

Participant Handbook

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Who We Are

Mission

The mission of The Homeschool Village Co-op Inc. is to provide affordable, quality, fun-filled academic classes, enrichment workshops, field trips and events to children and parents in the homeschool community.

Statement of Faith and Community

Our group is founded with core Christian values, particularly love, compassion, kindness, generosity and a desire to serve our community. We are made up of people of many faiths and beliefs. Leaders and Members are expected to be respectful of individual beliefs. Disrespectful, disruptive and/or divisive behavior will not be tolerated.

Purpose

This corporation is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3)

Anti-Discrimination Policy

The Homeschool Village Co-op Inc. is committed to fulfilling its mission without discrimination, including discrimination based on race, color, national origin, ancestry, age, gender, familial status, marital status, sexual orientation, gender identity and expression, disability or handicap, veteran status, economic status, or religion.

Anti- Harassment & Anti- Bullying Policy

The Homeschool Village Co-op Inc. is committed to providing all participants with a safe and supportive environment. Participants are expected to treat each other with respect. Teachers and other attending adults are expected to teach and demonstrate by example that all members of the community are entitled to respect. Harassment or bullying of any participant, adult or child, is a violation of this policy. This includes, but is not limited to, harassment or bullying based on political preferences, political beliefs, socioeconomic status, race, color, national origin, ancestry, age, gender, familial status, marital status, sexual orientation, gender identity and expression, disability or handicap, veteran status, economic status, or religion.

Definition of Bullying, Harassment and Intimidation

As used in this article, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:

(1) A reasonable person under the circumstances should know will have the effect of any one or more of the following:

(A) Physically harming a student;

(B) Damaging a student's property;

(C) Placing a student in reasonable fear of harm to his or her person; or

(D) Placing a student in reasonable fear of damage to his or her property;

(2) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or

(3) Disrupts or interferes with the orderly operation of the school.

- (b) As used in this article, an electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.

How Bullying, Harassment or Intimidation will be handled

The Homeschool Village Co-op Inc.'s policy is based on the principle that bullying, harassment, or intimidation is never acceptable. The Homeschool Village Co-op Inc. will not tolerate any mean-spirited, unlawful or disruptive behavior, including any form of bullying, harassment or intimidation in our co-op host buildings, on co-op host grounds, in co-op-related activities or any form of bullying, harassment and intimidation that occurs outside of co-op and creates a hostile co-op environment for the targeted person.

Any person who believes he or she has been subject to harassment, bullying or intimidation, or has observed this conduct based on one or more of the characteristics noted above—whether such harassment, bullying or intimidation is created by a fellow student, Teacher, or parent/guardian—shall report the instance to The Homeschool Village Inc.'s leadership.

The Homeschool Village Co-op Inc.'s leadership will promptly investigate all complaints of bullying, harassment, or intimidation. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the bullying, harassment, or intimidation and prevent such misconduct from occurring again. Leadership shall inform the student who filed the complaint/concern and his/her parent(s) that appropriate actions were taken and shall be advised how to report any subsequent problems.

If the investigation determines that bullying, harassment, or intimidation has occurred, The Homeschool Village Inc.'s Leadership shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including dismissal of the student or volunteer, special training or other intervention, and/or apologies. Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials.

Membership Availability and Requirements

Membership is available to families whose applications have been approved, are current in the payment of all required fees and have satisfied other duties that have been set by the Participant Handbook & Policies. Membership is valid from September 1st- August 31st. Grade advancements in the co-op occur at this time.

* Nursery and Preschool/Pre-K will only be offered for siblings of participants in K – Highschool.

Membership may be revoked without refund at the discretion of the leadership team for, but not limited to: The policies outlined in the Participant Handbook being violated, duties of participants and volunteers are disregarded, physical violence or threats of violence towards a participant, parent/volunteer or leadership.

The board has the right to revoke membership without refund at The Homeschool Village Co-op Inc. at any time for any reason they deem necessary. This shall be done by a majority vote of the board.

When membership capacity has been reached, applicants will be placed on a waiting list for consideration by the leadership team.

Payments

Registration Fees

Registration will be per child, with discounts for multiple kid families. Registration at the start of the year includes \$35 per kid class supply fee for the first semester. Second semester supply fees will be due before/upon returning after Christmas Break.

*Registration Fees will not cover the total cost of field trips. Costs for field trips depend on the field trip venue/location. We try to offer several free field trips a year, however there are times/places where there will be additional cost for field trip participation.

