

# **CHAMPs Co-op Policy Manual**

## **MISSION STATEMENT**

Welcome to CHAMPs (Christian Homeschool Arts and Music Programs). We are a private organization of parents who desire to broaden our children's exposure to music and the arts in a Christian environment. CHAMPs is taught by qualified Christian instructors and volunteers. We strive to offer home school families a variety of classes in band, orchestra, strings, visual and performing arts, languages and writing. All classes teach God-honoring curriculum. We will endeavor to cultivate our children's gifts, so that they may bring glory and honor to Christ all the days of their lives.

## **STATEMENT OF AFFIRMATION**

We affirm the entire Bible (Old Testament and New Testament) to be the infallible Word of God, the supreme and final authority for all faith and life.  
(II Timothy 3:16)

We affirm that there is one God, eternally existent in the Trinity: Father, Son and Holy Spirit.

We affirm the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through his shed blood, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.

We affirm that man was created in the image of God, but fell into sin and therefore was lost and only those who put their faith in Jesus Christ alone can be saved.

We affirm that salvation is the gift of God, brought to man by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.

We affirm that the ministry of the Holy Spirit is to convict, indwell, guide, instruct, and empower the believer for Godly living and service.

We affirm the spiritual unity of believers through our common faith in Jesus Christ as God's Son, Lord & Savior, and those individual doctrinal differences (excluding those above) which may exist should not hinder the unity of Christian home educators.

This statement is signed by all CHAMPs Board Members and Instructors.

## PARENT RESPONSIBILITIES

1. CHAMPs is a volunteer organization. Each family is required to serve in order to participate. All parents are expected to serve on one team and at least one hour in a classroom monitoring position, or another position of service within the co-op.
2. PARENTS are responsible for their children's behavior while on church property and must be at all CHAMPs functions. Parents are to monitor their children at all times. Children under the age of 12 are not allowed outside unattended. Children over 12 CANNOT supervise younger siblings. Be aware of where your children are at all times.
3. All absences must be reported to the Chair as soon as the absence is realized. Attendance is expected unless illness or extenuating circumstances prevail. Persistent attendance problems will be addressed on a one-on-one basis and your membership evaluated accordingly.
4. Parents are expected to remain on the premises while children are participating in the co-op. If you must leave for any reason, you must designate another parent who will be responsible for your child(ren) and record that information on the parent sign-out sheet at the Welcome Desk. See "Sign-out Book"
5. If you anticipate needing someone to supervise your child on a long term basis, complete the Responsibility Form and turn it in to a Board member.
6. Absenteeism due to vacation, illness, etc., still requires full payment. Contacting a Treasurer prior to payday for payment arrangements is imperative. Payments are expected on time.
7. Notify your instructor(s) and Board Secretary regarding prolonged absences due to vacation or illness.
8. Let the Hospitality Leader know if you or someone you know is sick, having a baby, etc. so that we can help care for our members.
9. Be familiar with tuition and fee schedules and make sure all fees are paid on time.
10. Be willing to serve as a volunteer substitute through the course of your time at CHAMPs, if and when needed.
11. Check your family's file folder at the hospitality table for co-op information at the beginning and end of each co-op day, and your child's backpack at the end of each co-op day.
12. Read, understand and enforce all building policies and adhere to proper codes of conduct and behavior while at the co-op location.
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14. Prior to dropping a class, a Drop Form must be completed. See Treasurer for details. Payment is expected until Drop Form is completed. See Payment Policy # 4 for further details.
15. Class problems should be taken directly to the instructor. See *Conflict Resolution Policy*
16. All visitors to the co-op must be approved by the Chair prior to class day. If the visitor is a student, the teachers of each of the classes the visitor will be attending must be notified so appropriate arrangements can be made. If the

teacher does not feel comfortable accepting a visiting student, then those wishes will be honored.

