

Eagle's Nest Christian Home Educators' Association

---

# Voyagers

---

Co-op Guidelines

2008—2009



## The Vision

The Voyagers Co-op is part of the Eagle's Nest Christian Home Educators' Association. All members of the co-op must first be members of the Association. The Voyagers Co-op classes were created to enrich the education of school-age children by offering classes better taught in a group setting or areas requiring more expertise than every parent might possess. It was thought that if we could pool our resources, our children's education would be greatly enriched.

## How does it work?

We meet weekly on Thursday afternoons from 12:15—3:30 p.m. for two 10-week semesters. The children are divided into different age groups and subjects appropriate for each age group are offered. Classes/subjects are set up on the semester system and children may sign up for their preferred classes. We all have something to give. Each parent can teach something that would enrich our children's education. Every parent is required to work every week by teaching a class or assisting within the classes. Every parent is also required to be on call to help during any time they are not teaching or assisting. Thus, the name co-op. The Voyagers Co-op can be as great as we make it or as mediocre as we allow.

## Requirements

100% parental involvement is REQUIRED with all parents teaching and/or assisting at every meeting. The oldest child must be in at least Kindergarten. There will be absolutely NO drop offs. This includes sending a student to co-op with another parent. There will be a MANDATORY co-op orientation at the beginning of each school year.

## Family Commitment

We all depend upon one another to make the Voyagers Co-op work smoothly. When people fail to fulfill their commitment and are absent, gaps are left in the program. Since families are turned away when classes are full, you must accept the responsibility for your place in the program. Therefore, any person missing three or more classes will be dropped from the program. Exceptions will be made for extended illness and family emergencies only.

## Staff

Director: Susan Dell 770-254-0913 dellsusan@charter.net

Co-Director: Robin Clary 770-252-1602 robin@clarydesigns.com

Treasurer: Kelley Mansfield 770-252-3395 manclan4@charter.net

Crossroads Liaison: Elise Kilgore 770-463-8848 kkilgore@numail.org

Sub Coordinator: Cynthia Kinney 770-683-6683 cynthia.kinney@gmail.com

New Member Assimilation: Alicia Strickland 678-423-7869 LHSAMS@peoplepc.com

Babies-PK Coordinator: Kelly Myers 770-254-1430 kelly@theredbookcase.com

K/1st Coordinator: Sandra Masters 770-253-4576 sandramasters@joimail.com

2nd/3rd Coordinator: Sondra Gaddy 770-599-6912 srgaddy@pkfamily.com

4th/5th Coordinator: Cindy Neal 678-423-4422 mitchandcindy@yahoo.com

6th-8th Coordinator: Bethany Johnson 770-251-8557 aquiverfull5@yahoo.com

## Teachers

Moms who are teaching a class will teach one hour and get a one hour break. Other duties may be assigned to teachers. In the event you are unable to attend a co-op meeting, it is your responsibility to get the materials to your assistant and call Cynthia Kinney. Teachers will be required to keep students in their classroom the entire class period.

## Assistants

If you are not teaching, you will be assigned an assistant position. Other duties may also be assigned to assistants. If you are only scheduled to assist in one class, you will be listed as a substitute for the hour that you are not working. You are required to sub unless you are already substituting for another teacher or if you and/or your children are ill and unable to attend class. You are not guaranteed a break time. In the event the teacher you are assisting is unable to be at a meeting, you will sub for your teacher and a sub will be called to take your place. If you must be absent, it is your responsibility to contact Cynthia Kinney.

## Child Participation

The Voyagers Co-op was designed to be a 2 hour / 2 class program. In order to function in an orderly manner, children must participate in the complete program both hours. Every child 8th grade and younger must be in a class each hour. If you have a child in 9th grade or older that will be accompanying you to co-op, they must be either assisting in a class or in a class themselves. No children are to be left unsupervised during co-op time.

## Classes

The following age groups are general and may be adjusted as needed:

Infants: birth to crawling

Toddlers: walking to 2 years old

PK3/PK4: Ages 3 & 4

K/1st grade: Ages 5 & 6

2nd/3rd grade: Ages 7 & 8

4th/5th grade: Ages 9 & 10

6th—8th grade: Ages 11-13

The cut-off date for all age groups is September 1st. Children will be placed according to their age. For example.. Your 8 year old is studying in the 5th grade at home, he/she will still be placed in the class according to his/her age—2nd/3rd grade. Classes will vary according to the demand and member volunteer teachers. The more volunteers we have willing to teach, the more varied class choices we can offer.

In order to provide the best possible environment for our children, we have limited the total number of families in co-op. Once the limit has been reached, no additional families will be accepted. Families desiring to be involved in the Voyagers Co-op may have their name put on the waiting list. As spaces become available, those on the waiting list will be contacted.

