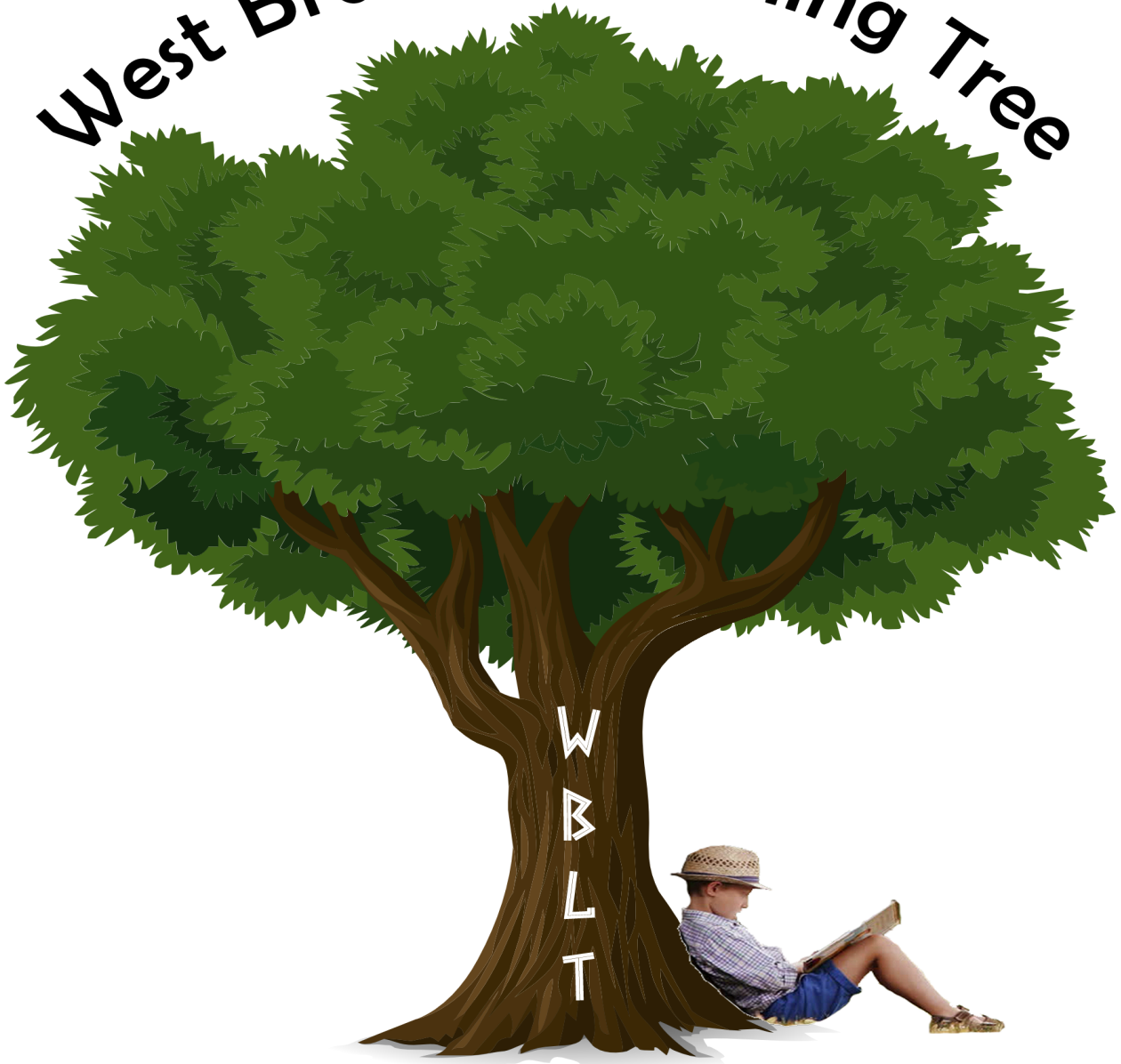


West Branch Learning Tree



Where Learning Grows

Parent-Student Handbook 2024-2025

Dear Families,

Welcome! West Branch Learning Tree is excited and encouraged by your choice to homeschool and for your desire to be a part of our co-op. The following policies and procedures are designed to support and administer the vision and governing values of WBLT. Thank you for your careful attention concerning these documents.

Please be mindful that because we are continuously changing and growing, it may become necessary for us to re-evaluate various items in this manual. We reserve the right to change these policies and procedures as needed.

