

***Please read carefully. You are responsible for knowing and abiding by the following guidelines.***

Thank you for your interest in Brazos Valley Co-op. We are a Christian organization with teachers who teach from a biblical perspective. This packet contains information and forms necessary to register for the school year. An on-line Class Catalog, with full class descriptions, completes the registration information.

### **Why We Exist**

The Brazos Valley Co-op exists to provide quality classes for home schooled students that will enrich their overall educational experience. Our co-op is not designed to take the place of parents educating their children at home but to provide valuable opportunities to home schooled students. We are a co-op, not a school nor a business. Parents are ultimately responsible for their children's education. Our Co-op depends on the co-operation and participation of parents, students, and teachers.

### **Parent/Teacher Relationship**

Each teacher strives to offer beneficial and superior classes. Our teachers have a degree and/or experience in their field of study. You, the parent, are hiring the teacher as an individual. The co-op committee merely facilitates and organizes the class schedule. Teachers are independent and completely responsible for their course content. Some teachers may issue grades for their students, but parents are still responsible to keep all records. Parents must decide if the work in a class is sufficient to meet their requirements as well as the state's standards to classify as a credit. Since we are not a school, we will not provide a transcript.

Parents have the primary responsibility to communicate directly with teachers about any concerns. Likewise, the teachers will notify the parents directly with problems or students' needs. Effective communication between parents and teachers is the key to a successful year.

### **Parent Involvement**

Brazos Valley Co-op will be successful only if everyone (parents, teachers, students and co-op committee members) does their part. Parents are, of course, responsible for getting students to co-op on time, making sure any homework is complete and paying the teachers promptly. We are fortunate that our co-op does not require extensive time involvement by all parents BUT we do require that every family sign up for six hours of duty during the school year. Just because the time commitment is minimal does not mean that it is not important. We cannot have co-op unless everyone helps.

*Parents are completely responsible for their child/children even while they are at co-op. This being said, we have instituted rules and guidelines which are to be enforced by teachers and parents.*

## **How We Started**

The Brazos Valley Co-op began in 1994 when several moms wanted to find a way to enhance their home education programs. Our co-op has always been God-directed and has grown and changed over the years as He has led. Because of the growth in numbers of families involved, we were lead in 2006 to seek a place where we could expand the number and variety of classes we can offer. We are privileged to be able to use the facilities at Fellowship Bible Church.

## **Co-op Cell Phone**

We have a cell phone for emergency use only that will be kept in the green notebook in the foyer. Please keep the phone with you if you are on hall monitor duty. The phone number, should you need to reach your child, is 254-495-6275. This number is only operational on Fridays during co-op hours. Please DO NOT call the Fellowship church office for co-op issues.

## **The Co-op Committee**

A volunteer committee of home schooling parents organizes the Brazos Valley Co-op. The co-op leadership committee evaluates the policies and classes annually. The committee is always available for suggestions. Decisions made are based on what the committee feels will benefit the co-op as a whole.

What the co-op committee does:

- Organize and publicize classes
- Maintain web site
- Keep parents informed about classroom changes, holidays, etc.
- Maintain database
- Facilitate the relationship with Fellowship Bible Church

What we don't do:

- Act as principal
- Administer parent/teacher relationship
- Act as the clean up crew

It is very important that we demonstrate a good example of home schooling and protect the facility we have so graciously been allowed to use. Observance of the following guidelines will ensure that co-op's objectives will be met. They can be summed up in this way: Show thoughtfulness and respect toward the teachers, parents, other students, and our host church facility and staff. At all times our actions and attitudes should honor our Lord Jesus Christ. "Whatever you do in word or deed, do all in the name of the Lord Jesus..." Col. 3:17.

We wish to thank the staff and congregation of Fellowship Bible Church in Waco for graciously opening their building to our co-op for the school year. We ask for the prayers and co-operation of each student, parent, and teacher to make the co-op a safe and God-honoring place. May the Lord bless each of you.

