

# *Potter's Clay Co-op*

## *Policies & Procedures*

2012-2013

*But now, O LORD, You are our Father; We are the clay, and You our potter;  
And all of us are the work of Your hand. - Isaiah 64:8*

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## ***Service Expectations***

### **Facilitators**

Each parent will be assigned to a "facilitator team" based on your interests, gifts, and experiences. Lesson plans are created by each facilitator team and implemented on a weekly basis for the school year. We ask that lesson plans for the year be created over the summer break, completed by the designated deadline, and turned in to your Level Coordinator. We ask this so that once school starts you already have a plan in place and, in the event that a member is unable to fulfill his/her responsibilities, due to unforeseen reasons, the class can continue uninterrupted.

Teams also set the class fees each semester based on planned supply lists. Each team should assign a team member to keep track of the class budget to ensure that class fees are managed appropriately.

If it is your assigned week to lead a class, please come to the co-op fully prepared. Please go over the lesson plans in advance, know the material, and bring any needed materials to class. If facilitating science, go over the experiments; be familiar with the materials and the desired outcome. It is your responsibility to make sure your room is ready to go at least 10 minutes prior to the start of class. If you will be absent and have any materials that your partner or a substitute will need it is your responsibility, within reason and in regard to the circumstances, to get the materials to the co-op.

If you have discipline issues with your students or have unresolved issues or concerns with parents the situation should be handled in the following manner:

- 1) Pray for wisdom and discernment in handling the situation.
- 2) Discuss the situation with the parent with the goal of resolving the situation, if at all possible before the end of the day, but at least by the following Monday.
- 3) Determine if the situation warrants notifying your Level Coordinator and if so, contact your Level Coordinator.
- 4) If the situation becomes recurring or if attempts to handle the situation with the parent have not resolved the issue, please contact your Level Coordinator.

Additional requirements:

- We ask that you be punctual.
- Please set-up and clean up your room, return your room to the original set-up, wipe down surfaces and sinks, keep the floor as clean as possible, and leave the room neater than you found it.
- Uphold classroom expectations and homework policies for your class and keep discipline matters private.

### **Coordinator Roles**

In an effort to share the duties needed to run the co-op and foster an environment where everyone plays a supporting role in the operation of the co-op, each member is asked to serve in a coordinator position in addition to their facilitator role. Members will have an opportunity to understand the responsibilities of each role and submit their top three choices of where they would like to serve. Our goal is to place people in coordinator roles where their individual gifts and talents can best be utilized.

Co-op Coordinator Positions may fluctuate from year to year due to needs but could include the following: Many of these positions are held by two or more members.

- ❖ Co-op Coordinator
- ❖ Level Coordinators (Level 1, Level 2, Level 3)
- ❖ Administrative Coordinator
- ❖ Membership Coordinator
- ❖ Facility Coordinator
- ❖ Financial Coordinator
- ❖ Communications/Website Coordinator
- ❖ Social Coordinator
- ❖ Nursery Coordinator

### **Additional Service Duties**

In order to efficiently operate the co-op each week, we also have service needs that are assigned on a rotating basis such as lunch duty, nursery care, or others as needs arise. Thank you in advance for your service.

### **Co-op Leadership**

- Co-op Coordinator - Oversees overall vision, management, logistics, and operations
  - Level Coordinators - Serve with the Co-op Coordinator to form the leadership team. Act as a liaison between parents and facilitators and oversee the classes offered in the level they are assigned.

### **Op-Center**

We have a room reserved during co-op that we call the Op-Center. This room serves as an office where we can meet and place co-op general supplies. It is also the "home" of our op-chart that allows us to see where each person is located each hour. The op-chart will be available for sign-ups in Colonial Corners until the end of opening assembly and then moved to the op-center at the start of first hour classes. The chart provides space to sign-up where you will serve during your volunteer hour and for extra needs due to absences or extra classroom needs for the day.

