

CHEF CO-OP Policies and Procedures

CHEF CO-OP Class Facility

Co-op classes meet on Tuesdays and are hosted by:

The Community Baptist Church
1853 Rte. #87 Highway
Montoursville, PA 177549

Channels of Communication

All suggestions, concerns and difficulties arising during the course of the co-op day should be directed to the attention of the Steering Committee. The Steering Committee members are:

Laura Heilenman
Jody Lantz
Linda Williams
Marie Kane
Jen Swartzentruber

The email address for the co-op is montoursvilleco-op@gmail.com.

Emergency Contact

We are independent of Community Baptist Church's operations. We ask that you **do not** contact the church office regarding co-op matters. Please address all inquiries relating to the co-op to the Steering Committee members.

Dissemination of Information

Dissemination of messages, announcements, and postings to the web site throughout the weeks of the co-op year should be passed along as follows:

1. All messages, reminders and announcements pertaining to the co-op at large will be passed along each week through the co-op message line (montoursvillecoop@gmail.com).
2. Information that needs to be posted to the web site should be sent to Jody Lantz (see contact information above).
 - Such information would include the following:
 - a. Drama, literary or musical performances
 - b. End of the year celebrations

Note: Announcements relating to the above events should also be sent to montoursvillecoop@gmail.com to be passed along through the message line.

3. Emergency cancellation within 24 hours of a field trip is the only condition under which communication may be sent directly from the field trip coordinator to the co-op at large. Notices of cancellations outside of the 24 hour limit will be passed

along by normal channels as listed above, both through the message line and the website.

4. Notices of emergency cancellation of a class should be sent directly to the steering committee, class aides and students.
5. Middle school and high school instructors are asked to use www.engage.com to record assignments and grades and to communicate with students and parents. Parents should register and use this valuable tool to keep track of their student's grades and progress. Teachers may also elect to communicate directly with the students by passing along assignments to students' email addresses.

Parental Involvement

As a cooperative organization, parental assistance is required for a successful co-op. By registering your child/children in the CHEF Co-op, you agree to the following:

1. To be present on site while your child/children are in classes. Exceptions to this will only be made in unforeseeable and unavoidable occasional instances approved in advance by a member of the Steering Committee.
2. To conscientiously complete assigned parent volunteer responsibilities.
3. To have your teens who are in 10th-12th grade conscientiously complete their assigned volunteer responsibilities.

The volunteer coordinators will construct a schedule of duties that will cover the entire co-op year. This volunteer schedule will be given to parents at the CHEF Co-op orientation meeting in August. Please carefully review the schedule to find the areas where you have been assigned to serve.

If a parent is absent or otherwise unable to do his/her volunteer assignment for a day, he/she must find his/her own replacement. We encourage parents to look around and see who else may be available to cover during a particular time slot and be their back-up people. Parents can also call other parents by using the co-op directory. We will NOT send messages via the message line about coverage, so parents should not ask. We realize this may be a challenge for parents who are new or shy, but finding your own replacements is part of what parents agree to when they sign-up for co-op. In the rare event that an absolute emergency occurs on the morning of co-op when there may not be time to find a replacement, a parent should contact Marie Kane. Parents should be aware that repeated failure to do their volunteer responsibility may result in their family's dismissal from co-op.

Registration Process

Registration forms and details may be obtained by visiting our web site at www.chefco-op.com.

Registrations will not be processed without payment and until all forms are submitted. When filling out registration forms, both fall and spring semesters classes must be listed on the registration form.

Tuition Payment and Fees

Please note: Tuition and registration fees are non-refundable after drop-add day.

Tuition Fees: Most CHEF Co-op classes are assigned a tuition fee by the instructor. This financial compensation is paid to the instructor for teaching the class. Tuition is non-refundable. This guarantees that the instructor receives payment for the agreed amount for teaching the class.

Administrative Processing Fee: A \$40 administrative processing fee is collected from each family to cover various miscellaneous expenses including but not limited to insurance, checks and checking account, postage and mailings, the website, and a year-end donation to CBC church for hosting the co-op.

Late Registration Fee and Late Payment fee: Registrations submitted or postmarked after the registration deadline will be considered late registrations and must include a \$30.00 late registration fee to be processed. Balance due tuition payments for spring semester classes must be paid on or before the first day of classes in September to avoid a \$30.00 late payment fee.

