



A Christian Homeschool Cooperative

Member Handbook

Updated 09/24/2023

GATHER & GROW CHRISTIAN HOMESCHOOL COOPERATIVE

MEMBER HANDBOOK

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I. Who We Are

Gather & Grow Christian Homeschool Cooperative (hereinafter “G&G”) is a not for profit organization located in Vista, CA. G&G is dedicated to assisting families in nurturing their children by providing excellent instruction from a biblical worldview and providing prayer, support and encouragement to strengthen our homeschooling families. Our group seeks to do this by offering quality enrichment classes taught by parents and teachers who openly express faith in our Lord Jesus Christ and using curriculum that supports traditional values, Christian character, and biblical principles.

II. Mission Statement

As shepherds of our children's growth, we will root our children in God's word and teach, support, and encourage our children in their journey of academic learning, character development, and community so that they will have strong wings to glorify God in their youth and throughout their lives.

III. Statement of Purpose

To give our children roots in a Biblical worldview

To provide our children the skills to explore new concepts, think critically, and apply their knowledge in everyday life

To develop in our children Godly character and a passion for His ways

To encourage academic excellence and a love for learning

To support and strengthen families in their homeschool journey

To create a healthy learning environment that promotes teamwork

To give our children wings to soar into the future

IV. Statement of Faith

The dual basis of our unity is our faith in Jesus as the Christ, the Son of the Living God, and our adherence to the Bible as the inspired text for our teaching and the one sufficient constitution for governing our G&G experience.

We seek a unity of understanding in the essentials of our faith, yet we do not suggest that we must agree on all things pertaining to our walk in Christ. On many issues we have the freedom to disagree. We do ask, however, that all who accept and hold a leadership or teaching position in G&G respect the following guidelines and resist any temptation to use their position as a forum from which to teach students other views.

We believe that God is Creator of our world and Lord of our lives. He wants to have a loving relationship with us.

We believe that Jesus Christ is the one and only living Son of God and our Savior. God opened the way of abundant and eternal life to all who call on Christ's name through His death, burial, and resurrection. One day He will return to earth and call His own to Himself.

We believe the Holy Spirit is God himself encouraging, guiding, convicting, comforting, and transforming us in the way of Christ.

We believe the Bible to be the infallible Word of God.

V. Communication

Email will be the primary means of communication. Members are responsible for checking their email on a regular basis to receive important news related to G&G. If you do not have access to email, please let the Director know. Pertinent information will also be added to the Co-op's website.

VI. Board

The Board is made up of six (6) persons who have been an active part of Co-op. They will oversee the overall operation of Co-op, and to be the "last word" in any decision affecting the group. The Board consists of the Director, Registrar, Social Chair, Volunteer Coordinator, Teacher Liaison and Treasurer. The duties of each Board member include, but are not limited to, the following:

Co-Director/Registrar/Treasurer

The Co-Directors are responsible for holding the key to the building; opening and locking up the facility; scheduling, running, and seeing agenda for Board meetings; maintaining Co-op's website and check in software, coordinating class schedules and room assignments, and filing proper tax documentation.

The Registrar is responsible for registration (including maintaining/updating registration software); collection and distribution of class tuition and fees; and collecting and maintaining records for each member family (i.e., member directory, allergy list).

The Treasurer is responsible for managing the Co-op's bank account; issuing expense reimbursements; keeping accurate records of all transactions; maintaining records of income and expenses; handling insurance renewal and paying rent and liability insurance payments as well as creating class rosters.

Co-Director/Teacher Liaison

The Co-Directors are responsible for holding the key to the building; opening and locking up the facility; scheduling, running, and seeing agenda for Board meetings; maintaining Co-op's website and check in software, coordinating class schedules and room assignments and filing proper tax documentation.

As a Teacher Liaison, this position is also responsible for overseeing and communicating with teaching and study hall staff, acquiring teacher and study hall substitutes & maintaining related paperwork (teacher submission form, teacher directory, sub list).

Volunteer Coordinator

The Volunteer Coordinator is responsible for handling conflict resolution; oversee student discipline; arrange, coordinate, and manage all parent volunteers; and oversee cleanliness, order & safety.