17. In extreme cases where a student's class schedule or a parent's volunteer schedule must be changed after the start of classes (for legitimate reasons as determined by the teacher, parent or others involved), changes must be made during the first two weeks of the semester. Such changes can only be made through the use of the "Change Request Form" available at the Welcome Desk. This form requires the signature of the teacher(s) as well as the Treasurer and Secretary.
18. Visibly label all belongings. CHAMPs is not responsible for personal items.
19. All instrument cases MUST be labeled.
20. If at any time a Board member deems a gym activity harmful, children will be asked to stop the activity, and/or equipment may be held until the end of the day.

## **BUILDING POLICIES**

1. Safety is of utmost concern at CHAMPs. The rules are in place for everyone's safety. With a large number of children enrolled, safety is a MUST. EVERYONE IS EXPECTED TO FOLLOW THE RULES!
2. No bare feet or running in the building.
3. No playing, loitering, loud talking or playing of instruments allowed in the hallways. Noise is disturbing to church employees and other classes.
4. Instruments should be kept in the band room or under the coat racks.
5. Do not use the church telephone; call the church, or disturb the church staff for any reason. Contact a Board member.
6. NO FOOD OR DRINK IS ALLOWED IN HALLWAYS OR CLASSROOMS. ALL FOOD AND DRINKS MUST REMAIN IN THE FELLOWSHIP ROOM.
7. Food sales, fundraisers, and give away items are not to be left at the church.
8. Noisy toys, boom boxes, radios, skates, skateboards, roller blades, bikes or scooters (anything on wheels), are not permitted for use in the building or anywhere on the church grounds. This is an insurance requirement. .
9. Toy guns and harmful items such as knives, matches, lighters, and firecrackers are not allowed anywhere on the church premises.
10. Park on the east side of the South Parking Lot.
11. DO NOT USE MAIN CHURCH ENTRANCE; USE CHAMPs ENTRANCE ONLY.
12. Children are not permitted to play in or around cars, in the front parking lot, or in front of the church. The back section of the parking lot is open for play.
13. No one is permitted in any areas of the church building not specifically designated for CHAMPs use.

## **TEACHER RESPONSIBILITIES (PAID & PARENT TEACHERS)**

1. Be punctual, be prepared for each class and do a job of excellence.
2. Paid Teachers' services are provided on a subcontracted basis to registered co-op members and are not employed by the co-op.

3. Instructors choose their own curriculum and/or music.
4. Prepare a class description and a semester syllabus for each class you are teaching.
5. Any parental concerns should be directed to the instructor.
6. The student's ability will determine proper class placement. It is up to instructors to decide when a student would be best served by moving them to another class.
7. Should you choose to take your students off-campus, permission slips must be signed by the parents and collected prior to leaving for a field trip. Each student MUST have a permission slip turned in, or he/she will not be able to go on the field trip. Permission slips can be obtained from the co-op website at [www.champshomeschool.com](http://www.champshomeschool.com)
8. Teachers are entitled to one paid absence. If further absences occur, paid teachers are responsible for making arrangements for makeup classes, if desired. This includes time, location, and other communications with their classes. These classes or refunds are up to the individual discretion of the teacher and are not required to be done by the co-op.
9. All subcontracted instructors must agree to follow the Instructor Guidelines, as set forth by the CHAMPs Board, and sign a Statement of Affirmation/Commitment Letter.

## **STUDENT RESPONSIBILITIES**

1. Be on time.
2. Be prepared.
3. Walk in the halls between classes. Absolutely no yelling.
4. Honor parents and teachers by addressing them as Mr. And Mrs. And last name.
5. Be respectful of others and their property. Keep hands and feet to yourself.
6. Be respectful of church property. Failure to respect the host facility can result in discipline from the Board and possible dismissal.
7. Complete class requirements and cooperate with teachers at all time. Due to the nature of the "once a week" classes, it is imperative that students stay current with their assignments. Students are also responsible for class material missed in the event of absence. It is the responsibility of the student and/or parent to contact teachers in the event of a sudden absence to find out about any material missed and catch up with missed material prior to the next meeting date. Late or missing assignments put extra burdens on the teachers, cause the student to fall behind, and are an inefficient use of the time and energy for both the student and teacher.

