

Seaside Christian Co-op
2015-2016
Family Handbook

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Who We Are

We are a non-profit Christian cooperative serving homeschoolers in Corpus Christi and the surrounding areas. Our students range from First grade through High school and we offer pre-school/kindergarten and nursery for children with older siblings in co-op.

We long to support and build up the homeschool community in our area by providing an environment for Christian families to bless and co-labor together by teaching and assisting in classes that reinforce a Biblical Christian world view and promote a love for learning.

We are a co-op in the true sense of the word “cooperative.” At least one parent from each family is expected to take on teaching, co-teaching, or to assist in other service responsibilities during the year and families also help with set-up and clean-up. All adults who serve our co-op in a teaching, co-teaching or assisting role must have a vested interest in our co-op by being related to an enrolled student who participates in our co-op.

Our Heart

Our heart is first and foremost to exalt and honor our Lord and savior in all that we do. We have filtered many of our policy-decisions through the Word of God, to the best of our ability. This includes being *intentional* about the priorities the Lord has outlined for us through His word. At Seaside Christian Co-op, we believe our God-given responsibilities as child of God, spouse, parent and homeschool parent always trump our involvement with co-op.

Core Values

We believe the primary purpose of man is to glorify God and enjoy Him forever. We believe the primary purpose of parents is to train and disciple their children in the Lord. We believe the purpose of co-op is to *assist and encourage* parents in their homeschool. Therefore we strive together to:

- Keep Jesus Christ central in our hearts, lives, and homeschool.
- Never cease teaching our children the Word of God and pointing them to the Gospel of Jesus Christ.
- Give our children a Christ-centered education that promotes excellence and a life-long love for learning and service to God.
- Equip and inspire our children to affect the world for His great name.
- Do all things to the glory of God!

We pray that the co-op will be a blessing to you in your homeschooling journey and hope you find the co-op a safe place where minds are cultivated, hearts are nourished, friendships flourish, and the love and grace of the Lord Jesus Christ is magnified.

Seaside Christian Co-op Statement of Faith

We believe the Bible, the Old and New Testaments, to be the inspired, inerrant, infallible, divinely preserved Word of God which constitutes completed and final revelation, and to be the sole and final authority for faith and practice.

(II Timothy 3:16-17, II Peter 1:21, Psalm 119:89, Psalm 12:6-7)

We believe there is one living and true God –an infinite, intelligent Spirit, perfect in all His attributes, and eternally existing in three persons: Father, Son and Holy Spirit.

(Deuteronomy 6:4; John 1:1-13; Matthew 3:16-17; II Corinthians 13:14; Revelation 1:8)

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection from the dead,

His ascension into Heaven, and His imminent bodily return in power and glory.

(John 1:1, 14; Luke 1:31-35; Philippians 2:6-8; I Corinthians 15:1-8; 15:21; I Peter 2:24; Ephesians 1:7; Hebrews 9:12; Acts 1:9-11; I Thessalonians 4:13-18)

We believe that man was created in the image of God but fell into sin through the disobedience of Adam and is, therefore, lost, unable to justify himself before God.

(Genesis 1:26,27; 2:16,17; 3:6; Romans 3:10,23; 5:12,18)

We believe that salvation is the free gift of God given to the sinner by grace and through faith in Jesus Christ alone, as Savior and Lord, whose substitutionary death on the cross paid the penalty for man's sin. This free gift of salvation is not received by any personal works whatsoever.

(Ephesians 2:8,9; Titus 3:5; John 1:12; 5:24; Romans 5:15; 6:23; 10:9-13; Acts 16:31)

We believe that the ministry of the Holy Spirit is to convict and regenerate mankind, and to indwell, guide, instruct, and empower the believer for godly living and service.

(John 16:7-14; Titus 3:5; I Corinthians 6:19; 12:13; Romans 8:14; Ephesians 5:18)

Signing-Up

Please read the following handbook before signing up for co-op.