## Class Schedule

12:15-12:30	Arrive and prepare for assembly
12:30-1:00	Assembly in Sanctuary
1:05-2:00	1st hour classes
2:05-3:00	2nd hour classes
3:00-3:30	Clean-up

Nursery through PK children will remain in their classroom both hours and all teachers will transition to them. All other children will remain in their classroom until the end of the class period and will then transition to their next class.

## Absences

Teachers: If you need to be absent, contact your assistant and arrange for her to teach your class AND contact Cynthia Kinney at 770-683-6683.

Assistants: If you need to be absent, contact your teacher to let her know you will be absent AND contact Cynthia Kinney at 770-683-6683.

## Assembly

Assembly in the Sanctuary is mandatory (every week) for all moms and children participating in co-op. Be early so we can begin opening assembly at 12:30.

## Adult Break Room

An adult snack room is available for teachers and assistants to use during their breaks. Everyone will be assigned a day to bring snacks and a 12 pack of sodas during each 10 week semester.

## After Co-op Childcare

1st grade and under will remain in their classroom and need to be picked up. 2nd and 3rd graders will be taken to room 109 to be picked up. 4th and 5th graders will be taken to room 110 to be picked up. 1st hour teachers will be assigned to do after co-op childcare approximately 3 times a semester. 2nd hour teachers need to pick up their children then return to

## Behavior

Children are expected to be on their best behavior while at Co-op. Children will be expected to:

- Be on time (or early) for classes.
- Use correct and polite language.
- Follow the teacher's rules and directions the first time and without argument.
- Be in the appropriate area at all times. No roaming or running is allowed!
- Stay out of the main lobby at all times, even just to "pass through."
- Remain with their class unless they obtain permission from their teacher to leave.
- Eat only during appropriate times and in appropriate places.
- Treat others with Christ-like kindness.
- Clean up after themselves. Do not leave anything in the sanctuary, please!
- Not chew gum while at co-op.
- Have no weapons

If there is a problem:

1. The child will be spoken to, with respect, by the teacher or another authority. The problem will be explained and a request will be made for the behavior not to be repeated. Teachers may not physically discipline a child.
2. If the problem continues, the parent will be notified.
3. If the problem still continues, the parent will be asked to take the child out of the co-op program and off campus for the day.
4. If a parent is contacted twice to remove a child, the child will not be allowed to participate in the remaining semester.

## Dress

Please remember we are in a church and school environment. Dress conservatively.

## Church Policies

We have been blessed to be able to use the facilities of Crossroads Baptist Church for Voyagers Co-op as well as many other homeschool functions. A condition of our use is that we follow all of the following policies:

-All members of the co-op, including adults, will remain out of the main lobby. If you need to move throughout the building, you must avoid passing through the lobby for any reason whatsoever.

-Children will remain supervised at all times.

-No animals are to be brought into the church facility except for class purposes only. Susan Dell must be notified at least one week prior to the date of needing to bring the animal. This rule will be strictly enforced!

-All classes and bathrooms must be cleaned, including floors swept and trash removed after class.

Failure to abide by these rules could not only result in the loss of the privilege of using the facilities, but damage the credibility of Eagle's Nest. Therefore, any member of the co-op that continues to disrespect these policies will be asked to leave the co-op, rather than risking the program for all involved. As a rule of thumb, it is the policy of any EN function to always leave an area that we have been blessed to use, in better condition than when we found it. Please keep this in mind while attending co-op.

## E-Mail

Voyagers will be using e-mail to communicate with members. If you are unable to receive e-mail and check it on a regular basis, please let Susan Dell know so that other arrangements can be made.

## **Illness & Injury**

Help us to make all co-op functions healthy environments by not bringing your child if he/she has had any of the following symptoms within the last 24 hours: fever, diarrhea, vomiting, severe runny nose, persistent cough, or any symptom which could be communicable. THANK YOU for your caring and concern! A first aid kit will be available for minor injuries. In the event of serious injury, parents will be contacted immediately.

## **Personal Belongings**

Label everything that you bring to co-op in order to insure that any misplaced items can be returned to their owner. Children are asked to not bring anything to co-op that is not appropriate for their classes or which could be distracting to the class (i.e., playing cards, headsets, toys, etc.). Lost & Found will be near the adult snack room in a large tub. Items will only be held until the end of the semester. After that time, they will be donated to a local charity.

## **Refunds**

There will be no refunds of the utility fee. Refunds of the class fees will only be given when a written notice is received at least two weeks prior to the beginning of the semester. After this time no refunds will be given.

## **Disclaimer**

Parents are responsible for the safety of their children while at all Eagle's Nest functions, including the co-op and all field trips. ENCHEA, Crossroads Baptist Church, and all representatives of these organizations will not accept any liability for any injuries sustained while attending a Voyagers function.