The following policy is used for missing assignments:

First missing or late assignment: teacher notifies and informs parent via e-mail; Second missing or late assignment: teacher notifies and informs parent via telephone;

Third missing or late assignment: teacher notifies parent and Board, at which

point the Board will determine necessary action between parent/student/teacher.

8. Students are expected to have self control and respond appropriately to the teacher's directives.
9. Students are expected to encourage and support one another in a gracious and loving environment. No name calling or destructive comments toward one another will be tolerated.
10. Students who disregard any classroom expectation are to be dealt with immediately. Teachers are to quickly remind student of proper classroom behavior, no matter what the offense.
11. No gum allowed.
12. No cell phones, other electronic games/equipment, or personal items such as trading cards, headsets, etc. should be brought to class unless approved by the teacher. Each teacher reserves the right to confiscate any such items until the end of classes should this policy be violated.

### **ILLNESS POLICY**

Participants should not attend co-op if they are sick or are experiencing any of the following symptoms:

1. Colored mucus
2. Diarrhea, vomiting or nausea (within last 24 hours)
3. Eye drainage
4. Virus or infection (known to be contagious)
5. Rashes (contagious)
6. Head lice
7. Fever (within last 24 hours – unmedicated)

Should there be any questions, the teacher of the class or head teacher of the nursery and or PreK/Kindergarten will determine if any student fails to meet the health guidelines. Please keep in mind that this policy is essential for the health and protection of all of our children and families.

If one of your children become ill and you must leave the co-op facility, you may choose to remove all of your children for the remainder of the day or find another parent who agrees to be responsible for your other child(ren) while they are on the premises. With that parent's consent, you must sign yourself out at the Welcome Desk and name the other parent as guardian for the remainder of the day. In the event of your planned absence, another parent may assume guardianship of your child(ren) on the co-op day and must notify the Welcome Desk of such an arrangement immediately upon arrival (See #4 under "Parent Responsibilities" for more information and limitations on this policy).

### **MEDICAL RELEASE FORM POLICY**

In an effort to ensure the safety of your children, a medical release form is required for each of your children who will be in attendance at the co-op.

## DISCIPLINE POLICY

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” (Hebrews 12:11)*

1. Every student is expected to behave in a proper and respectful fashion at all times. If a child is disrupting a class session, he or she will be removed from the class and the parent notified.
2. If a parent fails to control the child's disruptive behavior, the co-op reserves the right to dismiss the child from that class.

## CONFLICT RESOLUTION POLICY

*“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector. Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.” (Matthew 18:15-20)*

*“What do you want? Shall I come to you with a rod, or in love and a spirit of gentleness?” (1 Corinthians 4:21)*

Unfortunately, personality conflicts and misunderstandings can happen. Though rare, it is important we agree on how to deal with these situations before they arise. We've chosen to base the structure of this policy on Matthew 18:15-20 and the spirit of this policy on 1 Corinthians 4:21.

Many disputes/differences can be properly resolved by overlooking an offense and forgiving the person who has offended. Because of this, we ask that you pray about the issue to decide if it is important enough to deem confrontation. If, after prayer, God gives you the peace to dismiss the issue, then it is passed and forgotten and is NOT to be discussed with others.

If, however, after prayer, you feel the offense must be addressed, the offended party must first seek to resolve\* conflict between the two individuals involved. If either party is unsatisfied or a resolution\* cannot be met, they must seek the assistance of an objective party (typically a member of the leadership team) to mediate.

As a last resort, the conflict will be taken to the other members of the leadership team, and they will make the final decision.

*\* resolve/resolution=achieved when all parties reach mutual agreement or understanding.*

## LUNCH and FOOD POLICY

CHAMPs officially ends at 4:00pm, after the 7<sup>th</sup> class hour, and clean up responsibilities are to be completed. Please keep in mind that during meal breaks, all children are under the authority of their own parents, who need to ensure that all conduct complies with proper respectful behavior. Food brought to the co-op should be as simple and easy to clean up as possible. Due to carpeting throughout the church, we must adhere to the policy of **CLEAR BEVERAGES ONLY!!!** (i.e. water, clear juices, Sprite/7-Up, etc.) All food is to be confined to the Fellowship Room and should not be taken into any of the classrooms. Each co-op member is responsible to set up and clean up their own eating areas.