The West Branch Learning Tree Leaders

Statement of Faith

- We believe that the Scriptures of the Old and New Testament are the inspired Word of God, and adhere to its teachings as a guide to our lives.
- We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was born of a virgin, lived on earth without sin, and the central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection.
- We believe salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone.
- We believe that God wonderfully and immutably creates each person as male or female and both are made in the image of God. God further created marriage as a covenant relationship between one man and one woman, for His own glory.

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FISCAL PROCEDURES

Registration:

Tentative schedule of classes will be posted on the website by June 1st. Final schedules become official once registration is opened, beginning usually during the first week of August. Families are released to register their children on a priority basis using the following tiered structure:

- 1st – Board members
- 2nd – Officers
- 3rd – Teachers (both returning and new)
- 4th – Non-teaching, returning families
- 5th – Non-teaching, new families

You can find your time spot as you look through classes in the upper right-hand corner of the class description. This should look like: "Sign Up for this class will open on 8/##/2024 at 0#:00 AM EST"

Registration is open for one week (7 days). Families can add or drop classes with no penalties at this time. Students are admitted to classes on a first come, first served basis. If your child doesn't get into a class immediately upon registration, they can be placed on a waiting list. However, you should still register them for a class at that same time in the event that a space does not open up. In addition, all classes have age restrictions. **If your child does not meet the age requirements, see below for how to address that situation.**

Please note: We are NOT a drop off co-op. In the past we have allowed highschool students to attend without their parents. However, due to the size of our co-op, we need **parents of all participating children to attend with their children**. Therefore, we are no longer able to support families who are looking for a drop off experience and no longer allow this.

One exception to this policy is that if an adult is the FULL TIME EDUCATOR of that child (which is not in their immediate family), then that child can come with that adult. If you find yourself full-time educating a child outside your immediate family, please come to us first before registration so we can discuss this with you.

Tuition and Class Fees:

Tuition structure is as follows:

- Yearly Tuition – There is a flat rate of \$100 in tuition charged per student per year.

- Class Fees - Some classes have additional fees associated with them to help cover supplies. These fees are listed on the website in the class description area. Most class fees are paid directly to the co-op but there are a few classes where students pay the individual teachers. Please be aware of classes with additional fees as you are registering your children.
- Books – some classes require families to purchase books or additional resources for the course. These costs are in addition to your annual tuition and prospective class fees. Therefore, it is your family's responsibility to purchase these items independently.
- Nursery (0-24 months) is free.
- Teachers get one child's tuition free (\$100 discount) for each class they teach. Teachers may teach not more than two hours.
- Families only pay the \$100 tuition payment for a maximum of 3 children. However, there are no family maximums for class fees.

Please Note: Families are not required to attend all 5 hours. However, tuition is not prorated. Your family is still required to pay the full tuition rate regardless of the number of hours and weeks you attend. Each family member must be registered for all hours that the family attends. (Children in classes; adults as teachers, helpers, and/or floaters.)

For administrative and financial reasons, we require that attending families **enroll for at least three hours** out of the five hours offered. (Note: Fewer classes are offered in the 5th hour.)

Grade Levels / Age Restrictions

While we understand homeschool families hold grade levels very loosely, **for the purposes of our co-op, classes are divided by both age and grade.**

If you wish your child to attend a class outside of our preset guidelines please follow this process:

- Contact the Registrar for approval.
- Registrar will contact the appropriate Grade Level Chair and Director
- GLC will contact teachers, if needed
- GLC will let Registrar and Director know decision
- Registrar will let the parent know the decision(s) and put the child on the class waitlist.

If an exception is approved, the student is waitlisted until after registration to allow students of the appropriate age range priority. Then if there is still room in the class after registration they will be signed up for the class.

Please have a second class choice in the appropriate age range picked out in case the waitlist is full or the teacher cannot accept a student under the preset guidelines.

For the purpose of advancing to a new grade division (K / 1st-3rd / 4th-6th / 7th-12th) at our co-op, children should turn the corresponding age by September 30 of the current school year. (For example: a child must turn 5 by September 30 to be considered Kindergarten.) We understand that each child is a unique individual both academically and emotionally, but due to the size of our co-op we must follow these guidelines for class planning and classroom management reasons.

Class Change Requests During the Year:

There are times that students will want to change classes after the co-op year commences. We strongly recommend that students request to make their changes by the third week of first semester or the first week of second semester.

