

Countryside Home Schoolers Elementary Co-op Handbook

The purpose of the CHS Elementary Co-op is to bring together like-minded CBC families for fellowship, encouragement, social interaction, and academic enrichment regardless of each family's personal approach to homeschooling. Each mom that participates in the co-op will be responsible for carrying out a role in the morning's activities. Parents and students both will agree to conduct themselves in a manner pleasing to the Lord in all group activities.

Membership Requirements and Guidelines

1. The CHS Elementary Co-op is open to families who:
 - Are members of Countryside Bible Church who regularly attend
 - Are "child worker approved" (having gone through CBC's background check process)
 - Are actively engaged in homeschooling
 - Oldest child is in kindergarten or older (Kindergarten is defined as age 5 by October 1st)
 - Can commit to participating on Tuesday mornings from 9:00 am - 12:00 pm
 - Able to commit some time outside of co-op to plan/prepare for classes or events
2. While we do realize that each family may differ in personal beliefs, anyone who teaches must do so from a biblical worldview that aligns with Countryside Bible Church's doctrinal statement.
3. The CHS Elementary Co-op is not a drop-off program. By signing up to participate in the CHS Elementary Co-op, you agree to contribute with your efforts and time. You are joining with the intent to participate in the co-op from September through May.
 - Parental commitment will involve teaching or assisting in the classes. Parents must be willing to help with other tasks as needed.
 - We will strive to assign roles per your requests, but will ultimately need to cover all the needs of the co-op. In other words, we will do our best to put everyone where they would like to be, but we may not be able to give every parent their first choice.
4. Families who register must pay the required fees on the CHS website. (countrysidehomeschoolers.org). Each family pays a \$25 family membership fee. The Elementary Supply Fee is \$85, Nursery is \$10, Preschool is \$20. Then an insurance fee is required for each student and adult. Kids age 5 and under are \$10, and ages 6 to adult are \$15.
5. The Elementary Co-op supply fee is not refundable. Shortly after registration closes, the lead teachers will begin making plans and purchasing supplies. For this reason, we cannot refund the supply fee.

Weekly Procedures and Expectations

1. Each job is important in the operation of the co-op. Faithful participation is very important to all of the families and the success of this program. We understand that sickness happens, but if you are planning to go on vacation or miss due to appointments or other obligations, please provide at least two weeks' notice.
2. Plan to arrive on time each week. Room moms & assistants should be in the classroom 15 minutes before the start of co-op.
3. If a parent cannot attend co-op due to illness, your elementary-aged children may attend co-op without you. However, they must be under supervision of another co-op parent or child-worker-approved adult member of CBC. Family members who are not child worker approved can't fill in for a mom who is absent. Both you and the parent who has agreed to be responsible for your children will need to text the absence coordinator. If you are a teacher, room mom, or in charge of cleaning up you will need to find someone to cover while you are out.
4. Families or guests who are interested in visiting during our regular Tuesday classes must be scheduled and have their visit approved by the director.
Visitors are welcome to attend CHS Special Events (Science/History & Art Fair for example) without approval from the directors.
5. We are guests using the CBC children's building. Please plan to bring your own supplies, including markers for the white boards. We are not to use items from the classroom cabinets or the resource room.

Co-op Roles

In order to clarify roles and help people understand expectations for their positions, please refer to the role descriptions below.

Room Moms

- The main job of the room mom is to be present in one classroom for the duration of the morning, except during a break period, to help establish a positive classroom tone and consistent behavior expectations.
- Arrive by 8:45am to open the classroom.
- Teach circle time activities (K-2nd)
 - Circle time could include: calendar, people skills, songs, books, memorization, reading skills, history/geography, prayer, etc... at the discretion of the teacher and fitting to the student's age and ability.
- Handle discipline issues by following the procedures outlined in the handbook.
- Help the class run well by asking class helpers to aid in cleaning up, handing out materials, sitting by kids who need additional support, etc.
- Work with teachers and assistant teachers to make sure each subject is covered and things run smoothly.
- Meet with the other room moms & directors quarterly to discuss how things are going, changes needed to the rotation schedule, and to plan events such as class parties.

- Organize signups and activities for your class' Valentines and Christmas parties. (Plan and delegate roles as you desire.)

Room Mom Assistant

- Must be in your designated classroom at 8:45 each week so you can assist the room mom with set up and student check-in.
- Will serve as the primary sub for their designated classroom. They are responsible to cover circle time (K-2nd) and other room mom responsibilities listed above.

