

# Parent Handbook



## East Campus

Calvin Presbyterian Church, 501 Rudy Lane, St. Matthews, KY  
&  
Pleasant Grove Baptist Church, 13800 Aiken Rd, Louisville, KY

*“Whatever you do, do it all for the glory of God.”*  
1 COR 10:31

Welcome to HomeForHisGlory-Educational Co-op.

As you know, our Co-op is successful because of your commitment to the children and to each other and we want to thank you now for the time and effort you give to bring the best to our children. This handbook is a representation of everyone's willingness to teach and organize these opportunities for us to experience cooperative learning. We are amazed at the talent and dedication of the parents in our group. We want to thank Calvin Presbyterian Church for allowing us to return for another year. We are excited to begin an Elective Day for the Academy at Pleasant Grove Baptist Church. We are grateful that God is using them to help us to be able to serve so many families through this ministry. As always, please contact us if you ever have any suggestions or comments.

All for His glory,  
East Campus Committee

**HomeForHisGlory-Educational Co-op  
East Campus Committee**

Susan Essa, Academy Director  
Home: 499-2080 Cell: 419-8710

Mini Masih, Primary Director  
Home (502) 327-7761 Cell: 303-0213

Sherry Stumph, Bookkeeper / Secretary  
Home: (502) 267-8426 Cell: 802-3418

Janice Cook, Committee member  
Home: (502) 647-7299

Marcy Bryan, Committee member  
Home: (502) 419-9692

# **HomeForHisGlory-Educational Co-op East Campus**

**A Christian homeschool cooperative**

## ***Motto:***

**"...whatever you do, do it all for the glory of God."**

***1 Corinthians 10:31***

## **Core Values:**

Love and Glorify God  
Help Make Disciples  
Affirm and Encourage Parents  
Strengthen Family Relationships  
Educate with Excellence  
Reach Out to Serve Communities

## **Mission Statement:**

- HFHG-EC is a parent-run homeschool ministry through which parents pool their resources and talents to expose children to fun and educational classes and activities.
- HFHG-EC is distinctly Christian in nature and membership is available to like-minded Christian homeschooling families.
- HFHG-EC is here to provide affordable, alternative learning opportunities and unique experiences that a larger group affords.
- HFHG-EC does not exist to provide complete education for homeschooled children but to enrich established homeschool programs through tutoring.
- HFHG-EC will limit class size to ensure a small group atmosphere and to keep the instruction academically challenging.
- HFHG-EC provides for small group instruction in accordance with its established annual class schedule and does not sanction individual tutoring, instruction, or lessons for fee at the cooperative site.
- HFHG-EC is here to encourage and empower homeschool families to have confidence to teach their own at home, and as an opportunity for homeschool parents to network with each other for support.

## **HomeForHisGlory-Educational Co-op Statement of Faith**

- We believe that Scriptures of the Old and New Testaments are the verbally inspired Word of God, inerrant in the original writings, infallible, the final authority for faith and life. II Timothy 3:16, II Peter 1:21
- We believe that there is one God who exists eternally as Father, Son and Holy Spirit. Genesis 1:1; Matthew 28:19; John 10:30
- We believe that Jesus Christ is God's only Son. John 3:16
- We believe that only Jesus Christ the Son lived a life without sin. All other people are sinners in need of salvation. Hebrews 4:15; Hebrews 7:26; Romans 3:23-24
- We believe that Christ came to earth as a baby, born of a virgin, taking on the form of man without ceasing to be God, to be crucified in order to pay the penalty for our sins. Matthew 1:23; Isaiah 53:5,6; Ephesians 1:7
- We believe that Christ died, was buried and then rose on the third day and ascended to Heaven. I Corinthians 15:3, 4; John 11:25; Luke 24:7
- We believe that salvation is the gift of God given to men by grace and received by personal faith in the Lord Jesus Christ. John 3:16–19; John 5:24; Romans 3:23; Romans 5:8,9; Ephesians 2:8,9; Titus 3:5
- We believe in the traditional family, which is constantly under attack from the world today. We believe in traditional morality — purity before marriage and mutual faithfulness in marriage. I Corinthians 7:2; Ephesians 5:3; I Thessalonians 4:3
- We believe in the sanctity of life (each child is a gift from God whose life begins at conception) and the protection of our children both before and after birth. Matthew 18:5,6; Mark 9:42; Luke 17:2

5/25/2007

## SUPPLIES

Each student should have a backpack (labeled) to carry binders and supplies. It's also a good idea to have a binder, with a folder for each class, as well as extra pencils and paper.

