



Co-op Rules & Regulations

This document is intended to provide the co-op members and interested people any information they have regarding SJHA's co-op. Please note, this handbook is a living document, and leadership reserves the right to institute new co-op rules if need be. All co-op participants will be made aware of any additional rules.

PLEASE NOTE: you will notice the use of the phrase "in writing" multiple times in this document. For the purposes of this document, "in writing" is defined as via the BAND APP or email. Band app is always preferred. *Band app instructions are located on page 8 and 9 of this document.*

Co-op Leadership and point of contact:

Amanda Arnold | Amanda@sjhomeschool.com
Danielle Liguori | Danielle@sjhomeschool.com
Kristi McArdle | Kristi@sjhomeschool.com

Co-Op Website: <https://sjhomeschool.com/co-op>

What is a Co-Op?

A homeschool co-op is group of homeschool families that work collectively towards the common goal of enriching our children's homeschool experience.

SJHA's Mission Statement

SJHA wants to ensure our members feel empowered in the health, educational, and developmental decisions of their own children. We assist in this by providing access to any and all resources and tools that would benefit our homeschooling community.

When and Where We meet

The Center for Enrichment by SJHA
2140 Voorhees Town Center, Unit 2125, Voorhees Township, NJ 08043
[our community center is upstairs next to the County Store]

We offer 3 full semesters per year: Fall, Winter, & Spring.
We also offer 2 summer half sessions: Summer I and Summer II

SJHA Co-op Food and Food Safety Policy

1. There will be no eating in class, unless there is a medical reason or it is part of that class's curriculum. There is no exception for birthday treats. If you wish to bring in a birthday treat for the children, this would need to take place during lunch hour. Unfortunately, it causes too much mess in class. Also, please contact us ahead of time (in writing) for approval. We have several children with dietary restrictions and allergies. SJHA aims to be inclusive to those families. If we know ahead of time, we can make sure that everyone has a safe treat.
2. While food is not allowed without approval for an extenuating circumstance, a cup with a lid is allowed during class.
3. **We are nut-free due to severe allergies.** This is non-negotiable. This includes nutella. At this time, sunbutter is allowed.
4. If accommodations due to dietary restrictions are required for any class, written communication with both SJHA admin and **your student's teacher** is required (via email or band app). The parent or guardian is responsible for filling out any registration forms and indicating the specific dietary restrictions, whether preferences or medically necessary. This must be done *each semester for each child*. The typed in information from the form is connected directly to the student profile that the teacher will receive.
5. If your child has any food restriction(s), you are responsible for helping develop an action plan with your student's teacher, so that we can effectively accommodate you. After the plan has been developed, you are then responsible for submitting it to SJHA admin in writing (via email or band app). Please be prepared to assist with providing safe alternatives for your child(ren) when necessary.
6. At the end of the day, this is a parent involved co-op. If you have a young child who is unable to advocate for their food restriction, please plan to be there to assist during that class. Our teachers are unable to monitor individual food consumption in group environments.

Parent Expectations:

Parent's are expected to be accessible & fulfilling their assigned volunteer duties. Please arrive 5-10 minutes early for classes & volunteer duties. We offer flexible options for working parents, such as hall monitors. Please contact us for any accommodations you may need. Co-op is not a drop off service, and teachers may need your assistance to help with some tasks. You must remain reachable to us. While we are flexible, we reserve the right to require additional assistance in class. If you do not have assigned volunteer duties during a session, or you have completed your volunteer duties, you must remain in the Voorhees Town Center mall.

If it is not possible for you to be there one day, for any reason, then you must choose an adult to stand in your place and be responsible for your child(ren). Please contact us via the Band app (instructions will be provided) you and/or your child(ren) will be

missing a day at co-op. Please notify us of the adults name who will be attending in your place should you be unavailable. If you are using an existing co-op parent to stand in your place, one of the admins must provide written approval ahead of time. We have to maintain a sustainable adult to child ration for our co-op to be successful.