## **Brazos Valley Co-op Statement of Faith (Revised 3/10)**

- We believe the Holy Bible, both Old and New Testaments, to be the inspired Word of God, without error, the complete revelation of His will for the salvation of man, and the Divine and final authority for all Christian faith and life.
- We believe in one infinite, true God: Father, Son and Holy Spirit.
- We believe Jesus Christ is true God and true man, having been conceived by the Holy Spirit and born of the Virgin Mary. Having lived without sin, He truly died and was resurrected in His own body for our atonement and resurrection.
- We believe that only through His death by the shedding of His blood and His resurrection are we provided justification and salvation.
- We believe in the bodily resurrection of all mankind; for the believer to an everlasting dwelling with God, for the unbeliever to an everlasting, conscious hell without God.
- We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict men of sin, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.
- We believe in the imminent, bodily return of the Lord Jesus Christ.

*Note: All teachers are required to sign this statement indicating their agreement with it. Although co-op families are not required to sign the statement, we want all families to know that this is an important aspect of Brazos Valley Co-op.*

## **Discipline Policy (Revised 3/10)**

If an adult tells a student of a problem and he/she responds respectfully and corrects the problem, no further action will be taken. If the student is told of a problem by an adult and he/she responds disrespectfully, does not correct the problem, has repeated corrections, or if the offense is considered serious by the observant adult, the following procedure will be implemented.

### **Step 1: Parental Notification**

A Co-op Committee member will inform the parent of the situation and expect this adult to discipline the student accordingly.

### **Step 2: Parental Supervision**

If a student requires further discipline, the student can be required to have a parent with him/her at all times (and walked to each class, the lunchroom, etc.). The student and adult are both expected to accept this discipline measure with good attitudes.

### **Step 3: Dismissal**

Failure to comply with Step 2 can result in dismissal. Also, at the discretion of the Co-op Committee, some offenses, such as possession of firearms or drugs, etc., can result in immediate dismissal from Co-op. Remember that dismissal for behavioral problems does not release the family from drop fee obligations. Area Co-ops share the names of negligent families.

“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.” Proverbs 20:11

## Payment Policy (revised 3/10)

Co-op classes last 28 weeks from September 2010 through April 2011. Please carefully consider your commitment when registering your child for co-op classes.

A **Non-refundable** registration fee is required at the time of registration. This fee covers our costs to maintain the web site, to print forms, for cleaning and for building use.

- \$60 per family

You will also be required to pay a deposit for each class at registration. This deposit will essentially be your last month's tuition for that class. You will need to write a check to each teacher for this deposit. This deposit is **non-refundable**, as teachers need this commitment to buy supplies and plan for their classes.

The end of the co-op day on September 24, 2010, is the last day to remove your child from a class without a drop fee penalty. Please note that the class deposit paid at registration is non-refundable. Please be considerate of the teachers and other students, and do not sign up for classes until you are sure your family will continue them throughout the year.

There is a \$30 drop fee per child, per class. Failure to pay these drop fees will result in forfeiture of the right to register for classes in the future until all accounts are current. You must inform the teacher that your student will be dropping a class. After informing the teacher, you must also contact the Co-op Registrar. ([registrar@brazosvalleyco-op.com](mailto:registrar@brazosvalleyco-op.com)) Choosing to withdraw your child from co-op in the middle of the year, a disciplinary dismissal from co-op, or a disciplinary dismissal from class by a teacher **does not** relieve you of the responsibility to pay the drop fees for the classes. By registering for co-op, you are agreeing to pay these fees should a drop situation occur. *Please refrain from asking the teachers to refund or waive these fees.*

If a class is cancelled by co-op for any reason, the deposit for that class will be refunded. If you register for only one class and that class is cancelled then your registration fee will be refunded.

Tuition is based on the total cost of the class for the year and may be paid yearly, by semester, or by month. The semester payments are due the first day of class in September and the first day of class in January. The monthly payments are due the first class of each month. These monthly payments do not reflect the number of times the class meets in any particular month; they are installments for the year.

