

Seattle Christian Homeschool Co-op

Registration Contract 2022-2023

Parent Expectations

Seattle Christian Homeschool Co-op (the "co-op") meets on Fridays at City Calvary Chapel, located at **15211 15th NE, Shoreline, WA** (the "co-op premises"). All parents are required to contribute to the co-op's operation in these ways:

- Fulfill either one lead teaching position for the year or 2 hours of a non-teaching position. All non-teaching jobs will be assigned by the co-op director.
- Co-op members are expected to help clean the facility on a rotating basis each Friday. Mrs. Clean coordinates the weekly cleaning efforts to keep City Calvary Chapel in good shape. If you are unable to clean on your assigned day, you will need to make arrangements by trading with another family, hiring a teenager, etc...If you "no show", it places an additional burden on the other families who are scheduled to clean. In an emergency situation, such as if you wake Friday morning with a sick family member, please call Mrs. Clean before 10 a.m. You will then be rescheduled to clean on another date. If you fail to contact Mrs. Clean and are a "no show" for your cleaning job, you will be rescheduled to clean on another date *and* will be assessed a late fee that will go into the co-op enrichment fund. **If you withdraw from co-op after September 1, 2022, you will still be responsible for your cleaning days.** You may return to co-op on your assigned days, or you may hire a teen to fulfill your responsibility. If you would like to request a student from the co-op "teen-clean" program to fulfill your cleaning responsibilities, you can contact Mrs. Clean for details.
- **Be present at the co-op premises while any of your children are at co-op.** In an emergency situation, you can leave the co-op premises if another parent who is at co-op agrees to be responsible for your children at co-op while you are gone. You will need to fill out a guardianship form located on the fellowship hall table.

- **All children on co-op premises are to be registered with the co-op.** Knowing who is at co-op and where they are on the premises is important for many reasons, including regular class attendance and emergency/disaster head counts. If an emergency situation arises where you will be caring for someone else's child, who is not registered with-in the co-op and you need to bring them to co-op on Friday, please notify the co-op secretary ASAP. Visiting children may only attend classes when the teacher has given prior approval.
- **All families** will have a brief orientation time at a time to be determined in the fall.
- **New families** must complete and return a background check form for any adult who you anticipate covering your responsibilities at co-op.
- **Attend mandatory Chapel** each Friday in the CCC sanctuary. First and foremost as a Christian co-op we believe that it's important to worship together as a community in Christ. Chapel is from 11:15am-11:45am.

Student Expectations

Students are expected to contribute to the co-op's operation in these ways:

- Agree to the Star Student Code of Conduct. Please review the Code of Conduct with your children. Please sign and also have your children sign the attached agreement.
- Attend Mandatory Chapel each Friday in the CCC sanctuary. First and foremost as a Christian co-op we believe that it's important to worship together as a community in Christ, and students should be part of that time. Chapel is from 11:15am-11:45am.
- When your family is scheduled to clean the church after co-op, your children are encouraged to help assist you in the cleaning. If they can't physically clean, they should stay outside on the playground, quietly with you, or you'll need to arrange for other supervision during this time. This will eliminate the need for re-cleaning classrooms, bathrooms, and public use areas.

Students with Special Needs

- Seattle Christian Homeschool Co-op is not equipped to accommodate students with special needs, for the following reasons:
- Teachers are primarily parents who teach in their special areas of interest, education, or expertise, but most of whom are not trained as professional teachers.

- Because classes meet for 50 minutes once a week, there is no extra time to spend with an individual student who regularly needs extra help and/or an IEP (individualized education plan).

In some instances, students with special needs are capable of participating in a co-op class. If you feel like your special needs student is capable of adhering to the STARS code of conduct and with classroom participation expectations, then your child can be evaluated, in the classroom setting by the teacher. You may be required to sit in the classroom with your student during class or the teacher may approve your student to participate in class without your supervision. Parents are encouraged to be in close contact with the teacher, class assistant, and their Age Group Coordinator.

SCHC defines "special needs" as a person with a physical or mental impairment, which can include, but not limited to physical disabilities, mental disorders or children who become easily emotionally compromised.

If your student has a special need that teachers should be aware of, please notify your Age Group Coordinator.

Calendar

The 2022-2023 co-op calendar is as follows:

- Registration for currently enrolled families: April 25-28, 2022
- Registration for new families: April 29, 2022
- Last day to register before summer break: May 27, 2022
- Registration between May 28 – September 1, 2022 is by arrangement only
- Registration reopens September 1, 2022
- Registration Closes September 24, 2022

Class/Semester Breakdown(all grades):

- Semester One (15 weeks): September 16, 2022 – January 20, 2023
- Semester Two (15 weeks): January 27, 2023 – May 19, 2023
- Student Showcase May 22, 2023
- No Classes November 25, 2022 for Thanksgiving Break
- No Classes December 16, 23, and 30, 2022 for Christmas Break
- No Classes February 17, 2023 Mid-Winter Break
- No Classes April 17, 2023 Good Friday

Registration Instructions

Go to www.seattlechristianhomeschool.org, then click on "classes and registration" tab and follow prompts to registration instructions. New families can also request membership through the 'join' link in the upper right corner of the webpage.

