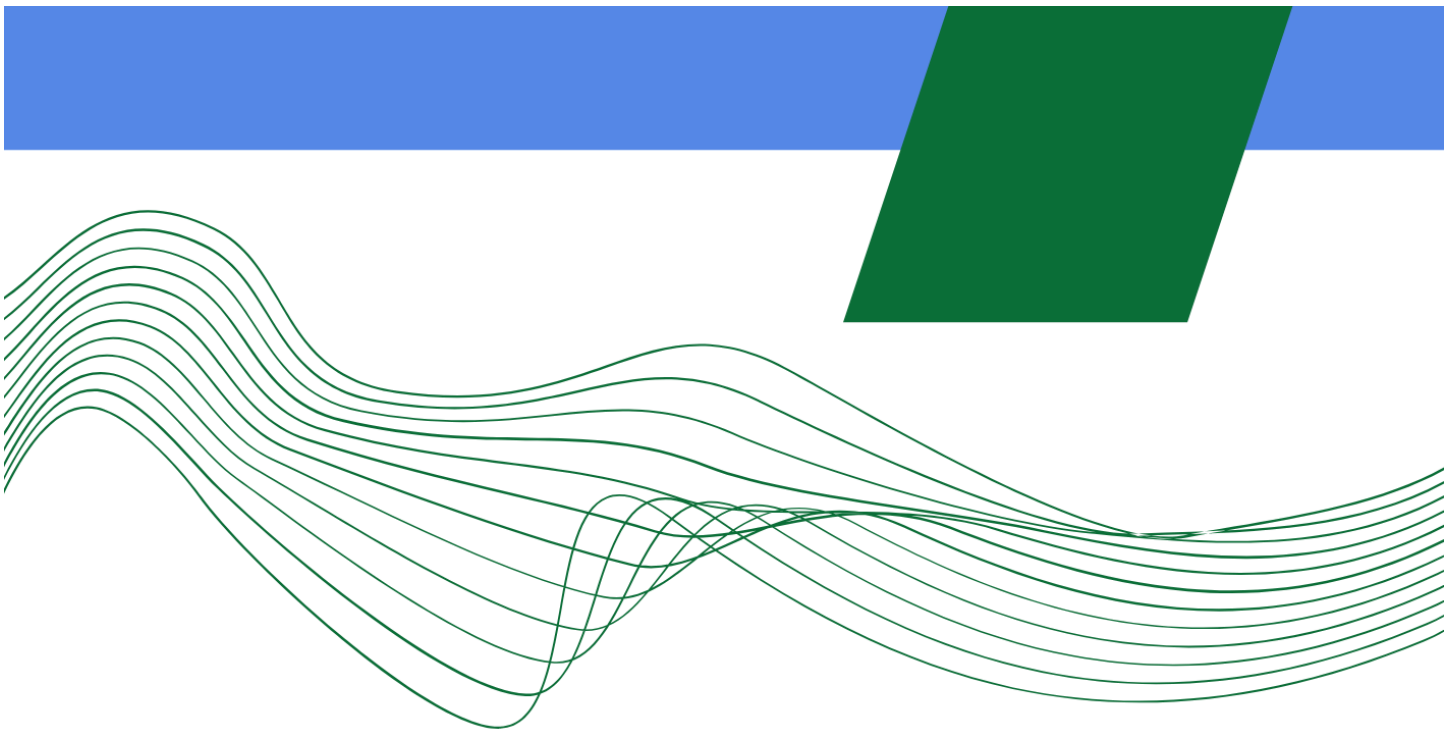


ANCHOR COOP HANDBOOK 2026-2027

Table of Contents

About Us + Governing Values	3
Schedule	5
Safety Measures	6
Attendance	8
Dress code	10
Conflict and Discipline	11
Parent Responsibility	12
Student Responsibility	12
Additional Policies	14

Welcome

Anchor Co-op formed in 2020 when we realized that we needed a group of like-minded families who prioritized faith over fear. We are committed to raising our children in a Christ-centered community and are willing to meet together to educate and equip one another academically, socially, and emotionally.

