



# Policies

## Who We Are

Four County Christian Home Educators (FCCHE) is a parent-led homeschool cooperative with classes for children 3 years old through high school. While we are unapologetically Christian, and leaders have all signed a statement of faith, our group is open to all homeschooling families. If you have any questions about what we are covering in class, devotions, or the leader's statement of faith form please feel free to ask as we will happily share this information with you. As a rule, we hold to the Apostle's Creed, Nicene Creed, and affirm that God made man in His image, male and female, instituting marriage as a covenant between one man and one woman as our statements of faith, and all class and devotion times will be taught through this lens:

*"I believe in God, the Father Almighty, Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord; Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate; was crucified, died, and was buried. He descended into hell. On the third day He arose again from the dead. He ascended into heaven and is seated at the right hand of God the Father Almighty, from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen."*

*-The Apostle's Creed*

*"We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy universal and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen."*

*-The Nicene Creed*

*So God created man in his own image; he created him in the image of God; he created them male and female.*

*-Genesis 1:27 CSB*

*"Haven't you read," he replied, "that he who created them in the beginning made them male and female, and he also said, 'For this reason a man will leave his father and mother and be joined to his wife, and the two will become one flesh'? So they are no longer two, but one flesh. Therefore, what God has joined together, let no one separate."*

*-Matthew 19:4-6*

## **Attendance**

By registering for co-op, we expect that attending will be a priority for your family.

### **Parent Participation**

The parent who registers **MUST** be on campus with his or her child(ren) and fulfill his or her volunteer role. If the volunteer parent cannot attend due to illness or a previously scheduled event, it is **REQUIRED** that he or she let Rebecca Peterson know ASAP\*. In the event that a parent neglects to make Rebecca aware of when he or she will be absent, the family will not be invited back to co-op the following semester.

Each registered parent will have two assigned volunteer positions each afternoon and one free period (with the exception of group leaders). Please do not leave your volunteer position unless someone is covering for you. In addition, please limit cell phone usage to only co-op related matters while in your volunteer role. While we understand that emergencies happen, we expect that your focus will primarily be on the students during class, helping to make sure they are where they belong, aiding in any activity as needed, and completing any other tasks that make co-op run smoothly.

Parents wishing to teach a class need to submit their desired class and age range to FCCHE leadership before the start of each semester. Every class will be discussed and approved by FCCHE leadership, with the understanding that all classes will be taught through the lens of the statement of faith provided on the **Who We Are** section of the policies. Those who do not follow the policy, will not be invited back.

We also ask that **EVERY** parent volunteer attends announcements at the end of the day. While we will post updates to Facebook and through Remind, our announcement time will be key to knowing what is going on and when for co-op.

*\*Teachers:* if you will be absent from co-op, please do your best to find a replacement teacher by asking your class helpers or floats. When you find your replacement or if you are unable to find someone, please let both Rebecca Peterson and Marti Font know ASAP.

### **NO Drop Off**

We do not offer a drop-off option and expect all students to have a parent in the building. We are also not allowing friends or other family members to take responsibility for children involved in co-op if the parent is unable to come. If a student is dropped off without a parent, he or she will not be allowed to attend class, his or her parent will be contacted, and the child(ren) will need to be picked up immediately.

### **Sick Policy**

If you or your family has had any contagious ailment (including, but not limited to fever, diarrhea, vomiting, lice, pink eye, hand foot mouth disease, contagious rash, etc.) in the past 24 hours, we ask that you **ALL** stay home. Please do not send siblings that seem to be healthy. Contact Rebecca Peterson right away to let us know you will not be in attendance that week.

### **Class Attendance**

When you register your child(ren) for co-op, you are registering them for all classes, devotions, and gym time provided for their age group. We are not allowing students to opt out of certain periods or only attend certain classes.

## **Building**

We are **GUESTS** of Christ Community Church (CCC) and we want to show our appreciation by taking excellent care of the building and its resources while at co-op. There are many interesting and exciting rooms at CCC, we may only be in those that have been cleared for co-op use. Out of respect for the church, building, and personal safety, refrain from using the other rooms unless you get it approved by FCCHE leadership and CCC.

## **Clean Up**

Please make an effort to clean up after yourself and remember to take home the things that you bring with you at the end of the day. Each week, a group of families will be assigned to help with clean-up. Please plan to stay approximately 30 minutes after co-op ends on your assigned week. Third period classes will need to spend the last 5 minutes wiping tables with disinfectant wipes to aid with this.

## **Lost and Found**

We will have a lost and found box for items forgotten, but all papers that are left behind will be disposed of after one week. Lost and Found container will be by the sign-in table each week. Every effort should be made to bring items home and to check Lost and Found during co-op hours, please contact Krysten Adkins if necessary during the week.

## **Safety Policies**

Doors will be locked each Monday 12:40PM so that no outside visitors may enter the building during co-op. All attendees and visitors will sign in each afternoon.

