

Chosen Homeschool Co-op Family Handbook

*"You did not choose me, but I chose you
and appointed you so that you may go and bear fruit – fruit that will last."
John 15:16*

WELCOME!

As the leadership team of Chosen Co-op, we would like to personally welcome you to the group! We're excited that you're here and look forward to getting to know you and your family better as the semester progresses. If you have any questions or concerns, please don't hesitate to contact us. We're here to help and serve you in whatever way we can!

YOUR LEADERSHIP TEAM,

Vale Stradley - Academic Admin
Rachelle Pennington - Financial and Tech Admin

WHAT IS CHOSEN CO-OP?

Chosen Homeschool Co-op is a ministry of Calvary Chapel St. Petersburg that provides elective style classes to supplement the educational programs of homeschool families in our area. As a Christian program, we aim to show the love of Christ to every person who walks through our doors and pray that every family is blessed through their participation. We have HIGH standards and guidelines, which ensures your child the ability to learn in a safe and Christ-like manner.

This Christ-centered homeschool co-op is composed of Moms, Dads, and Educators who have come together with a desire to serve the homeschool community using their gifts and talents to teach these classes for very little cost in a safe and fun environment. We are so grateful for those within our co-op who have served and given of their time and energy over the years to strengthen and encourage the homeschool families that have passed through our doors.

Each year, we offer a spring and fall semester. These semesters are 11 weeks long, Fridays only, and have 5 class periods of 55 minutes each. Grades 2-12 select their

classes in an elective style, while Kindergarten and First Grade are all-inclusive, all-day classes. Preschool classes are not offered.

We also have weekly events and other special activities to create a sense of unity, friendship, and creativity.

OUR STATEMENT OF FAITH

Chosen Homeschool Co-op subscribes to the same Christian beliefs and tenets as Calvary Chapel St. Petersburg, and all of our classes will be taught as such. Every teacher and staff member at Chosen Co-op must complete a ministry application detailing his/her statement of faith, which must be in agreement with Calvary Chapel St. Petersburg.

We believe that Jesus is God. We take Him at His Word. Because of this, everything we do is all for Christ. We invite you to learn more about Our Lord and Savior Jesus Christ and how you can find forgiveness and new life in Him.

Calvary Chapel St. Petersburg has been formed as a fellowship of believers under the Lordship of Jesus Christ. Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ.

WE BELIEVE that there is one living and true God, eternally existing in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all and governs all.

WE BELIEVE IN GOD THE FATHER an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; that He saves from sin and death all who come to Him through Jesus Christ.

WE BELIEVE IN JESUS CHRIST, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth.

WE BELIEVE IN THE HOLY SPIRIT, who came forth from the Father and Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify and empower in ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all biblical gifts of the Spirit as reflected through the fruit of that same Spirit.

WE BELIEVE that all people are by nature separated from God and responsible for their own sin, but that salvation, redemption and forgiveness are freely offered to all, apart from works, by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

WE BELIEVE that the only true basis of Christian fellowship is Christ's unconditional (agape) love, which is greater than any differences we possess, and without which we have no right to claim ourselves Christians.

"I passed on to you what was most important and what had been passed on to me. Christ died for our sins, just as the Scriptures said. He was buried, and He was raised from the dead on the third day, just as the Scriptures said." ~ 1 Corinthians 15:3-4 (NLT)

POLICIES AND PROCEDURES

Our policies and procedures are not only laid out and enforced by the Board of Chosen Co-op, but are also under the authority of our leadership at Calvary Chapel St. Petersburg.

PREPARING FOR THE FIRST DAY

Please read this entire manual to better familiarize yourself with our policies and procedures. Then [log in to our website](#), click on the “My Class Registrations” box, and click on each class title in which your child is registered to see a short description of the class(es), including any special supplies to be purchased or brought from home.

Some classes have no special requirements; however, we ask that every child come prepared with basic supplies: notebook, pencil or pen, and perhaps colored pencils or crayons depending on the age of the child and potential for use. Most children carry their supplies in a backpack or other tote-style bag. Please also consider marking any bags with proper identification.

Have your children get a good night’s rest the night before co-op. Their day may be longer than they are used to, so eating a healthy breakfast is highly suggested too!