Tuition is paid directly to each teacher on the first class day of each month. In April, no payment will be due since you have already paid for that month with your deposit. It is usually easier to pay teachers by check. Checks should have child's AND class name on memo line. If you prefer to pay by cash, please put it in an envelope with your child's AND the class name on the outside. Some teachers offer a discount if you pay by semester. Check each individual class description.

- If you pay by semester, in January you will need to subtract the amount of your class deposit from the semester payment.
  - For example. Your child is registered for Science. When you registered, you paid a \$20.00 deposit for the class. The cost if you pay by semester is \$70.00. So in September you pay \$70.00 for the fall semester. Then in January you pay only \$50.00. That's the \$70.00 semester payment less the \$20.00 deposit you paid at registration.

If for any reason your child cannot be in class one day, do not expect the teacher to give you credit for the class. Teachers spend time preparing and are present teaching whether you are there or not. If we need to cancel co-op classes because of bad weather, there will be no refunds for that day.

If a teacher is absent without a substitute teacher present, the parent may subtract an amount for their payment based on the yearly scale. Please check with the teacher for the correct amount. Remember, class prices are based on yearly amounts divided by the number of classes in a year. Monthly payments are installments as a convenience to the parents. If you have already paid for the semester, the teacher will give you a refund.

**BY ENROLLING YOUR CHILD, YOU ARE MAKING A COMMITMENT TO PAY FOR THESE CLASSES FOR THE FULL YEAR. WE TRUST THAT EACH FAMILY WILL FULFILL THIS COMMITMENT.**

## **Registration (revised 3/10)**

Please carefully read all the information in the Brazos Valley Co-op Handbook before submitting your registration.

**Registration must be done in person by the parents on one of the dates listed below. No registration will be done online, over the phone or by mail.**

Parents may download a Co-op Handbook online and bring completed forms to registration on one of the dates listed below. At that time parents will pay the co-op registration fee and any class deposits/materials fees required.

Parents will also be required to sign up for their parent duty service times.

Forms will be available at each registration, but it will be faster if you have them filled out ahead of time. All registration is done on a first-come, first-served basis.

A number will be assigned to you when you arrive to register.

On registration day, please bring the following:

1. Checks made out to each teacher for class deposits and materials fees. The amounts are listed on each class description page. ***Please write separate checks for each class, even if the teacher is the same.*** If you choose to pay in cash, please put the money in an envelope with your name, the class name and the teacher's name on the outside.
2. Check made out to Brazos Valley Co-op for registration fee
  - \$60 per family
3. Personal calendar to sign up for parent duty
4. Completed forms
  - Family Enrollment Application
  - Registration form – one for each child
  - Parent contract – only one parent needs to sign
  - Student contract – one for each child

## **Registration Dates**

At Fellowship Bible Church, 9:00 am – 2:00 pm

- April 23 – Only Current Co-op families
- April 30 – All families

At Fellowship Bible Church, 10 am to 1 pm

- June 18

At Fellowship Bible Church

- August 27 after the orientation meeting till 1 pm

**There is a mandatory Parent/Student Orientation Meeting on August 27th at 10:00 AM. Parents and students must attend. This meeting provides an opportunity to meet teachers, locate classrooms, and receive supply lists or syllabi.**

**Brazos Valley Co-op  
2010-2011 Student Class Registration Form**

**Fill out one for each child.**

<b>Student</b>					
First Name					
Last Name					
Age (as of Sept 1, 2010)					
Grade (as of Sept 1, 2010)					
1 <sup>st</sup> hour class	2 <sup>nd</sup> hour class	3 <sup>rd</sup> hour class	4 <sup>th</sup> hour class	5 <sup>th</sup> hour class	6 <sup>th</sup> hour class

