

## Policies and Procedures Document

### **Volunteer Requirement**

A co-op cannot function without the volunteer participation of its members. All members will be expected to contribute time in the areas that are needed. A Homeschool-Life website is used to disseminate information and maintain volunteer lists. A parent will manage the volunteer assignments in each age group. Volunteer positions will be assigned and rotated based on the co-op's needs and members' ability to perform the required tasks.

If a parent, or suitable replacement, cannot accompany their children to a co-op meeting and fulfill their volunteer obligation, then the children need to stay home. This is not a drop-off organization but requires full participation of all its members. Parents should plan on attending all meetings with their children. However, if unforeseen circumstances prevent a parent from attending with their children, the parent may request the board to allow their children to attend a meeting under the supervision of another member parent, an adult sibling, or some other arrangement where their volunteer position can be covered by another qualified person. **The Board must also be notified of their intended absence.** The board reserves the right to accept or reject the request. *Violations of this policy may result in termination of membership, without refund of membership fees.*

### **Leadership**

The River of Life Leadership Team includes the Advisory Board Members and a treasurer. This team will be in frequent communication regarding decisions and issues affecting co-op operations. The Advisory Board appoints leadership positions.

### **Co-op Meetings**

The River of Life Christian Co-op meets on the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month during September through May (with Jan. and Dec. having an alternate schedule as determined by the co-op at the beginning of the school year) at the Youth Center at Lakes Free Church in Lindstrom, unless it conflicts with a holiday or Lakes Free's schedule. Our regular meetings include announcements; pledges to the flag and the Bible; recognizing birthdays; devotions; and classes for each age group including Physical Education.

### **Sickness Policy**

We ask that you keep your child at home with any of the following symptoms and/or illnesses: fever greater than 100°, green excessive nose discharge, coughing, diarrhea, Impetigo, questionable rashes, active chicken pox, measles, mumps, conjunctivitis (Pink Eye). If your child is being treated with antibiotics, he/she should be on the drug for at least 24 hours before coming to co-op. Remember we want all of our members to remain healthy and happy.

### **Nursery/Preschool**

River of Life will have a nursery/preschool area for all children pre-Kindergarten. Depending on the size of our preschool group and their ages, activities may be planned by a parent in the role of Preschool Coordinator.

## Visitors

Members wishing to bring a school-age child as a visitor need to clear it with a board member at least 24 hours prior to the meeting. The board reserves the right to accept or reject the request.

## Facilitators and Instructors

At many regular co-op meetings, our members facilitate learning activities. No remuneration is offered to River of Life members for facilitating at a regular co-op meeting, with the exceptions of reimbursement for materials or supplies, and providing instruction in a professional capacity (see Financial Guidelines). All instructors must read *Scriptural and Lifestyle Statement of Commitment* and be approved by the River of Life Leadership Team.

## General Building Rules

- The space the ROL rents is the youth center up and down, gym, and pre-school area. Please only use the youth center kitchen for all baking classes. There are a few classrooms in the youth center that we will not be allowed to use.
- No one is allowed in the main church building.
- We are not allowed to use the instruments that are on the stage. All children must stay off the stage, it's tempting, but they must stay off.
- The space is open from 9:15 am (for set up) to 12:30pm. All must leave the building by this time due to church activities.
- If you stay after co-op (12:00-12:30) to have lunch – please make sure to clean up the area where your family was eating.
- Kids are not allowed in the supply closet. This is for teachers and needs to be kept organized. ROL has its own supply closet. If the item needed is not there, then it is not available to our group. This includes hot chocolate mix and other supplies from the upstairs kitchenette and in the individual classrooms.

## Safety

- Please make sure that kids are not running in the parking lot. It is each parents' responsibility to know where their children are before the start of classes and then again when classes end at noon.
- Please refrain from bringing any items that are not safe for all ages, especially including pocket knives and other knives.

## Gym Rules

- If families are early to co-op, all kids must be out of gym by 9:20 to allow for set up time or when asked by the gym teacher.
- The Gym is closed at 12:00 for gym teacher clean up.
- Children 3rd grade and older are expected to participate in Gym classes, unless sitting out due to injury.

## Special Considerations

- Accommodations for special needs such as learning deficiencies, behavioral disorders, and allergies are met by the parent.

- If your child has a severe disorder or severe allergy, plan to be the teacher in the classroom with them.
- Some children have severe food allergies. It is up to the parents to ensure safety of supplies, environment, etc.

### **Biblical Conflict Resolution**

*Step 1:* If a person has a complaint or concern, they will need to address the person they have the complaint or concern with directly. **Matthew 18:15, “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.”**

*Step 2:* If the conflict/complaint cannot be resolved privately please find a board member to go with you to address the issue.

**Matthew 18:16, “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.”**

*Step 3:* If the conflict/complaint needs further review it should be brought to the entire Board. One week's notice is required to set up a meeting with the Board. As many Board members as possible will be present.

**Matthew 18:17, “If he refuses to listen to them, tell it to the church.”**

Our goal is to model effective and Biblical conflict resolution to our children and each other. Co-op members that first direct complaints to one board member will be reminded to follow the Biblical conflict resolution steps.

### **Discipline Policies and Procedures**

*Our Sons – well-nurtured plants & Our Daughters – pillars carved to adorn a palace - Psalm 114:12*

**Dress Appropriately - I Cor. 6:19-20 – “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own, you were bought at a price. Therefore honor God with your body.”**

- Dress modestly and to the occasion.
- No rude or crude statements on shirts, etc.

**Be Respectful of Others - Luke 6:31 – “Do to others as you would have them do to you.”**

- Speak respectfully to others (no rude language or swearing)
- Keep your body to yourself (no pushing, shoving, pulling, etc.)
- Share and take turns.
- Be kind and helpful toward others (no name calling; assist someone else if needed)
- Act safely (don't do something that could cause injury to yourself or others or cause damage to property)

**Be Respectful of Adults - Heb. 13:17a – “Obey your leaders and submit to their authority.”**

- Listen attentively to adults.
- Speak respectfully to adults.
- Obey instructions given by adults.

- Respectfully accept correction from adults.

**Respect the Building - Luke 16:10a – “Whoever can be trusted with very little can also be trusted with much.”**

- Walk in the building (unless you are participating in gym class)
- Keep the building neat and clean (if you make a mess, clean it up)
- Put things back where they belong.
- Handle equipment carefully and properly.

#### **Behavior Correctional Steps:**

1. Verbal Warning
2. Child will take a time out for 5 minutes with an adult and a parent will be notified.
3. If inappropriate behavior continues, child must sit in time out with an adult for the remainder of the period and a parent will be notified.
4. If child misbehaves so that the parent is notified up to three times, on the third time the child will be suspended from the group for the remainder of the co-op year unless otherwise determined by the board.

***Heb. 12:10&11 – “Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in His holiness. 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.”***

***Isaiah 54:13 – “All your sons will be taught by the Lord, and great will be your children’s peace.”***