

EMMAUS CHRISTIAN
homeschool
COOPERATIVE

EtCH

General Guidelines and Policies

2020-2021

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MEMBERSHIP

A. General Membership Guidelines

1. At least one member of the EtCH Executive Board will meet with prospective members who contact and show an interest in EtCH.
2. Beginning the first year of membership, members must:
 - a) complete a Membership Application
 - b) sign and submit the Statement of Faith
 - c) sign and submit the Respectful Conduct Agreement
 - d) sign and submit the Parent Responsibility Form
 - e) sign and submit the Liability Waiver
 - f) complete background checks (FBI Criminal, PA State Criminal, and Child Abuse) or submit a sworn waiver statement if applicable
 - g) pay a registration fee of \$85.00
3. Upon each year thereafter, members must:
 - a) sign and submit the Respectful Conduct Agreement
 - b) sign and submit the Parent Responsibility Form
 - c) sign and submit the Liability Waiver
 - d) pay a registration fee of \$85.00
 - e) member must also update background checks/sworn statements when expired

4. EtCH family membership is limited to no more than 25 families. Membership will be targeted to the Emmaus area and surrounding communities.
5. EtCH runs from September through the end of April and will not accept new membership after the registration deadline. The Board may make exceptions for special circumstances.
6. For a family to be considered for membership in EtCH, the oldest participating child must be 5 years old within the first three months of the school year.
7. Members must have access to e-mail and check it weekly for announcements and deadlines. Email is EtCH's primary means of communication, which includes inbox notifications for pertinent information posted on the EtCH website message board.

B. Limited Social Membership Guidelines

1. A family who has attended EtCH the year prior may place their membership on hold and participate for one year as a social member.
2. Social members will pay a fee of \$16.00. They will continue to have access to the website, including the online message board, and may sign up for field trips, social events, or mom support nights.
3. At the end of the year, social members have the option to register as a full EtCH member again, but they may not continue social membership beyond one year.

C. Guidelines for Relinquishing Membership

1. Needs change and family circumstances evolve. As such, each family's membership in EtCH from year to subsequent year is not assumed. An Intent to Return form will be provided each spring (either by hand or digitally collected via email). If any member feels that participation in EtCH will not meet her/his family's present needs or if current circumstances hinder a family from participating, membership may be relinquished by noting such a decision on the Intent to Return Form.
2. Whether returning to EtCH or relinquishing membership, please submit the Intent to Return Form promptly each spring so that the Board is ensured an accurate count of returning families as well as available openings for those currently on the wait list.
3. If needs/circumstances change mid-year and a member wishes to relinquish membership at any point after a new co-op year is underway, the member may relinquish membership by informing a board member of the decision.
4. If relinquishing membership after the year is underway, the registration fee cannot be refunded in full nor pro-rated.

5. If a member departs EtCH with unfulfilled responsibilities (i.e. volunteer position, upcoming teaching dates, etc.) there is no need to find another member to assume those duties. The classroom coordinator for the departing member's teaching team will join with the Board to take care of the details.

6. As a homeschool cooperative, EtCH values each member and appreciates the gifts that every individual brings to the co-op. We also understand that the welfare of children and loved ones sometimes precludes continued involvement in a co-op. EtCH completely understands a member's decision to relinquish co-op membership and considers every family, past and present, part of the EtCH community. Friendship extends beyond our co-op time!

7. If, for any reason, a member does not wish to fully relinquish membership but rather place membership "on hold" (i.e. a family's needs/circumstances are temporary), please refer to the above section on Social Membership.

P A R E N T

responsibilities

*Membership in EtCH requires parental involvement in planning and implementing co-op classes and other activities. Parental attendance and participation is required during co-op class times. Members are required to join a teaching team for co-op class days. **NOTE:** Children may not attend co-op classes without their teaching parent present in the facility unless board approval has been granted. See Number 4 below for details.*

For the purposes of this section, please note that “parent” and “member” are interchangeable terms.

