

ROOTED IN FAITH COOPERATIVE HANDBOOK

Absences:

Please text or call by 8:00 am if your family will not be able to attend the co-op meeting. If you are a lead teacher to a course, please create a substitute plan to be given to whomever is covering your class. Please attempt to find another parent to cover your class, if you can not find someone, please let Lauryn know.

Arrival & Dismissal

Arrival is 9:00am, co-op is complete at 2pm. Parents may be asked to stay to help clean up the space.

Birthdays:

Birthdays can be celebrated while your child is at co-op. If you wish to send in a birthday treat, please send in something free of artificial dyes and nuts. Please make arrangements 24 hours prior to the celebrations to determine if other allergies need to be considered.

Budget:

The budget of materials needed for each subject area will be determined once registration is closed. Funds may be allocated differently for classes requiring more materials.

Clean up:

All craft supplies, toys, food and outdoor equipment must be cleaned up prior to the end of co-op. Tables must be wiped down, floors must be vacuumed and all garbage must be taken out.

Communication:

Questions or concerns can always be emailed to rootedinfaithoffice@gmail.com or text Mrs. Lauryn.

Crafts:

Material requests must be submitted to Lauryn at least one week before class for ordering. Alternatively, volunteers can purchase supplies independently and receive a refund up to the approved budget limit.

Discipline:

All children are learning and developing appropriate social skills. When a child displays an inappropriate behavior, a replacement behavior will be shown.

If unacceptable behavior is shown numerous times, a parent meeting will be arranged in order to come up with a solution. If the unacceptable behavior is not resolved, the child will not be able to return to co-op.

*unacceptable behavior is determined by administration.

Lunch and Snacks:

We will have a group snack and lunch. Please bring a cold lunch. No microwaves or refrigeration will be available for children to use. **We ask that all food be nut free.**

Sick Policy:

Please do not attend co-op if you or your child currently display or have displayed any of these symptoms in the last 24 hours:

Temperature of 100.4 degrees Fahrenheit or over

Vomiting

Diarrhea

Lice

Rash (other than heat-related rash)

Pink Eye (secretion present in eye will determine a call home)

Supervision:

All children must be supervised at all times on church property.

Teaching:

We will be meeting 9 times. When registering, parents will select the topics they feel comfortable teaching. Once registration closes, the administration will assign your specific subject area and let you know whether you will be lead-teaching, co-teaching, or assisting in other areas.

I have read Rooted in Faith Academy's expectations. My signature below states I agree to follow the expectations and encourage my child to do the same.

Student Name: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