ANCHOR is a Christian, parent-led co-op where every family plays an active role. “Co-op” for us truly means cooperative with all hands on deck, with everyone serving during the entire time they are on campus. We offer classes for Kindergarten through 12th grade, along with Nursery and Preschool for younger children, and group students by age bands (as of September 1, 2026): 5–7, 8–10, 11–13, and 14–18. Our classes are shaped by the gifts within our community, as parents submit and teach classes based on their own strengths, talents, and interests, resulting in a wide variety of offerings each session. We meet weekly on Mondays from September through April, from 9:30 AM to 2:30 PM. Because ANCHOR is a working co-op, we ask all prospective members to prayerfully consider their involvement, carefully review our policies, and commit to serving faithfully for the full school year, as it takes every family working together to make our community thrive.

As a non-profit 501 C 3 we have a board of directors that has authority over the coop.

Our Leadership Team:
Director- Mickey Eastin
Assistant Director - Kim Martinez
Operations Coordinator - Brittany Yurkovitch
Treasurer - Katrina Johnson
Secretary - Stephanie Kopulos
Anchor Social Event coordinator- Lidia Shevtsov

Mission Statement:

A community of Christian like-minded families raising and educating their children through a Christian co-op to supplement and enhance the child's education, and foster fellowship among members.

Our Statement of Faith:

1. We believe in the Triune God, and that there is one GOD, eternally existent in three persons: Father, Son, and Holy Spirit. We trust in Christ as our Lord and Savior. We believe that Jesus Christ is the all-sufficient sacrifice for our sins, and His atoning death and resurrection the only ground for salvation.

2. We believe in the infallible, inerrant, authoritative, and inspired 66 books of the Bible that make up the written Word of God. We believe they constitute the believer's only sufficient basis for faith and practice. As such, we use it as our guiding foundation in all we do. We reject any other books as the inspired Word of God, including the Quran, Book of Mormon, New World Translation, Apocrypha, or any others.

3. We believe in the marriage of one naturally born man, and one naturally born woman. We believe God created us male and female and in His perfect wisdom grants us gender at conception.

Our Doctrinal Statement:

Our doctrinal statement of faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere. The following areas are left primarily to the teaching of the home and church: 1. Church government, authority and discipline 2. Time and mode of baptism. 3. Security of the believer. 4. Timing of future events. 5. Second work of grace or baptism of the Holy Spirit. 6. Sinless perfection. 7. Gift of the Spirit, tongues, interpretation of tongues, healing, miracle working and discerning of spirits. 8. Gender. 9. Sexuality and sex. 10. Drugs and alcohol.

In honoring its desire concerning their outreach of this co-op, there will be no attempt made by parents or students to promote these denominational positions, or religious beliefs outside of our statement of faith. We desire to remain united in the salvation and love of Christ, avoiding dissension, which may be caused by denominational differences.

Our Values and Culture:

We are a group of families who strive to live more naturally. We realize this is a journey, and we are all in process along this journey. But some of our key tenants are that we question the mainstream media and standard way of living, we pursue healthy eating + organic foods, alternative meds, holistic care.

Schedule

Fall/Spring 2026-2027 Semester Schedule:

Aug 17th - theater workshop

Aug 24, 31 - Starting Points, Worldview, Chemistry, Biology, Theater begin

Co-op begins in Sept.

Sept 14, 21, 28

Oct 19, 26

Nov 2, 9, 16, 30

Sept 7 -- No meeting Labor Day + Oct 12 -- No meeting Columbus Day

Jan 4th - Starting Points, Worldview, Theater restart

Jan. 11th - Chemistry, Biology restart

Jan. 25 - Co-op restarts

Feb. 1, 8, 22

March 1, 8, 22, 29

April 5, 12

Jan 18th -- No meeting MLK Day + Feb 15th -- No meeting President's Day

March 15th -- No meeting AISD Spring Break

We will have a mandatory parent meeting at the start of each semester: Thur. August 13, 2026 and Thur. January 7, 2027. There also will be 2 showcases to feature our kids' work through the year: Friday December 4, 2026, and Friday April 16, 2027.

