

# SHEPHERD *of the* HILLS Homeschool *Co-Op*

Policy and Procedures

Location: Shepherd of the Hills Calvary Chapel

527 Hoffmansville Rd Bechtelsville PA 19505

(610) 754-6446

[www.soth.church](http://www.soth.church)

email: [mmonger@soth.church](mailto:mmonger@soth.church)

## **Statement of Purpose**

Shepherd of the Hills Christian Homeschool Co-op exists to encourage and support families who are educating their children at home, particularly those who are doing so following Christian principles and in accordance with our Shepherd of the Hills Articles of faith.

As an academically focused group, we assist parents in meeting as many state requirements for homeschooling as possible, however understanding and fulfilling these requirements ultimately falls to the parent(s).

We are a volunteer-run ministry of Shepherd of the Hills Calvary Chapel striving to enhance the home education experience of families while representing the homeschooling community in a manner that honors Jesus Christ.

As a volunteer-run ministry, we need every family within our membership to be actively throughout our sessions.

Families are encouraged to discuss ideas with Shepherd of the Hills Christian Homeschool Co-op leadership. Leaders will strive to remain open to suggestions, within reason, and supportive of the efforts of its members.

## Registration Information

### Enrolled Student Information

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Child Last Name First Name MI D.o.B. Science Level  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Child Last Name First Name MI D.o.B. Science Level  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Child Last Name First Name MI D.o.B. Science Level  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Child Last Name First Name MI D.o.B. Science Level  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Child Last Name First Name MI D.o.B. Science Level  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Child Last Name First Name MI D.o.B. Science Level

### Additional Not Enrolled Siblings

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Child Last Name First Name MI D.o.B. Potty Trained?  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Child Last Name First Name MI D.o.B. Potty Trained?

Masterbooks "Lets Talk Science" Level:

- 1 Adventures in Creation
- 2 Adventures in the Physical World
- 3 *Adventures on Planet Earth*
- 4 *Adventures in the Scientific Method*
- 5 *H&E Physical World (Middle School)*
- N Nursery

**Classes are based off of enrollment and may be changed after registration closes for the year.**

## Address Information

\_\_\_\_\_  
Street City State Zip

*Parent / Guardian Information (also to be used as emergency contact)*

\_\_\_\_\_(\_\_\_\_)\_\_\_\_-\_\_\_\_@\_\_\_\_\_  
Authorized Parent / Guardian. Phone. Email  
\_\_\_\_\_(\_\_\_\_)\_\_\_\_-\_\_\_\_@\_\_\_\_\_  
Authorized Parent /  
Guardian. Phone. Email  
\_\_\_\_\_(\_\_\_\_)\_\_\_\_-\_\_\_\_@\_\_\_\_\_  
Authorized Parent / Guardian. Phone. Email

## Church Information

Church Affiliation/Home Church

---

Denomination \_\_\_\_\_

Shepherd of the Hills Christian Homeschool Co-Op is a ministry of Shepherd of the Hills Calvary Chapel and reserves the right to admit those with common spiritual values.

### Schedule of Events

#### Annual Schedule:

The co-op will meet for two, 16-week sessions: one in the fall and one in the spring. Precise begin and end dates will be provided as these may change according to the needs of the co-op. Meetings will take place from 9 a.m. to 12 noon on Wednesdays. The co-op participates in a Christmas Program in December and End of Year program in May with the Shepherd of the Hills Christian School.

#### Learning Experience:

In addition to regular session classes, shared learning experiences serve to enhance the home education efforts of our members. These experiences are based on parent/student/course/family interests and can include: field trips, cultural events, special events, community outreach efforts and organized recreational activities. We offer class for ages 6 and up through middle school. (Must be age 6 by Sept 1<sup>st</sup> in accordance with the PA homeschool law) 24 P.S. 13-1326. E

<https://www.education.pa.gov/PolicyFunding/BECS/Purdons/Pages/CompulsorySchoolAttendance.aspx>

#### Daily Schedule:

*(Subject to change based on curriculum content)*

9:00-10:00 AM Instruction

10:00-11:00 AM Snack & Gym

11:00-12:00 PM Instruction

#### Parent and Student Expectations

Our day starts at 9am and ask that if you are scheduled to teach/assist or nursery please arrive by 8:30am to set-up prior to the students arrival.

