Member Handbook
The Next Generation Homeschool Co-op is an educational and social network for home-schooling families, providing opportunity for parents to come together and share their talents and resources for the mutual benefit of all participants.

**Mission Statement**

The Next Generation Homeschool Co-op seeks to provide a place for Christian relationships to develop and to allow fellowship with like-minded families as we endeavor to homeschool our children. To that end, we come together to offer group classes in order to supplement and enrich our children's education. We commit to serve each other in humility, patience, and unity, extending grace to one another to the glory of Jesus Christ.

**Statement of Purpose**

1. To serve God as we serve and encourage each another.
2. To provide educational opportunities as a group.
3. To provide social involvement through activities.
4. To share educational successes and failures with each other.
5. To teach our children responsibility, respect, and cooperation.

**Statement of Faith**

Please note: The Next Generation Homeschool Co-op has been established on and will operate by the following statements. All are welcome to join us. Participating members are required to sign this statement of faith.

The Next Generation Homeschool Co-op believes in the right of every parent to determine the educational path of their children. The Next Generation yields to the Lord Jesus Christ and the infallible Word of God (the Bible) as our guide and final authority for life. The Next Generation Homeschool Co-op believes that children are a heritage of the Lord (Psalm 127:3) and that God has commanded Christian parents to train their children according to the Word of God (Proverbs 22:6, Ephesians 6:4).
**How does the co-op work?**

Next Generation Homeschool Coop (NG) is open to all homeschool families in this area of south Georgia. Membership is NG is established when the registration fee is paid and the membership/registration packet including all required forms with signatures is submitted and approved.

**Please carefully read this document and discuss it with your children. It is important that all members fully comply with NG’s policies and procedures.**

This is a co-op. That means that everyone works together to make the program work. We need one parent from each family helping in our classrooms. Whether you feel comfortable in a teaching role or in a helping role, it is important that we all do our part by signing up to volunteer for two classes. Since we are a co-op we **DO NOT** assume legal responsibility for you children. Every child must have one responsible adult on premises.

**All parents are required to stay on premises during the duration of the co-op. Co-op hours are to be viewed as a family participation event and not a mother’s morning out situation. We realize things happen from time to time and that sometimes things arise that require attention during co-op. If that does happen you must sign out at the check-in desk and have someone else in place to be a “fill in” parent for your child.**

We try very hard to have good quality classes that are affordable to our homeschooling families. Our classes are taught by Moms or Dads who have children in the co-op. We do occasionally use other people from the community (known by the leadership team) who have volunteered their services. The fee paid for the classes that your children participate in goes towards class supplies, curriculum, administrative costs and any end of semester events.

The Next Generation Homeschool Coop meets on Tuesdays from 9am - 12:05pm. The day’s schedule is listed below. We meet for two sessions per year in the fall from August through November and in the winter/spring from January through April.

- **9:00am — 9:15am check-in**
- **9:15am — 9:20am morning announcements**
- **9:25am — 10:15am first period class**
- **10:20am— 11:10am second period class**
- **11:15am— 12:05pm third period class**
**Communication**

Pertinent information will be added to the co-op’s Facebook page each week. It is important to be a part of this Facebook page once you have joined the coop. Information important to the classes each week are posted on Facebook as well as a weekly newsletter.

**Parent Responsibilities:**

1. **Parental participation is mandatory.** Students will not be allowed at NG without a parent in the building at all times except for an emergency or illness. At such times a designated substitute “parent” must be assigned. If a parent must leave the building during the coop day, they must sign out at the information desk.

2. By registering your child at NG, you agree to complete your assigned jobs every school week. It is imperative that you be on time for all jobs. We depend on one another for a successful day.

3. If a parent must be absent for the day, children may attend if a substitute “parent” attends with them.

4. The standard of behavior expected at NG for children preschool age and above is first time obedience.

5. No children are allowed in the classroom or classes unless they are registered for them.

6. **DO NOT** send your child to class during the contagious stages (i.e. fever, nausea or diarrhea within the last 24 hours) or an illness.