At Seaside Christian Co-op we hold your family-time in the highest regards. In an effort to honor our commitment to our spouses and family we have implemented the following policy:

Registration will be held once per year. Once you have signed up, you are registered for the entire year. Offering registration once per year will reduce the number of hours each of us will spend preparing for each term. This also means, if someone comes later in the year, they will have to wait until the following year to participate in the co-op.

Teachers' children will be given priority in their own classes, but the co-op cannot make accommodations beyond that, so families are encouraged to register early to reserve spots in desired classes. Space is limited.

Current Co-op Families Registration

Date: May 5, 2015

Time: Teachers 9:00-9:30 & Current families 9:30 – 11:00

Place: Fellowship Hall (Kitchen area) Southside Community Church

New Family Registration Date (and Returning Family 2nd date)

Date: May 14, 2015

Time: 1:00-4:00 New Families and Current Families who could not make it May 5th

Place: Fellowship Hall (Kitchen area) Southside Community Church

Please bring the following forms with you to registration:

Teachers' Res. & Expectations

(if not yet turned in)

Family Application & Agreement

(if not yet turned in)

Parent Agreement

Student Agreement

Release of Liability

Handbook Acceptance

Registration Forms

Family fee of \$160 is due upon registration. Child fee invoices will be emailed the following week after class selections are finalized. Term 1 payment is due upon date specified on invoice via Paypal or by mail.

New Family Registration

Due to limitations in space, new families are enrolled on a case-by-case basis. Please email sccoopinfo@gmail.com for more information.

Family first in June & July

Each year our leadership team commits to taking the entire month of July off. This time is spent away from co-op and co-op duties. Everyone at co-op honors their desire to connect with their spouses and children without any interruptions. We ask that you do the same. HOWEVER, come August 1st the leadership team will be back in action, full-steam ahead!

2015-2016 Term Calendar

Term 1 **September 11, 2015 - November 13, 2015**
Fall Trimester (10 weeks)

Term 2 **January 8, 2016 - March 11, 2016**
Winter Trimester (10 weeks)

Term 3 **April 1, 2016 - May 20, 2016**
Spring Trimester (8 weeks)

Co-Op Daily Schedule

Seaside Christian Co-op meets on Fridays from September through May.
The daily schedule is:

8:30	Morning TEAM Set-Up
9:00 - 9:25	CORE Class
9:30 - 10:25	Class 1 *Extended Class 9:30-10:40
10:25 - 10:40	Snack Break
10:45 - 11:35	Class 2
11:40 - 12:30	Class 3
12:30 - 12:45	Dismissal & Afternoon TEAM Clean-up/Pick-up from Nursery & Pre-k

*Class times and schedule are subject to change.

CORE Class

CORE Class- The Desire to provide our children a distinctly Christian education will be brought out in our CORE class where we will begin our day by honoring God and inspiring our hearts through:

- Prayer
- learning & singing songs, hymns, and scripture songs
- memorizing scripture
- reading stories about great men and women of the Faith; missionaries, martyrs, preachers, musicians, and etc...

C-Christ-centered
O-observations for
R-reviving
E-education

Families are encouraged to treat CORE as a class hour. Children should fully participate in CORE, showing the utmost respect to the speakers and leaders of CORE. While we enjoy the opportunity for children to spend this time in prayer and worship with their friends, if disruptive behavior persists, children will be asked to sit with their parents. Parents of small children should feel comfortable taking crying babies to the lobby to give them a place to walk around and calm down.

Getting in Contact With Us

Director	Leila Haas	(832) 863-5729
Asst. Director/Student Council Coordinator	Jessica Lenhardt	(361) 215-4676
Treasurer	Sharon White	(361) 442-5044
Secretary	Julia Alaniz	(361) 688-3505
Events Coordinator	Elizabeth Moench	(361) 877-4919
Morning Coordinator	Julia Alaniz	(361) 688-3505
Afternoon Coordinator	Leila Haas	(832)863-5729
"Littles" Nursery-Kinder Age Group Coordinator	Clarice Bueno	(361) 980-6085
1st - 5th Age Group Coordinator	Krista Thomas	(361)442-2556
6th-12th Age Group Coordinator	Jessica Lenhardt	(361) 215-4676

Co-op members will be placed on an e-mail loop and will have access to our Facebook page, which will be our main means of communication. Members are responsible for reading their e-mails or checking Facebook status to learn important announcements related to the co-op. At the beginning of the co-op year, every family receives a master list with contact information.

