

Mission Statement

IMPACT exists to bring home school families together to learn in a loving environment. Our desire is to create an educational experience with all subject matter approached from a traditional perspective. We want to be an encouragement and example for our fellow home schoolers in all that we do. We encourage discussion, study of the word of God, and prayer for God's direction for your personal life with respect for others.

IMPACT Family Expectations

Every family is **required** to participate in IMPACT, either by teaching a class or volunteering in a classroom. IMPACT is not a drop-off co-op and parents must remain on property while they have a child attending classes. *If you are willing to help out more than we have required for your family, please let us know at the mandatory co-op meeting.*

- **All families must attend the mandatory co-op meeting** set for the week prior to the first day of the session. If you are unable to attend the mandatory meeting you must notify the director *PRIOR* to the meeting. Following this meeting, you will be given your volunteer and clean-up assignment. We try to observe any preferences you may have; however we cannot guarantee that you will get your first choice.
- **Every family will be required to volunteer each week during our co-op session.** The number of hours required from each family will depend on the number of children they have enrolled. Teachers may be required to volunteer based on need and on the number of children they have enrolled.
- **Four (4) Clean-up days will be required** of all families (teachers will be required to fulfill at least 2 weeks of clean up). Clean-up typically runs about 20-30 minutes and cannot be scheduled during the time you are volunteering. Families who do not attend 3rd hour classes may be required to return following 3rd hour if we are unable to accommodate for the time which they are on property.
- **All families must follow our rules and policies outlined in this document.**

Contact Protocol

Always contact the *appropriate* Board Member with any matters regarding IMPACT or the Church. Please be considerate to both the IMPACT Leadership and the church by keeping the proper chain of communication. Please refer to our website and session information flyer for contact information. Our website will contain the most up-to-date information on classes and session information. We also will post real time updates and information on our Facebook group. Do not contact a teacher for class placement or changes. All class changes must be done online under "*class change request*".

Building Policy

Please do not contact the church regarding IMPACT. We operate independently from the church. We use their facilities, but we have no affiliation with them.

- **NO PARKING ALLOWED** in the parking spots *directly* in front of the church (by sidewalk/grass).
- No scooters, skateboards, roller skates etc. are allowed on the church property.
- Food and drinks may only be consumed in the foyer area, in a kitchen class and/or outside. Water bottles are allowed in classrooms.
- Vending machines, refrigerators, microwaves and other church property may not be used without prior approval from the board.

Registration Information

General registrations are processed on a first come, first serve basis. Board members and teachers receive priority registration. Class limits and age restrictions are established for the benefit of our students, to ensure a positive learning environment. Once a class reaches its maximum size, the class will be closed and will remain closed for the rest of the session. Age related exceptions must be approved by the board *PRIOR* to registration and the child must turn the appropriate age within 45 days of the registration date.

Class Cancellation Policy

For all class changes please use the “*class change request*” located on your family dashboard on the website. Class changes and refunds will be issued only if it will not affect the pre-stated minimum number of students for that class. All class changes must be requested by the 2nd Wednesday of the session to receive a refund. Absolutely **NO** refunds will be issued after the 2nd week.

All classes are subject to cancellation. It is the intent of the board to avoid this at all costs but there are some things out of our control. We will make every effort to accommodate your child.

Attendance Policy

In an effort to keep our families as healthy as possible, please keep your children home if they have any apparent signs of illness. There is no make-up policy or monetary refund for missed classes. In classes requiring homework, it is the responsibility of the parent or student to obtain missed lessons.

- In the event of a planned absence, please give us **at least one week’s notice** so we can find a replacement to fulfill your duties.
- Should an unplanned absence arise, such as a sick child or family emergency, please contact the Volunteer Coordinator immediately.
- Posting on Facebook or sending an email is **NOT** an acceptable form of notification.
- If you are unable to complete your scheduled week to clean up, you will be rescheduled for another time. Please contact the Facilities Coordinator immediately if you will be absent during a week you are scheduled to help.

Sickness Policy

Use common sense when deciding whether or not your child is too ill to attend co-op. Think:

- Is my child well enough to do the activities during class?
- Does my child have a condition that could be passed on to other children?

The following is a list of guidelines that we expect you to follow. Please keep your child home with any of the following symptoms and/or illnesses:

- Fever greater than 100°
- Skin rashes, Impetigo & Hand & Foot
- Conjunctivitis (Pink Eye)
- Chicken Pox, Measles & Mumps
- Croup or excessive cough
- Runny nose (color other than clear)
- Vomiting or Diarrhea within the last 36 hours
- Started antibiotics in the last 24 hours

If you or your child(ren) are sick, please contact the appropriate board member as soon as possible to let them know you will not be attending co-op that week.

