

## **Core Values**

- Love and Glorify God
- Help Make Disciples
- Affirm and Encourage Parents
- Strengthen Family Relationships
- Educate with Excellence
- Reach Out to Serve Communities

## **Mission Statement**

- HFHG-EC is a parent-run homeschool ministry through which parents pool their resources and talents to expose children to fun and educational classes and activities.
- HFHG-EC is distinctly Christian in nature but has an open membership to any who will respect that distinction.
- HFHG-EC is here to provide affordable, alternative learning opportunities and unique experiences that a larger group affords.
- HFHG-EC does not exist to provide complete education for homeschooled children but to enrich established homeschool programs through tutoring.
- HFHG-EC will limit class size to ensure a small group atmosphere and to keep the instruction academically challenging.
- HFHG-EC is here to encourage and empower homeschool families to have confidence to teach their own at home, and as an opportunity for homeschool parents to network with each other for support.

## **Home For His Glory - Educational Co-op Statement of Faith**

• We believe that Scriptures of the Old and New Testaments are the only inspired Word of God, inerrant in the original writings, infallible, the final authority for faith and life.

***II Timothy 3:16, II Peter 1:21***

• We believe that there is one God who exists eternally as Father, Son and Holy Spirit.

***Genesis 1:1, Matthew 28:19, John 10:30***

• We believe that Jesus Christ is God's only Son. ***John 3:16***

• We believe that only Jesus Christ the Son lived a life without sin. All other people are sinners in need of salvation. ***Hebrews 4:15, Hebrews 7:26, Romans 3:23-24***

• We believe that Christ came to earth as a baby, born of a virgin, taking on the form of man without ceasing to be God, to be crucified in order to pay the penalty for our sins.

***Matthew 1:23, Isaiah 53:5-6, Ephesians 1:7***

• We believe that Christ died, was buried and then rose on the third day and ascended to Heaven. ***I Corinthians 15:3-4, John 11:25, Luke 24:7***

• We believe that salvation is the gift of God given to men by grace and received by personal faith in the Lord Jesus Christ. ***John 3:16-19, John 5:24, Romans 5:8-9, Ephesians 2:8-9, Titus 3:5***

• We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (***Genesis 2:18-25***). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

***I Corinthians 6:18, 7:2-5; Ephesians 5:3; I Thessalonians 4:3; Hebrews 13:4***

• We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God.

***Genesis 1:26-27, Deuteronomy 22:5, Leviticus 18:22, Romans 1:26-27***

• We believe in the sanctity of life (each child is a gift from God whose life begins at conception) and the protection of our children both before and after birth.

***Matthew 18:5-6, Mark 9:42, Luke 17:2***

## **Preparation For The Co-op Semester**

### **Daily Schedule**

9:30	Arrival Time
9:40	Opening Assembly
9:50 - 10:45	1st Hour
10:50 - 11:45	2nd Hour
11:50 - 12:20	Lunch
12:30 - 1:25	3rd Hour
1:30 - 2:25	4th Hour

### **List of Class Options**

At least three months prior to the start of a semester, teachers will volunteer to teach a certain subject and age group. The teacher will be asked to provide a brief description of the class and list any additional materials that the student may need to purchase prior to the class. The list of class options, with a brief description, will be available prior to registration, for parents to review. A pre-registration survey will be collected prior to our official registration in order to help review the overall needs of the class schedule.

Occasionally, classes may be dropped or added after registration has started due to the need in a specific age group or topic. If additional classes are added after registration has closed, parents will be notified of the change and ask which class they prefer.

### **Physical Location of Seeds of Faith Co-op**

Kings Baptist Church, 989 Kings Church Road, Taylorsville, KY 40017

## **Membership to HFHG**

Seeds of Faith Homeschool Co-op (Bullitt County Campus) is managed under HFHG (Home For His Glory, Inc.) and therefore, every family in attendance is required to pay an annual membership fee of \$50.00. This makes each family a member of HFHG for one school year (Fall - Spring.) This membership fee helps secure our non-profit status, provides insurance for our co-op, and helps support HFHG events that families are encouraged to participate in. (See the HFHG website at [homeforhisglory.org](http://homeforhisglory.org) or ask at your co-op for information about upcoming events.)