If a class change is desired, the parent will need to **present this request to the Registrar** who will help determine if a change is possible. (Following a similar procedure to that listed above.) Due to class size and limited classroom space, we cannot guarantee any changes but will look into each request separately. Students may not attend the new class until the request is approved and processed. In addition, if a student would like to switch classes and the class has additional fees, that family is responsible to pay for those additional class fees and the rate will not be prorated.

Payment Policy:

Invoices by family are finalized within one week of registration closing. They are available to be viewed on the website. Families may pay their bill online using Paypal or in person via cash or check. We request that all families pay their bills in full by the first day of co-op. If that is not a possibility, the following payment options are available:

- You may pay your bill on a monthly basis. Your bill will be divided into 4 equal payments. Your first payment is due at orientation and then your next three payments are due in September, October, and November.
- You may pay your bill on a weekly basis. Your bill will be divided up into 12 equal payments with your first payment due at Orientation and each subsequent payment will be due each Monday that we meet.
- It is your responsibility to make a payment on the day that it is due. Please do NOT expect the Treasurer to find you to get your money on the due date.

All bills must be paid in full by the final day of the first semester. In addition, you may make additional payments on your bill at any time. Please contact the Treasurer (Daneale Williams at treasurer@wbltcoop.org or 513.218.7233) if you have any questions regarding your bill or if you need to request a payment plan.

Please Note: You may not attend co-op until you begin making payments on your bill. In addition, if initial payments are not made, children may lose their space in classes that have a waiting list. If you have a payment plan option, and you do not make payments on your payment plan throughout the year, we will ask you to not attend co-op until you have made a payment.

If you have financial hardship, there are a limited number of scholarships available. Please fill-out and submit a financial hardship form (available on the WBLT website) if you need financial assistance.

Refunds:

Please note that we consider a family's registration request to be a well-intentioned commitment to take all requested classes and pay all fees associated with them. We assume that families do not register for classes they are likely to drop later. If you register but fully withdraw by the end of registration, you will not be charged any tuition or fees. If you fully withdraw prior to the first day of class, your tuition will be fully refunded along with any unspent class fees. If you fully withdraw or drop any classes after the second date of co-op, no refund will be issued. In addition, if you transfer classes during the year, class fees are non-refundable and non-transferable.

Returned Check

In the unfortunate event that a check does not clear due to insufficient funds, we will contact you directly. You need to repay the original amount plus reimburse the co-op if the bank charges a surcharge for the transactions. We reserve the right to request the repayment in the form of cash or money order. Payment must transpire within 7 days of WLBT receiving notice from the bank.

FAMILY RESPONSIBILITIES

Responsibilities of Parents

Our co-op thrives on the involvement of our parents. We encourage all parents to consider teaching a class at the co-op. We require all parents to be available to help during the day.

Because we are not a drop off co-op, **no students may attend co-op without the parent or adult responsible for homeschooling them present.** If you are unable to attend and you would like for your child to still come to co-op, you must find a responsible adult **who is not a current member** of the co-op (e.g. – grandparent, aunt, etc) to take your place for the day and to bring your child. *The only exception to this rule is that we will allow children in 7th -12th grade, who are taking academic classes, to attend 1 day per semester without their parents.* The reason for the allowance of this exception once per semester is because we understand that it is hard on junior high and high school students to miss academic classes and to still thrive in a class.

We understand that families occasionally travel or deal with illness during our school year, however, excessive absences over the 26 weeks may result in the family losing their spot in the next school year. We need every member cooperating together to make our program happen. Membership in our co-op requires faithful and consistent attendance.

If you have **vacation or travel** planned that will require you to miss **more than once** each semester, please communicate with your grade level chair about these circumstances and how you plan to balance this with making co-op a priority. (Making co-op a success depends on all members being present. It's also more fun when everyone is doing their part!)

Listed below are other items of interest to parents:

- Arrive at least ten minutes early to co-op. Your children should be ready and in their seats on time for class. If you are scheduled to teach or help the first hour you are attending, you must arrive early to have you and your child prepared for class.
- If you cannot attend co-op and you are not a teacher, please let the Registrar know as early as possible.
- If you have younger children, your children are expected to eat with you. If you have older children, they may eat with their friends, but you are still responsible to monitor your children. You are responsible for all of your children's behavior and verifying that they have cleaned up after themselves at lunch.
- All parents are expected to help each hour that they aren't busy if a need arises (ie – helping in a class if someone is going to miss). On the hour that you are free, you may be asked to fill in in a class when we have adults absent. You will be contacted by the Registrar via text or email with the need we have. Please respond to this email/text letting the Registrar know what position you can fill. We try to spread out the times we ask you to help, but know there

are weeks when we need everyone to pitch in. Thank you for your cooperation and quick responses in these situations.

