ECCHO Enrichment Class GUIDELINES

Enrichment Classes consist of bi-weekly classes for Pre-K - 12th grade students taught by ECCHO moms and dads and occasionally others brought in for specific classes. The semester is 6-8 classes long and consists of four – 50 minute classes. Classes are held at Cowboy Church of Ellis County in Waxahachie, TX. Enrichment Class participation fee is $35 per family, per semester. Enrichment Classes also require additional fees based on the classes offered.

Enrichment Classes are a place that parents gather together for their children, to evaluate and share their special skills with one another and their children. Each of these skills makes a curriculum to benefit the academic and artistic life skills program for the students. As the parents work together combining effort and personal skills, the end project is always focused upon success as a whole unit.

Our ECCHO Enrichment Classes are a combined effort of ALL the parents being involved. Parents remain on site and take turns giving lessons to a group of students, or if not teaching, being part of the organization in cleaning, preparing, organizing and everything else involved to make our class days successful.

I. Participation Requirements

A. Family must be members in good standing with the ECCHO group.
B. Family must have at least one student actively homeschooling.
C. Parents must remain on the church campus while their children are participating in Enrichment Classes.
D. All parents are required to participate in the Enrichment Classes.
1. Parents may teach more than one class if they desire and room is available.
2. There are several positions that are necessary to the smooth function of the Enrichment Classes. These include set-up, clean-up, hall monitor, parking lot monitor, bell ringer, etc.
3. Parents of infants and preschoolers, please see the preschool guidelines section.
4. Exceptions to the policies will be made on a case by case consideration by the ECCHO Enrichment Classes Director &/or the ECCHO Board of Directors.

II. Enrichment Classes Preparation Process

A. Parents show their willingness to teach classes by contacting the Enrichment Class Director.
B. Teacher sign-ups for Enrichment Classes will take place about 1 week before the regular Enrichment Classes sign-ups.
1. Details of how teacher sign-ups and class sign-ups will occur will be sent out via email and posted on the ECCHO website.
C. Students are able to choose one class to take per hour for the semester.

III. Enrichment Classes Policies and Procedures

A. General Info

1. The hours of Enrichment Classes are 9:30 am to 2:00 pm. Set up starts at 9:00 am and clean up usually goes until 2:30 pm.
2. Enrichment Classes are 50 minutes long with a five minute transfer time between each class. Lunch will be at 11:30, between 2nd and 3rd periods.

B. Enrichment Classes Attendance

1. In the event that a parent is unable to attend Enrichment Classes with their students due to emergency or illness, the parent may designate another Enrichment Class parent to be responsible for their children (for that day only). It is important that the Enrichment Classes Director be informed by the absent parent prior to the children attending Enrichment Classes on that day.
2. Families may NOT miss more than 2 class days in a semester. It is imperative that you sign in upon arriving at EC – not only does the insurance require documentation of the number of children attending, it also helps me to know how often families are absent
    a. Special hardships that will require more than 2 absences should be submitted in writing to the EC director before a committing to attend classes. The EC director will then take it to the ECCHO board of directors for review prior to the EC registration.
    b. In the event of an emergency or if a family is unavoidably going to be late, please call the EC director, Raquel Black at 469-583-4391.
    c. Class attendance will be reviewed at the end of each semester, families that miss more than the allowed number of days will be under review before being eligible to sign up for classes the next semester.

C. Discipline Policy

1. Students must obey all teachers during Enrichment Class activities and abide by the ECCHO code of conduct.
2. Ongoing discipline problems may result in loss of Enrichment Class privileges.
3. A three-step discipline policy will be followed at Enrichment Classes for most discipline problems.
    a. A first offense will warrant a verbal warning from the teacher of adult in charge.
    b. A second offense will mean separation from the ongoing activity.
    c. A third offense in one day will mean that the Enrichment Class Director will be notified and will escort the child to their parent where they will remain until the end of the Enrichment Class day.
4. All offenses need to be documented by the teacher/adult in charge on the ECCHO incident form. The form must be turned in to the Enrichment Class Director at the end of the day in which the offense occurred.

5. Incidents occurring repeatedly on different Enrichment Class days may result in a more detailed review of the situation and/or loss of Enrichment Class privileges.

D. Respect of the Facility

1. Please respect the church/facility we are using for Enrichment Class classes.
2. Only building areas designated for ECCHO use are available for Enrichment Classes.
3. No running is allowed in the halls or classrooms.
4. Remember it is a privilege for ECCHO to use the church facilities, so treat them accordingly.
5. Everyone must be willing to clean up the church areas we use after Enrichment Class each week.

E. Refund Policy

1. Enrichment Class registration fees will be refunded to the participant when the Enrichment Class Director is contacted before the first day of class.
2. Individual Class fees will also be refunded, unless the teacher has already purchased the supplies needed for the class. Supplies like folders, printed material, books and craft items, will be given to the participant requesting the refund. The respective class will keep bulk items, such as paint, glue, etc.
3. Membership fees will not be refunded, except on a per case basis, and then only at the discretion of the ECCHO Board of Directors. Even if people withdraw from the Enrichment Classes, there are other ECCHO activities in which they may participate.