Full Membership

Members must meet all requirements for membership. Full membership gets you access to weekly classes, at least 6 events, field trips, guest speakers or presentations.

Single Child Family

1st Sem. \$130.00 2nd Sem. 35.00

Two Children

1st Sem. 250.00 2nd Sem. \$70
(\$130.00 + \$120.00) (\$35 * 2)

Three Children

1st Sem. \$360.00 2nd Sem. \$105
(\$130 + \$120 + \$110) (35 * 3)

Four + Children

1st Sem. \$470.00 2nd Sem. \$140
(\$130 + \$120 + \$110 + \$110) (35 * 4)

Each additional child after 3, + \$110.00 for 1st Sem. 2nd Sem. \$35.00 * Num. Children

Field Trips & Events Only Registration (Must meet all the same requirements as full members ie: Application approval, Background Checks, Policy Agreement etc.)

This type of membership will get you access to at least 6 events a year (Back to co-op Party, Halloween Party, Christmas Party, Valentine Party, Easter Egg Hunt/Party, End of Year Celebration), all field trips, guest presentations or speakers.

*Registration Fees will not cover the total cost of field trips. Costs for field trips depend on the field trip venue/location. We try to offer several free field trips a year, however

there are times/places where there will be additional cost for field trip participation.

Field Trip and Events Only

-\$100 per child per year

*If you would like to join the co-op as a full member and there is availability between 1st sem. registration deadline and 2nd Sem. (Jan. 4th) \$50.00 per child must be paid before attending co-op. No discounts will be offered for additional children at this time.

*If your family is a Field Trip and Events Only member, but would like to become a full member for the second semester. If there is availability, the cost to join as full members will be \$35 per child for class supply fees.

Payment Deadlines

Registration and fees for first semester are due no later than the third Friday in August (08/21/2026). This is a firm deadline. If you feel you have a circumstance that requires special consideration; that will need to be provided to leadership prior to August 1st. After August 1st, we cannot accommodate a special consideration.

Class Supply Fees for 2nd Semester will be due before or on the 1st day we return to co-op after Christmas Break. If class supply fees are not paid before or on the 1st day we return to co-op in the second semester. Your family will be parked in Homeschool-life and you will not be permitted to attend until all class supply fees are current.

Refunds

Due to the nature of our services, registration payments are non-refundable under any circumstance.

If a field trip is cancelled by the host/venue and cannot be rescheduled. This will be considered a special circumstance and will be reviewed by the board on a case by case basis.

Hope Scholarship Refunds (Pending Participation with Hope Scholarship) – Parents of Hope recipients are responsible for the full payment of co-op registration and class supply fees. You may (if available) use Hope to pay for these registration and class supply fees. However, if you are no longer a hope participant or no longer want to participate in co-op and a refund is requested by Hope – Parents are responsible for the difference in what Hope has paid, and the full balance of co-op costs. Unpaid balances will cause your family to be parked immediately, and no member of the family

will be able to attend co-op or co-op events until the balance is paid. Hope refunds will be processed following the Hope refund policy. If there is a circumstance where one school choice fits a child in your family better than homeschooling/co-op participation, but other children in your family still wish to participate in co-op, please notify leadership in writing and this will be handled on a case by case basis.

Member Requirements and Expectations

Adult Responsibilities

1. We have an all hands on deck approach. All adults are expected to participate in one of the following capacities. Teaching, classroom or activity helper, cleaning or tidying co-op used spaces, prepping for future classes/events/trips at co-op.
2. All adults should be actively involved in classroom lessons or activities. Please limit fellowship with other adults while in the classroom and focus on the lesson or activity planned.
3. Clearances (Background Checks) ALL teachers and classroom helpers must have a background check before volunteering in that role. Parents of participants and any other adult 18+ that visits more than 2 times is required to have a background check completed. This background check must show that there are NO convictions of violent crimes, child abuse or neglect, sexual crimes, or domestic violence. Any convictions of violent crimes, child abuse or neglect, sexual crimes or domestic violence-prohibits the subject from attending co-op, or co-op related events. Any other convictions will be reviewed by the board on a case by case basis.

*Families who will have an additional adult attending 2 times or less, will be required to complete a guest form, at least 72 hours prior to the event they plan to attend. If this form is not completed and given to leadership at The Homeschool Village Co-op Inc. at least 72 hours prior to the event, the adult guest will not be permitted to attend.

