

# Community Life Family Co-Op

## Handbook and Policies

Community Life Family Co-op (CLFC) is a Christian, family-oriented homeschool co-op committed to learning and growing together. CLFC offers a variety of extracurricular classes. Our main goals are to offer exciting learning opportunities for our children and encourage community. We expect participating families to be committed and involved. We are not a “drop and go” co-op. **Moms (dads are welcome too) are required to be active in the teaching and helping with classes.**

### Policy #1 - Membership:

CLFC membership is open to home educating families that are currently home schooling at least one child. The oldest participating child in your family needs to be at least 5 years old by September 1<sup>st</sup>. Families that are willing to abide by the statement of faith, policies, and code of conduct of Community Life Family Co-op. We require a parent to be on site AND helping in a class every period. **Because our co-op has so many wonderful kids, we need our parents to not just show up, but get connected, stay involved, and be ready to pour in and help!**

CLFC classes are for members only and include the ability to register for CLFC classes and participate in all events held by CLFC. Members pay a yearly membership fee and a supply fee required each semester. These fees cover expenses such as:

- Funds for volunteer teachers to hold classes
- Common use supplies such as dry erase boards, dry erase markers, emergency school supplies, etc.
- Cleaning supplies for facility

Students may not be dropped off at CLFC classes without at least one parent remaining onsite. If parent must leave or cannot be present, another adult must be designated to oversee their children. Parents must notify the Leadership team of the adult designated to oversee their children. This is to ensure that we have an adult to contact immediately in case of an emergency. This is only permitted for short term events, such as parent must miss classes for a day, doctor appointment, or errand. Students may not regularly attend classes without their parent or guardian.

Visitors: Visitors are permitted to attend on occasional basis. Non-enrolled children may not attend classes or be left unattended. Students must be enrolled in each class they attend.

- Open to visitors: Outside CLFC events, such as field trips, mom’s nights, and park days
- Closed to visitors: CLFC parties and events are strictly members only.

## **Policy # 2 – Supervision of your children:**

For safety reasons and out of respect for the church facility, every child must be in a classroom, with a teacher, or with their parent while at Hope Church. We believe it a privilege to be allowed to hold our classes at Hope Church, and it is important to protect the safety rules of their office staff. Please do not allow your children to go to their classrooms until 5 minutes before class. Please escort pre-k and kindergarteners to and from classes. Older students may go to their classes, but please ask them to wait quietly in the hallway until the teacher is able to be in the room. Teachers sometimes need a few minutes to drop off a child from classes or to get into their classroom after teaching in another room. Students outside the building must be supervised by an adult.

## **Policy #3 – Facilities:**

Members and their children must treat the church and its property with respect. Our actions directly affect the facilities that we use. Please help to keep it clean by picking up trash, cleaning up after yourselves, flushing toilet after use, having food and drink only in the designated areas, etc. Students/children must not destroy or deface the church property in any way. No climbing on the chairs or tables is allowed. \*

*\*If child/student is found breaking these rules (or being destructive to the church facilities in any way), he or she will be sent to their parent for the remainder of classes that day and a meeting will be required between child, parent, church staff member and CLFC Leadership. Depending upon the damage, restitution may be required by the child/family. If a second offense occurs, it could be grounds for dismissal from the co-op program and, depending upon the damage, restitution may be required.*

We ask that you acknowledge that participation in CLFC activities may involve inherent risk of physical injury or illness. Because the church has let us use their facilities, we ask that you agree not to hold Hope Church or any staff, member, or volunteer responsible for any physical or mental injury or illness and that you will assume all responsibility for risk in activities of CLFC that you participate in.

## **Policy # 4 – Class times / inclement weather:**

We meet for a Fall and Spring semester. Each semester last for 10 weeks. The Fall semester starts in September and ends in November. The Spring semester starts in February and ends in April. Exact dates are posted on our calendar. There is one week off in the Spring semester for Spring Break in March. We currently meet on Tuesdays from 9am to 1pm. We meet at the Hope

Church located at 2125 N. Nolan River Rd, Cleburne, Texas. Class scheduling is subject to changes by the Leadership team on an semester-by-semester basis.

In order that teachers can prepare for their class, please do not enter the building until 10 minutes prior to the first class of the day. Please do not allow your students to go to class until 5 minutes before class is to begin. Please use the restroom before class begins. Preschool & kindergarten parents should escort students to and from classes.

CLFC will follow CISD closings in bad weather. If the weather changes during classes, the Leadership Team will be responsible to make the call to close early.

### **Policy # 5 – CLFC Classes:**

Students are expected to be on time to their classes and have all required materials with them. Because we, as parents, are responsible for our children's home school education, we need to be sure our children have their materials for the day.

There may be circumstances when a class is not a good fit for the student. CLFC Leadership team will work with the teachers to help the child succeed in the class, however there may be times when the student will be asked not to re-enroll for a class that is not well suited to his/her abilities or learning style.

Registration status: Tier determines order of registration.