We have a lunch period at the tail end of 3rd period. You may pack a lunch for your child or order the pizza and water we provide. Orders for the entire semester can be made during online class registration or you may order for that day’s lunch at the snack table in the morning before first period.

ON THE FIRST DAY

Friday is going to be a big day! We have a lot of new students and we would like for things to go as smoothly as possible. Please be patient and help us by following these guidelines:

- You will need to enter the building through the Main Lobby. We will have signs directing you where to go. Please do not try to enter from the East Lobby. This area is reserved for Calvary's Preschool Program. You will be turned away and told to go to the Main Lobby.
- Check-In will begin at 7:45 am on Friday morning for the first week of co-op to allow for filling out the Liability Waiver, Emergency Contact/Medical Release form and

making payments. For weeks 2-11, parents will be allowed to enter the building at 8:00 am.

- Classes start at 8:10 am. You must walk your child to their classroom. You are not allowed to drop off your child in the hallway unsupervised.
- All students will receive a nametag and a wristband at check-in. Please see note below in regard to nametags.
- All students must be signed in and signed out by their parent or guardian. Security is a primary concern of ours. Students are never allowed to exit the homeschool area unless supervised by the teacher or picked up by the parent. We are not allowed to let students meet parents in the Main Lobby or by the parking lot. You MUST check them in and out. Thank you for helping us with this.
- There are exceptions for students who drive themselves to and from co-op, but this must be written to us and approved by the Academic Director. At no time are self-driving students allowed to “hang around” the church grounds after co-op hours.
- Once your child is signed out, you will be responsible for him/her. Please do not allow your child to run around and go crazy. The church is gracious to allow us to use their facility. We want them to know what wonderful homeschool families we represent. Once 5th period ends, no students are permitted to enter the rec room. We need to clear the area for safety and would appreciate your help in letting your kids know this as well.

REGARDING YOUR REGISTRATION

When you enter the Main Lobby, there will be a Tuition Table where you can make your payment if needed and sign any required forms. We accept credit, cash, or checks written to Calvary Chapel, or online payment through our website via PayPal.

If you have a discrepancy on your registration or if you would like to make a change to your child’s schedule through week 2, you will need to go to the Admin Desk at the end of the co-op hallway near the co-op exit and talk to Vale or Rachelle.

If scheduling changes, cancellations, or withdrawals are requested after on-line registration closes, all material fees may be NON-REFUNDABLE. Any cancellations or changes (which we highly discourage) MUST BE MADE BY THE END OF THE SECOND WEEK OF CO-OP, and again, may incur materials fee charges. No changes may be made after the second week of co-op.

Full payment is due on or before the first day of classes. If the rare case occurs where this cannot be done, please contact the Chosen leadership team at Chosen@CalvarySTP.org to see if other arrangements can be made.

Outstanding financial obligations must be resolved in full before registrations or waiting list requests will be accepted.

WALK-IN REGISTRATION

We do not allow walk-in registration. Please make your registrations online through our website at www.chosenco-op.org.

WAITING LISTS ON FULL CLASSES

If, during the course of registration, you find that a class is full, you may choose to be placed on the waiting list for that class. We often have students switch or drop before we close registration, so a spot may open. Please know that we do not bump anyone ahead of others based on whom we know or like; spots are filled in the order they are received.

PLEASE DO NOT go directly to the teacher and ask, beg, plead, or bargain for a spot. The teachers have no control over the wait lists, so they will not be able to help you. We assure you that we do our best, but many times we are unable to place your child in the class he/she requested first, so a second choice is optimal.

Also, if a student is on a waitlist and a spot opens up, but that student is already in a class with low numbers, we prefer to keep that student in the class with low numbers. This helps to keep our classes balanced. Sometimes we give preference to a student based on other reasons and this is left to the discretion of the Academic Director, the teacher, and/or the Board. If a class seems super popular or you wish to see it offered again, we will suggest that the teacher repeat it the following semester.

REGARDING ALL FIVE AND SIX YEAR OLDS

Our co-op is designed to give the best possible environment for your children, our teachers and the other families who are enrolled. Our policy for kids entering into the kindergarten class is that they must either be five or turn five within the first few weeks of the fall semester. We also hope you can attest to your child's maturity and determine their readiness for a structured day.