Code of Conduct For His GLORY

Glorify God

“...whatever you do, do all to the glory of God.” 1 Corinthians 10:31

- Asks “Do my actions/speech bring Glory to God?”
- Is a good example to other students of Christ-like behavior
- Is ready to serve God by serving others

Love one another

“This is my commandment, that you love one another as I have loved you.” John 15:12

- Does nothing out of selfish ambition
- Considers others as better than him/herself
- Looks out for the interest of others

Obey authority

“Remind them to be submissive to rulers and authorities, to be obedient... Titus 3:1

- Listens to the teacher when he or she is speaking
- Does not speak out of turn or cause distractions in classroom
- Honors the authority of teachers and adults at co-op, the first time

Respect others

“...give preference to one another in honor;” Romans 12:10

- Speaks with honor to and about teachers and students
- Does not participate in gossip or spreading of rumors
- Respects other’s personal space and property, including the church building

Your best efforts

“Whatever you do, work heartily as for the Lord and not for men...”

Colossians 3:23 “

- Does not give up when an assignment is difficult
- Follows directions the first time they are give
- Invests time and energy into studying

The SCCOOP Board will be instituting a policy beginning in the 2015-2016 co-op year. Students will be required to abide by these rules of conduct at all times. The first time a student breaks one of these rules, they will be given a warning slip to take home to their parents. The second time a student breaks a rule, we will require a parent/student/board conference. The third time a student breaks these rules, they will be placed on probation for a time specified by the board or asked not to return for the remainder of the year. (See the Discipline Policy on page 11).

Dress for His Glory

Because there are so many young impressionable minds at co-op, we ask, out of love for one another, to please consider these tips when dressing for co-op. (Philippians 2:4)
These are suggestions for co-op, not a set of rules for Christian living.

Dresses and skirts that are worn *without* leggings should fall at least to the knee.

Halter tops, or spaghetti strap shirts and dresses should have a sweater/sweatshirt covering shoulders and straps if they are worn at co-op.

Clothing that reveals midriff or cleavage should not to be worn at co-op.

Pants should be well fitting, not too tight & not too loose, with no undergarments showing and no holes above the knees or excessive rips & holes.

Shorts should have an inseam of at least 6 inches. No clothing should be worn that conflict with Christian ideals such as inappropriate graphic designs or inappropriate written messages.

Discipline Policy

All teachers and assistants will demonstrate love, grace, and helpfulness to all students. However, this does not mean that inappropriate behavior or deliberate defiance will be tolerated. Bullying, negative talk to or about another child, name calling, excluding others, unwholesome talk, or behaving in any way that would cause injury to others are behaviors not allowed in our classrooms or during any co-op event. No public displays of affection including but not limited to touching or discussions of dating will be allowed at co-op.

If behavioral issues arise, the following protocol will be used

1. The teacher will address the problem with the student and send home a behavior slip to the parents. If any student causes serious class disruption, he/she will be removed from class that day and taken immediately to the parent. If the parent is not available, the child will be placed in study hall until the parent is located.
2. If the behavior problem persists after parental involvement, the leadership team will be consulted and a parent/student/board conference will be required. The student may be asked not to return to co-op for a season, on a case by case basis.
3. For any behavioral issues beyond the first two measures taken, students will be asked not to return to co-op for the remainder of the year.

Any purposeful acts of violence or vandalism will result in immediate expulsion. We do not anticipate having any problems, but in fairness to all we will adhere to this policy.

All final decisions will be at the discretion of the leadership.

This is not an exhaustive list of desired behavior and co-op members should always be guided by Christ's Golden Rule: So in everything, do unto others what you would have them do unto you.