## **Registration**

Registration will take place about six weeks before the start of each semester. Please keep an eye on your email and our social media outlets in order to make sure that you do not miss registration. We will register in person, at King's Baptist Church. Our core leadership team will register their students first in order to help assist with registration. Next, any family that has a parent teaching will be able to register their children followed by all returning families who are not teaching. When there is space available, new families who have turned in an application and been accepted will be invited to register their children. Once a class is full, a waiting list will be created on our website but students should still pick a different class for that hour in case their first choice does not open up.

We are unfortunately only able to accommodate so many students and families due to the size of our building, number of classes, room on the website, etc. If we discover that we no longer have room for new families, those families who are inquiring about our co-op will be put on a waiting list. These families will also be encouraged to reach out to other HFHG co-op groups to see if there is any space available for them to attend until we have an opening.

## Parental Involvement

All parents will remain at co-op and will serve in one area, for each hour that your child attends co-op. Each parent will need to read and sign (showing agreement) with the Statement of Faith. Some of the areas of service are as follows:

Teacher- Share your gifts and talents to lead a class. Our teachers do not have any special training; but we do have high expectations of our teachers, as we allow them to have authority and influence over our children.

Teacher's Assistant- Be an extra set of hands and eyes to help the classroom teacher.

Floater- Fill in wherever needed for someone who may be absent or a class that may need extra help.

Nursery Helper- Provide care for our youngest children while their siblings are in class and their mom/dad is serving in another area. This may involve changing diapers, feeding bottles or snacks, rocking or holding a baby while they sleep, doing crafts with our toddlers, or anything else that is needed with our little ones.

Hall Monitor- Assist with any child needing to go to the restroom, notify teachers five minutes prior to the end of class, and be available to assist or get help for anyone who may need immediate assistance in the case of an emergency.

Cleaner- During our fourth hour, we try to have at least two volunteers to clean the common areas of the building. This may include cleaning the bathrooms, vacuuming the hallway upstairs, putting items away from the front desk and into closets, and cleaning any rooms that are no longer being used.

Front Desk Monitor- This position is typically filled by a member of the Leadership Committee. This person will be at the front desk and will check attendance sheets, be available for questions, assist with emergencies, and take care of any other issue that may arise.

If you have a preference of where you would like to volunteer, please mark your first and second choices on your registration form. Also, please let us know if you have any special requests or needs that we should take into consideration when making our volunteer schedule. This may include but is not limited to: a health issue that will prevent you from a certain activity, a nursing mom needing to be with a baby during

certain times, wanting to be with a child who has separation anxiety, not wanting to be with a child, etc. We will do our best to place everyone where they wish to be. If you have a concern with the area of service to which you have been assigned, please speak first with our Volunteer Coordinator and then to our Director if you feel that the issue has not been adequately resolved.

## **Children and Students**

### Children who are not the Family Member of a Co-op Family

Children who do not live in the same household with the family who is registered at co-op, will not be able to attend classes. In the event of a custodial case or other special circumstance that is an emergency or temporary event, please notify the Director as soon as possible for this situation to be reviewed and potentially approved by the Leadership Committee.

### Families with Children Younger than Kindergarten

Seeds of Faith Co-op is intended for homeschool aged children (K-12th.) We do provide pre-K classes and a nursery, which are both available for the siblings of our homeschool aged children. A family must have at least one child who will be completing a year of school, Kindergarten - 12th grades, in order to attend co-op. If a family does not have a child in this age range, they are welcome to be placed on our waiting list and encouraged to check back with us once their oldest child reaches Kindergarten age.