If you plan to consistently have a childcare provider or family member bringing your children to co-op, we need to have their information including name and phone number. We are very flexible, but alternate adults are still required to contribute to our co-op in some way.

A background check is required on all co-op members due to insurance regulations & to maintain a safe space for everyone. This includes any childcare provider or alternative adult that may bring your child to co-op. Please make sure we have their information and consent for a background check. It is your responsibility to make sure they send us consent for a background check no later then 48 hours prior to them attending co-op. They can submit consent for a background check here:

<https://sjhomeschool.com/consent-for-background-check/>

Please help your children succeed. We ask that you remind your children to come prepared with any necessary materials (notebooks, pens, pencils, books) and on time.

If teachers need help, you may be assigned a duty by admin or a teacher. Be prepared to help when needed and note that it may not be with your child's class.

Please be contactable. We will call, text, or use the band app to contact if you are needed. We will not have a lot of time to track parents down, so please remain accessible and responsive to us.

If a child is not participating in a specific class then it is required for them to be supervised by the adult in charge of them. No children are permitted to roam Voorhees Town Center without adult supervision

Every family is responsible for helping clean up from our co-op. Please check in with a teacher before heading out for the day. Some duties include but are not limited to:

- Helping clean up our supplies
- Wiping down tables
- Pushing chairs back in
- Sweeping or vacuuming any small parts that may have gotten on the ground
- Taking out the trash

We expect all people to treat our belongings as if they were their own. Ultimately, parent's are responsible for their children's behavior. If something is damaged you are responsible for replacing it.

Illness Policy

For the consideration and wellbeing of others, please do not bring child(ren) to co-op who have shown any symptom of illness in the last 24 hours, including but not limited to:

- Fever over 100 (within the last 24 hours)
- Colored mucus (yellow or green snotty nose)
- Nausea, vomiting or diarrhea
- Eye drainage or crusty eyelids
- Virus or infection know to be contagious
- Rashes or ringworm
- Head lice

By attending our events, you acknowledge that participation includes possible exposure to illness and infectious disease, including but not limited to Covid-19.

Early Learners Room Expectations (sibling room)

1. Unless your baby is worn in a carrier, they are required to have a registration for any and all classes located in the Early Learners Room (If your child does not have a registration for any given session in the Early Learners Room, please be prepared to find other entertainment for them during that session.)
2. **The Early learners room is only for siblings of students enrolled in co-op.**
3. Students aged 5 can take a mixture of classes inside of the Early Learners Room and regular co-op classes, but all of their classes should not be inside of the Early Learners Room. At that age, should be utilized as a transitional space, with at least 50% of the students classes being taken outside of the Early Learners Room.
4. Children who need help in the bathroom must be assisted by a parent. Our admin and teachers will not be able to help young children in the bathrooms.
5. If you have a young child who is unable to advocate for their food restriction, please plan to be there to assist in that class. Our teachers are unable to monitor individual food consumption.
6. No outside toys in the Early Learner Room, unless it's a specific need for a class (like show and tell)
7. Please send **water** for your child. All cups or bottles should be labeled with their name and have appropriate lids.
8. Our early learners are allowed to bring a non-messy snack. If you need clarification on if a snack is messy or not, please contact SJHA admin.

Student Expectations

- Show up on time and show up prepared.
- Participate to the best of your ability.
- Be respectful of class being in session.
- Please be attentive to whoever is speaking during class.

- Please be respectful to our friends, to our parents, and to our teachers while co-op is in session.
- No cell phone/tablet usage is permitted during class unless it pertains to the lesson for the day or is being used for an emergency purpose.
- We use our inside voices and walking feet during co-op.
- No yelling, screaming, or rough play is allowed.
- Unless there is a special circumstance or it is a part of the days lesson, food can only be consumed during our lunch break. Only a drink with a lid is permitted during co-op class hours.
- No inappropriate gestures, conversation are allowed during co-op.
- You must remain with your class during co-op hours.
- Everyone is responsible for helping clean up after co-op and in between classes.
- No rude comments or bullying will be tolerated.
- No weapons are allowed at our co-op.
- Each student should be in their own chairs
- No excessive or prolonged hugging between students will be tolerated
- No sexual contact or kissing is allowed
- Class time is not a time for hand-holding, cuddling, or hugging.

