

The West Branch Learning Tree Handbook for Prospective Members

Dear Prospective Co-op Member,

Welcome! The West Branch Learning Tree is excited and encouraged by your considering home schooling and being a part of our co-op. The following policies and procedures are designed to support and administer the vision and governing values of the West Branch Learning Tree. Thank you for your attention concerning these policies.

Please be mindful that because we are continuously changing and growing, it may become necessary for us to re-evaluate certain areas of the co-op. In light of this, and to serve you better, we reserve the right to change policies and procedures without notice.

We do appreciate you going over these policies, and we look forward to meeting you!

The West Branch Learning Tree Leaders

Statement of Faith

- We believe that the Scriptures of the Old and New Testament are the inspired Word of God, and adhere to its teachings as a guide to our lives.
- We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was born of a virgin, lived on earth without sin, and the central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection.
- We believe salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone.

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Building Usage

1. Entry / Restricted Areas

We will be using the second to the last side-door on the right of the church as our main entrance. We are only allowed to enter through this door. We have been asked to not use the hallway the offices are in – there will be Do Not Enter signs up.

2. Parking Lot

Parents and teachers are permitted to park in the back lot behind the church. Parking in front of or alongside the church is **not** permitted. Parking in a handicapped area is not permitted unless you have a handicap-accessible sticker.

Communication

E-mail through our website is our preferred form of communication.

Important Contacts

If you are not a member of West Branch Learning Tree and you have questions, please contact us via email at info@wbltcoop.org.

Lunch

Lunch is held from 12:00-12:30 in the Fellowship Hall (Gym).

Visitors

Visits by prospective students and families can be arranged through the Directors or the website. Adult visitors must check in with the front desk and wear a visitor's badge while in the building.

Special Needs

We can occasionally accommodate minor special needs students who are high functioning. There is an Educational Accommodation Form on our website that must be filled out for every child every year. If a special needs child is able to participate in a class, at whatever age or grade level fits his or her need, that child is more than welcome. However, we are not a special needs school. We are not equipped with either the manpower or training to provide one-on-one instruction to any child. Sometimes there are children who have needs that cannot be accommodated by our program. If a child is not able to participate without repeatedly disrupting the class, or posing a threat to others, the parents will be asked to remove the child.

Discipline Policy

Please see the "Process for Addressing Students Struggling with Class Expectations" document.

Dress Code

1. Cooperation is expected from parents/guardians as well as students.
2. Maintain an appearance that is clean and modest.
3. Shirts must be hip length.
4. Muscle shirts, tank tops, halter tops, and spaghetti straps are not permitted.
5. Shirts should have enough of a sleeve to approach the curve of the shoulder.
6. Showing excessive cleavage will not be tolerated.
7. Shorts must be no shorter than six inches above the knee.
8. No writing on the backside of shorts or pants.
9. Skirts or dresses must be no shorter than three inches above the knee.
10. Stockings or "leggings" are not permissible as pants unless they are covered by a skirt, shorts, or dress that approaches the knees. Leggings are anything that are skin tight and stretchy.
11. Shoes must be worn at all times, unless requested by teacher, i.e. Tae Kwon Do. (No wheels!)

We are a nut free facility due to the number of allergies.

Please do not call the church office for any reason.