

Covenant Learning Co-op Application Information for New Families

I. Purpose Statement

Covenant Learning Co-op (CLC) is a non-denominational Christian homeschool educational cooperative based upon Biblical truth. The group's primary vision is to see God bless our individual homeschools through our corporate effort. To that end, CLC aims to:

1. Provide academic courses for our 6th – 12th grade students. *(see information presented in section V. Grade Levels)*
2. Provide enrichment lessons and nursery care for siblings of older children so those parents can participate in various capacities of running the co-op.

It is the intent of the group, as much as possible, to provide the above courses and learning experiences for our children by using Covenant Learning Co-op parents, in whom an abundance of giftedness, talent, college background, work history, and homeschool teaching experience abound. We like to emphasize that this is a teaching co-op.

Because of the above purpose statement, it is also our desire that every dad or mom who joins our cooperative finds a place where he or she can contribute according to his or her God-given gifts, abilities, and passions. To that end, we ask that the participating parent fill out the Course Development and Administrative Task Participation form to give direction to Leadership.

Most of us did not bring expertise into CLC; but a desire for moms to learn, grow, and contribute can yield great dividends in the lives of our students. Courses offered include classes in all levels of Science, Language Arts, Foreign Language, Logic/Rhetoric, Social Science, Arts/PE.

In addition, because it takes many hands doing many tasks to keep CLC up and running, we ask that every member fill out the Interests and Skills form in order to help the Leadership Team assign members to various non-teaching responsibilities.

II. Membership

1. Families applying for Covenant Learning Co-op membership for the first time will provide a **written Christian testimony** from each parent as part of the application process.
2. Families applying for Covenant Learning Co-op must be in good standing in a local church.
3. Families applying for Covenant Learning Co-op membership for the first time will have an **informal interview** with leadership team members in order to exchange information.
4. A family applying for Covenant Learning Co-op membership will have previously homeschooled their 6th grade or older student for a **minimum of one semester**.
5. Member families must adhere to all Covenant Learning Co-op policies and **both parents** must **sign all applicable forms** including Statement of Faith, Affidavit of Character, Medical Consent and Emergency Contact, and the Covenants for parents and enrichment students. All students in CLC Courses must sign the Student Covenant.

Covenant Learning Co-op Application Information for New Families

6. Applicants must **pay a \$125 deposit (non-refundable, administration fee) with the application** for enrollment and any previous year's debt to CLC must be paid in full prior to applying for the successive year.
7. **Weekly parental participation** in the operation of Covenant Learning Co-op is required. All aspects of keeping the CLC covenants (parent and student) will be taken into consideration for continuing participation in CLC.
8. Every CLC member family **must commit to register for at least two hours** of CLC classes.
9. **Applicants will be notified** in writing as to the status of their CLC membership and course selection by the date indicated in the *Important Dates to Note* section of this document.

III. Fees and Financial Policies

1. **\$125** Covenant Learning Co-op Administrative Fee (per family each year). This non-refundable fee covers administration costs, insurance, website membership, and a donation to First Church of God for the use of their facilities.
2. **\$5-\$10** per semester CLC Course Fee (per student, per CLC Course). This fee covers the cost of photocopying and miscellaneous supplies needed for the course. There may be **additional lab** or **supply** fees assessed for each course as necessary.
3. **\$5** Science Durable Equipment Fee assessed to each student enrolled in each CLC science course (included in lab fee)
4. **\$10 - \$20** CLC Enrichment Class Fee (per student, per class). This fee covers the cost of supplies for each enrichment class dependent on the class's needs.
5. **\$5** Fee per year for each child assigned to the nursery. This is a single fee without regard to the number of hours the child attends co-op.
6. **\$25** Late Fee (per family). This late fee is assessed on all applications received after the date indicated in the *Important Dates to Note* section and on the application.

All fees must be paid in full at the time of application. Applications will not be processed without full fee payment. Checks for CLC fees should be made payable to *Covenant Learning Co-op*. All checks should be submitted with completed application documents to CLC. For online applications of returning families, payments should be made via the credit card option on the website.

In the event an application cannot be accepted by CLC, it will be shredded and the voided payment check will be returned with the status notification letter.

Refund Policy: Beginning the first day of Covenant Learning Co-op classes, no refunds will be given.

Covenant Learning Co-op Application Information for New Families

IV. General Information

Enrollment in Covenant Learning Co-op courses **commits the child and parent to weekly attendance**, unless unusual circumstances occur. In the rare event that a child attends co-op without a parent (only an option for children first grade and older), the parent is responsible for making arrangements for another Covenant Learning Co-op member, who will be present, to be responsible for the child. The non-attending parent must give the Schedule Coordinator the name of the adult who has agreed to be responsible. **A family commits to full-year CLC involvement even if a student enrolls in only a one-semester course.** Coordinator contact information will be distributed at the Orientation meeting held at the end of summer.

