

Lake Chelan Christian  
Homeschool Co-op  
Handbook

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## *Who We Are*

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### **Introduction:**

We are a gathering of homeschool families who desire to raise/teach our children based on standards that align with Biblical truth. We desire to give our children a firm foundation in order to withstand the pressures that will bombard them in today's culture.

We will begin each day with chapel and memorization of scripture in hope to engrave God's Word in the hearts of students. We will teach them how to think logically and critically about past and current events. And we will teach history accurately considering the culture of that age and not focusing on just the good or just the bad. We hope to show our students that God's fingerprints can be seen across all time, cultures and subjects. We hope to support parents in building strong immovable character in our children. We hope to see families connect and build strong relationships with one another and support each other as we navigate through the sometimes-challenging waters of home education.

*“Therefore, as you have received Christ Jesus the Lord, so walk in Him, having been firmly rooted and now being built up in Him and established in your faith just as you were instructed, and overflowing with gratitude. See to it that no one takes you captive through philosophy and empty deception, according to the tradition of men, according to the elementary principles of the world, rather than according to Christ. For in Him all the fullness of Deity dwells in bodily form, and in Him you have been made complete, and He is the head over all rule and authority;” Colossians 2:6-9*

This co-op is run entirely by volunteers and families pulling together to fill all the jobs that are necessary to operate smoothly. We are not a school or any kind of extension of the public school system. A parent must be on campus while their child/children attend the co-op and be willing to fill in where needed. For all of us to enjoy the benefits of this co-op, we will all need to work together as a team.

### **LCCHC Mission Statement:**

Lake Chelan Christian Homeschool Co-op exists to provide alternative educational opportunities for home-educated students and their families. We aim to provide fun, engaging and interactive classes while offering parents and students the support and friendships they need to continue on in their academic journeys. We believe these supplemental classes will enhance your child's education while you instruct them in their core classes at home.

# Daily LCCHC Schedule

- 9:00 - 9:20**      **Chapel:** Everyone meets in the sanctuary. If there are any new announcements or information needed to be shared, we will do it first. Then we move to worship and our bible verse.
- 9:25 - 10:25**      **Class #1:** The teacher helpers guide their group to their rooms where the teachers are waiting. Each parent goes to their assigned room to fulfill their credit requirements for that quarter.
- 10:25- 11:25**      **Class #2:** The teacher helpers guide their group to the next room where the teacher will be waiting. During this class period the younger kids tend to get hungry. (**Please send a snack with them as we have built in a time for snacks.**) Each parent goes to their assigned room to fulfill their credit requirements for that quarter.
- 11:25 -12:25**      **Class #3:** The teacher helpers guide their group to the next room where the teachers are waiting. Each parent goes to their assigned room to fulfill their credit requirements for that quarter.
- 12:30 - 1:00**      **Lunch:** This is a great time to let the kids play and let the parents talk, share, and get to know each other better.
- 1:00 - 1:10**      **Clean Up:** Everyone is responsible to clean up the lunch area and reset the down stairs.
- 1:10 - 2:10**      **Class #4:** The older kids attend another class. The parent assigned to this class stays to fulfill their credit requirements for that quarter.
- 2:00 - 2:30**      **Clean Up:** All students in the last class and parents assigned to clean up need to make sure the church is cleaned and ready for service on Sunday.

# Lake Chelan Christian Homeschool Co-op

## Leadership Team

Position	Name	Number	Email
President	Brandy Strode	360-470-9717	strodebrandy@gmail.com
Vice President	Elani Moody	425-343-3527	alwaysbeartiful@gmail.com
Secretary	Kelsey Dell	425-516-2628	kelseydell07@yahoo.com
Treasurer	Annick Rounds	509-293-1307	rogers5233@yahoo.com

**Building Use Fee:** \$25 per a year per family. This fee allows us to reimburse the church for any consumable products we may use while using the facility. This fee will be due by August 10th.

**Annual Non-Refundable Registration Fee:** Why do we charge a registration fee?

The registration fee is to buy supplies that are needed to run the co-op, but are not covered by the class fees. Some of these fees include but are not limited to, events for the students, messaging system, office supplies, insurance and background checks.

We offer a sliding scale in registration prices, to encourage parents to sign up early so that teachers have as much time as possible to gather needed materials for their class.