## DRESS/SHOES

Please be sure that your child is dressed appropriately to spend the day running, playing and having fun. Please see page 13 for our policy on APPEARANCE. If girls wear dresses, they should have shorts on underneath. All children who participate in PE must have tennis shoes on to participate. Please be sure that all jackets/coats, etc ... are labeled with your child's name on the tag.

## CHECK-IN

Sign-in at the front desk as you arrive. Sherry will be at the front desk if you need anything. Please take your strollers to the back entrance of the sanctuary, so as not to obstruct the flow at sign-in.

## OPENING ASSEMBLY

**All students and parents should be seated in the sanctuary, ready to begin by 8:45 am.** In the sanctuary, we will sit with our first hour classes. There will be a class roster on the end of the pews. Walk down the first row as you enter. Please be respectful and remain quiet before the assembly time. We will begin the Assembly with the Pledge of Allegiance, devotion and prayer. This will be followed by any announcements. Students will be dismissed according to grade and should be escorted by their first hour teachers.

## NAMETAGS / ROOM ASSIGNMENTS

All children and adults will have nametags for the first two to three weeks of the session. You will receive a schedule with your children's room assignments, as well as your assignments. **Make sure you explain your child's schedule and place it on your child's backpack or binder for the first few weeks of co-op to help them get familiar with things.**

## LUNCHTIME

Please bring a sack lunch. We eat in the Lunch Hall. This is a great time to fellowship and for the children to play. After lunch, the children may play on the east side of the gym until lunch is over. The children may not play rough games or basketball or play in the restrooms. Parents, you are responsible for making sure your child follows lunchtime rules. Please watch them at all times. Restrooms and drinking fountains are located in the gym, next to the restrooms. Please empty all liquids into the kitchen sink (adults only in kitchen please) before disposing of containers. Do not pour liquids into the trash cans.



## PUNCTUALITY

Co-op begins each morning at 8:45a.m. Families should be seated in their pews ready to begin at that time.

If you are unable to arrive at co-op on time, you will be asked to wait until the next block of time to join in. If you are late more than twice (with the exception of circumstances beyond your control i.e. an alien abduction or a natural disaster) your Block One class will be dropped and you will not be scheduled until Block Two for the rest of the semester. NO REFUNDS WILL BE GIVEN IN THIS CIRCUMSTANCE. It is inconsiderate and unfair to the teachers and children in the class when students arrive late and the class has to be interrupted. Please be responsible with this matter so we do not have to be the "bad guys."

Families are welcome to sign up for classes beginning later in the day. Please choose what works for you and your family and be considerate of the people who worked hard to be prepared for your children on time. Teaching children the importance of punctuality is something that will benefit them in the future.

We cannot offer refunds in the case of absences simply because this gets way too complicated. Once you sign up for a class, the teacher is prepared for you to be there.

## CLASS ATTENDANCE

Please do not put your child into any class in which your child is not registered.

## CLOSING ASSEMBLY

Any Nursery children should first be picked up by parents. Other students will quietly be escorted to the Sanctuary by their fourth hour teachers at 1:55 pm. Students should be quiet in the sanctuary as all the classes assemble. After any announcements, families will be dismissed beginning with those with younger children.

## ABSENCES

In the event you will be absent, please call **Mini 327-7761 (h) 303-0213 (c)** or Susan **499-2080 (h) 419-8710 (c)** ASAP so we can place a sub in your place. If you can email us the night before, that is even better. Mini's email address is:

[masihfamily@yahoo.com](mailto:masihfamily@yahoo.com). Susan's email address is: [fourscholars@hotmail.com](mailto:fourscholars@hotmail.com)

REMEMBER: When you are absent, it affects the entire co-op.



## SICK POLICY

We understand that all families want to do everything they can to participate in co-op each week, however if you or your children are ill, we would much prefer you stay home and get well. The following guidelines may help you make your decision whether or not to join us.

### Your child may NOT participate in co-op if he or she:

- Has had a fever of ANY degree in the past 24 hours.
- Has ANY discharge from the eyes or nose.
- Has experienced diarrhea or vomiting in the past 24 hours.
- Has ANY type of rash or unidentified skin irritation that has not been diagnosed as non-contagious by a physician.
- Has a severe cough.

We trust your discretion in deciding whether or not your child is well enough to participate on any given co-op day. However, for the sake of all families, if your child is noticed with any of these conditions, you will be asked to leave for the day. Please understand our decisions are made in the best interest of all the children who participate.

## NURSERY POLICIES

- Children must have a nametag with parent/guardian name.
- All personal items (diaper bags, bottles/ sippy cups, pacifiers, etc.) **must** have the child's first and last name clearly labeled.
- Parent may not leave a child in the nursery unless there are 2 volunteers available.

