

Wellspring Homeschool Community

Co-op Handbook

Welcome to Wellspring Homeschool Community's co-op classes. We are looking forward to a great year! Before co-op begins please take a few minutes to read over this handbook to help make sure things run smoothly each week.

Wellspring Homeschool Community is a Christian-run organization that embraces Biblical principles, looking to God to lead and guide as our community grows and changes. We do not limit our membership to those who hold the same beliefs, nor is it our goal to force these beliefs on others, but we want to be open in letting families know the position from which we come. We ask that, while attending Wellspring functions, participants be respectful of this position in behavior, speech, and dress.

Upon joining the Wellspring Homeschool Co-op, participating families enter into a voluntary association with Wellspring Homeschool Community. This relationship remains in effect until such time that either party decides the relationship is no longer beneficial to the family and/or the Wellspring Homeschool Community.

Child Safety Policy

- **NO Unattended Children**

We cannot have any unattended children. If your child is too young to participate in a co-op class, he/she should stay with you at all times unless you are helping in a class. Older children should remain with their classes.

- **All teachers/adults must have a background check.**
- **All classes must have 2 unrelated adults (over 18) present or they must teach with an open door.**

If you are teaching without a helper, your helper is related to you, and/or you have a student helper, your class must be conducted in an 'open room'. An open room is defined as a room with a window in the door (through which an adult roamer will periodically observe the class) or a literal open door. If you have any questions about our open door policy, please feel free to ask. Thank you in advance for helping us maintain friendly relations with FUMC and safeguard our children.

- **Student Needs** - If your child has a special need (i.e. allergy, medical, or behavioral concern), it is your responsibility to inform the leadership team and your child's teachers.
- **Waivers of Liability** must be signed by all families.

Behavior

Please be respectful of the church, its staff, facilities, and members. Treat everyone at any Wellspring function with kindness and respect. There should be no fighting or bullying, including face to face and/or on social media.

Dress Policy

Wellspring dress code applies to all students and parents participating with Wellspring and relates to all Wellspring events unless otherwise specified. It is not designed to be a judgment or a preference as to what represents decency or appropriate Christian dress; it is merely a structure intended to assist Wellspring families and leaders in the administration of classes and events. The dress code attempts to make room for individual style and choices in attire, while applying general principles to guide the implementation of its requirements, meet the standard of the host church, and offer inclusion to a wide diversity of family standards.

Dress Code Requirements are as follows:

- All clothing must be modest and unrevealing in cut, fit, and texture.
- All clothing should be neat and clean and contain no inappropriate messages or pictures.
- All pants, skirts, shorts, and dresses must be fingertip length. Slits in skirts or dresses must not extend higher than fingertip length when standing. Boys' pants must be modestly cut and not tightly fitted.
- Girls' necklines must be modest in cut and fit. No cleavage may show, even when bending over.
- All shirts must be long enough to reach to the top of pants/shorts/skirts and should not allow the exposure of midriffs or backs.
- Creative fashions, excessive modifications and/or embellishments to the body and hair (such as hair colors, piercings, tattoos, clothing styles, etc) are not banned, but leaders who believe such display to be distracting, unsafe, or unsuitable for a particular event may request students or parents remove or cover them.
- Swimsuits worn at Wellspring functions must cover the midriff and be conservatively cut. Boys must wear boxer-style suits.

Staying Informed

Wellspring's communication is very much internet-based, and it is the responsibility of individual families to stay informed. Staying informed is easy when you do the following:

- Sign up for the Band App (see Jenna or Tae for information).
- Join the Wellspring Facebook Group.
- Refer to the Wellspring website for information on co-op, events, field trips, etc.

Communication Courtesy

If you receive a communication requesting some type of response or action on your part, please respond as soon as possible. When parents do not respond to a text, phone call, e-mail, or Band message it adds hours to the job of Wellspring administrators, as they have to try to contact you multiple times. Please remember they are volunteers who also homeschool and have other responsibilities beyond Wellspring.

Parent Volunteers

As a cooperative, Wellspring can only function when all families volunteer in some capacity. Hence, all registered families are required to have one parent/guardian either teach a class for one hour or serve as a helper for two hours. A parent/guardian is also required to remain on-site all three hours. There will be a parent lounge area for parents to hang out when not in a class. If you are teaching a class, you may check Wellspring's storage cabinets for supplies, but please do so before or after co-op, not during classes, so as not to disturb the classes in those rooms. Our storage cabinets are in rooms 218 and 221.

Behavior Policy

When a child misbehaves in a class, we ask that teachers first seek to rectify the situation in class by redirecting that child or giving a warning. If the misbehavior continues, the child will be taken to his/her parent for the remainder of class. It is Wellspring's policy that if a child is removed from class three times, then that child will have to remain with his/her parent during that class for the remainder of the semester.

Missing Co-op Classes

Since every parent fulfills a volunteer position each week, it is very important that you let us know if you need to miss co-op. Please contact the Gotta Miss Co-op person, Tae Scott-Smith as soon as possible to let her know. The best way to let Tae know you will need to miss co-op is to send her a message via our Band.

Upon Arrival for Co-op Classes

- Go to the gym to wait for dismissal to class
- If you are assigned as a floater, please check in with the Gotta Miss Co-op person, Tae Scott-Smith.
- Check the information table in the parent lounge for:
 - Important Information
 - Pouch for teachers to turn in receipts
 - Give-Aways

Sibling Policy

If you have younger children who are not old enough to participate in co-op classes, you must keep them with you unless you are teaching/helping in a class. If desired, you may leave your child with a floater while you are teaching or helping or you may choose to keep your younger child with you when you teach/help if that is your preference.

