



Carlinsville Area Christian Home Educators Handbook

The following guidelines are being provided to promote Christian 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 2026 - Spring 2027

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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.

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.

CACHE is a private volunteer organization and reserves the right to limit, refuse, suspend, or terminate membership when the Board determines it is in the best interest of the co-op, its families, or the host facility.

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. As our co-op grows it is necessary to have consistent parent participation. Parents will need to “register” for a participation opportunity in much the same way we register our kids for classes. One parent per household (or older highly responsible teenagers in some cases) is required to choose an option as listed on our website. If there is an extenuating circumstance please talk to the board as soon as possible and cases will be prayed over and decided on a case-by-case basis.

Membership

Membership is open to homeschooling families who understand and are willing to participate in CACHE’s Christian foundation, policies, volunteer expectations, and code of conduct. Membership applications are reviewed and approved by the CACHE Board based on space, program capacity, and alignment with co-op expectations.

Meeting Times & Requirements

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. CACHE is NOT a drop-off program. Parents with approved background checks or designated adults with approved background checks are to stay on-site at all times that kids are on-site. Older teens who have their own transportation may seek approval to attend without parents supervision although additional paperwork needs to be submitted and approved by the board.

Session Cancellation Authority

The CACHE board members reserve the right to cancel, postpone, modify or otherwise adjust any scheduled co-op session, class day, event or activity when circumstances arise that, in the Board's judgment would significantly affect the safety, effectiveness, operations, or overall benefit of the co-op.

Such circumstances may include, but are not limited to, inclement weather, anticipated low attendance, instructor or volunteer shortages, facility issues, community conditions or other unforeseen events that substantially impact the ability of the co-op to function as intended.

The Board will make such decisions in good faith, with consideration for the best interests of the co-op community, and will communicate changes to participating families as soon as reasonably possible.

Facility Usage

Cross Church is graciously 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 required to complete volunteer requirements such as a cleaning schedule, a rotation spot, teacher helper etc. If you cannot fulfill your duties on your assigned day, it is up to you to notify the CACHE board at cachearrows@gmail.com as soon as possible ahead of time. Repeated failure to participate may result in dismissal without refund.

Background Check 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

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.

Teacher Missing Class Process

If you need to miss a class period, please use the following guidelines to contacting the board.

1 Week or More Notice: Contact the board via CACHEarrows@gmail.com with any curriculum and a suggestion for a substitute teacher if you have one.

48 Hours or less Notice: **Email** CACHEarrows@gmail.com with any curriculum you can provide **and text** Teacher Coordinator Jenn Bliss at 618-484-5272

Communication

CACHE communicates with member families using the contact information provided in the membership application through 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 called 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.

Parent Code of Conduct

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

1. The Standard of Authority (Discipline)

- **The Standard:** “Children, obey your parents in everything, for this pleases the Lord.” (Colossians 3:20)
- **In Practice:** Parents are the primary authority. We agree to enforce the Student Code of Conduct at home and support the teachers’ authority in the classroom. If a child reaches **Level 2** of the Restoration Process, the parent agrees to sit in the classroom to provide direct supervision.
- **The Focus:** We protect the learning environment. By handling our own children’s discipline, we allow the teachers to stay focused on their gift of instruction.

2. The Standard of Reliability (Stewardship)

- **The Standard:** “As each has received a gift, use it to serve one another, as good stewards of God’s varied grace.” (1 Peter 4:10)
- **In Practice:** We recognize that our co-op is not a service provided to us, but a community built *by* us. We commit to being active participants during our

meeting times. This means arriving promptly, fulfilling our assigned duties (such as monitoring, cleaning, or assisting), and looking for ways to serve even when not "on the clock."

- **The Requirement:** Active Engagement. While your child is in their sessions, parents are expected to remain on-site and engaged in the day's operations. Whether it's assisting a teacher, managing common areas, or prepping for the next hour, we strive to ensure that no one person carries the load alone. We are here to serve alongside one another, not just to observe.

3. The Standard of Peace (Communication)

- **The Standard:** "If possible, so far as it depends on you, live peaceably with all." (Romans 12:18)
- **In Practice:** We communicate clearly and directly with the Board and teachers. If a conflict or concern arises, we follow the biblical model of going directly to the person involved rather than engaging in gossip or "parking lot" venting.
- **The Focus:** we are a family of believers. Our goal is to maintain the "unity of the Spirit in the bond of peace" so that our co-op remains a light to our children and the community.

4. The Standard of Fellowship (Community)

- **The Standard:** "And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another..." (Hebrews 10:24-25)
- **In Practice:** We recognize that building a true community takes time and presence. While we know life is busy and attendance at every single event isn't always possible, we prioritize our weekly sessions and co-op gatherings. This consistency allows our children to develop deep, lifelong bonds and provides a stable environment for everyone to grow.

- **The Focus:** Relationships are the heart of our co-op. We strive to be “present and accounted for” whenever possible, knowing that our participation doesn’t just fulfill a requirement—it strengthens the whole body and encourages our fellow homeschooling families.

CACHE Student Code of Conduct & Restoration Policy

To ensure our time together is fruitful and honors the Lord, we have updated our Covenants of Conduct for students, parents, and teachers. Our goal is to create an environment where teachers can focus on teaching and students can focus on learning. We believe in a culture of restoration—where we acknowledge that none of us are perfect, but we all strive to uphold biblical values.

