
Grow Grande Co-op Handbook

Let's Grow Together

Who we are

Grow Grande Co-op is a network for local home educating families. We are providing an opportunity for parents and families to gather and share in their resources, talents, and interests to benefit all participants.

Mission Statement

Grow Grande Co-op seeks to provide a space to build long lasting friendships with local home educating families. We come together to offer group classes to supplement and enrich our children's education.



Grow Grande Values

- ❖ **Community:** It is the desire of this co-op group to provide social opportunities with weekly classes, and fun outside events. We ask that you join this group with respect to the diversity of our members and their individual beliefs as we get to know each other and build friendships.
 - ❖ **Teamwork:** The success of this group depends on each family's contribution and commitment to supporting the community as a whole as well as the vision and leadership of the co-op. It is necessary to share the workload based on the gifts, talents, and interests of our members in a flexible manner.
 - ❖ **Enrichment:** This is a co-op not a school. It is designed to enrich rather than replace a family's education program. We honor the different approaches to each family's home education and this co-op strives to be a community that supports and encourages one another throughout the cooperative school day.
 - ❖ **Education:** This co-op will strive to offer a range of academic and elective classes that will meet the needs of our co-op families. We value all classes that people are passionate to teach and recognize that our children will thrive under learning from others in their area of giftedness. We know homeschooling is a lifestyle rather than any particular class, so we value all pieces which help our children explore new ideas and topics, learn to be a good friend and learn how to succeed.
 - ❖ **Respect:** All are welcome to participate in Grow Grande Co-op regardless of belief, home educating style or curriculum usage. Grow Grande classes are not religious and ask that all classes be taught from a secular point of view with the respect of the church that allows us to use their space.
-

Duties

Parent Responsibilities

1. Parents/ guardians must maintain a respectful decorum toward children and staff at all times.
2. Parents/guardians must remain on-site while their children are attending classes. Each parent will be given an assignment for the day and they must support the co-op by completing the assignment unless absent for the day.
3. Must respect and adhere to all guidelines.
4. Read through the guideline with their children and encourage them to adhere to the guidelines.

-
5. Review with children how they are expected to conduct themselves in the classroom.
 6. Monitor children's behavior by checking in with the teacher to inquire how they are doing in classes.
 7. Be willing to adhere to the discipline and conflict resolution procedures.
 8. Check in group app or Private Fb groups often to stay up to date on group happenings.
 9. Arrive on time. Starting times will be announced in advance and often in case there are any changes.
 10. Once co-op has ended for the day, be prompt in gathering your children and belongings and relocate outside to socialize (if you have already completed your co-op duties). This will allow for the clean-up crew to complete their assigned duties.
 11. Social Media: Please do not post pictures of students on social media without permission from the parent. We maintain a private facebook group for photos, communication and community connection. You are welcome to share about our co-op publicly but we ask that you not share the location where we meet weekly.

Student Responsibilities

1. Respect and listen to teachers/ staff and follow directions in the classroom.
2. Respect peers. No Pushing, hitting or horseplay.
3. Use appropriate words. Speak kindly to each other.
4. Respect church property and classroom tools.
5. Conduct oneself in a safe and orderly manner.
6. Be prepared for class (reading, homework, ect)
7. Set cell phones to vibrate and keep in pockets. No texting in class.
8. Do not bring personal video games to class.

Teacher Responsibilities

1. Plan 6 classes for the session in which you are teaching.
2. Create a basic class outline.
3. Make a supply list and come up with class costs.
4. Prepare activities and lead classes/ students in a fun and safe manner.
5. Clean up after any messes made in class.
6. Communicate with parents as needed.
7. Post class updates at the end of day in the private fb group (optional)

-If you have a request for a class or would like to teach a class please reach out to the leaders, they can assist you if needed.

Discipline Procedures

If a child is being uncooperative, disruptive, or disrespectful, the following procedure will be followed:

1. The child will be given a reminder/redirection by the teacher/ staff in charge.
2. If the unacceptable behavior continues, the child will be brought to the parent and after a break with the parent the child can rejoin class for the remainder of the day.
3. If the child still exhibits unacceptable behavior, the parent will be asked to remain with the child the rest of the day.
4. If the behavior continues the following week, the parent will be expected to be with the child the entire day.
5. If for some reason there are still issues with behavior at this point, we will ask for a meeting to decide if this setting is a good fit for the child to continue or have the parent remain with the child the rest of the session.
 - Ultimately we want to work hand-in-hand with parents on discipline. We know that families have their own ways of handling these matters. We understand each child is unique and will have struggles from time to time.
 - ****Please note that if a parent feels the need to discipline THEIR OWN CHILD/REN, they should not do so in front of other children. We ask that parents do this in private.****

Conflict Resolution Procedure

Unfortunately, personality conflicts and misunderstandings can happen. It is important to understand how this group will deal with them should they arise.

If a conflict arises parents and teachers should seek to solve the issue on their own. If either party is unsatisfied with the resolution (when all parties reach a mutual agreement or understanding) cannot be met, the parties can seek assistance from the leaders.