8:30-9:25a	Set Up
9:30-9:40a	Assembly: Pledge, Announcements, Worship Song, Prayer
9:45-10:35a	1st Class
10:45-11:35a	2nd Class
11:45a-12:20p	Lunch/Recess
12:30-1:20p	3rd Class
1:30-2:30p	4th Class
2:30p-3:00p	Clean Up

You must arrive between 9:15a and 9:30a if 9:45 am is your first period, and between 10:30a-10:40a if 10:45am is your start time. Teachers and kids must be in their classes promptly by 9:45am (or 10:45am if you are signed up to attend the 2nd-4th hours). Being late will not be tolerated. Please make arrangements to be in class when it starts.

Safety Measures

1. Children and parents must come into and exit the building together. They must be together as a family when they come up the stairs or elevator, and again when exiting the building. If your children are on their own when they arrive or leave we reserve the right to excuse your family from the co-op effective immediately. This rule is the rule of our host facility and is non-negotiable.
2. Moms are responsible for their children and must watch them whenever they are not in a class. During lunch moms must be with their children 8 and under. Choose a lunch room that you can accommodate this rule. In addition, moms need to know where their older children are at all times.
3. All classes will take attendance with visual confirmation.
4. Our welcome desk person serves to help with check in, name badges, and making sure no kids go down the stairs. We will have someone at this position even during social events. Every child and adult at co-op must have a name badge, Any badge that goes missing or unreturned will incur a $1 replacement fee.
5. All children must be supervised, and no children will be in a room without a parent or a teacher present, with a minimum of two deep for every class.
6. During set up and clean up, children will be in the Central Perk with 2 moms so that the set up and clean up team can work on their tasks.
7. A radio will be checked out from the church and brought to the front desk so that we can be in communication with the church, as needed.

8. These measures serve to protect us and the church that is so graciously hosting us. If these are not upheld, the leadership team reserves the right to have these families not finish out the semester.
9. Make sure you make yourself aware of the Church's Emergency Flyers and procedures posted in each class room.

Attendance Policy

Attendance:

Anchor Coop requires 80% attendance each semester. Therefore, we will allow no more than 2 Absences per semester. Any family that hits a third absence will be evaluated based on reasons for absence, how proactive the mom is in having her responsibilities covered for continuing the following semester, etc.

Tardy:

In order for us to work as a cooperative program we must all respect each other's work and time. The best way to do this is to be on time and ready to work together and learn. Everyone is expected to be in the building by 9:30 for the Assembly, however if you are teaching 1st period you should arrive at 9:15 to set up your classes. If you are more than 15 minutes late for coop, you will receive a tardy, and mom and kids will need to sit in the Big Room until that period is over so as to not disrupt class (with grace being given for extenuating circumstances). Additionally, if you are the teacher, you will need to coordinate with your co-teacher, as this will count as an absence. More than 2 tardies per semester will put your family under review for returning the next semester.

Substitutes and Coverage:

Your co-teacher is your substitute. When a lead teacher is absent, the co-teacher teaches the class that day, using the lesson and materials the teacher provides. There is no hunting for a sub, and no absent parent is expected to find her own replacement.

Central Perk is an on-call service position. Parents scheduled in Central Perk for a period are on call for that period and may be assigned to cover a classroom or an essential duty during that time.

