



**CLEARwater Co-ops**  
**of Lake Michigan Home School Connection**  
CHRIST-CENTERED | LEARNING FOCUSED | EXPERIENTIAL | ARTS-MINDED | RELATIONAL

# **CLEARwater Muskegon CO-OP Handbook**

## Welcome to the CLEARwater Muskegon CO-OP!

Whether this is your first year home schooling or you are a seasoned veteran, we hope your family's experience in CO-OP will enrich your students' education and your family's life.

The Muskegon CO-OP has two 10-week sessions – one in fall and one in winter. In addition to the two class sessions, there are several extra activities for fun and fellowship, like our Showcase, Valentine's Day Party, Moms' Night Out, Wisdom Swaps, field trips, or mid-summer Beach Party. Classes range from enrichment to academic and are available for students in K-12th grades. Nursery and preschool classes are offered for siblings of students registered in K-12 classes. Offered classes change from year to year, so there is always something new to discover!

Muskegon CO-OP has been a great blessing to many families as we work together. It is under the umbrella of the CLEARwater CO-OPs of LMHSC organization. Parent volunteers fill all the roles in leadership, teaching, and class assisting, and parents work together to clean the church after our weekly meetings. In addition, there are many strong friendships and supportive connections made – and that's just for the adults! You will find that many students also have wonderful friendships with their CO-OP classmates.

This Handbook should help explain policies and procedures of the Muskegon CO-OP. If you have any further questions, comments, or would like to serve in a leadership role, please contact a Board member for more information.

Welcome, again, to Muskegon CO-OP and have a great year homeschooling!!

## FAILURE TO ADHERE TO POLICIES & RULES WILL RESULT IN:

- *1st Offense:* Warning given to parent and child
- *2nd Offense:* Child is required to stay with parent for remainder of class, activity or event.
- *3rd Offense:* Parent meets with CO-OP Muskegon Board with possible suspension from that activity.
- Behavior that demonstrates a blatant disregard for person and/or property will result in immediate suspension.

## MUSKEGON CO-OP CALENDAR

Session dates change each year so please see website calendar for session dates, field trips, and other activities for the year.



**CLEARwater Muskegon Co-op of  
LMHSC  
P.O. Box 224  
Fruitport, MI 49415**

**RULES FOR 1ST BAPTIST  
CHURCH BUILDING  
(CONT.)**

- All children must be under adult supervision both inside and outside of the building.
- No church equipment shall be used or touched without authorized permission.
- NO Glitter or helium balloons!!!
- No Defacing property

**FOOD & BEVERAGES:**

- NO COLORED DRINKS ALLOWED.
- No Food or Beverages in the Sanctuary.
- Any snacks given need to be non-staining.

PLEASE BE RESPECTFUL OF THESE REQUIREMENTS OF THE CHURCH.

**About CLEARwater CO-OPs of LMHSC**

The CLEAR stands for **C**hrist-centered, **L**earning-focused, **E**xperiential, **A**rts-minded, **R**elational. The water—We live in an area with beautiful bodies of water and Jesus offers us the Water of Life.

**Mission**

LMHSC is a parent-run home school organization.

LMHSC is distinctly Christian in nature but has an open enrollment to anyone who will respect that distinction. For a **Statement of Faith**, please see the website at [homeschool-life.com/muskegon](http://homeschool-life.com/muskegon).

LMHSC is all about learning, networking with other parents, and giving our kids unique experiences that a larger group affords.

LMHSC does not exist to provide complete education for home schooled children but to enhance established home school programs.

LMHSC will consist of different units, which provide different services and/or support to the home school community.

**General Policies**

The Board of Directors is responsible for overseeing all LMHSC policies, finances, and administration of programs, as well as matters pertaining to the health, safety, security, and general welfare of the constituency of LMHSC. All policies apply for all LMHSC activities and the Board trusts that all enrollees will uphold these.

## **CLEARwater CO-OPs of LMHSC BENEFITS**

- Website: Helpful resources, online registration, announcements, FYI, calendar of events
- Insurance to cover each CO-OP (this is needed to use church facilities)
- 501C3 Status: Allows each CO-OP to raise funds as a non-profit organization
- Accounting: tax returns filed at the end of each year and checks and balances for our families' money
- Background checks for the safety of our children
- Discounts on Home School Legal Defense Association  
- Discount code is 299993

Please be aware that CLEARwater board members are volunteers and are not paid for their service.

### **WEATHER CANCELTION POLICY**

If there is bad weather we will email by 6:30am with a closure decision. Call the absentee number if unsure (231) 268-0210.

### **PARENT VOLUNTEERS**

Please be aware that for emergency reasons you must stay in the Church while CO-OP is in session. We are not a drop off co-op.