Some of you have expressed interest in moving your first grader up to the second grade classes because you feel like he/she is ready for something more. Our first grade class is for our six year olds, and sometimes less ready or early seven year olds.

Please keep in mind that this is a very special and unique time to a youngster! Although some parents feel that their young ones may be smarter than the average and ready to move ahead, we have noticed that most children are not quite mature enough to handle the transition. Many times, they can be a distraction for the other students who are in their age-appropriate classes. Furthermore, putting a younger student in an older class takes the spot away from someone else who is actually age appropriate for that class.

It is for this reason that all six year olds must be registered in the first grade class and may not register for any second grade classes. This includes students who will be turning seven years old midway through the semester. If a child turns seven before the beginning of the new spring semester, he/she may take second grade classes beginning in that semester.

If you truly feel as though your child is too mature for the first grade class, we ask that you simply keep your child home for one more year so you can challenge him/her in your own homeschooling. When your child turns seven, you may return and enroll him/her in all second grade classes.

Thank you for understanding. And please remember, your children are only little for such a short time. So, treasure the moment that they are with one teacher and a room full of familiar friends. It is a very special time that should not be rushed!

BEING ON TIME

We need your help! Children need to enter their first period classrooms on time. Our desire is for each student to have a wonderful, enriching time at Chosen, with as few distractions and interruptions as possible. When students are tardy, the teacher needs to either recap information shared in a lecture-style course, or repeat instructions and redistribute supplies in an art-based or hands-on class. This takes time away from the students previously engaged, and can be quite frustrating for the late student who now finds there is not enough time to finish a project.

We know how difficult it can be to get everyone going early in the morning, especially with young children! However, we ask that you make the necessary adjustments to your schedule to allow enough time to complete the sign-in process, purchase lunch or snacks if needed, and walk your children to class. (Of course there will be times when

there are extenuating circumstances, so please understand we are not talking about unusual situations.) **Students need to be in their classrooms at 8:05 am so the teacher can begin class promptly at 8:10 am.**

NAME TAGS

It is necessary for all participants of Chosen Co-op to have ID at all times in order to be easily identifiable not only by our staff, but also by the church staff and security. For this reason, all volunteers will be given a name tag to wear when they are working for the day. In regard to students, each child (no matter the age) will receive a nametag and a wristband at check-in. The name tag also includes the student's schedule, making it especially important for new children to wear their name tag so they have it as a reference for where to go next. Please remind them that they **MUST** wear them at ALL times during co-op. This is a requirement!

A note on name tags - they must be worn on the front of the shirt where they are visible, not on the pants, backpacks, notebooks, jackets, shoes, socks, or any other odd place. We NEED to be able to see the nametag without doing a complete body search!

VOLUNTEER TIME

Our co-op is non-profit and therefore relies heavily on parental volunteers to keep the co-op running successfully. Because of this, parents are required to volunteer one day per child during the semester equal to the number of periods your child attends the co-op (max of 3 days) or pay an opt-out fee.

Ex) 5 periods of student attendance = 5 periods (1 full day) parent volunteering per student

3 periods of student attendance = 3 periods of parent volunteering per student

3 periods of student attendance x 3 kids = parent volunteering for 3 days for a duration of 3 periods each day

You must sign-up to volunteer during online registration or you will be charged the volunteer opt-out fee. If you are scheduled to start first period, you need to arrive at 7:50 am. We ask that you arrive a little early so you can get your children settled and be at your post by 8 am. If you are NOT scheduled to volunteer until later, please be on hand 15 minutes before your children start class. Remember, you are only required to work during the time your children are in class.

*Note – Please keep in mind we do not provide childcare, and children are not permitted to tag along.

We greatly encourage volunteering since our co-op can only function at its best when all

parents, teachers, and staff are participating. However, we realize that this does not always work for everyone. If you do choose to volunteer and an occasion comes up when you need for someone to take your place, YOU will be expected to contact our Volunteer Coordinator to reschedule your time. Please do so as soon as possible. If you do not fulfill your volunteer time in a rescheduled slot, you will be charged the volunteer opt-out fee. Failure to pay this fee will result in the inability to register for future semesters until this fee is paid.

