



*Ever Bloom*

— HOMESCHOOL CO-OP —

## FAMILY HANDBOOK

### OBJECTIVE

EverBloom Homeschool Co-op is a secular homeschool cooperative that offers elective based enrichment classes, team project workshop classes, lunch and social time, clubs, field trips, and parties and events to homeschoolers from preschool to grade 12.

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 EVERBLOOM OPERATE?

EverBloom Homeschool Co-Op meets on Tuesdays from 9:00 am - 1:30 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 12:00 pm - 12:30 pm to help connect with other families.

### WHAT ARE THE OPPORTUNITIES FOR OUR FAMILY AT EVERBLOOM HOMESCHOOL CO-OP?

- Socialize with the same families every week.
- Opportunity to sign up for classes - up to 3 classes per child.
- Clubs: We have free clubs available from 12:30 pm - 1:00 pm.
- Rooms for kids to hang out and play.
  - Hallway/Cafe Lounge area
  - Nursery when not in use by the Preschool/Kindergarten class
- Shared lunchtime for all families to play, eat, and socialize.
- "School" photos will be taken each year and yearbooks will be available for purchase.
- Events throughout the year include:
  - Back to School Gathering (off-site)
  - Trunk or Treat (12:30 pm - 1:00 pm the Tuesday before Halloween)

- Winter Break Party Potluck (10:00 am - 1:00 pm the Tuesday before Winter Break)
- Valentine's Day Party Potluck (10:00 am - 1:00 pm the Tuesday before Valentine's Day)
- Student Showcase
- End of the Year Party
- Field Trips / Social Events

## WHAT ARE THE FEES?

- ***Family Semester Registration Fees***

EverBloom Homeschool Co-Op charges a family semester registration fee to help cover the operational costs of running the co-op, including facility rent, insurance, website hosting, class parties, events, and other overhead necessary to provide high-quality educational programming.

Registration fees are assessed per family and are based on the number of children enrolled in classes for a given semester.

Number of Children	Registration Fee per Semester
1 child	\$175
2-3 children	\$200
4 or more children	\$225

This fee structure ensures that families contribute proportionally to the resources their children use while maintaining fairness and accessibility for larger families.

Family Semester Registration Fees are due at time of registering your family for each semester. Family Semester Registration Fees are due each semester (there are two semesters) and are non-refundable.

- ***Class Price (per class per child)***

Class prices are set by each individual teacher and are paid directly to the teacher. Please read the Class Descriptions to determine the teachers' class price and financial policies.

## WHAT IS THE PARENTAL INVOLVEMENT AT EVERBLOOM?

EverBloom Homeschool Co-Op is a cooperative effort on the part of all families. 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 table.

### 2. Volunteer Requirement:

a. Parents are required to volunteer. Volunteer positions are for the semester (swap if needed). Volunteer options may include the following:

- Morning set-up
- Front door monitor
- Front table monitor
- Hallway monitor between classes
- Lunch/Social time room monitors
- Preschool/Kindergarten classroom helper
- Lunch time clean up duty
- Classroom monitor (for specific classes)
- Club facilitators
- Contribute to party potlucks

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

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

### 3. We appreciate any other contributions:

- Event suggestions
- Party planning
- Special event planning
- Field trip coordinator
- Fundraising suggestions

- Fundraising set-up
- Meet-up host
- Any suggestions on how to improve the co-op!

## HOW DOES A FAMILY JOIN?

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 (Family Semester Registration Form, Youth Waiver(s), Adult Waiver, Youth Code of Conduct, Adult Code of Conduct).
3. Pay the Family Semester Registration Fee to EverBloom Homeschool Co-op (check or Zelle) upon completing Family Semester Registration Forms. And then the Family Semester Registration Fee for semester 2 when due.
4. Create an account on our website.
5. Sign up for any classes desired.
6. If applicable, pay teacher(s) class deposits.
7. Pay each teacher for each child's classes by the teacher's due date.
8. Support EverBloom Homeschool Co-Op by volunteering.

## WHAT ARE THE FINANCIAL POLICIES?

- Each semester, there is a FAMILY SEMESTER REGISTRATION FEE that needs to be paid to EverBloom Homeschool Co-Op. The fee is: 1 child- \$175, 2-3 children- \$200, 4+ children- \$225. This fee goes toward the building fee (rent), insurance, website, and parties and events that we offer throughout the year.
- The Family Semester Registration Fee is non-refundable.
- Families will reimburse EverBloom Homeschool Co-Op 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 EverBloom Homeschool Co-Op for the next semester.

## HOW DO WE HANDLE CONFLICT BETWEEN FAMILIES?

We encourage families 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 your family's registration 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 events.
- You can set your email preferences when you create your member account. We will also use Facebook for events and communication with families.
- EverBloom Homeschool Co- Op may not always be able to effectively communicate to families who do not utilize the website, Facebook, or email.

## WHAT HAPPENS IF EVERBLOOM 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 8:00 am.
- Cancellation of EverBloom Homeschool Co-Op will not be refundable. We will try to schedule a make-up day.
- Cancellation of individual classes will be notified directly by the teacher.

## WHAT SHOULD I DO IF WE ARE UNABLE TO ATTEND EVERBLOOM HOMESCHOOL CO-OP DUE TO AN ILLNESS OR OTHER PERSONAL REASON?

- If you are not able to attend due to an illness or other sudden issues, please email EverBloom Homeschool Co-Op as soon as possible at:
  - [Everbloomhomeschool@gmail.com](mailto:Everbloomhomeschool@gmail.com)
- Please specify in your email 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 EVERBLOOM HOMESCHOOL CO-OP'S SICK POLICY?

Students and parents should stay home if sick.

You should stay home until:

- You are fever free (below 99 degrees) for 24 hours without the use of fever-reducing medications.
- You are 24 hours free from the last incidence of diarrhea or vomiting.
- You are at least 24 hours after the initial dose of an antibiotic taken.

If a student or parent develops a fever or vomits while at co-op, they will be asked to go home for the day to protect our families.

Teachers are allowed one sick day per semester and will notify their classes accordingly.

## WHAT ARE EVERBLOOM'S PLAN FOR SAFETY AND SECURITY?

- The exterior doors will remain locked at all times.
- In the event of a fire, follow the appropriate path for emergency evacuation. Please see the front table for the plan.
- In the event of a tornado, move to the Preschool/Kindergarten hallway.
- There is a first aid kit in the kitchen.
- Any serious injuries on-site require that the parent and witnesses fill out an "Accident Report Form." Please ask a board member for a copy to fill out.

## HOW DO I CONTACT A BOARD MEMBER?

- If there is not a board member in the lobby/lounge area you can leave them a note at the check-in table.
- Find a board member during lunch/social time.
- 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.