Dress Code Expectations For All People

No inappropriate clothing is allowed during co-op.

- Underwear and bra cups should not be visible.
- Private parts, including but not limited to buttocks and nipples, should not be visible, please note that this applies to all ranges of motion.
- No vulgar language or sexual imagery on clothing or accessories.
- No clothing or accessories with election related propaganda is allowed.
- No heelys are allowed at co-op.
- If you are in an athletic class, please be prepared with athletic gear including shoes.

Teacher Expectations

1. We appreciate the vital support that teachers offer to our co-op. Here are our expectations for teachers.
2. Teachers are expected to arrive 10-15 minutes early for class to set up.
3. Teachers are expected to stay in the classroom and be the primary adult responsible for the students, if you need more support for your classroom to run smoothly please let admin know in writing.
4. Teachers will have general supplies (ex: scissors, markers, crayons) requested to the supply manager by filling out the supply request form at least 24 hours prior to the co-op day to ensure there are adequate supplies for all classes.

<http://sjhomeschool.com/supply-request>

5. Any special requests for supplies will be requested in writing to Kristi@sjhome-

school.com **prior to class registration.** We cannot guarantee the availability of anything not initially included in your class supplies but we will do our best to accommodate.

6. Teachers will go over fire procedure with the classes and take attendance daily so we have an accurate count of students.
7. Teachers will spend time going over behavioral expectations and enforcing said behavioral expectations in class. Any repeated behavioral problems or any concerns will be clearly and immediately communicated to administration in writing.
8. Teachers are expected to have a few back up activities planned for when lessons fall short, this could be quick games that go along with the class or worksheets
9. Students are expected to stay in class till the end of the period. This will help to keep order in the class.
10. If you have something that was not included in your approved outline and supply list, it must be approved by SJHA admin prior to being brought into the co-op
11. What is requested at the beginning of the semester is what you will have available to you for the entire semester. We price classes based on your requests and cannot accommodate midsemester purchases. There are exceptions for classes that receive prior authorization.
12. If you have an issue with a student not following directions given in class, contact an SJHA admin to further address the issue. Either utilize a close by helper, parent, or worst case scenario band app to contact us immediately.

Additional Important Information

1. Children 5 and over can bounce between age brackets. It is at parental discretion to choose your children's age bracket(s).
2. Class fees are a one time fee for the entire semester.
3. All materials and supplies will be provided for your children, unless noted.
4. You do not have to register for a class every session.
5. You are responsible for your own packed lunch. There is no refrigerator available for parents or students. We do have two microwaves available, as well as a Keurig coffee maker. We keep snacks stocked for sale, but options may be limited.
6. We have high speed internet available for everyone.
7. If you cannot be present due to illness or other situation please let us know in our Band app group.
8. All SJHA co-op supplies & materials should remain at the center.
9. Your children are expected to be in their assigned classroom. Your children cannot switch to other classes mid-semester without written approval from admin. Any classes that are switched mid-semester may acquire additional material fees.
10. Children who need help in the bathroom must be assisted by a parent. Our admin and teachers will not be able to help young children in the bathrooms.
11. No adult should be alone with a child that is not part of their own family.
12. See something, say something: New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child

is in immediate danger, call 911 as well as 1-877 NJ ABUSE (1-877-652-2873). A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

13. Any prescription or OTC medication must be secured and out of the reach of little ones.

14. No street drugs (both legal and illegal) or vape pens are permitting inside the center.

15. You must walk in with your child. No children are permitted to check-in at the center without an adult.

16. All adults must check their family in and out using our attendance tracking software.

17. This handbook is a living document and SJHA reserves the right to update it and make changes as needed. Prior to a new semesters registration opening, the new handbook will be added to the website.

