



Calvary Learning Center

DISCOVER PURPOSE-DRIVEN EDUCATION

HANDBOOK 2022-2023

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LEARNING CENTER COMMITTEE MEMBERS:

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The Learning Center Committee is responsible for the general running of the learning center each session. Committee members work with mentors to provide appropriate aide for students, set up a schedule that benefits as many members as possible, decides how fees will be assigned and collected, and assigns duties based on overall need and the preference of the members. We welcome comments and suggestions. Please contact any of us if you have anything you would like addressed.

LEARNING CENTER PHILOSOPHY AND MISSION

Our mission is to help every child step into what God created them to be. Our Learning Center is unique from many other "homeschool co-ops", in that our main focus and goal is to offer support for the parent and not academic classes for our children. We believe when parents feel encouraged and supported, they are more equipped to provide their own children's education, without needing to rely heavily on outside classes. Our underlying philosophy and aim is to keep parents engaged and supported. Our classes are focused on enrichment but can be used toward credit as the parent sees fit. Our main focus for our children is fellowship and exploring new topics. We believe that the interaction between parents of all stages and walks of homeschooling is beneficial for everyone. Therefore, we strive to create a place to fellowship with other parents and access our homeschool library to find helpful resources. The participation of all parents is essential to the success of the Learning Center. The vast majority of our teachers are volunteers from within our families, and each parent is required to help in some way during the week. Parents are not required but are encouraged to stay during Learning Center hours to foster conversation and networking. Because our Learning Center incorporates the whole family, the hours of co-op are limited as to not be burdensome or "too much" for one day. The number of weeks we meet is also limited for the purpose of giving families a needed break and more free time during the holiday months as well as being done by the end of April to give parents time to finish their school year strong.

HOW IT WORKS

The Learning Center offers mentors in the form of a learning cooperative or “co-op” for short. A learning co-op is a group of homeschooling families that work together to facilitate learning and teach classes for the children. The classes offered are for the purpose of enriching and complementing your homeschool and are not meant to be a substitute for the learning your children do at home. The nature of a co-op involves a commitment and contributions from each family, but the rewards received are well worth it!

Here is how it works:

1. You, as a parent, must volunteer your time by mentoring or assisting a session, bonus class, or by serving in some other way, as needed. (See p.5 in the handbook.) The amount of help required will depend upon how many families participate, but we anticipate having to work only one or two periods per week. You will keep your scheduled assignments for the entire session. Assignments can/will change at the start of a new session.
2. Sign up your children for the bonus class(es) available for their ages at registration time. A bonus class will cover subject matter other than your core curriculum. For example, music will be one of the bonus classes offered. You do not have to participate in all that is offered for your child’s age. You may pick and choose.
3. The benefit of a co-op is that your children will be in a terrific, enriching learning environment and the workload is shared among us all. Commitment to participating each week is necessary to have high quality classes and learning for our children.
4. While attendance is not required every day, we recommend it. We do ask that, if your child(ren) will not be attending on a regularly scheduled day, you call, text, or email to let us know as soon as possible, so we can plan accordingly.

REGISTRATION PROCESS AND CLASS ENROLLMENT

Registration occurs two times per year, August and December, and families register for each session (Fall and Winter/Spring) separately. Notices of registration dates and specific information for registration will be posted to the Learning Center website.

Registration priority is given to families in the following order:

1. Learning Center Board members and Committee Members
2. Lead Mentors, Nursery Coordinators and Hospitality Coordinator
3. Co-Mentors

4. Returning Learning Center Families

5. Wait List: Previous Learning Center members, who have current year membership.

6. Wait List: New families to Calvary Learning Center during current year. Children's ages for classes are based on the child's age as of September 1.

Classes have age restrictions and are clearly marked at registration and on the class descriptions. Exceptions will be considered by the committee. Classes may be added (switched) within the first 3 weeks of co-op, at the discretion of the class teacher and committee, assuming there is space and supplies. Classes may be dropped at any time. A student must be supervised at all times, either in a session or class, or with a parent, during all hours of the co-op.

DESCRIPTION OF LEARNING CENTER DUTIES

After each registration, the Co-op Committee will assign parents to duties. Please inform the committee if you have questions, concerns, or preferences about your assignment.

MENTOR

Be available to answer questions from students as they progress through their curricula. We would like this to be a subject- focused duty. For example, if you are gifted in knowing grammar, you may excel at mentoring English in the younger ages.

ASSISTANT MENTOR

Help mentor with any demonstrations or in any other way he/she may need.

GENERAL SUPERVISION

Maintain order during transition times, breaks, assist children to and from bathroom during study periods.

PUBLIC RELATIONS

Work with Vanessa Rehash on raising awareness of Calvary Learning Center through interviews with local radio stations, booths at local events, etc.