Parent Expectations

All parents are required to contribute to the co-op's operation in these ways:

Lead Teacher
Co-Teacher
Non-Teaching

All non-teaching jobs (class assistant, nursery/toddler, floater, playground and hall monitor) will be assigned by leadership. You must be on campus long enough to fulfill your job responsibilities.

- Co-op members are expected to help clean the facility by completing their assigned job each Friday. The Facility coordinator assigns the weekly cleaning efforts to keep the church in good shape. If you are unable to perform your cleaning responsibilities, you will need to make arrangements by contacting your partner family. In an emergency situation, such as your family is sick, please call Facility Coordinator before 8:30 a.m. on co-op morning. If you fail to contact the Facility Coordinator and are a “no show” for your cleaning job, you will be assessed a \$15 fee that will go to the co-op enrichment fund.
- Be on time! This is very important for the co-op to run efficiently.
- Be present on the co-op campus while any of your children are at co-op. In an emergency situation, you can leave the co-op premises if another parent who is at co-op agrees to be responsible for your children at co-op while you are gone; however you must inform a member of leadership of the arrangement and sign a release form.
- Read over class descriptions to determine the best fit for your child's abilities. Teachers provide a curriculum best suited to their teaching style. Parents are responsible for having their children participate fully in the class with the expectation of completing all homework. Failure to do so is disrespectful to the teacher who has prepared for the class and the other class students participating, as many times full participation plays a role in the progress of each class. It is the parent's responsibility to keep all grade records. Teachers may or may not provide grades for their classes and are not expected to. Any grades provided by teachers are left to the sole discretion of the parent to keep for their own records. Parents should make decisions for classes chosen based on the needs of their children and are responsible for making sure their child will thrive in each class chosen based on their child's needs. If a class looks challenging, parents should be certain they are willing to require their child to participate fully in the class.

Conflict Resolution

Unfortunately, personality conflicts and misunderstandings can happen. It is important that we agree on how to deal with these situations, should they arise.

- Based on Matthew 18, if conflict arises, parents and teachers should seek to resolve the issue on their own. Gossip is not an option. If either party is unsatisfied or resolution cannot be met, the parties then need to seek the assistance of the director.

As a last resort, the conflict will be taken to the Leadership Team and they will make the final decision.

- What is true for the students is also true for co-op parents: This is not an exhaustive list of desired behavior and co-op members should always be guided by Christ's Golden Rule: So in everything, do unto others what you would have them do unto you.

Student Expectations

Students are expected to contribute to the co-op's operation in these ways:

- Abide by the code of conduct, for His glory!
- Clean up classrooms at the end of each class period before being dismissed, including:
 - Throw away garbage and recyclables.
 - Take all personal items (backpacks, notebooks, papers, etc.) along when exiting the classroom and at the end of the co-op day.
- Participate in co-op set-up or clean-up according to each family's job assignments.
- Stay within the church building, playground and field during the co-op day. Older students: Please help by keeping outside doors and gates closed and by helping any younger students if necessary.
- Students must remain in their classroom for the allotted class time. Students are not allowed to wander through the building. Any student found not in a class without an excuse will be taken immediately to their parent to be returned to class.
- The study hall is a quiet study area. Please be respectful of students who are studying; conversations between students should wait until co-op is over or during breaks.
- Students are not to be in unused classrooms or offices.
- Be prompt to class. This is extremely important! The teachers work hard to prepare to teach and have a limited time in each class.
- Remember and do assignments!

Building Use Rules

It is an incredible privilege to be able to meet at the host church. We must use great stewardship over this facility. It is the responsibility of every family to do their part to ensure that we are invited back next year! Every day after co-op, we must leave the church in the same condition as we found it. Let us make it our aim to bless them with our presence.

Indoors: No food, except in designated areas. Chairs, tables and other equipment may be relocated to suit the purposes of each activity, but must be returned to the original positions before leaving. Permission must be obtained before anything is posted or hung on walls.

Hallways: Students are expected to WALK in the hallways. Running and horseplay is not permitted.

Sanctuary: No students are allowed on the sanctuary stage or in the sound booth. The Sanctuary is only available to students during CORE class, a specific class using the Sanctuary or during clean up (those people responsible for cleanup only). There should be no food in the sanctuary! Instruments, sound equipment, & audiovisual equipment should not be used.

Outdoors: You may eat outdoors. Please, throw away all trash.

Foyer: This area is a quiet area for students not in a class.

Kitchen: The kitchen is off limits except for the use of snack and class use.

If you get it out, please put it up.

If you get it dirty, please clean it up and place it where you found it.

If you borrow it, please bring it back quickly and clean. (Don't take it home!)

If you use the last one, please let the Director know. (Please use only co-op paper products!)

All trash must be removed and placed in the trash bin on the outside of the building.

All kitchen equipment must be returned to its original location and the room left clean. Children must be adult-supervised at all times in the kitchen.

Refrigerator for daily use only – please remove items each Friday afternoon.

Please note, there is not enough room for sack lunches, please bring an ice chest.

Playground: No climbing on the roof of the fort. No throwing wood chips.

If your family eats outside please make sure to throw away all trash.

Co-op Policies

Playground Policy

During co-op: Playground is reserved for kindergarten and under.

After co-op: No playground supervisors will be on duty. Parents allow their children to play on the playground at their own risk. Each parent is responsible for supervising their own children, finding another responsible adult to supervise their children, or allowing their children to play unsupervised.

Toys and Technology Policy

Due to our limited amount of time and educational goals, we are asking for all toys and technology be left at home, in your car, or in a parents bag during co-op hours, as they create an unnecessary distraction. With the exception of approved class use, for example, a typing or computer class.

Science Policy

Science classes will be taught from a literal interpretation of the Genesis account.

End of Day Policy

Once co-op has ended for the day, be prompt in gathering up your children and belongings and relocate outside to socialize. This will allow the clean-up crew to complete their duties.

Teacher Substitute Policy

If you have a situation where you won't be able to full-fill your responsibilities at co-op please use the following guidelines for finding a substitute.

1. Plan early. If you know of your absence find a substitute ASAP!
2. If you're an assistant or co-teacher, contact the current lead teacher for your class so they know of your absence.
3. As a last resort (After 8PM Thursday), if you are unable to find a substitute via email or word of mouth among class assistants or floaters, please contact the age group coordinator by calling or texting. Please do not post on Facebook. The responsibility falls on you to help find coverage during your absence.

Absence Policy

1. Contact your helper (if you are a teacher) or the teacher (if you are a helper) for each class you are in to make sure the class is covered. Only contact a floater to cover if the class will absolutely need the extra help.
2. Contact your cleaning substitute to make sure your cleaning assignment is covered and signed off on to avoid any cleaning fees.
3. Contact the morning coordinator to let them know who will be substituting. All contact should be made via phone call or text message. Do not post on Facebook. Be sure you have a response that your message was received.

Sick Policy

Do unto others as you would have them do unto you (Luke 6:31). Please be considerate of others regarding your child(ren) and illnesses. We don't want co-op to be a source of sickness. If you or your children are sick or recovering from an illness, please do not attend co-op that day. People with the following symptoms should not attend:

1. Fever or vomiting (within the last twenty-four hours)
2. Colored mucus
3. Diarrhea or nausea
4. Eye drainage Virus or infection (known to be contagious)
5. Head lice or Ring worm

This is not an exhaustive list.

Please use good judgment for the protection of all the families, so we can provide the highest quality program for all the children.

Co-op Closure Policy

We will make determinations about closings due to weather conditions by 7:00 a.m. on co-op days. Co-op participants will be placed in an e-mail loop which will be our main means of communication. Please check your e-mail by 7:30 a.m. on co-op days for any special notices about bad weather. (If you do not have an e-mail account, or facebook we can put you on a phone chain.) We will be following CCISD weather closures.

