Champion Homeschool Co-Op Policies and Code of Conduct

Updated June 2025

Health Policy & Procedures

- At Champion Homeschool Co-op, we trust that our families can make their own decisions regarding their health and we respect each individual's choices in safeguarding themselves and others. However, we recognize that basic guidelines are helpful to all when making the decision to participate in outside activities, so we ask all families to adhere to the following guidelines.
- Please do NOT attend any Champion Homeschool Coop activities if:
    - You have a fever of any degree OR have had a fever of any degree in the past 24 hours.
    - You have diarrhea, vomiting, or any contagious stomach issue.
    - You have sinus issues or sore throat related to anything other than seasonal allergies. If you have allergies, please be sure you are washing hands frequently.
    - You have lice.
    - You are sick.
- Any child who becomes ill at co-op will be asked to leave for the remainder of the day. We anticipate everyone will use their God-given common sense to keep themselves and others healthy. Thank you!

Parent Expectations

- CHC is a family ministry. One parent (or family support member) is required to be always on campus with their children. No parent may leave campus while their children are participating in co-op. Parents must be in the building as active participants of CHC, not sitting in their car during co-op hours. Any parent who leaves campus for any reason must take their child(ren) with them. Children may not be left in the "care" of another parent so they can leave. **There are RARE exceptions to this rule, and are at the discretion of the Director.**
- Parents are required to cheerfully and diligently serve during two blocks of time each co-op day. All parents who are not teaching will be assigned another volunteer role during these two blocks. These roles include assisting teachers in class, hall monitor, nursery and toddler room care, or preschool helper. The other block(s) of time are yours to fellowship, take a class or bible study, or just enjoy some peace and quiet with a cup of coffee.
- At the end of each co-op day, each family will be assigned one area of the church to clean together prior to going home. This may include emptying the trash, wiping down surfaces with disinfectant wipes, running a vacuum if needed, etc... Caring for the church in this way is a wonderful opportunity to witness to our children the gift of serving and showing gratitude for the gift of using the building. You will have the same cleaning

assignment for the entire semester. We do not anticipate this task to require more than 10-15 minutes of your time.

- Parents are expected to share a positive, loving attitude toward everyone at co-op. If you have a challenge with a teacher or other member, please kindly address that issue first with the person, discreetly and in a biblical way. If your challenge cannot be resolved, please then see one of CHEC coordinators to confidentially discuss the concern, so we may assist in resolving it. Always remember little eyes and ears are watching and listening.
- Parents are expected to be an example of Christ in word and deed to all around them.
- We ask nursing mothers to please be discreet. A nursing lounge is available if you desire to use that space. (Mothers Room is Preschool Wing)
- Only parents are allowed in the "Parent HUB" area except for nursing mothers. All children must always be in class. They may not be in hallways or other parts of the building during class time. There is a nursery/toddler room for moms, babies, and toddlers that will be staffed with volunteers or you may stay in the room with them.
- Parents are expected to closely monitor their children during lunch and at the end of the day until they leave the church campus. Children may not run freely throughout the building during lunch, while cleaning, or while visiting with others. They must always remain with you and under your supervision unless they are in class.

Respect Toward Others

- **Cell Phone & Electronics Usage:** To foster an environment of fellowship and attentiveness, we ask all participants to please silence and put away their cell phones on co-op days. We request that no screens (laptops, iPads, etc...) be brought to co-op unless they are for classroom lesson use. **We ask that everyone turn their undivided focus to the children and friends during these special opportunities to gather, learn, and grow.**
- **Touching/Aggressiveness/PDA**: Children will keep their hands and bodies to themselves at all times with the exception of "homeschool hugs". Children and teens are expected to refrain from all public displays of affection. Physical aggressiveness toward others will not be tolerated and can result in expulsion. It is expected that older students will focus on friendship with each other and not be seeking and discussing any deeper relationships than that. We ask all parents to help encourage this spirit and ask all students to refrain from "who likes whom" conversations and postures while at co-op and co-op sponsored activities, thus setting an example in word and deed to those around them.

Respect Toward Teachers

- **Tardiness:** Our teachers and coordinators work hard to prepare and begin class on time. Out of respect for them, children must arrive on time for class. Continued tardiness can lead to that class being dropped for that child.
- **Bathroom Breaks:** Children have five minutes between each class and should use that time for bathroom breaks. They will be allowed to take breaks if needed, but please

plan ahead and use class breaks for needed restroom use. Please have your children use the restroom after lunch before they line up for Block 3 classes. Please review proper bathroom behavior with your children, including toilet paper usage, hand washing, and sanitary product disposal prior to the start of co-op. Everyone is expected to clean up after themselves in the bathroom, wipe down any mess they make on the counters or mirrors, and use the facilities appropriately. Children who do not behave properly in the bathrooms or cause any damage will be required to have their parent personally escort them to the bathroom when needed throughout the day. Young boys may not use the girl's restroom without a mom present. No moms or girls are allowed in the boy's restroom and no dads are allowed in the girl's restroom.There are single bathrooms available in the PreK wing and in the Fellowship Center.