Since God has commanded us to respect our parents, parent-teachers and leaders, students are expected to show consideration by listening and closely following any instruction or direction given by leadership, parent-teachers and assistants.

Since God has commanded us to love one another as He loves us, students are expected to treat all members of the co-op with kindness and respect, encouraging one another to do good deeds. We know we all have different rules and standards within our families and aim to work together cohesively during our sessions. If parents feel their student is not being treated kindly, we encourage you to first reach out directly to the other parent. If resolution is not made or if you feel this will affect the nature of the co-op's purpose, please address it with a leader.

Since God has assigned us to be good stewards of all the blessings He provides, students are expected to show care and concern for their own and other's belongings, all materials for use in the class, and the furniture and surroundings of the church in which we are guests.

If a student becomes disruptive to the class so as to hinder the parent-teacher's ability to conduct the day's activity, the parent-teacher may contact the parent to resolve the situation, up to, and including, asking the student be removed from the days' activities. Continuous disruption may result in being removed from future meetings and/or events.

### **Absence and Illnesses:**

Please remember your participation is vital to SOTH Christian Homeschool Co-op. We do realize absences happen, so please advise the co-op leadership team of any planned absences for Wednesday class or other scheduled events.

In the event of a sudden absence because of an emergency or illness on a Wednesday morning, please contact the co-op leadership team asap.

We appreciate the dedication of all our parents; however, if you or your child is sick with fever or other contagious symptoms, please remain at home.

### **Communication:**

We use the following to communicate within our group: SOTH Church Mobile App, and Facebook. Please check the private Facebook group regularly for communication throughout the session. The private Facebook group is for current members only. This will allow our members to freely share information and pictures with each other.

**Cancellations:**

In the event of inclement weather, we will send out an announcement to parents regarding cancellations or delays for the Co-Op. The church has the right to cancel co-op based on weather concerns as well as church usage changes. Make-up days are subject to availability.

**Children With Allergies:**

For the safety of your child, parents/guardians are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is diagnosed. This form must be completely filled out by the child's parent(s) or legal guardian(s) and be updated as needed.

Parents/guardians must also complete a "Release and Waiver of liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases SOTH Christian Homeschool Co-op from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided SOTH exercises reasonable care in taking such actions. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

**Parent Roles****Participation:**

Since we are a volunteer run group we have an "All Hands on Deck" mentality. Which means we need everyone involved to be helping in some way. Some of the roles of the co-op are as follows:

*Leadership Team*

Consists of Chairman, Secretary and Treasurer. Their job is to help organize the group, maintain communication, monitor finances and deal with last minute changes as they arise

*Classroom Coordinator*

Each class will have a lead parent. This parent will be in charge of ensuring that their schedule is in place at the beginning of the semester and notifying the leadership team of schedule changes. This includes but is not limited to organizing lesson plans and/or seeing that unusual supplies are obtained in a timely manner. Supplies vary based on book level and lesson for the day.

### *Teaching Parent*

Is lead teacher of the day. They are in charge of getting the lesson ready for the day and/or sharing the lesson with the assistant mom. Duties also include wiping down tables and emptying trashcans at the end of the day.

### *Assistant Parent*

To assist the lead mom of the day, whether it be splitting the teaching day or assisting the whole day. Assistant Parent should also be ready to step up into the Teaching Parent's spot should they not be able to teach that day. Duties also include wiping down tables and emptying trashcans at the end of the day.

### *Gym Parent(s)*

In charge of assisting our gym teacher every other week. Duties also include making sure all gym equipment gets put back in its appropriate spots after gym class

### *Nursery*

All parents rotate through nursery throughout the year. Duties include watching younger siblings during co-op hours. Helping with their snacks and feeding, notifying parent of soiled diapers/changing soiled diapers. Reading books, singing silly songs and sitting crisscross applesauce is not required but can be very helpful.

### *Event Coordinator*

Coordinates events for the co-op such as field trips etc. and may be combined with other co-ops in the area.