## **Refunds**

After registration has taken place, if a family decides that they will not be attending co-op, they can receive a full refund if the director is notified **6 weeks** prior to the start of the semester. Anytime from 6-2 weeks prior to the start of the semester, the family will receive a refund, minus any funds spent in preparation for their students to attend the classes for which they registered. If a family decides not to attend co-op, and the director receives notification **later than 2 weeks** prior to the start of the semester, then the family will not receive a refund. Any exceptions to this refund policy must be approved by the leadership committee.

## **Class Size**

Class size will be determined by the topic, teacher, age/grade level, room available, and other factors that may arise. Once the class is full, you can add your student to a waiting list on our website during registration. You will still need to pick a different class during that hour so that your student has a class to attend during that hour. If a student in the class you originally wanted decides to drop the class, the website will automatically move a student in that open spot based on the order of the waiting list and you will be notified before the start of the semester. We always try to keep our classes at a size that we feel will be the most optimal for learning. However, we also realize the frustration of having a student who really wants to take a class that is full. We will do our best to try to balance these two factors when making decisions about our class sizes.

## **Tuition**

Tuition is due at the time of registration. Since we are part of HFHG (see additional information under 'Membership to HFHG') each family must pay a \$50 HFHG membership fee at our fall registration. This will make your family a member of HFHG for an entire school year (Fall - Spring.) If your family is new to our co-op and joining during our Spring semester, this fee will be \$25 to cover your family for the spring only. No refund will be given to families who decide to not return in the spring after attending a fall semester. Our semester fee which goes directly to our co-op to cover the cost of our rent, general supplies, event cost, etc. is \$55 per family, per semester. Occasionally there will be additional class fees associated with specific classes. For example, a science class may have a lab fee to cover the cost of materials or a cooking class may have a class fee to cover the food items that will need to be purchased. Each teacher is allotted \$3.50 per student, per class, for any supplies that he/she may need. However, if the teacher plans for activities that will go above this cost, a class fee may be added. You can see these class fees by looking at our class descriptions on our website.

In the fall, you can expect to pay a total of \$105 plus any additional class fees. In the spring (if you attended in the fall) you can expect to pay \$55 plus any additional class fees.

## Getting Ready for a Day at Co-op

### Absences

If you discover that you will be absent from co-op, please contact the volunteer coordinator as soon as possible so that we can make sure that your volunteer positions for the day are filled. If you wake up the morning of co-op and realize that you have a sick child, flat tire, or any other issue that will prevent you from making it to co-op for the day or on time, **please call or text**. We understand that last minute issues arise but it makes it much easier to fill our vacant volunteer spots for the day when we know as soon as possible that you will be out.

### Backpacks and Supplies

Each student from Pre-K - 12th grade should have a backpack and basic supplies. Please make sure that your child's backpack and lunchbox are labeled with his/her name. Supplies can also be labeled and this is especially helpful with our younger students who often forget to pack up supplies at the end of class. A basic list of general supplies that students should have is listed below:

- Scissors
- Crayons
- Glue sticks or Glue
- Pencils with erasers
- A Folder (possibly more than one depending on classes)
- Any additional supplies that are listed under your child's class description

Additional supplies are typically listed under the class description on our website. Please check this list prior to signing your student up for a class. Some classes may require a specific book along with additional school supplies (notebooks, binders, etc.)

## Dress Code

As a Christian co-op group, we want to honor God with our body by ensuring that we are dressed modestly. “For you were bought at a price; therefore glorify God in your body and in your spirit, which are God’s.” 1 Corinthians 6:20 Our dress code should be followed at all co-op events, field trips, and class days. Please help us follow through with bringing honor and glory to God by adhering to the dress code requests below:

- Please be sure that your child is dressed appropriately to spend the day running, playing and having fun.
- Shorts should be at least fingertip length when hands are at sides.
- If holes are present in shorts or pants, any exposed skin should be lower than at least fingertip length.
- No sleeveless shirts or showing midriffs, belly buttons, or low cut top area.
- Undergarments (underwear and bras) should be fully covered. Bra straps should be covered with a modest shirt and underwear should be covered with modest pants.
- Shirts should not have any inappropriate language or themes (alcohol, drugs, etc.) that go against the mission of our co-op.
- In accordance with our Statement of Faith, students should wear clothing that reflects their birth gender. (Boys should wear boy clothing. Girl’s should wear girl clothing.)
- All children participating in PE must have tennis shoes on to participate.
- Please make sure that all jackets, coats, sweaters, etc. are labeled with your child’s name on the tag.