- All parents are expected to help clean the building during and after co-op, if necessary.
- Parents may not leave the premises during co-op hours while your kids are in class.
- Please check your child's backpack and your mailbox each Monday for notes from teachers. Be sure your child has all needed supplies each week. Please feel free to check with teachers about homework given & your student's progress.
- Parents are responsible for checking their mailbox and email each week – especially Sundays. A newsletter is sent out weekly with important co-op information.
- All parents are required to help each week in some capacity. The number of work hours required will depend on how many members we have. At this time we anticipate every attending adult will need to work at least three out of the five hours. (It is possible some weeks may require more help, if we have a lot of absences due to illness or travel.)
- Babywearing is permitted for nursing infants but please do not bring a child older than three years old with you while helping in an elementary or high school class. The classes in the preschool department (Nursery, 2's, 3's) can be flexible. If you are teaching or working in one of these rooms you may have your preschool age child with you as necessary.
- All attending adults 18yo and older must get a background check. This will be done every two years. You cannot use background checks from other companies. This requirement is paid by WBLT out of tuition and will not require additional payment from you. This background check is completed online. You will be contacted via email when your background check is due. Please be prompt in completing this. If you have any problems, please contact the Registrar.
- Follow the dress code. (See below under student responsibilities.)
- Speak "Life": use language that uplifts and encourages others. Do not use profanity. Keep discussion topics age appropriate and avoid inflammatory political debates or controversial subjects.

Responsibilities of Students:

1. Be on time to class.
2. Know the class requirements and complete them on time. Do homework, read texts, participate in class, etc. Our teachers are careful to assign meaningful assignments to enhance the in-class learning experience. Students are expected to participate to the best of their ability.
3. Keep the bathrooms clean. Walk quietly, respect the church building. (See Building Usage.)
4. Be prepared. Bring supplies, books, and homework. Students should bring their own class supplies for most classes.
5. Be quiet in the halls between classes. No yelling or running.
6. No cell phones may be used during class time without your teacher's permission.
7. Be respectful of others' property, feelings, and bodies.
8. Be receptive and friendly to all students. Refrain from behavior that excludes others or creates divisions.

9. Avoid public displays of affection (PDA): kissing, hand holding, prolonged hugging, etc. are **not** acceptable.
10. Speak "Life": use language that uplifts and encourages others. Do not use profanity. Keep discussion topics age appropriate and avoid inflammatory political debates or controversial subjects.
11. Behaviors of a serious nature (willful defiance, potentially harmful [physically or emotionally] actions or behavior toward another, intentional property damage, out-of-control behavior, etc.) will not be tolerated. Each incident will be considered on an individual basis and may involve the student missing the next week or being asked to leave the co-op. The leadership, teacher, and parents will meet to discuss any dismissal action. Parents of the student will be kept well informed during this process.
12. Follow the dress code:

Dress Code

1. Cooperation is expected from parents/guardians as well as students.
2. Maintain an appearance that is clean and modest.
3. Shirts must be hip length.
4. Muscle shirts, tank tops, halter tops, and spaghetti straps are not permitted.
5. Shirts should have enough of a sleeve to approach the curve of the shoulder.
6. Showing excessive cleavage will not be tolerated.
7. Shorts must be no shorter than six inches above the knee.
8. No writing on the backside of shorts or pants.
9. Skirts or dresses must be no shorter than three inches above the knee.
10. Stockings or "leggings" are not permissible as pants unless they are covered by a skirt, shorts, or dress that approaches the knees. (In other words: your bottom and upper legs should be covered.) Leggings are anything that are skin tight and stretchy.
11. Shoes must be worn at all times, unless requested by teacher, i.e. Tae Kwon Do. (No wheels!)

Illness Policy

Children and adults with the following symptoms should not attend: colored mucus; diarrhea, vomiting, or nausea; eye drainage; virus or contagious infection; rashes (including bleeding diaper rash); fever within 24 hours (1 day).