### PARENTS MUST PROVIDE:

- Diapers and Wipes - Change of clothes
- Blanket for naptime (if child chooses to rest or to use during afternoon story time)
- Sippy cup, clearly labeled with child's name, to be used for water during snack time.

## SAFETY POLICIES AND PROCEDURES

Rule #1 --“Never alone with children.” No adult should be alone with a child at anytime.

Rule #2 --Adults must leave open the nursery room bathroom door when assisting a potty training child OR with ANY child needing bathroom assistance.

Rule #3--Only adult volunteers are permitted to change diapers and assist in potty training OR with ANY child needing bathroom assistance.

## ALLERGIES

The only snacks allowed in our nursery are animal cookies, pretzels, Ritz crackers and Cheerios-provided by a parent. Any food items for infants not able to eat the approved snacks must be supplied by the parent. Parents must notify the Nursery Staff of any allergies their child has. Sippy cups may only contain water. Any other beverages must be in infant bottles. **Parents- please sign up on snack list for date and approved snack that you will be bringing.**

## PARENTAL INVOLVEMENT

A parent or grandparent MUST attend co-op with your children. You may NOT leave your child or send your child with another parent. Academy students may be temporarily supervised by another parent BUT only after permission is given by Susan Essa and a Guardianship Form is filled out.

Also if children not registered with the co-op or other family members visit during co-op hours, they must sign in at the front desk. Permission must be obtained by the Director and the teacher of the class for these persons to visit or sit-in on any class. Any person requiring supervision may not be left unsupervised at the co-op.

All parents will be delegated to one of the following responsibilities. You will be assigned during the semester for substitute, teacher's assistant, pre-school or nursery helper, front desk sign-in, or teacher. You may be asked to teach a class if we have a need. All parents are required to work, in some capacity, every hour their children attend classes. For example, if you are at co-op for all four blocks of time, you are required to work ALL four blocks, unless you teach, in which case, you are FREE for one hour. Depending on the number of families involved this semester, you may also be asked to be a sub for one block of time, please be open to wherever we may need you.

- Substitute- Fill in wherever needed for someone who may be absent or a class that may need extra help.
- Teacher's Assistant- Be an extra set of hands to help the teacher.
- Preschool Helper- Be an extra set of hands in the preschool rooms.
- Nursery Helper- Love the little babies.

- Teacher- Share your gift and teach the children. Our teachers do not have any special training, however we do have higher expectations of our teachers, as we allow them to have authority and influence over our children.

If you have a concern about your volunteer area or need to be moved, please contact Mini, ASAP(see pg 2 for contact info.)



## CLEAN UP

Each family will be assigned an area of the co-op to clean. This can be done during your free hour (if the area will not be used by the co-op again that day) or after co-op hours. Cleaning supplies are available in our supply cabinet. A Team leader will let you know the exact duties for your area. Please remember to be a good steward of the building and do your best.



## TUITION AND FEES

Please note these on the Registration Form. Your registration will not be considered complete until tuition is received. Our co-op participates in Box-Tops for Education Program. Your family may collect Box-tops and submit them to the co-op at the appropriate time. Fifty percent of the money you collect from Box-Tops goes toward your family's tuition cost. The co-op saves the other fifty percent and uses that money to assist families in need of tuition assistance. Please contact our Bookkeeper if you have any questions about the above.

## **HomeForHisGlory-Educational Co-op Parent Instructions**

**Motto: "...whatever you do, do it all for the glory of God."  
1 Corinthians 10:31**

- \* Seek the Lord daily and live out our motto.
- \* Be consistent in attendance and arrive on time.
- \* Model teacher respect in word and behavior, at home and during co-op.
- \* Read the syllabus for each class that your children are involved in and make sure they complete their homework assignments - EVEN IF THEY MUST BE ABSENT DURING ANY GIVEN WEEK. An extra week for homework completion is given only under rare circumstances. We need to respect our teachers' time.
- \* The way we look is a community affair. Before you leave home, make sure your child is dressed according to the HFHG-EC guidelines. We would like to see our members going above and beyond in this department.
- \* Be quick to forgive and quick to resolve any teacher or leader related concern by following the Matthew 18:15-17 process.
- \* Pick up your mail **at the end** of each day.

**\*CALL or email Mini Masih 327-7761 (H) OR 303-0213 (CELL)  
[masihfamily@yahoo.com](mailto:masihfamily@yahoo.com) . On Academy Days and Elective Friday, contact Susan  
Essa 499-2080(H) OR 419-8710 (CELL) [fourscholars@hotmail.com](mailto:fourscholars@hotmail.com)**

-AS EARLY AS POSSIBLE WHEN YOU PLAN AN OUT-OF-TOWN VACATION THAT WILL PREVENT CO-OP ATTENDANCE.