## CLASS POLICY

Classes are scheduled on Mondays and run for a total of 32 weeks over a 9-month period, including Columbus Day, Martin Luther King Day, and President's Day. Classes begin the Monday following Labor Day and end the Monday prior to Memorial Day, with breaks for Christmas, Spring, and Easter.

Paid teachers are entitled to one paid absence.

CHAMPs will not meet when Mt. Prospect Elementary School District 57 is not in session due to snow. The first snow date will be considered an act of God and fees will not be refunded. However, if there is financial hardship, please see the Treasurer or Chairperson. For subsequent snow days, the teacher's fees will be credited toward the next month's fees.

In case of severe weather or other extenuating circumstances, you will be notified in one of the following ways should the co-op be closed or on a delayed schedule:

1. Announcement listed on the front page of the CHAMPs website at [www.champshomeschool.com](http://www.champshomeschool.com)
2. Phone call from a fellow co-op member before 8:00a.m. on the day of closing/delay; (See phone tree)
3. A group email announcing the closing/delay.

## MEMBER COMMITMENT

Because we plan our co-op per year, the commitment between the members and the co-op should be for each academic year. While we realize that extenuating circumstances may arise which prevent your continued attendance, **please be committed to the classes in which you are registered.** We are dependant on each of our members to make the co-op work. If we have members leave after classes have been established, it makes it difficult for the co-op to run smoothly. Please pray before you make this commitment.

## PAYMENT POLICY

Fees are collected on a monthly basis the first Monday of each month that CHAMPs is in session. Payments can also be prepaid for the semester or year. Details regarding the schedule of fees can be accessed by registered CHAMPs members at [www.champshomeschool.com](http://www.champshomeschool.com).

## REFUND POLICY

Registration fees are non-refundable. Class fees will not be refunded after the second week of the new semester. May fees collected will be paid to any teachers for students withdrawn from classes before the end of the academic year

## BOARD OF REPRESENTATIVES

The Board of Representatives will represent the members of the co-op. They will vote to determine new policies and to revise current policies. The Board consists of a Chairperson, Vice-Chairperson, Co-op Team Coordinator, Secretary, Treasurer, and Advisor. Current year Board members and contact info are available on the website ([www.champshomeschool.com](http://www.champshomeschool.com)) to registered members.

## OPERATIONAL LEADERSHIP TEAMS

Several teams are necessary for the various operations of CHAMPs. In addition to serving as a classroom monitor or equivalent, ***every member must be part of an operational team that is overseen by a Board member.*** The exact teams are still being defined and organized, but examples include Co-op Team, Hospitality Team, Facility Team, Pay Day Team, Substitute Class Monitor Team, Newsletter/Picture Day/Garage Sale Coordinators, Coffee Czar, and more. Some of these positions are described under "Uncompensated Service"

## SERVICE DESCRIPTIONS

CHAMPs relies on the help of all its members to function smoothly and efficiently. It takes many people, serving in 1-hour increments, to fill all the classroom monitoring jobs required for just one day at CHAMPs. In addition, we have several Christmas, Winter, and Spring Performances and the monthly newsletter. As a result it is required that each family enrolled must participate by filling the monitoring positions, as well as serve on an operational team.

<u># of Classes</u>	<u>Minimum Hours of Service</u>
1	1 hr/wk or comparable position <b>plus</b> operational team
2-4	2 hrs/wk or comparable position <b>plus</b> operational team
5 or more	3 hrs/wk or comparable position <b>plus</b> operational team

**No registration will be accepted without this commitment.**

Class Assistant & Monitor positions are full year commitments, but classroom assignments may be split into First Semester (One-hour, each week, September through January) and Second Semester (One-hour, each week, February through May). Families that pre-register may request specific classroom assignments. All time slots and positions are available on a first-come, first-served basis and if already taken, you will be required to choose another period or position. Classroom positions are made pending Instructor approval and numerical order of registrations processed. Register early for best selection of positions.