*Adults who are attending not more than two times, but are known to have convictions of violent crimes, child abuse or neglect, sexual crimes or domestic violence shall not be permitted to stay at co-op or co-op events.

4. Attendance at meetings. There will be a minimum of 2 meetings a year. This will be in preparation for each semester and will take place prior to the start of co-op each semester. The parent who typically attends weekly classes/activities is expected to attend. Notice of these meetings will be given at least two weeks in advance.

Background Checks

All parents and guests participating at co-op and attending more than 2 times must have a background check showing no convictions of violent crimes, child abuse or neglect, sexual crimes or domestic violence. The costs of these clearances are the responsibility of the participants family. Instructions for background checks will be provided upon application approval.

Mandated Reporter Training & Certificate

Per WV law, all volunteers of an entity that are providing organized activities for children are considered mandated reporters. A link to a free online training (about 45 mins) and certification will be sent to you after registration. This must be done and a copy of the certificate provided to leadership on or before the first day of co-op. (If a prior job or volunteer experience has required this of you, that certificate will suffice if it has been within 2 years)

Student Participant Responsibilities

1. All participants must be in their registered classroom or with their registered class for the duration of co-op. There can be no roaming of the premises or switching classes during co-op.

If participants are having a hard time separating from a parent, they may go with the parent if they do not become disruptive. If this becomes an ongoing occurrence, a meeting with leadership will be scheduled to see if a resolution can be reached.

2. Students are expected to follow reasonable age appropriate expectations of the classroom (Listen while others are speaking, stay in assigned areas of the learning station, be respectful towards classmates and teachers/adult volunteers. etc)

3. Any participant that brings a phone or any other electronic device must keep it put away so that it is not a distraction to the class. (See Cell Phone Policy)

Cell Phone Policy

Participants phones are to be silenced during class. Cell phones, tablets or smart watches should not be out causing disruption during class. There may be times cell phones will be used in class (ie: calculator, note taking etc. – Teachers will provide instruction for when this is acceptable)

No one should take a phone that does not belong to them. If you or your child find a phone, please take the phone to the teacher or leadership immediately.

Leadership or Teachers of The Homeschool Village are not responsible for stolen,

broken or misplaced/lost electronic devices including but not limited to: Cell phones, iPads, tablets, watches & ear buds.

Arrival/Dismissal/Parent Proximity

There are **NO** drop off programs within this co-op. Parents **MUST** remain in co-op host buildings or on co-op host grounds for the duration of co-op and/or event. There will be a sign in and sign out form. Parents will need to sign each kid in and out on their class sheet. Parent/guardian who signs the child in will need to be the parent/guardian who signs the child out. If one parent won't be signing in and signing out, leadership needs to be notified in writing. An email or text message will suffice but must come from the email/phone number that was used during registration.

Kids coming/leaving with another adult.

We understand there may be times that participants of this co-op will need to come with the parents of other participants. Leadership **MUST** be notified in writing by email, or text message. This must come from the email or phone number that is registered with the child. This shall only occur up to 5 times per year.

Arrival

A parent must accompany children into the building. Sign in at the co-ops main entrance from 12:15p.m to 12:30p.m . Please arrive no later than 12:50 p.m , after signing in, please gather and remain in Life Skills classroom for co-op opening. Everyone will be dismissed from the classroom at 12:55 p.m, in time for classes to begin at 1:00p.m. Please keep your children with you in the Life Skills classroom until the teacher or helper of their first class is present. Children should not be left in classrooms unattended.

Dismissal

Participants must remain with their teachers until parents sign them out. Parents/Guardians should sign kids out from class promptly at 3:30p.m. No children may leave the building or co-op premises unless they have been signed out by a parent/guardian.

Guests and Visitors

1. Guest Speakers will need to be pre-approved by Leadership.
2. Guests who are visiting to see if our co-op is a good fit for them shall be scheduled by

leadership. No more than 2 families per co-op day. Leadership or a designated volunteer will remain with the family the entire time.