### **Volunteer Service**

Everyone is assigned a volunteer time period at co-op. We ask that during "volunteer time" you look to:

- 1) Assist in classes
- 2) If all assistant needs are met, check in with anyone prepping a class to see if they are in need of extra help.
- 3) If the above needs are met, you are welcome to sit in on one of your student's classes. If you are assisting or observing in a class, please be respectful of those teaching and do not talk while instruction is taking place.

### **Extra Help - A.K.A. All Hands on Deck**

In the event of absences or a classroom need for people that extends beyond those normally available to serve that hour you may be asked to help in addition to your regular service times. Thank you in advance for your time and understanding that these are times when we need everyone to pitch in.

## ***Financial Policy***

Colonial Baptist Church has been gracious to include Potter's Clay as one of their self-funding ministries. This means that monies collected from families will be deposited into a church account and will be afforded all of the protections available to a church ministry. The definition of self-funding means that PCC is responsible for covering all expenses incurred during the school year. This also means that if the co-op or individual classes go over budget, the overage will need to be covered by the co-op and members as a whole.

Co-op families agree to:

- Pay all fees designated in the fee schedule promptly.
- Turn in receipts, for expenses incurred for class materials, to the Financial Coordinator in a timely manner.
- Keep track of your class budget to ensure that you do not spend more than budgeted; this includes keeping track of any copies made for your class.
- All fees, including registration, class, and supply fees are non-refundable once paid. These fees are also non-refundable if you leave the co-op on your own accord or, in extreme cases, have been asked to leave.

### **Fee Structure**

It is our goal to anticipate and estimate all costs related to the co-op so that there will be a) no surprises and b) no need to ask repeatedly for families to produce additional funds. Types of fees:

- **Registration Fee** – A per family fee set annually and due at the time of registration along with an application. This fee is non-refundable for families accepted into the co-op for that calendar year.
- **Class Fee(s)** – A per child fee set each semester and due by the date established in the Fee Timeline. These fees are set by the class facilitators to cover all planned class costs and are non-refundable. They do not cover required curriculum costs. However, in some cases curriculum is purchased by facilitators and the cost is part of the class fee.
- **Mid-unit and/or End-Unit Fees** – A per person or per family fee to cover the cost of the history celebrations. These fees are set by the team planning the celebrations and are collected by the team to cover those costs.
- **Field Trip Fees** – A per person or per family fee paid by the families who participate in the field trip. Typically these fees are not collected, but paid by each family individually.
- **Outside Vendor Fees** – Paid directly to the vendor for their services. An example would be a non-parent facilitator who is being paid by the participating families. (Example: Science Level 3).
- **Special Collection Fees** – These should be nonexistent or kept to a minimum, but we have found that occasionally we have needed the flexibility to add on something special to a class. This would not be done without appropriate input/agreement from all the families and often are optional.

## **Expenses/Check Requests**

Timely and accurate tracking of expenses is very important. Colonial Baptist Church has provided us with a form to complete for all check requests to reimburse expenses.

- **ORIGINAL RECEIPTS are required.** Requests cannot be processed without them.
- Turn in receipts and a completed form, for expenses incurred for class materials, to the financial coordinator in a timely manner, preferably the first co-op day following your purchases. There is no benefit to anyone for you to hold on to your receipts for an extended period of time. There is one exception to that request. For the sake of Colonial's finance team, please hold on to your receipts until you can submit a request for an amount of \$10.00 or greater.
- The financial coordinator must sign off on the check request in order for it to be processed. Typically, this is accomplished the same day that the request is submitted. The church office also tries hard to be prompt in issuing a check. If an extended period of time elapses between submitting your request and no check has arrived, please let the financial coordinator know so that we can try to track down what has happened.
- **Facilitators please take note:** It is the responsibility of each teaching team to track the team's expenses against the budget and to know how much money is available for each week's activities. The Financial Coordinator only keeps a running total and will not approve any check request that exceeds the total amount budgeted for the semester.
- Each semester, the Financial Coordinator will set a cut-off date for receipts to be turned in. This is to ensure that there is time to balance out the semester budgets before proceeding to the next.