1. Parents are the key to the success of a co-op. At EtCH, the member parent is required to help in the planning, set-up, and implementation of the day.
2. Families are expected to attend each co-op meeting and arrive on time. Members should notify her/his classroom coordinator if a planned or unplanned absence must occur (illness, vacation, etc). If a member is scheduled to teach and/or be responsible for EtCH duties (i.e. snack) during such an absence, the member should contact her/his classroom coordinator prior to the EtCH day.
3. Parents are expected to remain on the premises during the co-op day. Whether leading a class or supporting another teaching parent, all EtCH members are integral in ensuring that EtCH runs smoothly and enjoyably. Parents also must be available to help with their own children’s needs, including sudden illness, injury, or behavioral issues.
4. If a parent must be absent on an EtCH day, students in grades 6-12 may be dropped off and allowed to remain without a parent present. The absent parent must then designate another parent as the responsible party for her/his child. In the event of such an absence, an EtCH board member must be contacted in advance as soon as possible but no later than 8:30 am on the day of the co-op gathering. **NOTE: Parents who are absent due to either their own illness or that of a younger child may not allow their older student to attend EtCH as per Covid-19 safety precautions.**
5. Members are required to attend 2 mandatory business meetings each year. Childcare is the responsibility of each attending member and will not be provided by EtCH.

6. Membership requires the participating parent to volunteer in one of the listed categories of parent responsibilities. These positions will be discussed prior to the beginning of the EtCH year.

7. Some classes may require a nominal project fee or additional supplies that are not included in the EtCH registration fee (i.e. Valentine's Day card exchange, etc.).

8. EtCH days always include a snack for each classroom. Families take turns providing snack based on a rotation.

9. The membership fee for EtCH is \$85.00 per family. This amount cannot be refunded or pro-rated for those who may leave the co-op before the end of the year.

10. Families all cooperate to clean up after using the facility. Each classroom will be cleaned and returned to proper standards before the end of EtCH classes.

The logo consists of a black square with the word "volunteer" in a white, lowercase, serif font, and the word "POSITIONS" in a white, uppercase, serif font below it.

volunteer
POSITIONS

1. Executive Board – Anne Renzi (Director), Michelle Cilmi (Treasurer), and Kelly Buddenhagen (Secretary)

The EtCH Executive Board sets policies and programs for the EtCH year. Board members work cooperatively to oversee financial matters, establish membership fees, and make new member decisions. The Board confers on proposed changes to EtCH, proposed amendments to By-Laws, and leadership changes. The Board meets monthly or as needed.

2. Snack Coordinator – Amy Newman

The Snack Coordinator will use Sign-Up Genius to ensure that all EtCH days and classrooms are covered for snack. Families are responsible for contributing a snack once a year for each classroom in which they have a child.

3. Opener/Attendance – Marie Mazzetti and Christine Weston

The Opener and Attendance positions will arrive ten minutes early and are responsible for bringing bins and EtCH supplies out of storage and into EtCH classrooms. They will turn on lights, set up the name tag station, and prepare the sign-in sheet. These positions will also make sure that all families have signed in upon entrance to the facility; absences should be noted. An accurate headcount is essential in the event of an emergency evacuation. The Opener and Attendance position duties also include giving classrooms a five-minute warning at the end of the EtCH day. * Classrooms will return their own bins to storage.

4. Classroom Coordinators – K-Lee Pinto (nursery), Adrienne Isaacs (Pre-K/K/1st), Linda Martinez (2nd/3rd), Kimberly Barnhart (4th/5th), Anne Renzi (MS/HS)

Classroom Coordinators act as the point person for each classroom. They plan and facilitate team meetings over the summer, create breakroom and cleaning rotations, manage the classroom budget, respond to parental questions and concerns, and act as liaison between their classrooms and the Board. Classroom Coordinators also email their teaching teams with classroom updates and provide support for new EtCH members.