Coverage is assigned as follows:

- When a lead teacher is absent, the co-teacher teaches the class, and a parent from Central Perk fills the open co-teacher position so that every class stays two deep.
- When a co-teacher is absent, a parent from Central Perk fills the co-teacher position.
- When a parent with an essential duty is absent (nursery, preschool, lunch, welcome desk, set up, or clean up), a parent from Central Perk fills that duty.
- Parents are drawn from Central Perk in alphabetical order by last name. The rotation continues from where it left off, period to period and week to week, so that the same families are not called on first every time.

The Sub Coordinator manages coverage for the day. The Sub Coordinator watches the Remind App to know who is absent, determines who will cover each open position, and notifies both the co-teacher who is stepping up and the Central Perk parents who are covering. Whenever possible, these notifications are given at check in.

This expectation is reviewed with all parents at the mandatory parent meeting at the start of each semester.

Procedure:

When a parent is going to be absent, certain arrangements must be made to ensure all teaching and/or other responsibilities are covered. If you know you are going to be out in advance of 24 hours, the following protocol needs to be completed in order for your absence to be excused.

1. For any class you are teaching, you will need to communicate with your co-teacher and forward to them any supplies and teaching materials they will need to teach your class. Your co-teacher is your substitute. Teachers are responsible for providing the teaching materials - even if they will be absent - so that the co-teacher can step in.

2. If you are the co-teacher, notify the teacher of your pending absence AND post it on the Remind App so that the Sub Coordinator can assign and notify a parent from Central Perk to fill your position.

3. If by chance both the teacher and the co-teacher will be absent, the Sub Coordinator will assign parents from Central Perk to run the class using the sub plan the teacher has turned in at the beginning of the semester to the Sub Plan Keeper.

4. Once you have communicated with everyone as needed, you must use the Remind App and let us know of any and all arrangements that were made. The Remind App is how the Sub Coordinator knows who is absent, so this step is required even when your co-teacher already has your class covered.

5. Furthermore, all teachers should also provide an extra, general lesson plan to the Sub Plan Keeper for their class. In the event an emergency or sudden, severe illness keeps both the teacher and the co-teacher from attending on the same day, we will have a lesson plan on hand so that class can still be held in their absence. (Please know that if we have to prepare class supplies, you may be held responsible for those costs.)

6. This plan should fit in a manila envelope or a gallon sized zip lock bag and contain all that is needed. Some ideas could be a read aloud and/or worksheets, games or activities to support the lesson. The Sub Plan Keeper collects these plans and brings them each week, so that whoever is covering a class always has a back-up plan.

Dress Policy

We kindly request that students and parents dress in a way that is pleasing to the Lord, and modest and honoring our brothers and sisters in Christ.

We prohibit bare midriffs, tank tops, shorts/dress/skirts that are shorter than fingertip length, tight-fitting clothing, and plunging necklines. If you are unsure if your clothing meets this guideline, it is best to err on the side of not wearing it.

If leggings, workout pants, or any tight pants are worn (for either mom or child), a top must cover the bum completely.

Since we recognize the gender the Lord created at conception, we restrict dresses and skirts to only females.

Although we do not anticipate any violations of this dress code, should a child or a parent choose to wear something against policy, we will ask that family to change clothes or to leave the co-op for the day. If a second infraction happens, the leadership team reserves the right to prohibit the family from returning the following semester.

Conflict & Discipline

If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. 16 But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. Matthew 18:15-16 (ESV)

What do you wish? Shall I come to you with a rod, or with love in a spirit of gentleness? I Corinthians 4:21 (ESV)

CONFLICT RESOLUTION POLICY
In an effort to maintain a God-honoring and educationally effective environment, Anchor expects all those who attend the co-op to follow the Matthew 18 paradigm for conflict resolution.

- The parties involved in any conflict will discuss the issue privately.
- If either party is unsatisfied or resolution* cannot be met, the parties then need to seek the assistance of leadership. (Resolution is achieved when all parties reach mutual agreement or understanding.)
- Should the issue persist, the leadership team will seek guidance from the supervising pastor requesting his advice on how to proceed with finding a solution to the problem. This will result in a meeting of all involved parties and could lead to dismissal from the co-op.

