

Helena Homeschool Enrichment Co-op inc.

HHEC



Handbook

Co-op Administrator	<i>Chris Hauer 406-585-1259</i>
Co Admin Board Member	<i>Andy S</i>
Board Member	<i>April F</i>
Board Member	<i>Chelsea C</i>
Board Member	<i>Kirsten S</i>
Board Member	<i>Alanna P</i>
Board Member	<i>Lynde W</i>
Board Member	<i>Brandie M</i>

www.enrichmentcoop.com
enrichment.coop@gmail.com

Table of Contents

Who we are		Procedures and Rules	
Vision Statement	2	Name Tags	9
Statement of Faith	3	Lost / Giveaways	9
When and Where We Meet	3	Holidays	9
What we do		Behavioral Guidelines	10
A Day in the Co-op	4	Discipline	10
Friends and Family Night	5	Conflict Management	10
Summer Activities	5	Technology	11
Getting Started		Building Care	11
Enrollment Process	6	In Depth	
Volunteering		Board of Directors	12
Payment		Not For Profit Status	12
Student Placement		Support Roles Defined	13
Teen Selections		Appendix	
Extension Classes		Membership Application	
Class Structure	7	Visitor Agreement	
Teaching Roles		Semester Agreement	
Subject Selection		Facility Map	
Curriculum Choice			
Supplies			
Homework			
What to Bring	8		
Lunches and Food	8		
Absences and Sickness	8		
Visitor Policies	9		

Vision statement

In short, we are Christian Families gathering to develop relationships, support home education, and provide fun educational opportunities. This means that our first priority is to build healthy relationships with other homeschoolers. We want to build those relationships among the children and the adults.

Our second priority is to support home education. We do this by building a diverse group of families that each of us can bounce ideas off of, or glean ideas from. The variety of educational philosophies enriches the experience rather than creating division. We want to encourage each other on this road we are all committed to.

Our third priority is to provide fun educational opportunities. This means that instead of focusing on the intense academics that the kids (and parents) get enough of at home. We want to focus on things that are fun, character building, and difficult to do with just your family: games with large groups, show and tell, listening to other teachers, working in groups on projects. These are good skills that are dramatically different outside the home. They can also be a great deal of fun for everyone.

As you teach we ask that you try not to make your class a burden for yourself or your students but think of ways that you can make learning a joy and encourage interaction between all participants.

Each family will be free to decide the level of execution, extra reading and projects outside the context of co-op time, but each family will agree to give its very best in terms of attendance, preparation and execution at the weekly meeting.

Our ultimate goal is to bring glory to God, to use our covenant relationship to honor the Lord Jesus Christ and to be sanctified, one to another, as we carry out a semester commitment.

Statement of Faith

While we may hold to denominational differences, we agree on a common statement of faith.

We are Christians who believe in the infallible Holy Trinity. We believe that Jesus Christ was born of the Virgin Mary, was crucified and died for the sins of mankind, rose body and soul in the resurrection, ascended into Heaven and will someday return in power and glory. We believe that we are created in the image and likeness of God, but through our fallible nature, we all sin and fall short of the glory of God. We believe in the power of Christ's forgiveness.

You do not have to believe everything in this statement to attend the co-op. However, if the mention of Jesus in everyday conversation makes your family uncomfortable, you may not be comfortable at our co-op. That said, there are some who have chosen to attend anyway and have had an enjoyable experience. Contact Chris H. if you want further clarification on what this part of attending co-op looks like.

When We Meet

We meet for twelve weeks in the fall starting the end of August or beginning of September, always ending the Friday before Thanksgiving. In the Winter/Spring We meet for another 12 weeks starting mid January and either ending before Good Friday or skipping Good Friday and ending two weeks after. Regular co-op days start at 9:30 and end at 12:40 with occasional extension classes afterward.

On the last day of each semester, in addition to regular classes, we will have a Friends and Family night where children will perform and display what they learned in their classes for you and your friends and family.

We also try to meet every other week throughout the summer for fun or educational outings. These may include hiking, biking, field trips, planning meetings, or just about anything. These may be at varying times and locations, though will usually still be Fridays.

Where We Meet

For safety, we do not publish our meeting place on the internet, please contact us for directions.

A Day in the Enrichment Co-op

This is a basic walkthrough of what you can expect co-op to look like.

9:15-9:30 Your family arrives, comes downstairs.