## **RULES FOR THE USE OF 1ST BAPTIST CHURCH BUILDING AND GROUND**

### *RULES OF CONDUCT:*

- Entire gym floor must be swept before and after all activities.
- Only non-marking soled shoes may be worn in gym for athletic activities. No skate shoes.
- No smoking inside or outside the church facility.
- No alcoholic beverages or drugs of any kind are allowed on church premises.
- No profanity or vulgar language.
- Modest and appropriate clothing is required.
- Proper care and use of building and equipment is expected.
- Please record and report all damages or injuries immediately.

## DRESS AND BEHAVIOR POLICIES

### **Additional restrictions:**

No excessive horseplay.

No bad language. Language that is generally or reasonably considered to be vulgar, inappropriate in a Christian context, hurtful to the recipient, racial, bigoted, or demeaning is not allowed at LMHSC-sponsored activities.

No hurting others.

## A TYPICAL DAY AT CO-OP

|                |                                                                                                                                                                    |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00–9:15 AM   | Fellowship, <b>Sign In</b> & Check Mailbox (We strongly urge everyone to arrive by 9AM.)                                                                           |
| 9:15 AM        | Opening Music, Pledge, Prayer & Announcements                                                                                                                      |
| 9:30-10:20 AM  | 1st Class                                                                                                                                                          |
| 10:30-11:20 AM | 2nd Class                                                                                                                                                          |
| 11:30-12:20 PM | 3rd Class                                                                                                                                                          |
| 12:20-1:30 PM  | Cleaning—Five families will be staying to clean the church each week. Please feel free to bring snacks or lunch for your children if you are on the cleaning team. |
| 12:50 PM       | All families—Check Mailbox & <b>Sign Out</b> (except cleaning team)                                                                                                |

If you are new to CO-OP, you may want to be sure your children know where their classes are at the beginning of the day. There will be board members available to assist both you and your children.

## **WHEN SICKNESS SHOULD KEEP YOU HOME**

If you have questions, feel free to stop by the front desk located in the lobby of the church.

- **FEVER:** If you or your child has a temperature of 100.4 degrees or higher, you should stay home. A child should be fever-free for 24 hours (without medicine) before coming to CO-OP.
- **MILD COUGH/RUNNY NOSE:** If there's no fever and you or your child feel fairly good, CO-OP is fine.
- **BAD COUGH/COLD SYMPTOMS:** Bad coughs need to stay home. It could be a severe cold or possibly bronchitis, flu, or pneumonia.
- **DIARRHEA OR VOMITING:** Everyone should stay home until the illness is over and for 24 hours after the last episode (without medicine).
- **SORE THROAT:** A minor sore throat is usually not a problem, but a severe sore throat could be a sign of strep throat even if there is no fever. Other symptoms of strep throat are headache and stomach upset. Please stay at home. You can return 24 hours after antibiotic treatment prescribed by doctor begins.
- **EARACHE:** Consult a doctor.
- **PINK EYE (CONJUNCTIVITIS):** Keep child home until doctor has given the OK to return to CO-OP. Pink eye is highly contagious and most cases are caused by a virus.
- **RASH:** Children and adults with a skin rash should see a doctor, as this could be one of several infectious diseases.
- **HEAD LICE:** If you discover your child has head lice, please inform Muskegon CO-OP as soon as possible so we can do proper cleaning at the church. Please keep your child at home until completely clear of all lice.
- **ALLERGIES:** Please be advised that some students may have allergies which may result in coughing, runny nose, or sneezing. Students with allergies are welcome to come. Please inform your tutors so they don't mistake those allergies for contagious sickness.

## **DRESS AND BEHAVIOR POLICIES**

### **Music Policy:**

The Board reserves the right to limit or restrict the use of music at LMHSC events or activities.

### **Prohibited Activities and Items:**

No illegal activity will be tolerated, no inappropriate contact of any kind, and no illegal substances, alcohol, or tobacco products are allowed at LMHSC sponsored activities.

### **Weapons:**

Items considered to be weapons are prohibited from being in the possession of any non-adult at all LMHSC-sponsored activities unless specifically required for a group activity, i.e. hunter's safety class.

### **Pornography:**

Items of a sexual nature and not part of normal tutorial sessions/semesters (biology, anatomy, etc.) are strictly prohibited at all LMHSC-sponsored activities. This rule shall apply to printed and electronic material including any graphic or text. Any content or activity deemed to be pornographic in nature by consensus of the Council, or by the Board of Directors, shall be regarded as prohibited.

### **Cell Phones:**

Cell Phones may not be used by students from 9:15a-12:20p at co-op. Please leave phones in your car or backpack. Parents - no phones used in the classroom unless needed to help assist with a classroom activity.

## **DRESS AND BEHAVIOR POLICIES**

### **Dress Code:**

Must be modest.

