

# PATHKEEPERS CO-OP

## Operations Manual & Expectations

### Policies & Procedures

#### Two Leaders/Room

To protect our teachers, helpers and children, there must be two adults present in a room with a child or group of children at all times. If you need to leave the room for any reason (i.e. leader needs to use the restroom, child/adult becomes ill, supplies are needed, etc.), be sure at least two other adults are able to supervise the children in the room. At Pick Up, be sure that two adults remain in the room until all the children have been picked up.

#### Drop Off & Pick Up

At drop off each child must be signed in to the classroom by a parent or guardian, indicating who the pick-up person will be. The child must be picked up by the indicated person and ID must be shown to confirm the child is released to the correct person.

#### Cell Phone Use

Please do not use your cell phone for personal use or to take pictures of the children while you are teaching or helping with co-op.

#### Appropriate Touch

It is never appropriate to wrestle, play rough or tickle a child in any way, instead give High-5s or fist bumps. Do not correct a child with any sort of negative physical touch (pointing, shaking hands/fingers, grabbing), instead ask another adult for assistance or call the parent, if needed. If a child's behavior is out of control or a danger to himself or others, call the parent immediately.

#### General Wellness

For babies and toddlers utilizing the extra rooms, pull toys that have been in children's mouths and set them aside to be washed. Older children should wash their hands or use hand sanitizer before snack. If a child appears sick, parents will be called.

## Child Wellness Policy

The health of all members participating in Pathkeepers Co-op is important to us. Please do not attend co-op if your child has had any of the following symptoms in the last 24 hours:

Fever

Vomiting

Diarrhea

Runny Nose with non-clear secretions

Cold or Flu symptoms

Sore throat

Constant Cough

Rash, sores, abscesses (unless deemed non-contagious)

If a child develops any of these symptoms while at co-op, parents will be contacted immediately.

First Aid Kits that include an instant ice pack are available in each classroom.

For serious injuries an incident report must be filled out. Report the incident to the co-op leaders immediately. The leadership will contact the parents/guardians and fill out an incident report requiring signatures from the necessary parties.

## Volunteer Agreement

As a participating member of Pathkeepers co-op, I agree to volunteer as a helper at least twice each semester (per participating family unit). As a helper I will assist the teacher with lessons and help with clean up after co-op is finished for the day.

## Teaching

Teaching is not a requirement to participate in Pathkeepers co-op, however we are run by the help of all of our families working together. If you are willing and able to teach, you will be given a \$20 credit for each session taught. Curriculum and supplies will be provided by the co-op.

## Expectations for Participation

As participants in Pathkeepers Co-Op, our overarching goal is to form a strong community to support our homeschooling families and point one another to Christ. We ask each member of the co-op to abide by the following expectations to support our goal:

## Faith Statement

We are a faith-based Christian co-op. As such we believe the following:

1. **The Bible** is the inerrant, inspired Word of God to be used as the authority to guide our lives, actions and teaching.
2. **God** the Father is the one true God, existing for all eternity and Creator of the world.
3. **Jesus Christ** is God's son, fully God and fully man, sent to Earth to live a sinless life and die and rise again as the propitiation for our sins. All who believe in Jesus are forgiven their sins and will have eternal life in heaven. Jesus now sits at the right hand of God and will one day come to Earth again.
4. The **Holy Spirit** dwells in those who believe in Jesus to guide, teach and empower the believer and convict the world of sin, righteousness and judgment.
5. **Man and Woman** were created by God in His image. Male and female He created them.
6. As a result of the Fall, all men and women are born with a **sin** nature that separates us from a relationship with God and can only be restored through the atoning work of Jesus Christ.
7. **Salvation** has been provided through the sacrifice of Jesus Christ, by grace alone, for all men and women; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become children of God.
8. Jesus gave all believers a **great commission** to make Him known to all the world. Our primary purpose as believers is to make Jesus known to the world, encourage one another in the faith, and to glorify Him in every aspect of our lives.

As members of Pathkeepers Co-op we agree to this Statement of Faith and will not teach anything contradictory to the Statement of Faith.

## Arrival and Pick Up Times

Please make every effort to be prompt with drop-off and pick-up times to minimize disruptions to teaching time and respect the volunteers time when co-op ends.

## Behavioral Issues & Disciplinary Actions

Discipline is handled as each unique situation demands and is always done lovingly and gently. Unacceptable behavior is handled first as a discussion between volunteer and child. The child may then be redirected to another activity. If the behavior continues to be repeated, and especially if the well being of the child or his/her classmates is in jeopardy, then the child may be removed from the activity in progress. The teacher or helper may notify parents if this becomes necessary. If a behavior occurs that is aggressive in nature or poses a direct threat to another child, the situation will be dealt with appropriately, communicating with the parents. Parents may be asked to attend co-op with their child, instead of dropping off, if problem behavior persists. Suspension, at the co-op leaders discretion, may be a result of serious behaviors.