## **Code of Conduct (revised 3/10)**

- ❑ All food and drinks will be confined to the area specifically designated as the lunchroom. Children must clean up around them after they eat lunch.
- ❑ After your child has cleaned their lunch area, they will be permitted to briefly play outside, if desired. Areas of play will be limited and clearly defined. Any child who does not respect and stay within the defined areas of play will lose the right to play outside for the time remaining in the co-op year.
- ❑ Children are not allowed in the halls between classes. If your child has an hour when he/she is not enrolled in a class or study hall, a parent must come pick them up.
- ❑ Children may only leave the building under the direct supervision of the parents or a teacher. Children waiting for parents should remain inside until parents arrive.
- ❑ During class, ONLY adults may sit quietly in the hall. There is a room designated for adults who wish to visit during class.
- ❑ The church playground is only for preschool children under the direct supervision of their parents. School age children are not allowed on the playground at any time.
- ❑ No running, scuffling or loud talking in the building.
- ❑ We are all responsible for cleaning up after ourselves. Always be willing to help. Lovingly remind those around you to help, as well.
- ❑ Parents will be called to pick up a child if a rule is broken.
- ❑ Parents will be required to replace broken or damaged items that belong to Fellowship Bible Church.
- ❑ Use of tobacco, alcohol or narcotic drugs, or the implied use of these is prohibited.
- ❑ The possession of literature, pictures, posters or recordings presenting an indecent or immoral activity or ungodly belief or philosophy is prohibited.
- ❑ No knives, guns, water guns, laser pointers, electronic games, or any other dangerous or distracting items are allowed at Co-op. These items will be collected by teachers/parent on duty and will be returned to the child's parent after co-op.
- ❑ Inappropriate language, conversations, and boy-girl situations are not acceptable.
- ❑ Brazos Valley Co-op is conducted by Christians in a Christian facility. Children should conduct themselves as a child of God, adhering to His standards and striving to respect and obey His commands at all times during co-op.

## Dress Code (revised 3/10)

- ❑ All students will conform to the following dress code. If a student is in violation of the dress code, he will not be allowed to attend class until the violation has been corrected. If the violation cannot be corrected, the student will be required to wait in the Co-op foyer with the parent on duty until his parents can pick him up.
- ❑ Hair – Hair may not be dyed an unnatural color such as but not limited to green, red, blue, etc. Boys may not have any facial hair. Boys' hair should be cut conservatively short or neatly styled. Neatly styled means that boys' hair should not be in their eyes or have a shaggy appearance. No "extreme" hairstyles are permitted on campus.
- ❑ Shirts – No tank tops, spaghetti straps, mesh, form fitting, low cut shirts or blouses. Shirts must cover mid-drifts and backs.
- ❑ Shorts – Modest shorts may be worn.
- ❑ Skirts - Skirts must be just above the knee or longer. It is recommended that elementary age girls wear shorts underneath their skirts.
- ❑ Pants - Pants are not to be too loose or too tight. Students are not allowed to wear pants that drag on the floor.
- ❑ Clothing - Excessively ripped clothing is prohibited. No clothing with inappropriate pictures or slogans may be worn.
- ❑ Tattoos – Tattoos are not permitted. If you have a tattoo it must be covered with clothing and/or band aids.
- ❑ Under garments - under garments are not to be visible; this also includes sport types and tops that resemble camisoles.
- ❑ BVC reserves the right to modify the dress code at any time. Please dress modestly while on the BVC campus.
- ❑ Due to so much variety in clothing styles, Brazos Valley Co-op reserves the right to make final determination of what dress is considered inappropriate. Parents on duty and teachers will implement these guidelines.
- ❑ In order for Co-op to remain the special place to which we all are accustomed, each family must cooperate with these policies. **Any student's continuing failure to do so will result in wearing a "uniform" (a polo or button-up shirt with blue jeans or khaki colored pants) or result in dismissal from Co-op.**

## Parents' Service Hours Requirements (revised 3/10)

Registration for Co-op classes will not be considered complete without a specific service hour commitment for the school year. Each family participating in co-op classes is required to contribute six hours of duty time per year. A list of duties and hours counted is below.