**Our fees are as follow:**

**Early Bird Registration Fee \$75** - To receive this rate your payment must be received by May 25<sup>th</sup>.

**Registration Fee \$100** - To receive this rate your payment must be received by August 10<sup>th</sup>

**Late Registration Fee \$125** - Any payments received after August 11<sup>th</sup>

**Why is the Registration Fee non- refundable?**

Teachers start to prepare and buy supplies off our registration numbers. When a student or family is unable to attend for some reason, the teachers are left with expenses. The registration fee goes to make sure that no teacher has any out of pocket expenses for donating their time.

**Class Fees:** The class fee is to cover the supplies needed during class. Every class varies in cost due to the materials needed by the teacher to create a unique learning experience. All of our teachers volunteer their time, so the cost is just to cover materials used by your child. Class fees are paid to each teacher at the beginning of the quarter. For class fees and descriptions see Class Descriptions.

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## *Registration*

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In order to register, you will first need to thoroughly read through the current Family Handbook which includes any and all applicable information as well as fill out a Family Interview questionnaire. If you are not able to access these on our website, please request a printed copy from the secretary. By registering your child for a class, you are agreeing to purchase any necessary books required by the teacher for your student. You are also agreeing to support your student's completion of homework and arriving prepared for their classes.

### **Membership Requirements:**

1. Have at least one child who is age 5 by September 1st of the year you are registering.
2. The Membership Fee and Class Fees must be paid prior to the start of classes.
  - a. The membership fee covers operating expenses of the co-op to include processing fees, background checks, miscellaneous expenses, etc.
  - b. The class fees will cover what the teacher determines to be an appropriate amount for class materials.
3. You must attend 2 hours of each co-op day.
4. You must sign an agreement acknowledging understanding of the Statement of Faith, Peacemaker's Pledge, Membership Requirements, and verifying you've read through the handbook.
5. Each person age 18 or older must submit to a Washington State Patrol Criminal History check. You will be asked for your full legal name and Date of Birth so that the leadership team can run the check.
6. Each member must accumulate at least 2 Credit Requirements a quarter to be eligible for continued membership. Credit Requirements are explained below.

### **Financial Aid:**

Availability of financial aid funds and the distribution of those funds are at the discretion of the Lake Chelan Christian Homeschool Co-Op Leadership Team. Sponsoring another family and/or making donations for financial aid are always welcome. You can donate to the Financial Aid Fund online via donations.

### **Withdrawal and Cancellation Policies:**

It will be at the discretion of the Leadership Team to refund any registration fees. All class fees are non-refundable. If you choose to move your child to another class after the first day you will pay for BOTH classes. You are responsible for contacting the Registrar and Treasurer to inform them of the change. We cannot ask teachers to refund when they have already purchased class supplies/ books.

Teachers may cancel a class in which enrollment falls below their stated minimum. Cancellation of low enrollment classes is at the discretion of the Leadership Team regardless of a teacher's willingness to continue. If a class is canceled, all class fees collected for that class will be returned.

### Number of Families:

The number of families we can allow to attend is determined by the size of our facility. At our current location we can accept a maximum of 30 families. The Leadership Team reserves the right to determine if more families can be added or if limits on a certain age group need to be set in order to follow the building's classroom occupation limits.

### Illnesses and Absences:

If your student is feeling unwell, please do not attend that day. General symptoms including green nasal discharge, fever, wet cough, stomach aches, diarrhea, etc. may indicate a contagious illness. In effort to avoid spreading it to others, please refrain from co-op activities if any of these symptoms are present in your child. ***If you are unable to attend the co-op due to planned events or sickness, please notify Brandy as soon as possible.*** Parents are responsible for coordinating with their child's teacher on any missed activities or assignments.

### Credit Requirements:

In order to fulfill the goals and continued success of this co-op, we request parent participation and dedication. We ask that parents fulfill "service hours" by volunteering their time each year. We will use "credits" to represent time served and ***each family must earn 2 credits per quarter.*** Below are examples of how credits can be earned for your family.

Position	Credits Earned
Teacher	1 per class per quarter
Teacher's Aide/Co-Teacher	1 per class per quarter
Classroom Helper	1 per class per quarter
Check in/Welcome Table	1 per quarter
Leadership Team	2 per quarter
Nursery/Toddler/Pre-school Room Helper	1 per quarter
Floater	2 per quarter
Set-up or clean up crew	1 per quarter
Special Committee	1 per quarter

### Teacher Requirements:

Parents wanting to teach a class in the co-op must submit the following for Leadership Team approval: A signed copy of the LCCHC Statement of Faith and a written class description including content, materials, and cost of class (including materials) outlined. A WSP background check must be completed for all teachers, co-teachers, and classroom helpers prior to their class being offered. An interview may be requested by the Leadership Team as well.