-FOR ANY LAST MINUTE EMERGENCY ABSENCE.

-WITH ANY MISCELLANEOUS ATTENDANCE QUESTIONS

## **HomeForHisGlory-Educational Co-op Classroom Assistant Instructions**

**Motto: "...whatever you do, do it all for the glory of God."  
1 Corinthians 10:31**

### **Do**

- **Seek the Lord daily and live out our motto.**
- **Be on time.**
- **Reinforce primary doctrine, avoid secondary doctrine.**
- **Model rule keeping.**
- **Guard class time.**
- **Be familiar with the lead teacher's backup class plan.**
- **Be alert to student behavior** (dress code, struggling with class material, other conduct)
- **Be an active resource for the Lead teacher.**
- **Redirect attention** back to the teacher in all cases.
- **Pray silently** for the teacher and students through the class time

### **Don't**

- **Participate** as a student, i.e. ask questions or join in class discussion.
- **Distract** the teacher or students with behavior or words. Be discreet.

**HomeForHisGlory-Educational Co-op Behavior Policies are:**

As Christians, our goal is to obey Scripture and, whether in word or deed, to do all to the glory of God. Since the ultimate end of all Bible-centered education is to grow in wisdom and virtue, we require all our students to exhibit the following minimal personal virtues at any and all HFHG-EC events and activities.

1. Kindness
2. Truthfulness
3. Courtesy toward others and respect for their property rights
4. Punctuality in attendance and work
5. Respect for and obedience to those in authority
6. Diligence in effort and attention

**In addition the above personal virtues, we also expect there to be:**

No excessive horseplay

No bad language

No hurting others

No defacing property

No inappropriate contact

**FAILURE TO ADHERE TO THESE POLICIES WILL RESULT IN:**

1. Warning will be given to the child, as well as notification to the parent.
2. Child will stay with parent for the rest of the class, activity or event.
3. Parent meets with Division committee, with a possible suspension from that activity.

Behavior that demonstrates a blatant disregard for person and/or property will result in immediate suspension.

**HomeForHisGlory-Educational Co-op**  
**Student Covenant 2007-2008**

Recognizing that our appearance and our behavior reflect on God as much as on ourselves, as students and parents, we covenant together with HFHG-EC to the following:

**As a student, my responsibilities relating to classes:**

I will be on time for class. On the rare occasion that I arrive late for class, I will enter the room quietly so as to minimize disruptions.

I will come prepared for class and turn in homework assignments on time.

I agree to have a cooperative spirit and an attitude of respectfulness towards leaders, property, and others. An attitude of attentiveness will be exhibited in all classroom situations.

I am responsible for contacting the teacher in case of an absence. Late assignments are accepted at the discretion of the teacher.

**As a student, my responsibilities relating to my appearance:**

My appearance is to be neat, clean and modest. My clothing will show respect toward other students and teachers.

I will not wear tight-fitting or see-through clothing or low-cut necklines (front or back) nor will any bit of midriff be showing.

I will not wear tank or spaghetti strap type tops.

My shorts or skirts will measure to my fingertips or longer when my hands are at my sides.

I will wear clothing with designs that are consistent with Christian principles. That means logos or designs will not advertise tobacco, alcohol, drugs, secular music groups or negative mass media.

I will not wear facial jewelry other than earrings, worn in my ears.

My hair will be clean, neatly groomed and out of my eyes. I will not wear extreme styles that draw excessive attention to myself.

I will not wear a hat inside the building.

**As a student, my responsibilities while at HFHG-EC:**

I understand that there is absolutely no gum, food, or drink inside the church except in the LUNCH HALL, or as designated by the classroom teacher or leadership.

I will clean up after myself during class, all breaks and at lunch.

I will take care of all bathroom needs before or after class except in the case of emergencies.

I agree to attend our scheduled assemblies.

I will be a desirable role model for the younger students because they watch and emulate those older than themselves.

I understand that any offense will first be addressed to me and next to my parent. Repeated offenses may result in my expulsion from HFHG-EC with no refund for paid classes.

I agree to honor all of the above guidelines while participating in HFHG-EC.