Subject Lead/s

- Set up a summer planning meeting. May also have quarterly meetings with the other teachers of that subject to share ideas, troubleshoot, plan and prepare.
- Ensure that a scope and sequence is created for each grade level. This applies to science, spanish, history, art, speech and pe.
- Ensure that correct supplies are purchased and reimbursed. (Note: some supplies can be requested that families bring, i.e. science experiments)

Teacher

- Teachers are responsible for teaching a single subject to 1-3 classes.
- They coordinate lesson plans with their co-teacher/s or subject lead. They attend any meeting the Subject Lead arranges to develop or go over lessons.
- They tailor those lesson plans to their own class' level, abilities, and interests. Their primary goals are to engage the students and make learning their subject fun.
- They are responsible to be in their classroom 5 min before their lesson time starts, and to finish the lesson by the end of their 30 min time slot.
- They receive support from the room mom for classroom management.
- They notify the room mom and absence coordinator as soon as possible when they will have to miss a class day.
- They communicate with their assistant teacher if they will be out and have a lesson plan and materials ready for them.

Teacher's Assistant

- They will meet with the main teacher and assist in lesson/material prep before the co-op year begins.
- They are to be in the classroom 5 min before the subject begins and are there to help the teacher with any preparation for the class as well as activities during the class time.
- They are the primary sub for that teacher. They are responsible to be ready to cover the lesson if the teacher is out.
- They need to know where the supplies are stored, or have a plan for picking up things from their teacher the night before or in the morning if the teacher has an unexpected absence.

Class Helpers/Assistants

- Any mom in a classroom that is not actively teaching is a Class Helper. This includes moms serving in the Nursery. You are free to sit near your own student, observe and encourage them.
- You should also be aware of all the children in the room who may need support, and also how you may assist the Teacher with the lesson. This may involve helping students with getting things in and out of their backpacks, throwing away trash, helping them follow directions, helping them focus or be quiet when appropriate.
- If a discipline issue arises with your own child, you are free to draw them aside or step outside with them to address it.
- If an issue arises with a student whose mother is not in the classroom at that time, please allow the Room Mom to handle it, then follow her lead to support the classroom expectations.
- If you are changing classrooms for the next period, please help tidy up the current classroom, then get to your new classroom by 2 minutes before the beginning of the next period.
- The room mom and teacher will take care of the class until the next rotation. This will especially help those serving in the Nursery or Preschool class to be able to rotate on time. Please do your best not to be late to your next classroom as timely rotations really help keep us on schedule.

Coffee & Snack Moms

- These ladies help set up the coffee machine, cups and all the accessories before the first period.
- They will organize when each mom will be bringing snacks and send reminders.
- They will also make sure someone is designated to clean up & put things away at noon.
- One mom will be designated to keep things restocked such as K-cups, paper goods, sweeteners, etc. This mom will submit receipts to Jordan Dees.

Room Clean Up

- Ensure that your designated hallway and rooms are picked up and cleaned. This includes: wiping down tables, cleaning whiteboards, picking up floors (only vacuum room if the floor is noticeably dirty), collecting trash and bringing it to the dumpster on your way out.

Lunch Clean Up

- If you stay for lunch each family needs to help with tidying up the lunch room as everyone is leaving for the day. This would include checking for lost items, wiping tables, picking up large food bits or trash off the ground, vacuuming, and one mom taking the lunch trash to the dumpster.

Absence Coordinator

- Wizard of the spreadsheet! Ensuring that each room has the moms needed to care for children and carry out lessons.
- Sarah Ramos: (817) 689-1938

Event Planners

- Plan & send plans to elementary co-op directors for approval.
- Event details need to be ready to share with co-op families a month or more in advance.

Conduct for Students and Parents

1. As parents, we strive for no gossip, language, or conversation that is not edifying or that is not pleasing to God. Please do not speak ill of or put down other members or children. Please do work to promote unity and encouragement among members.
2. Students are expected to participate in each class to the best of their ability. Students will show respect for the teachers and their preparation by willingly taking part in lessons and activities. We do not expect every student to perform at the same level, but we do expect that all students will be cooperative and busy during class. Students will not refuse to participate in an activity unless their parent has discussed this with the teacher.

What behavior should teachers expect from the students?

We seek to be realistic in our expectations of children. (i.e. asking a two year old to sit still for 45 minutes is unrealistic). We also want to differentiate between childishness (i.e. accidentally spilling water), which is a normal part of working with children, and sinfulness (i.e. maliciously throwing water on another child), which requires discipline. In keeping these principles in mind, our expectations can be summarized as follows, with each being applied in age-appropriate ways:

- ***Respect for God***
We expect children to respect God and so understand that the proceeding rules all come from the Bible.
- ***Respect for Others***
We expect children to be kind in their interaction with one another in their speech, physical contact, sharing, etc. We want children to learn to love others as they love themselves.
- ***Respect for Authorities***
We expect children to obey the instructions of those in authority over them and to treat those authorities with respect in their speech and behavior. We desire that children learn that God has placed authorities in their lives which are to be obeyed and that this is for their good.