5. Birthdays – Christy Hanna

The Birthday position is responsible for announcing birthdays at the beginning of each EtCH day and providing a small non-edible gift for each student (reimbursed by EtCH). The EtCH secretary will provide a master birthday list.

6. Large Group Prayer Leader – Christina Soyster

The Large Group Prayer Leader opens the group in prayer after morning announcements at the start of the EtCH day.

7. Clean-up Committee – Kelly Wolfe, Beth Morgan, and Linda Bowman

After the EtCH day ends, this committee will dispose of the collected trash bags, ensure that bathrooms are left in clean condition, and vacuum the lobby of the building.

8. Yearbook Committee – Dawn Yengst, Sarah Bednar, and Jennifer Mathesz

The Yearbook Committee is responsible for taking photos during each EtCH field trip and event, as well collecting and/or taking photos on EtCH days. This committee will post photos on the EtCH Shutterfly page, utilize the EtCH message board to remind other members to take and post photos, assemble the yearbook, and order copies to be distributed on the last EtCH day.

9. Breakroom Committee – Kerri Goodman (bagels), Amanda Mitchell (tea and coffee), and Brittany Rentschler (set-up/break-down)

This committee will prepare the breakroom by setting up the table and chairs, making the coffee and tea, picking up bagels from Panera each EtCH day (reimbursed by EtCH), as well as cleaning up and returning chairs to the appropriate place at the close of EtCH.

The following jobs will not be filled for the 2020-2021 school year:

EtCH Extension Coordinator – This position will maintain the schedule of workshops for EtCH Extension, ensuring that each month is covered by a teacher. The Extension Coordinator will communicate with parents to ensure that the lunchroom monitor position is filled for each lunch gathering. The Extension Coordinator will also communicate with teachers if a class must be canceled or rescheduled.

Mom Night Coordinator – This position is responsible for planning at most one activity a month designed to offer EtCH moms the chance to gather together. It's a great way to foster our community!

Large Events Committee – This committee works cooperatively with the Board to organize all major family events, i.e. Back to EtCH Picnic, Talent Show, Family Game Night, and End of the Year Celebration.

GOVERNING BODY

1. The Executive Board

- A. The Board will consist of between three and five members of EtCH.
- B. The Board will consist of members who are in agreement with the Statement of Faith.

2. Responsibilities of the Executive Board

- A. Meets once a month or as needed.
- B. Sets policies and programs for the year.
- C. Oversees financial matters.
- D. Establishes membership fees and makes new member decisions.
- E. Confers on proposed changes, proposed amendments to by-laws, and leadership changes.
- F. The Board will seek to reach a consensus in all decisions.

3. Executive Board Appointments

- A. Executive Board members will serve May through May. This term provides for an overlap of retiring members and their successors, allowing those departing to smoothly shift their responsibilities.
- B. The Executive Board members will approve of all new Board members.
- C. Executive Board members must have the time available to fulfill a two-year commitment without being over-capacity in this time investment.

4. Accountability for the Executive Board

- A. The Executive Board agrees to submit to a yearly evaluation by the members of EtCH.
- B. All minutes of board meetings will be available to all members of EtCH.
- C. EtCH Executive Board By-Laws will be available to all members of EtCH.

5. Term Limits for the Executive Board

- A. Executive Board members may, at the end of their two-year term, opt to serve for an additional year.
- B. Maximum term of service shall be three consecutive years in one position.

The logo consists of a black rectangular box. Inside the box, the word "respectful" is written in a white, elegant, cursive script. Below it, the words "CONDUCT AGREEMENT" are written in a white, all-caps, sans-serif font.

respectful
CONDUCT AGREEMENT

Agree to be a blessing to others!

1. Treat others with kindness.

- A. Use words like “thank you”, “I’m sorry”, and “I’ll help”. Treat everyone as a good friend.
- B. Listen to one another’s ideas respectfully and openly, and let everyone have a turn at activities.
- C. Look out for younger kids in the group and show helpful kindness toward them.

