



## Village Christian Co-op Membership Agreement

1. Parents are expected to attend and participate in co-op. Teens are not allowed to attend without adult supervision. If a parent is unable to attend, please designate an adult to supervise your child(ren) using the appropriate form and get approval from the Steering Committee. ***Children four and under who are not members of co-op must remain with the adult who brings them.*** After attending for one quarter, one must take the responsibility each quarter of being a teacher, an assistant teacher or a helper. We are a healthy co-op only when all participate in a positive way!
2. If you are unable to attend co-op because of sickness or family emergency, contact the Scheduling Coordinator as soon as possible and no later than 9:00 a.m. on Tuesday. If a member fails to contact the Scheduling Coordinator two times in one co-op year, that member will be contacted by the Scheduling Coordinator. If that member does not contact the Scheduling Coordinator for a third time, it is assumed that the member no longer wishes to be a part of co-op and loss of co-op membership will result without refund. If any registered family member is missing co-op for reasons other than illness, please notify the Scheduling Coordinator.
3. Anyone with fever, vomiting or diarrhea within the previous 48 hours in their household should remain home. Please use discretion before attending with any other potentially contagious illnesses.
4. In case of cancellation due to inclement weather or other reasons (i.e. excessive call-offs, etc.) we will post a message in our private Facebook announcement group. You may also be contacted via phone or text by a member of the Steering Committee.
5. Please arrive at co-op by 10:15 a.m. as we will start promptly at 10:30 a.m. As you arrive, sign in and pick up your name badge at the check-in table. Please be seated in the large room for opening session and important announcements for that day or upcoming weeks.
6. Lunch will be eaten in the large group room in the basement. All food is to be kept in that area and families must clean up after themselves when they finish. Children are to stay in the large room; they cannot wander throughout the building. Ten minutes before the finish of lunch break, we will all clean up the lunch area together. Second-hour classes will start promptly at 12:30 p.m.
7. End of the day dismissal is as follows: Teachers will dismiss the classes, at which time the older students will find their parent(s). Children under the age of 7 will not be released from their classrooms to anyone under the age of twelve. Please do not allow children under the age of twelve to leave the building without a parent. At all times, children of all ages should be properly supervised; all adults should naturally help with this supervision.
8. All adults in attendance must wear a name badge which includes his/her name as well as the name(s) of his/her child(ren). Guests must wear a "guest" name badge that is obtained from the check-in table. Parents must remain in the building while their children are participating in co-op.
9. Participants in co-op are to dress modestly. The dress code for all co-op functions is as follows: no bare midriff, no exposed undergarments, no tight-fitting clothing, no short skirts or shorts (bottom of garment must reach beyond fingertips). Designs or slogans on clothing must be in good taste. Any co-op member violating the dress code may be given a large T-shirt to wear for the day. Heelies are not permitted.

10. No weapons of any kind (including pocket knives) are permitted on the premises. **No electronic devices are to be used during class time by anyone but adults.** This includes the iPod, iPad, headphones and smart phones. Devices are to be left with a parent or may be collected by a teacher during class.

11. The discipline policy is as follows: The adult helpers in the classrooms are responsible for keeping order as the teacher instructs. If a child is disruptive, the adult helper will gain the child's attention by putting a hand gently on his shoulder or administering a quiet verbal warning. If the disruption continues, the helper or teacher should separate the child to another seat or area of the classroom. Further disruption will cause the child to be removed from the class and taken to his/her parent. Discipline concerns should always be discussed with the parent as soon as reasonable. These discussions are to remain private between the parent and the teacher or adult helper. Incident forms are available for discipline concerns and other issues that may occur in co-op; please see the Group Liaison.

12. As demonstrative dating relationships are discouraged while on co-op premises or during any co-op related activities, please have children refrain from public displays of affection, verbal and non-verbal, with the opposite sex.

13. When conflict arises within the co-op, the Steering Committee follows the principles found in Matthew 18. If someone is offended, he can approach the "offender" or enlist the help of the Group Liaison to act on his behalf. If there is no resolution with the "offender," a small group from Steering Committee will discuss the issue with the "offender." If there is still no resolution, the person involved will be asked to appear before the whole Steering Committee. If the Steering Committee concludes that there can be no resolution, then that person will be asked to terminate their co-op membership. Besides resolution, our goal when dealing with conflict is to follow Jesus's teachings, and to do so with the love, truth and gentleness that He exemplifies.