You put your coats on the coat rack, lunches on the back counter in the kitchen and head into the gym to get your name tags. Your kids will play in the gym or on the playground while you chat

9:30-9:40 We will gather everyone together, make announcements and say the Lord's Prayer and The Pledge of Allegiance to the American Flag.

9:40 The students go to their first period classes, Parents who have a break that period go to the breakroom for hot drinks, snacks and conversation.

10:20 Administrators walk around giving each teacher a warning that there are 5 minutes until classes switch .

10:25 Children and parents go to their 2nd class period.

11:05 Another 5 minute warning

11:10 Children and parents go to their 3rd class period.

11:50 Last 5 minute warning

11:55 Everyone goes back to the Gym, retrieves their lunch from the kitchen and eats with their friends in the Gym. Children are free to play on the playground, in the gym or play games in the classrooms. They should not be playing tag in the halls. The teens and pre-teens may hang-out at the front of the building with their parents permission. Clean-up starts.

12:40 Recess monitors are allowed to leave and remaining children are considered under their parents' supervision.

1:00-1:30 Building is locked up.

Friends and Family Night

When and Where- Each semester, family night will be evening of our last day of classes, at 6:30pm, unless we specify otherwise. This is a required event. Please don't miss it. All the kids will have performances and displays to show to their friends and families. We will have the displays set up downstairs in their main classrooms. We will have the performances upstairs in the auditorium.

Performance Morning- The morning of Family Night we will have regular classes as usual. If during your class, you want to take the kids upstairs to familiarize them with the stage, just talk to Chris or Andy and we will do our best to accommodate reasonable practice times.

Setting up- Immediately after classes on Friday, teachers are welcome to start setting up their displays or performance materials for the evening. Talk to co-op admins for details or supplies you need. We are here to help. Please refrain from taping anything to the painted murals in the building, or from pushing anything up against them that might chip them. If you need to be in the building at a specific time to complete your set up, talk to the admins to find out who can unlock it for you. Let us know if you will want mics, music, displays or anything else on the stage so we can make sure to test it in the afternoon.

The Evening- We will open the building at 5:30 to start getting the stage ready for performance. Please have yourself and your kids there by 6:15. Ask them to stay upstairs, so that the displays don't get disturbed. We will have the performances start at 6:30 and when they are finished we will all go downstairs to view the displays.

Take it all home- When you are ready to leave Family Night, don't forget to take all your kids' art and projects. Also check the Lost and Found one more time. We will have to throw out any art left behind, and the church often donates unclaimed lost and found items.

Summer Activities

For anyone who is available, we like to have activities planned every other week throughout the summer. These may include hiking, biking or swimming. They might be meeting at a park, there might be a field trip to a ranch or train depot. It is up to you.

We will have a sign-up sheet for the summer dates. We ask that each parent consider adopting a day to plan the activity. It doesn't have to be anything special. Our kids just love to see each other throughout the summer.

Please be thinking about activities you might like to invite the co-op to participate in with your family.

Enrollment Process

Application- Each family needs to fill out a one time application. This can be found online, in the back of this handbook, at co-op or can be mailed upon request. This does not to be done again, unless your information changes.

Volunteer Slots- Upon acceptance, you will need to select the two classes that you would like to volunteer in weekly and what support role you will help with. Volunteering is mandatory. If you cannot meet our volunteering requirements, talk to Chris to request special accommodations.

Semester Agreement- Each semester you will fill one of these out for you family. This expresses your commitment to fulfill all duties assigned for this semester.

Payment- Payment of \$5 per student for each semester is required. Cash or check only. Checks can be made to "HHEC". Regardless of sign-up date, payment is not prorated.

Student Placement- Students are usually divided into classes based on their age as of Sept. 1st. Sometimes, however, when maximum class sizes require it, the age cutoff will be moved to spread the students as evenly as possible. Please understand, given our classroom sizes, this can't be helped. Students can't be moved into an older class, regardless of academic ability or maturity. However, if you feel your child might benefit by being moved down a class, please talk to us.

Teen Selections- Most of the time students in the teen class will be given choices of different subjects to enroll in. Let us know what classes each of your teens would like to be in.

Extension Classes- We will occasionally offer indepently taught and enrolled classes after regular co-op is finished for the day. These usually are geared toward older kids, but we will always let you know the age range for each class. We also will try to find childcare options if any adults want to stay for the classes. These classes will usually have drop off options. Some examples include Finance, Truth Project, Driver's Ed, Bible Study Fellowship. Some will be one day seminars and some will be multi-class series.