- **Attentiveness/Participation/Attitude:** All children are expected to give their full attention to their teachers and assigned tasks during class time. They are expected to participate with a cheerful heart. Children who continually refuse to participate, are disrespectful toward teachers or disrupt others will be asked to leave and remain with their parent during that block of time. Continued disruption, disrespectful attitude, or refusal to participate will result in that class being dropped or a parent will be required to attend that class with their child until the challenge is overcome. We ask that each parent please discuss proper classroom behavior and attitude with their child prior to beginning co-op.
- **Outside Toys and Belongings:** All toys and non-co-op items are to be left at home except for young children's show and tell items or things needed to complete projects for class. When those items are brought, they should remain in backpacks or bags until the appropriate time. Please label your items with first and last name.

Respect Toward the Building

- **Damage/Theft of Property:** Damage of church or others' property will not be tolerated. Reparations for any damaged property is the responsibility of the person(s) who damaged/stole the property.
- **Running/Climbing:** Running and climbing in, on, or around the church is prohibited except for during PE or other designated times for games and activities.
- **PE/REC Rules:** During PE, all children must follow safety rules and instructions set forth by the PE teacher. Children are not allowed on the stage at any time.
- **Lunchtime Procedures:** Please bring a beach towel or picnic blanket to spread out with your family and eat lunch each co-op day. Families may eat outside in the back parking lot when weather permits or indoors in the gymnasium. NO FOOD or LUNCH DRINK is allowed in any other part of the church campus (water bottles with lids are permitted). At the end of lunch, each family is required to clean up their own lunch area properly and thoroughly; no crumbs, spills or trash should be left behind. All liquids must be neatly poured down a kitchen drain, they may not be dumped in trash cans. For everyone's safety, please do not allow children to run around when lunch is indoors..
- **Parking Lot Procedures:** Please be extra vigilant and attentive when entering and exiting the parking lot. Along with CHC, there are many other church visitors coming and going and we want to keep everyone safe. All co-op members are asked to park in the

front parking lot (S Market & East Lubbock) and enter the Worship Center doors to check in.

- **Equipment/Supply Closets:** Equipment and supply closets are off limits to all students. Only adults may enter and take out items. Whomever removed the equipment/supplies is responsible for putting it back into the closet where it belongs. Please leave closets in better condition than you found it each week!

Respect for Self

- **Inappropriate Language/Positive Speech:** Foul and inappropriate language defiles the hearer and will not be tolerated. Repeat offenders will be asked to leave the co-op permanently.

- **Modest Dress:**
  - Everyone must dress according to their biological - God given - gender.
  - Pajamas/pajama pants are not to be worn to coop.
  - Shorts must be modest length.
  - All dresses must have bike shorts worn underneath.
  - All shirts must not show belly when arms are raised.
  - Pants may not hang below the waistline, allowing underwear to show.
  - Closed toe shoes must be worn for PE class.

Communication

- Our website, located at www.homeschool-life.com/TX/champion will be the main form of communication to you about all things related to CHEC. Additionally, our email address is **championhomeschoolcoop@gmail.com** Please add this address to your contacts so emails do not go to your junk folder. Coordinators will regularly monitor this email address and emails sent to our personal addresses may get overlooked.

Check-In Policy

- When you enter the Worship Center entrance, check-in at the table so we can mark your family members present. While it's tempting to skip this step, we really need a record of all students in the building in case of emergency. Please be patient and we will try to get you through the line as quickly as possible! This can be slow on the first day but it soon moves much quicker in subsequent weeks.

  - After your child has been checked in, please visit the restroom if needed and head to the Worship center . You will find your students first class name on a row (and on their nametag if you forget). Students sit with their class and teacher. Ms. Melissa will give brief announcements and pray. Classes will be dismissed to their rooms.

○ After Block 1, teachers and teacher assistants will assist 1st - 12th grade students in transferring to their Block 2 classes. Babies - Kindergarten will stay with the same group all day. Parents with children in the nursery or toddler room should pick them up from the nursery or toddler room and take them for lunchtime.
○ At the end of Block 2, all classes will walk to the worship center and meet up with their family for a picnic lunch. Please escort your students to the restroom after eating.
○ At the end of lunchtime, students will again line up with their Block 3 class names in the worship center and walk with their class to their room.
○ When Block 3 is over, all classes will walk to the worship center and locate their family.
○ Families will participate in their cleaning duties, when finished-they are free to leave.