In addition, anyone exhibiting the following Covid related symptoms (as described on the CDC website) should not attend: cough (in association with other Covid symptoms, *not* an isolated symptom), shortness of breath or difficulty breathing, muscle or body aches, loss of sense of taste or smell. Anyone who tests positive for the virus or knows they have been recently exposed should follow the state's current recommendations for quarantine.

We will allow well families to attend that have a sick family member at home, with the expectation that the adult is monitoring symptoms and the progression of illness, and the illness is not known to be Covid-19. (Please remember that children under 7th grade may NOT attend without another responsible adult taking the place of the parent. See above, p. 8, for more about this policy.)

Conflict Resolution

Unfortunately, personality conflicts and misunderstandings can happen. It is important that we respond to these situations, when and if they arise, in a biblical manner:

- The offended party must first seek to resolve conflict, in private, between the two parties.
- If either party is unsatisfied or resolution cannot be met, they then need to seek the assistance of an objective party (typically your Grade Level Chair) to mediate.
- If necessary, the conflict will be taken to the other members of leadership and they will make any final decisions regarding resolution.

This policy is based on the scripture Matthew 18:15-16: If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. (ESV)

Not all disagreements rise to the level of "conflict." We ask all members to consider Proverbs 19:11: A person's discretion makes him slow to anger, And it is his glory to overlook an offense. (NASB)

Being continually unapproachable or unwilling to appropriately resolve conflicts in accordance with these policies may result in dismissal from our membership and / or not being invited back for the following school year.

CLASSROOM GUIDELINES

General Teacher Responsibilities

We believe that it is the parent's responsibility to train and teach the minds of their own children. **The goal of the teachers at WBLT is to join with parents to aid in providing a biblically founded and academically excellent educational experience.**

All teachers are representatives of the co-op and must agree to teach and abide by the statement of faith. In addition, WBLT pays to have each teacher complete a background check every two years. Finally, all teachers are given specific guidelines that they must follow when agreeing to teach for WBLT. Those guidelines define expectations of classwork and homework depending on the age of the students along with the nature of the course (educational versus elective).

Before a class begins the West Branch Learning Tree Board will approve all teachers and curriculum.

Additional Items are listed below that apply to all classes:

- You must be prepared and on time for your class. If you are teaching 1st hour, you are expected to arrive 15 minutes early so that you are set up and ready to go by the start of class.
- Teachers are required to submit a class description, class syllabus, and substitute teacher lesson plans. These should all be submitted **before co-op begins**. Please note that a class syllabus may be divided into semesters and submitted separately before fall and before spring semester.
- If you are going to be absent, you must notify your Grade Level Coordinator and the Registrar. Use the weekly attendance survey (sent on Fridays) in a timely fashion. Please communicate with your helper in your class that they will be asked to take over and teach in the event of your absence. Plan a way to get materials to them and have them be comfortable with the class so the class can continue smoothly while you are absent.
- Communicate openly with your helper(s) about how they can best assist you during class. If you want specific helpers for the class you are teaching, send an email over the summer to the Registrar to see if it is possible to have that person be in your class.
- You must take attendance each week and submit it online through the website (your helpers can be given access to take attendance online as well) If you want your helper to have attendance access, please let your Grade Level chair know so access can be granted.
- You are responsible for letting the Grade Level chairs know of your general needs for your classroom when the rooms are being selected. We do our best to meet the class needs with the size of the classroom.
- You are also responsible for setting up your classroom each week or putting it back as the need arises. Please accommodate and be polite to those in class before and after you.

- You must have open communication with parents and the Dean of Students concerning disruptive behavior, chronic tardiness, and/or incomplete work. You may either send an email or fill out an incident report.
- Teachers must be in contact with families to communicate expectations. This communication should be regular and consistent so families have clear expectations on what is expected of their child. All communications/homework for the week should be sent by Tuesday at noon so families have adequate time to plan their week.
- As a general rule, please do not volunteer to teach a class if you know that you will miss 2 or more classes in a semester. In addition, a request to teach classes will be evaluated using several factors, including absences in previous years.
- **NO EATING in any classrooms.** If your class involves food, please reserve the kitchen for your class. Let your grade level chair know that you need to reserve the kitchen and they will let you know if the kitchen is available for your class.
- All copy requests should be submitted with a copy request form one week in advance. Copies submitted on the day needed are not guaranteed to be completed on time.
- All classes receive an automatic \$25 to spend on materials. If your class charged an additional fee, you may purchase materials up to the amount collected plus \$25. If you need additional money, you must get grade level chair approval to get reimbursed. Please note – we are a tax-exempt organization and you should use the exemption when making purchases. See your GLC to get a copy of this form.
- Do not allow visitors or any new students in your class without prior permission.
- Outside of extraordinary circumstances or co-teaching situations, teachers may not teach more than two classes.
- There are times when additional needs/requests are made for teachers. For example, in 2020 we had additional cleaning requests due to COVID-19. Any specific needs of this nature will be discussed at orientation and over email. We thank you for being willing to be a part of the solution!