As a last resort the conflict can be brought to the leaders for a final decision on the matter. If a party is unwilling to abide by this decision or is unwilling to follow these guidelines, that party may be asked to leave the group.

Grounds For Immediate Removal From Group

Most conflicts can be peacefully resolved but in the event where some extreme cases arise the leaders of Grow Grande Co-op reserve the right to remove anyone from the group.

Some examples of situations where immediate removal are:

- Loud Aggressive language and/ or public displays of disagreement towards adults or children in the group.
- Being physically violent or threatening violence or harm to other adults/ children in the group.
- Bringing drugs or weapons on site.

Building Use Rules

-No Running

- No playing ball in the parking lot or around the outside building.

-No chewing gum.

- Food and drinks are only allowed outside or in the kitchen area.

- No one is allowed in the church offices.

- Make sure you have all your belongings before leaving each day.

-Any other rule set by the church not mentioned here.

****Please remember that the church we are renting is our host. We need to behave as guests while using facilities and equipment. Accidents will happen, this is expected, however if property and/or equipment are damaged intentionally as a result of disregarding the rules of conduct set forth by this handbook, you as the parent may be held financially responsible for any repair or replacement of such damaged property and/or equipment.**

Weather-Related Cancellation

If we are experiencing bad weather, please check the group app or the private fb group to see if classes have been canceled. A cancellation will be posted by 8:00. We are also aware that weather conditions can vary from place to place. If we think roads are safe and clear enough to hold co-op but they are not in your area please reach out to leadership as soon as possible. If there are a great number of families who cannot make it to the co-op safely we may consider cancellation, details of cancellation would be posted in the group app and the private fb group.

Illness Policy

For the consideration and well being of others, we ask that you keep your family at home if you or anyone in your immediate household is experiencing any of the following symptoms:

1. Fever over 100 degrees (within the last 24 hours)
2. Diarrhea, vomiting, or nausea (within the last 48 hours)
3. Excessive/ abnormal eye drainage or crusty eyelids.
4. Virus or infection known to be contagious.
5. Head lice.

**Please use your best judgment on staying home with illness, we want our families to stay healthy especially our vulnerable children. If you are unsure please reach out! Leadership reserves the right to send home any family with a student exhibiting any of these symptoms Friday morning.

Allergies

Please make teachers aware of any allergies your child may have. While we try to avoid allergen exposure, we do not operate in a nut-free facility. We **strongly** recommend parents bring nut-free snacks to the co-op to decrease the allergen exposure. Ultimately it is the responsibility of the parent with a child with allergies to ensure their child's well being.

Registration Procedure

Classes and initial schedules will be posted for the upcoming session in the private facebook group and App. Once these are posted, the handbook with application will become available.

We ask that you read the entire handbook and then if you are still interested in attending fill out the application. * Please note the application does not guarantee a place in the co-op, your spot(s) will be confirmed after full payment.*

Please email the completed application portion at admin@growgrande.com .I will also accept physical copies of the completed application if needed.

Once the application is received I will send you the link to pay. When payment is finalized you are ready to start co-op!

Registration Fees

Grow Grande co-op is designed to be accessible to families. Registration fees will be used to gain access to the church facilities, pay administrative costs, and facility supplies. Class fees cover classroom and specific class supplies and are subject to materials cost. We are an ESA approved vendor.

All fees, including any extra supply fees, must be paid in FULL when your notification that your application has been accepted before accepted into co-op.

Optional field trips and other activities may have additional cost at a later date, advanced notice given.

Fees

Registration fee: \$50 per student per session

Student class fee: Varies Depending on class and supplies (minimum \$25 per class)

Discount is given if your child attends all classes. Children under 5 are free. Adults will be asked to pay for their background check (approx \$15). We may ask for a supply donation if there are activities for toddler/preschoolers. (This will depend on group needs/wants)

Refund Policy

Registration and class fees are non-refundable. All purchases are final regardless of completion or absence.

Grow Grande Co-op Application

Let's Grow Together

Grow Grande Co-op is a home education enrichment group.

We ask that everyone agree to the following:

- 1.) All members follow the Grow Grande Handbook Guidelines and rules.
- 2.) All members will respect each other and the property.
- 3.) All members will maintain a friendly and welcoming environment to all.
- 4.) One parent or guardian must be on site at all times. In the event of an emergency requiring that the parent/ guardian must leave for a brief period of time please designate another adult responsible for your child/ren at co-op and alert staff.
- 5.) Parents must pay in full all fees AND volunteer to help in some capacity for children to participate in Grow Grande Co-op.

Parent Information

Parent name	Cell Phone Number	Emergency Contact Name and Number
Address	Email	Other important info

Child Information

Child Name Age/ Grade Allergies/ medical info

Reasons for Wanting to Participate in Grow Grande Co-op:

For the safety of our children and group we do ask that the adults participating submit a background check.

I understand and consent to submitting and paying for a background check upon request:

Sign and date

I have read and agree to the guidelines and rules set for Grow Grande Co-op:

Sign and Date

Print Name