14. Co-op charges an annual family fee of \$40, due at registration, plus \$75 per class-age child (3+) and \$25 per nursery-age child (0-2). This fee covers such expenses as end-of-quarter snacks, class fees for all three sessions, administrative printing costs, special events, costs associated with the annual Family Night event, insurance and supplies. Some extra fees may occur if a class requires a higher fee for supplies or if a special event is planned that is outside of the budget allowance. Participation in these classes or events is voluntary. The co-op fee is payable in one or two installments, the first of which is due at registration with the balance payable the first week of winter session.

15. Teachers will be reimbursed up to \$5 per child when receipts are turned in to the treasurer by the last week of the quarter. See the treasurer for any special arrangements.

16. A 25% discount is offered to all members of the Steering Committee.

17. Placement of children into classes is determined by age: the child must fit the age of the class by the beginning of the co-op session. A child may attend other age-specified classes if his/her parent is a teacher, assistant teacher or helper in that class, or if the teacher agrees to the special arrangement. After the session begins, children may not attend another class. If there is a special circumstance, please contact the Group Liaison for resolution.

18. We will post ads for people outside the co-op (such as outside classes, tutors, etc.), but we will not endorse them. Calls regarding outside ads should be directed to the Group Liaison. Sales of goods by members of the co-op are limited to fundraisers for groups or causes such as Girl Scouts or relief

efforts. Services or classes offered by co-op members may also be posted on the bulletin board. However, all fundraising and selling ads must be approved by the Steering Committee before they may be presented or posted.

19. There is a co-op lending library where materials may be donated and/or checked out. While there is no late fee policy, we ask that you limit the time that you keep checked out materials to three weeks or by special arrangement with the librarian.

20. **Please read Facebook announcements from our group.** It is our primary source of communication, and you may miss important information if you don't check our announcement page! We also encourage you to use our webpage as a support and informational network. Please remember one's tone and intentions are easily misinterpreted in posts and comments sent to large groups. Members may not know every other member well and many opinions abound. Please approach the writing of posts and comments thoughtfully and with respect.

## Steering Committee

### PHILOSOPHY BEHIND STEERING COMMITTEE (SC) STRUCTURE:

We are a SC-led co-op, which reflects this group. We are a collective of people joined together for one purpose and everyone must contribute to the whole. SC leadership helps ensure that not one person is burdened with the responsibility of running the co-op, nor is one person allowed the power to make sweeping decisions for the group. In this SC leadership, members hold various positions which oversee a specific area of the co-op and jointly make decisions and handle issues.

### REQUIREMENTS FOR SC MEMBERSHIP:

-One must attend co-op for one year before joining SC.

-One must hold at least one position to be on SC (but not more than two).

This prevents burn out, distributes responsibility, and prevents de facto leadership.

-Before committing to SC, one must understand that the SC meets regularly during the school year and summer for prayer, organizational items, and other issues. Attendance is expected at all meetings.

-Before committing, one must understand that from time to time we deal with sensitive issues and strive to do so in the most biblical way possible.

### SC POLICIES

Members of SC must read and follow job and procedure descriptions.

These job and procedure descriptions help our SC run smoothly and efficiently, while preventing one person from taking on too much.

SC members should limit the use of email and Facebook to informational purposes only. Sensitive issues and opinions are best discussed in person.

**The SC uses silent voting on issues if they are seen as controversial.**

## **Steering Committee Members**

**Events Coordinator:** Oversees and plans events that require food coordination and oversees kitchen supplies and paper products.

Missy Hoard

**Facility Liaison:** Acts as the liaison between our group and Reimer Road Baptist Church, checks the facility after co-op to make sure that everything is in order. This position must be approved by the pastor of the church.

Ashley Haley

**Field Trip Organizer:** Organizes and plans field trips and assigns them to parents to oversee.

Amy Sir Louis

**Group Announcer:** Obtains and organizes announcements to be made during opening sessions, leads announcement time, oversees information table and bulletin board, sends group communication via e-mail and Facebook, reviews the handbook with the group to make sure it is clear and understood.