- First to register: Board
- Next to register: Family
- Final registration tier: New Family
  - After one semester: New Family is changed to Family

### **Class Absence Policy:**

It is difficult on teachers and other members when families are frequently absent. CLFC will enforce the following absence policy:

- If a family (parent service position and/or student) misses four or more class days in one semester, that family will be moved to the next tier down for the subsequent semester.
- If a family no-shows (no call/text) more than once without contacting the Leadership Team prior to the absence, they will be dropped to the next tier for the subsequent semester.
  - Example of tier change:
    - Board / Teacher would change to Family
    - Family would change to New Family

- New Family will remain New Family
- CLFC understands extenuating circumstances; some exceptions may apply, at the discretion of the leadership team.

### **Policy # 6 – Character and Conduct:**

Although CLFC families are all Christians, we are still diverse families from different backgrounds with different ways of thinking. We want to encourage all of us to get to know each other and to hopefully form friendships among our members. We need to always be respectful of each family and member. If a problem should arise with another member, teacher, or leadership member, it is **STRONGLY** recommended that the Matthew 18 principle is followed. (Go to the one who has offended you in love and try to reconcile.)

Gossip will not be tolerated. As brothers and sisters in Christ, we are to encourage one another to love and good deeds. (“Let no unwholesome word proceed out of your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear.” Ephesians 4:29) In whatsoever you do, do it in the name of the Lord (Colossians 3:23).

### **Policy # 7 – Cancellations / Transfers / Refunds / Returned checks:**

Payments to CLFC:

1. Membership fees are non-refundable. Website fees are charged by our website administrator, per family, therefore membership fees are due up front each year, by August 25th. Members who have not paid their membership fee by the due date each year will have their log-in disabled, pending receipt of payment.
2. Supply Fees are nonrefundable at noon on the day of orientation night. These are due each semester from families who register one or more students in CLFC. Please remit payment for these fees to be permitted to process your class registration. No registration portals will be opened on the same day the payment is received.
3. \*Returned check policy: the amount of the check plus all bank fees will be required. Payable in cash or money order only, or remit payment via PayPal online. *Note – teachers will have their own returned check policies that are separate from fees charged by CLFC.*
4. Membership and supply fees are billed in full; fees cannot be pro-rated.

### **Policy # 8 – Class / event ages:**

All our activities are based upon age by September 1st for the fall semester, and January 1st, for the spring semester. Please note that this is a FIRM policy for children younger than the listed age on the class. If you enroll your child in a class and they are younger than the listed age of the class, you are at risk of losing the spot of a class that is the appropriate age for your child.

Your adherence to the age policies is appreciated; we understand that some children turn the next age very shortly after the cut-off date, however there are always multiple children that fall in this group. Class ages may vary, and with exception of middle and high school, we encourage teachers to keep the age span to 5 years or less. Current class ages are: ■ Babies & Toddlers ■ 3 years old ■ 4 years old ■ 5-7 years old ■ 8-11 years old ■ 12+ years old

### **Policy # 9 – Illnesses:**

Please be considerate of others regarding illnesses; please keep your child home with the following conditions and either find a replacement for the services you provide, if it is a class day, or contact the Leadership Team for assistance in obtaining a replacement.

Criteria for excluding from class or other CLFC events:

1. The illness prevents the child from participating comfortably in activities, including outdoor play
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the activities
  - a. Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness
  - b. Rectal temperature of above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness
  - c. Armpit temperature of above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness
  - d. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill
  - e. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious
  - f. The presence of lice, or an oozing or weeping sore that cannot be contained by a bandage

## **CLFC STUDENT POLICIES AND DRESS CODE:**

Please go over these policies and reminders with your children before each new semester begins. Please note that these rules are created for the enjoyment, safety, and respect of our families that attend, as well as for church members conducting activities and business in the building and daycare children and employees. Our behavior should always be above reproach to always glorify God through our actions.

### **Classroom and CLFC activities - Student Policies:**

All CLFC groups and activities, unless otherwise noted, are reserved for CLFC members only.

1. Show respect in you class by:
  - Not being disruptive
  - Paying attention and doing your best
  - Listening and following the directions of you teachers
  - Not leaving the class unless you have permission
  - No cell phones, iPod, headphones, gaming devices, etc. unless authorized by the teacher during classes.
2. Show respect to others by:
  - Speaking kindly to other students and teachers
  - Not whining or complaining
  - Not verbally or physically bullying other students.
  - Do not invade the personal space and property of others
3. Show respect to our facility by:
  - Staying off the stage and not touching sound equipment or musical instruments
  - Not having food or drink outside of the designated areas
  - Not running, yelling, or being wild inside the building
  - Being in the rooms and areas you are supposed to be for your classes
  - Cleaning up after yourself
  - Not throwing trash inside or outside
4. Respect the boundaries outside:
  - Do not go in front of the church or into the parking lot without your parents
  - Stay in the playground area of the church unless with a teacher or parent

\*If a student is disruptive in class or at a CLFC activity, they will be given one verbal warning. If there is a second offense, they will be sent to spend the remainder of that class or activity with their parent.