Drop/Add/Transfer Fee: If after more consideration and prayer, a parent desires to change a student's registration by dropping or adding a class, this must be done on the designated drop/add day. A \$30 fee will be charged per family. Please note, a fee will not be charged if the steering committee has canceled a class due to low enrollment and a student enrolled in a cancelled class wants to transfer into an alternate class. However, the registrar must be notified by the drop/add day.

Lab or Materials Fee: Certain classes will require additional materials other than text books, i.e. art classes require art supplies, sewing class requires material, thread, science classes have lab fees, etc. These materials fees will be listed with the information given in the class perspective.

Returned Check Fee: Any and all fees incurred from a check returned due to insufficient funds will be assessed to the payee.

Mailing Address for Registrations: Return all forms along with payment and lab fees to:

Chef Co-op
PO Box 2511
Williamsport, PA 17701

Academic Calendar

An Academic Calendar is available by accessing the link on the website. This calendar lists all the days in our co-op year including first and last days of each semester and semester breaks

Class Policies

Low Enrollment: Instructors set a minimum and maximum number of students for their class size. If the minimum student requirement is not met, CHEF or the instructor reserves the right to cancel the class due to lack of interest.

Cancellations: Classes may be cancelled at any time at the Steering Committee's discretion. If class is cancelled due to a teacher's absence, children may be sent to the study hall. In the event of a class cancellation as a result of a teacher's absence, reasonable effort will be made to notify the parents prior to class time. Teachers work many hours outside the classroom, therefore, if class is cancelled, tuition will not be refunded.

Auditing: Co-op does not allow all students to audit classes. All students must perform to their best standards and will be graded for their work.

Age Limits: We realize homeschool families may choose to adjust their children's grade levels for various reasons. However, only children who are 12 years old and under may register for

elementary school classes. Only children who are 15 years old and under may register for middle school classes. Only children who are 19 and under may register for high school classes. These limits are based on a child's age at the beginning of a co-op year.

Special Needs

The co-op rules and procedures apply to all students. Special needs students will be considered on a case-by-case basis.

Snow Days

A snow day is a co-op day missed due to winter weather. If the Montoursville School District is closed, the CHEF Co-op is closed. If the Montoursville School District is on a two-hour delay, co-op classes will begin at 9:00am. All schedules will be delayed by one hour. It is ultimately the parent's decision whether or not to send their child to co-op even if CHEF does not officially cancel classes. It is the student's responsibility to contact teachers to get assignments for missed or cancelled classes. (See CHEF CO-OP Homework Policy). Two days in the spring semester have been designated as semester breaks.

Leaving the Premises

In the event of an emergency and for security purposes, it is essential that the Steering Committee members and/or sign-in table volunteers be able to locate all members at all times. Therefore, all parents and students must sign in and out of the building on the attendance logs located at the sign in table near the entrance. If a parent must leave the premises for any reason, the volunteer at the sign in table must be made aware of this. Please inform both the volunteer and your children of the other parent who will be the responsible adult in your absence and record this on the attendance logs.

If a parent wishes to allow his/her child (9th grade and older) to be outside of the building (i.e. to walk around the building or play in the grass) during the co-op day, the parent needs to sign a card in the small box at the sign-in table. The student needs to move this card to the appropriate slot before going out and when returning.

Behavior/Discipline Policy

The following should be the general progression regarding discipline issues:

1. The class aide or teacher will give the student a warning and remind the student what expected behavior looks like.
2. If the student does not comply and misbehavior continues, the student will be removed from the class by the aide and taken to the student's parent. At the parent's discretion, the student may return to class or may stay with him/her for the remainder of class.
3. If a student returns and is disrespectful or disobedient again in class, the aide will remove him/her from class, take the student to a steering committee member, and then together they will go to the child's parent to try to work out a resolution to the situation. The student will stay with the parent until the end of the class or the end of the day, whichever is deemed appropriate. Before returning to class the following week, the child must apologize to the teacher and/or classmates for his/her disruptive or disrespectful behavior.

If necessary, ongoing discipline problems will be addressed by the steering committee with the family involved.

Please read these other documents to make sure you fully understand and will comply with co-op policies:

- Building Use Rules
- Behavior/Discipline Policy
- Homework and Plagiarism Policy
- Solicitation Policy

Failure to comply with all CHEF CO-OP policies and procedures will jeopardize your privilege to participate in this co-op. The Steering Committee reserves the right to deny participation to any family or student.

Revised

5/2014