3. For safety purposes, guest students are not permitted unless approved by leadership.

4. There will be times that grandparents or other family members may want to join us for an event/field trip or presentation. Leadership must be made aware in writing at least 72 hours prior to the event of these family members wishing to attend. Legal names must be provided on the form provided by leadership. Family members who wish to attend a co-op day or event more than 2 times must have a valid background check. This background check must show that there are NO convictions of violent crimes, child abuse or neglect, sexual crimes, or domestic violence. Any convictions of violent crimes, child abuse or neglect, sexual crimes or domestic violence- the subject shall not be permitted to attend co-op, or co-op related events. Any other convictions will be reviewed by the board on a case by case basis. If a background check or Visitors Form has not been completed and submitted to leadership by the date of the event, (or 72h prior for the Visitors Form) they will not be permitted to attend.

Health Policy

Guidelines for staying home

You or your child should stay home if you are exhibiting any of the following symptoms

- vomiting or diarrhea
- rash accompanied with fever
- head lice
- fever of 100.4 or greater
- eye drainage
- uncontrolled sneezing or coughing
- severe sore throat or body aches

24 Hour Rule

You or your child should be fever free without the use of fever reducing medications, for 24 hours before returning to co-op

You or your child should be free of vomiting or diarrhea, without the use of medication to stop vomiting or diarrhea, for 24 hours before returning to co-op.

Incidents and Injuries

Minor injuries will be handled by co-op volunteers using basic first aid supplies.

Volunteers may: clean minor wounds/scrapes,
apply bandaids/small bandages

Provide ice packs.

Parents will be notified at pick up unless immediate contact is necessary (ie: cuts and scrapes soaking through bandages, severe swelling, child asking for parent etc.)

Communication

Homeschool-Life.com

Homeschool-life.com will be our primary means of communication. This platform will be where registration, payments, newsletters, community events, field trip announcements, registrations and payments, and member forums will be handled. This is also where we will have photo sharing and albums for events.

Facebook & Other Social Media

The Homeschool Village Facebook group will remain active, however that will not be where information regarding co-op meet ups, events or photos will be shared. The purpose of that group will be for anyone interested in co-op in the future to keep up with meet ups open to the community, community events that might interest other homeschoolers, and future registrations.

We kindly ask that you do not post pictures with group members in the Facebook group. We will keep pictures with group members on Homeschool-life. Leadership may post pictures periodically on the Facebook group but this will be with explicit permission from the parents/guardians.

Volunteer Teacher Requirements and Expectations

General Requirements

1. Teachers are responsible for planning, teaching and guiding students through a class period.
2. Be prepared for class. Advanced preparation will make all the difference in any class. Lesson/Craft/Activity plans should be submitted for 1 month at a time, no later than Wednesday in the last week of the previous month. (ie: September plans shall be submitted to leadership no later than the Wednesday in the last week of August)
3. Teachers must take and keep the sign in sheet for their class with them. Take attendance at the start of each class, or have a helper do this. After every transition to another area or station, please call roll again. This should be done by calling each child's name out loud and hearing a response from that child.
4. Have an emergency substitute plan to share if needed. Please replace this plan as

soon as it has been used.

5. Be familiar with the Discipline Policy listed in this handbook.

6. Do not dismiss students from class early.

7. Communication with parents and students shall occur face to face or within Homeschool-life's platform. Written communication between a teacher and student must always have the participants parent or another adult volunteer in the conversation. Failure to follow this policy can lead to immediate dismissal from co-op.

8. Fire & Safety Evacuations and Drills. Please see Fire and Safety Drills section of this handbook.

9. Per WV law, all volunteers of an entity that are providing organized activities for children are considered mandated reporters. A link to a free online training (about 45 mins) and certification will be sent to you after registration. This must be done and a copy of the certificate provided to leadership on or before the first day of co-op. (If a prior job or volunteer experience has required this of you, that certificate will suffice as long as it has been within 2 years)

10. Teachers may be given early access to class registrations for their family as a small expression of gratitude.

Teaching Nursery & Toddler Pre-k (Younger than 4)

1. An adult to child ratio of 1:4 must always be maintained and two adults must always be present. ** Max of 8, 12 months and younger with NO exceptions**. Notify leadership immediately if the number of children exceeds the 1:4 ratio.

2. Diaper changing and assisting with potty training should be done with another adult present, but out of view of other children. DISPOSABLE GLOVES MUST ALWAYS BE WORN DURING DIAPER CHANGING/TOILETING/POTTY TRAINING TASKS.

3. Children in nursery shall only be released to their parent/guardian by the parent/guardian signing the child out in Nursery.

Teaching Preschool (4-5 years old)

1. An adult to child ratio of 1:6 must always be maintained. Two adults must always be present. Notify leadership immediately if the number of children exceeds this ratio.