2. Treat adults with respect.

- A. Call adults “Mr.” or “Mrs.” to show them respect.
- B. Listen quietly when teachers are speaking or giving instructions.
- C. Participate in planned activities even if they aren’t your favorites.

3. Treat the building and things in an appropriate manner.

- A. No running, climbing, or yelling unless part of a classroom activity.
- B. Clean up after yourself and help someone else to clean up, too.
- C. Always remember to use things in the way they are intended to be used.
- D. Let a teacher know if there is a mess or accident that you need help with.

Parents: It is your responsibility to ensure that your children understand and abide by these rules. The Respectful Conduct Agreement will be provided as form separate from this document. It is to be signed and submitted each year.

DISCIPLINE POLICY

EtCH is a safe and caring place for all members. Parents are required to read the Respectful Conduct Agreement with their children before attending the first co-op class and review it often. If you ever have questions or concerns regarding the reasons behind any of the behavior policies or the way in which EtCH will respond to a child who needs redirection or correction, please contact a board member.

I. Expectations

A. It is the understanding in EtCH that clear expectations help set the foundation for positive behavior. Parents, in addition to reading the Respectful Conduct Agreement with your child(ren) before attending the first co-op class, please guide your family as to what those behaviors look like *based upon the age and development* of your child(ren). Please continue to review the document often.

- For example, “treating everyone like a good friend” will not appear the same at every age and state of childhood development. Falling short of that standard will also look different depending upon the same variables.

B. Each teaching team should work together to identify *specific* behavioral expectations that apply to their class with *consideration given to the age and development* of those students. Each teaching team should work together to **communicate these specific expectations** to their students. Each student should understand what behavior is considered acceptable and unacceptable as it applies in their classroom.

- “Treating everyone like a good friend” in Pre-K and Kindergarten may mean communicating that sharing is acceptable behavior and grabbing is unacceptable. Meanwhile in the upper elementary grades, this same standard may mean engaging and including others in conversation (acceptable) and refraining from whispering or sharing secrets in the presence of others (unacceptable).
- Healthy friendship and listening skills in the lower elementary grade levels should include expectations such as giving others the space to speak without interrupting, as well as raising hands while conversing as a group.

- In the middle and high school groups, “listening to each other’s ideas openly and respectfully” is expressed as asking questions and offering encouragement (acceptable) versus the unacceptable behaviors of snickering or eye rolling.

2. Consequences

A. If a child is disobedient or disrespectful toward adults or other children in EtCH, an adult leader will implement the following consequences:

1. At the time of the first offense, the child will be asked by a teacher to correct his/her behavior. This response should be performed with a gentle and loving approach, redirecting the child toward a positive behavior. If the behavior occurs again, a second correction will occur and may require the child to sit out from an activity for a short, specific amount of time. Children aged five and under will not sit out for more than five minutes. Children over the age of five will not sit out for a time of more than ten minutes.
2. If the offensive behavior persists, the child will be removed from the classroom/area by a teacher and her/his parent will be contacted for intervention.
3. After repeated offenses, the Board will review the matter. Habitual negative behavior that disrupts the group as a whole will result in the child losing the privilege of attending co-op activities.
4. EtCH compassionately understands that individual developmental and/or specific special needs may hinder a child from having a positive experience at EtCH due to the interactive environment of co-op. If a child is not able to follow the EtCH discipline policy due to a specific special or developmental need, participation in co-op may not be within possibility.

RELATIONSHIPS,
healthy communication,
AND RESOLUTION
of concerns

EtCH is committed to honoring the deservingness of all members to express their views and receive respect in doing so. Since healthy communication is essential to any community, EtCH strives to be a group in which open dialogue is encouraged and supported. If concerns or conflicts arise, it is imperative that EtCH members address and resolve them graciously in order to preserve and grow the foundational elements of our community: friendship, respect, and the unique value of each parent and child.

