

## First Class CENLA Leadership Team

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**Treasurer:** Melissa Breaux 318-491-1226

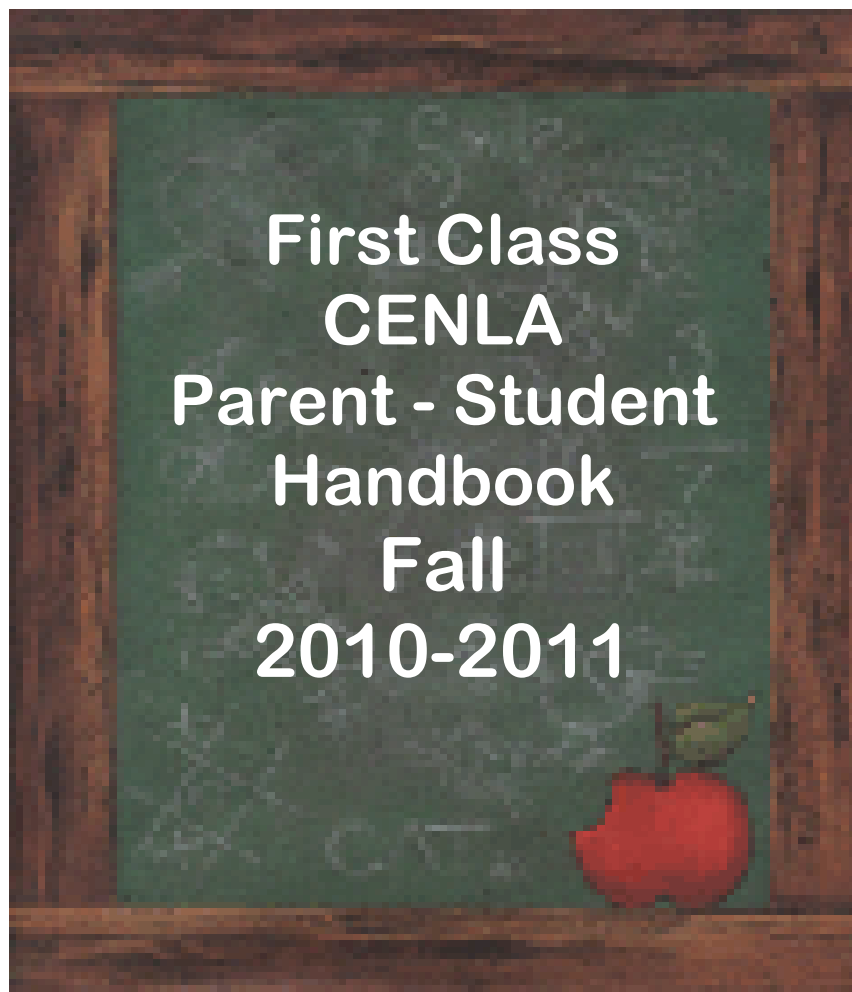
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**Worship Leader:** Beth Bryant

**Chapel Leader:** Pastor Bart Walker



Monday School is the wonderful, one-day homeschool cooperative that is at the heart of our program. We meet for two sessions each year, one in the fall and one in the spring. This format assists parents as a true complement to their own homeschooling. The fall session begins in late August, ending the week before Thanksgiving. The spring session begins mid-February, ending the week before Easter.

Sessions generally run 10 weeks, depending on the calendar year and holidays. We offer three blocks of classes, and students in grades 1-12 may choose up to three classes to take each Monday.

Monday School begins at 8:30am with Chapel and Announcements. Monday School classes are 55 minutes long, beginning at 9:00 am finishing by 12:00 pm. Cleanup in the rooms is from 12:00 to 12:15.

If you are currently homeschooling, then you have discovered something wonderful about your calling: You are a teacher! Monday School is a great opportunity for you to bless your children and other children by doing just that. Twice each year you will have the chance to sign up under a category that interests you.

While parents who enroll their children are not required to teach, we are dependent on their willingness to do so in order to offer a variety of classes for students. We ask all teachers or prospective teachers to sign a Christian, non-denominational Statement of Faith when they submit their class idea for review.

### **Co-op Membership**

Families must be members of the Co-op in order to enroll their children in Monday School classes.

### **Financial Responsibility**

In addition to the local dues for First Class CENLA of \$23, there is a national membership fee that you may pay online at [www.Firstclasshomeschool.org](http://www.Firstclasshomeschool.org).

This yearly term runs from Aug 1 2010 to July 31 2011. Class fees and tuition depend upon the number of children you have enrolled and the classes in which they are enrolled. All fees are due the first day of classes, prior to Chapel. Pro-rated dues begin in January and go through the rest of the co-op year.

If for some reason a family or student needs to drop out of Monday School at any time, the fee refund schedule is as follows: Instructor and material fees may be forfeited. Only the local membership fee will be refunded, until the first week of classes whereupon the entire registration fee is forfeited. In case of unforeseen hardships, some exceptions will be made. The Leadership Team will evaluate each case individually.

It's our desire that finances never keep a family from participating in a First Class ministry. Because of this, scholarships are available, partial and full, you may obtain a scholarship application by contacting our Treasurer Melissa Breaux. (Contact info is on the back cover.)