Social Chair

The Social Chair is responsible for overseeing our co-op community building, including planning events and/or communicating with a volunteer in charge of an event. These events include field trips, community service opportunities, social events, other special events, Morning Warm Up, Halftime, and Orientation.

Advisory Board Members

Advisory board members provide wise counsel regarding myriad issues that the co-op may be facing. An advisory board's essential operation is to support the co-op's goals. The advisory board provides insight, but it's up to the co-op to decide whether to act upon it.

VII. Volunteers

This is truly a cooperative effort in that every family will play an important role in the success of this learning venture. Our desire is to not have anyone be overburdened by the role(s) they perform in the Co-op. We want this group to be a blessing to everyone and not a burden to anyone. Nor do we want anyone's involvement with G&G to have an adverse effect on the role they play in their families. If you are interested in serving, please speak with the Director.

Volunteers

G&G relies on the help of each family. Without everyone's participation, G&G could not run smoothly, or at all for that matter. We NEED you. You'll be required to arrive within the provided time frame per your volunteer post. Each family MUST volunteer **3 hours** out of the 11-week semester. There will be a volunteer sign up where families can CHOOSE their volunteer post.

Please plan your duties around your schedule. If for some reason you cannot make it to co-op and you are scheduled to volunteer, you must find a parent to fill in for you. We understand last minute things happen all the time but, it is YOUR responsibility. (**Member Directory is located on our website**) Please, DO NOT email the board the morning of co-op. We will *not* see it in time. You can start by asking the person working the same post as you, but opposite half of the semester. Once you find someone who is subbing for you, go to the volunteer chart on the website, and at the bottom of the spreadsheet is a "Substitute History" section. Just fill that in ASAP so we know who is replacing you for that day.

VOLUNTEER ARRIVAL WINDOWS:

(This is the time range for you to ARRIVE for your volunteer duty. You must be checked in by the end of the arrival window per your volunteer time.)

Front Desk: 8:00am

Hallway Monitor: 9:00am
End of Day Cleanup: 10:00am

The following are volunteer positions:

Front Desk Monitor:

This Volunteer will greet families each morning, help check each student in if needed. This area should stay clear at ALL times. The volunteer working the front desk can not leave the front desk until the next volunteer arrives to take over. Your children can meet you at your post.

Jr./Sr. Study Hall Monitor:

Hall monitors need to be constantly monitoring the area and making sure everyone is in class safely. If students need to use the bathroom during class, the hall monitor should be available to point them to the bathroom and back to class when finished. There is also an EXIT door in the hallway that needs to be monitored, no children are to go outdoors without a parent or teacher present. You cannot leave your post until the next volunteer comes to relieve you. During the passing periods, PLEASE make sure our children are remaining quiet and respectful to the church staff. Quiet is key.

End of day Clean up Volunteers:

These volunteers are required to arrive by 10:00am. Dismissal is at 11:50. **After** classes get out, they head into each hallway and peek into each classroom designated for Gather and Grow and make sure no mess was left behind. (wipe down any dirty tables, fix chairs, vacuum any visible piles, etc.) This **INCLUDES** the bathrooms. Those counters will need to be wiped down. (Art class can take a toll on those bathroom counters) There are bins in the Hallways by the volunteer chair, they have wipes, gloves, and vacuums for anything you may need. PLEASE bring these bins up with you when you come back to the lobby. Keep your eyes open as you're walking through the school to pick up anything you may see out of place. Peek in the kitchen, bathroom/ classrooms as well. The buildings floor plans are on our website if needed.

VIII. Parent and Student Responsibilities

Please also see Parent Responsibilities & Expectations Agreement

Parent Responsibilities:

1. Respect and adhere to all guidelines.
2. Read through all guidelines with their children and encourage adherence to them.
3. Children under 5 may not be dropped off. A parent or guardian must remain on the premises.
4. Review with children how they are to conduct themselves in a classroom setting.
5. Monitor the behavior of their children. They are to check with their child's teacher periodically to inquire how the child is doing in their classroom.
6. Be willing to adhere to the Discipline Procedures found in Section VIII.