How will discipline issues be handled?

We seek to be positive and proactive in discipline. By clearly communicating expectations and by praising obedience and submission, we hope to create an environment in which obedience is the expectation, not the exception.

While individual situations vary, we use the following framework in dealing with issues of disobedience.

1. The room mom will seek to deal with the issue within the classroom. Take age-appropriate steps to deal with the problem, including redirection and appropriate consequences.
2. If unable to address the issue within the class, the room mom will contact the parent to remove the child from the classroom. Depending on the nature of the situation, the room mom may let one of the coordinators know what happened. For example, physical harm to another child will need to be reported to a coordinator.
3. The parent remains the primary instrument in disciplining children during Elementary Co-op. Our goal is not to take that role away from you. Teachers and workers will strive to communicate openly with you regarding your children's behavior. They will not contact you over every little thing but will communicate about issues that are consistent (happening on a regular basis) or significant (biting, hitting, cursing, etc.).

Sickness Policy

Please do not come to co-op or to special events if you or your child is sick.

- Please do not come to co-op if you have had the stomach bug in the past 48 hours. This virus can spread for a few days after symptoms have resolved.

Please do not attend if you have experienced any of the following in the past 24 hours:

- Fever
- Yellow/green mucus
- Vomiting or diarrhea (2 or more times in a 24-hour period)
- Sore throat with fever
- Persistent coughing
- Body rash
- Eye discharge
- Any other communicable disease such as covid, chicken pox, measles, etc.

If your child develops any of these symptoms while at elementary co-op, we will notify you right away.

Our co-op nurse will be on call to assess any concerns the leaders may have. If your child comes to elementary co-op with any of these symptoms, you may be asked to go home.

We understand that this is Texas and allergies are a big problem! If you and your child believe symptoms to be allergy related, they are welcome to attend co-op.

Bad Weather Policy

In the case of inclement weather, we will follow any cancellations made by Southlake Carroll ISD. There may also be times where the church staff chooses to close the campus. If the weather looks questionable, keep an eye on your email for communication.

Conflict Resolution

We do realize that with so many different personalities, conflicts and misunderstandings may arise. This may be due to communication or a difference in expectations. We must agree on how to deal with these situations before they arise.

- Please first pray about any conflicts/differences that arise. Most can be resolved by overlooking and forgiving the person who offended you. If the issue can be forgiven and overlooked, please move on and do not discuss it with others.
- After you have prayed, if you still feel the conflict/difference must be addressed, please use Matthew 18:15-20 as a standard for your resolution.
 - Matthew 18:15-20 teaches us to:
 - Take the problem first to the person you feel has offended you.
 - If you cannot reach a satisfactory resolution, please ask for assistance from another objective person to mediate.
 - If you still do not feel at peace, the problem may be taken to CHS's leadership team. They will have the final decision.

Above all, please do all of this with “a spirit of love and gentleness.” 1 Corinthians 4:21

Field Trip/Special Events Guidelines

1. All students participating in field trips/special events must be accompanied by a parent or guardian. You may NOT drop your child(ren) off.
2. Please look over all information, considering age appropriateness and other requirements and suggestions, on field trips/special events and ask questions before you sign up.
3. If, for some reason, you cannot attend a Field Trip/Special Event that has already been paid for, you may not be reimbursed depending on the event.
4. Arrive at the specified location on the day of the field trip/special event at least 15 minutes early so that you can be at our designated area on time.
5. Parents are responsible for the appropriate behavior of their children and any children they bring. Please be courteous to all tour guides, personnel, building and equipment. Remember that you are a representative of Countryside Bible Church and this homeschool group.

Field Trip/Special Event Guidelines for Children

(Parents, please review this with your child.)

1. Be courteous and polite at all times.
2. Respect all others and the property at the location of the field trip/special event at all times.

3. Obey your parents/teachers and follow all rules at the location of the field trip/special events.
4. Listen carefully and attentively to instructors, guides, and staff.
5. Be patient in waiting your turn.
6. Please be cheerful and do not complain.
7. Be thankful to all those who helped during the field trip/special event. Don't forget to say "thank you" to the people conducting the class, event, or tour.

Contact Information:

Website Questions & Payment: Jordan Dees: countrysidehomeschoolers@gmail.com

Elementary Co-op Director: Heidi Schubert: schuberthj30@gmail.com

CHS Leadership Team:

Jordan & Sarah Dees, Kyle & Erica Lynch, Justin & Jasmin Davis, and Heidi Schubert