Communication- The main form of communication is ***email***. It is your responsibility to stay informed. Check your email regularly. Our email is: enrichment.coop@gmail.com. Be sure to check your email on Thursday nights prior to class day for any last minute announcements. If you don't have email let Chris know that you should receive major news by mail or phone.

Class Structure

Lead Teachers and Assistants- In general, the lead teacher of each class is the person who will choose the subject matter and the curriculum. They will direct the class and prepare the lessons. They will teach most of the lessons. The Assistants in the class should be paying close attention to the material. If the lead teacher must be gone, the first assistant will be asked to teach in their stead. The assistant is also responsible for running to the supply room for supplies, taking kids to the bathroom, and reminding children to listen. Be an all around support to the lead teacher.

Subject Selection- At the co-op we like to give the families an opportunity try a large variety of subjects. So rather than assigning subjects for each class, the Admin team will give a subject category to each class. This will usually include a performance based class like Music, Drama or Speech and a display based class like Art, Science, or Building, as well as a PE based class. When you sign up to teach a class, you may decide what specific topic within that category you would like to teach, and let us know.

Curriculum Choice- Since teachers will pick the subject, it is also up to them to decide what curriculum to use, if any. The Co-op has purchased some books that you can glean ideas from or use for your whole class. We may be willing to buy a different book if you think that it will be good for the co-op long term. We do accept donations. You are also free to just make your lessons up as you go. We trust and believe in you.

Supplies- The co-op dues that everyone pays go exclusively toward the running of the co-op. This includes supplies for classes. We have a supply room loaded with purchased and donated supplies. If you need a specific item that we don't have you may buy it and submit a receipt for reimbursement. Please keep in mind that we work on a very low budget, so choose the least expensive item that will work. Each class is limited to \$25 per semester. If you need more than that, talk to Chris for approval before making the purchase. You may also let us know of supplies you will be needing and we can order them online for you. You may also submit requests for supplies to be donated by other organizations such as Walmart or Target. As a non-profit we do qualify to receive grants and donations. Ask Chris for more information on this.

Homework- It is extremely discouraging that anyone younger than the teens have any homework or home assignments. We all have enough work to do at home, right?

Accountability- All rooms we use have windows in them, we also staff every room with two or three adults. This is for everyone's safety. If you have questions or concerns, talk to Chris or Andy.

What to Bring

Families are responsible for feeding themselves. Due to allergy concerns, we will eat as a group at lunch time. Please bring a sack lunch for your family and please refrain from bringing nut products.

Kids may have water with them at all times, but other items should be put aside until Lunch time. Please no dark colored or sticky beverages on the carpet.

Please wear shoes the kids can run and play in for P.E.

Weather appropriate clothes are needed as often children do go outside for PE as well as Recess.

Favorite Board Games- We do allow time and space for kids to play games if they don't want to play on the playground.

Lunches and Food

The Co-op and the Church are intended to be nut free facilities. Please do not bring any peanut or tree nut products to co-op, even in your own food. Some children will have a severe reaction from even being next to a peanut butter sandwich.

Please do not bring dark/sticky beverages. Water only during classes. Please eat lunches only in the Kitchen, Gym, or outside. Do not take any part of your lunch in the classrooms.

We have a strict rule against feeding anyone's children at co-op. If you want to do a project involving food or to offer snacks to your class, you need written permission for the specific food from every parent in your class. Please do not send birthday or holiday treats with your child to co-op. We will not allow them to be given to the classmates.

The snacks in the breakroom are for the co-op adults only. If there are some left over at the end of the day, a parent may offer them to their own children only. If a child is in need of food, because they missed breakfast or such, they need to get their parent to give them food preferably from their own lunch(es).

Absences / Sickness

Because we are 100% volunteer run, each family is important. We need everyone to make every effort to be there every week. If you must be gone, please **contact your co-teachers and Chris**. Please have a detailed lesson plan for the classes you lead teach so no one is left under the stress of coming up with something to do. It's not fair for anyone to be put in that position.

If a child/parent has a fever (100.1 or higher), or vomiting, within the last 24 hours, please do not bring him/her to co-op. If you have any reason to believe your family has a contagious illness, please keep the whole family home, i.e. two members are sick with the same thing. We are all grateful to keep healthy. If a parent must be gone for some reason, students may still attend co-op without a volunteering adult no more than twice a semester.

