

CHNM Class Day Policies

Parent Policy

Parents (legal guardians) are expected to remain in the building for the entire Wednesday morning 8:15 AM to 12:30 PM, if their child/ren are there. If parent needs to be absent, each student/child/ren must have a designated adult who is responsible for them, and has signed the statement of faith or is willing to do so, during the time of co-op each week. The designated adult can only be responsible for one family at a time. The designated adult is also responsible for helping in the classes the parent is signed up to help in.

If the child is a high school student they may come 1 week without a parent or designated adult.

Attendance Policy

If a family has 3 or more absences in a semester, then that family needs to come to the class day committee and explain the reason for absences.

Excuses for missing classes include, but are not limited to, family illness.

A no show, or lack of communication with the committee, will result in termination from classes and being put on the bottom of the waiting list for the next school year.

Class Day Registration

Class day teachers/coordinators will be allowed to register one week before other class day members.

Registration then opens as follows:

1. Current class day families – 1 week
2. Member waiting list – 1 week
3. Non-member waiting list – 2 weeks
4. Open to new families as space permits

Registration will close no later than July 31, with exceptions made for new-to-the-area families if space permits.

Class Change Policy

1. Families will be able to change their students' classes in the first two weeks of classes only.
2. If a class is still not a good fit, changing classes may be considered at semester break.
3. The class change request form must be filled out by the family and signed by the teachers of both classes in question.

Class Day Helper Policy

1. Helpers are expected to be present in their assigned classrooms. This ensures sufficient adult coverage for each class, and ensures we can find you if your child needs you.
2. Responsibilities:
 - Help maintain order in class
 - Assist students as needed
 - Take attendance
 - Teach when regular teacher is absent

Exceptions to policies, may be requested by submitting in writing to the class day committee for approval.