Discipline

Parent's are responsible for helping to enforce the rules above. Violation of rules can jeopardize your eligibility to participate in our co-op. SJHA reserves the right to refuse participation in co-op or events to any student or family when rules are violated. Our guidelines to discipline rule breaking during co-op are as follows:

First offense: The student will be reminded of the rule(s) and we will ask the student to stop via verbal warning.

Second offense: The student will be reminded of the issue, a parent/adult-in-charge will be informed, and the student will need to be seated next to their parent/adult-in-charge for the remainder of the day.

Third offense: The parent/adult-in-charge will be informed, and the student will be removed from class and sent home for the day

Fourth offense: If the problem behavior is continued the student will be banned from co-op indefinitely, and immediately, with no refund.

The above guidelines are a template to address rule breaking/disruptive behaviors. However SJHA Co-op leadership reserves the right to use their own discretion to determine what discipline to administer; this includes immediate expulsion in severe cases with no refund.

Registration

Registration is open to South Jersey Homeschool Association Silver and Gold members only. Those with a bronze membership, will need to upgrade to register.

Our co-op runs on multiple days, year round. Please note, each day is its own independent co-op. Therefore, you have the flexibility to register for one day or multiple

days. Each day you choose will have it's own registration fee.

Spring, Fall and Winter Semesters (10 weeks): The family registration fee is \$75 per family for the first day of co-op. An additional day of co-op is discounted to \$50 registration fee per family.

Summer half Semesters (5 weeks each): The family registration fee is \$40 per family for the first day of co-op. An additional day of co-op is discounted to \$30 registration fee per family.

Teachers making themselves available to teach at least two classes of our co-op day receive a discount on the registration fee (per teaching day). Teachers also receive priority co-op registration. Registration will close on the dates advertised on sjhomeschool.com/co-op.

Late registration

Registration after the deadlines (space permitting) will result in a \$25 late fee per family.

Class fees

All classes have class specific materials fees. Note you do not have to register for every class, you may pick and choose, however the family registration fee does not change based on the amount of classes you select.

Wait-list

We will keep a first come, first served wait-list for families who cannot register due to capacity limits.

Refunds

There are no refunds once we pass the registration due date listed on sjhomeschool.com/co-op The fees have already been used to cover the expenses of rent, insurance, and the necessary materials for class.

If you need to cancel your registration prior the due date, you can receive a promotional credit to use in the future for SJHA events or co-op. Or you can get a full refund minus a \$25 processing fee.

Important Communications:

All important admin or parent-teacher communications will be taking place via the BAND APP. It is required that you sign up for our groups in the BAND APP. You can access BAND via mobile app or on a desktop browser.

Important communications can include but are not limited to the following things:

- Reminders about class.
- At home reading requirements.
- Reminders for breaks (winter and spring) and holidays.
- Changes of schedules due to unforeseen circumstances.
- Cancellations due to inclement weather (SJHA co-op will do our best to make up any missed days). Inclement weather announcements will be made by 9:00AM on the day of co-op. Please note, we follow the Voorhees Township Public School District's inclement weather procedures (school closing #574).
- Communications with teachers about any special accommodations your student may need.
- Anything else that admin or teachers deem important.

Band app links:

Please scroll to the bottom of our link tree and join the appropriate group.

Visit: <https://linktr.ee/SJHSA>
or Scan the QR code below!



If you need help using the Band App, please reach out to Amanda (Mandi) Arnold at Amanda@sjhomeschool.com

SJHA Co-op Emergency Procedures:

For safety reasons, we will not post our emergency evacuation plan, unsafe in-

truder procedures, or our severe weather procedures in this document. There is a separate document that will be uploaded to the BAND APP with our detailed procedures. All parents, teachers, and volunteers are required to review these documents and comply with the procedures.

THANK YOU