



# PARENT INFORMATION

## Mission Statement

IMPACT homeschool Co-op exists to bring home-school families together to learn in a loving environment. IMPACT is distinctly Christian in nature but has an open membership to any who will respect that distinction. Many of us are Christians, but because our members theologies differ, our group focuses on academic and elective classes and leave teaching beliefs to families.

IMPACT is a parent-run home school co-op made up of families from a wide variety of backgrounds united by our shared goal of providing a high-quality educational experience of enrichment to supplement and support established home school programs. We want to be an encouragement and example for our fellow homeschooling families in all that we do. We endeavor to provide an opportunity for children to socialize as well as for parents to network and support each other. We respect the beliefs of our host church and work cooperatively with teachers and families to encourage a respectful environment for all.

## IMPACT Family Expectations

IMPACT can only run if everyone participates, either by teaching a class, being a board member, or volunteering in a classroom. IMPACT is not a drop-off co-op and parents must remain on the property while they have a child attending classes. *If you are willing to help more than we have required for your family, please let us know!*

- **All families must turn in this parent packet before classes start.** This can be done at the Meet and Greet the Wednesday before the first week of classes or the day of classes. If you are unable to attend the meet and greet let the Director know how you plan to turn in the packet before classes. Following this meeting, you will be given your volunteer and clean-up assignment. We try to observe any preferences you may have; however, we cannot guarantee that you will get your first choice.
- **Every family will be required to volunteer each week during our co-op session.** The number of hours required from each family will depend on the number of children they have enrolled. Teachers may be required to volunteer based on need and on the number of children they have enrolled.
- **Four (4) Clean-up days will be required** of all families (teachers will be required to fulfill at least 2 weeks of clean up). Clean-up typically runs about 20-30 minutes and cannot be scheduled during the time you are volunteering. We will do our best to assign cleaning times around class hours you are there for
- **All families must follow our rules and policies outlined in this document.** The Board of Directors reserves the right to dismiss a child or family from participation in the co-op for harmful or disruptive behaviors, without refund. This is not done lightly, and the Board will work with families to correct negative behaviors, but the Board can vote to make this final decision if necessary.

## Contact Protocol

Always contact the appropriate Board Member with any matters regarding IMPACT or the Church. Please be considerate to both the IMPACT Leadership and the church by keeping the proper chain of communication. The last page of this packet has a Board Directory with instructions on whom to contact when. Our website will contain the most up-to-date information on classes and session information. We also will post real time updates and information on our Facebook group page. Do not contact a teacher for class placement or changes. All class changes must be done through the Director.

## **Building Policy**

Please do not contact the church regarding IMPACT. We operate independently from the church. We use their facilities, but we have no affiliation with them. Please be respectful of the property at all times and observe any signs posted. IMPACT families may not enter the sanctuary at any time. Signs are posted stating 'do not enter' on the outside of the sanctuary.

## **Registration Information**

General registrations are processed on a first come, first serve basis. Board members and teachers receive priority registration. Class limits and age restrictions are established for the benefit of our students, to ensure a positive learning environment. Once a class reaches its maximum size, the class will be closed and will remain closed for the rest of the session. Age related exceptions must be approved by the board *PRIOR* to registration and the child must turn the appropriate age within 30 days of registration date.

## **Class Cancellation Policy**

Class changes and refunds will be issued only if it will not affect the pre-stated minimum number of students for that class. All class changes must be requested by the 2<sup>nd</sup> Wednesday of the session to receive a refund. Due to the short nature of the semester no refunds will be issued after the 2<sup>nd</sup> week. All classes are subject to cancellation. It is the intent of the board to avoid this but there are some things out of our control. We will make every effort to accommodate your child.

## **Attendance Policy**

In an effort to keep our families as healthy as possible, please keep your children home if they have any apparent signs of illness. There is no make-up policy or monetary refund for missed classes. In classes requiring homework, it is the responsibility of the parent or student to obtain missed lessons.

- In the event of a planned absence, please give us at least one week's notice so we can help find a replacement to fulfill your duties.
- Should an unplanned absence arise, such as a sick child or family emergency, please contact the Volunteer Coordinator immediately.
- Posting on Facebook or sending an email is not an acceptable form of notification as we may not see it in a timely manner. Please use the phone numbers at the end of this packet.
- If you are unable to complete your scheduled week to clean up, you will be rescheduled for another time. Please contact the Facilities Coordinator immediately if you will be absent during a week you are scheduled to help.

## **Sickness Policy**

Use common sense when deciding whether your child is too ill to attend co-op. Think:

- Is my child well enough to do the activities during class?
- Does my child have a condition that could be passed on to other children?

The following is a list of guidelines that we expect you to follow. Please keep your child home with any of the following symptoms and/or illnesses:

- Fever greater than 100°
- Conjunctivitis (Pink Eye)
- Croup or excessive cough
- Vomiting or Diarrhea within the last 36 hour
- Skin rashes, Impetigo & Hand & Foot
- Chicken Pox, Measles & Mumps
- Runny nose (color other than clear)
- Started antibiotics in the last 24 hours

If you or your child(ren) are sick, please contact Diana Windley the Volunteer Coordinator. If you are a Parent-Teacher you will also need to contact Danielle Inversin the Teacher Coordinator as well.