Upon Dismissal

At the end of the co-op day, all children will be taken to the gym. All families are expected to remain on site after co-op classes end at 4:00 to help ensure the areas used by our group have been cleaned and straightened up. Roles for clean-up will be assigned based upon the volunteer role of the parent/guardian during co-op meeting time. Clean-up should take less than 15-20 minutes with everyone working together.

All children must be picked up from the gym immediately after cleaning is completed. Families who wish to continue their fellowship with one another may make arrangements to head to a local park or other venue to extend their time together.

Check the table in the foyer for your children's projects. Wellspring cannot guarantee that your children's project will be saved if left at co-op.

Free Table

If you have items that you would like to share with other families in the co-op, you are welcome to set your items on the tables in the main foyer. Please make sure you label your items as "free" and take any remaining items home with you at the end of the day.

Inclement Weather/Widespread Sickness Policy

We do not follow Madison County School's cancellation schedule. If co-op is cancelled, we will make every effort to make that decision by 10:30am. Delays, cancellations, and last minute changes will be posted to our Band.

Guidelines to Keep a Happy Relationship with First United Methodist Church

FUMC is very gracious in letting us use their beautiful facility, and we would like to be invited to use it for years to come. In order to do this, we need to follow a few simple, reasonable guidelines set out by the church for outside groups using their facilities.

- **Pick Up After Your Family (and others)**

Please throw away all trash. To ensure that we leave a clean building behind, please pick up trash even if it is not yours and it was there when you arrived.

- **Elevator Use**

Elevator use should be limited to adults or students who are physically unable to use the stairs or who are carrying a heavy load.

- **Walking Track Use**

The walking track is to be used for exercise only. All children must be accompanied by an adult to use the walking track. Parents are welcome to use the track during their off hour(s). No food or drink (except water) is allowed on the walking track.

- **Kitchen Use**

No one should go into the kitchen area.

- **Kitchen Pantry**

The pantry area is off limits to outside groups.

- **Do Not Run in the Building**

With the exception of the gym, please do not allow your children to run in the building.

- **Gym Use**

No food or drink (except water) is permitted in the gym.

- **Tables and Chairs**

Tables should be wiped down and returned to their original position at the end of each co-op day. Cleaning supplies will be in our supply cabinet in room 221. Please pick up your own cleaning bag (one per room or bathroom) and return it to the supply cabinet once the area has been cleaned.. Chairs, tables, and other items should be left as they were found.

- **Floors**

Please take the time to sweep up any visible debris at the end of the day. There are brooms available in every room.

Who to contact about co-op:

Wellspring Leadership: Jenna Newell, Tae Scott-Smith, Tiffany Jones

Co-op Administration: Jenna Newell, Tae Scott-Smith

Class Suggestions: Jenna Newell, Tae Scott-Smith

Gotta Miss Co-op: Tae Scott-Smith

Facility Questions: Jenna Newell, Tae Scott-Smith

New Member Information: Tae Scott-Smith

Parties: Jenna Newell

Receipt Collection: Tiffany Jones

Registration: Jenna Newell, Tae Scott-Smith

Teacher Budgets, Questions, and Concerns: Jenna Newell

Volunteer Schedule: Tae Scott-Smith, Jenna Newell

Contact Information:

Tiffany Jones - jonesfamily859@gmail.com; 859-358-5599

Jenna Newell - thenewellfamily95@gmail.com; (859) 779-0823

Tae Scott-Smith - elizabethscottsmith@yahoo.com; (859) 248-7214

Wellspring Homeschool Co-Op Emergency Preparedness Plans

Fire Alarm: In the event of a fire alarm:

1. All classes will remain together and proceed to the nearest building exit.
2. If a group is in the Multi Ministry Center when an alarm sounds, they will leave the building and proceed to the First United Methodist Church's fellowship hall.
3. Once a tally has been taken to ensure everyone is present, families will be reunited.

Tornado Warning: In the event of a tornado warning in the immediate area:

1. All classes taking place in the Multi Ministry Center will remain together and proceed to the hallways surrounding the gymnasium on the first floor of the Multi Ministry Center.
2. Once all classes are present, everyone is accounted for, and it is safe to do so the co-op leadership team will reunite families within the safety of the storm shelter areas.

Shelter In Place: In the event of a shelter in place order coming from local officials (active shooter in the area or a chemical spill)

1. All co-op classes will be notified via our co-op Band and immediately close their locked doors, pull the blinds, turn off the lights and move all class members to the front interior corner of the room opposite the door. This message, sent via the Band app, will instantly go to all current adult Wellspring Co-Op members and be sent by a member of the co-op leadership team.
2. The entrances will always be kept locked and, during a shelter in place event, no one will be permitted to enter or exit the building until the all clear is given by authorities.
3. A previously designated member of the co-op leadership team (this year it is Jenna Newell/ 859-779-0823) will remain in contact with the authorities. This leadership team member has previously placed her phone number on file with local emergency management services. She will keep all members of the co-op leadership board informed. As it becomes available, information will be shared with all teachers, volunteers, and parents via our co-op's Band.
4. All classes will remain together in their rooms until an all clear is given by authorities. Once the all clear is given, members of Wellspring Co-Op's leadership team will facilitate the reuniting families as soon as safely possible.