

Calvary Chapel Greece Co-op: Policies and Procedures

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I. Registration & Refund: Co-op cost is \$150 per family, per semester. Registration is via church website. If prior to 2 weeks before the start date a family would like to discontinue their participation, they will be refunded \$75. Within 2 weeks from the start date, a family would like to discontinue their participation, a refund will no longer be given.

II. Expectations:

A. Each family will check in and wear name tags. Upon leaving, place adult tags in marked bin.

B. Children must be with parent or in class at all times. Do not run, and be mindful of others working in offices, with regard to noise level (normal talking level is fine). Modest, appropriate dress is expected from parents & children alike.

C. Parents must remain on premises at all times, unless another member has been given charge of your child temporarily.

D. Utilize co-op classrooms, bathrooms and designated areas only, unless special permission given.

E. Parent discretion as to where to place child by age, grade, maturity, etc. per class.

F. Family room (upstairs) may be used by adults when not in class.

G. Please stay home if there are fevers present, vomiting, diarrhea, excessive/productive coughs, etc.

H. As a faith based co-op valuing a Biblical worldview, parents will work on a Teacher Team with those ideals in mind. This includes the God ordained plan for marriage between an man & a woman, a literal 6 day creation as detailed in Genesis 1, Biblical inerrancy, & the gospel of grace through faith in Jesus.

III. Teachers Team requirements:

A. Each adult will be required to be on one or two Teacher Teams for school age classes, or one Littles Teacher Team. We will give parents first choice of placement, as possible, upon registration.

B. Teacher Teams will collaborate with the purchased admin approved curriculum & conduct a 40 or 60 min class each week of the semester with relevant content, supplies and activities to fill 40 or 60 minute period for school age classes or for the morning for the Littles. (Budgets will be given.)

C. Floater slots may also be needed and filled by parents, per director in case of adult absences.

IV. Clean up duties:

Each family is expected to assist in clean up duties. Adults will clean up the room they end the day in. Clean up needs will be posted in each classroom bin folder. Adults may have children assist if they are able. Adults who were not in a classroom third period may assist others, watch children in nursery and preschool, help clean hallways, etc. A schedule will be posted if necessary. If there is a concern or issue with clean up, please speak to directors. Please leave it better than you found it!

V. Absences:

A. Unexpected absences /illness are understandable, we ask that you notify director as soon as you know you will be out via text to Kate.

B. Planned absences need to be given to director as soon as you know, along with a plan for the class on the day you will be absent. Please no more than 2 planned absences, as this makes for inconsistency with classroom Teacher Team roles and the shared responsibility that it entails. If you know you will miss more than 2 weeks, please consider registering for a future semester.

C. Teachers who are out are asked to give the materials and who will teach the class that day. A floating aide will be placed in the classroom for that period.

D. All adults who are out may be asked to fill in another week, in a different classroom, as needed to cover other absences.