Responsibilities of Helpers

- Be on time to the classes you are helping.
- Be an example in the class. **Participate, and ask the teacher how you can best assist.** Walk around and help kids (if applicable). In a gym class, play games with the kids. In an art class, walk around and assist whomever needs assistance, etc. See if you can grade papers for your teacher during the class. **Be ready to jump in and help in whatever way the teacher needs.** Each class will have different needs.
- If you are going to be absent, you need to let your teacher and the Registrar know ahead of time. We have a two adults in every room policy: you are valuable and needed every week.
- Helpers are expected to serve as a substitute teacher in the absence of the regular teacher.
- You should not use your cell phone during class. This is a rule for students, but it's just as important for you. You are there to help the teacher make the class a positive experience for everyone, and if you're on your phone, you can't do that. Whether it seems like the kids are watching you or not, they ARE!

- There are times when additional needs/requests are made for helpers. For example, in 2020 we had additional cleaning requests due to COVID-19. These specific needs will be discussed at orientation and over email.

Classroom Discipline

Each teacher is responsible for his or her own code of conduct within his or her class. At the beginning of the semester we ask every teacher to address their expectations of the class. REPEAT this regularly. Hold kids to high expectations.

We believe **all students *regardless of age or special needs* are expected to be held to the same standards as the other kids in the classroom.**

We do have a procedure if student behavior continues to be a problem. There are two main areas of conflict here.

1. First, disruptions in the classroom. See example below:

Mrs. White tells the students there will be no talking over her or interrupting. Johnny interrupts. She reminds him not to and gives him a **warning**.

He does it again.

His **name goes on the dry erase board**.

He does it again.

His name gets a **check mark**.

He does it again.

He is **escorted out of the classroom** by the helper to the front desk where the Dean of Students makes him sit with her until his next class.

The teacher writes an incident report that reads something like this: Johnny refused to follow class instructions and was removed from the classroom.

Please - be consistent. If one week you follow through and the next you don't the kids will know they can manipulate the situation.

2. Second, if a student does not complete the work required in the class
 - Talk directly to the student individually about work/incomplete HW/class expectations.
 - Do not discuss removal from class with the student.
 - Talk directly to the parent(s) about specific problem
 - Talk in person or in an individual email
 - Do not send mass emails to the entire class stating the general problem.
 - Notify grade level chair of issue (in writing). OR, you can copy the grade level chair on the email sent to parents.
 - Establish a timeline of what needs to be accomplished and when it must be completed.
 - Communicate this timeline ASAP to parent and student.

- If work is not completed by the deadline, set up a conference with the parent, teacher and grade level chair to determine the next course of action.
- Course of action after the conference will be determined on a case by case basis, and that action will be clearly communicated to all involved.

If a student is unprepared for class or is causing a class disruption, please send them to a Board member (usually found by the entrance / check-in desk). The student will be “Bored with the Board” for that week. This will give disruptive students a quiet place to gain control of their attitudes, words, or actions. In the case of missing homework, students may use this time to catch up on missed homework so they may rejoin class in the future.

If a student's unacceptable or inappropriate behavior continues, parents may be required to attend class. WBLT reserves the right to expel any student from classes or from membership in our co-op if a student's behavior continues to be disruptive.

WBLT also reserves the right to ask a student to leave the co-op if the student's behavior is unmanageable or detracts from the experience of others in the co-op. No refund will be given.

Educational Accommodations & Special Needs

We have an **Education Accommodation Form** on our website for parents with kids who have learning needs or other specific requests. Please fill this form out if:

1. You have a child who needs additional assistance in class.
2. Your child has a specific academic, mental, or emotional condition you want a teacher to know about.
3. Your child has any allergies to any food/item that may be used in a class situation.