1. EtCH recognizes and appreciates each member's autonomy and ability to establish and nurture friendships within our community as each member sees fit.
2. EtCH respects each individual member's approach to continuing these relationships outside of EtCH. Birthday parties, playdates, get-togethers, common sports and activities, etc. are all outside of the purview of EtCH and are conducted as each family member sees fit.
3. Because EtCH respects each member's autonomy and ability to navigate her/his own friendships and relationships, it is the responsibility of the member parties involved to work together toward a resolution if a concern or personal conflict arises within the group.
4. If there is a concern or conflict, each member is encouraged to:
 - A. Be proactive. Seek resolutions.
 - Leaving issues unresolved can allow misunderstandings to grow and disrupt relationships.
 - Promptly addressing one another's concerns and conflicts allows relationships to be properly restored.
 - B. Have a conversation. Ask questions. Avoid assumptions.
 - C. Speak directly to the person in question, avoiding gossip.
 - D. Respect one another's confidences and privacy.

5. A member should speak with her/his classroom coordinator upon feeling that her/his concern could affect:

A. The functioning of her/his children within the EtCH classrooms

B. And/or the member's ability to participate in the planning, teaching, or supporting of the EtCH classroom.

SICK *policy*

1. If a member is unable to participate in a co-op class due to illness, he/she is asked to please contact the classroom coordinator. If a member must miss a field trip, EtCH asks that the coordinator/planner of the event be contacted in a timely manner. It may not be possible to refund event fees for missed experiences.









2. Although the previous sick policy of EtCH included the caveat that secondary students (grades 6-12) were permitted to attend co-op classes if a parent or a younger child in their family was ill, requiring the participating parent to be absent, **no family member (child or adult) may attend an EtCH day if a member of the family must be absent due to illness.**

3. It is unacceptable to expose other children and pregnant mothers to unnecessary illness. For this reason, please keep your child(ren) home if any of the following symptoms have presented within a period of 24 hours before an EtCH gathering (classes, events, field trips):

- Temperature of 100 degrees or more
- Extreme lethargy
- Undiagnosed rash
- Sore throat, earache, or severe cough
- Red eye(s) or discharge from the eye(s)
- Green discharge from the nose
- Diarrhea or vomiting
- Communicable disease

4. **Critical for the 2020-2021 school year: Please utilize the following checklist to screen all family members for symptoms of Covid-19 before EtCH days and events. Thank you for your cooperation in keeping our homeschool group safe, in regard to both physical wellness and peace of mind. ☺ None of this works without you! We are so grateful!**

Symptoms of COVID-19

Symptoms of COVID-19	Strep Throat	Common Cold	Flu	Asthma	Seasonal Allergies
FEVER 	✓		✓		
COUGH 		✓	✓	✓	✓
SORE THROAT 	✓	✓	✓		✓
SHORTNESS OF BREATH 				✓	
FATIGUE 		✓	✓	✓	✓
DIARRHEA OR VOMITING 	✓		✓		
RUNNY NOSE 		✓	✓		✓
BODY/ MUSCLE ACHES 	✓	✓	✓		

✓ Symptom of illness



cdc.gov/coronavirus

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CREATING LEARNING *and social activities*

It is the mindset of EtCH that learning happens every moment, continuously, and, when intentionally purposed, can result in valuable growing opportunities in a variety of areas. EtCH has decided to specifically target the following: **stimulating group interaction, problem-solving, critical thinking, and creative expression.**

These objectives break down into more specific goals, depending upon age:

- Nursery children simply need a safe and loving environment. Taking care of these little ones provides the opportunity for other parents to teach in their classrooms without concern for the safety of their babies.
- Preschool children also need a safe place to play, interact with other children, and begin learning friendship skills in collaboration with others. Any planned activities in the preschool-level room should be kept simple, focusing on the process more than the finished product.
- Elementary-age children are ready to participate in a class that cultivates a community of friendship and cooperation, introducing the importance of listening and following directions. These goals are accomplished through fun and creative experiences with art, games, problem-solving activities, conversations, and sharing.
- Middle and high school students are ready for an environment that challenges them to work together in solving problems, cooperating as a team, critically-thinking, and sharing thoughts respectfully. While working together in these shared experiences, this group may form deep bonds and meaningful relationships that can last through the high school years and beyond.