Inappropriate conversations (including but not limited to; gossip, voicing frustrations in central perk instead of with offender one on one, degrading speech or foul language.) gestures, clothing or aggressive physical contact will not be tolerated.

Additionally, if any student causes serious class disruption, he/she will be removed from class that day and taken immediately to the parent.

If a student has to be removed from class 2 times because of disruption the student will be asked to leave coop for the semester.

Any purposeful acts of vandalism and any threats of physical harm will be taken seriously and may result in immediate expulsion for the rest of the semester.

Anchor Coop reserves the right to expel any student from the co-op, if disruptive behavior fails to be curtailed.

Parent Responsibility

1. This is a cooperative. We would like every mom to teach or co-teach a class. The other hours on campus will be spent serving in some capacity: co-teaching, nursery, preschool, etc.
2. We expect 1st period teachers to show up 15 minutes early, so that both mom/dad and kids are ready to start the Assembly at 9:30. If you are showing up at 9:30a you are already late as class starts promptly after The Assembly. Please respect other moms' and dads' time and efforts as you would want them to do for you.
3. As stated in the absence policy, if you have to miss co-op YOU must inform your co-teacher and post your absence on the Remind App, so the Sub Coordinator can arrange any coverage that is needed.
4. Parents must remain on campus and at all times and accompany their children into and out of the building.
5. Adhere to the conflict and discipline policies.
6. Clean up after yourself and your family, especially after lunch. Leave things better than you found them.
7. Please do not bring children to co-op who have had fever, diarrhea, vomiting, or other contagious conditions in the last 24 hours.
8. Parents will need to monitor their child's behavior. Appropriate disciplinary measures should be taken privately. Uncooperative or disruptive children will be removed from activities. Hitting, biting, strangling, name calling, bullying, inappropriate language, or any kind of disrespect to those around you will not be tolerated.
9. When you are scheduled in Central Perk, you are on call for that period. You may be assigned to cover a classroom or an essential duty, and you are expected to accept that assignment.

See attached forms to sign for Parent Commitment and Teacher Co Teacher Standards.

Student Responsibility

1. Wear their nametag at all times.
2. Be respectful to teachers and moms.
3. Students - Absolutely no electronic devices, phone use, social media use during the day. Please refrain from using phones and gaming devices while you are on

campus for these hours. If the phone is out during class the parent will be notified. This will be documented and after 2 incidents the student will be asked to leave for the semester.

4. Students are expected to walk in the building and use inside voices when indoors.
5. We are guests in the church. Leave it better than you found it. Damage and destruction on property will not be tolerated.
6. No hallway roaming, especially during lunch. You and your children should be in a class at all times, not hanging out in the halls.
7. No running in hallways.
8. Older children should set the example of exemplary behavior.
9. Please do not bring children to co-op who have had fever, diarrhea, vomiting, or other contagious conditions in the last 24 hours.
10. Parents will need to monitor their child's behavior. Appropriate disciplinary measures should be taken privately. Uncooperative or disruptive children will be removed from activities. Hitting, biting, strangling, name calling, bullying, inappropriate language, or any kind of disrespect to those around you will not be tolerated.
11. We will take any hate speech and threatening language seriously, and may result in immediate expulsion.

Additional Policies

All members of the coop understand that final decisions are made by the leadership team. By signing the forms you are agreeing to their leadership. Policies can be changed or updated by the leaders without notice at any time. We are always open to suggestions to make changes, but be aware most changes will not be implemented until the next semester and not be made mid semester, unless they are dire. Please give the leadership at least 48 hours to discuss, pray and make decisions about suggestions or concerns.

Kids and parents will be photographed for the sole purpose of sharing in our private FB group, and for our yearbook. If you want your family (or a particular child) to not be photographed, please submit that request to info@anchorcoop.org

There are no protections on niche classes or subjects. Classes are selected by first submitted, enough registration and leadership discretion. If multiple people suggest a class, they can either collaborate or teach another class for different age group. The leadership team has final say on classes picked and scheduled.

