**Kearney Homeschool Co-op (KHC)**

**General Policy and Information**

**Future Policy Changes:** In the event that the Kearney Homeschool Co-op Board modifies its General Policy and Information at any time in the future, registered Co-op members will be notified of such changes.

**Fees: Semester Fee:** $25 per student (max. $75 per family). Nursery children will also be counted as “students” for the purpose of semester fee calculations.

 **New Family Registration Fee:** Required the first semester a family signs-up for the

co-op. $15. The $15 price may increase to $25 during late registration periods.

**Class Fees:** Some classes and the nursery may require additional fees for materials. These individual class fees and nursery fees will not exceed $10 per class. Class fees will be published when the class schedule is published. Class fees will be due no later than the second week of the semester.

**Attendance Requirements and Member Participation:** You must have at least one child age 5 or older registered in the co-op, for the family to participate in the co-op. Children in classes besides the nursery class should be potty trained. No one will go into the bathroom with your child, so if your child needs help, you will be found to help them.

KHC requires participation from members in order to smoothly run each week. Therefore, each family will be allowed one unexcused absence during each semester, this will cover things such as family vacations. We understand that children and parents get sick or family emergencies occur that are unplanned, and the Board, in its discretion, may count such events as excused absences. Students and parents/volunteers are expected to attend all day (all three class hours) of KHC in order to be counted as attending. Hour 3 will no longer be an optional hour.

Realize that we have people on our waiting lists that want to get into KHC and actively participate. If the Board determines that you are missing scheduled KHC days for unexcused absences above the one per semester, then the Board may either deny you re-registering in future semesters or make you register during open enrollment instead of the member’s enrollment period for the next semester. In enrolling during open enrollment, realize you may lose your place in KHC to families that are currently waitlisted.

One parent/guardian from each family is required to help with the co-op each semester. This participation is required in order to help our co-op run efficiently. Members may participate in many different ways. The board members will do their best to place members where they desire to be placed in order to help; however, realize that the needs of the co-op will ultimately determine what role/category each member participates in when helping. The following are categories that fulfill member participation for each semester:

* **Administrative Team:** (This includes board members, and others who may be helping with the administrative and organization side of the co-op.)
* **Teachers:** Teachers will be required to submit a syllabus for their class (which will be reviewed by the Board and must be approved), outlining what will be done each week. This syllabus will be due no later than two weeks before the class schedule is to be released to all co-op members. If teachers need supplies for their classes, they need to contact the board members. It is not guaranteed that the co-op will purchase every supply/material/thing you request for your class, but the board members will take it under consideration.
* **Teacher Aides/Nursery Volunteers:** Teacher Aides will work with the teacher in the classroom to help keep the class running smoothly. The Teacher Aide will assist the teacher. In the event that the teacher is absent, it will be the expectation and duty of the TA to teach the class, and a sub TA will be found for the class.
* **Hall Monitor:** There will be 2 hall monitors scheduled per day. Hall monitors will ensure that no one is roaming the building. In addition, if a parent needs to be informed of something that is going on with their child in another room, the hall monitor may inform them. Hall monitors will also be responsible for letting classes back into the building should they leave the locked building to be outdoors on the church grounds during a class session.
* **Cleaning Crew:** The church is not charging us to use the facilities. Therefore, we want to make sure we are respectful. Teachers should clean their classrooms at the end of the day; however, we also need a cleaning crew to help clean each day. This does include helping clean classrooms, main meeting areas, and restrooms. If you do not want to teach or help in classes, you can volunteer for the cleaning crew. If we do not have anyone who wants to help clean, then families will be scheduled to clean throughout the semester. (For example, if we have ten families in the co-op, each family would be responsible for one week.) Cleaning supplies will be provided by the co-op.
* **Substitute Teachers:**  Depending on the number of people we have volunteering to teach/help in classrooms, etc. each semester, we may have people that are on our substitute list to fill in should someone become sick or need to miss class. You may also be on this list during hours when you are not fulfilling another duty.
* Board members and teachers will be allowed to enroll their children in classes prior to registration opening up to all co-op members.
* Parents/Guardians: Each parent/guardian is required to be a teacher/teacher aide/hall monitor/volunteer for a minimum of 2 classes/nursery (each week) at the start of the semester or be part of the cleaning crew or administrative team. However, classes may not all be able to run unless each parent teaches or helps for 3 classes/hours per semester.