Kelly Collins

**Group Liaison:** Takes general members' questions, concerns and ideas and either points them to the right person for that area of concern, presents the concern or idea to the Steering Committee, or answers the question; leads conflict resolution procedures.

Jennifer Self

**Librarian:** Organizes and oversees co-op lending library and storage room.

Chelsea Tinter

**Media Coordinator:** Creates advertising materials, announcement flyers, identification badges and programs for co-op events; maintains webpage and updates information as needed.

Amy Sir Louis

**Meeting Facilitator:** Schedules Steering Committee meetings, sets the agenda and takes notes during meetings.

Jennifer Self

**Membership Coordinator and Registrar:** Fields calls from interested people, produces class lists, obtains email addresses from members, and keeps master copies of materials pertaining to all positions and co-op.

Sherylyn Dougherty

**Safety Coordinator:** Organizes and implements procedures for security (identification, alert systems) and for possible emergency situations.

Sherylyn Dougherty

**Scheduling Coordinator:** Schedules class leaders and helpers, fields call-offs, posts schedules and sign-in sheets.

Chelsea Tinter

**Treasurer:** Collects money, oversees finances of co-op, pays printing fees to church office.

Ashley Haley, *Lead* and Missy Hoard, *Co-Signer*

**Yearbook Coordinator:** Gathers photos, sets up TreeRing information, designs layout and helps parents with ordering the yearbook.

Kelly Collins

## **Daily Schedule**

Arrival/Set-up: 10:15

Announcements: 10:30-10:45

1st Class: 10:45-11:45

Lunch: 11:45-12:30

2nd Class: 12:30-1:30

3rd Class: 1:30-2:30

Clean-up: 2:30-3:00

## **2019-20 Schedule**

**Meet & Greet Picnic: Tuesday, July 9 @ 11-2**  
Green Leaf Park, 1674 S. Medina Line Rd., Sharon Center, OH 44274

**Back to Co-op Night (Mandatory): Tuesday, September 10 @ 6:30 p.m.**  
Reimer Road Baptist Church, 1055 Reimer Rd., Wadsworth, OH 44281

**Fall Quarter: September 17 - November 5**

**Showcase: Tuesday, November 12 @ 6:30 p.m.**  
Reimer Road Baptist Church, 1055 Reimer Rd., Wadsworth, OH 44281

**Winter Quarter: January 7 – February 25**

**Bake-Off and Science Fair: Tuesday, March 3 @ 6:30 p.m.**  
Reimer Road Baptist Church, 1055 Reimer Rd., Wadsworth, OH. 44281

**Spring Break: March 10**

**Spring Quarter: March 17 - May 12**

**Easter Break: April 14**

**Last Day of Co-op: May 12**

**Family Night: May 19 @ 6:30 p.m.**  
Reimer Road Baptist Church, 1055 Reimer Rd., Wadsworth, OH 44281



## **Student Code of Conduct**

*Parents: read through these rules with your child(ren) prior to the first day of co-op.  
All children five years of age and older must review and agree.*

1. I will treat teachers, parents, other students, guests, and the facility/staff of Reimer Road Baptist Church courteously and with respect at all times. My words and actions will reflect that we are a co-op of families seeking to honor God in our daily lives.
2. I will stay in areas specifically designated for our co-op's classes and activities. I will not use areas of the church that the church has not given our co-op permission to use.
3. I understand that I must remain with an adult at all times. I will get permission from an adult before I go anywhere other than my classes.
4. I will not run or shout in the building except when appropriate, like during gym class.
5. I will come ready to learn and participate.
6. For the safety of myself and others, I will not bring dangerous toys or weapons to co-op, including knives, slingshots, and/or guns of any type.
7. I understand that I must clean up after myself by throwing away trash and gathering my personal belongings.
8. I understand that students are not allowed to have cell phones, iPods, MP3 players, handheld games, or any other type of electronic devices out during co-op. I will leave these devices with a parent during the co-op day. I understand that a teacher may hold my electronic devices until the end of class if I bring them to class.
9. I understand that my parent will be contacted if disciplinary problems arise and are not easily resolved. Recurring or serious discipline issues may result in my removal from classes, in which cases I will be taken to my parent until the problem is adequately addressed.
10. I agree to follow the dress code and dating guidelines as laid out in our co-op handbook.

Signed by: