

LIGHTHOUSE HOMESCHOOL

**PARENT / STUDENT
HANDBOOK**

COOPERATIVE

Table of Contents

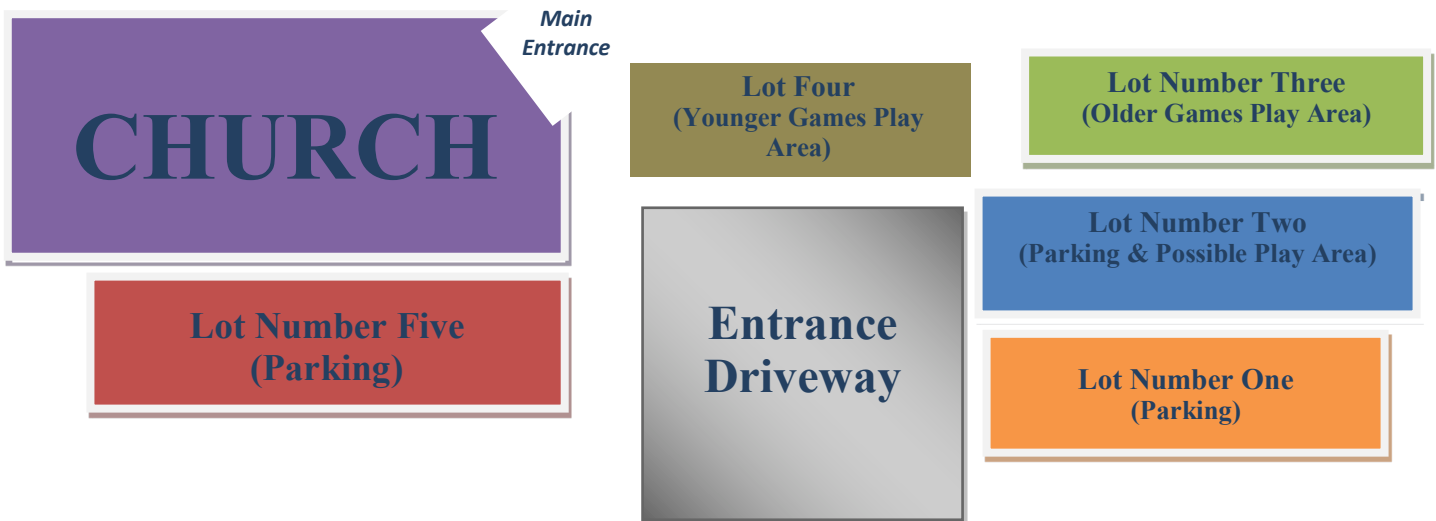
I. Welcome!

II. Guiding Principles and Philosophy

III. Parent & Student Rules and Responsibilities:

- A. Lunch Room/ Kitchen
- B. Nursery & Toddler Rooms
- C. Class & Non-Class Time
- D. Outdoor Play
- E. Drop Off & Dismissal Procedures
- F. Disciplinary Guidelines
- G. Monitoring
- H. Fundraising

IV. Fire Drill Procedures



I. Welcome Parent Educators!

Lighthouse Homeschool Co-op welcomes you and your family. We each are privileged to be able to guide and teach our most precious gifts from God - our children. With the privilege of participating in this Co-Op comes the responsibility of carrying some of the work to make it run well. Thank you for

sharing your children with us and for your part in making this cooperative run smoothly for the benefit of our children.

Lighthouse Homeschool Co-op grew out of another Co-Op, The New England Homeschool Enrichment Center which began in Penacook. When the Enrichment Center was disbanding, a group of mothers gathered to help facilitate a move to another location rather than close. We moved to Faith Community Bible Church in 2008.

The name Lighthouse was chosen because we want to be guided by God as the "light through life." We also want to be God's lighthouse for our children as well as to others in the community - showing them the way to God. Before deciding on the name Lighthouse, we read many verses in the Bible on light (*Matthew 5:14-16, Luke 11:33, Acts 13:47*). It proved to be a profitable exercise and led us to our name and theme verse, "let us walk in the light of the Lord" (*Isa. 2:5*). That continues to be the Lighthouse toward which we steer our vessel.

Lighthouse is led by a Board, originally developed from a group of mothers, who have established the policies, guidelines and operating procedures needed to keep the Co-Op running smoothly. Please familiarize yourself with these guidelines in this information packet, in the Monitor Booklet and on the website www.lighthousehomeschoolnh.org

We hope you will find Lighthouse Homeschool Co-op to be a place where you can support, encourage, and be supported by, other home-school families.

If you have any questions or concerns, please contact a Board Member.