If for any reason you are unable to fulfill your commitment at any time due to illness or absence, you are required to find your own substitute and inform the Vice-Chairperson of the change.

Notification of changes should be made as soon as possible and must be made no later than 7:00 a.m. of the Monday on which the change occurs. In the event of an emergency please notify the Vice-Chair as soon as possible.

**UNCOMPENSATED SERVICE:**

Classroom Monitor Positions: For insurance/child protection purposes, the MPBC requires that every classroom must have an adult present that is not related to the instructor. Without this person the class can not meet. This person will take attendance for the instructor and help maintain discipline in the classroom. Monitor positions are full year commitments, but assigned classrooms may be split between First Semester and Second Semester for each class that does not have a compensated assistant. It is important that you be available a few minutes before class begins to help the instructor set up and, if needed, to stay a few minutes after the class ends.

Bathroom Monitor/Attendance Runner: For each floor in the building, Monitor will keep boys and girl's bathrooms clean, functional and stocked, and make sure that children are not loitering in the bathrooms. As Attendance Runner, this person is also responsible for collecting attendance sheets from all classrooms on each floor at the beginning of each class period, and taking the sheets to the Welcome Desk. See CHAMPS rules in this booklet. These positions are assigned in one-hour shifts, and are referred first to parents attending young children who are unable to serve in a classroom.

Gym Monitor: Responsible for making sure CHAMPS rules and policies are followed in the gym, and that children are playing safely. These positions are assigned in one hour shifts, and are referred first to parents attending young children who are unable to serve in a classroom.

Outside Monitor/Welcome Desk Operator: Responsible for making sure CHAMPS rules and policies are followed outside the church building during warm months, and overseeing the Welcome Desk during cold months. As Outside Monitor, this person will ensure that children are

playing only in designated areas and with proper adult supervision. In the winter months, the Outside Monitor will serve at the Welcome Desk to answer questions and oversee sign-out sheets, etc. These positions are assigned in one hour shifts, and are referred first to parents attending young children who are unable to serve in a classroom. Monitors will serve outside during the months of September, October, April and May (possibly March, depending on weather). In November through February/March, this person will serve at the Welcome Desk.

Newsletter Team: Gathers newsletter items from Board. Helps with special mailings and keeps an eye out for recognition opportunities for our co-op and members. Newsletter Editor is on this team. Editor oversees information collection and types the newsletter each month, posting it on the Yahoo site as well as providing a hard copy. The newsletter must be available for proofing one week prior to its distribution. Once approved, it must be copied, collated, stapled and brought to CHAMPs by 9:00 a.m. on the first morning of distribution. (Editor position is a one-year commitment and editor will determine the level of support necessary for the Team)

Coffee Czar: Responsible for making coffee each Monday morning by 9:30 a.m. CHAMPs will also supply tea bags, hot cocoa mix, cups and stirrers. Money is provided by donations. All supplies are cleaned up at noon. This is a one-year commitment.

Concert Program Typist: There are six major concerts/dramas each year, three in December/January and three in May. Gather the information for the program from the Vice-Chairperson and layout and type the program. Make and distribute copies, for proofing, to each Board member and instructor involved, at least one week prior to the concert. Make any necessary changes then copy, collate, staple and fold programs and get them to the Vice-Chairperson for distribution at the concert. This is a one-year commitment.

Event Set-up and Tear-Down: There are six concerts/plays and two large parties each year at CHAMPs. You must work two concerts and one party to fulfill 15 hours of volunteer service.

Event 1 & Party: Concert in December, End-of-Year Party

Event 2 & Party: 2<sup>nd</sup> Concert in December, end of year party

Event 3 & Party: Drama show in May, Christmas Party.

Event 4 & Party: Drama show in January, Christmas Party.

2<sup>nd</sup> Concert in December, end of year party.

Event 3 & 4: Drama Events to be determined for each semester

For Concerts: Move and arrange tables, chairs, equipment etc. as necessary to ready the hall and stage for the concert. This is done at a mutually agreed upon time after the end of the last class for the day and must be completed at least ½ hour before the start of the concert. You must remain after to clean up and return tables, chairs, equipment, etc. to their proper locations. You cannot leave until all is finished.