During online registration, you will be asked to go to our Volunteer Sign-Up Page at <http://signup.com/go/iodugjz> and sign-up for a day(s) to volunteer. If you have previously volunteered at Chosen, please consider choosing Weeks 1-2. If this is your first semester volunteering, please consider Weeks 3-11 which will allow more time for training.

If you do not wish to volunteer or have a scheduling conflict that does not allow you to do so, you may pay the non-volunteer opt-out fee. The opt-out fees are as follows:

\$55 for one registered child
\$65 for two registered children
\$75 for three or more registered children

If you have more than one child, we also offer an option to volunteer at least one of your volunteer days but pay a reduced opt-out fee for the rest.

1 volunteer day + \$40 for two registered children
1 volunteer day + \$50 for three or more registered children or
2 volunteer days + \$35 for three or more registered children

Volunteers will be used in one of the following ways: teacher's assistant, hallway monitor, bathroom monitor, desk duty, clean up, or any other various jobs. Remember, we LOVE and APPRECIATE our faithful volunteers. The students are our highest priority, so we depend on you to make our students' co-op experience fantastic. All of our volunteer positions are important because they provide safety for all of our students and help our teachers tremendously.

We are aware that it may be necessary for you to make a phone call or send a text while volunteering. We ask, however, that you please keep this at a minimum, particularly if you are in a classroom. We realize that down time does occur, and we want you to use that time to your advantage. You are welcome to bring a book, laptop, or something else to occupy your time when things are slow but never are these allowed when assisting in the classroom; we need to ensure those volunteers have their

attention directed at assisting the teacher. Please remain in our Volunteer Area at the head of the Elementary Hall near the Admin table when not actively serving so that our Volunteer Coordinator can easily assess who is available to help. Please do NOT leave the interior of the Co-op during the time you are expected to volunteer. If there are lapses in your schedule, return to the Volunteer Area promptly.

If you are serving through 5th period and/or helping with clean up, please email or talk to the teacher in your student's last class explaining that you are volunteering. The teacher will gladly arrange to bring any children in your care to you or to the Admin table to wait until you are ready to sign them out.

Many of you have asked about your upcoming volunteer date(s) and what your specific duties might be. In order to keep everyone informed, our Volunteer Coordinator will send you an email alerting you the Monday of the week you are scheduled to volunteer as a reminder of your date and the proposed duties we want you to do for the day. We do ask for a return reply as a confirmation. If your schedule needs to be adjusted in any way, please send an email to volunteers.chosen@calvarystp.org with the words "Volunteer Change" in the subject box. We will do our best to offer you available alternatives in a timely manner so that dates can be changed and an opt-out fee isn't incurred.

We greatly appreciate the time you give in order to help operate the co-op safely and smoothly so that these precious children can enjoy the learning and fellowship that goes on at Chosen.

PARENTS WHO REMAIN ON CAMPUS

Chosen Co-op is a drop-off homeschool co-op in the fact that parents are not required to stay with their children. Although we encourage our parents to volunteer, they may certainly decide to pay the opt-out fee and enjoy their time off campus. Due to the security of the Calvary Kids Care Preschool Program, parents are not allowed to linger around the co-op area unless they are volunteering. So, if you plan on staying for very long, get ready to wear a volunteer sticker so you can help us out!

If you decide to stay on campus and not volunteer, you may spend your time in our Main Lobby. There are plenty of tables and chairs to hang out with friends, read in a corner or catch up on your computer duties. There is free Wi-Fi available throughout the church, as well.

We ask that parents do NOT host group meetings for purposes of promoting a business

or educational organization. Our lobby offers a place for Christian fellowship among friends, time for parents to work one on one with a child, and relaxation for those who would like a quiet get-away.

Please note that Calvary Chapel is a NON-SMOKING environment. This includes inside the church, as well as outside on the church grounds.

OUR POLICY ON SHADOWING

Only registered students of Chosen Co-op are permitted to attend classes. We know that sometimes parents may find themselves responsible for a friend or relative's child during co-op time. As much as we would absolutely love to have them shadow along with your child, it is our policy to not allow students who are not registered with the co-op to shadow. We really wish we could allow for this and we understand that a child may want to bring a friend at times, but it places extra burden on our teachers.