## **Sick Policy**

We understand that all families want to do everything they can to participate in co-op each week. However, if you or your children are not feeling well, please stay home. The following guidelines may help you make your decision when someone in your home is not feeling well.

Your child may not participate in co-op if he or she:

- Has had a fever in the past 24 hours
- Has any discharge from the eyes or nose, not related to allergies
- Has experienced diarrhea or vomiting in the past 24 hours
- Has any type of rash or unidentified skin irritation that has not been diagnosed as non-contagious by a physician
- Has a severe cough

We trust your discretion in deciding if your child is or is not well enough to come to co-op for the day. However, for the sake of all families, if your child is noticed with any of these conditions, you will be asked to leave for the day. Please understand that our decisions are made in the best interest of all the children who participate.

## **Weather Policy**

When inclement weather occurs, please check your email and our Facebook page for updates before leaving to come to co-op. We will try to make an informed decision as soon as possible.

## **A Day at Co-op**

### **Check-In by 9:30**

When you arrive at co-op, please sign-in at the front desk. All children should be seated at a table and ready to begin the day no later than 9:40. In the morning, we ask that all students stay at a table so that we can start our day off calm and organized. At 9:40 we will begin by saying the pledges, followed by announcements and prayer to get our day started. Please make sure that your family arrives on time each week. It disrupts class and makes it difficult for both your child and the other students when students come into class late so we appreciate your effort to make it co-op on time each week.

## **Name Tags and Class Schedules**

All adults will have a name tag to wear with his/her name and a list of volunteer areas for each hour. Each student will have a class schedule the first week of co-op that he/she can keep in his/her backpack throughout the semester. This will list the rooms that your child will be in throughout the day. You may want to take a picture of this schedule so that you know where your child is each hour. If you notice that anything is incorrect on your or your child's schedule, please let someone on our leadership team know.

## **Set Up and Clean Up**

Each family will sign up for at least one week to help set up. The number of days that you are asked to help set up may vary depending on the number of families we currently have at co-op. You can select a day with our volunteer coordinator at registration if you would like to pick your day or you will be assigned a day before the beginning of co-op. When you have set-up duty for the day, please arrive by 9:15. You will take a look at our set-up list and complete any task that has not get been completed. This may include unstacking chairs, setting up tables in a classroom, putting classroom signs and boxes out, or a variety of other tasks that must be completed in order to help our day go smoothly.

Each parent will be assigned one or two clean-up projects to complete at the end of each co-op day. All students can help clean up their classroom before leaving each hour as well. King's Baptist Church has blessed us so much by allowing us to use their space and we want to make sure that we are leaving it the same way, or even better than we found it.

## **Lunch**

Please bring lunch for your family each week when you come to co-op. We do not have vending machines or access to any type of food for purchase at co-op. Although there are two microwaves in the kitchen, we also do not use those so please make sure that your lunch is ready to eat (sandwiches, lunchables, a thermos, etc.) We eat in the gym and this is a great time to fellowship with other families. Please make sure that you have cleaned up after your family when lunch is over. Everyone is required to help with the clean-up process after lunch. This may include stacking chairs (10 high), wiping down tables, sweeping, etc. Please make sure that all liquids are poured down the sink (not the water fountains) before throwing items away.

During lunch, we ask that all students remain seated for the first 10 minutes of our lunch time. This gives everyone a chance to eat before we begin getting out things to play with. Students may then play in the gym/lunch area. We will have basketballs and other activities available for students to participate in. Students should stay inside the gym area at all times. Please make sure that your students are not upstairs, in the stairwell, outside unsupervised, or in classrooms during lunch. There is no rough housing allowed at co-op. Students may play with their friends but they should not pull on another student's arms, wrestle with another student, or have any type of rough physical contact while playing. **Parents are responsible for their children during lunch.** Please watch your children at all times and make sure that they are following all of the rules and procedures for lunch. We want everyone to have a safe and fun environment to play in. Please partner with us during lunch to help us create this for our children.

### **End of Day**

At the end of the day, the teacher or assistant for each classroom should escort students to the gym. An adult will supervise students while they are waiting on a parent to pick them up to leave. Students in grades 6-12 may help clean and complete end of the day tasks. If a student is not cleaning, he/she should join the rest of the younger students in the gym. If a student is found walking around but not helping, he/she will be asked to go to the gym. This is for the safety of all of our students.

Adults should check the back of their name tag and complete the cleaning task listed on their name tag. Most of these tasks will not take long and may even be able to be completed before the end of class. Once you have finished your cleaning task, you can pick up your students, grab your lunch boxes from the carts, and you are free to leave.

### **Student Responsibilities**

We want our students to learn to take ownership in creating a positive environment at co-op. At the end of each class, students will be expected to clean up their area, pack their belongings, and walk to their next class. Students are expected to complete all assignments that are given by their teacher. This may include homework, class projects, papers, reading assignments, etc. Please consider the amount of work that will need to be completed at home before signing up for a class if you are not sure that your schedule will allow for this. You are always welcome to discuss the class with the teacher prior to signing up so that you make sure this is the right class for your student.

Please ask your student to leave all toys and personal items that are not school related at home. These items are sometimes lost during the day and also become a distraction during class. We are not responsible for any lost items at co-op. If your child does want to bring a special toy or item to co-op, please keep that item with you (the parent) and only get it out at lunch so that it does not become a distraction during class. We realize that for some of our youngest members an attachment/comfort item is necessary and we can always make an exception in order to make going to class easier for our little ones.

Students should not bring any food or drink, other than water bottles, into the classroom. Our teachers will sometimes have food or a treat for an activity and will make sure that what they are serving is okay for all of the students in the room. We have several students with allergies and it is best to keep food away when we are not at lunch. (Teachers: We keep allergen friendly snacks at the front desk if you need to get an alternative snack for a student in your classroom. Please check with us the week prior to needing the snack so that we make sure we have them in stock.)

### **Concerns or Questions**

If you find that during a class you have a concern about an assignment, a lesson, content, or anything else, please address this immediately. It is much easier to take care of if it is addressed when it happens instead of weeks later. If this is an issue that you feel can be resolved by talking with the teacher, such as clarification on an assignment, please go to the teacher first. Teachers are not always available at the last minute to help with assignments so please make sure that you are asking your children on the way home if they have any homework so that you can communicate with your child's teacher if necessary.

If you feel that it is an issue that needs to be addressed by leadership, please contact the director. The sooner we can address concerns, the better.

### **Visitors**

Visitors are permitted to attend class if the director is made aware of the visitor in advance. Visitors might include grandparents or a parent who does not regularly attend co-op. Please make sure that your visitor signs up at the front desk to receive a visitor tag. We will announce that we have a visitor in the building so that families are aware of our guests. Please make sure that your visitor is with you at all times or in a common area and never alone with children since we will not have a background check on this person. This is both for the safety of our children and your visitor.

## **Field Trips, Events, and Dessert and Display Night**

Throughout the semester we will offer many opportunities for events outside of the normal co-op day. These may include field trips, parties, park days, etc. Please remember that these events are for our co-op families only. Please do not bring extra children or families who do not attend our co-op to these events. Grandparents, a parent who does not regularly attend, or another adult who is important in your child's life can join us at these events if we know in advance.