- Co-Chair: Christiane Green and Kelly White
- Church Liaison: Kelly White
- Academics: Geneva Hall
- Monitoring Coordinator: Christina Barnes
- Secretary & Treasurer: Kim Bouthiette
- Field Trip & Special Event Coordinator: Jennifer Vachon

II. Guiding Principles & Philosophies

Let us teach our children to be kind, respectful, responsible, and cooperative!

* Play fairly; no pushing, name calling, etc.

* Speak kindly.

"Let us walk in the light of the Lord." Isaiah 2:5

"Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on our children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6: 5-7

"Finally, brothers (and sisters), whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable- if anything is excellent or praiseworthy- think about such things." Philippians 4:8

"For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love." 2 Peter 1:5-7

*"Do not let any unwholesome talk come out of your mouths, but **only** what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4: 29*

Please remember that not everyone is of the same opinion on what is "permissible conversation." Your good judgment and discernment is appreciated in choosing your discussions with others whether in person or via the telephone while at Lighthouse. Thanks.

III. Parent & Student Rules and Responsibilities:

A. Lunchroom/Kitchen

- * Only use the supplies in the clear Lighthouse bin unless it is water (tap or fountain) or napkins.
- * Off limits to Lighthouse participants: Church offices (Pastors and Secretaries), Sanctuary (other than class time), phones, and church supplies (except for cleaning, tissues, toilet paper, and paper towels). Microwave use is for adults only. Clean up after yourself please.
- * All eating should be done in the lunchroom, or outside, no eating in any room with a rug! Snacking by nursery age children may be done on the hard floor of the nursery.
- * It is expected that students will talk in a normal "inside" voice and quietly when going by classrooms or studies. Please do not disrupt classes in progress.
- * No running.
- * Kids clean up after themselves at all times, picking up their own trash, including from tables and off the floor. *Parents, please remind your children to be responsible!*
- * All personal items should be placed neatly out of the way or removed from the lunchroom after lunch. The monitor reserves the right to move it for you if it is unnecessarily taking up a table or space that is needed. **When the class day is over, please place your items in your car.**

B. Nursery & Toddler Rooms

- * Parents in the nursery must wipe down the changing table between uses and toys their child(ren) use **as they are used** and put away please.

- * Nursery Use: Infants through age four years. Children must be supervised at **all** times by a responsible adult. Snacking is permitted in the toddler room on the hard floor only.
- * Please either remove your shoes when entering the nursery rooms **OR** put on the newly provided booties. Thank you!

C. Class & Non-Class Time

- * Any students not in class must be in a study room or outside and with another responsible person.
- * Please silence phones when in study locations.
- * No one is permitted to be in the sanctuary (unless for class time), not even for studying purposes.
- * No loitering in the stairwells or halls.
- * Please be sure your children have appropriate material to keep them busy between classes. Examples of these are games, books, and schoolwork. Internet compatible devices may be used in Palmer Hall **only** with screens facing outward unless with an adult. The church does not supply internet access.
- * The use of cell phones and or computers upstairs or in classrooms is NOT permitted by children/students.
- * Only quiet study or quiet board/card games are permitted in Palmer Hall.
- * Food will be allowed only in the lunchroom, kitchen and outside (exception: covered water bottles). Snacking may be done on the eating floor of the nursery by toddler children.
- * Walk quietly in hallways during class times. There is NO running.
- * Parents and teachers, it is your responsibility to remind the children to clean up after themselves at all times. The monitor reserves the right to find children and have them do so if you don't.
- * Use of study rooms are a privilege of which **will be** revoked as needed at the discretion of the board.

Remember that we have all age groups participating in Co-Op and the older are serving as an example to the younger!

D. Outdoor Play (including play areas)

- * The foyer doors are the primary Lighthouse entrance. This is for quiet study only. Eating is permitted.
- * Children playing outdoors must be supervised by a responsible person at all times. During lunchtime, students, with parental permission, may play outside under the watch of parents and only if the student(s) obey the rules. It is very important that you, as the parent, make sure each child is escorted to and safe within the play area.
Lighthouse, nor its assigned monitors, are responsible for children left unattended
- * All children should play strictly in the coned in areas. There should be no play behind the church or in/on cars.
- * Please pay special attention to the construction areas or vehicles (should there be any). Make sure no children are anywhere near these at any time!
- * Balls (except hard balls such as baseballs & softballs), jump ropes, etc. can be brought from home to use for play. Wheeled toys are allowed when used in a safe manner (not close to another play group) and with the wearing of a helmet, **NO** exceptions! What is determined "safe usage" is at the discretion of each individual monitor.
***Lighthouse will not be held responsible for lost or stolen items ***
- * The outdoor Ga-Ga pit can be used under adult supervision only.
- * There is no climbing on or over the fence, small trees, lamp posts or basketball hoops.
- * There is no playing with the snow plow marking sticks, cones or signs.