**Classrooms and Activities**:

* Each class must have at least 2 adults present at all times with the children/students. Anyone who wants to be a volunteer, hall monitor, board member, teacher, or teacher aide is subject to a background check. A background check will be done before the person begins interacting with students and families and may be done annually.
* Photographs may be taken in classrooms in general and at school functions, per Co-op guidelines. Classroom teachers will be notified if parents opt-out of any forms of media/photograph recordings of their children in such teachers’ classrooms.
* Photos taken of children and any other co-op members that are not in one’s own family may only be posted on social media and co-op websites by co-op administrators, unless consent is given by the person in the photo or if the person is a minor, then by the minor’s parent/guardian. Such photos should not be posted on an individual member’s social media accounts or distributed in any way by individual members without express permission as described above. However, as long as within the guidelines, we do encourage fun classroom activities, co-op field trips, and co-op events to be photographed and submitted to administrators for yearbook purposes and private co-op member sites, such as any co-op website or Facebook page sections limited to co-op members only.
* We do want to celebrate milestones with the co-op members. If your child has a birthday (or half-birthday: for all those summer birthday kids that want a classroom celebration too), feel free to bring snacks for the class. Please, inform the teacher at least a week before, so that the teacher can plan accordingly. We will notify all teachers and parents of any food allergies that may be present in specific classrooms where the snacks may be brought.

**Lunch:** Students and parents may bring their own lunch. We also may be ordering from a restaurant on certain weeks, and students and parents may choose to order from there as well. A restaurant lunch schedule will be provided. There may also be a snack shack run by student volunteers 12 or older. When open, the snack shack will only take cash. Students running it will get hands-on experience in sales.

**Masks:** We are still a bit unsure what the semester will bring as far as COVID-19. We will all need to abide by the facility and county requirements as to masks. Students, teachers, and co-op members in general may always wear masks when they want to. We know there are some that will feel more comfortable with masks and others who feel more comfortable without them, therefore, if the facility and county do not require masks to be worn, it will be up to each family to decide what they are comfortable with in terms of mask wearing.

**Health:** If a parent/guardian or child is sick, please do not attend the co-op. If you are running a fever of 100.4 or otherwise sick, please stay home until you have been well for at least 24 hours. If you test positive for COVID-19, you will be required to quarantine per CDC and County guidelines before attending the co-op.

**Building Access:** On scheduled co-op meeting days, doors will open at 9:30 a.m. for teachers to get classrooms set-up. At 9:45 a.m., there will be a Morning Assembly for announcements, co-op news, etc. Hall Monitors will stay in the entry way of the building to insure only co-op members enter at this time. At 10:00 a.m. the doors to the building will be locked for the remaining portion of the co-op’s day.

**Co-op Board:** The Co-op Board when fully staffed will have at least three members. Currently, the board members are Co-Director Meredith Ritter and Co-Director Jessie Simpson, Amanda Lewis, and Sarah Walsh.

**Faith Policy:** We do not require any of our members to sign a Statement of Faith, and encourage all interested homeschool families in the area to join our co-op. However, any member that serves on the Co-op Board must be a Christian. In addition, realize that we are meeting in a church facility, and we want to be respectful of our environment. Therefore, the board will keep such things in mind when approving classes, and will not approve anything that our church facility would have issues with. We do believe the majority of our classes will simply be enrichment activities/classes with little to no Christian overtones. Realize though, that certain classes or co-op activities may have Christian elements presented in them at times: such as a Christmas play or a Christian hymn sung by a choir class.

**Schedule: Exact dates will be published by registration. (We will go off of the Kearney School District’s weather cancellations. If they cancel school due to weather conditions, we will not meet. We will potentially make up cancelled class days, but that will be announced when such issues arise.)**