IV. Nursery/Preschool Guidelines

A. ECCHO Enrichment Classes offer preschool classes for children ages 3-4 years old. The classes are taught by preschool and non-preschool parents.

B. Preschool children need a lower child to adult ratio. In most cases, a preschool parent will be required assist/teach at least one class period in the preschool classroom.

C. ECCHO Enrichment Classes offer a nursery area for infant and toddler care (those 0-2 years) on a limited basis (as room is available).

1. Parents with children in the nursery are expected to volunteer in the nursery.
2. The nursery is closed during the lunch hour. Parents need to pick up their children in a timely manner.
3. A sign in sheet will be provided at the door of each nursery room. We ask each parent to review the information for accuracy and sign his/her name and record the time of drop off. At pick up, each parent will need to record pick up time.
4. Each time you drop off or pick up you need to sign the sign in sheet.
5. All teachers and volunteers need to sign in and out of the class.
6. Nursery volunteers will not dispense medication of any kind.

7. Drinks and snacks are provided or served by the nursery volunteers. Nursing mothers are welcome to come to the nursery at any time. Parents are always welcome to come and give their child snacks and drinks.
8. In the event there are not enough volunteers, the nursery will be closed for that period and the children will stay with their parents.

V. Non-Parent Teacher Guidelines

There are instances where non-parent teacher will be allowed to assist or teach at the ECCHO Enrichment Class.

A. Non-parent teachers would include high school seniors, alumni adults and other adults that are not parents of the children participating.

B. Non-parent assistants and teachers will be expected to understand and follow all the ECCHO Enrichment Class guidelines.

C. High school seniors may take on the responsibility of teaching and assisting in a class.

1. Classes will be monitored periodically by the Enrichment Class Director and/or ECCHO Board of Directors to ensure co-op guidelines are being met.

D. Other non-parent adults may teach a class. This can include adults from outside the group membership wanting to offer a specific class as well as young adults who have graduated from high school and are former members of ECCHO.

1. Classes will be monitored periodically by the Enrichment Class Director and/or ECCHO Board of Directors to ensure co-op guidelines are being met.
2. They will be required to be in a class at all times either assisting or teaching.
3. When a non-group member is teaching a specific class, they will only need to be on campus for the specified class, for the peace of mind of the ECCHO parents, the teacher will need to arrive just before their class and leave afterwards.

E. All non-parent assistants or teachers must take their responsibility at the ECCHO Enrichment Class seriously and display the level of leadership that is necessary in assisting or leading a class.

VI. Teacher/Co-Teacher Expectations & Points of Interest

A. Be familiar with the ECCHO policies and guidelines and the Enrichment Class Guidelines.

B. Plan, prepare, purchase supplies, etc. for the class you are teaching.

1. If you are co-teaching, you will divide the duties between you both.

C. Ensure your room is clean before leaving your classroom.

D. If you teach 1st hour, you or a helper must bring your class from the assembly to the classroom each day.

E. Communicate with any helpers in the room how to best help you in working with the children.

F. Communicate needs or problems, questions of concerns to the Enrichment Class Director.

VII. Assistant/Helper Expectations & Points of Interest

A. Be familiar with the ECCHO policies and guidelines and the Enrichment Class Guidelines.
B. Be willing to assist the teachers in whatever activities they are doing on a given day.
C. Plan to help with the children as the teacher is teaching – help direct children's attention, explain things and help with projects, etc.
D. Expect to be asked to substitute teach in the event of the class teacher's absence.

VIII. Wellness/Illness Policies

A. This policy applies to adults and children who attend any ECCHO events.
B. Upon recommendation of the Center for Disease Control, a child/adult must be free of all symptoms listed below for at least a period of 24 hours before they can be admitted to class.

1. Any illness that renders your child unable to participate comfortably in daily activities.
2. Fever – AND sore throat, rash, diarrhea, earache, irritability or confusion. Fever is defined as having a temperature over 100 degrees F or higher taken under the arm, 101 degrees F orally or 102 degrees F taken rectally. For children 4 months or younger, the lower rectal temperature of 101 degrees F is considered a fever threshold.
3. Diarrhea – loose watery stools that require frequent change of diapers, or that a child not in diapers cannot control and necessitates increased care and/or change of clothes.
4. Vomiting – 2 or more times in the past 24 hours unless it is determined to be due to non-communicable condition and there is no danger of dehydration.
5. Body rash with fever – unless it has been determined non-communicable.
6. Sore throat with fever and swollen glands.
7. Severe coughing – child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
8. Eye discharge – thick mucus or pus draining from the eye, or pink eye with eyelid redness, pain and/or fever.
9. Yellowish skin or eyes.
10. Any other communicable illnesses (skin infections, childhood diseases – chicken pox, measles, etc.) Child or adult must be on antibiotics for at least 48 hours and/or started or completed treatment per doctor's orders.
11. Child is irritable, continuously crying, or requires more attention than staff can provide without interfering with the health and safety of other children in our care.

C. When in doubt, please apply The Golden Rule, remember that what was brought in last week will return four fold next week.
D. If you or your children arrive with any of these symptoms, we will ask you to go home. If your child develops any of these symptoms child in class, the child will be isolated and the parent notified immediately.
E. The policy is for the protection and comfort of you, your child and the other members of the group.

Thank you for the cooperation.