2. Assisting with potty training should be done with another adult present but out of view from other children.

3. Children in Preschool must only be released to their parent/guardian by the parent/guardian signing the child out in Preschool.

Teaching Elementary

1. An adult to child ratio of 1:8 must always be maintained. Two adults must always be

present. Notify leadership immediately if the number of children exceeds this ratio.
Ideal class size is 10-12. MAX 16

2. Trips to the bathroom should be in groups with at least one adult leading the group to the restroom.

3. Children in Elementary grades must only be released to the parent/guardian that signed them in, unless otherwise noted, at their classroom or last station of the day.

Teaching Middle/High School

1. Adult to child ratio of 1:8 must always be maintained. Two adults must always be present.

2. Restroom breaks may be taken independently with the student using the restroom and coming back to class. There can be no roaming of the halls.

3. Parents must sign children out with the teacher at their class or last station of the day.

Helper Responsibilities

1. Helpers shall assist the Teacher however needed but not limited to : helping maintain order, handle disruptions, work with students individually, work with students in small groups, and distribute materials needed for a lesson/craft/activity.

2. Helpers should be fully present and engaged with the class lesson/craft/activity while in the classroom. (Limited use of cell phones or electronics, hobbies, fellowship and talking with other adults.)

Class Supply Purchasing / Reimbursement

1. Supply list must be submitted a minimum of 1 week prior to class and will be purchased by leadership. Reimbursement will be considered on a case by case basis. Please speak with a board member and get approval for reimbursement in writing before purchasing. The co-op treasurer shall track all purchases and reimbursements and ensure balances are not exceeded.

Any items purchased with class supply funds are property of The Homeschool Village Co-op Inc. Any non-consumable or excess materials from an activity must be put in our storage area. We are working to make a resource library.

Some supplies will be community supplies, please check with leadership before purchasing. (Pens, pencils, scissors, glue, etc.)

Discipline Policy

1. Teachers shall have predictable age-appropriate expectations for behavior and routines

so participants know when it's time to listen to someone else talk, time to clean up and how to help etc.

2. If after expectations are explained, a child needs help to follow them the child may be

A. First, redirected to the appropriate activity.

B. Second, asked directly to stop the inappropriate/disruptive behavior.

C. Third given a logical consequence. (See list of logical consequences that will be used)

- Logical Consequences

- "If you break it, you fix it" -fixing/cleaning up messes or apologizing

- Loss of privilege- temporarily removing tools or activities

- *Positive Time Out – a space to calm down and regroup. Positive time out shall not exceed more minutes than child's age (ie: 3 year old; no longer than 3 minutes before a parent shall be contacted) & no longer than 5 minutes total for any child 5 or older. Positive time out shall only be used for kids 3 years and older. We understand young kids are learning to navigate the world, many emotions & feelings. Parent contact will be made for any child struggling to adjust to class under 3 years old or at the parent/teachers discretion.

- *A child shall not be unsupervised during positive time out.

3. If these 3 steps have been taken and disruptive or inappropriate behavior continues, a parent will be contacted and, the participant will leave the class with the parent.

A. The first time parent contact has to be made the child may return to class at the parents' discretion – same day.

B. The second time parent contact has to be made the child may not return to the class for the remainder of the co-op day and must remain with the parent. This will result in a meeting between the participant, the parent, the teacher and leadership to work towards a resolution.

C. If parent contact has to be made 3 or more times, the participant will be dismissed from the co-op without refund for the remainder of the co-op year.

-Parent contact numbers will not restart for every co-op meeting. If parent contact is made 3 or more times over any time during the current co-op year – the participant will be dismissed from the co-op without refund.

* We understand that every parent will not discipline in the same manner and we want to respect all families that join our co-op. If for any reason you do not agree with this policy,

we respect that, and parent contact will be made after step 2 B - then step 3 will be followed from there.

The parent will be responsible for cleaning up any messes or cleaning up/replacing broken items that were a result of the disruptive behavior.

Conflict Resolution

We strive to always maintain an atmosphere of grace and love. Be quick to listen, slow to speak and slow to anger. *James 1:19*

If there is an issue that needs to be addressed, please follow these steps:

1. Go directly to the person and address the issue calmly. (Please consider time and place)

*If there is a child involved in the issue, both parties parent/guardians **MUST** be present before the situation is addressed.

2. If the problem is not resolved, notify the leadership team. Mediation style conflict resolution will be used by Leadership.