Co-op Rules

Please make a point to discuss the rules of our co-op with your child(ren) prior to the first day.

- Use walking feet and inside voices while in the church building.
- Do not climb on the trees or handrails outside.
- Only water is allowed in classrooms. (No other food or drink)
- Clean up your mess following lunchtime and when using the restroom.
- Respect and listen to teachers and all other adults during co-op time.
- Practice good hygiene and wash your hands.
- Always use your manners.

While we have a clean-up committee, please be helpful by cleaning up after yourself and your children. Our goal is to leave the building in better condition than it was when we arrived.

Dress Code

We observe a modest dress code for both children and adults.

- **NO** Strapless, backless, midriff, sheer or low cut dresses or tops.
- Undergarments **must be covered** at all times. Sleeveless tops must cover bra straps (*no spaghetti straps!*)
- Dresses, skirts and shorts must be longer than 4 inches above the knee.
- **NO** clothing depicting crude slogans, words, or pictures.

Impact Co-op Safety Protocols

To ensure the safety of our families the following protocols have been put in place and will be followed during co-op hours:

- Entrance must be through the worship center doors. Do not let others in through locked doors.
- Children must be supervised at all times while on property. Children must be in a classroom or with their parent at all times.
 - Children without a class must remain with their parent in the foyer or outside.
 - No child may not be left during co-op hours without board approval.
 - Children (ages 14-18) must be placed in "study hall" during a class hour in which they have no class unless they are directly supervised by their parent.
- Lock blocks should be used on all classroom doors.
- No adult shall enter a bathroom or classroom alone with a child other than their own.

Fire Drill Instructions

When the fire alarm is triggered:

- Teachers will have students line up by the door.
- Classroom volunteers will line up behind the students.
- The teacher will lead students to the nearest exit.
- Everyone will meet outside, in the parking lot, by the dumpster.
- Teachers take roll call of students.
- Students must stay with their class and families until the board announces otherwise.

Guests and Visitors

Guests and visitors must check in at the board table. Non-enrolled children may not attend any co-op day without prior approval from the board. If any parent sees a suspicious person during co-op hours, please report it to the board table immediately.

Volunteer Expectations

You are required to fulfill your volunteer duties each week. While volunteering in the classroom we expect that you:

- Are willing and able to help the teacher as they need.
- Be engaged and involved with the class and the students.
- Arrive 5 minutes prior to the start of class and stay the entire class hour.
- Refrain from cell phone use during class time.
- If your assigned class already has a volunteer, and the teacher does not need more than one volunteer (2 adults per room), please report to the Volunteer Coordinator.
- Help clean up the classroom before the end of the class period.
- If you are going to be absent, you must contact the Volunteer Coordinator.

Clean-up Expectations

Your scheduled facilities days are often referred to as clean-up or set-up. Each day in which you are scheduled you will be given an assignment or multiple assignments based on need.

- Each assignment has specific tasks that must be fulfilled.
- Before leaving you must check with the Facilities Coordinator.
- If you miss an assigned week, you will be rescheduled for another week.
- If you are going to be absent during a scheduled week, you must contact the Facilities Coordinator PRIOR to your scheduled time.

Hold Harmless Agreement

By enrolling your children in IMPACT Home School Co-op, you agree to the following: IMPACT Home School Co-op, its members and instructors, and Sparks Nazarene Church assume no liability and make no assumptions of risk for anyone attending IMPACT Home School Co-op. In addition, parents are directly responsible for the actions of their children. Compensation for injury or damages, either deliberate or accidental, shall be borne entirely by the responsible family.

If you have to leave the property for any reason and plan on leaving your children, you must find another parent who will be responsible for your children in your absence. You and the parent must both sign and agree to our Hold Harmless Agreement. The form must be turned into the Board table before you leave the premises.

- You may **NOT** leave your child(ren) in the nursery or preschool classes while you are off property.
- You may **NOT** leave the premises during your scheduled volunteer hours.
- If you have a child between the ages of 14-18, you may complete a one-time hold harmless agreement each session.

Following the meeting, please visit the following stations:

- Information Station: Meet **Teresa K & Gina** – and ask your general co-op questions here!
- Facilities Station: Meet **Melinda & Alicia** – and sign up for your required clean up days.
- Treasurer Station: Meet **Teresa W & Sharon** – and pay your invoice – (cash & check).
- Volunteer Station: Meet **Erica** – and sign up for your required volunteer hours.

Scheduled Clean-up Dates: _____

Scheduled Volunteer Hours & Classes: _____