Tips for Successful Planning...and Keeping Your Sanity!

1. When planning an activity, ask yourself, “Does my plan fit the goals of our group and the age level of the children in my class?”
2. When forming your plans, you are not required to make it all original! Websites, teaching resources, games, etc. are all great ways to build meaningful lessons!

3. Ask for help or feedback when you need it. **Remember: you are not alone!** EtCH is a community designed for parents as well as their children. Teaching, especially without prior experience leading a group of kids (or kids of your class's age level!), can be an anxious experience. It does not have to be. Your classroom coordinator and the EtCH Board are there to talk more about what has worked in the past, honing your unique skills and personality in what you bring to your EtCH class, and reminding you that we're all just moms who want the best for our kids and one another. You got this. 😊

4. Plan ahead and you do you! Start tossing around different ideas as soon as you receive your teaching dates. Honor what brings you joy and lights you up! Children thrive on enthusiasm more than anything else. It is easier to plan for activities or topics that energize you rather than investing in plans that drain your energy and spirit.

CREATING *successful events* AND FIELD TRIPS

Just as our co-op days are part of the foundation of EtCH, field trips and events are an important component, as well. These experiences allow children and parents another opportunity to learn, share ideas, fellowship, and make great memories together!

Instead of one central event coordinator or a small event committee, each EtCH member has the opportunity to plan and coordinate field trips and experiences. This approach allows for a greater diversity of trips and events as well as a manageable workload in planning.

To plan a trip, please complete the Trip Planner Form on the EtCH website. It can be found under the tab of the same name in the top navigation bar. Once your field trip idea is approved by the Board (you can simply copy and paste the form in an email!), you will become the point person for this trip. As point person, you will be the liaison to the organization or venue, making sure to understand its rules and regulations for attendees and communicating that information to the EtCH group, collecting and submitting any necessary payment or paperwork, and checking sign-ups (via the website) to ensure proper headcount.

- On the day of the trip, the point person will continue to act as liaison, fulfilling any requirements that the venue or organization may have (i.e. notification of cancellations, meeting a tour guide, etc).

Tips for Successful Event Planning

1. Not every trip is appropriate for all ages, and that's okay! Please specify if a field trip or experience is geared more toward younger children, older children, or the group as a whole.
2. Communicate the cancellation policy for your trip.
3. Don't forget travel time. Field trips and experiences within a one hour driving distance have historically worked best for EtCH.
4. Be thoughtful about trip costs. The ideal goal is a mixture of paid and free trips and events throughout the year.

5. Please ask for help or feedback when needed! No one should bear the burden of organizing an experience that becomes a second job! Stay in communication with the board. It exists to serve members in experiencing a smooth, meaningful EtCH year in all ways.

general procedures
FOR ETCH DAYS

I. Arrival

- A. Doors to the facility unlock at 9:00 am.
- B. Lead teachers should arrive at 9:00 to set up for activities and arriving students. Lead teachers should keep their child(ren) with them until 9:15.
- C. All families may enter the facility at 9:10.
- D. All families must stop by the check-in to sign into the co-op day.
- E. After signing in, families will enter the sanctuary (large worship space) for an opening time.

2. Transitions

- A. Hallways: children must walk in hallways and move from space to space quietly and respectfully.
- B. Bathrooms: restrooms for boys and restrooms for girls are located in the office/classroom wing of the facility. Two other bathrooms, boys' and girls' respectively, can be found just outside of the Trinity Unfiltered Café. Follow your classroom's schedule of bathroom breaks, especially for younger children. Children in Nursery, Preschool, and Kindergarten classrooms must be accompanied by an adult when visiting the restrooms; adult should remain outside the stall area. Children in lower elementary classes must have an adult remain in the hallway during unscheduled bathroom use. Children in upper elementary, middle, and high school classrooms may use the restrooms unaccompanied.