NOTE: You will not be able to register for classes if you do not have a current membership on our website.

Registration Fee

You will need to pay the following fees: a \$50 non-refundable annual membership fee per family. Please make checks (payable to City Calvary Chapel), or you may pay online with a credit card (2% processing fee applies).

Supply Fees

Most classes have a yearly supply cost collected by May 13, 2022 or within 1 week of registering, whichever is later. If your teacher is collecting supply fees through PayPal, please submit your supply fees online. Even if you don't have a PayPal account, you can still use a credit or debit card. Classes taught by Hingdi Brown, Karen Contreras, Christina Howell, Lauren Pineda, and Tami White are collecting supply fees through the co-op Treasurer. For the classes that collecting cash supply fees, please write a check (or cashiers check/money order but no cash) made out in the teachers name for your supply fees. Bring the checks to give to the Treasurer, Lauren Pineda, at co-op on April 29th, or May 6th, If you enroll later in the year please contact Lauren via email (laurenpineda2007@gmail.com) to arrange for you to drop off your supply fee checks at her home in North Seattle.

Courses with annual supply costs of \$100 or more will have two payments (one due at registration and one in January). Specific supply information for each class is available in the

Course Descriptions. If supply costs are a financial burden to a family, a family may request scholarship money or request to have the supply fees split into two installments. Supply purchases are due at the following times:

* Single purchase classes and Semester 1 of two purchase classes: due on or before May 13, 2022 or within one week of completing registration whichever is later.

*For families purchasing supplies in two installments, the Semester 2 installment for supplies is due by January 27, 2023

Supply Purchases must be current for students to attend class.

Supply costs are not refundable. Any family who fails to promptly purchase their supplies by scheduled supply purchase dates will risk your child losing his/her place in class and not being able to attend class until your supplies are purchased.

Class Add/Drop Procedures and Schedule

Below are important dates for the peak season of registration and fall orientation. Christina Howell (Registrar) will be available to assist you with registration changes. Please be sure to complete the Class Change Form (available online) for dropped or added classes and be ready to purchase your supplies within one week of adding a class.

Registration inquiries are welcomed via phone or email. New families who wish to register will need to contact the registrar at infoatschc@gmail.com to get the necessary information for registration.

April 29, 2022 – May 27, 2022: Changes or new families who wish to enroll can do so by emailing the registrar at infoatschc@gmail.com

May 28, 2022 - August 31, 2022: Changes and new family registration available on a limited basis by arrangement.

September 1, 2022: Registration reopens for changes and additional new families. Contact the registrar at infoatschc@gmail.com.

September 24, 2022: Registration closes for currently enrolled students: If you have a situation arise after September 24, where you need to drop a class for your child(ren), please contact the registrar.

Registering/Adding Classes Mid-Year

New families will be allowed to register for classes during the school year as arranged with the Registrar. Paperwork needs to be finished and supplies purchased by the start of the respective term. Currently enrolled students are allowed to add a class during a free block. Students currently enrolled in a class may drop a class, but not switch a to a new class once registration is closed. Students may only register for classes that are designated as open to new students during the year and have open spaces in the class.

Wait Lists

If a class is full, students are put on a wait list based on order registered. As space becomes available in a class, students are offered a place in the class in waitlist order. Families will have 48 hours to decide whether to take the open spot in the class. After 48 hours, the registrar will move to the next student on the wait list. Once registration closes, the wait list is cleared.

Scholarship Fund

The co-op has a scholarship fund for families who, due to financial hardship, can't otherwise participate in the co-op. If you have any questions regarding the scholarship fund please contact the board director or registrar. You are encouraged to prayerfully consider making a donation to this fund.

Student Accountability Policy

Our desire at SCHC is to train up our children in all areas: academically, personally, and spiritually. We would like to incorporate a system of accountability in order to help them gradually learn personal responsibility for their school work and to prepare them for accountability beyond their homeschooling years. To do this, we are asking that all teachers utilize a record keeping system that is part of our website.

Of course, how much the students are accountable for depends both on the grade levels of the class and the subject matter of the class. A 3rd-5th grade art class, for example may only use the system to record attendance and class participation/compliance with the STARS program. A 6th-8th grade history class may record those things along with a Complete or Incomplete on homework. A 9th-12th grade math class, however, would want to record participation, homework, and any grades given on exams, etc. The online system is optional for K-3rd classes. While we would like all teachers to utilize the system, what and how much they expect from students are up to the teachers. Some teachers will embrace this

opportunity to provide feedback and encouragement to students, but please feel free to assign this task to your class assistant if that works best for you as the teacher.