In regard to new visitations, if there is a new homeschool family who would like to sit in on a class, we will ask the teacher first to see if this is acceptable. With his/her permission, we will allow the student to shadow a class (or more) for the day.

*Please note – All new visitations must be preapproved through the Academic Director well in advance.

EMERGENCY MEDICAL PROCEDURE

In the event that a student may become ill or have a medical emergency during co-op hours, please take note of the following procedures:

- In case of a medical non-emergency, we will provide the student with an ice pack, Band-Aids, towel, clean shirt and/or lots of attention.
- In case of a medical emergency, we will call upon the safety team of Calvary Chapel and/or call 911, as warranted.
- For all medical issues, both non-emergency and emergency, we will make every attempt to contact the parent, guardian or emergency contact listed on the student's family information sheet and registration sign-in sheet as soon as we are able.
- We DO NOT administer medications or over-the-counter drugs.

- We are not medical personnel.

BATHROOM POLICY

All students must be sent to the bathroom in pairs, not alone. They may only use the bathrooms near the Resource Room, unless they are taking a class in the Rec Room, in which case they may use those. The Kindergarten and First Grade students may also use the East Lobby bathrooms. Teachers may take the entire class to the Main Lobby to use these restrooms, as well. No unsupervised children are allowed in the Main Lobby.

We are NOT allowed to use the bathrooms near the playground exit at ANY time due to Calvary Kids Care rules.

CLASSROOM MANAGEMENT PROCEDURE

"A friend loves at all times." ~ Proverbs 17:17

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." ~ 1 Timothy 4:12

We are thankful Chosen Co-op has had so few disciplinary issues. However, because we are getting bigger, there are more opportunities for students to cause a little havoc. Discipline issues can take a fun class and turn it into a real headache. Our goal is for our students to have fun with their friends and learn in a safe and thriving environment.

Our co-op is comprised of many various ages in one small setting, grades K-12. It is important for all of our students to understand the importance and value of one another. Our setting allows us to be good Christian friends towards one another and to be good examples to our younger peers.

Along with teaching in wisdom from the Lord, we are to maintain discipline and Godly character in the classroom. We understand that sometimes a student is not trying to be disruptive, naughty and deceptive, but rather being goofy, full of energy, and maybe a bit excited. Our teachers have been trained to recognize the difference, but know that we still need to maintain an orderly and functional classroom. There is a balance between holding up the rules and standards, while at the same time showing grace, patience and understanding.

Our purpose is not to expect perfection, but rather to see growth, maturity, and the Fruits of the Spirit blossoming forth from each and every child who walks through our doors. In the end, the academics are not the ultimate goal here; our goal is to capture the hearts of these children for the Lord.

Please go over the rules and procedures with your children at home so they know what we expect from them. Our teachers will do the same in class, particularly during the first few weeks. It helps our job to be easier when parents, teachers, and staff can all be on the same page.

Here is the list of rules that we have for our co-op:

1. Be respectful towards your teachers and fellow students
2. Listen quietly while others are speaking
3. Be considerate of other people's belongings and of the church
4. Walk quietly through the hallways and keep your hands to yourself
5. Be responsible with your homework and assignments
6. Accept responsibility for your behavior
7. Keep your area clean after each class and lunch
8. Use words that are honoring to the Lord and those around you

We encourage our teachers to follow the rewards and consequences as listed below. Again, please review these with your children at home to help reinforce positive behavior.

Rewards	Consequences
1. Positive verbal praise from teacher and peers	1. Warning
2. Stars & stickers	2. Rearrange seating
3. Sit with a friend	3. Time out of class or activity
4. Treat from treasure box	4. Phone call to parent
5. Tell parents and director about great behavior	5. Administrative attention

OUR DRESS CODE

Our co-op is growing more and more each semester. We are thrilled with our growth, in particular our high school crowd. However, with so many students comes the responsibility of making sure our co-op has a standard of dress code that encourages modesty and Godly thinking.

Remember, if a student does not dress appropriately, he or she will either be privately asked to change clothes or be sent home. We never want to embarrass anyone. We understand this may be a bit strict and you may even have to go buy a few new things, but this is only one day a week for 11 weeks.