## **Credits vs. Refunds**

Ideally, the facilitators will have estimated well and no class fees will be left over at the end of a semester. If we do have "unused class fees", they will be divided equally among the class participants and credited to their family's account to be used toward future co-op class fee expenses. We are not equipped to offer refunds of these "unused class fees".

## ***Behavior Policy***

Participants are expected to behave in a kind and respectful manner to classroom facilitators and one another. Physical and verbal aggression will not be tolerated. We ask that you review co-op and classroom policies and expectations with your children and take proactive steps to check-in with your student's facilitators to see how things are going in class.

Classroom behavior issues will be handled as follows:

- The student will be asked to stop the offending behavior. If the offense is repeated again in the same class period a warning will be issued. Upon the third offense in the same period a final warning will be issued with the possibility of being asked to leave the room. Facilitators should notify the parent on the third offense even if a child has not been asked to leave the room.
- If a student repeatedly needs to be warned in class, however, not to the escalation of needing to be asked to leave, it is encouraged that the facilitators notify the parent in an effort to proactively stop the behavior. If you have been contacted by your student's facilitator, it is the duty of the parent to proactively check in with the facilitators and monitor their own student to ensure expectations are being met.
- If a child has been asked to leave a room the parent will be notified and the Level Coordinator will be apprised of the situation. If your child has been asked to leave a classroom due to behavior issues, it is the duty of the parent to proactively check in with the facilitators and monitor their own student to ensure expectations are being met.
- If a child has been asked to leave a room a second time, a meeting will take place between the parent, facilitators, and Level Coordinator.
- If a child has been asked to leave a room a third time, a meeting between the parent and leadership will take place.
- Behavior that is continuously disruptive to the class may be grounds for dismissal from the class or in extreme situations from the co-op.

### **Co-op Expectations Outside of Classrooms**

- We are blessed to use the facility provided to us by Colonial Baptist Church. We share the facility with various other groups in addition to the normal activity consistent with a church. In light of this we need to be considerate neighbors to these groups by keeping the noise level down, by not running through the halls or stairwells, and by conducting ourselves in a manner that befits a church facility.
- Students should be accompanied by adults.
- We should strive to keep every classroom or area we encounter at the church with the idea that we "leave the area better than we found it." This includes wiping down tables and sinks, making sure trash is removed, and taking care of any church property or equipment.
- As per our Member Pledge:
  - ❖ Our main focus is to glorify the Lord and serve each other. In order to do this we need to be mindful that this is a cooperative. We are all volunteers working together for the benefit of our children and each other. This takes a willingness to serve each other and a great amount of love and grace for one another.
  - ❖ I will maintain a testimony that reflects the will and desire of my Lord Jesus Christ in both conduct and attitude. I will seek unity in relationships and resolve to deal positively with conflicts considering the value of all those around me by avoiding gossip or slander.
  - ❖ If not in agreement with something done or said, I will give myself a "cooling off period" to pray and then seek out the appropriate person with grace and with the desire for peace and reconciliation.

- As per our Student Pledge:
  - ❖ Student are expected to conduct themselves in a manner that would be pleasing to the Lord by treating my parents, facilitators, and other adults over my care with respect in my words and actions.
  - ❖ Students are expected to conduct themselves in a manner that would be pleasing to the Lord by treating the other students with kindness, respect, and friendship in my words and actions.

### **Handling Discipline when the Parent is Present**

While on campus, students are under various authorities throughout the day and are expected to obey those authorities. During class time discipline is left up to the facilitators, however, if the parent is present in class they are certainly encouraged/and expected to deal with any behavior of their own child as needed. Regardless of time and place, it is ultimately the parents responsibility for the discipline of their child(ren) and ensuring their child(ren) understand and follow co-op rules and expectations whether on campus or at co-op supported events/field trips. Note: Should a situation arise when there is a disagreement between the parent and another adult in the room regarding the behavior of a child, the matter should be brought to the attention of the leadership team.

- Field Trips/Co-op Sponsored Outside Group Activities
  - ❖ We represent not only PCC when we attend field trips and outside activities but we are also representatives of our Lord. Therefore, our conduct should be respectful of the setting and people we encounter. Please carefully consider if your child(ren) will be able to meet the expectations of the setting (i.e. quiet for an hour long docent tour of a museum) before signing up for the event.
  - ❖ Please remember that you are responsible for the behavior and discipline of your children, which may include leaving an event early if your children cannot meet expectations.