Our goal is to help prepare the students for each progressive phase of their schooling as they grow in personal responsibility, respect for teachers and fellow students, and the desire to work as if unto the Lord.

Statement of Faith

While the co-op welcomes families of all faiths, it is, as its name implies, a Christian-based organization. As a ministry of City Calvary Chapel, we submit to the leadership of the Board of Elders. Our statement of faith is City Calvary Chapel's vision and purpose:

The sole basis for our belief comes from the Bible in its entirety. It is the inspired, inerrant word of God and is the final authority on all matters on which it bears. We believe the Bible teaches that there is one infinite and personal God who is eternally existent in three persons: the Father, the Son and the Holy Spirit.

God created mankind to have a loving relationship with Him, but we defied God by sinfully rejecting Him. As a result, each one of us needs God's saving grace to end our separation from Him. This grace comes as a result of Jesus Christ, who is both fully God and fully man, dying on the cross and rising from the dead. It was upon the cross He completely paid the price of our sinfulness and is now offering the gift of eternal life. If a person wants to receive this gift, he/she must repent of their sins and trust in Jesus Christ alone for eternal salvation.

In addition to the above statement of faith all co-op classes are taught from a young earth perspective. All co-op teachers (parents and outside volunteer based) are required to sign the Statement of Faith with their teaching contract.

Code of Conduct

Expectations for student conduct are described by the STARS program. New verses are selected before the start of each school year.

A STAR Student...

Submits to authority (focus in September, March)

Verse still to be chosen

- Looks at the teacher and other students when he or she is speaking
- Does not speak out of turn or cause distractions in classroom
- Honors the authority of teachers and adults at co-op

Tries their best (focus in October, April)

Verse still to be chosen

- Does not give up when an assignment is difficult
- Follows directions the first time they are given
- Invests time and energy into studying

Abounds in good deeds (November, May)

Verse still to be chosen

- Helps teachers and other students without being asked
- Asks, "What can I do to help?"
- Is a good example to other students of godly behavior

Respects others (December, January)

Verse still to be chosen

- Speaks with honor to and about teachers and students
- Does not participate in gossip or spreading of rumors
- Respects other's personal space and property, including the church building

Shows kindness (focus in February)

Verse still to be chosen

- Does nothing out of selfish ambition
- Considers others as better than him/herself
- Looks out for the interest of others

All teachers and assistants will demonstrate love, grace, and helpfulness to all students. However, this does not mean that inappropriate behavior will be tolerated. If a student exhibits inappropriate classroom behavior, the teacher or assistant will call their name **ONCE** and ask for their attention. If the disruptive behavior then continues, the following will happen sequentially:

1. The student will receive a verbal warning. A student may only receive **ONE** warning per class period.
2. If inappropriate behavior continues in the same class period after being warned, their parent will be asked to assist the student in class for the day or the student will be taken to their parent if he/she is teaching.
3. If it is necessary for a student's parent to be approached three times in a **year** for behavioral reasons, a counseling appointment will be scheduled that will include A church pastor or elder, the parent, and the student.
4. Two meetings, described in the third step, occurring during one **year** are grounds for dismissal from co-op.

5. Incidents involving bullying, physically harming another person or property damage will bypass the first two steps and lead immediately to the third step.

I have read the above code of conduct, reviewed it with my children and agree to abide by, and ensure that my children abide by, the outlined behavior. This is not an exhaustive list of desired behavior and co-op members should always be guided by Christ's "Golden Rule": So in everything, do to others what you would have them do to you.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Agreement

Before registration (April 19th, 2021), I will review my family information on the SCHC website and make sure it is correct and complete when I register for the 2021-2022 academic school year.

- I have read the entire registration contract.
- I have reviewed the co-op Code of Conduct with my children. We have signed in agreement to abide by it.
- I have reviewed the Student Accountability Policy.
- I understand that if any of my family members violate the rules, it will jeopardize our participation in the co-op. The co-op reserves the right to deny participation to any student or family.
- I agree to be responsible for the behavior of the children in my care.
- By signing this contract and submitting my non-refundable annual family registration fee, I establish my family's intent to register in the co-op for the 2022-2023 school year.
- I understand that I will be required to fulfill the co-op job(s) that will be assigned to me.
- In case of an accident that results in injury to one of my family members, I agree to hold harmless the co-op, its board members, and the co-op premises (City Calvary Chapel) for any damages or medical care/expenses. I further agree to pay for any item that my children or I damage or break at the co-op premises.

Parent Signature: _____ Date: _____