Note: We can occasionally accommodate minor special needs students who are high functioning. If a special needs child is able to participate in a class, with similarly aged peers, that child is welcome to attend.

However, **we are not a special needs co-op**. We are not equipped with either the manpower or training to provide one-on-one instruction to any child. Prior to registering your child for classes, please contact the co-op to verify that we can accommodate your child's needs.

If we allow your child to register for classes, you must file the Educational Accommodation Form for that child. And finally, if we later determine that your child can not be accommodated by our program, we may need to remove your child from his/her classes. This is a last resort and would only be considered if the child repeatedly disrupted the class or posed a threat to others. The need for removal will only be considered as a last resort and will be decided upon by the teacher involved, the Dean of Students, and the WBLT Directors.

GENERAL INFORMATION

Meeting Times & Contact Info

For 2024-25, we will meet at Friendship Baptist Church on Mondays from 9:00 - 2:30 for two semesters during the school year:

Fall Semester 2024: September 9, 2023 - December 2, 2024

Spring Semester 2025: January 27, 2025 - April 21, 2025

(please note these are 13 week semesters with no scheduled Thanksgiving or Spring break)

We follow Northwest Local School District for weather related closings (snow, ice). You can see that policy below, on page 18. We do NOT follow the school district for Monday holidays or breaks. Our schedule is not dependent on whether the school district is in session except in weather related closings..

Our classes last for one hour each and lunch is scheduled for 30 minutes. The daily schedule is as follows:

First period 9:00-9:55

Second period 10:00-10:55

Third period 11:00-11:55

Lunch - 12:00-12:30

Fourth period 12:35-1:30

Fifth period 1:35-2:30

Fewer classes are offered fifth period (1:30PM – 2:30 PM). Many families with younger children choose not to stay for this hour.

There will be a short chapel service offered once a month in the auditorium. This service will be held from 8:45-9:00. It will be conducted by Pastor Keith Wells (or another pastor on the FBC staff if he is unable to attend) Anyone (adults, teens, and children) registered to attend first hour classes should plan to be here for this time of prayer and encouragement.

Communication

E-mail through our website is our preferred form of communication. Our newsletter gets sent via email weekly. We also provide physical “mailboxes” (file folders) to our members. This is where we may distribute physical announcements or forms. This is also a place for returned reimbursement checks and possibly returned graded homework during the day while at co-op. Please be sure to check your mailbox when you arrive and prior to leaving co-op each week.

If you have any questions and need to contact someone, please refer to the contact section on the website. You will find a comprehensive list of board members, grade level chairs, and other areas of interest. If you are still unsure of who to contact, please contact the info email address at info@wbltcoop.org

Be aware that during the summer months (June, July, August) or winter break months (December, January) you may not get an immediate response from a board member. Email accounts associated with our co-op are not continually monitored during these times.

Please do not call the church office for any reason. They allow us to use their building but West Branch Learning Tree homeschool co-op is not affiliated with Friendship Baptist Church.

Building Usage

1. Entry / Restricted Areas - We will be using the second to the last side-door on the right of the church and the upper entrance (under the nurseries).
2. **Doors will be locked during the school day.** Door monitors will admit our members near the circular drive. All exterior doors still serve as exits.
3. **We are permitted and encouraged to use the inner hallway to get between buildings. Please keep voices and feet quiet while using this hallway!**
4. Classrooms - No gum, food, or non-water drinks. Plain water in water bottles is allowed around the building
5. Restrooms - Please keep the bathrooms clean!
6. Parking Lot -
 - a. Parents and teachers are permitted to park in the back lot behind the church and the upper lot. Parking in an area reserved for those with accessibility needs is not permitted unless you have the appropriate sticker or tags.
 - b. Students are to be accompanied by adults at all times while playing outside in the parking lot. Individual parents will be held responsible for any mishaps involving your child that may occur during this time.
 - c. Drive slowly while in the parking lot. Please make sure teenage drivers are aware of this as well. There may be children present.
7. Elevator - There are two elevators. They are only to be used by those with special needs, strollers, or other special circumstances. There will be signs up. No horseplay on the elevators is permitted. Misuse of the elevator is a serious offense.
8. Telephones - There are several phones located throughout the church. These phones are the church's business phones and are strictly for church use. Personal calls made during co-op hours are limited to cell phone use only.