7. Check email on a regular basis, as this is the primary method of communication within the group.
8. Arrive on time.
9. Once G&G 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 and teachers to quickly complete their duties.

Student Responsibilities:

1. Respect and obey those in authority and follow directions in the classroom.
2. Respect their peers. No pushing, hitting, shoving or horseplay. Use respectful language and kind words. Bullying will not be tolerated.
3. Respect church property.
4. Conduct oneself in a safe and orderly manner.
5. Be prepared for class (reading, homework, etc.)
6. Cell phones and all electronic devices are **NOT** permitted on campus.

IX. Discipline Procedure

If a child is being uncooperative, disruptive, or disrespectful, the following procedures will be followed:

1. The child will be spoken to by the adult that is in charge.
2. If unacceptable behavior continues, the child will be asked to sit out for a time to be determined.
3. If the child still exhibits unacceptable behavior, the child will be removed from the remainder of class that day and the parents will be contacted immediately.
4. If the child repeats the unacceptable behavior the following week, the parent will be required to stay in the class with their child.
5. If the child repeats the unacceptable behavior the following week, the child will be removed from the class until a meeting can take place between the teacher, parent, child and the Director to discuss whether the child can return to class or will need to sit out the remainder of the session.

Please note that if a parent feels the need to discipline their own child, they should not do so in front of other children, but rather do this in private.

X. Conflict Resolution Procedure

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

In using Matthew 18 as our guide, if a conflict arises, parents and teachers should seek to resolve the issue on their own. If either party is unsatisfied or a resolution (when all parties reach mutual agreement or understanding) cannot be met, the parties then need to seek the assistance of the Director, and they will prayerfully make a final decision.

XI. Building Use Rules

1. No running.
2. No Heelie sneakers permitted.
3. No pocket knives permitted.
4. No food allowed anywhere at any time other than the designated snack time and area. Only water in covered containers is permitted in the classrooms.
5. Respect the church and property of the church. Pick up trash and leave all areas better than you found them.
6. Check several times prior to leaving to ensure that you have all of your family's belongings, including take home papers.

Please remember that Calvary Vista Church is our host. We need to behave as guests while using their facility and equipment. Accidents will happen. This is expected. If, however, property and/or equipment are damaged intentionally or as a result of disregarding the rules of conduct set forth in this handbook, you as a parent may be held financially responsible for any repair or replacement of such damaged property and/or equipment.

XII. Illness Policy

For the consideration and wellbeing of others, please do not bring a child or family member to G&G who is experiencing the following symptoms:

1. Fever - A child should be fever free, without medication, for at least 24 hours
 2. Persistent, runny nose not due to a known medical condition
 3. Diarrhea, vomiting or nausea (within the last 24 hours)
 4. Eye drainage or crusty eyelids
 5. Virus or infection known to be contagious
 6. Communicable disease (Rashes, ringworm, head lice, chicken pox)
 7. Persistent cough not due to a known medical condition
- If any of the above symptoms are visibly present while on campus, at an activity or during an event, members will be asked to leave for the day.
 - Notify the Board of Directors if any communicable illness/disease is contracted within 48 hours after attending classes.
 - It is the responsibility of the member family to ensure any individual attending Gather & Grow days or events be free of any of the symptoms listed above.
 - If any of the above symptoms are visible, the family will stay away from co-op and events until they are symptom free.

XIII. Registration Procedures

Registration will be time stamped at the time of completion. Registration link will be available on our website.

XIV. Registration Fees

G&G is designed to be financially accessible to all families.

Membership will be used to gain access to the host church's facilities and include facility rental, business and website expenses. Membership and insurance fees must be paid IN FULL at the time of registration. Class payments will be paid directly to the teachers by the date specified on the class information page.

Fee breakdown:

Membership Fee

\$35 Semester per Student

Insurance Fee

\$13 fee per enrolled student for accidental/liability insurance. This amount is set by our insurance company.

Class tuition/fees

The class price is set by the teacher and generally fall within \$100-\$200 per class. While G&G coordinates with families and teachers, they are all separate businesses and all communication regarding classes, curriculum, classroom management, etc. needs to be with you and the teacher. G&G only organizes payment for the classes to streamline the registration process.

XV. Refund Policy

Registration Fees and Insurance Fees are not refundable. Tuition refunds are determined by the teacher.

XVI. Auditing Classes

Auditing (attending without paying tuition) of classes is not permitted. Only students enrolled in the class are eligible to attend class.

XVII. Teacher Employment

G&G does not employ teachers. The teachers are independent contractors under the employment of the families who have a student attending his/her class. We are simply a co-op at which teachers and students can convene, providing assistance to homeschool academics and enrichment. The Director does, however, maintain supervisory authority.

XVIII. Emergency Contact

We are independent of the church's operation and ask that you not call Calvary Vista Church regarding co-op matters. Please address all inquiries to the Director. In case of emergency and need to contact someone at G&G, call 760.505.3145 (Stacy).

XIX. Emergency Procedures

Fire Emergency

If the Fire Alarm Sounds:

- Evacuate immediately using the nearest exit safely available (building map available on classroom door).
- Take a head count. Line up your students and direct them to the nearest emergency exit. Ensure every student has left your classroom, close the door, and turn off the lights.
- Follow your class out of the building.
- Walk quickly and quietly. Do not run.
- Feel all doors with your hand before opening. IF the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you must quickly close it to protect yourself from oncoming smoke or fire. Windows can be used to evacuate the building if you cannot safely exit via a door.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Proceed to the outdoor meeting area: 75 feet away from the east side of the building (toward Vale Terrace).
- Have students sit in a line.
- Take attendance and ensure that each of your students is present. Report to Director if anybody is missing.
- Director will confirm with every teacher that each student is accounted for.
- Do not release any student to their parents unless they show their family lanyard or ID and sign the attendance sheet to signify that they are taking their child.
- The hall monitor will be responsible for clearing the bathrooms and the hallway.
- Fire extinguishers are located throughout the building

Intruder/Active Shooter Emergency Action Plan

Long whistle blows will sound

When a hostile person(s) is threatening or actively causing harm within the building, you will have to use your best judgment for the safety of you and your students. The following procedures are recommended:

- Evacuate your students if possible, including a window.
- Block yourself in the room you are in at the time of the threatening activity.
- Direct your students to take cover out of sight.
- IF communication is available, call 9-1-1.
- Do not stay in open areas.

- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Turn off all lights and audio equipment.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, seek cover.
- If you think you can safely make it out of the building by running, then do so.
- If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Information taken from Illinois.gov "Active Shooter: How to Respond" and minnonitemutual.com

XX. Dress Code Policy

The following Dress Code Policy needs to be signed by all members of Gather & Grow including vendors, parents, and children. Please read it to your children and make sure they confirm understanding before having them sign it.

As a member of Gather and Grow Cooperative, I agree to the best of my ability to abide by the following dress code while on campus or attending any event or activity:

While we recognize that participating families may hold differing standards on clothing in their own homes, Gather & Grow expects that students will be neat, honorable and appropriate for the occasion, and conducive to full participation in all activities while at cooperative.

1. All bottoms must fit appropriately (not too baggy or too tight and must remain at the waist). Boys and girls are allowed to wear shorts of any kind as long as they are not too tight or revealing. Please be modest.
2. Girls wearing shirts or dresses, please keep in mind, they must also be no higher than the knee cap. It is not mandatory, but highly advised, that girls wear short leggings or something similar under skirts/dresses to protect modesty.
3. No midriff, tube tops, spaghetti straps or off the shoulder shirts allowed. Any sheer or lace tops must not expose undergarments or skin must be accompanied by some type of camisole. Any tops that are revealing at the top or the midriff are not permitted.
4. No inappropriate picture, logos, names, or innuendos on any clothing.

Overall, please ensure clothing is modest. This is a cooperative of Kindergarten through High School and our younger children and looking up to our older students. As a general rule of thumb, "Raise your hands. Touch your toes. If something shows, go change your cloths."