Visitor Policies

If a family is interested in the co-op, they are welcome to come and try it for up to two times a semester without filling out an application or paying. We allow visitors at any time during the semester. We require at least 2 days notice by phone or email for a visit so that teachers can plan for the extra students.

To visit, please let me know each child's month and year of birth (for class placement) and fill out a visitor liability statement. During your visit, the parent will be permitted to watch or sit in on classes or visit with adults on break as they please, rather than filling volunteer spots.

You may bring additional family members to co-op. Children you are babysitting or public schooled children who have the day off are welcome at co-op up to two times per semester without registering them.

Grandparents, and other family members are welcome at co-op.

Guest teachers may be invited to class with permission from the admin team.

Adults without family at co-op or a class to teach need to talk to Chris first before visiting.

Name Tags

There are boxes with folders in the main meeting area. You should find your name tags for your whole family in that box. Student name tags will indicate the student's class, name and parent. Please make sure to put them back in your folder at the end of the day. If you need a new name tag or have a visitor, please let the Admin team know. They will take care of it.

Lost and Found / Giveaways

On the kitchen island, members may place items to give away. These may include books, clothes, or toys. Next to the name tags, we have lost and found items. The church has a separate lost and found upstairs under the coat rack. Please check these periodically to see if you might have lost something and not realized it.

Holidays

The co-op as an entity does not formally celebrate any holidays. That is not to say that we are anti-holiday. We do not bring candy or dress up at co-op for Halloween and we do not set aside an exchange time for Valentines Day. However, some teachers may choose to have some of their projects or classes acknowledge a holiday, such as making a Christmas ornament in class and that is fine. If your child wants to bring gifts for their friends they must be nut free and be handed out after regular classes are over.

Student Behavioral Guidelines

- Please don't touch anyone without permission. Good or bad, this rule still applies. For example, we ask the children not to hug someone without their permission.
- Please do not gossip about each other.
- Please say only kind words to each other
- Please dress modestly out of consideration for all others in the Co-op.
- Refrain from threatening anyone with a would be weapon, even in jest. (We will not reprimand imaginary play, but request the kids don't imagine hurting each other. An imaginary bad guy would be fine.)
- Refrain from rough play (i.e. wrestling) and running in the facility (except when given permission).

Discipline

It is our desire to keep things simple and friendly at the co-op.

Misbehavior by students may be handled in three ways: 1) Allow the student to sit in the class without participating, 2) Send them to sit with an Admin until they are ready to participate again, or 3) Have the admin team retrieve the parent from class. Please choose whichever you feel most appropriate.

If there is any repeat behavior that you would characterize as bullying, please make Andy and Chris aware immediately.

Conflict Management

It is our desire that all members live at peace with each other as much as it depends on them. This means if there is a conflict between members, we ask you first speak to each other. If resolution can't be reached, then please ask Chris, Andy or a board member to mediate. Please do not gang up on each other, and please do not gossip about each other. This will create the best environment for each other and the best example for our children.

Technology

The co-op is intended to be a place to build relationships for the whole family. With that in mind we require all participants to not use technology between 9:30 and 12:40, except when being used for co-op purposes, or emergencies. Students should not use technology for personal use at all during co-op hours. If you cannot trust your child to follow this rule, please have them leave their tech in the car, lunch box, or at home.

Examples: It is fine to have a video lesson, or have kids playing a virtual piano in music class. It is not fine to spend your break period in a corner watching YouTube. It is fine to answer calls or make calls and respond to important messages, but please don't let that consume the time you could spend among friends.

Building Care

The church allows us to use this building for free. This is a huge gift that keeps co-op affordable. Please do everything you can to show care and respect for this building that belongs to the church and to God.

Many of the rooms contain hand painted murals. Please do not stick any tape to them and please do not put furniture where it might rub or scrape the murals.

Please stay down stairs to not disturb the Pastoral staff.

Items in the Building

Most of the items throughout the facility we use belong to the Church. Please use the utmost care and respect when handling all items. If something is damaged in any way before or during co-op, please let Chris or Andy know. We will take care of it. Please do not use supplies you find in any classrooms or supply rooms that are not specifically designated as co-op's. If you need to use something belonging to the church, please talk to Chris first to see if co-op can buy the needed supply or log it so co-op can reimburse the church for its use.