In the past, we have had students who would test the limits. If you are questioning whether an outfit meets the standards, please err on the side of conservative. It is not fun for us to confront these issues with students and parents. If a student repeatedly tests our policy every week, we will ask him/her to leave our co-op.

Forgive us for being so blunt in our descriptions below, but it has become necessary.

Girls

- No shortie shorts! Again...NO SHORTIE SHORTS! Only Bermudas, Capris or mid-thigh shorts. (Tip: Have students put their hands at their sides. Mid-thigh shorts should be longer than their fingertips.) Any shorts that are shorter than the middle of the thigh of that particular child will be too short. Please note: some teen girls have very long legs and with that comes very long thighs. A pair of shorts that might fit one girl appropriately may not fit little Miss Long Legs appropriately. Moms, please help us with this!
- No tank tops, spaghetti straps or any shoulderless shirts. All shirts must cover the shoulders! Capped sleeves are fine. If you do have a sleeveless shirt, you must wear a sweater or cover-up at all times.
- No tummies or back ends showing! In other words, your shirt and your pants must meet in the middle...no too highs (for the tops) and too lows (for the bottoms).
- No short skirts! All skirts or dresses need to be no shorter than knee length. We realize we are allowing Bermudas to be a tad shorter, but Bermudas do not flair out like skirts. Please note that short skirts over leggings or pants are still NOT acceptable.
- No low-cut shirts that show low-cut things.
- Athletic/yoga pants may be worn only with loose fitting shorts that are mid-thigh or longer. (Tip: Have students put their hands at their sides. Mid-thigh short should be longer than their fingertips.)
- "Skinny" jeans may be worn only with a shirt that fully covers the buttocks or longer.
- Leggings may be worn only with a tunic, long shirt, dress, etc. that is knee length

or longer.

Boys

- No pants hanging low with underwear hanging out
- No tank tops
- No offensive t-shirts
- No exposing armpits or bellies, even in athletic classes
- “Skinny” jeans may be worn only with a shirt that fully covers the buttocks.

OUR ATHLETIC DRESS CODE

We understand that children like to wear lighter clothing while participating in athletics. However, the attire still needs to be appropriate. If a student does not dress accordingly, he/she will be asked to change and/or sit out of class. The following applies to girls and boys of all ages:

- No skin-tight exercise biker shorts or yoga style pants, unless covered by other shorts that are mid-thigh or longer. (Tip: Have students put their hands at their sides. Mid-thigh shorts should be longer than their fingertips.)
- No tank tops, only t-shirts or athletic-style t-shirts are allowed.
- No shortie exercise shorts, only mid-thigh gym shorts are allowed.
- No skin-tight shirts
- No exposing armpits or bellies
- Girls-only dance classes do have exceptions.

We’ve done our best to give a good description of the guidelines for the dress code, but a parent asked us last semester to provide some visuals, which we thought was a great idea, so we’ve included some for you here. Hopefully this helps you better understand what we’re looking for in adhering to the dress code.

Samples of Appropriate Clothing

			
<p>Long top covering the buttocks over skinny jeans</p>	<p>Mid-thigh or longer athletic shorts over biker/athletic shorts</p>	<p>Modest top and skirt to the knees</p>	<p>Leggings with knee length dress</p>

Samples of Inappropriate Clothing

			
<p>Super cute, but the shirt over leggings is not long enough.</p>	<p>These shorts are over yoga pants, but they are not mid-thigh in length.</p>	<p>Shirts must have sleeves, these shorts are shorter than mid-thigh</p>	<p>Top too low, shorts too short, midriff not covered</p>

Again, it is the goal of Chosen Co-op to provide a happy, safe, and God-focused learning environment for our students. We hope to offer a place of grace and mercy, balanced with high standards. Please help us with this so we do not have to go to you! Thank you!

BANNED ITEMS POLICY

As we have already stated, our co-op is growing and with that growth comes the need for more specific guidelines to ensure everyone's safety and comfort.

Some students may be accustomed to carrying pocket knives; however, these items are not allowed on our campus. If a student is found with a pocketknife or any other type of potentially dangerous item, the item will be taken by the teacher and held until the parent can personally retrieve it at the end of the day.