## **Bathroom**

- Only as many students as there are stalls may be in the bathroom at a time. (ex. There are 4 stalls in the ladies room, so 4 students may go in at a time to use the restroom. As students leave the restroom more can go in.)
- Group Leaders will be expected to take students aged 10 and over to the restroom during the ten minutes between classes. Please utilize this time well.
- Younger students will be taken to the restroom at the beginning of one of their classes.
- If a student needs to use the bathroom during class, he or she will be walked to the bathroom by the group leader or class assistant. The leader will wait in the hallway until the student has finished using the restroom and will then walk the student back to class. If your child is unable to use the restroom alone, the volunteer will pull you from class to take your own child to the restroom.
- No adults in the restrooms with children they are not related to during co-op.
- Please make a point to have students use the restroom before co-op begins to minimize the interruptions to classes.

## **Phones**

While we understand that cell phones are the easiest and most common way to communicate, we require students to leave their phones at home or in the car for the duration of the class day. Parents, while able to use their phones, are asked to keep their use to their break period, for co-op use, and in the event of an emergency.

## **Snacks**

Due to allergy and health concerns, NO food products may be served in class. One exception is as follows:

The nursery will be served snacks sent from home and labeled with the child's name in a designated area. No other snacks will be served outside of the nursery. We have several life-threatening allergies amongst our students and want to keep them safe.

If your older child cannot make it through the afternoon without a snack due to medical reasons, you must pull them from class and take them outside to have a snack. Please thoroughly wash hands and face before returning to class.

## **Weather/Cancellations**

Gym for each group will be held outside some weeks. Parents are responsible for bringing weather appropriate attire. If the leaders feel it is too cold to play outside or if it is raining, gym will be moved inside.

In the event of inclement weather, co-op will be canceled if Archbold Area Schools are canceled. Otherwise, FCCHE leadership will use their own judgment to decide if and when we need to close. Cancellations will always be sent out over text to the number provided at registration and will be posted on our Facebook page as well.

## **Nursery**

Nursery is provided for the newborn to two year old children of families with older children involved in co-op. The nursery will open at 12:20PM. Each parent will be expected to sign his or her child in at the beginning of the day and fill out any instructions or information as needed. Please bring a well stocked diaper bag with cups and snacks labeled. Diapers will be changed as needed, or at 3:00PM if they haven't been changed yet. The parent will sign his or her child out prior to announcements at the end of the day.

If your child will be expected to nap while attending FCCHE, please inform leadership and plan to bring a pack and play, moses basket, etc. for your child to nap in.

## **Non-Custodial Guardians**

Any children that will attend co-op with a non-custodial guardian (childcare provider, etc) must be approved by FCCHE Leadership prior to registration. Signed registration papers must be filled out by the child's parents and turned in at the time of registration. A separate family fee and student fee will be charged. Family fee maximums do not apply to non-custodial children.

## **Conflict Policy**

If there is conflict or offense between you and another adult, leader or otherwise, we will be following the biblical steps found in:

*"If someone sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over, if he won't listen, take one or two more with you, so that by the testimony of two or three witnesses every fact may be established. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would an unbeliever. "*

*-Matthew 18:15-17*

If someone approaches a leader with a complaint against another parent or a leader, we will encourage them to go to that person to resolve the matter first. We encourage you to do the same if another adult shares an offense with you. If the offended person refuses to go to the offender to resolve the situation, we will not pursue the matter further. Wanting to remain anonymous with a complaint is not an option. It encourages gossip and division. However, if you would like a leader to be present to moderate the conversation, we will do so. We will then follow the next biblical steps and if there is a major offense, it could result in expulsion from the co-op.

We want to foster a Christian community of respect and love for one another. Sometimes we will have conflict and that's okay. HOW we handle the conflict, is what matters. As Christian Adults, we should be able to talk with one another to resolve these issues and grow stronger together because of it.

We also want to encourage this biblical conflict resolution among the kids. If you have students that have offended one another, follow the principles found in Matthew 18:15-17.

**Behavior Policy**

If a child participates in behaviors that disrupt the class setting or harm another student, the following steps will be taken.

- First offense: Verbal warning from the teacher.
- Second offense: Student will be sent to hallway with the class assistant for the rest of class time and a Difficult Day Slip will be filled out with a copy going home with the parent, and one staying in co-op files for the semester. See Figure 1 below for an example of the Difficult Day Slip.
- Third offense: Parent will be informed and asked to remove the offending child from class for the rest of the afternoon.

If a student regularly gets to the third offense several times during the semester, the family may lose its co-op privileges and will not be invited to attend the following semester.

**FCCHE Leadership Contact Information**

**Marti Font- 419-469-4670**

**Krysten Adkins - 931-212-2665**

**Alissa Ferguson- 217-710-6809**

**Rebecca Peterson- 419-388-7528**

**Shirley Wagner- 419-551-1806**

\_\_\_\_\_ had a  
(Student Name)

**Difficult Day Today**

The teacher/group leader had to:

- Give a verbal warning
- Send to the hallway for a break
- Send to parent for the remainder of the morning

Because:

Today's Date:

Group Leader: Fill out both sides. Give this half to the parent.

**Figure 1 Difficult Day Slip**