**Monitors have the authority to escort a child to their parent for not following the Lighthouse rules and/or guidelines at any time.*

**Monitors are outside to make certain rules are being followed. Parents are responsible at all times, to ensure their children's safety.*

E. Drop-Off & Dismissal

All students must have their parent onsite while attending classes or on the Faith Community Bible Church property. Under extenuating circumstances, you may temporarily assign a "designated adult," an individual who is 18 years or older who has been personally notified by the parent that he/she is responsible for their child. Monitors or teachers cannot act as the role of "designated adult." There is a log-in/log-out book available for the parent to indicate who the "designated adult" is for their child. If the parent is in their car, they should indicate this in the book as well. Lighthouse is for class enrolled students and their families only and not to be used as a hang-out or playgroup/drop-off location.

F. Guidelines & Policies

Instructors may remove students at any time from a class for being disruptive, disrespectful or not fulfilling the obligations of the class. In that case, students will be dismissed to their parent. If this is a recurring problem, your child may be dismissed from the class permanently. If an instructor has made the decision to permanently suspend a child from a class, this will not be subject to review,

reimbursement or appeal. The child's spot will be replaced with the next child on the waiting list at the teacher's discretion. Respect for the instructors and authorities are paramount!

Class fees are non-refundable should a registered family opt out of Lighthouse after sign-ups unless the empty classroom spot can be filled, or if class materials have not yet been purchased. This is up to the discretion of the teacher. Semester fees are refundable up to the first day of the corresponding semester.

G. Monitoring

- * To ensure proper coverage and in keeping with our structure as a cooperative, 4 slots will be required for the year. There will be a maximum buy-out of 2 slots at \$50.00 each. These dates need to be split between the two semesters. Should you choose to "opt out" of monitoring, it must be done and paid for (\$50.00 per slot) prior to signing your child(ren) up for classes. This money is used to pay your replacement. "Buying out" of monitoring with payment means the monitoring coordinator will find the replacement for you in advance. Please know "buying out" cannot be done after sign ups. In the case of an emergency, should you not be able to fulfill your monitoring duties, you are responsible for finding your own replacement, a list will be provided for your convince.
- * Monitoring is required. Slots are divided equally among participating families unless you are a board member or teacher (i.e. the one receiving the class fee).
- * If a person does not fulfill their monitor duty (including trading and/or finding a replacement), they will not be permitted to re-enter their children into classes or register their family for the next school year until done properly.
- * "Buying Out Option": People who choose this option would only sign the "buy out" sheet of monitoring. You will pay \$50.00 per slot. Payment must be made on or before the day of class sign-ups. This money will be used to pay the replacement monitor[s].
- * "Paid Substitute Option": If you choose to be a substitute you need to sign up on *both* the original monitoring.

H. Fundraising

- * All in-house fundraisers must be brought to the Board members in writing to be considered for approval.
- * Fundraisers must be guided by one or all of these principles: family hardship, collectively benefits Lighthouse students, contribution to a specific ministry
- * There can be no personal gain, whether direct (money put in pocket) or indirect (to save money in your pocket).
- * All fundraising must be clearly marked as to the purpose for which it is being held.
- * Any non-ministry types of sales must be done out of your car. They are not to be brought into the church.
- * Exception: party type event booklets people bring in to show a select number of friends around their table. No marketing please.
- * The Board reserves the right to turn down any request if it does not meet these requirements.

IV. Fire Drill Procedures:

Lighthouse should execute the following when (if) the alarm sounds:

1. Exit the building through the closest or primary exit (displayed in each room). Students in class, please stay with your teacher.
2. Everyone should assemble at the evacuation area (far corner of parking lot on Rte. 106 and Sheep Rock Roads within the fence) and stay TOGETHER by class. Once accounting for is complete the kids can mingle while remaining in the evacuation area.
3. As the classes are leaving the building, the Lighthouse board members and monitors are the ones designated to make sure everyone is out of the building. Please close doors to the rooms to indicate it has been checked and cleared. Everyone else should exit.
4. Once it is confirmed that everyone is out of the building, all of the board members and monitors should also assemble in the evacuation area. With everyone in the evacuation area, a safe haven is provided for the kids and adults when the fire trucks, ambulance and police arrive.
5. Whoever is out of the building first, please move the cones so the fire trucks can enter!
6. A board member will meet the fire department officer(s) once they arrive.
7. At no time should anyone touch the red fire panel in the foyer. If it activates, and it is not for the purposes of a drill, it is not supposed to be silenced until the fire department gives the okay.
8. If there is actual fire alarm activation, the reason for the activation will determine if / when people will be able to reenter the building. The fire inspector(s) will permit or deny entrance at their discretion.