In regard to ensuring a peaceful learning environment with attentive students, all cell phones, iPods, MP3 players, and other electronic devices will not be allowed during co-op hours. If these items are out in view (whether in use or not) during co-op hours, the teacher will retain the device until the parent retrieves it. If a child is carrying a cell-phone for emergency purposes, he will be reminded to set the phone to silent/vibrate and to store it either in his pocket or backpack. We will have a cell phone safe area near the Resource Room door. Students may come to us and let us know that they need to make a phone call or send an emergency text, if necessary. Otherwise, cell phones are prohibited.

SICK POLICY

If your child has been exposed to the flu, Rotavirus, strep throat, or any other contagious virus, or is running a fever, having tummy problems or showing green runny nose stuff, we ask that he/she does not come to class.

If you are planning on volunteering and your child is sick or you have any reason to believe that you have been exposed and may be carrying a yucky virus, please stay home and rest as well. We will find a substitute for you and reschedule your volunteer time!

Please know it is our desire to have a healthy atmosphere for our students. We understand how hard it is when a virus hits an entire family, so we just ask that you please keep sick children home.

*Remember, if the majority of your family is ill, you can probably assume that those who are not will be soon and are therefore contagious. So please, keep that child or adult home too.

DISMISSAL FROM YOUR CLASSES

Below is our class schedule:

Period 1: 8:10 am - 9:05 am
Period 2: 9:10 am - 10:05 am
Period 3: 10:10 am - 11:05 am
Lunch break 11:05 am - 11:30 am
Period 4: 11:35 am - 12:30 pm
Period 5: 12:35 pm - 1:30 pm

Dismissal at the end of the day begins at 1:30 pm unless your child is finished before 5th period. However, we suggest that you arrive at 1:15 pm to begin signing out as the lines can get quite long. Please be on time so the teachers, staff, and clean-up crew can leave at a reasonable time as well. In addition, Calvary Chapel has asked that we be completely out of the building by 2:00 pm.

In order to pick up your child, you will need to go to the sign-out table at the end of the hallway. If you are having someone else sign your child out, that person must be listed on your Family Information Sheet. We will not allow anyone who is not on the sheet to enter the co-op area. Furthermore, you may be asked to show identification, so please have a driver's license or other form of ID readily available.

At the sign-out table you will be given one ticket for each child you are signing out, along with one ticket for any child with whom you enter. In other words, when you leave you must have one ticket per child who is leaving with you whether they are students of Chosen Co-op or just daily tagalongs. Please hold onto the tickets and show them to your child's teacher. Be sure to note class room numbers ahead of time so you can find your children as easily as possible. Continue to hold onto your tickets as you pick up your other children. Remember, you will need one ticket for each child with whom you are trying to leave. Once you have all of your children, you will exit through the double doors near the Resource Room Restrooms. *NOW* is the time when you will give up your ticket(s) and hand them to the official Chosen Centurion Guard/Keeper of the Gate.

WEEKLY EVENTS

Each week, we will post or email an upcoming Weekly Event. Some are silly, some are serious. This is not required, but it sure is a lot of fun!

Please note: Weekly Events are subject to change without much notice, so check the weekly email for updates. Also, any 'silly attire' for the Weekly Events must still conform

to the Chosen dress code.

INTERESTED IN TEACHING?

We are often looking for teachers to add to our lineup. If you have a heart to teach, a topic of interest, or a special skill that you would like to share with our students at co-op, please contact us at chosen@calvarystp.org and we will be happy to talk with you about what is required of our teachers and how the process works.

If, after talking with us, you decide you would like to teach and we feel you would be a good fit, you will need to complete the Calvary Chapel Children's Ministry Application, a background check (at the church), and attend a Calvary Kids Orientation Meeting presented through the church. All of this information can be found on the church website at <https://calvarystp.org/calvary-kids/>.

CONTACT INFORMATION

Chosen Homeschool Co-op Leadership Team Email:
Chosen@CalvarySTP.org

Chosen Homeschool Co-op Website:
www.chosenco-op.org

Calvary Chapel St. Petersburg Website:
www.calvarystp.org