### **Physical Contact with Students**

As a general rule, always maintain the highest integrity when dealing with children. Innocent situations are sometimes misunderstood. Therefore, avoid even the appearance of inappropriate physical contact. Your physical contact should be in the presence of other adults. Appropriate contact includes handshakes, high fives, brief hugs, or a touch on the shoulder. Leave the window blinds in your room open unless the room must be darkened for a specific purpose. Do not cover or obscure classroom door windows. Please work to maintain two adults with students at all times.

<b><i>Homework Policy</i></b>
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It is expected that all students who are assigned homework complete their assignments to the best of their ability and on-time. A lot of time and planning has gone into the preparation of the lessons with an expectation that homework assignments will be completed. In addition, many of the assignments build upon the previous assignment and therefore missed assignments will cause the student to get behind.

In the event that homework is not completed, the following policy will apply:

- If homework is not completed two times during the semester, the facilitators will contact the parent and make them aware of the situation. A discussion concerning possible reasons for lack of completion will take place and the facilitator will work to resolve the problem.
- If homework is not completed for a third time, the parent will be notified again by the facilitators and the Level Coordinator may need to get involved to come up with additional solutions. Classroom expectations versus student performance will be discussed. Possible remedies may include moving the student to a different class level, the student being placed on probation, or a discussion regarding whether the co-op is a fit for the family may need to take place.
- For the dialectic portion of PCC, the homework (preparation for discussion) is essential for participation. It is expected that students are reading the required books for the week and coming to class prepared to discuss the predetermined topics and questions.

\*This policy applies to both classes taught by co-op facilitators, as well as, paid instructors. However, paid instructors may also set their own homework expectations and policies.

### ***Morning Assembly Procedures***

- Please make sure that you arrive on-time for morning assembly. It is expected that all parents and students are in morning assembly at 9 a.m.
- First hour facilitators are encouraged to arrive at 8:30 a.m. to set up their rooms.
- All other families are asked to arrive by 8:45 to allow enough time to be in opening assembly by 9:00.
- Children of first hour facilitators need to wait to enter Colonial Corners until an adult is present. Children of non-first hour teachers need to enter Colonial Corners with their children.
- Children should not be roaming the building unaccompanied by an adult.

### ***Lunch Procedures***

#### **Lunch attendants:**

- Will walk the students to the designated lunch area. Those assigned to the second floor will take the students down the stairwell.
- Ask students to walk as a group quietly, without horsing around or playing with any sports equipment.
- Ask two of the Level 3 students to get the trashcan and bring it to the designated lunch area.
- Are asked to monitor the lunch hour by:
  - ❖ Making sure that the students are eating lunch and seated until dismissed to play between 12:15-12:20 (depending on how quickly the students get to the lunch area)



- ❖ Prior to dismissing students to play, have students clean-up the trash and their lunch bags. If in the gym, have students move bags to the carpeted areas to afford more space to play.
- ❖ Reminding students of the rules and by helping to keep order. The Lunch Attendants are able to bring any student not complying with the rules to his/her parent.
- ❖ Designating different areas for different types of play (i.e. this half court will be used for basketball, this half court for jump rope, those who want to play tag on this court or if outside, older students on the far field, younger students in the middle, etc.
  - Prior to dismissing, please communicate these designations to the students and make sure that the children are playing in the appropriate area. Please communicate any other reminders or special instructions (i.e. not running through the planters, stay off the stage, remember to stay away from the chairs)
- ❖ When outside lunch attendants and parents need to make sure children do not run through the flower beds, walk on retainer walls, climb trees, or in any way disturb the landscaping surrounding the church.
- Signal clean-up at 12:45
- Are responsible for making sure the lunch area is clean, trash is picked up, floors swept of crumbs, and trashcan put away. Trashcans, brooms, and dustpans can be found at the end of the hallway adjacent to the left side of the gym (near the kitchen).
- If the lunch attendant is a history teacher, please make sure that you designate another mom to assist with clean-up.