Events Outside of Co-op

We encourage families to get together outside of co-op and to inform the group of events that would benefit and interest homeschoolers. Our ministry as a co-op is to assist families by offering classes and encouragement for homeschooling therefore, we ask that Bible studies be reserved for the local church.

Volunteer Responsibilities

Cooperative Policy

Each parent will be given an active role as a teacher, co-teacher, assistant, monitor, or floater in one of our classrooms. This is a cooperative and it takes everyone pitching in to make our co-op work. After registration has ended, assignments will be made to place assistants in every classroom. If you have preferences as to your placement, please mark them on the registration form and we will do our best to honor them. Each class will have at least two adults.

Age Group Coordinator

Age group Coordinator responsibilities include:

- Works closely with teachers to make sure they have the supplies/equipment needed.
- Collects lesson plans from teachers and back-up sick day lesson for all classes for age-group for emergency situations only.
- Works directly with the co-op board to evaluate curricula.
- Communicates directly with the parents regarding special challenges and student needs.
- Assists morning coordinator to make sure all classes are covered for that day.

Lead Teacher and Co-Teacher Policy

Lead Teacher responsibilities include:

- Create and teach an age-appropriate curriculum & submit it to the Age Group Coordinator/Director along with a back-up sick day lesson for emergency purposes only.
- Arrive to class early make sure room is set up appropriately.
- Purchase class supplies.
- Come prepared for each class session.
- Make sure that the co-op is providing any needed materials for class, not the church.
- Communicate with parents.
- Notify 1) Co-teacher 2) assistant or as a last resort 3) AM Coordinator, as soon as possible if you will be absent, and make arrangements for your class lessons to be covered.
- Return class to the condition it was in upon arrival.
- Store, bring, and stock supply box. Return supply box to co-op after teaching term/terms, to be reused.
- Report behavior and homework issues appropriately to the director

Co-Teacher Responsibilities Include:

- Plan lesson plans together with teacher
- Arrive to class early and check in with the teacher and make sure room is set up appropriately.
- Help teach class, purchase supplies, and make copies as needed.
- Help facilitate class projects

- Make sure the classroom is tidy and restored to original order before dismissing students.
- Help set up for class and return it to the condition it was in when arriving.
- Fill in for the teacher when he or she cannot come to class.

Class Assistant

Assistant responsibilities include:

- Arrive to class on time.
- Help facilitate class projects and accompany younger students on bathroom trips.
- Help set up for class and return it to the condition it was in when arriving.
- Help address behavior and homework concerns in the classroom.
- Fill in for the teacher/co-teacher when he/she cannot come to class.

Nursery Assistant

Nursery assistants make it possible for parents with babies and small children to teach co-op classes. Nursery assistant responsibilities include:

- Arrive to the nursery at least five minutes before the next class so there is time for transition between caregivers.
- Hold, read to, and play with the babies.
- Find a replacement if you will be absent.
- Use co-op snacks, or those provided by parents. Please do not use snacks that belong to the church.
- Sanitize toys and baby equipment.
- Leave classroom in the condition it was in when arriving.

Morning Coordinator

- Open building
- Unlock back doors & cleaning closet.
- Turn on lights, turn on heat/air conditioning
- Name tags
- Setup foyer table
- Sign in guests
- End of the line person for absences and have list on foyer table for all to see who is subbing for who
- Have check off list of cleaning duties ready to be signed
- Work with P.M. Coordinator to assign cleaning duties to each person

Afternoon Coordinator

- Close building (Goal is 1pm)
- Organize co-op storage area
- Ensure storage cabinet items are returned and it is locked at end of day
- Gather Printed Master List
- Gather name tags at the end of co-op
- Do the final sweep of building to make sure lights turned off, rooms look clean, etc.

- Have check off list of afternoon cleaning duties to be signed off on
- Work with A.M. Coordinator to assign cleaning duties to each person
- Tear-down foyer table
- Store name tags, binder, sign-in sheet, etc... in storage closet
- Doors: lock back doors & cleaning closet.