SPECIALTY MENTOR

Prepare and teach a bonus class on the subject of your choice. Examples would include P.E., Music, Art, Cooking, Woodworking, Science, etc. This would be the afternoon class, beginning at 1:00pm. This should be geared more for the older ages, 10 years and up.

LUNCH COORDINATOR

Choose lunch options for Thursday corporate lunches, assemble ingredient lists to send home with families, prepare the kitchen for Thursday lunches, supervise kitchen clean up after Thursday lunches.

EVENTS COORDINATOR

Brainstorm possible future events (including field trips and community service projects), plan details, provide permission slips, coordinate transportation.

SUBSTITUTE PLAN

Our hope and goal is that all of our mentors, assistants, and helpers will be at the learning center each week. Every member has a vital role to play for our co-op to be successful, and we all depend upon each other. Although that is our goal, there will be times when it is just not possible to be at the learning center. PLEASE DO NOT BE A "NO SHOW" ...Out of courtesy, please follow the plan. Disregard for the substitute plan will forfeit your privilege to be a part of the co-op.

If you know ahead of time: When you know that you are going to be absent, it will be necessary for you to find your own replacement in advance. The more notice you can give will help the co-op flow more smoothly.

You will need to use the Master Roster to:

- ✓ Find another person that is available during your time period to help in your place.
- ✓ Let your substitute know what you are responsible for and what area you usually help in.
- ✓ If you are a LEAD mentor:
 - Contact your assistant to tell him/her who the substitute assistant will be.
 - If possible, call or email a committee member so we are aware of the sub.
 - Get your lesson and materials to your assistant (temporary lead mentor).
- ✓ If you are the ASSISTANT in a class:
 - Please call the lead mentor about the substitution.

If you do not know ahead of time: Unforeseen/emergency-type things can happen the morning of co-op, like a sick child or a car that won't start. When/if this happens, there may not be time for you to give others much notice of your absence.

You will need to:

- ✓ CALL a committee member ASAP so that the co-op committee is aware of the situation.
- ✓ If possible, when you are the LEAD mentor, get your lesson to the co-op (or send with someone) so that someone can teach in your place. Call the other person(s) that help in your class, so they are aware of your absence.

RULES OF STUDENT CONDUCT

All students enrolled in the Calvary Learning Center are expected to behave appropriately, which includes being respectful to both parents and other students in the classroom. Inappropriate behavior (i.e. defiance, unruly disruptive behavior, etc.) will be given prompt attention.

If there is a disagreement between adults, please use Matthew 18:15-16 as your guide:

15 "If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person back. 16 But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses.

Please remind your child(ren) to respect all adults as an authority, and to show up to class on time. No child may attend or participate in the Co-Op unless a parent/guardian or designated member in good standing accompanies the child to the Learning Center.

MISBEHAVIOR WILL BE HANDLED AS FOLLOWS:

1. On the first offense, the mentor or appropriate adult will talk to the student about his/her inappropriate behavior. This will serve as a warning to the student to change his/her behavior.
2. On the second offense, the mentor will discuss the student's behavior with the child's parent.
3. On the third offense, the child's behavior will be discussed in a meeting with the parent, the mentor, and a member from the co-op committee and/or Learning Center Leadership.
4. On the fourth offense, the child will sit out of the class for a specified time ranging from one week to the entire semester. *Younger students (6'ish and younger) may need more guidance in regard to inappropriate behavior. These students will be given more latitude as mentors work with them each week. However, your child's mentor will still consult you and steps will be taken to remove your child from class if your child's behavior causes serious disruptions to the classroom.

LEARNING CENTER HOMESCHOOL GUIDELINES: Clothing should be neat, modest, and appropriately sized. An attendee should not be dressed in such a way as to draw attention to their body, but to respect and honor God, themselves, and others. Anyone flagrantly disregarding these criteria will be asked to leave. Romans 14:21 -- It is a noble thing not to eat meat, or drink wine, or do anything that makes your brother stumble.

1 Corinthians 10:31-32 -- Therefore, whether you eat or drink, or whatever you do, do everything for God's glory. Give no offense to the Jews or the Greeks or the church of God, The CLC Leadership will review this dress code annually and update if needed.

Instituted November 2022

SUGGESTIONS FOR USING CLASSES TOWARD CREDIT FOR TEENS

We do not offer "for credit" classes in which grades and credit are issued by the mentor, along with homework and graded assignments, tests, etc. There are plenty of other co-ops that are academic focused to meet those needs.

