

# Co-Op South Policy

## Absence

In case of absence, one of the following should be done as soon as possible.

- **Teacher:** Contact your helper with your lesson plan for the day and supply any materials needed. Remind your helper that he/she should contact a floater to supply additional help.
- **Helper:** Contact the teacher(s) in charge. The teacher(s) should then contact a floater to supply the additional help is needed.
- **Floater:** Contact a committee member.
- **Dismissal Monitor:** Contact a committee member.

## Cancellations

- In the event of inclement weather, cancellations will be based upon the Chambersburg, Greencastle-Antrim, and Waynesboro school districts. If **Two** of the three districts is closed, then Co-Op is canceled.
- Co-op will be extended by one week only to make up for any and all cancellations due to weather.

## Clean-up

- Teachers and helpers will return classrooms to their original condition after each period. If time prevents clean-up between classes, please return to the classroom after third period to finish the job.

## Commitment

- The success of Co-op depends upon the active and committed involvement of all the families who register for a specific semester. Your registration is a sign that you are committed to faithfully attending the weekly sessions, unless you are prohibited by circumstances beyond your control (illness, family crisis, etc.). Please prayerfully consider this matter before registering.

## Conduct

- Parents are responsible for their children until the 9:30 a.m. opening and immediately after the last class which ends at 12:00 p.m.
- Children **MUST** remain in the downstairs classroom areas at all times with the following exceptions: Nursery children, students attending a gym class, or children accompanied by a parent.
- Students are not allowed in the hallways except when in transit.
- Running is not allowed anywhere in the building except in the gym during a designated class.
- **Dismissal procedures:** ALL children should be escorted by an adult from their 3<sup>rd</sup> period class (teacher or helper) to the Chapel to await parental pick-up. No child will be permitted to leave the Chapel without a parent or other designated adult.

## Daycare Children

- Daycare children are welcome to attend Co-op. If you are a daycare provider, you will pay a flat rate of \$25 per semester, no matter how many daycare children you are bringing. The entire amount should be paid to the Co-op school treasurer by the second week of Co-op.

## Fees

- Since Co-op school is one of the benefits of membership in Mason Dixon Homeschool Association, you must pay yearly **dues** to keep your membership in MDHSA current. For each semester of Co-op school you participate in, you will pay a family **registration fee**. Additionally, there may be **class fees** which cover the cost of copies or materials used. If anyone defaults on payment for registration and/or class fees, he/she forfeits any rights to participate in any Co-Op School activities until payment is received in full, including any costs incurred as a result of the defaulted payment.

## Goals & Objectives

- Teachers are responsible for preparing a list of goals and objectives for any class with children aged five and above. These objects should be turned in when you complete your Registration Form.

## Parking

- **NO PARKING** is permitted in the handicapped or specially marked senior citizen areas unless you have a state approved handicap sticker.

## Showcase

- Showcase is the culmination of each Co-op semester. It is held on the 10<sup>th</sup> week of co-op and is a time to invite friends and family. Each class is asked to participate in the event by either doing a table display or making a brief presentation for the audience.