Cleaning

With lots of little ones using the church facility for over four hours every Friday, it is essential that everyone pitch in to keep the building clean out of respect for, and to maintain a positive relationship with the host church.

Everyone must sign up for their preference of one of the job titles listed below in order to participate in co-op. Preferences will be honored as much as possible. There are many jobs available. These job assignments will be your responsibility EACH WEEK during the entire year. This will ensure that everyone has a small, yet crucial, part in the set-up / break down each day at co-op.

Morning Job Assignments May Include:

- Arrives at 8:30 to help set up.
- Set up tables & chairs (this depends on the need each morning)
- Co-Op Storage Room Organizer
- Class Room Rosters to be posted on each room door with tape
- Quiet Zone signs placed on both doors leading to the Church office hall.
- Stroller parking signs put up in Foyer corner where the book cases are.
- Registration table duties.
- First Aid Kit taken from cabinet and placed in the Kitchen on counter
- Fill classroom baskets with cleaning supplies
- Deliver each basket to the room # indicated on the basket
- Anything else the co-op administrator may need assistance with
- Put out rainy day supplies

Afternoon Job Assignments Include:

- Move / break down any tables / chairs as needed
- Remove Classroom Roster Lists by each room, return to registrar
- Quiet Zone signs REMOVED, return to co-op registrar
- Stroller parking signs REMOVED
- IF RAINING, GATHER rugs, return to storage and vacuum area if needed
- Cleaning Box taken and placed in co-op storage area
- Sweeping or vacuuming of all areas used.
- Wiping down tables and white boards in each classroom.
- Gathering trash to be taken to the dumpster.
- Cleaning bathrooms.

This list includes only some of the cleaning assignments available. Please see Cleaning Assignment Form for more details and job descriptions. Assignments are subject to change.

Fees

Annual Registration Fee

The co-op has a non-refundable annual facility fee per family due at registration:

- The current fee is \$100 for building use & insurance
- The co-op has a \$60 administration fee per year

Per Child Fees

Child fees are paid per term or may be paid in one lump sum. Invoices will be sent out to each family.

Keep in mind that books may need to be purchased as well. Some teachers may send home a supply list of common school and household materials.

Cleaning Fees

A \$15 charge per week will be added to term fees for any cleaning assignment left undone or uncovered by a substitute. If you have exhausted your options for finding a substitute, contact the morning supervisor for assistance with getting your cleaning assignment covered.

All payments must be current for students to attend class.

Final Word

Classes from a Biblical Standpoint

We operate with a Biblical Christian worldview defined through the faith statement. When you register for classes in our group, all of our activities and meetings will be conducted with Christian emphasis. All classes will be taught from a biblical standpoint. With your signature, you acknowledge that you are in agreement with our statement of Faith and will adhere to the membership.

No Drop-Off Policy

It is important for all members to realize Seaside Christian Co-op is not a school; it exists only as a cooperative association of parents committed to educate our children. This is the reason we do not allow for drop-offs.

Facebook and Communication Policy

Seaside Christian Co-op has a strict “closed member policy” in regards to our Facebook and email. Only administrators may approve Facebook requests. Requests will only be accepted of parents, legal guardians or students who participate in Seaside Christian Co-op. This also applies to our email list. Emails will only be sent to parents and legal guardians of our current Seaside Christian Co-op Students. Our co-op’s security is of utmost importance to us!

Add/Drop/Change Policy

The deadline to add, drop or change a class is 48 hours after registration. *After 48 hours, class schedules will not be changed.* In the event, you must fill out an add, drop or change a class form and turn this into the secretary/registrar.

Leave of Absence

Families may need to leave co-op due to unforeseen circumstances. In order to hold your place in the co-op, please contact the Director. Every situation is different. Therefore decisions will be made on a case-by-case basis.

Seaside Christian Co-op Handbook Acceptance

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my volunteering with Seaside Christian Co-op.

I hereby accept the **Seaside Christian Handbook**, as written on the date stated below.

I hereby accept the **Seaside Christian Handbook**, as written on the date stated below.

Parent Signature

Date

Parent Signature

Date