Please review the following sections with your children. We look forward to a season of growth, fellowship, and excellence!

Our Vision

As a Christian homeschool community, we believe our behavior should reflect the character of Christ. While we acknowledge that we all fall short of perfection, we commit to striving toward biblical values in our words, our actions, and our treatment of others—both during our 10-week sessions and in our daily lives.

Section 1: The Student Covenant

1. The Heart of Our Interactions (Kindness & Respect)

- **The Standard:** “Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.” (Ephesians 4:32)
- **In Practice:** We speak life into others. This means no bullying, mocking, or exclusionary behavior. Whether in the classroom or on social media and in all things, our words should build people up, not tear them down.

- Outreach: When we are in public or at home, we remember that we represent our families, our co-op, and our faith.

2. Stewardship of the Space (Responsibility)

- The Standard: "Whatever you do, work heartily, as for the Lord and not for men." (Colossians 3:23)
- In Practice: We take care of the facility we are blessed to use. We clean up after ourselves, respect the property of others, and come prepared for our sessions.
- Integrity: We do our own work with honesty. In and out of co-op, we strive to be people who can be trusted.

3. Authority and Order (Cooperation)

- The Standard: "Let all things be done decently and in order." (1 Corinthians 14:40)
- In Practice: We respect the parents and teachers who volunteer their time to lead us. This means listening when others are speaking, following directions promptly, and maintaining an environment where everyone can learn.
- Self-Control: We take ownership of our bodies and our tempers. If a conflict arises, we seek to resolve it peacefully and directly rather than through gossip.

4. Modesty and Presence (Representation)

- The Standard: "Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." (Matthew 5:16)
- In Practice: We dress in a way that is modest and respectful to the environment of a Christian co-op. Our goal is to elevate our focus on Christ and learning.
- Digital Witness: We understand that what we post online reflects our character. We strive to maintain these same standards of purity and kindness in digital spaces.

Section 2: The Restoration Process (Natural Progression)

We recognize that mistakes are opportunities for growth. To ensure our teachers can focus on teaching rather than discipline, we follow this three-step progression:

Level	Action Taken	Responsibility
1. Verbal Warning	The teacher or board member will pull the student aside for a private, gentle correction.	Student: Acknowledge the mistake and adjust behavior immediately.
2. Board & Parent Notification	If the behavior continues or is a significant disruption, the student is sent to a Board Member. The parent is notified immediately.	Parent: The parent is expected to sit with the student in class for the remainder of the hour or day.
3. Suspension/ Restoration Plan	If a third incident occurs, the student will be asked to take a "sabbath" (leave the co-op) for the following week or up to the rest of the semester.	Board & Family: A meeting is held to discuss a path for restoration and a return to the co-op.
4. Dismissal	If the behavior persists after a suspension, or in cases of severe misconduct/safety risks, the family will be dismissed.	Family: Immediate dismissal for the remainder of the current semester AND the following semester.

Note on Immediate Action: Certain behaviors (physical aggression, blatant defiance, willful/costly destruction of property or safety risks) may bypass Level 1 and result in an immediate Level 2 or 3 response at the Board's discretion.

Section 3: Commitment & Signatures

Student Commitment:

I have read (or had read to me) the Code of Conduct. I understand that my behavior reflects on my family and my faith. I agree to do my best to follow these guidelines and to respond with a teachable heart if I am corrected.

X _____ **Date:** _____

Parent Commitment:

I understand that the teachers are volunteers here to provide instruction, not primary discipline. I agree to support the Board in upholding these standards and will be available to intervene or sit with my child if the Restoration Process is needed at any time.

X _____ **Date:** _____

Teacher Code of Conduct

“Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned...” (Titus 2:7-8)

1. The Standard of Integrity (Preparedness)

- **The Standard:** “Whatever you do, work heartily, as for the Lord and not for men.” (Colossians 3:23)
- **In Practice:** We arrive early and well-prepared for our sessions. We respect the 10-week schedule by maximizing our one-hour block with engaging, thought-out lessons.
- **The Focus:** Our goal is excellence. We treat our volunteer role with the same professional weight as a paid position, knowing we are serving the Lord’s children.

2. The Standard of Speech (Communication)

- **The Standard:** “Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person.” (Colossians 4:6)
- **In Practice:** We lead with “sound speech.” If a student is disruptive, we correct them with calmness and dignity. We avoid harshness or public shaming, opting for private, gentle correction first.
- **The Requirement:** Teachers must communicate with the Board regarding **any and all** disturbances or breaches of the Student Code. We do not “hide” issues but promptly bring them to light so the Board and parents can provide support.

3. The Standard of Leadership (Modeling)

- **The Standard:** “The disciple is not above his master: but every one that is perfect shall be as his master.” (Luke 6:40)

- **In Practice:** We are the "living curriculum." We model the very behaviors we expect from the students—kindness, punctuality, stewardship of the facility, and a teachable spirit.
- **The Focus:** We focus on teaching while trusting the process. We apply the "Level 1" verbal warning and then step back, allowing the Board and parents to handle primary discipline so we can remain in our role as instructors.

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, chickenpox, ringworm, 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 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, payment 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

Jenn Bliss 618-484-5272

You can contact the board by email at **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 yearbook, programs or flyers 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: _____