I, (student) \_\_\_\_\_, have read and agree with the policies outlined in the Student- Parent Covenant.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

I, (student) \_\_\_\_\_, have read and agree with the policies outlined in the Student- Parent Covenant.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

I, (student) \_\_\_\_\_, have read and agree with the policies outlined in the Student- Parent Covenant.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

I, (student) \_\_\_\_\_, have read and agree with the policies outlined in the Student- Parent Covenant.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

I, (student) \_\_\_\_\_, have read and agree with the policies outlined in the Student- Parent Covenant.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

**HomeForHisGlory-Educational Co-op  
Parent Covenant 2007-2008**

Recognizing that our appearance and our behavior reflect on God as much as on ourselves, we, as parents, covenant together with HFHG-EC to the following:

**As a parent, my responsibilities relating to my child’s participation in HFHG-EC classes:**

I will allow my child to be on time for class.  
I will help my child come prepared for class and turn in homework assignments on time.  
I will encourage my child to have a cooperative spirit and an attitude of respectfulness towards leaders, property and others, as well as an attitude of attentiveness in all classroom situations.  
I will encourage my child to take care of all bathroom needs before or after class.  
My child understands that there is absolutely no gum, food, or drink inside the church except for lunch and as designated by the classroom teacher or leadership.  
Realizing that younger students watch and emulate those older than themselves, I will encourage my child to be a desirable role model for the younger students.  
My child understands that any offenses will first be addressed to him or her and then to me, and that repeated offenses may result in his expulsion from HFHG-EC.

**As a parent, my responsibilities relating to my child’s appearance at HFHG-EC:**

My child’s appearance is to be neat, clean and modest. My child will not wear tight-fitting or see-through clothing or low-cut necklines (front or back) nor will any bit of midriff be showing. My child’s clothing will show respect toward other students and teachers.  
My child will not wear tank or spaghetti strap tops.  
My child’s shorts or skirts will measure to her fingertips or longer when her hands are at her sides.  
My child will wear clothing with designs that are consistent with Christian principles. This means logos or designs will not advertise tobacco, alcohol, drugs, secular music groups or negative mass media.  
My child will not wear facial jewelry other than earrings, worn in the ears.  
My child’s hair will be clean, neatly groomed and out of his eyes. My child will not wear extreme styles that draw excessive attention to him.  
My child will not wear a hat inside the building.

**As a parent, my responsibilities relating to HFHG-EC:**

I understand that I will be responsible for any property damage done by my child, whether intentional or otherwise.  
I understand that any offenses on the part of my child will be brought to my attention if they are not otherwise successfully resolved. I realize that my child’s attitude and behavior problems are my responsibility.  
I understand that only the students taking the course are welcome in the classroom.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

Our goal is to work with parents to maintain high standards of Biblical behavior, e.g., to love God with our whole heart, soul, strength, and mind, and to love our neighbor as ourselves. If you are unsure of the meaning of any rule please feel free to ask.

Acceptance: the terms that are included in this contract shall become binding upon written acceptance. The agreement contains the entire agreement of the parties, and modifications shall be made only in writing and with prior agreement. The failure of either party to enforce any of its rights shall not constitute a waiver of such rights.

Disputes: Any claim or dispute concerning question of fact or law arising out of or relating to this contract or breach thereof, shall be settled by one of the following methods. The parties agree that the order to be followed will be 1,2,3. The result shall be binding upon the parties.

1. An executive committee member shall arrange a prompt meeting (without legal representation) to make an honest effort to resolve the differences.
2. In the event the prior remedy is unsuccessful, then the parties shall enlist the services of a private organization recognized by the courts of the state of Kentucky to resolve the differences (referred to as rent-a-judge or mini-court). The parties may engage legal representation.
3. If a resolution is still unable to be resolved then the matter will be handed over for arbitration in accordance with the rules of the American Arbitration Association. Cost for arbitration will be split 50/50 by the parties involved.

We understand and accept the Mission Statement of HFHG-EC and agree to uphold the Core Values and respect the Statement of Faith as outlined in the HFHG-EC Handbook.

I, (attending parent) \_\_\_\_\_, have read and agree with the policies outlined in the Parent Covenant.

\_\_\_\_\_  
Parent Signature

Date \_\_\_\_\_

**HomeForHisGlory-Educational Co-op East Campus  
Medical Consent and Emergency Contact Information**

(list all children participating in the co-op)

Child's name	Birthdate	Allergies/Medic Alerts

Parent Names \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Person to contact in case of an emergency, if the above listed cannot be reached:  
Name \_\_\_\_\_ phone \_\_\_\_\_

Insurance Provider and ID Number \_\_\_\_\_

In the event that I cannot be reached in the case of a medical emergency, I give permission for HomeForHisGlory-Educational Co-Op Leadership Team (Susan Essa, Mini Masih, Sherry Stumph, Janice Cook, Marcy Bryan) to seek appropriate care for the child or children listed above.

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Witness)