● **If any member of your family will be absent**, and you know ahead of time, please email or text Melissa. We have scheduled every person to cover a specific role for each of our CHC class times so it is vital that you attend each week to the best of your ability. We know that illness and travel plans happen but we need all hands on deck to run CHC smoothly. Please keep absences minimal.

Punctuality

Be on time: Classes and activities start promptly. Please arrive 10–15 minutes early to allow time to get settled.

Respect the schedule: Frequent tardiness disrupts the group. If you are running late, notify the group leader as soon as possible.

Attendance

Consistent participation: Families are expected to attend regularly. If you must miss a session, give at least 24 hours' notice if possible.

Absence notification: In case of illness or emergency, contact the coordinator as early as you can.

Three-strike rule: Unexcused absences (without prior notice) may result in a review of your participation in the co-op. Any family that misses two or more co-ops in a semester may be asked not to return the following semester.

Lanyards

● Each person on campus will be given a lanyard with their name, class schedule, and any allergies or other important information. Babies - Kindergarten students will also have the parent's schedule and phone number listed in case we need to contact them quickly. You are responsible for your family's lanyards and need to bring them to every co-op. We suggest putting them with your child's backpack, which they need to also bring each week we meet (more below). Lanyards may be replaced at $3 each.

- Lanyards will also be color coded for easy visual reference:
    - Individuals with medical knowledge or CPR training = Red
    - Students with allergies = labeled on front with name

Health Leads

● If you are CPR certified or medically trained and would like to offer your services in the event of an emergency, please indicate that on your profile on the website (near the bottom, there is a question to answer). We will color medical name tags RED so that you can be identified quickly if needed.

Medication Policy

● All medications needed during co-op must be always kept with the parent. If you need an exception to this rule, please discuss with Ms. Melissa so we are aware.

Supply List

To keep our registration fees manageable for all families, we ask each family to bring the following supplies:

2 rolls of paper towels (select a size preferred)

1 clear and unscented hand soap dispenser (Ex: Softsoap Clear Liquid)

1 pack of disinfecting surface wipes (75ct container min, any brand)

Each CHILD should bring to co-op EACH day: (May not apply to older ages)

- ○ Bag or backpack with the following contents (Place school supplies in plastic school box or Ziploc bag inside the backpack)
- ○ Change of clothes (children 1st grade and younger), because stuff happens
- ○ Pack of 24 crayons
- ○ Pack of sharpened colored pencils (please keep sharpened throughout the year)
- ○ Pair of scissors
- ○ One bottle of glue and 2 glue sticks
- ○ Pocket folder to keep papers/teacher communication in
- ○ Art shirt to go over clothes for messy projects (This WILL GET USED!)
- ○ Pencils and eraser (preferably mechanical as we will not have pencil sharpeners in each room)
- ● Closed-toed shoes must be worn at all times for safety while running and playing.
- ● Packed Lunch (Microwave NOT available) and family blanket to spread out and eat on.
- ● Babies, toddlers, preschool, and kindergarten students should bring a labeled snack in their backpack for snack time.

● Toddlers drinking from a sippy cup should bring a full, labeled sippy cup to co-op each day.
● Children in Preschool-12th grade should bring a spill proof water bottle, labeled with first and last name, to have with them throughout the day.
● Children who will be cared for in the nursery/toddler room should bring a fully stocked diaper bag each day. We do not provide diapers or wipes. Please make sure that your diaper bag is CLEARLY LABELED with your child's first and last name.
● Children in the 3/PreK room who are still working on potty training may have mom called for changing or potty assistance.
Please make sure all items are labeled with the child's first and last name! We are not responsible for lost items.

Payment Policy
● Payment is required at time of registration. The fee to participate in CHC Co-op is $125 per family, per semester. There is also a $10 application fee for our homeschool website.
Your classes are NOT confirmed until we receive payment.
Due to the very low cost of our co-op to each family, there will be no refunds given.
● You will receive an email confirmation for your online payment. We will make every effort to place your children in their selected classes and if there are conflicts, we will try to resolve them via email/phone. If you do not receive payment confirmation within a reasonable time, please email us. Registration class choices are first come, first served. In the event class participation is low and we need to close a class, you will get to select a second choice. After all children have been placed in classes, you will also receive your work assignment via email.

We are so excited to have you as part of this ministry!