## **Co-op Rules**

Please discuss the rules of our co-op with your child(ren) prior to the first day.

- Please walk and use inside voices while in the church building.
- Do not climb on the trees or property of the Church outside.
- Only water is allowed in classrooms. (No other food or drink)
- Clean up your mess following lunchtime and when using the restroom.
- Be respectful and listen to teachers and other volunteers and board members during co-op time.
- Practice good hygiene and wash your hands.
- Always use your manners.

While we have a clean-up committee, please be helpful by cleaning up after yourself and your children. Our goal is to leave the building in better condition than it was when we arrived.

## **Dress Code**

Please observe a modest dress code for both children and adults.

- No strapless, backless, midriff, sheer or low-cut dresses or tops.
- Undergarments should be covered. Sleeveless tops must cover bra straps.
- Dresses, skirts and shorts must be longer than 4 inches above the knee.
- No clothing depicting crude slogans, words, or pictures.

## **Impact Co-op Safety and Bathroom Protocols**

To ensure the safety of our families the following protocols have been put in place and will be followed during co-op hours:

- Entrance must be through the gym doors with the IMPACT sign. Do not let others in through locked doors.
- Children must always be supervised while on the property by a teacher in the classroom or by their parent.
  - Children without a class must remain with their parent in the foyer or outside.
  - No child may be left during co-op hours without board approval.
- AT NO TIME is an adult allowed in the bathroom stall with a child who is not their child.
- If a child needs to be taken to the bathroom during class time and they are under the age of 4 the parent must be called or texted in case the child needs help. THE PARENT needs to help their child.
- If the parent is a teacher during that time, they may leave momentarily to help their child. In this case the volunteer will take over.
- If a child needs to go to the restroom and is over the age of 4 they may be taken by the volunteer of the class who will wait outside of the bathroom to return them to class.
- At no time should only one adult be in a classroom alone with children who are not their own. IF the volunteer needs to leave for any reason you must call, text or get help from a board member in the hallway. This is why there is a card in each classroom with the phone numbers of the parents of each child and a board members number.

## **Fire Drill Instructions**

When the fire alarm is triggered:

- Teachers will have students line up by the door.
- Classroom volunteers will line up behind the students.
- The teacher will lead students to the nearest exit.
- Everyone will meet outside, in the lowest parking lot away from the building.
- Teachers take roll call of students.
- Students must stay with their class and families until the board announces otherwise.

## **Guests and Visitors**

Guests and visitors must check in at the board table. If they plan on staying, they may be asked to wear a name tag to signify that they have checked in. Non-enrolled children may not attend any co-op

day without prior approval from the board. If any parent sees an unknown person during co-op hours, please direct this person to the board table immediately or get a member of the board to do so.

### **Volunteer Expectations**

You are required to fulfill your volunteer duties each week. While volunteering in the classroom we expect that you:

- Are willing and able to help the teacher as they need.
- Be engaged and involved with the class and the students.
- Arrive 5 minutes prior to the start of class and stay the entire class hour.
- Refrain from cell phone use during class time.
- If your assigned class already has a volunteer, and the teacher does not need more than one volunteer (2 adults per room), please report to the Volunteer Coordinator.
- Help clean up the classroom before the end of the class period.
- If you are going to be absent, you must contact the Volunteer Coordinator.

### **Clean-up Expectations**

Your scheduled facilities days are often referred to as clean-up or set-up. Each day in which you are scheduled you will be given an assignment or multiple assignments based on need.

- Each assignment has specific tasks that must be fulfilled.
- Before leaving you must check with the Facilities Coordinator.
- If you miss an assigned week, you will be rescheduled for another week.
- If you are going to be absent during a scheduled week, you must contact the Facilities Coordinator PRIOR to your scheduled time.

### **Hold Harmless Agreement**

By enrolling your children in IMPACT Home School Co-op, you agree to the following: IMPACT Home School Co-op, its members and instructors, and St. Luke's Lutheran Church assume no liability and make no assumptions of risk for anyone attending IMPACT Home School Co-op. In addition, parents are directly responsible for the actions of their children. Compensation for injury or damages, either deliberate or accidental, shall be borne entirely by the responsible family. IMPACT Co-op reserves the right to refuse membership to anyone that the Board deems unsuitable for the group due to repeated rule breaking, inappropriate, or uncooperative behavior. This decision, not taken lightly, would be following an investigation and majority vote by the Board. At IMPACT we respect the privacy of our families. Our website requires a login to view pictures and our Facebook is set to closed. Pictures of your child at IMPACT may be posted on either of these two sites. It is your responsibility to let the Board know beforehand if you have questions or requests to not have photos of your child(ren) taken. You will be asked to speak with each teacher your children are enrolled with at the beginning of the semester to help ensure your child is not in photos as well.

If you must leave the property for any reason and plan on leaving your children, you must find another parent or family member over age 18 who will be responsible for your children in your absence. You and the responsible party must both sign and agree to our Hold Harmless Agreement. The form must be turned into the Board table before you leave the premises. You may not leave your child(ren) in the nursery or preschool classes while you are off property and you may not leave the premises during your scheduled volunteer hours.

I have read and agree to standards set in the Family Information packet. I understand IMPACT CO-OP is volunteer-run and that I am required to assist how I am able.

Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Print name of Parent: \_\_\_\_\_

Name of Child(ren): \_\_\_\_\_