If parents really want a class, no one is willing to teach or knows how, we will consider hiring someone outside the coop to come in and teach the class for a fee.

If less than three students sign up, the class will not make.

We register kids by age bands according to where their birthday falls on September 1st. On rare occasions, a child may go up or down one grade level WITH board approval. If granted, they must stay in that band all day. We do not allow toggling between bands during the day.

Registration must be filled out and student/family fees paid before you are considered registered. Most classes will have a fee just for supplies needed during that class. Registration is done on a first come first served basis. Should the co-op have to close registration due to size limitations, families may be put on the waiting list and invited to fill vacated spots at the discretion of the Leadership Team.

Class Changes:

Class changes must go through the leadership team, and not through the class teacher. You may request the change via email (info@anchorcoop.org). Leadership team will confirm the class is still open, and within the student's parameters (age, class size, etc). Class fees are not refunded if a switch is approved. And the new class fees will be

assessed should the change be approved. There will be no class changes permitted after the Tuesday following the second class.

Fees:

ALL Fees are non-refundable as there are expenses that ANCHOR is required to pay out prior to the start of the school year, along with supplies for individual classes that must be purchased in advance. Fees also cover the cost of leaderships' registrations.

These fees are as follow:

$75 Family Fee per year (liability insurance, background check, Anchor Social)

Facility/leadership Fee: $125 per student per year (ages 2 + up). This covers the rental fee for use of the church where we meet.

Late Registration/Payment Fee: Pending class availability, there is a $25 fee for registering and paying late, after the end of our regular registration period.

Class Fees: All classes have supply fees; see the class descriptions for details on Supply Fees for each class. Some classes will require the purchase of a specific curriculum as well. We will reimburse every teacher, once a receipt is turned in. As a coop we need to keep records of what is being spent, to better help teachers know how much classes actually cost. Please take all costs (e.g. printing, paper etc.) into consideration before setting your class fee. Our heart is that teachers will not be out of personal money as much as possible. All non-consummables are the property of Anchor Co-op, and must be returned at the end of the semester.

Supplies:

ANCHOR maintains pencils, crayons, scissors, etc, so younger elementary students do not have to remember to bring these each week. As a teacher you will need to reach out to the Supply Coordinator in advance of the semester to determine if we have the supplies your class needs, so you can secure the appropriate supplies for your class. Upper elementary students and above are expected to bring their own pencils or pens and other school supplies as needed for their specific classes. Once registration is complete, supply and registration fees are non-refundable, as the funds will all have been allocated and disbursed to teachers.

High School Drop-Off Policy for Biology, Chemistry, Starting Points, Worldview

Drop-Off Eligibility:

- Students enrolled in high school–level classes only may be on campus without a parent or guardian present. These students may be dropped off or may drive themselves. However, they are responsible for themselves only and may not supervise or be responsible for younger students.
- All drop-off students are required to sign in and out each day at the designated area.

Tuition & Fees:

- Monthly tuition is due on the first Monday of each month (August through April).
- May tuition is collected at registration and acts as a non-refundable deposit. Payments may be made via Venmo or check.
- A $25 late fee will be applied if tuition is not paid by the second Monday of the month.
- Tuition is divided into nine equal payments based on a 32-week calendar. Each month's payment is the same, regardless of the number of classes that month.

Refund Policy:

- Supply Fees and May Tuition Deposit are non-refundable and non-transferable. If a student withdraws at any time after registration, those fees are forfeited.

Communication:

- If a financial issue arises that may impact your tuition payment, please contact your student's teacher(s) directly and promptly. Timely, respectful communication ensures continued partnership and clarity.

Code of Conduct for Drop-Off Students:

- We expect all high school students to model respectful, responsible, and appropriate behavior while on campus.