**Teacher Absences:** If a teacher is going to be absent and unable to teach their class, it is their responsibility to contact their co-teacher to coordinate their lesson plan for that day and notify Brandy of their planned or unplanned absence prior to the start of classes for the day. Two back-up lesson plans, instructions and necessary supplies must be provided at the beginning of the quarter to remain at co-op in case of un-planned absence.

### **Classroom Helper:**

Parents wanting to assist teachers and act as a teacher's aide must be willing and able to substitute teach the class if the primary teacher will be absent. Classroom helpers will work directly with the teacher to see what tasks need to be completed and how they are best able to serve in that classroom. They will also be responsible for taking attendance and must remain in that classroom for the quarter for each scheduled class session.

### **Check in (Welcome Table Helper):**

Each week we need a parent willing to sit by the door and greet families upon arrival. They manage sign in sheets for each family and direct students and parents to Chapel. They must remain in the entry/doorway area for one of class periods for each day of the co-op quarter. Other duties may include collecting any necessary paperwork (as directed by Annick handling all registration and financial information) and filtering general questions asked regarding schedule of classes or upcoming events for the quarter.

### **Nursery Toddler/Preschool Helper:**

This person reports directly to the Nursery/Toddler/Preschool Room Facilitator (Annick) and is responsible for clean-up and tear down of any planned activities for this age group taking place in that classroom. They must remain in the classroom for the scheduled preschool hour and will fulfill this role for the entire quarter. This helper must complete a WSP background check as well.

### **Floater:**

This role is for a parent willing to serve wherever needed and reports directly to Brandy at the beginning of each class day. They will "check in" with each teacher at the start of each class offered to make sure all needs are met for each classroom. They will help assist students transitioning from each classroom at class break times. They may be called upon to help resolve any general issues that may arise and be willing to step in as a classroom helper in the case of an unplanned absence. This is an 'on-call' position and therefore may not need to be present for all class sessions if excused by Brandy.

### **Set-up/Clean-up Helper:**

Each week we need helpers to arrive early (before parents and students) to help set up tables and move chairs in each classroom. A diagram or room layout for each classroom will be provided. We also need helpers willing to stay after classes are finished for the day to reset the classrooms back to their original layout. A diagram or room layout will be provided for the original set up as well.

**Special Interest Committee:** Help plan and organize field trips, parties, fund raising, etc... When there is an event you will be in charge of making sure it happens and putting all the details into place for that event.

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## *Policy Overview*

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### **Leadership Team:**

The Leadership Team meets regularly to oversee the operation of the co-op and to pray for the LCCHC families. LCCHC Leadership Team has children enrolled in the co-op. When the Leadership seeks to fill vacancies, it will, at its discretion, request nominations from LCCHC families. Nominees must have actively participated in LCCHC for at least one co-op quarter. Leadership vacancies are filled by unanimous approval of current leadership.

### **Nonprofit:**

LCCHC is a ministry of Lake Chelan Bible Church and is under their umbrella for nonprofit status.

### **Campus:**

LCCHC meets on Thursdays at Lake Chelan Bible Church, 204 W. Okanogan Ave, Chelan, Washington.

### **Injury Policy:**

If an injury occurs, based on the extent of the injury, an immediate determination will be made by an adult as to whether 911 will be called or the parent will be located and brought to the child. Regardless, the welcome table will be notified, and the leadership may ask for an incident report to be filled out.

### **Bathroom Policy:**

All children under 8 years of age must use the restroom closest to the classroom they are in. Children older than 8 years old will use a hall pass to ensure their timely return and help keep track of all the children. The bathroom hall pass will be located at the welcome table. Any child who is still potty training must be accompanied by one of their parents to the restroom.

### **Snow Policy:**

Our snow policy corresponds to the Chelan school district. If Chelan is closed due to bad weather, so are we. If they have a delay, we will just go ahead and cancel for the day.



## **Visitor Policy:**

Advanced notice of any visitor is expected. All visitors must check in at the Welcome Table and must wear a visitor name tag.

- If a Washington State Patrol Criminal History form is on file for another parent, family member or guardian who will occasionally be with your children at co-op, they are not considered a Visitor.
- If your spouse is off work and wants to stop by, or you have an out of town relative who wants to come with you to co-op please stop by the welcome table for a visitor name tag.  
Bring them to the welcome table for a visitor name tag and a LCCHC Information packet.
- Advance notice and teacher permission may be required for visiting children to participate in a class. Please advise the parent to stay with the visiting children, always remaining together during the visit.
- If you need to bring your other children who are on holiday from public or private school, they may attend LCCHC with you, but need to accompany you where you are assigned each hour.

