

## FAQ

- What time does Sonlight start? Announcements start at 8:40 in the Gym. It's a time to get prepared for the day--- hear announcements, sing a song to the Lord, and pray.
- Do I have to go to my assigned room each hour? It's very important that everyone go to their assigned position. The teacher has requested a certain number of assistants and she needs your help (even if it seems that you are not needed)! Also, it's important that we know where each person is throughout the day for emergency purposes. It would be chaotic if several of us were not where we were assigned to be. Please be on time to your classes. If you have a special circumstance where you would need to leave your assigned position, please talk with your coordinator. We appreciate your service to these children and classes!
- I made a mistake and would like to make a class change for my child. What's the deadline? We only meet 12 days a semester, so we have a very limited time to change classes. If you wish to have one of your students change classes and weren't able to complete it on the first day of Sonlight, you have until the following Monday to COMPLETE your class change. You would first need approval from that grade level coordinator (to make sure there is an opening in the new class), and from both teachers (original class and the new class) to make this class change. This can be done via email. The fee for the new class needs to be paid before the student can attend the new class. Original class fees will not be reimbursed.
- What if I am going to be absent on a Sonlight day? If you know ahead of time that you will be gone, please let the secretary know as soon as possible to make arrangements for floaters to take your place in classes. If possible, send an email to [coordinators@sonlightcoop.org](mailto:coordinators@sonlightcoop.org). If you are a teacher, you will also need to ask someone to teach your class for you and give them the appropriate materials, etc. If you are a cleaner, you will need to make arrangements for someone to clean your area. It's very important that you contact the cleaning coordinator as well.
- What if I have an emergency on that Sonlight morning and will be late or will not be able to attend? Please call one of the emergency phone numbers for the coordinators listed in the \*announcements and let them know. If you are a teacher and aren't able to attend, we can use your contingency plan for your class unless you are able to bring materials to Sonlight. If you use your contingency plan, you will need to bring another one to use in case something else happens later in the semester.  
*\*Announcements will be sent via email each week before Wednesday and on the website.*
- Can my children come to Sonlight without me? Only children that are 6<sup>th</sup>-12<sup>th</sup> grade can attend Sonlight without their guardian present on campus. Parents leaving children on campus must also sign a "Medical Release and Parental Authority" document. This gives another adult permission to handle any disciplinary or medical issues that arise in the parent's absence. Rarely, the director will give permission for younger children to attend without their parent in emergency/special situations.

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- If I'm not needed in a class, can I leave early? It may seem as though you are not needed, but you never know when a situation will arise where you are needed. It happens in a matter of seconds. Sonlight is a cooperative. We run smoothly because we all agree to faithfully complete each responsibility we are given. Everyone is valuable!
- What do I do as an assistant? Please be ready to jump in with whatever the teacher needs you to do. You should be taking roll, getting supplies for the teacher, assisting children, cleaning up messes, and handling any disciplinary issues. Please do not talk with other assistants during class time. This distracts the class and the teacher.
- What if I am having trouble with a student or another adult? If you feel that you need help with a situation, please come and speak to your coordinators. We are here to help you in any way that we can.
- What is a floater? A floater is someone who takes the place of an assistant in a class when that person is absent. When you are a floater, please check the floater list at the coordinator's table. Sign up for any class that you are interested in (or anything that's left). As a floater, you must be flexible in assignments--- You could be working with nursery or high school students. It's important that you attempt to get to your assigned class on time to help the teacher.
- Why do I have to wear a nametag? Everyone should wear a nametag on the front of their shirt to show that they are enrolled in Sonlight. We have quite a few students and teachers at Sonlight, it's very important that we are able to identify each other for security purposes.
- Why do we have a dress code? Sonlight is composed of many different families coming from different backgrounds. We would like to create an atmosphere that's comfortable, modest and safe for everyone attending. Our dress code has mostly been taken from the public school guidelines. We have an attitude that we should submit to everyone in love. We do not wish to cause anyone to stumble by our clothing or jewelry choices. Our intention in setting these guidelines is not to be judgmental or to dictate what people wear outside of Sonlight activities.
- What is the policy for electronic devices at Sonlight? Cell phones, electronic devices used for gaming and music are only distractions that get in the way of the limited time we have available for class work. Only electronic devices (computers, calculators, etc) that are used for school work are allowed to be used during the Sonlight day. **Students are not allowed to use cell phones for texting or phone calls during the day.** If students choose to disobey this rule, their phone will be taken to the coordinators' table at their teacher's discretion. Parents' cell phones should only be used for emergency purposes-- - no texting or calls during class time. If you have a special request regarding cell phone usage, please contact the director.