## **Parents**

- We ask that all parents are in the lunch area as soon as possible with the expectation that non- science teachers are in the lunch area by no later than 12:10 and science teachers are there no later than 12:15.
- We ask that all parents sit facing the students at play. Please do not sit with your back to the students.
- Although lunch attendants are monitoring lunch it is expected that parents are watching their children and will act promptly if their student is not following the lunch time instructions.
- Parents of nursery children must keep their nursery children with them at all times unless they are with a sibling who stays with them at all times. If with a sibling, the nursery children must be away from any areas where children are actively playing (i.e. basketball court, jump rope area, etc). We do not want our little ones getting hurt.
- Moms with younger (non-nursery) children, please instruct your children which designated play area you would like them to stay in with the hope that they will not be in an area where they could be potentially hurt. Please assess what activity and what age group is engaging in that activity when making your decision.

- If a lunch attendant brings your child to you because they are not following the rules it is expected that you will address your child and keep them with you for the remainder of lunch and not re-enter playtime. We hope that this will be a big deterrent to disobeying the rules since; no one wants to miss play time. :)
- ❖ If you feel that your child's consequence would better be served physically you are welcome to have them walk the perimeter of the gym/courtyard or engage in a similar activity. However, if you choose this option we ask that you keep your child under your supervision and that you do not allow them to go back to playing for the remainder of lunchtime. We hope that this consequence will be enough deterrent to keep the kids mindful of the lunch time rules so that we can maintain order and keep everyone safe.

## **Students**

- We expect students to walk quietly and orderly to and from the lunch area.
- We expect the students to eat during the beginning portion of the lunch period and remain seated until excused to play by the lunch attendants.
- We expect the students to clean up their trash, crumbs, and lunch bags prior to playtime.
- We expect students to be respectful of each other and be mindful of others as they play.
- We expect students to have a great time but screaming, tackling, hitting, kicking, or pushing each other is not acceptable.
- If in the gym, we expect students to stay off of the steps and stage at all times and students may not leave the gym without the permission of their parent.
- We expect students to stay away from the chairs in the gym (this includes sitting, climbing on or under, or sitting in between).
- If outside, we expect the students to remain on the sidewalks or grass and not enter the landscaped areas where the bushes and flowers are located. In addition, students are not allowed to sit or stand on the concrete flower containers in the courtyard area.
- We expect the students to line up quickly and quietly at 12:50 at the instruction of their history teachers and walk back to the classrooms quietly and with respect to any instruction given by their teachers

## **History Teachers**

- We ask that you begin to line up your students at 12:50 to go back to your floors. Please allow the children to use the restroom and get settled back into class ready to begin at 1:00 - we want to make sure that the classes are starting on time so that we will dismiss on time.

## *Dismissal Procedures*

Students are brought to designated dismissal area at the end of the history classes. Students are to remain in this area until picked-up by their parent. Parents are asked to participate in the cleaning up of rooms until given the "all clear" that we are free to leave. We ask that at that time, parents go to the designated dismissal area to collect their children. Please wait for the dismissal attendants to announce to your children that they are free to leave instead of going inside the room to collect them. Once your children are with you, please exit the floor as quickly and quietly as possible. We can continue conversations once out of the building.

## *Healthy Child Policy*

As a consideration to other members of Potter's Clay we ask that you adhere to the following guidelines concerning communicable illness. A good guideline to follow is to ask yourself the following question: Would you want your child playing with someone who had the same symptoms that your sick child has? If the answer is no, please keep your child home.