Parents participating in Covenant Learning Co-op will indicate on our forms which courses and grades they prefer to teach and help with so that they can be prepared to teach as well as **serve in one or more of the many areas** that require attention. It will be rare that a co-op member fills only one role. Also, rare should be the occasion that a parent fails to fill her weekly obligations. When circumstances make it impossible to be present, the Schedule Coordinator should be contacted at the earliest possible time.

Some of the Covenant Learning Co-op high school courses have been allotted longer class time which will be used for lecture, discussions, and labs. In order to facilitate the additional class time from 11:55 a.m. to 12:30 p.m., the parent of a student in one of these courses may be assigned to serve as a supervisor during that half hour. The assignment may last several months or it might be permanent for the school year depending on the number of families participating in the early class time. Regrettably, CLC cannot accommodate families eating lunch inside the church.

All early class families with current assignments, including teachers, will be expected to convene in the gym for announcements and prayer at 11:55 a.m. before being dismissed to their assigned locations. Parents of children four years old and younger will supervise their own children in the gym or nursery as best suits their needs, unless nursery supervision is deemed necessary. Students not enrolled in an early course and parents are also expected to reconvene in the gym for the regular 12:30 p.m. announcements and prayer before being dismissed to the Hour 1 classes.

In order to ensure the protection of our children, all adults participating in Covenant Learning Co-op and students completing a senior practicum or acting as a helper will be asked to sign an Affidavit of Character and Statement of Faith. **Two adults must always be present in each classroom.**

It is the responsibility of all parents to **read and discuss with their children the covenant guidelines** listed separately. Student and Parent Covenants must be signed, acknowledging agreement and adherence to all co-op policies that are detailed in the covenant.

Students and adults must **dress in accordance with the Covenant Learning Co-op Dress Code.**

A Covenant Learning Co-op Procedures Manual will be distributed to members. The Procedures Manual is a valuable reference tool for each member to use in order to follow all the general and specific guidelines set up for the smooth working of this co-op.

V. Grade Levels

One of the benefits that schooling at home affords families is the opportunity to educate their children outside of the traditional grade level tracks. To some degree Covenant Learning Co-op maintains that ability as it educates corporately, but in many respects the co-op must adhere to standard grade leveling in order to accomplish the purposes set forth for each course.

At Covenant Learning Co-op, the CLC Courses are prepared for students performing at the 6th – 12th grade level in both academic matters and personal maturity. CLC understands that some younger homeschooled students may meet those guidelines. If a parent desires to enroll a student into a higher grade level course than his age indicates, the parent should discuss that request with the Leadership Team. Additionally, it should be noted that if the course has a limited number of spaces for students, priority might be given to the older students.

Covenant Learning Co-op Application Information for New Families

Covenant Learning Co-op's purpose is to provide academic courses for 6th – 12th grade students, but it may occasionally secure teachers for those courses from families which do not have children in those academic grades.

CLC Dress Code - Information Copy

The Covenant Learning Co-op dress code is a practical framework of attire for use during Covenant Learning Co-op activities, and which is conducive to CLC's purpose - learning. It is not intended to be an absolute statement as to one's personal taste or to dictate standards outside of CLC activities.

For co-op activities, each parent has an obligation to guide and supervise her children in the selection of appropriate hairstyles and clothing according to the CLC dress code principles.

The CLC dress code may be summarized with several basic principles formatted into three questions:

1. What do we strive for?

In general one's appearance is to be neat, clean and modest with clothing and jewelry that shows respect toward students and adults and that is not distracting to an educational environment. Clothing should be loose, but not sloppy, and loose enough not to see undergarment outlines through fabric. If you have to ask if the clothing is too tight, then it is.

2. What should be covered?

Back, shoulders, chest and knees...and toes (if in chemistry or PE) should always be covered. With these simple guidelines, we will not see low necklines, tank tops, midriff, or short skirts. Additionally, shorts may not be worn, even if they go to the knee.

3. What should be avoided?

Anything distracting, offensive, extreme or inconsistent with Christian principles should be avoided. Some examples to avoid include clothing or jewelry with logos/designs that advertise tobacco, alcohol, drugs, secular music groups, or that represent anti-Christian philosophies (peace signs, horoscopes, etc.), and transparent clothing. We also ask that while at co-op extreme hairstyles, extreme hair colors, or extreme make-up, hats inside the building, theme dressing or pajamas, clothing with holes and tears, leggings, and yoga pants be avoided.