We are permitted to use the church's copy machine. It is up the stairs and to the right. Keep careful track of your copies and write down how many you made including what kind on our copy tracking sheet on the administration counter in the kitchen. Please be quiet and respectful while in the copy room. If you need help with the copier see Chris or Andy.

Board Members

The co-op is directed by a board of 5 to 10 members. These board members vote on the major policy decisions of the co-op. Our Co-op is still growing and changing. There is plenty of room for improvement. It is very important that any concerns, issues, or ideas be brought to the board. You may discuss ideas with any board member and they can bring your idea to our next board meeting.

Chris Hauer and Andy S are the President and Vice President, respectively, of the board. They make most day to day decisions, while bringing any potentially controversial decisions to the board. If you have a problem or concern please bring it to us right away. We will handle issues confidentially, and will be careful not to make any rash decisions. We cannot make good decisions about issues unless we know about them. Chris or Andy will always be available to hear your concerns.

The other board members are listed on the front page of this book. These members were selected based on a combination of qualities. These include consecutive semesters attending co-op, attendance records, volunteering record, and a proven passion for the direction and well-being of the co-op as a whole. Also, board members have been selected to ensure good representation of all student age groups in the co-op.

If you are interested in being a board member someday, the best thing you can do is be consistent in your attendance and show that you are willing to serve to co-op's best interest as a whole, not just in the ways it serves your individual family.

Not For Profit Status

The Helena Homeschool Enrichment Co-op is a 501(c)3 non-profit organization. Tax deductible gifts may be made to it. This also means that the co-op may receive donations and grants from other organizations. If you would like to apply for a grant on behalf of the co-op for your class, you may ask Chris for the tax ID and/or letterhead.

Also, should the Co-op ever dissolve, all assets must be given to other 501(c)3 organizations.

Being a non-profit, the co-op finances are not private. If you ever have questions or concerns about how the co-op gets and spends its money, just ask and we will show you.

Support Roles Outlined

Recess Monitors :)

9:20-9:40: Make sure kids stay in the Big Room and play safely until co-op starts. They may not be in the classrooms before co-op as teachers are setting up for class.

11:55-12:40: We need at least 1 Recess monitor on the playground, 1 walking the halls, and 1 out the main entrance with the teens.

Eat Your own lunch first

Monitor the kids in their permitted recess areas.

Usual recess areas include Gym, Playground and nursery.

Per your approval children may play board games in a classroom.

Stay there until 12:40 and send kids to their parents.

Tidy up and lock up the playground.

The Hosts :)

Bake or buy simple, inexpensive treats for the parents to share, you can be reimbursed for the cost.

Arrive by 9:15 at the latest

Turn on lights in Co-op areas

Set up coffee and Tea Kettle

Arrange fixings and snacks as you see fit.

Dismantle break area, wipe down surfaces at the end of the day.

Leave it how you found it. *(or better)*

The Cleaning Crew :)

The Kids will do much of the work, but we still need a few people to stay late and make sure we leave the facility perfect.

Walk through the entire basement check that everything is put away.

Chairs and tables should be set up as directed.

If any floors are dirty, sweep or vacuum them.

Wipe down any surfaces missed by teachers or Hostess.

Check all bathrooms for cleanliness.

Make sure all doors are shut

Garbage is taken out to the large bins in the alley.

There will not be a janitor between us and Sunday church service, so please do a thorough job.

Updated 11/14/2018

The Administration Team

Greet New and Visiting Families

Go through Admin papers to check for information needing addressed or given out.

Mark attendance of families.

Note all information and issues.

Drive timely switching of activities.

Oversee all support roles are being done adequately.

Field questions and comments.

Organize volunteers.

Chris - Arrives at 9:00

Rearrange schedule as needed for absences

Maintain Finances.

Maintain Documents

Maintain Website.

Make Announcements

Andy - Arrives by 8:45

Unlock Building

Orchestrate Co-op Setup and Teardown

Turn on lights

Make sure that the Hostess and Morning Person arrived and are getting their work done.

Brandie - Arrive at 9:20

Maintain Name Tags

Lead in Prayer and Pledge

Maintain First Aid Supplies

Fill in as needed

Board Members

Vote on major decisions to help maintain the vision and direction of the co-op.

Represent the interests of all co-op families and age groups.

Greet families, answer questions, and help provide cohesion to the co-op