9. We must leave the building when our class day is complete (2:30PM for most classes). Do not allow children to play in classrooms, the gym, or the kitchen at the end of the day. The building should be clean and ready for the next ministry offered by FBC.

Remember, we are guests in this building. If we are not courteous and respectful, we may not be invited back.

Lunch

Lunch is held from 12:00-12:30 in the Fellowship Hall (Gym). All students must remain in the Fellowship Hall for the entire duration of lunchtime. Parents & students are responsible for cleaning up their eating area prior to 4th hour. Each family will also serve on the lunch cleanup rotation. You will be assigned lunch clean up at least once in the school year. You will be sent the details of what this entails in an email. However, *each week* please help contribute to the general cleanliness of the gym.

Lunch is picnic style. We will not be setting up tables for lunch. Please bring a blanket to sit on the floor if you wish. If you need accommodations please let the board know.

- There will be pizza / Chick-fil-A type days. Food must be paid for online in advance.
- There will be snack / drink sales, exact change is appreciated.
- Please limit the use of microwave and fridge as much as possible.

If you are not attending co-op classes after the third hour you must decide if you are staying at co-op for lunch. Please inform the registrar of your decision about this by the first day of co-op. If you are not staying for lunch, you will not be asked to do lunch clean up. If you are staying to eat lunch, we will include your family in the lunch cleanup schedule.

Food and non-water drinks are not permitted anywhere in the building other than the gym. The only exception to this is water bottles. Please be prepared to bring water, especially for gym classes!

We are a completely nut free facility due to the number of allergies.

Snow Day/Cancellation Policy

In case of severe weather, we will follow the Northwest Local School District school-closing schedule. In the event of a delay, we will meet at our regular time if the Board determines the delay does not apply to our co-op. In the case of a building conflict, we will send notices via Facebook, email, and text.

Visitors

If you wish to bring non-registered kids with you as visitors, please notify the Registrar as soon as possible with a **minimum of 24 hours** notice. If you desire your visitors to attend classes the registrar will need to confirm with teachers that an extra student is allowed. Our classes tend to be full and cannot always accommodate extra students. In addition, visitors will not be permitted to participate in gym classes.

On the scheduled Visitor Day offered for prospective members, visitors will receive a guided tour of the building, look in on some classes (with as little disruption as possible), and have a Q&A time. They are invited and encouraged to stay for lunch after this tour and then asked to leave as lunch dismisses.

Facebook

During the registration process, families choose whether their child's photo can be used on Facebook, with the agreement that students will not be identified by name. We appreciate those who allow us to use their child's photo, as it helps us show off our program. Once photos are posted to Facebook, we ask that you tag only your own child (if you want to!). Please do not tag other people as they may not want their names shown.

Fire Drills/Other Emergencies

When the fire alarm goes off, whether for a known drill or for real, here is what needs to happen:

- Classroom helpers – keep kids calm and together. Support the teacher in what can be a scary and trying time.
- Adults who are not in a classroom – go to the preschool area. Help get little ones outside. Teachers will know where to go, but they will need extra hands. Do not try to go get your children! Their teachers will take good care of them.
- If lights go out, stay put until/unless a Board member comes to tell you otherwise.

Other items due to COVID-19 or similar health issues:

- There could be a situation where we need to cancel co-op for a set period of time. These situations may include:
 - Too many families out sick in a given day, making it impossible to fill all absences
 - Government requests / mandates
 - Friendship Baptist scheduling conflicts (such as funerals)

7th - 12th teachers should submit a detailed syllabus at the beginning of each semester so that learning can continue even if a shutdown occurs. In a short shutdown (1-2 weeks) we

encourage the teacher to be engaged with the students in order to continue toward completion of the curriculum.

In the case of a long term shutdown, teachers are encouraged to do what they can to help the students successfully complete the curriculum, but teachers are not required to move to a distance learning model.

In the event of long term shut down, elementary classes will not continue and parents should not expect continued instruction from the co-op teacher. Elementary teachers may choose to stay in touch with class members or offer distance learning options that they are comfortable providing. These can be used at the parent's discretion.

We do not have the platform or infrastructure to move to an entirely online model. We cannot equip each member with the appropriate technology or ensure reliable internet access for all students. For these reasons our co-op depends on physically meeting together for all or most of our scheduled classes.

Friendship Baptist Church has a cleaning service that sanitizes between services. Nursery and preschool classes may need to clean or sanitize toys during the day, as needed.