate communication via e-mail, our private Facebook group call Quiver and as of 2025 the texting service thru our website provider. You can opt in and/or out of any of these forms of communication at any time by informing the board via email: [CACHEarrows@gmail.com](mailto:CACHEarrows@gmail.com).

# Responsibilities of Parents

- Be on time. If students are late, they may not be admitted to classes.
- Families check-in at the Welcome desk upon arrival
- Parents must supervise their children at all times. Children that are not in class need to remain supervised by parents in the church foyer/eating area, mothers room or playground during open times posted.
- Parents should make sure that your child(ren) dress modestly. Clothing **MUST** cover undergarments or any area a modest bathing suit would normally cover.
- All parents must stay in the building while their children attend co-op.
- No child is to be in the designated Nursery area without a parent present unless the parent is volunteering in another area.
- The stage/sanctuary is off limits unless it is being used for a class.

# **Responsibilities of Students**

- No yelling or running in the building.
- Be respectful of others
- In order to be a good example to the younger kids, we ask that there be no public display of affection.
- Weapons are not allowed in co-op.
- Cell phones, video games, music devices or any other electronics are not allowed to be used in classes.

# Responsibilities of Teachers

- Be prepared and on time for your class.
- Teachers should clean up after themselves.
- If you are sick, please notify a board member (make sure you speak with someone).
- CACHE reserves the right to approve all teachers and curriculum.
- Parents and board members may be present in any classroom at any time.
- Have open communication with parents and board members concerning disruptive behavior.
- Attendance will need to be taken weekly. Please pick up and return the attendance sheet to the Welcome Desk
- First hour teachers please be checked in by 8:45 am.
- If you are unable to attend, please contact the co-op board vis phone or email asap.  
CACHEarrows@gmail.com

# **Discipline Guidelines**

**For all discipline issues, we will be following a 4-step procedure if issues arise.**

**The 4 steps are as follows:**

- 1.) Verbal warning to child and parent (with a board member present or email)
- 2.) Written warning to be written issues and signed by both parent and student
- 3.) Removal of Student from the class for the remainder of the semester and class fees will be forfeited.
- 4.) Dismissal of the family from the co-op for the remainder of the current semester and the following semester. All fees will be forfeited.

**If you are dismissed from co-op due to disciplinary reasons, it will be your responsibility to ask to be placed back onto the waiting list. You may contact the board at [cachearrows@gmail.com](mailto:cachearrows@gmail.com)**

## **Illness Policy**

Is your child too sick to attend co-op? We have three main guidelines. Please do **not** attend if:

1. You or your child has had a fever, vomiting or diarrhea within 24 hours of the event or class day.
2. Your child has new cold symptoms, like a new runny nose, cough, excessive sneezing, etc., that cannot be explained.
3. You or your child has a communicable disease or medical condition (e.g., head lice, chicken pox, ring worm, etc.)

If someone in your family turns up with a communicable condition, such as impetigo, conjunctivitis, pertussis, flu of any type, etc. soon after attending a group event, please notify a co-op board member as soon as possible so other families can be contacted and informed of what symptoms to watch for in their children.

## **Severe Weather Cancellations**

In case of severe weather, we will follow Carlinville School District's cancellations. We will make every attempt to notify you through text message, email, as well as posting on the Co-op Facebook page.

## **Selling**

You may put brochures out on the table for your business or deliver products at co-op. You may tell others about your business or what you are selling, but please be courteous of those who are not able to participate due to financial reasons. If selling becomes an issue at co-op and people are made to feel uncomfortable we will have to go to a "no selling" policy.

## **Directory of Families**

A member directory will be distributed via the website to co-op members consisting of family name, email and phone number. This directory is confidential and is not to be given out, sold or distributed in any way to anyone who is not a co-op member.

**The information is not to be used for soliciting business.** A violation of policy is cause for termination of co-op involvement.

## **Sitting Out for a Semester**

For whatever reason, we know that there may be times that you will need to sit out for a semester. It is your responsibility to contact us at [cachearrows@gmail.com](mailto:cachearrows@gmail.com) to be added to the waiting list. You will be at the top of the list for ONE semester. After current members register for the next semester, you will be contacted and offered your choice of classes that are still available. If you decline to join us at that point, you can request to remain on the list, but you will be moved to the bottom of the list.

Please go over these with your children so they are also aware of the expectations.

Thank you for reading, and agreeing to the policies, payments policies and requirements as discussed in this handbook. Please sign the acknowledgement on the next page and turn it into the CACHE board before registering for classes.

## **The CACHE Board**

Amy Box - 217-691-6028

Erin Wright - 951-660-7448

Stacey Hart - 217-825-3387

Kim Boston - 217-491-1319

Rebekah Cloninger - 217-710-2814

You can contact the board by email at **[CACHEarrows@gmail.com](mailto:CACHEarrows@gmail.com)**





## Acknowledgement Page

By signing this form, I acknowledge that I have received a copy of the CACHE co-op policies currently in effect for my family as of this date, and I understand that it is my responsibility to read and comply with the policies.

\_\_\_\_\_ Signature - Parent

\_\_\_\_\_ Printed Name

\_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ Signature - Parent

\_\_\_\_\_ Printed Name

\_\_\_/\_\_\_/\_\_\_

# Carlinville Area Christian Home Educators (CACHE)

## Photo and Video Release Form

As part of the CACHE community, photographs and videos may occasionally be taken during co-op classes, field trips, or other CACHE-sponsored events. These images may be used in promotional materials, on social media, newsletters, or the CACHE website for the purpose of sharing our activities and building community. Please review the release terms below and sign to give (or deny) permission.

### Permission Statement

I, the undersigned parent or legal guardian, give permission to Carlinville Area Christian Home Educators (CACHE) to take and use photographs, video recordings, and audio recordings of my child(ren) for educational, promotional, or informational purposes in print and digital formats.

I understand that:

- I will not receive financial compensation for the use of these materials.
- This release applies only to CACHE use and not third-party entities.

### Child(ren)'s Full Name(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(Use the back if you need to list more children)

### Check One Option:

- YES**, I give permission for my child(ren) to be photographed or recorded for CACHE purposes.
- PARTIAL PERMISSION**, I give permission for my child(ren) to be photographed in print/hard copy only (such as for the year book, programs or fliers for events).
- NO**, I do NOT give permission for my child(ren) to be photographed or recorded.

### Signatures

**Primary Parent / Guardian:**

**Secondary Parent / Guardian (if applicable):**

Name:

Name:

Signature:

Signature:

Date: \_\_\_\_\_

Date: \_\_\_\_\_