7. **Parents must not socialize in the classrooms during class time.**

8. Check the Next Generation Facebook page for any announcements or information regarding the classes. If you are going to miss classes please make sure you connect with the other parents you work to make arrangements to have your spot covered. PLEASE do not just post on Facebook that you will be out. It is so important that we communicate with each other in order to make each class the best that it can be.

9. **Arrive on time.**
   
   - 9:00am - Everyone arrives.
   - 9:15am - Twitty Chapel for morning announcements.
   - 9:25am - First period begins.

10. Once co-op has ended for the day, be prompt in gathering up your children and belongings and relocate outside to socialize. This will allow the clean up crew to complete their duties.
**Student Responsibilities:**
1. Respect and obey those in authority and follow directions in the classroom.
2. Respect their peers, which means no pushing, hitting, shoving, horseplay or inappropriate language.
3. Respect church property.
4. Conduct oneself in a safe and orderly manner.
5. Be prepared for class (reading, homework, etc.)
6. Set any cell phones to vibrate and keep phones in a pocket or backpack. Any phones that are a disruption to the class will be taken away and returned at the end of the class period or given to the parents for the remainder of co-op.
7. No texting or disruptive behavior will be tolerated during class.
8. Will not bring personal video games to class.

**Homework Expectations:**
Some classes at co-op may require extra work at home. Most of the classes for elementary will only require minimum homework, if any at all. However, occasionally classes are offered at the high school level that are full credit courses. Teachers should advise students/parents what will be expected of the student. Please remember that co-op is not a school. Ultimately it is the parents responsibility to oversee their child’s education.

**Student Supplies:**
Required textbooks and supplies are listed with the Class Descriptions. Students are responsible for bringing supplies requested by the teachers for each class each week. Parents remember to periodically check supplies to ensure your children are prepared for their classes. Back packs are recommended. All supplies should be marked with your child’s name.

**Lost and Found:**
Next Gen is not responsible for lost or unclaimed items. There will be a lost and found box located near the registration desk. If items are not claimed within a reasonable amount of time they will be given to charity. Lunches and art projects left behind will be thrown out.

**Baby Care and Nursery:**
Babies and young children are NOT allowed in the classrooms. Diaper changing, feeding or nursing should be done in the nursery area only. Please do not use First Baptist Church’s nursery supplies or snacks. Please bring snacks and supplies for your children. It is important that all of your child’s things are labeled. There will be a nursery available for any children who are ages three and under.
**Discipline Procedure**

If a child is being uncooperative, disruptive or disrespectful, the following steps will be taken:

1. The child will be spoken to by the adult that is in charge.
2. If unacceptable behavior continues, the child will be asked to sit out of the activity for a time.
3. If the child still exhibits unacceptable behavior, the child will be brought to their parent for the remainder of the class.
4. If the child repeats the unacceptable behavior the following week, the parent will be required to stay in the class with their child.
5. If the child repeats the unacceptable behavior the following week, the child will be removed from the class until a meeting can take place between the teacher, parent, child and at least two members of the Leadership Team to discuss whether the child can return to class, or will need to sit out the remainder of the session.

**Please note that if a parent feels the need to discipline THEIR OWN CHILD, they should not do so in front of other children, but rather do this in private.**

**Illness Policy**

For the consideration and well being of others, please do not bring a child to co-op who is experiencing the following symptoms:

1. Fever over 100 (within the last 24 hours)
2. Colored mucus (yellow or green snotty nose)
3. Diarrhea, vomiting or nausea (within the last 24 hours)
4. Eye drainage or crusty eyelids
5. Virus or infection known to be contagious
6. Rashes or ring worm
7. Head lice

**Leadership Board**

The Next Generation Homeschool Co-op consists of volunteer Moms who are dedicated to promoting friendship and knowledge in the homeschool community. We are continually preparing for the next semesters and are always happy to receive input and suggestions about classes that would interest your children. The members of the leadership board are:

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