3. Clean-up

- A. Each classroom is responsible for cleaning its own space. Tables and chairs are to be wiped down, floors vacuumed and swept, trash cans emptied, and supply bins stored away.

B. Unless it is developmentally appropriate for classroom children to be directed in clean-up duties, the non-teaching parents should execute that EtCH day's cleaning responsibilities.

C. Each classroom is responsible for completing clean-up before dismissing children to the closing time.

4. Dismissal

A. The EtCH day ends at 11:45 am. Classroom coordinators will remain in their classrooms while moms depart to pick up their children youngest to oldest. The Cleaning Crew will begin their duties at this time.

B. Families are asked to exit the building quietly and respectfully, refraining from eating, drinking, or returning to classrooms to play so that EtCH can ensure the facility's cleanliness and organization upon departure.

routines for ETCH DAYS

By Classroom

Note: The following are general guidelines, not strict schedules. Classroom coordinators and teaching teams are encouraged to collaborate in adapting these suggestions to suit the interests, ability levels, and needs of their unique groups.

I. Pre-K/Kindergarten/1st Grade

9:30 – Arrive and Play

Children depart from the EtCH opening time in the sanctuary, entering their classroom for toys, playdough, and coloring stations. The purpose of this gentle beginning is to help the children feel safe and happy as they come together.

10:00 – Circle Time and Activity

Children engage with one another in a planned activity that may involve stories, interactive circle games, a simple craft, etc.

10:30-10:50 – Bathroom Break/Snack/Sharing

Music, talking about favorite things, and directed conversation may be a part of this time.

10:50-11:30 – Free Play/Outdoor Time

11:30 – Clean Up and Circle Time

Return the classroom to its original state and then join together to review the highlights of the day and say goodbye.

11:45 – Dismissal

The Classroom Coordinator remains in the room while parents are dismissed to pick-up their children, youngest to oldest.

2. 2nd/3rd Grade

9:30-9:40 – Arrival

Upon being welcomed into the classroom, children sit together and use this time to talk about what they will experience that day, learn one another's names, and review behavior expectations.

9:30-10:15 – Large Space Time (Sanctuary)

10:15-10:45 – Theme Activity and Snack Time

Theme activities will vary at each class but are intended to relate to the theme of the semester. Small group activities are well-suited to this portion of the EtCH day. Before assigning groups, pre-plan which students will be working together and rotate every so often in order to allow everyone the opportunity to collaborate with both good friends and new children. Any combination of stories, games, crafts, discussions, and play can be used for theme time.

Snack time allows for both guided and natural conversation, as well as building the ability to share and take turns.

10:45-11:15 – Active Games and Play

Active Games and Play Time is set aside for group games to be played either inside or outside at the facility. Moving, letting loose, laughing, jumping, and burning off energy are critical in this age group! It is recommended to play two games during this time, sporadically repeating favorites and introducing new ones. Fellow EtCH members, websites, and experiences with other groups (Push the Rock, youth groups, camps, etc) are great resources for brainstorming game ideas. Some games may need to be adapted to suit the group.

11:15-11:30 – Daily Wrap Up

Children clean up the classroom and join together afterward to review the highlights of the day and say goodbye together.

3. 4th/5th Grade

9:30 – Warm-ups and Mixers

Begin with a relaxed time together, reviewing the rules of the classroom, explaining the theme/goals for the morning, and reviewing last week's EtCH day. Ice breaker games, warm-ups, and mixers help children and teachers loosen up and get to know one another! Fellow EtCH moms, websites, and experiences in other activities (camps, church, Push the Rock, etc) are great resources for coming up with games. Interacting together in a light and fun atmosphere is the goal of this Warm-Up Time.

Remember: Beginning the morning with low movement games that incorporate listening, cooperation, or following directions helps the children focus and settle into the day. Games can be modified to coordinate with that day's theme activity or remain standalone.