- Morning or afternoon hall monitor (4 hours)
- Morning set up (1 hour)
- Lunch duty (1 hour)

Hall monitor duty and lunch duty slots will be filled first. We will divide your duty hours between fall and spring semesters at sign up.

Families who refuse to participate in these service hours will not be enrolled in co-op.

Exact duties during the service hours are noted on the Parent Duty page of the website and will be available to you at co-op on the day of your service. *You will sign up for all six hours (divided between fall and spring semesters) at the time of registration, so please bring your calendar for the entire school year.* The Service Hours Coordinator will honor the parents' preferences as much as possible. The final parent duty calendar will be posted on the website.

Cancellation of duty cannot be accepted, but if you must switch duties with someone, *both* parties must notify the Service Hours Coordinator. ([servicehours@brazosvalleyco-op.com](mailto:servicehours@brazosvalleyco-op.com)) Email reminders will be sent out each week to those who have duty. Failure to show up for duty leaves over 100 children unsupervised. A fine of \$30 for set-up, clean-up, and lunch duty and \$60 for half day duty times will be assessed for failure to show for parent duty and you must make up the day you missed. Repeated absences will result in dismissal from co-op. Remember that this dismissal *does not* exempt one from drop fees.

Please note that these requirements may change depending on the number of families enrolled in the co-op. We are very blessed as parents to have such a small service requirement, and we will keep this requirement as low as possible while ensuring proper supervision of the students and monitoring of the facilities.

Monitors should also be familiar with the “**Discipline Policy**”, “**Code of Conduct**”, and “**Dress Code**” found in this handbook. All monitors should be watchful for safety issues, noise control, and maintenance of the church building and grounds. We do ask monitors to stay alert and focused on their responsibility and to be watchful of the entire area to which they are assigned. Doing other tasks, visiting with friends, etc., can interfere with the monitor's primary responsibility to help insure that the co-op is safe and orderly. All monitors have the authority to correct any student. Should a student not respond appropriately, please refer to the Co-op Discipline Policy detailed in this Handbook. Diligent and responsible fulfillment of these monitor positions make a significant impact on our co-op environment and enables BVC to function at its best in its service to the students, parents, and teachers.

\*\*Parents may indicate on the registration form if you are willing to substitute for a set fee. We will post the names on the web site. All parents are still responsible for their service requirement, but they may call a parent on the list to cover for them. If you choose to call a substitute, you pay them directly. Both parties must notify the service hour coordinator about the substitution.

Substitute fees will be as follows:

- Morning or afternoon duty - \$50.00
- Lunch duty - \$20.00
- Morning set up - \$20.00
- Afternoon clean up - \$20.00

The co-op committee does not arrange for subs; we will only maintain a list of willing substitutes.

## Parent Contract (revised 3/10)

I understand that Brazos Valley Co-op is not a school, nor is it a business. Therefore, I, not Brazos Valley Co-op, will be responsible for keeping all records, grades, and deciding if the work being assigned in class is sufficient to meet my standards and the state's requirements to classify as course credit.

By signing this contract and submitting my non-refundable registration fee, I recognize that I am registering for a year-long commitment, and that Co-op classes are held weekly from September 10, 2010, until April 29, 2011 (28 classes). I am guaranteeing that I will pay all monthly or semester tuition in accordance with the payment policy. If I withdraw my child/children before the end of April from any class for any reason, I agree to pay the designated drop fee per child, per class.

I further recognize that with the privilege of participating in the Brazos Valley Co-op comes the responsibility to perform service hours. I will perform my service hours as required. If I must switch from my original sign-up day, I and the other party will notify the Service Hours Coordinator of this change. If I am delinquent in paying tuition or the appropriate drop fees, or if I have not fulfilled my service hours, I understand that I will not be able to register for Co-op the following year. I understand that I will be fined for missing my set parent duty time and that multiple absences will result in dismissal.

I have read and understand the entire, current Brazos Valley Co-op Handbook, and I have reviewed this with my children. I agree to abide by the guidelines and understand that failure to do so may result in dismissal from Co-op. Brazos Valley Co-op reserves the right to deny participation to any student or family.