### **Registration**

Classes are filled on a first come-first served basis. Please note: Teacher's children as well as the children of those holding leadership roles are given the opportunity to register one hour before the rest of the co-op. When a class is full, it will be closed and a student will receive his/her second choice (or third, if second is filled). Also, if a class minimum is not met, the class may be cancelled. Please note the registration dates and times of each term, as registration deadlines are firm.



## **Guardianship**

In specific cases, parents may not be able to participate with their child during Monday School hours. Currently, it is possible to be approved for guardianship, giving the child the opportunity to attend with a guardian. To qualify for guardianship, there must be extenuating family circumstances, which must be approved by the Leadership Team. To enroll in this program, the parent or guardian must submit a "request for guardianship form." Upon approval, the parent submits the registration form and pays the necessary fees.



## **"No Drop Off" Rule / Parent Participation**

As Monday School is organized as a cooperative effort by the parents, it is necessary to enforce the "no drop off" rule. Monday School is not a Drop Off situation - meaning that every child enrolled must have a participating parent who is at Monday School the entire time that the child is there. If the participating parent is not responsible towards this rule, a board member will contact the parent by phone or letter **one** time. If that parent offends again, your family's participation at Monday School may be jeopardized.

Each participating parent will be assigned a position at the school. If the parent is not a coordinator or teacher, then he/she will be assigned to be a Helper either in a classroom or as a substitute or wherever is deemed necessary by the Monday School Staffing Coordinator.

## **Wellness Policy**

Please do not bring your child to Monday School if she/he has any of the following:

- Ⓢ Temperature of 100 degrees F or higher
- Ⓢ Green or murky discharge from eyes or "pinkeye"
- Ⓢ Rash
- Ⓢ Vomiting and/or diarrhea
- Ⓢ A productive cough with fever/sore throat
- Ⓢ Head lice

Thank you in advance for respecting the health of other children.

## **Absenteeism**

Please do not miss Monday School unless you or one of your children is ill. "Well" children may come with another adult who is responsible for them as a "temporary guardian" in the event that you or one of your children is ill. As soon as you are aware that you will not be able to attend, please call Alise Wyant 318-348-2216.

## **Family Folders**

Every Monday morning the Family Folders will be on the welcome table in the Foyer. Any important information will also be placed there each week.

After classes begin the Family Folders will be in the Teacher's Lounge.

If you have any information to give to the Coordinator or leadership please place it in the correct person's folder.

This is also a great way to encourage friends or new families with a card or kind note.

**Be sure to check your folder weekly!**

### Morning Chapel

All Monday School participants are required to attend morning Chapel. Important announcements, a devotion time, special student talents, prayer, and worship will occur during this time.

**Everyone** is needed in Chapel at 8:30 sharp.

### Nametags

Nametags will be given to each family the first week of Co-op. Please keep the envelope in your car. Adults and children must wear their nametags every Monday where all can see it (not on the bottom of their shirt, on their backpack or other low visibility location.)

### Guests

No unregistered children or adults may attend Monday School classes. However, occasional visitors are allowed. Please contact Monday School Coordinators prior to the visit. For security reasons you must log in your guests via the Guest Log Book, located in the lobby near the family folders. After Chapel the folders and the Guest Log move to the teacher break area. Please be sure to have your guest return their nametag/lanyard and log out of the Guest Log book.

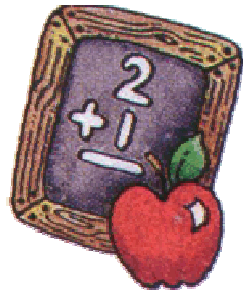
### Attendance

Attendance is to be taken by each teacher at the beginning of each block.

### Snacks

Please pack a small, **nut free**, snack for your older child to eat during block B. Be sure to mark all containers with child's name.

A snack and drink will be provided for all children 5 and under. If your child has any allergy please be sure that is noted on your membership form.



### Student Expectations

First Class expects students to:

- Ⓜ Treat adults and fellow students courteously and with respect at all times.
- Ⓜ **Walk** quietly between classes.
- Ⓜ Respect the property of Kingsville Baptist Church.
- Ⓜ Come to class prepared to learn and participate, having completed assigned work.

### Discipline Policy

We are a Christian co-op and believe it honors God when our students are obedient to adults and respectful of their fellow students.

Each Monday School term teachers will explain class rules to the students so that they understand what is expected of them during Monday School.

If a student is disruptive, the following process will take place:

1. First offense: the student receives a clear warning from the teacher or other adult.
2. Second offense: the student is removed from the class and the student's parents will be located.
3. Third offense: the student and parent will meet with the coordinator to see of the student desires to remain a part of Monday School.
4. If the student continues to have discipline issues, parent will be asked to remove student for the remainder of the term, without a refund of fees.

### Parent Expectations

In order to function as a cooperative, First Class expects parents to:

- Ⓜ Read all material given them. Written (electronic and printed) material is the primary method of communication for our co-op.
- Ⓜ Adhere to the policies and plans of action in place, so that our co-op may flow smoothly and with harmony between its members.
- Ⓜ Come prepared to help where needed. "Many hands make a task lighter."