Do not come to Potter's Clay if the following applies:

- fever at or above 100.5 with-in the last 48 hours
- vomiting within the last 48 hours
- diarrhea within the last 48 hours
- strep throat-need to be on antibiotics for a period of at least 48 hours
- pink eye- need Dr.'s clearance or no signs of visible symptoms
- chicken pox- fever free for 48 hours and no open lesions on body
- mono- fever free for 48 hours plus Dr.'s clearance
- lice-child has undergone treatment and is free from lice and nits for at least 3 days post treatment

**DO NOT come to co-op if any member of your household has had gastrointestinal symptoms such as vomiting and diarrhea or a confirmed case of influenza (flu) within the last 48 hours.**

## *Attendance Policy*

Due to the nature of Potter's Clay, attendance each week by all members is crucial to the overall efficiency and operation of the co-op. With that in mind, we ask that appointments, activities, or other scheduled events be planned outside of the operating hours of Potter's Clay. Please keep our operating calendar in mind when planning vacations, although each family has two unexcused absences if a conflict should occur. Attendance will be monitored and recorded weekly.

### **Absence Procedure**

If a member will be absent, he or she is required to notify the Membership Coordinator by 8 a.m. Friday morning; preferably sooner, especially if the absence is due to a scheduled vacation or known illness. Absence without notification will be counted as unexcused and addressed by leadership.

Facilitator teams are responsible for coordinating schedules including covering for each other when one of the team members is absent. If a team member should be absent due to unforeseeable circumstances, such as a sudden illness or death in the family, it is advised that the individual contact their partner and Membership Coordinator as soon as possible. We ask that partners facilitating the same class not be absent on the same day unless due to illness.

### **Excused/Unexcused Absence**

The following are considered excused: Illness of the member, illness of a member's child, sudden illness of a parent or spouse that will require care, or a death of family member. All other reasons will be unexcused.

Each member family is allowed two unexcused absences per semester. Three or more unexcused absences will result in a discussion with leadership and the possibility of the family being placed on probation status.

### **Tardy Policy**

Classroom facilitators are expected to have their rooms set up and materials prepared to teach 10 minutes prior to class start time. All students and parents are expected to be in assembly on time.

Tardiness will be monitored and discussed with the member if tardiness becomes reoccurring. Each family will be allowed two tardies per semester. Three or more will result in a discussion with leadership and the possibility of the family being placed on probation.

### **Terms of Probation**

Should a family be placed on probation, one additional unexcused absence or tardy in the semester will result in a formal discussion with the leadership team to discuss the situation, possible solutions, and whether or not Potter's Clay is a fit for your family's needs.

### ***Surrogate Policy***

Should a parent be unable to attend due to an excused absence, a surrogate parent at the co-op can accept responsibility for healthy non-nursery age children. The surrogate parent will assume responsibility of the member's child/children while at PCC.

### ***Dress Code***

The way we dress can be a stumbling block for those around us. The following rules apply to both parents and students as we ask that everyone dress modestly and with respect to one another.

- Writing and printing on clothing is acceptable as long as it does not contain anti-Christian logos, symbols, pictures, or groups, does not have an anti-Christian meaning, or does not give an appearance of anti-Christian activity.
- No strap tops, halter tops, or mid-drift blouses exposing the stomach area. Material covering shoulders should be at least 3" wide (approx. the width of a dollar bill).
- Necklines must be modest - keep in mind the "bend over" check.
- Be mindful of form-fitting clothing.

- Shorts and skirts must be finger-tip length when arms are straight down at your side.

### ***Inclement Weather Policy***

The Co-op Coordinator, in conjunction with the Level Coordinators, will determine if conducting PCC will be feasible due to inclement weather. A decision will be made as to whether we need to cancel or delay our start-time by 8:00 a.m. Friday morning. An email will go out at that time with a final decision for the day.

### ***Fire/Evacuation Plan***

In the event of an emergency our first concern is for the safety and welfare of the children. Please acquaint yourself with the emergency exits on each floor with extra attention paid to the floor where your class is assigned.

If an evacuation from the building is necessary:

- Before an emergency exists, please maintain attendance records and keep the attendance sheet handy so you can take it with you when you leave the building.
- Count your group and depart in line to the nearest the exit.
- Stay calm and encourage the students to stay calm and quiet.
- Proceed to the field near Tryon Rd or the soccer field. Do not remain in the church courtyard.
- Take roll again and stay together.
- If dismissed back to class after an evacuation, count your group again and take attendance once more upon re-entering your classroom.