XXI. Code of Conduct

The following Code of Conduct needs to be signed by all members of Gather & Grow including vendors, parents, and children. Please read it to your children and make sure they confirm understanding before having them sign it.

As a member of Gather and Grow Cooperative, I agree to the best of my ability to abide by the following code of conduct while on campus or attending any event or activity:

5. I will be always respectful.
6. I will honor and respect my peers by exercising kindness, love, patience, and peacefulness.
7. I will honor and respect all vendors, staff, monitors, adults, leaders, and authorities.
8. I will use edifying speech.
9. I will keep my hands to myself and not engage in any wrestling or aggressive behavior.
10. I will respect the rented space Thrive partners with and occupies.
11. I will not steal, vandalize, or damage any property not belonging to me.
12. I will not interfere negatively with any church ministries or offices while on campus.
13. I will use the bathroom only for bathroom purposes.

I will be respectful and clean up after myself and others, throw away trash, and leave any area I enter better than I found it.

XXII. Member Terms of Agreement

The following terms of agreement need to be signed only by the parent or guardian. Children and Vendors need only sign the Code of Conduct.

As a member of Gather & Grow, I agree to the following terms:

1. I agree to pay the non-refundable membership fee upon registration.
2. I agree to be financially responsible and uphold all financial agreements.
3. I agree to volunteer 3 hours per semester as outlined in our Member Handbook.
4. I agree to respect our partners and leased facility at Calvary Vista Church, to leave any areas I use better than I found it and pay for any damage or loss of property myself or my child causes.
5. I agree to not negatively interfere with any ministries or offices the church has operating while on campus.

XXIII. Youth Waiver and Release of Liability

In consideration of being allowed to participate in any way in Gather & Grow Cooperative related events and activities, the undersigned:

1. Agree that the parent(s) and/or legal guardian(s) of the participant should inspect the facilities and equipment to be used, and if the parent or guardian believes anything is unsafe, he or she should immediately advise supervisor (advisor, manager, etc.) of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each member/participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability, or death.
4. Release, waive, discharge and covenant not to sue Gather & Grow Cooperative, its affiliated clubs, their respective administrators, directors, agents, and other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers, owners and lessors of premises used to conduct the event or activities ("Releasees") from any and all liability to each of the undersigned, his or her heirs, minors for which they are a guardian, and next of kin for any and all claims, demands, losses or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the Releasees or otherwise.

I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.

XXIV. Adult Waiver and Release of Liability

In consideration of being allowed to participate in any way in Gather & Grow Cooperative related events and activities, the undersigned:

1. Agree that the member/participant should inspect the facilities and equipment to be used, and if the member/participant believes anything is unsafe, he or she should immediately advise supervisor (advisor, manager, etc.) of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each member/participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
4. Release, waive, discharge and covenant not to sue Thrive Learning Center its affiliated clubs, their respective administrators, directors, agents, and other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers,

owners and lessors or premises used to conduct the events and activities (“Releasees”) from any and all liability to each of the undersigned, his or her heirs, minors for which they are a guardian, and next of kin for any and all claims, demands, losses or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the Releasees or otherwise.

I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.

XV. Media Release for Minor Children

I/We give permission for myself and my child's photo / video image to be taken for Gather & Grow Cooperative activities, field trips, classroom displays, class videos, or Gather & Grow promotion for the purpose of education, training and presenting the cooperative's programs.

It is the practice of Gather & Grow to use likeness (video, motion, and/or still photographs, voice, quotations, etc.) of students, vendors, volunteers and staff in various publications, productions, web media, film, newsletters, and any other selected media for the purpose of promoting Gather & Grow and its programs.

Unless a written denial of permission to reproduce and use such material is received by Gather & Grow from the parent/guardian, the enrollment of the child in Gather & Grow constitutes legal permission to use such material. This permission disclaims any right for compensation (or any share of a project's proceeds) by the student or parent/guardian for the use of any likeness in any project. Please submit a written denial to the front office staff if you wish to not grant permission of these media practices. A new written denial should be submitted every school year.