Each semester we host a Dessert and Display night on our last day of co-op. This is a time to invite family and friends to come see your child perform or show off his/her work from the semester. For this event, we are open to inviting anyone you feel would like to celebrate with your child.

Please remember that our behavior policy, dress code, and statement of faith continue to apply at all of our field trips and events. Please make sure that you discuss this with anyone who may be attending Dessert and Display or any event with your child. Inappropriate language, dress code violations, and other actions that go against our policies may result in your guest being asked to leave or to not attend a future event.

## Behavior Policies

HFHG-EC exists to partner with parents in order to help them fulfill Proverbs 22:6, “train up a child in the way he should go and when he is old, he will not depart from it.” We have based our behavior policies on Biblical principles that we feel will help us fulfill this mission.

Attendance at HFHG-EC is a privilege and not a right. HFHG-EC reserves the right, at the discretion of the leadership team and/or the executive leadership team, to ask a student and/or family to no longer attend co-op meetings or activities. In addition, the leadership team and/or executive leadership team, reserve the right to refuse readmittance to any student or family whose actions or behaviors demonstrate that it will not be in the best interest of the program to have that student and/or family attend.

As Christians, our goal is to obey Scriptures and, whether in word or deed, to do all things to the glory of God. Since the ultimate end of all Bible-centered education is to grow in wisdom and virtue, we require all of our members, both students and adults, to exhibit the following minimal personal virtues at **any and all** HFHG-EC events, activities, and through online/social media/texting communication.

1. Show respect to all adults and students. Disrespect towards other students, teachers, or adults in words or actions will not be tolerated.
2. Take personal responsibility for one’s own actions.
3. Be kind and considerate to one another.
4. Show diligence in effort and attention including attendance and completing assignments on time.

In addition to the above personal virtues, we also have the following expectations for our members:

1. Excessive horseplay, inappropriate contact, or hurting others (intentionally or unintentionally) is prohibited.
2. Use of profanity, vulgar or abusive language, or obscene body language is not acceptable.
3. The dress code must be followed at all times.
4. Leaving the building or any event without permission is not allowed. An adult must know where students are at all times.
5. Defacement of church property or property of another student is not acceptable and will be at the parent’s expense.

6. Unnecessary items (toys, games, etc.) should not be brought to class and should be left with a parent.
7. Public displays of affection between students of any kind, including, but not limited to, kissing, hand holding, and embracing are not allowed.
8. Involvement or the impression of involvement in immoral activities or activities that are contrary to our Statement of Faith are not acceptable.
9. Possession of any type of weapon, firework, drug, drug paraphernalia, tobacco product, vape, alcohol, or pornography not acceptable.
10. Misuse of technology both at and outside of co-op that affects other students is strictly prohibited. This includes but is not limited to social media platforms (Instagram, Facebook, Discord, Snapchat, etc.), texting, sending videos, etc. Any material that is that is shared, created, or viewed (intentionally) that is threatening, contains inappropriate language, sexually explicit, or can be considered sexual harassment is unacceptable and will be immediately addressed when the director has been notified.

## **Discipline Policies**

HFHG-EC is here to partner with you in your parenting journey. However, we must set expectations and have consequences in order to ensure that an environment that is safe, conducive for learning, and adheres to our Statement of Faith is maintained. The following steps will be taken if there is a failure to adhere to the policies and expectations listed above.

1. A warning will be given to the child, as well as notification to the parent.
2. A disciplinary strategy will be developed by the director, and an additional member of the leadership team, with parent input, to determine a suitable solution to the problem.
3. The parent will meet with the director and a member of the leadership team, with a possible suspension or expulsion from co-op.

Behavior that demonstrates a blatant disregard for person and/or property will result in immediate suspension.

Our goal is to work with parents to maintain high standards of Biblical behavior, such as to love God with our whole heart, soul, strength, and mind, and to love our neighbor as ourselves. If you are unsure of the meaning of any rule or policy, please feel free to ask.