



Harbor Homeschool Co-op



HOPE ANCHORS THE SOUL.
-HEBREWS 6:19

Mission Statement & Guidelines

Mission Statement: At Harbor Homeschool Co-op we believe that each child learns and grows at their own pace. School should be a safe 'harbor' for learning and discovery. We believe that, 'Hope anchors the soul.' (Hebrews 6:19) and our hope is found in Jesus! We believe God has granted parents the ability to best teach their children. Harbor Homeschool Co-op is meant to add enrichment to the education the parent provides at home.

*Note: for the purpose of this document the term, "Director," refers to Stephanie Fiebke.

General Policies:

1. **Membership Process:** Registration will be provided via email or in person at request of the parent. Once registration is complete, a tour will be given. If Harbor Homeschool seems the right fit for both parties and space is available, the Director will collect the registration & supply fees. The registration, Statement of Faith, and Policy and Guidelines must be signed and /or gone over with the family before student(s) are permitted to begin.
2. **Fees & Payment/ Refund Policy:** The registration fee for the 2025-2026 school year is \$25 + \$2 per student annually. The Supply Fee is \$20 per student, each semester. Fees are nonrefundable. Fees will be collected at the by the director. A child may not attend class until fees are paid. Harbor Homeschool is not-for-profit: all fees will go towards our insurance and/or curriculum and supplies for classes.
3. **Parent Advisory Committe:** Harbor Homeschool is overseen by the Founder/Director, Stephanie Fiebke. The Parent Advisory Committee was created to assist the Director in completing day-to-day duties. The purpose of the "PAC" is to be a bridge between parents and the Director, to ensure the wants and needs of our members are being met. Positions of the Parent Advisory Committee (PAC) consist of : Activities Manager, Parent Liason, and Faith Advocate. Committee members will serve **at least**, 2 calendar year terms. These positions can be inquired about by any

member of HHC who is in good standing. The final decision on who serves on the committee is at the discretion of the Director.

4. **Parent Responsibilities:** Harbor Homeschool Co-op requires that parents remain on the premises while their child is present. A sign-in/out sheet will be available at the entry. As a Christian community, we rely heavily on parent involvement. Each parent is required to teach and/or substitute, when applicable. Other requirements may include: floating between classes, clean up, or playground duties. During class time, the parent is expected to fulfill their required role. During lunch, the parent is expected to watch their own child(ren). At the end of the day the parent is expected to sign out on the sign out sheet located at the entry.
5. **Student Responsibilities:** Students are expected to stay in their assigned classroom at the time of class. Being elsewhere is a safety hazard. The Director is responsible for knowing the whereabouts of each student. During lunch break the student is the responsibility of their parent.
6. **Conflict Resolution Policy:** If a conflict arises between two members, those members are expected to address the issue among themselves first, according to Matthew 18:15-17. If the members cannot resolve the issue, the Director may step in to mediate the conflict. In the unexpected event that the conflict can not be resolved, both parties, as well as the Director may seek the counsel of our host church's preacher. If the conflict is unable to be resolved one or both parties may be asked to leave Harbor Homeschool Co-op.
7. **Discipline Policy:** In the event that a child displays disruptive behavior, the issue will be handled by the teacher. If the behavior continues the issue will be brought to the Team Leader and parent of the student. In the event a resolution can not be reached the Director will be made aware of the situation to mediate a resolution. Any and all dangerous behavior will be brought to the Director, immediately. The Director will address the issue with the parent. Potential repercussions of repeated discipline issues could be: the parent having to sit in class with the child or the child refraining from class activities for a designated period of time. If the behavior can not be improved, the family may be asked to leave Harbor Homeschool Co-op.
8. **Facility & Storage Guidelines:** We are guests in our host church. Church property must be left in the same, or better condition than it was found. General clean up is required following our use of the premises, including all trash to be disposed of and changed.
9. **Code of Conduct:** Harbor Homeschool Co-op is a Christian community. As a result, all members are representative of the body of Christ. Displaying Christian conduct is expected. Swearing, disrespectful behavior towards teachers/parents, and failure to respect our host church's property is a violation of our code of conduct. Carrying armed weapons by students or having possession of alcohol/or drugs/weapons by anyone will result in immediate termination from Harbor Homeschool Co-op.
10. **Job Descriptions:** Team Leaders are responsible for the oversight of the teachers in their age groups. Teachers are expected to create meaningful and engaging lessons for their class. All curriculum must be approved by the Director. Teachers are responsible for staying with their class during their allotted time. A teacher may step out of the classroom only if another adult takes their place. In the case of a teacher absence, the Team Leader must be notified as soon as possible to make arrangements for substitutes. Substitutes must stay in their class during the allotted time unless another adult is secured. Substitutes are not expected to follow teacher lesson plans, but rather, are asked to bring meaningful games and activities to keep the class busy. All teachers and/or substitutes will make sure all classrooms used by Harbor Homeschool Co-op are returned to or better condition than they were found.

11. **Visitor Policy:** Visitors are allowed at the discretion of the director. All visitors must be family of a member of HHC.
12. **Maintaining Membership:** To maintain membership a parent/student must be actively involved in the co-op. Repeated, back to back absences may result in a termination of membership, unless preapproved by the director.
13. **Absence Policy:** A parent may not have an excess of 5 absences per semester. In the case of extenuating circumstances, the Director needs to be made aware of the issue so that a leave of absence can be discussed.
14. **Leave of Absence:** In the event of sickness/emergency/unforeseen circumstances the Director may allow a parent/student or family a leave of absence, guaranteeing the family's spot will not be lost.
15. **Resignation Policy:** If, for whatever reason, Harbor Homeschool is no longer the right fit for a family, the parent is expected to let the Director know as soon as possible so that the spot may open for another family.
16. **Termination Policy:** Termination of a parent/child is at the discretion of the Director of HHC. Termination may take place in regards to: excessive absences and the inability to follow any or all of our guidelines.
17. **Announcement Policy:** All announcements will be made via the Harbor Homeschool Co-op Facebook page and via our Communication Board at the front of co-op. It is the responsibility of the parent to check the board and page regularly for updates and new information.
18. **Food & Allergy:** It is the responsibility of the parent to notify Harbor Homeschool Co-op of any allergies. Packed lunches will be brought by the parents. Certain foods may be restricted if there is a severe allergy with-in the group. Water, juice, or milk is allowed at our host church in the fellowship hall. Water may be brought into classrooms in an appropriate travel-size water bottle. There is no food allowed in classrooms. Only infants on formula or who are nursing are allowed milk out side of the fellowship hall.
19. **Inclement Weather:** Harbor Homeschool Co-op will follow Knox County Schools weather closings. If bad weather happens during a scheduled meeting, closing early will be at the discretion of the Director.
20. **Sickness Policy:** A parent or child may not attend co-op if there are any of the following symptoms within a 24 hour: fever over 100 degrees, presence of green/yellow mucus, vomiting and/or diarrhea, rash. Memebbers must be symptom free without medication for 24 hours.