## **Policy Changes:**

The LCCHC Leadership Team makes every attempt to include all information in the LCCHC Family Handbook. At its discretion, the leadership may revise policies and procedures at any time. Updates and amendments, when necessary, will be distributed to families registered with LCCHC. The most current information will be located at the welcome table.

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## *Facility Policies*

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## **Location:**

All students and parents must remain in the designated on-site areas. “On-site” is defined as Lake Chelan Bible Church. The parking lot is not considered “on-site”.

1. Treat all church property with respect. We expect the building to be left in better shape than it was found.
2. Parents are responsible for the cost to replace any damaged property or items caused by their children.
3. No smoking is allowed on site.
4. Eating snacks in class is at the discretion of the teacher. Water bottles are allowed in all classrooms.
5. No gum is allowed at the co-op

## **Emergencies:**

In case of an emergency, such as a fire, and the building must be evacuated, follow the evacuation procedures.

1. Stay calm and encourage students to remain calm.
2. Evacuate immediately and go to Riverwalk Park (across the street) by the flagpole.
3. The last person leaving the room should close the door.
4. The teacher is responsible for leading her students to the proper meeting spot.
5. The TA must take the attendance sheet and make sure all students are accounted for.
6. A member of the Leadership Team will contact 911.
7. Do not reenter the building until an ‘All-Clear’ is announced by a member of the leadership team.

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## *Communications Policies*

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### **Welcome Table:**

The Welcome Table is staffed with a parent who will report to the Leadership Team. They are available to answer questions, help you find a form, etc. All families and visitors must check in at the Welcome Table. Although we are a ministry of the church, we ask that all inquiries first be brought to the leadership of LCCHC and if needed we will bring the matter before the church board.

### **Family Contact List:**

The information contained in the Family Contact List is for use by LCCHC Families only and is NOT to be used for solicitation.

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## *Responsibility and Expectation Policies*

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### **Boundaries/Items not allowed:**

- Designated co-op boundaries are noted on the map. Remain within these areas of the church. DO NOT use areas of the church the LCCHC has not been invited to utilize.
- LCCHC has a closed campus policy prohibiting students from leaving the property without being accompanied by a parent or guardian.
- Students may not bring weapons of any kind (real or play), laser pointers, illegal drugs, alcohol, or cigarettes on the premises. These items will be confiscated and returned to the parent or law enforcement.
- Electronic devices are not allowed to be out during class time.
- No bikes, scooters, skateboards, or roller skates are allowed on the premises. Toys should be left at home unless requested by the teacher. Any toy can and will be confiscated if it becomes an issue in the classroom or at the co-op. The item will be returned to the parent.
- Except in cases of a working service dog, the Leadership Team will need to approve any animal or insect that is brought on the premises.

### **Classroom:**

- Adults and students must be at their classes on time. No rough housing or loud talking in the halls or bathrooms.
- Students may only leave the classroom at the teacher's discretion.
- Children are expected to be in their class on time and ready to learn when class begins. This includes any supplies ready to go for the class.
- Teachers will have a signed Statement of Faith and will be exclusively responsible for what is taught in the class.

- The classroom is a learning environment. All present should be mindful and respectful of this and work to keep the focus on learning not visiting.

### **Parents:**

As parents, God has placed us as our child's primary teacher. You retain full responsibility for the education and discipline of your children. Parents are ultimately responsible for their children's actions and behavior while at LCCHC. It is all our responsibility to encourage others in love to uphold the guidelines set forth in this family handbook. We must seek to be the example in the adherence of LCCHC policies. Parents should handle issues they see or hear correcting in love. Please arrive at the co-op on time and sign the sign in sheet each week. Please ensure that your children are always wearing a name tag.

### **Conduct and Dress Code:**

All participants, students and parents alike, are to always treat others with courtesy and respect. Interpersonal concerns should be directed to the parent first. Please follow the peacemakers pledge to resolve conflicts. Inappropriate conversations, vulgar language, gesture, or aggressive physical contact will not be permitted. Physical affection between boys and girls is unacceptable during the co-op.

We should seek to honor God in both character and dress. Modesty and discretion are the standards we hope to communicate in our appearance as a homeschool co-op. *We should prefer modesty and discretion over making a "statement" with our clothing, makeup and jewelry. No visible undergarments please or bare midriff or cleavage.*

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## *Grievance and Disciplinary Policies*

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Corporal punishment in the classroom is never allowed. Teachers and helpers should handle discipline in their classroom, correcting respectfully and in love. Teacher concerns regarding a child should be directed to the parent via Incident and Praise Reports.