9:45 – Theme Activity

Theme activities will vary each EtCH class time but should relate to the overall chosen theme for the semester. Small group activities work great during this time. Before breaking into groups, pre-plan which students will be working together so that both good friends and new children have opportunities to partner up. Art, drama, design, and discussion are encouraged to be a part of lessons.

10:15-11:00 – Games/Movement Activities

This time is set aside for group games either inside or outside the facility. Moving, jumping, laughing, and letting loose is so important for children at this age! Two games are recommended for this time period, which can include repeated favorites as well as new ones. Game ideas can be sourced from fellow EtCH members, websites, or other activities that members have participated in (church, camps, Push the Rock, etc). Adapting a game to suit the group is encouraged if need be.

11:00 – Bathroom Break/Snack/Sharing

Snacks, sharing, student of the day, or any other interactive activity should fill this time. Begin with snack. Allow the students to enjoy natural conversation. Guide the conversation as needed to ensure that the classroom remains a calm, respectful, and inclusionary space. After about ten minutes, plan some sharing time during which students can tell about themselves or an item they brought in. Student should clean the room before dismissal.

11:45 – Dismissal

The Classroom Coordinator will remain in the room while moms are dismissed to pick up their children, youngest to oldest.

4. 6th-12th Grades

9:30 – Warm-ups and Mixers

Begin with a relaxed time together, reviewing the rules of the classroom, talking about the theme and goals for the morning, and reviewing the previous EtCH day. Ice breaker games, warm-ups, and mixers are a wonderful way to begin this time together, encouraging students and teachers to loosen up and get to know one another! Allowing the students to interact in a light and fun atmosphere is the key to this time. Low movement games that involve cooperation

and collaboration, friendship skills and teamwork are good choices for the beginning of the EtCH day. They can be themed or standalone.

9:30-10:45 – Theme Activity

Theme activities vary each class time but will relate to the chosen theme for the semester. Small group activities are encouraged during this time period. The class will work as a unit or split into groups based upon age.

10:45-11:00 – Snack and Chatting

11:00-11:30 – Complete any activities in motion from earlier and play a game that some active movement either indoors or outdoors.

11:45 – Dismissal

The Classroom Coordinator will remain in the room while moms are dismissed to pick up their children, youngest to oldest.



*“What is a friend? I will tell you...
it is someone with whom you dare to be yourself.”*

Frank Crane

The purpose of the EtCH Breakroom is to provide a calm, friendly space for moms to gather, grab a cuppa or a treat, and take a breather or share a laugh amidst the chaos of the co-op day.

1. The breakroom will be open from the start of the EtCH day until 11:30 am.
2. Classroom coordinators will work with their teaching teams to create a breakroom rotation so that each mom can enjoy the space!
3. Bagels and coffee are provided, but all members are free to bring their favorite treats to share with other moms in the breakroom. Just be prepared to gain a few new fans and requests for recipes! ☺ PS – Calories don't count at EtCH and coffee beans are 100% a valid vegetable.

The logo for EtCH extension is centered at the top of the page. It consists of a solid black square. Inside the square, the letters 'E T C H' are written in a large, white, serif font, spaced out. Below them, the word 'extension' is written in a smaller, white, lowercase, italicized serif font.

ETCH *extension*

The launch of EtCH Extension marked the fulfillment of one of the co-op's original goals – interactive classes for middle and high school students in which collaboration, problem-solving, healthy relationships, and creative expression could be realized in a youth demographic that longs for community and meaningful experiences. Extension wouldn't have been possible without the leadership and enthusiasm of participating EtCH members and the group's current facility. Due to Covid-19, EtCH Extension will be suspended for the month of September and reevaluated by the Board at the end of this period. As fellow Extension mothers, the EtCH Executive Board understands the ache of losing this component of the EtCH Experience and is dedicated to restoring EtCH to its full vision as soon as possible.