I will remember that the moms involved in the administration of Brazos Valley Co-op are volunteers and are not being compensated for their time. Furthermore, in the case of an accident that results in the injury to my children or myself, I agree to hold harmless Brazos Valley Co-op Committee members or Fellowship Bible Church for any damages or medical care/expenses. I further agree to pay for any item that my child(ren) damage or break at Fellowship Bible Church.

I UNDERSTAND AND AGREE THAT AN EXPRESS PURPOSE OF THIS AGREEMENT IS TO EXEMPT, WAIVE AND RELEASE FELLOWSHIP BIBLE CHURCH, BRAZOS VALLEY CO-OP, THEIR ADMINISTRATION, AND VOLUNTEERS FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE AND WRONGFUL DEATH CAUSED BY NEGLIGENCE, INCLUDING ANY NEGLIGENCE BY FELLOWSHIP BIBLE CHURCH, BRAZOS VALLEY CO-OP, THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, EXECUTORS, OR ANY OTHERS.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## Student Contract (revised 3/10)

Please read through this contract with your mom or dad and sign at the bottom.

- I agree to be respectful towards my teachers and fellow students by abiding by the rules in every class and during lunchtime. I realize that failure to do so could result in being removed from co-op.
- I agree to complete all assignments given to me by my teachers. If I don't understand, I will ask for help.
- I agree to come to class prepared with pens, pencils, paper and whatever else my teachers ask me to have.
- I understand that it is my responsibility to contact my teachers when I am absent and complete missed assignments in a timely manner.
- I agree that if I am in the 7<sup>th</sup> grade or older, I will help with the pickup of the gym by stacking chairs, cleaning tables, or stacking tables when the first lunch time whistle blows.
- I agree to dress modestly and follow the Co-op Dress Code at all times.
- I have read and agree to obey the Code of Conduct.
- I agree to practice self-control. I will not run in the halls or use a loud voice. I will respect others' property and do my share to maintain the facility.
- I agree not to use any personal electronic devices during class time. The use of electronic devices in study hall will be at the teacher's discretion. If allowed, they will only be to enhance the study atmosphere and not for playing. The teacher may confiscate any electronic device that she feels is causing a distraction, and she will return it at the end of study hall.

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

Parent's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## Co-op 2010-2011 Calendar

April 23, 2010	Registration day for current co-op families
April 30, 2010	Registration day for new and current families
April 30, 2010	Last day of co-op
June 18, 2010	Registration Day
August 27, 2010	<b>Mandatory parent/student meeting</b> – registration day
September 3, 2010	Labor Day Holiday
September 10, 2010	Co-op classes begin – monthly and semester payments due
September 17, 2010	
September 24, 2010	
October 1, 2010	Monthly payments due
October 8, 2010	
October 15, 2010	
October 22, 2010	
October 29, 2010	
November 5, 2010	Monthly payments due
November 12, 2010	
November 19, 2010	
November 26, 2010	Thanksgiving Break
December 3, 2010	Monthly payments due
December 10, 2010	
December 17, 2010	Last day of classes for first semester
December 24, 2010	Christmas Break
December 31, 2010	Christmas Break
January 7, 2011	Christmas Break
January 14, 2011	Class schedule resumes. Monthly and semester payments due
January 21, 2011	
January 28, 2011	
February 4, 2011	Monthly payments due
February 11, 2011	
February 18, 2011	
February 25, 2011	
March 4, 2011	Monthly payments due
March 11, 2011	Spring Break
March 18, 2011	
March 25, 2011	
April 1, 2011	No payments due – deposit covers the last month
April 8, 2011	
April 15, 2011	
April 22, 2011	Good Friday – no classes
April 29, 2011	Last day of co-op

## **FAQ's (Revised 3/10)**

### **Do I have to pay for classes?**

Our co-op is fee-based. Teachers are paid monthly.