Our behavior policy for drop-off students is as follows:

1. Verbal Warning: Any parent who witnesses inappropriate behavior may kindly and respectfully address the student, suggesting a positive replacement behavior. If the student responds respectfully and corrects their behavior, no further action is needed.
2. Parent Notification: If the behavior continues after a verbal warning, the student's parent and the co-op director (Mickey Eastin) must be notified.
3. Incident Report: Continued inappropriate behavior or failure of the parent to address concerns may result in an incident report, indicating a violation of our Student Responsibility.
4. Dismissal: If behavior problems persist even after documented warnings, the student may be dismissed from Anchor. Please note: Dismissal due to behavioral issues does not release families from their financial obligations, therefore no fees paid to that point will be refunded.

Anchor Co-op

Parent Commitment

As a participant in Anchor I agree to:

- ★ Abide by the policies and procedures set forth in the Anchor Handbook.
- ★ Fulfill my responsibilities by arriving on time, prioritize a positive, supportive attitude that demonstrates my agreement to honor the values, and attend all possible co-op days.
- ★ Follow the principles in Matthew 18 for conflict resolution as laid out in the Anchor Policies.
- ★ Be open to discussing my child(ren)'s behavior at Anchor with his/her teacher(s) and/or leadership as needed and according to Matthew 18.
- ★ Support and assist my child in completing assignments to ensure his/her work is turned in on time, and encourage my child(ren)'s observance of the behavior standards listed in the Anchor Policies.
- ★ Take full responsibility for monitoring my child(ren)'s whereabouts and behavior during morning gathering, lunch, and upon completion of the co-op day.
- ★ Depart from church property after the co-op day has finished.
- ★ Respond in a timely manner to communication sent by my child(ren)'s teachers.
- ★ Pay all dues before the co-op year begins or make other arrangements with leadership.
- ★ Bring issues and concerns to Anchor leadership with a constructive, helpful, and humble heart avoiding gossip, slander, and a complaining spirit. Where possible, suggest solutions.
- ★ Serve as on-call coverage when I am scheduled in Central Perk, accepting assignment to a classroom or an essential duty for that period.

Additionally, I accept responsibility for and understand that Cottonwood Creek Church, its members and staff, and Anchor are not responsible for my behavior or the behavior of my children while attending Anchor activities, meetings, or functions.

For a successful co-op, Anchor requires participation by all families. **Parents must attend the day with their child(ren)**. A child cannot be under the care of another family, except in extreme emergencies or extenuating circumstances. Anchor Co-op is not a drop off program, but rather a cooperative and all parents on campus are deemed essential for success.

_____ _____

Signature of parent/responsible party Date

Anchor Co-op

Teacher and Co-Teacher Standards

As teachers and co-teachers for a class at Anchor I understand and agree to the following standards.

- ❖ I will arrive on time to my assigned classroom. If I am delayed, I will promptly notify my co-teacher and the Sub Coordinator through the Remind App and provide an estimated arrival time.
- ❖ I agree to contact my co-teacher and the Sub Coordinator through the Remind App as soon as possible when sickness keeps me from my responsibilities.
- ❖ I will prioritize a positive demeanor.
- ❖ Since we desire to be present and available to those in the classroom, I agree to use my cell phone only in an emergency or as a classroom aid for a video or other audio/visual need.
- ❖ I agree to treat others the way I would like to be treated - in a kind, patient manner - and to perform my duties as though working for Christ.
    - ➢ Luke 6:31, “Treat others the same way you want them to treat you.”
    - ➢ Colossians 3:17, “Whatever you do in word or deed, do everything in the name of the Lord Jesus, giving thanks to God, the Father, through Him.”
- ❖ If missing work or inappropriate behavior is adversely impacting classroom participation, the teacher or helper should calmly and respectfully discuss the situation with the student, where age-appropriate, without intentionally embarrassing the student. If the situation does not resolve, the teacher or helper should speak to the student’s parent. If the issue remains unresolved after speaking with the parent, the teacher or helper will notify co-op leadership for assistance.