**CLFC Dress Code:**

NO low-cut, tube, halter, backless, or spaghetti strap tops. Shirts must be long enough to cover stomach and back, even when raising arms.

NO short skirts, dresses, or shorts. They must cover the bottom when bending over and the bottom of the shorts/skirt must reach at least fingertips when arms are held down by side.

Undergarments must not show.

One-piece swim suits are required or a t-shirt must be worn over other suits.

NO offensive, rude, alcohol or drug related sayings or pictures on clothing.

NO gang-related apparel or chains worn on clothing.

PANTS must fit and be worn up around the waist.

\*Event or activity leaders reserve the right to make determinations concerning dress code violations and may restrict involvement of the student. Your child may be asked to change into clothes that comply with the dress code, or put a cover over their clothing, or they may be required to leave the event. Clothing shouldn't be a distraction to others while attending classes.

**Registration & general info:**

- Returning families should register prior to the first day of class. We encourage all families to register prior to the first day of classes. Please be understanding that if you arrive on the first day of classes to register, there may be limited team members available to complete registrations, and you may experience delays. The first day of classes tends to be very busy!
- Families that enroll as members and pay the annual membership fee will be classified as returning families for registration during the following year, if they were members for one or both semesters of the previous school year. Families that were not a member for any part of the previous school year just completed, will be classified as a new family for registration purposes. The CLFC year runs from June 1 – May 31, every calendar year.
- We ask that all families complete a minimum of one semester before applying to be a lead teacher at CLFC.
- All lead teachers must have their classes approved by the board and submit a budget for the semester. Each class will have a co-teacher and possibly other helping teachers assigned in case the lead teacher has to be absent. Lead teachers are responsible for planning a class that will meet each co-op day for the entire 10 week semester. Class information pages must be completed by the lead teacher giving an overview of the class, what age group it is intended for, materials needed, and any other pertinent

information and submitted to the board by the date specified before the semester begins.

### **Building & halls:**

- Your children are your responsibility. Please be aware of where your children are and how they are conducting themselves anytime they are not in class. Be sure they wait in the hall until the teacher or helper arrives in the class.
- Treat the building with respect. Please keep the halls and classrooms neat and remove any trash or personal belongings before you leave the area.

### **Food & drink policies:**

- Please limit drinks, other than water, in classrooms. Students may only take water to classrooms.
- Please empty liquids into sink or fountain before disposing of drink containers.
- Please enjoy snacks in the designated areas.
- Snacks permitted in classes, only when part of class activity.

### **Restroom:**

- Try to have your child use the restroom prior to class time to eliminate distractions during class.
- Keep restrooms clean: toilets flushed, pick up trash, wipe counter of splashed water or spilled soap after hand washing, and notify the Leadership team if toilet needs plunging or other attention. Library:

### **Photography/Video:**

- While participating in events sponsored by CLFC, it is possible that photographs or videos may be taken of attendees. In order to protect the privacy of our members, it is the policy of this group that any image taken at a CLFC event, containing persons other than your immediate family, may only be used for the express purpose of personal viewing, CLFC yearbook, or CLFC website. Members may not use the images for social media (Facebook or other online sites), publishing, or email distribution without the express consent of all persons represented in the image.

Thank you for doing your part to help Community Life Family Co-op function smoothly. Please also remember each CLFC family in your prayers. Pray for love, kindness, unity, and respect to be on our hearts, minds and mouths. Pray for the leaders, our teachers and all the families that make CLFC a part of the education of their children. What a blessing it is to be able to home school our kids and to be able to fellowship with one another on a weekly basis!

Please let the Leadership Team know if there is ANYTHING you are concerned about, now or anytime throughout the semester. Serving others is serving God; we are here to serve.



## Community Life Family Co-op Statement of Faith

Members of Community Life Family Co-op do not necessarily need to personally agree with this statement but need to be aware that these are the beliefs of our Co-Op Leadership and some classes may reflect these beliefs.

- The one true God who lives eternally in three persons - the Father, the Son, and the Holy Spirit.
- The love, grace, and sovereignty of God in creating, sustaining, ruling, redeeming, and judging the world.
- The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God - fully trustworthy for faith and conduct.
- The dignity of all people made male and female in God's image to love, be holy, and care for creation, yet corrupted by sin, which incurs divine wrath and judgment.
- The incarnation of God's eternal Son, the Lord Jesus Christ - born of the Virgin Mary, truly divine and truly human, yet without sin.
- The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin, and defeating evil so reconciling us with God.
- The bodily resurrection of Christ, the first fruits of our resurrection: his ascension to the Father, and his reign and mention as the only Savior of the world.
- The justification of sinners solely by the grace of God through faith in Christ.
- The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
- The Church, the body of Christ both local and universal, the priesthood of all believers - given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
- The personal and visible return of Jesus Christ to fulfill the purposes of God, who will raise all people to judgment, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

(The Evangelical Alliance Basis of Faith, 2005 revision)

I have read a copy of the CLFC Policies and Handbook, I agree with the CLFC Statement of Faith, and will abide and make certain that my family and children abide by all these policies.

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Signature of Parent(s)

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Date