For Parties: Help receive, arrange and distribute the food for serving. Assist and monitor people in getting food to ensure everyone gets a fair share and to minimize accidents. Restock tables and remove empty dishes until the food is gone or the party is over. Wash and return any of the church's dishes or utensils used. Return left-overs to owners, or distribute them or discard them. Wipe tables, sweep floors, clean up the kitchen and make sure people take their dishes. Any unclaimed dishes should be washed, dried and placed in the lost and found box.

Student Council Advisor: Coordinate student council and class elections

Spirit Days Coordinator: Plan and implement monthly special events, like Crazy Hair Day, T-Shirt day, Hat Day, etc. Take pictures and post ballots for winners, etc.

P/R-Community Outreach Team: Coordinate special program and events and raise the level of outreach to the community through P/R communications, finding speakers for special events,

arranging CHAMPs Open House and Information Events. Searching for internet sites to promote CHAMPs locally.

Hospitality Team: Maintain Welcome Desk (forms, attendance, photocopy receipts, notices and bulletin board, information packets, name tags, class attendance sheets receiver, Lost and Found, and Coffee Czar.

Co-op Class Teachers: Parents are invited to get creative, partner up and plan enrichment classes for any and all of our different age levels (Early Childhood, Elementary & Jr/Sr High). These classes are supposed to be fun and help lighten the load at home. Kitchen Science Lab, Book of Centuries, Logic and Games, Crafts, Cooking & Home Ec, Etiquette, Great Books Discussions, Scrapbooking, American Girl series, etc. The sky's the limit! Consider what gets undone at home and find a creative way for your children to interact through presentations, teamwork, and peer encouragement. You'll not only get more of your To-Do list checked off, but your children will be learning more and learning how to work together. Co-op classes have no teacher's fee, only a \$5/class/month building fee. Send your ideas and plans to the Classroom Team. Co-op classes will be posted. Supplies exceeding \$5/per semester should be communicated in advance and will be collected from students registered in the classes each Pay Day. Teams of parents can teach together. Class fee is waived for one student in the class for all classes they team up to create. Use the co-op member lists and egroup to find others to partner up with.

Early Childhood Team: Coordinate Nursery, PreK & K co-op area. Plans activities, crafts and volunteers serving our smallest students.

Elementary Team Coordinate co-op volunteers and co-op class content for elementary co-op classes.

Jr/High School Team: Coordinate co-op volunteers and co-op class content for this age group. Includes Student Council Advisor, Yearbook and Spirit Days Coordinator

### **COMPENSATED SERVICE:**

Due to insurance liability and our agreement with the Church, the following positions must be filled. This is a full year commitment. These positions are: Class Assistant, Set-Up Team and Tear-Down Team. If you choose to waive your compensation, no further service will be required. If you choose to be compensated, your family is still required to serve in a volunteer capacity. Absences will be prorated per occurrence.

Class Assistant: Requires you be available before & after class, help the instructor move equipment & supplies, assist with discipline, make phone calls, assist at concerts and do any other duties the instructor may require. Specific descriptions for each instructor and class vary. The expectation is that you will assist the teacher to a higher degree than an uncompensated class monitor. Compensation is one child free for that class. If class enrollment is too low, the instructor has the option of reverting this position to an uncompensated volunteer. You will have first rights for the volunteer slot. Class assistants have a greater responsibility than Class Monitors.

Set-Up Team: Set-Up requires working as a team to set up the spaces used at the facility, moving tables and chairs to necessary locations and setting them up according to instructors' specifications. Four strong people are needed from 8:00 - 9:00 and are compensated \$20.00 per month (\$180.00/year).

Tear-Down Team: Tear-Down requires working as a team to restore spaces used by the co-op back to the Church's specifications. Tables and chairs will need to be moved and put away and the gym floor will need to be swept and possibly mopped. Lost and Found Items will be secured in the

CHAMPs on-site storage Four strong people are needed from 3:30 - 4:30 pm and are compensated \$20.00 per month (\$180.00/year).