### **Incident Reports:**

We want to be timely in our transition between classes. These reports help to respect each other's time and encourage healthy communication without encroaching on class time.

If a disciplinary action is taken, the teacher needs to inform the parents. There are Incident Report Forms kept at the Welcome Table. The teacher does not need to notify the Leadership Team of the incident. The Incident Forms serve as a tangible "just between the two of you".

In the event that a student continues to be disruptive, the teacher may have the student removed and brought to the Welcome Table. The student will be asked to sit with the adults at the Welcome Table until their parent is contacted and can be brought to the Welcome Table. Once a student is removed from the class, they may not return to that class for the rest of that class period.

### **Discipline Plan:**

When a disciplinary issue is not resolved in the classroom, further action needs to be taken by bringing the issue to the The Leadership Team's attention. The Leadership Team determines whether the issue is a legitimate violation of the Family Handbook and/or expectations. A Leadership Team member consults with the parent in an effort to clarify the Lake Chelan Christian Homeschool Co-Op policy and seek possible solutions.

If the Leadership Team determines that a pattern of policy violations are occurring they may vote to initiate the Discipline Plan. All steps taken are recorded in the Lake Chelan Christian Homeschool Co-Op Leadership meeting minutes and documentation of disciplinary action kept on file with the Secretary.

1. An official verbal warning will be issued by two Leadership Team members. This conversation would specify problem area(s) and inform the parent that their Co-op membership is in jeopardy.
2. A letter will be emailed from the Leadership Team. The email will have the policy highlighted that is being violated. The parent will be asked to follow the Lake Chelan Christian Homeschool Co-op policy and sign a copy of the letter. The Secretary will keep a copy of the warning letter on file.
3. If another violation of Co-op policy occurs the family will unfortunately be asked to leave. A letter is prepared, and presented to the parent. Two Leadership Team members will present the letter to the parent in person when possible; otherwise, the letter will be emailed. The Secretary will keep a copy of the expulsion letter on file. Under these circumstances, all fees are non-refundable.

The reserves the right to terminate the participation of any student or parent for any single violation that they determine to be extreme or immoral.

### **Expulsion:**

Expulsion time frames are at the sole discretion of the Leadership Team, as are the conditions under which a student or family may be allowed to re-enroll. The Leadership Team reserves the right to deny participation to any previously expelled student or parent.

### **Grievance Procedure:**

All grievances should be handled following the pattern of Matthew 18:15-17:

“If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that **BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED**. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” (NASB1995)

**For the benefit of the group, ‘the church’ will be represented by the Leadership team. All information will be treated confidentiality in your handling of grievances. Gossip will not be tolerated. Please see the Peacemaker’s Pledge below for further instruction.**

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## *The Peacemaker's Pledge*

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### *A Commitment to Biblical Conflict Resolution*

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (1). We also believe that conflict provides opportunities to glorify God, Serve other people, and grow to be like Christ (2). Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles:

#### **Glorify God:**

Instead of focusing on our own desires or dwelling on what others may do we will rejoice in the Lord and bring Him praise by depending on His forgiveness, wisdom, power, and love, as we seek to faithfully obey His commands and maintain a loving, merciful, and forgiving attitude (3).

#### **Get the Log out of Your Own Eye:**

Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts – confessing our sins to those we have been wronged, asking God to help us change any attitudes and habits that lead to conflict and seeking to repair any harm we have caused (4).

#### **Gently Restore:**

Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner (5).

#### **Go and be reconciled:**

Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation – forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences (6).

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God's eyes is not a matter of specific results, but of faithful, dependent obedience. And we will pray that our service as peacemakers will bring praise to our Lord and lead others to know His infinite love (7).

**1.** (Matt 5:9; Luke 6:27-36; Gal. 5:19-26) **2.** (Rom. 8:28-29; 1 Cor. 10:31-11:1; James 1:2-4) **3.** (Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12) **4.** (Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9) **5.** (Prov. 19:11; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9) **6.** (Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3; 32; Phil. 2:3-4) **7.** (Matt. 25:14-21; John 13:34-35; Rom. 12:18; 1 Peter 2:19; 4:19) **Adapted from The Peacemaker: A Biblical Guide to Resolving Personal Conflict. 1997 by Ken Sande. All Rights Reserved. 2003 by Peacemaker Ministries. All Rights Reserved.**