

IHG Parent Responsibilities

The Parent Responsibilities Contract is a required part of the online IHG registration for new members and registration renewal for returning members. Parents must read and e-sign (agree to) the Parent Responsibilities Contract each school year before registering for classes at IHG.

Parent Responsibilities include:

1. Parental participation is mandatory. Students will not be allowed at IHG without a parent in the building, except for emergency or illness. At such times a designated “guardian” must be assigned. If a parent must leave the building briefly during the co-op day, they must sign out at the Jobs Table. If you plan to be somewhere other than the foyer during your free period, please let the Jobs Table know so they can find you if your child needs you.
2. If a parent must be absent for the day, children may attend if a “substitute parent” attends with them. NOTE: A mom/parent already at co-op **MAY NOT** serve as a substitute for an absent parent. Students 12 years and older may attend co-op as a “one-day drop off” without a parent, if they are attending with a sibling who is 14 years or older AND have an IHG parent member present as an acting guardian for that day. One-day drop off students are required to complete a job, either 8:30am setup or 3:30-4:00pm cleanup. One-day drop off students are responsible to check in with the Drop Off Coordinator to receive their job assignment. If the student fails to do the job assigned, the parent’s absence will be converted to an unexcused absence and that family loses the privilege of one day drop off for the remainder of the year.
3. By registering your child at IHG, you agree to complete your assigned jobs every school day. It is imperative that you be on time for all jobs. We depend on one another for a successful school day.
4. All parents will have a Team Member Role (examples: coffee bar team member, talent show team member, website team member, teacher appreciation gift team member, etc.). These roles will help our co-op function efficiently and they will be designated at our annual mandatory orientation.
5. **If you will be absent, use the designated absence reporting method (IHG BAND app) by 8:30AM.**
6. If you are sending a substitute, have them check-in at the Welcome Table as soon as they arrive at co-op. Your substitute will fill your job positions. Teachers should make arrangements for a substitute and provide lesson plans when possible. (See Teacher Responsibilities) Absences must be reported by 8:30am the day of the absence.
7. Participation at IHG is contingent upon all payments being paid in full and on time. Pay according to the payment procedures and schedule. Teacher Honorariums and class Materials Fees are non-refundable. If Teacher Honorariums are 14 or more days late, students may not attend classes and will be sent to Study Hall until they are paid in full. If you are having difficulties financially and payment is not possible, please contact the IHG Board.

8. The standard of behavior expected at IHG for children preschool age and above is first time obedience. If your child is not trained to this standard, please talk with an IHG Board member to determine if IHG is the best opportunity for your child.
9. No children are allowed in classrooms or classes they are not registered for. No student visitors are allowed in IHG classes; this includes siblings or relatives of students. This also includes babies in the nursery. Babies and toddlers in the nursery MUST be enrolled. If you have other children attending public or private school, they are not allowed at IHG on their days off from school. We cannot have children at IHG who are not registered members of IHG. Alumni and previous students of IHG are welcome to visit during lunch.
10. We ask that families respect the courtship standard regarding boy/girl relationships, which does not consider casual dating relationships as appropriate for young people who are not seeking marriage as the purpose of the relationship. This involves:
 - Demonstrating a mutual respect for one another as brothers and sisters in Christ
 - Any public display of affection (except between siblings or husband and wife) is not acceptable at co-op. Students of the opposite sex are never permitted to be alone together during the co-op day.
11. Do not send your child to class during the contagious stages of an illness or lice infestation. All those attending co-op will follow any health-related guidelines set forth by Fellowship Bible Church.
12. Parents, especially those responsible for a TA position, must not socialize in classrooms.
13. Parents will be contacted if a disciplinary problem arises with their child. Parents are responsible for their children's actions and behaviors and will be asked to implement a plan (contract if necessary) with the Board to bring their child to acceptable behavior standards. If such behaviors continue, a child or family might lose their privileges at IHG.
14. If it becomes necessary for your child to drop out of a class, you are required to pay the Teacher Honorarium through the current quarter. All class changes must be requested using on the Add/Drop form found online. After our third week of co-op, class changes can only occur if the student is moving between a class and Study Hall. Changes must go through the Board and the request necessitates one week to be recorded.
15. All parents are responsible to enforce IHG rules for all students. All IHG families must agree to abide by the rules set for our group by the host church and the IHG Board.
16. Read the weekly update, designated communication methods and check your mailbox when you first arrive on Friday and again before you leave.
17. It is your responsibility to read and understand all emergency procedures as set forth in the IHG handbook and to discuss these procedures with your children.
18. All suspicious behavior by known or unknown persons should be reported to the Board immediately.