Safety and Security

Arrival and Dismissal will only be done through the co-op main entrance doors.

Doors will be locked by 1:00 p.m. and only a designated volunteer can let you in after this time.

If you will be leaving early, please let leadership know ahead of time.

Children must always be supervised. There will be no roaming of the premises without adult supervision.

Adults should never be alone with a child that they are not the parent or guardian of.

All attending adults must have valid, required clearances.

Adults shall not make promises of confidentiality to any children. Per WV law volunteers of an entity that provides organized activities for children are mandated reporters.

No weapons of any kind (knives, guns, swords etc) are permitted in student possession.

Emergency Medications: critical, fast-acting medications used to stabilize patients during acute life-threatening situations, such as cardiac arrest, anaphylaxis, or severe respiratory distress (ie: EpiPens, rescue inhalers, diastat, glucagon, glucose tablets or gel etc.) are the **ONLY** medication that should be brought to co-op. Any other medication **must** remain in a locked vehicle. If medication needs to be administered during co-op time the parent must take the child to their vehicle for medication administration, then return to co-op.

Emergency Procedures

We have two types of emergency procedure plans. One requiring participants to remain

their classroom, and one requiring evacuation of everyone in the building.

Emergency Hold Plan/ Shelter in Place

This plan will be used if a threatening situation requires a shelter in place, or if we need to take a complete head count of the student body, for example, if a participant is missing.

1. The Emergency Hold Plan will be announced over radios and for sensitive information after that, communication will be via text message/app to all adults. When appropriate, members of the Leadership team or other appointed adults will also alert classes.
2. Upon receiving the “Emergency Hold” message, all students are to remain in their current classroom. The door should be shut and secured, if possible, lights turned off, and students gathered into the safest area of the room.
3. Classrooms should remain secure until a member of the Leadership Team indicates it is safe to resume.

Emergency Evacuation Plan

This plan will be used when complete evacuation of the building is needed for the safety of everyone inside, as in the case of a fire, gas leak etc.

Teachers & Helpers will follow an emergency evacuation route from each classroom/area used at co-op. An emergency evacuation drill will be held once in September on the first day of co-op, Our first day back in January as we return from Christmas Break, and once at the first meeting in April.

In the event we need to evacuate, this will be communicated via radios. In response to this warning, teachers/helpers should follow these steps:

1. Gather the children in your class into a line and take a headcount.
2. As you exit the room, turn off lights, and close the classroom door to verify that the room is vacated.
3. Lead the participants single file to the quickest exit available. There should be no talking to allow everyone to hear any instructions that may need to be given. The teacher must remain at the front of the class line and the helper must remain at the back of the class line. Children **MUST** stay with their class, they may not leave the class line to join a parent or friends from another class.
4. Proceed to the rear far corner behind the gymnasium (See Map)
5. Have your class line up and take roll of your students to make sure you have everyone. This should be done by calling each child’s name out loud and listening for a response from that child. **If any child does not respond, Leadership shall be notified via radio IMMEDIATELY.

Building

Host Church

Beulah Ann Missionary Baptist Church has graciously agreed to host our co-op group. The Homeschool Village Co-op Inc. is an independently registered 501(c)(3) non-profit organization. We exist as our own legal entity, upholding and maintaining all requirements of the law.

Cleaning and Care

Cleaning

We want to respect our host location and leave it better than when we came.

Wipe down all tables and chairs as needed

All toilets should be left clean and flushed. Counters should be wiped dry.

Do not leave leftover food and drinks behind.

If the kitchen has been used during co-op, it should be reset to its original state. This includes washing, drying and returning any dishes or utensils to their designated area.

Counters, sinks and floors clean and clear of any debris. All appliances and lights shall be turned off.

Collect and bag all trash. Place it in the church dumpster.

Any shortages of supplies or maintenance issues found while using the facility should be reported to a member of leadership promptly.

Care

No church equipment can be removed from the church premises at any time.

No items should be taped, tacked, stapled or otherwise fixed to the walls at any time without permission from leadership.

No alcoholic beverages shall be served, consumed or brought onto the premises.

The church and The Homeschool Village Co-op Inc. is a smoke free, drug free and tobacco free facility.

Fundraising

We will have a few fundraisers a year. All funds raised will be for the benefit of the whole group. As a non-profit organization, the IRS has strict regulations regarding fundraising.

This will be discussed in detail at registration meetings and before every fundraiser.

