

Statement of Purpose for ETC Classes

- Parents of homeschool children working together to give our children a safe, fun, and educational experience.
- Opportunities for parents and children to participate in a social group with other homeschooling families and socialize on a weekly basis with friends.
- We all participate/help either in teaching/co-teaching in a class to a number of students or by serving on the ETC Committee.

General Information

- The ETC schedule consists of two twelve-week terms. The Fall term usually begins in August and ends in November. The Spring term usually begins in January and ends in April.
- With enough participation, we offer morning and afternoon classes for preschoolers through high school. Nursery is provided for free for ETC participants only.
- **All parents are required to participate.** We cannot have classes without parents who offer their time to teach our students. If you are not comfortable teaching, you can team up with another parent and each teach half the classes. We do not require new families to teach their first semester at ETC.
- In case of inclement weather or any other closings due to other events, please check your email, Spond App, or Facebook.
- Lunch is a great time to fellowship with many of our participants. Bring a bag lunch or go get take out. If you are participating in the afternoon session and would like to leave premises during the lunch break, please return in time for classes. There will also be an optional free gym time for students.
- You are responsible for watching your children when they are not in class.
- Children will be placed in the class corresponding with their specific age group as follows:
 - Nursery: birth - 3 years old
 - K4-K5: 4-5 years old
 - 1st-2nd grade: 6-8 years old (Early Elementary)
 - 3rd – 5th grade: 8-10 years old (Elementary)
 - 6th– 8th grade: 11-13 years old (Middle School)
 - 9th -12th grade: 14-18 years old (High School)Students in grades 11 & 12 can be assistants in classes or teach a class with the parent's permission & ETC Committee approval.

Please note that some classes include more than one age group. If you feel a class for a different age group would be appropriate for your child, please contact the teacher for approval for your child to take the class.

- We try to have a co-teacher or assistant in classes with younger students and in younger classes.

Class Registration

- You must be a member of CHOICE to participate in ETC classes.
- Please pay attention to the dates and deadlines for filling out forms and signing up for classes and events. You may not be able to participate if you miss a deadline.
- If you have any questions regarding the nature of a class or the material being taught, please discuss it clearly with the teacher and/or ETC Director prior to registering for that class.
- Parent's preferences need to be filled in. Please understand we will do our best to accommodate where you wish to be placed but may need to change your assignment based on the needs of others.
 - Class sizes are limited (according to teachers' class size preference) and are on a first-come, first-serve basis, so sign up early!
- If you wish to make a class change for any reason after the last registration day, there will be a \$10 processing fee.
- Parents of high school students may submit a request to the ETC Director for them to attend without a parent. Please note that **IF** they are approved, they are not allowed to bring younger siblings with them without a parent attending. The ETC Committee also reserves the right to revoke this privilege at any time due to unacceptable behaviors. No refunds will be given if this privilege is revoked.

Connections Meeting

- The Connections Meeting is usually one week before the start of the twelve-week term and is mandatory for all ETC Members.
- All ETC, class and teacher fees must be paid before the meeting.
- At the meeting, you will receive all information you need to know about attending ETC that semester.
- Teachers will get their class rosters by email prior to the meeting.
- Please take advantage of this opportunity to meet with your child's teacher for any classes.

ETC Meeting

- The ETC Meeting is **MANDATORY** for all ETC Members. It will be held twice a year, once in the fall and once in the spring.
- At the meeting, you will receive all information you need to know about attending ETC for that semester/year.
 - Teachers should volunteer for their classes before the meeting as well as any events they would like to volunteer to help with for before the meeting. Teachers should receive their class rosters/assignments by email prior to the meeting if they have already volunteered.
- Please take advantage of this opportunity to meet with your child's teacher for any classes.

ETC Fees

- ETC fees are charged per semester and are used to pay for office and class supplies, cleaning supplies, insurance, and a church donation.
- Material fees are set by the teachers to purchase supplies for the class. These fees are collected by the ETC Committee and disbursed directly to the teachers.
- Teacher fees may be charged by a teacher if they are extremely knowledgeable, certified, have a degree and/or can offer high school credit. However, we encourage teachers to have fees as low as possible for our homeschool children. CHOICE would like to see all children have opportunities to take classes.
- No child will be allowed to take a class without paying ETC fees, material fees, or teacher fees, unless other arrangements have been made with the ETC Director and/or teacher prior to the registration deadline.
- Once classes are underway and have passed the two week mark **no refunds will be given.**

Security

In case of an accident, Whitefield Baptist, CHOICE, or the ETC Committee cannot be held responsible.

Name tag or lanyards will be supplied upon check-in and must be worn at all times during ETC. This allows us to easily check class attendance, keep track of families during emergencies, and get to know one another. PLEASE let an ETC committee member know of any allergies that should be noted on your family's name tags. Also, if you need to leave the premises during class hours please inform a Committee Member that you will be off ground as well as who will be in charge of your children during your absence.