Shorts and Skorts: Must have at least a 3 1/2" inseam

Shirts: Must be at least 2" wide on shoulders (lasagna strap, girls as well as boys)

No backless, strapless, or low-cut tops

Must have two straps

No midriff or backs showing, even when arms are raised, at any time

Boys must always be wearing a shirt and keep pants above their waste.

Swimsuits: Modest one piece or tankini that covers the midriff and chest completely as well as full coverage bottoms.

Any person with questionable attire will be asked to change or wear a cover-up

### **Behavior Policies:**

As Christians, the goal of LMHSC is to obey Scripture and, whether in word or deed, to do all to the glory of God. The ultimate end of all Bible-centered education is to grow in wisdom and virtue. Therefore, we require our families to exhibit the following minimal personal virtues at any and all LMHSC events and activities.

- Kindness
- Truthfulness
- Courtesy toward others and respect for their property rights.
- Punctuality in attendance and work.
- Respect for and obedience to those in authority.
- Diligence in effort and attention.

## **TASK POLICY AND DESCRIPTIONS**

### **Absenteeism**

Please call the absentee number (231) 268-0210 if you will be late or absent. We need to be sure our students are safe and supervised and everyone is in their proper position. We can find substitutes for you; we just need to know in advance when possible.

### **Task-for-a-Class Policy**

We do ask parents to volunteer. Because of our parent volunteers, we are able to keep our fees low and provide the best classroom atmosphere possible. For every hour your family attends CO-OP, we ask the parent to complete one task per hour. If you are assigned a "free hour," as we try to give our tutors, you will need to remain in the building to sub if needed.

### **Task-Hall Monitor**

Check each class that hour to see that parents are fulfilling their assigned tasks and all children are where they should be. If a teacher is in need of assistance, find a floating sub to fill in. Then monitor the hallways, the bathrooms, and open rooms to encourage quietness for classes in progress and to direct wandering children to their designated classes or to their mothers if they are unwilling to comply.

### **Front Desk**

Make sure no child leaves without an adult!! Direct students and parents to classes. Pass out information to parents. Answer questions or direct to a Board member when needed.

## **TASK POLICY AND DESCRIPTIONS**

### **Free/Substitutes**

To be available to fill in where needed. We have a Parents Lounge for substitutes so they can be easily located if needed.

### **Class Tutor**

Prepare a parent letter describing your class at the beginning of each session. This allows for parents to get details on your class. Review any class allergies. Take attendance for every class you have in case of a fire drill or missing person. Along with Class Assistant make sure room is clean and supplies returned to the supply closet. Also, see Tutor Guidelines.

### **Class Assistant**

Assist the tutor during class time as needed. Monitor the children's behavior and record any problems. Make sure the classroom is cleaned and straightened for the next class. Please be proactive in looking for ways to be helpful.

### **Nursery Care-Givers** (for children 0-3 years)

Please check the activities scheduled for each hour. Play with children. Change diapers when necessary. If you are working the 11:30 hour, pick up all toys. All hard toys and surfaces must be disinfected along with toilet and changing areas. Put LMHSC Nursery boxes with cleaners and snacks away. Make sure room is vacuumed and orderly. No colored, staining snacks or juice, please.

## **TUTOR GUIDELINES**

- Tutor agrees with reimbursement policy as follows:
  - May be reimbursed for expenses relating to this class up to \$5 per student. Any amount exceeding this should be approved by the Administrator or Treasurer in advance of purchase.
  - A reimbursement form with attached receipts must be submitted to the CO-OP Administrator or Treasurer.
  - Because we are a non-profit organization, you can purchase your supplies tax free. Please get a copy of the tax exempt letter for this purpose if you are purchasing your own supplies.
  - Only reimbursed for consumable expenses.
  - Not reimbursed for non-consumable purchases, such as books. A material fee can cover these.
  - Material fees must be approved by CO-OP Administrator before publication of classes.

Tutor agrees to uphold Statement of Faith of CLEARwater CO-OPs of LMHSC. Tutor need not agree with the Statement of Faith but must understand that this is the basis from which CLEARwater operates and the standard which all staff and students are required to uphold.

## **TUTOR GUIDELINES**

- Tutors are not teachers. Tutors are overseeing a particular subject matter during a scheduled class time.
- Tutors agree that all teaching time is done on a volunteer basis.
- Tutors agree to be responsible for getting teaching materials to their assistant or council in case of absence.
- Tutors shall prepare a parent letter or syllabus describing their class with a copy to CO-OP Muskegon Tutor Coordinator or Recruiter.
- Tutors must agree to answer parent's questions about course content before and during registration.
- Tutors shall not distribute any copyrighted material without legal authorization.
- Tutor agrees to inform CO-OP Muskegon Council as soon as possible before semester registration deadlines if they cannot teach a proposed class and will return any monies collected for material fees.
- Tutors agree that any religious content being taught will be in agreement with and uphold the Statement of Faith and Mission Statement of CLEARwater CO-OPs of LMHSC. Eph. 2:19-20.