However, if parents use the classes offered in co-op, they could easily turn classes into earning high school credit with some additional, related work at home. Here are a few examples of how to do that:

a.) Fine Arts: combines different types of art, jewelry, design, upcycling, and crafting type classes as an elective fine arts credit. If you need more hours to count it as half a credit or even a full credit, continue your child's favorite crafting, drawing, and artwork at home with this. Discussions of great works of art, studying the basic design principles, visiting art galleries or an art museum, arranging art works in your own home, studying great artists, etc. can all easily combine to receive credit. Let your child guide his or her own interests in whatever area of art (s)he finds interesting. As well, music lessons, music and/or art appreciation can be combined with these other areas for credit. Use your imagination!

b.) Health/Physical Education You can have your child participate weekly in our PE classes. If your child plays a sport, you can easily combine all the time together. As well, time spent bowling, laser tag, swimming, playing volleyball or basketball with the neighbors, walks, hiking, etc. count. Add it all up and count it as credit! You can also add some sort of health or safety to it, perhaps a first aid course or emergency preparation for your own family.

SMALL CHILDREN AND NURSERY INFORMATION

At this time, we do not offer preschool or nursery childcare. As we grow this will be re-evaluated and modified.

CHILDREN ACCOMPANYING PARENTS IN CLASSES

The committee feels it is best for the moms who are mentoring and assisting to be able to focus completely on the class they are teaching. For this reason, we ask that mentors and assisting parents not bring their little ones or babies to the classroom with them.

SUGGESTIONS TO HELP SMALL CHILDREN ADJUST TO CLASSES

The co-op committee understands that our little ones can sometimes be fearful of new people and new situations. As moms, we want to comfort them, as we are sometimes anxious ourselves. If you are working toward having your child stay in a class without you, here are some things to consider, as you and your child work toward this goal.

HERE IS A LIST OF SUGGESTIONS TO HELP YOUR CHILD ADJUST TO GROUP SETTINGS:

*Bring your child to the learning center CONSISTENTLY.

*Keep up good communication with your child's mentor. Ask for updates on his progress.

*Remind him of what a "big boy" he is, and tell him how proud you are that he has his own class.

*When dropping your child off, tell him that this is his class, and that you will be back shortly, and that you know he is going to have a great time.

*Talk to him about his class often during the week. If your child is having trouble being without you, the mentor will try different things to help him relax and be comforted. If he cannot, and needs you, the assistant in the class will find you and let you know.

If, after carefully considering the above suggestions, you still feel uneasy about dropping off your little one, you may stay with your child in his class while he adjusts. You are asked to follow these guidelines:

*Please do not "chat" with other moms who are also staying in the room with their children

*Please do not talk on a cell phone.

*If your presence in the classroom causes an undue burden on the teacher and becomes a distraction, you may be asked to leave.

*Please do not bring younger children/siblings that may be disruptive.

LEARNING CENTER FREQUENTLY ASKED QUESTIONS

Can I drop my children off?

Yes. Our co-op is based upon the idea that we all work as a team, support each other, and contribute to the group. Our aim is to build strong relationships between families to support each other in our homeschooling. However, we understand that you cannot be at the learning center every day, the whole time. With that in mind, an adult responsible for every child must be on the premises the entire time, and we do not assume any legal responsibility for your child. If you need to leave for an emergency or any other reason, let one of the Co-op Committee members know.

What if I have small children that are not in classes?

At this time, we are not offering nursery. They will need to stay with the adult that brought them.

Where do my children who are not in a class go?

Most children 5 and older will be in a classroom. However, if they are not in a class, they must be with their parent.

What if my child does not like a class?

You may remove your child from any class that he does not like. You will not receive a refund as mentors often buy materials for the class and cannot return them. We are sorry but we have found this must be our policy.

Can I put my child in a class after it begins?

No additions will be made after the third week of the new session. Adding a child to a class must be approved by the Learning Center Committee. You will pay full price for the class.

How often will I have co-op duty?

The number of duty hours varies each session based on the number of families enrolled and the number of volunteers needed in the classrooms/areas. Every class must have at least one volunteer to assist the mentor. These volunteer hours are to be fulfilled by the parent/adult responsible for the children who are in the co-op.

What if my family only comes for one hour?

If you are only attending one hour, we will do our best to assign your duty during that hour.

What if I am absent? Who will do my co-op duties?

Every member has a vital role in our co-op for it to be successful. If you will be absent, it is important for you to find a substitute to fulfill your co-op duties for that week. Please follow the Substitute Plan (p.4 of the Handbook)

Can I post a message on the Learning Center website or Facebook asking for a substitute?

Yes. However, the best way to find a substitute is to follow the Substitute Plan and use the Master Roster to find contact information for other Co-op members. If you choose to find a sub through public forums, and no one responds, you will still have to follow the Substitute Plan. Just letting people know you need a sub and/or that you will be absent is not adequate.

Where can I locate contact information for other Co-op members?

The Co-op Master Roster.