

## ***C.H.A.N.G.E. Enrichment Co-op Guidelines***

**Mission and Purpose Statement.** To promote godly values and character through enrichment activities and fellowship.

**Goal.** Our Enrichment Co-op is a parent-child program of the CHANGE group for school-age children only. It is meant to provide enrichment to your home schooling program, but not to replace your education and training responsibilities. Classes are planned to be educational, enjoyable, and interesting, and to provide opportunity for physical activity and interaction with other home-schooled children.

**Format.** Enrichment Co-op meets every Friday morning from 9:00am - 12:00pm, at Olive Tree Congregation, 400 N. Elmhurst Rd, Prospect Heights, IL 60070. Stay from 12-12:30pm for lunch (optional) Bring your own lunch. Expect to stay until 1:00pm for clean up. Class subject areas may include Gym, Music, Art, Academics, or any special interest classes on which our parents would like to hold a class.

**Enrollment.** We will have a Fall and a Winter/Spring semester. A family may sign up for one or both of these semesters at their discretion until enrollment is full. We may set limits on the number of children that can sign up for each class, and will give preference to those who have attended previous sessions. Also, those who register by the deadline.

**Class Age.** We have named the classes and given an age recommendation. Enroll your child in the class you feel appropriate for their age based on their development. Keep in mind the age range of the entire class, and make your decision carefully. Most importantly, we advise you to keep children in the same age-grouping September through May.

**Teachers/Helpers.** The mothers and, when available, fathers of the children enrolled in Enrichment function as the teachers and helpers. Everyone is a volunteer. An adult from each family will be required to sign up and teach or help in a class every week during each Enrichment session. Without making it a strict rule, we would like you to consider taking on a teaching position after your first year of membership. You would be entirely responsible for that class and could do whatever you feel skilled or gifted at with the children. Of course, this would be subject to discussion and approval of the Enrichment Co-op Coordinator. CO-OP is the key word here! We all must pitch in to make it an enriching time for the children.

**Fee.** Enrollment fee before the early bird deadline is \$135.00 per family, per semester. After the deadline, the fee goes up by \$20. This fee covers rent, website fees, insurance policy, and supplies needed. As a teacher, if you need to purchase items for your class, please speak to the Enrichment Coordinator first about the budget for each class. In order to get reimbursed, please give receipts to Enrichment Treasurer. When purchasing items for a class, please use discretion and thriftiness, and please only buy what you need.

**Attendance.** Each family who signs up is expected to be committed to come EACH WEEK. Please, do not sign up for Enrichment Co-op if you expect you might have an especially busy season and would desire to skip one or two weeks because it is inconvenient. Some good reasons to sit out a session; moving, having a baby, major home-remodeling, going on a vacation that would require you to miss two enrichment weeks, etc. If you must miss because of illness or emergency, please call the scheduling coordinator before that Friday. You may not

drop off your child or children. One parent must be present and helping. ALSO, please strive to be prompt in arriving by 9:00 a.m.

**Behavior and Discipline Policy.** Respect Others: Keep your hands, feet, and objects to yourself. No hitting, or throwing things. No running in halls, and always use “inside voices”. No swearing or inappropriate language. Respect Teachers: Do not interrupt the teacher when he/she is talking. Never leave the classroom without permission. Do not use toys during class time, keep them in your backpacks. Always address the teacher using Mr., Mrs., Miss or an appropriate title of the teacher’s choice. Consequence of Misbehavior: The teacher or helper will first give a verbal warning and remind the child of the rule broken. Next, the child will get a “time-out” or be removed from the activity. Lastly, the child will be sent to their parent.

**Dress Code.** Parents and children are expected to dress modestly. If it is too tight, too short, or too low-cut, please don’t wear it. Please wear gym shoes in order to participate properly in gym class. Avoid flip-flops and sandals, or boots.

**Participation Policy.** In joining our Enrichment Co-op it is understood that your child will participate and perform in classes, music, and gym to the best of their ability. If your child has stated or demonstrated that he/she will not participate in a given activity, we will need to talk with you about it. At the discretion of the class teacher, your child may be brought to you for the remainder of that class time. He or she will be invited to join the class again at the next day of Enrichment. At your discretion, you may elect to have your child with you for that class time each Enrichment day.

**Building Responsibilities.** All children must be accompanied by an adult who is responsible for them before and after classes begin. All children must stay in the designated areas of the church. Keep the building clean and leave each room in better condition than it was found in. Do not move any large equipment such as furniture or cabinets. Be careful with toys and equipment. You will be responsible for cleaning your room at the end of the day: Picking up garbage off the floor, wiping down tables, erasing dry erase boards, putting toys and books away, etc.