## **TASK POLICY AND DESCRIPTIONS**

### **End of Day Cleaning**

We have a dedicated team of volunteers who help with cleaning the building. If you're unable to stay after, please coordinate with a council member to find another way you can assist. Many hands make light work, and by working together, we can ensure the cleaning is done quickly and thoroughly. Volunteering to clean the church is a way to show our gratitude for being allowed to use their facility.

Cleaning instructions will be provided on cleaning sheets. Class Assistants in the classroom during the last hour will be asked to clean that room. For safety reasons, all students must stay in Room 6 under adult supervision during cleaning; they may not wander the building or go outside. You're welcome to bring a snack or lunch for your child, but please ensure to clean up any mess they make. Teens aged 13+ may gather in Room 4, provided they clean the room before leaving.

### **Set Up**

We need five to six families to come in early each week to help set up. Please arrive between 8:00-8:15. If interested please contact a council member.

## **SAFETY POLICIES AND DESCRIPTIONS**

### **Check In/Out Security Policy**

- Sign-in is in the Narthex. Parent or responsible adult needs to sign in his or her family, and pick up name tags for the adults who will be on campus.
- Visitors will need to sign in at the front desk in the Narthex and receive a name tag.
- During clean up, all children must stay in the Room 6.
- All families will need to sign out in the Lobby and turn in name tags.

### **Emergency Situations**

In all emergency situations, please remember to stay calm. While we don't anticipate any of these things happening during CO-OP, we want everyone to be prepared and to remain safe.

### **Tornado Watch**

A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. When a tornado watch is in effect, CO-OP will continue normal activities but move all classes and physical education activities indoors.

## **LEADERSHIP—NON BOARD POSITIONS**

### **Newcomer Contact - Nicole Brown**

To assist visiting families interested in joining the CO OP and new families who have joined CO-OP by providing information, tours, etc.

### **Nursery Coordinator - Amanda Johnson**

Oversee operation of nursery & supplies.

### **Preschool Coordinator - Emily Wood**

Oversee operation of preschool & supplies.

### **Field Trip Coordinator - Jennifer Pierce**

Helps recruit parent volunteers to run outside activities such as Valentine's Party, field trips, etc.

### **Dimes2Dozens Coordinators - Renee Anderson & Nicole Brown**

Helps organize events for kids 10-13 years old.

### **Teen Coordinators - Kellie Torok & Cadie Vantongeren**

Helps organize events for kids 13-19.

### **Yearbook Coordinators - Jackie Sterling and Maggie Donselar**

Organizes, creates, and oversees our yearbook

### **Yearbook Photographer - Jennifer Beggs**

Takes family photos as well as class/co-op event photos to be put into the Yearbook.

## **BOARD AND LEADERSHIP POSITIONS**

The Muskegon CO-OP is led by a group of parent volunteers. This group recruits CO-OP class tutors, coordinates with our host church, schedules classes, tutors and helpers, and communicates class and event information. Please speak to the Admin to see how you can help.

*Administrator/President - Nicole Brown*  
Oversee overall well-being, smooth running of CO-OP.

*Registration Coordinator - Cadie VanTongerren*  
Oversee class registration each session and related items.

*Secretary - Annie Smith*

*Treasurer - Kirsten Lehigh*  
Manages and oversees all financial needs for LMHSC.

*Tutor Recruiter/Coordinator - Annie Smith*  
Oversee recruitment of tutors, scheduling of classes, and create database of previous and current classes. Collect class information, assign class locations, parent tasks and monitor classes each week.

*Council Member - Greg Todd, Esq.*

*Council Member - Jennifer Pierce*

*Council Member - Chelsea Lauber*

## **SAFETY POLICIES AND DESCRIPTIONS**

### **Tornado Warning**

A tornado warning signals that a tornado has been sighted and may be approaching. As soon as they are notified, tutors and assistants shall immediately proceed with all students to the predesignated tornado shelter areas and remain there with the students until further notice. Assistants on their free hour should proceed to the nursery to help move the babies and toddlers to the shelter area. Our predesignated tornado shelter area is Room 6. Once students are in the room, each person should sit on the floor with his hands and arms over his head. Other safe places would be the back bathrooms or the gym storage rooms.

### **Fire**

In case of a fire or fire alarm, tutors and assistants should quickly gather students and walk them to the nearest exit and out to the designated meeting place in the parking lot. Please review the maps in each classroom for the nearest exit. Do not stop to get belongings. Please remind the students that there should be no talking. Tutors should take the attendance folder with them and check to make sure all students are accounted for after reaching the designated meeting place in the parking lot. Students should remain with their class. No one is to return to the building until an all clear is given by the CO-OP administrator or public safety official.