### **What if I can't be there for my lunch duty or hall monitor duty?**

You need to find another parent who is willing to trade/sub for you; then both parties must notify the Service Hours Coordinator (email [service@brazosvalleyco-op.com](mailto:service@brazosvalleyco-op.com)). If you don't show up then there will be over 100 children without proper supervision. You also have the option of paying a parent on our substitute list. Failure to fulfill your set duty time will result in a fine. Multiple absences will result in dismissal from co-op.

### **What does the registration fee cover?**

Cost of web site, any mailings, printing costs, building upkeep, cleaning fees.

### **Some months only have 3 co-op classes and other months have 4 or 5 classes. Do I still have to pay the same amount each month?**

Yes. Class fees are based on yearly prices, which are broken down into monthly payments as a convenience to the parents. Please read our complete [payment policy](#).

### **Will co-op classes be cancelled if there is bad weather?**

Our co-op follows Midway ISD closures. If Midway ISD is closed or has a late start then we will not have co-op classes that day. Teachers will not refund any fees for classes cancelled due to weather. We will post a message on the web site by 8:00 AM. Please check the web site before phoning committee members.

### **What if my child leaves something at co-op?**

There is a large plastic tub that is kept in the foyer during co-op hours. (It is kept in the A/V room at all other times.) Any found items will be placed there. You might also check the church's lost and found coat rack in the hallway. Fellowship donates left items several times a year, so please check the Lost and Found often.

### **My child has special needs. Can I still register him for classes?**

Please contact the teacher before you register. You and the teacher can discuss whether your child will be able to take the class. It may be that the parent needs to stay with the child during class.

### **Why do I have to pay a deposit for each class?**

Your deposit is needed by the teacher to guarantee your spot in the class, to buy supplies needed and make plans for a certain number of students.

### **Where is the link to download the Brazos Valley Co-op Handbook?**

The link is on the top bar on every page of the web site.

### **Where can I get more Student Contracts and Class Registration Forms?**

There is a link in the Handbook Section of the web site.

### **Can I send a cell phone with my child so I can reach him?**

Children may have cell phones with them but they are not to be used during any class, including study hall. If cell phones ring or are used during class, they will be taken by the teacher and returned at the end of class.

### **What about other electronic devices?**

The best place for all electronic devices is at home. Children are less distracted during class and can have more social interaction between classes and at lunch if they don't have these devices.

## **Emergencies and Illnesses (Revised 3/10)**

### **Emergencies**

- ❑ In case of a fire, alarms will sound and all children will be evacuated along assigned routes to safe areas away from the building. All exits are clearly marked. Children should be as calm and quiet as possible. Children should listen to teachers and move quickly but not run. All classes will remain together with their teacher. A Fellowship Bible Church staff member will notify teachers when it is safe to re-enter the building. Should we be unable to enter the building again, the teacher will remain with their students until parents arrive to pick them up.
- ❑ In the event of a tornado or other severe weather, students will gather in the interior rooms (restrooms, kitchen, and nursery) of the building away from any windows. They will stay there until parents arrive or severe weather passes.
- ❑ Anyone with nurse/paramedic training, who stays on site, please notify the Co-op Committee.

### **Illness**

- ❑ Any child who has had a fever, diarrhea, vomiting or other contagious conditions in the last 24 hours should not come to co-op classes. If your child requires any medication, please keep it with you and administer it yourself.

## **Student Volunteer Opportunity (Revised 3/10)**

High school students have the opportunity to earn volunteer service hours. After successful completion of your service, we will give you a letter stating your hours of service and a letter of recommendation. This letter is valuable to you as a student applying to college. Almost every college wants to know what else you can do besides academics. Volunteering for a semester or a year shows a great deal of commitment.

No experience necessary. You must have transportation to be able to arrive early or stay late. Hardworking, reliable students may apply.

Service is needed in the following areas:

- set up tables before co-op
- put away tables after co-op
- dust mop the gym floor after co-op
- put away tables and chairs after lunch

See committee member, Terri Rowell, for an application to volunteer.