



# THRIVE

## Homeschool Co-op

### Handbook:

#### Objective

Thrive Homeschool Co-op is a homeschool cooperative that offers classes, clubs, social/play time, activities, and events to homeschoolers from preschool to grade 8. Our goal is to build a welcoming, respectful, and supportive community of homeschool families where children and parents can foster friendships, support each other, and connect.

#### How does Thrive operate?

Thrive meets on Tuesdays from 9:00 am-3:00 pm from September to May. Families set their schedules based on what is best for their family. Come for just one hour or stay all day! We encourage all families to attend the shared co-op lunch hour from 11:00 am to 12:00 pm to connect with other families.

What are the opportunities for our family at Thrive?

- Socialize with the same families every week.
- Opportunity to sign up for Classes - up to 5 classes per child.
- Rooms for kids to hang out and play:
  - Hallway/ Coffee Lounge area
  - Preschool room (available only when not being used by a class, or 12:30-2 pm)
- Shared lunchtime for all families during the middle of the day.
- "School" photos will be taken each year, and yearbooks will be available for purchase.
- Events throughout the year include:
  - Valentine's Day party (All Day)
  - Back to Homeschool Ice-Cream Social(off-site)
  - Trunk or Treat (During social hour)
  - Thanksgiving Potluck (All Day)
  - Christmas Party (All Day)
  - End of the Year party/showcase in May
  - Graduation Ceremony (if there is interest)
  - Field trips / social events ( depending on what parents and teachers set up for the group)

### **What are the fees?**

- Co-op registration:
  - \$25 Registration fee (this is nonrefundable), once per year, due at the time of registration.
  - \$200 per family per semester (this pays for the church rental, insurance, and any other co-op expenses). There are 2 semesters.
- Class fees (per class per child):
  - Class fees are set by the teacher and are paid directly to the teacher. Please read the class description to determine the teachers' fees and financial policies.

### **What is the parent involvement at Thrive?**

Thrive is a cooperative effort on the part of all members. Parents are responsible for adhering to the code of conduct and all policies. In addition, parents are specifically responsible for the following:

1. Parent presence: a. A parent/guardian from each family must be on the premises for the entire time that their child(ren) is in the building. b. If you need to leave the building for any reason, you must specify another adult on site who is in charge of your child(ren) while you are gone. Please fill out the "Temporary Guardian" form and sign out at the front desk.

2. Volunteer requirement:

a. Parents are required to volunteer. Volunteer positions are for the semester (swap if needed).

Volunteer options include the following:

- Hallway monitor
- Volunteer coordinator
- Front door monitor
- Morning set-up
- Lunchtime clean-up duty
- Classroom monitor (for specific classes)

b. All parents will be assigned an Afternoon Clean-up job.

c. The church requires that an adult be present in any room with children. Children should not be alone in a room.

3. We appreciate any other contributions:

- a. Event suggestions
- b. Field trip coordinator
- c. Party planning
- d. Special event planning
- e. Meetup host
- g. Any suggestions on how to improve the co-op!

### **How does a family join Thrive?**

1. Take a tour, meet a member of the board, or provide a reference of another homeschooler who knows someone on the board.
2. Complete all relevant paperwork (Registration Form, Youth Waiver(s), Adult Waiver, Youth Code of Conduct(s), Adult Code of Conduct).
3. Pay the \$25 Registration Fee to Thrive Homeschool Co-op (cash, check, or Zelle), and the co-op semester fee of \$200. (And then the 2nd semester fee of \$200 when it is due).
4. Create an account on our website.
5. Sign up for any classes desired.

6. If applicable, pay teacher(s) class deposits.
7. If applicable, pay the teacher(s) one week before the first day of the semester or throughout the semester.
8. Help out by volunteering.

### **What are the financial policies?**

- Each semester, there is a \$200 family fee that needs to be paid to Thrive. This goes toward the building fee, insurance, website, and events that we offer throughout the year.
- The \$25 registration fee is not refundable.
- Families will reimburse Thrive and teachers for any bank fees incurred as a direct result of a returned check.
- Families must be in good financial standing with their teachers in order to register for co-op for the next semester.

### **How do we handle conflicts between members?**

We encourage members to communicate with each other regarding concerns or issues. All parents and children are required to review and sign a Code of Conduct form. The board is here to assist families in resolving conflicts after they have tried to work it out with each other first. We want to emphasize that while we value having you here, we also want to maintain an environment that aligns with our goals and values for our community. Therefore, we reserve the right to revoke membership to ensure that everyone continues to contribute positively to our community.

### **How is information communicated to families?**

- We have an email account that we will send any major updates through.
- We use our website for registration and general information.
- You can set your email preferences when you create your member account. We will also use Facebook for events and communication with families.
- Thrive may not always be able to effectively communicate with families who do not utilize the website, Facebook, or email.

### **What happens if Thrive must cancel classes?**

- Co-op days may be canceled due to weather or other reasons. Closure will be determined as soon as possible by the board - an email will be sent out and a notice posted on Facebook and emailed by 8 am.
- Cancellation of Thrive will not necessarily be refundable. We will try to schedule a make-up day or refund to member families, if possible.
- Cancellation of classes will be notified directly by the teacher.

### **What should I do if we are unable to attend Thrive due to illness or other personal reasons?**

- If you are not able to attend due to illness or other sudden issues, please email Thrive as soon as possible: [homeschoolcoopthrive@gmail.com](mailto:homeschoolcoopthrive@gmail.com)
- Please specify in your email the first and last names of your child(ren), classes they are taking, and teachers that should be notified.
- If possible, please try to find someone to help cover your volunteer position during your absence, OR let us know what your volunteer task is for the day.

**What is the sick policy?**

- Students should stay home if they are sick until at least 24 hours after there is no longer a fever higher than 99 or signs of a fever (without the use of fever-reducing medications).
- Students should stay home if they are sick until at least 24 hours after the last incidence of diarrhea or vomiting.
- Students need to stay home for at least 24 hours after the initial dose of antibiotics is taken.
- If a member develops a fever or vomits while at the co-op, they will be asked to go home.
- Teachers are allowed one sick day per semester and will notify their classes accordingly.

**What are Thrive's plans for safety and security?**

- The exterior doors will remain locked at all times.
- Please wear name tags while at co-op.
- In the event of a fire, follow the appropriate path for emergency evacuation.
- In the event of a tornado, move to the preschool hallway.
- There is a first aid kit in the kitchen.

**How do I contact a board member?**

- If there is no board member in the lobby/lounge area, you can leave them a note at the check-in table.
- Find a board member during social hour.
- The board members' phone numbers and email are in the member directory on the website.

**What restrictions are there for food/drink within the building?**

- Children are not allowed in the kitchen unsupervised.
- We understand that some people have food allergies and expect those in question to be vigilant for themselves. If any issues arise, we ask that you come to a board member to problem solve.
- We will have clean-up supplies available. When you are done eating lunch, please make sure you have cleaned your area.

**What are the expectations for the church?**

- Respect the church property. Please report any damage to a board member right away.
- No children should be in a room alone. An adult should be present at all times.
- We need to clean up the church at the end of the day and move any tables and chairs back to their positions at the start of the day. See the clean-up checklist.