If you and your children leave early please tell an ETC Board committee member. This is important in case of an emergency we will know that your family is off premises.

There are other security measures in place that will be discussed during the semester.

Student Rules

1. Students are not permitted in the parking lot or wandering in the halls during class time. For safety and emergency reasons, we need to know where every child is at all times.
2. There is absolutely no running allowed inside the church.

3. Be kind and respectful to adults, as well as to other students. Do not pick on or criticize others. Do not use inappropriate or crude language.
4. Elementary-aged students and younger can only leave during class time with the assistance of an adult.
5. Students should raise their hands if they have a comment or question during class time.
6. Students are to keep their hands to themselves. They should not touch others unless they are instructed by their teacher for class purposes (ex: team building skills, martial arts, etc.). No personal affection is allowed, including hugging, kissing, or holding hands in the building, during lunch, and in the parking lot.
7. Weapons are NOT allowed. This includes pocket knives, guns, and fireworks, including any toys resembling any of these items. There may be some exceptions for class purposes. Parent and child would be notified if this is to take place. If your child carries a pocket knife, please have him leave it in your car.
8. Tobacco products are not allowed on the premises.
9. Cell phone activity is not allowed during class. Teachers reserve the right to take items not intended for class until the end of class. This includes other currently used technology, such as iPads, Phones laptops, etc.
10. Please keep voices low while in the building. The church we use holds their own classes as well and we need to be mindful of that.
11. Please dress modestly. If you have questions please see the CHOICE dress code.
12. Please remind children to take care of the church property inside and out.
13. Under NO circumstances should anyone be in the cemetery. Do not cut through to get to the church. Do not allow children to do so either. This is a special place and should be respected.

Discipline

Children will act like children. However, if a child is continually disruptive, the committee will have to take disciplinary action.

- First offense: A verbal warning will be given by the teacher. The behavior will be addressed with the student.
- Second offense: The teacher will give the student a “time out” and will inform the parent after class.
- Third offense: The teacher will write the child up using the discipline form and address the issue with the parent. The form must be turned in to the ETC Director to be kept on file.
- Fourth offense: An appointment will be scheduled with the ETC Committee and all involved parties. The ETC Committee reserves the right to exclude that child from participating in the remaining co-op sessions or decide on another form of disciplinary action. No refunds will be given.
- If there is a dispute over the incident and it needs further involvement, the ETC Committee will set up an appointment for the parties involved in an effort to find a resolution.

Parent's Commitment

- Discuss appropriate and expectations ahead of time with your children.
- Make sure your older children are aware of the room locations for their classes. Younger children may need help with classroom changes.
- All Parents are required to volunteer and serve in some capacity throughout the year. Parents are expected to lead or assist in a class, unless it is your first semester. If you are unable to teach you may serve in a different role assigned to you by the ETC Director.
- This is NOT a drop-off program. If your child is participating in classes, a parent is expected to be on the premises at all times. Please be in your assigned area so that you may be found in case of an emergency. If you must leave the premises for a brief period, please see the ETC Director to make the appropriate arrangements.
- Please keep in mind that teachers have chosen a curriculum based on a certain age group. If your child does not meet the age requirements, it is your responsibility to get approval from the ETC Director BEFORE signing up for the class. Also, keep in mind your child's interests, especially in the younger grades. Give special thought before signing your child up for a class they may not enjoy. We want them to have fun at ETC. NO REFUNDS WILL BE GIVEN.
- Parents need to pick up name tags from the Welcome Room upon arrival. Name tags should be worn at all times by both parents and teachers. Guests will also need name tags.
- For safety purposes, NO weapons of any kind will be tolerated.
- Parents are asked to drop off all children in the welcome room and then proceed to their assigned area.
- Please be mindful of the committee and cleaning crew as we try to wrap up the end of the day and would like to go home too.
- Please help with set up and end of day clean up.
- Please take home all personal belongings. Anything left at co-op on the last day will be given away or donated.

Teacher Commitment

- Do not teach anything contrary to the CHOICE Statement of Faith.
- Teachers are expected to arrive on time and be prepared for their classes each week. If you must be absent, please inform the ETC Director and your teaching assistant and provide them with materials for your missed class, so that plans may be made accordingly. Teaching Assistants should be prepared and on time if the primary teacher has let them know in advance of their absence.
- Please clean your room at the end of your class so that the room will be ready for the next teacher. Remember that we are blessed with the opportunity to use this facility. Let's take care of the building at all times.
- Teachers are expected to set a Christ-like example in your actions, attitudes, and speech at all times.

- On the first day of class, you will receive a class roster and walkie talkie for emergencies.
- The teacher is responsible for setting up any fees needed for their class. We ask that you try to keep fees as low as possible and be a good steward with the money that you collect.
- Those who do not meet the above requirements will not be allowed to teach in the future. If you cannot commit to the requirements for teaching, please consider serving in a different role.

Remember that you are expected to serve in one of these areas in order for your child to participate.

We appreciate all of our families who make ETC a success every year!