## **Committees**

As a co-op we will create committees based off of needs of the group and ideas of the moms. At current we have 2 committees as follows:

### *Birthday*

This group organizes monthly celebrations of birthdays within the group, and sees to the writing and delivery of birthday/Thank You/Sympathy/etc. cards.

### *Party*

This group is in charge of organizing/implementing/assisting with our seasonal celebrations such as Hallelujah Harvest, Friendsgiving, Christmas, Valentines, Easter/Seder and our beginning and end of year family picnics.

## **Background Checks:**

Per Federal and State laws, background checks are required for all volunteers who work with children and youth. This process is free of charge to volunteers. **To start the background check process, simply click the following link to submit your information:** <https://ministryopportunities.org/shepherdofhills> ([link is external](#))

If you are unsure if your clearances are active, please contact the church office.

\*Shepherd of the Hills Church uses the third-party company *Protect My Ministry* (link is external) for all screenings. Your information for background checks is secured using industry standard encryption. Shepherd of the Hills will not process any background check without your consent. You will be prompted to provide consent when submitting your information at the link above.

## **Supplies:**

Each child is expected to provide their own:

Textbook, Backpack, Pencil, Water bottle, Snack and dependent on book a sketchbook or journal. Please label supplies that belong to the student.

Each child will be provided with basic school supplies based on donations and fundraisers. i.e. glue sticks, tissue, construction paper etc.

## **Shepherd of the Hills Calvary Chapel Articles of Faith**

Shepherd of the Hills Christian Homeschool Co-op is a ministry of Shepherd of the Hills church and as such shares its Articles of Faith. These Articles of Faith may be obtained in the church office and/or found by visiting the church's website. By participating in the Shepherd of the Hills Christian Homeschool Co-op, I understand my child will be taught consistent with the church's Articles of Faith.

## **Membership Conditions and Waiver of Liability**

I/we, the parents, understand that our family is a representative of Shepherd of the Hills Christian Homeschool Co-op and of the homeschooling community. We agree to conduct ourselves in a responsible manner when participating in all group activities. This includes, but is not limited to, dressing appropriately (no sexual, profane, drug-related, or other clothing inconsistent with the church's faith guidelines), following instructions, respecting authority, careful treatment of property and polite behavior toward others. We understand that failing to comply will result in our family being asked to refrain from future participation.

I/we assume all risk for my and my child(s) participation in Shepherd of the Hills Christian Homeschool Co-op. I agree to hold Shepherd of the Hills Church, its staff, officers, members, volunteers, entities, and all participants of the Shepherd of the Hills Christian Homeschool Co-op blameless in the event of injury and/or infection due to coop participation.

I/we are willing to share responsibility for the success of the group. We have read and agree to the Articles of Faith, Statement of Purpose and policies and procedures. We will abide by the policies and expectations within these documents. In the event of a dispute of any terms outlined in this agreement, Shepherd of the Hills Church reserves the right to interpretation.

I/we also understand we will be part of a cooperative effort that includes all members working together to teach, assist as scheduled by the leadership team.

I/we understand current PA law requires all volunteers who work with children to secure state mandated clearances. All adults involved with co-op activities will be required to submit proper background clearances via a link, provided and paid for by the church. We do not currently accept past clearances.

I/we understand the fee for membership is \$60 per family (up to 2 children then \$15 for every additional child) per semester. Each Semester will be 16 weeks in the fall and 16 weeks in the spring.

OR

\$120 per family (up to 2 children then \$30 for every additional child) per year. The year runs from August to May.

A deposit of \$20 must be included with this application. All payments are non-refundable. Checks should be payable to Shepherd of the Hills Calvary Chapel.

*\*Applicable to SOTH Church staff only\**

Membership fees as stated above are for 100% participation in the co-op. Either by the parent or other representative i.e. grandparent, father etc. If as a church staff member 100% participation in the co-op on Wednesday morning is not possible then an alternative rate is applied of \$120 per semester or \$240 per year.

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_/\_\_\_\_/\_\_\_\_ Parent/Guardian Name (Print)

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_