As the lead teacher, I agree to:

- ❖ treat students with dignity remembering that Anchor teachers are not in authority in place of or over parents, but rather are called alongside to help; teaching at Anchor is a ministry responsibility helping students in their homeschooling journeys;
- ❖ treat students with respect and care;
- ❖ teach all classes from a biblical, creationist, and Christ-honoring perspective;
- ❖ inform the supervising parent at Anchor when their child is not completing work and/or is struggling in class, and offer to help in resolving the issues, where possible;
- ❖ inform the co-teacher how to assist me;
- ❖ coordinate with my co-teacher when absent due to vacation or planned absence, understanding that my co-teacher is my substitute and that the Sub Coordinator will assign a parent from Central Perk to keep the class two deep;
- ❖ provide direction and lesson plans when a substitute is teaching in my place, and keep a general sub plan on file with the Sub Plan Keeper;
- ❖ maintain a tone of encouragement in the classroom; should a student become upset or unruly, I will ask my co-teacher to attend to the student, and I will continue to teach;
- ❖ see to it that students’ assignments are checked in some way by myself or the classroom helper to promote a sense of accountability to the students; this can

take the form of a sticker, written comments, corrections, grades, or suggestions to the student;

- prepare a class title, supply fee, and specific class description giving parents a clear idea of what is offered in the class enabling them to make decisions about the fit of a particular class for their child; a semester syllabus and welcome letter for parents and/or students, where age-appropriate, and distribute them no later than the dates determined by Anchor leadership.
- promptly communicate assignments, changes, or problems with parents.
- agree that as a teacher, no disciplinary actions will be taken, but I will inform leadership and allow the leadership to discern what actions steps need to be taken.

As the co-teacher, I agree to:

- serve as the substitute teacher whenever the lead teacher is absent, and be prepared to lead the class using the lesson and materials the teacher provides;
- ask the teacher how I can help as soon as I enter the classroom;
- actively assist with classroom management, projects, and grading or tracking assignments as needed;
- work with the teacher to ensure the room is cleaned up at the end of class;
- take primary responsibility for helping an upset or unruly student by talking calmly with the child and, if necessary, taking the student out of the classroom to his parent or Anchor leadership.

_____ _____

Signature of teacher and/or co-teacher Date

Anchor Co-op

Safety Measures

As a parent in Anchor I agree to the following:

- Children and parents must come into and exit the building together. They must be together as a family when they come up the stairs or elevator, and again when exiting the building. If your children are on their own when they arrive or leave we reserve the right to excuse your family from the co-op effective immediately. This rule is the rule of our host facility and is non-negotiable.
- Parents are responsible for their children and must watch them whenever they are not in a class. During lunch moms must be with their children 7 and under. Choose a lunch room that you can accommodate this rule. In addition, moms need to know where their older children are at all times.
- For preschool children, the Co-teacher should escort children to and from restrooms but remain outside the restroom. If a child needs assistance, you should find their parents. They can ask the hall monitor for assistance if they need a second person.
- All classes will take attendance with visual confirmation.
- Our welcome desk person serves to help with check in, name badges, and making sure no kids go down the stairs. We will have someone at this position even during social events. Every child and adult at co op must have a name badge, Any badge that goes missing or unreturned will incur a $1 replacement fee.
- All children must be supervised, and no children will be in a room without two parents or teachers present, with the minimum of two deep for every class.
- During set up and clean up, children will be in the Central Perk with 2 parents so that the set up and clean up team can work on their tasks.
- A radio will be checked out from the church and brought to the front desk so that we can be in communication with the church, as needed.
- These measures serve to protect us and the church that is so graciously hosting us. If these are not upheld, the leadership team reserves the right to have these families not finish out the semester.
- Make sure you make yourself aware of the Church's Emergency Flyers and procedures posted in each class room.

_____ _____

Signature of parent/responsible party Date