

ENRICH

**Member Handbook  
2022-2023**

## **Board of Directors**

**Kristi Rodriguez**  
*Chair*

**Nicky Alworth**  
*Vice Chair*

**Michelle Oberheim**  
*Secretary*

**Jenny Myers**  
*Treasurer*

**Marygrace Hjort**  
*Field Trip Coordinator*

## **Contact Information**

[Enrichco.op@gmail.com](mailto:Enrichco.op@gmail.com)

Public Page: [www.facebook.com/enrichco.op](http://www.facebook.com/enrichco.op)

Member Group: [www.facebook.com/groups/1225085214583257](http://www.facebook.com/groups/1225085214583257)

[www.enrichhomeschool.com](http://www.enrichhomeschool.com)

Kristi Rodriguez - (217) 972-0993

Nicky Alworth- (217) 520-2067

## **Co-op Meeting Location**

South Shores Christian Church

130 Bristol Dr.

Decatur, IL 62521

*What is a Co-Op?* A homeschool co-op is a cooperative of like-minded homeschoolers that collectively provide resources to the group which results in a greater educational benefit to the participating families. In order to succeed, **ALL** members must participate at an expected level. The Board of Directors exists to provide leadership and organization to the group, but the responsibilities of teaching, aiding, set-up/clean-up, etc. are shared by all members. So, a co-op is just that – cooperation of all members.

This handbook is intended to provide the co-op members and prospective members with the information needed to know their responsibilities to the co-op, expected behaviors, policies and procedures. Members should read it carefully and keep it handy to refer to as needed. Any errors noted in the handbook should be brought to the attention of the co-op Directors.

*Who can join Enrich?* Enrich does not require potential members to be of the Christian faith to join. However, it's important for potential members to understand that Christian practices, such as prayer and reading from the Bible, may be a part of our weekly program. All members of Enrich, from youngest to oldest, are taught and encouraged to moral lifestyle standards as outlined in the Bible. All members agree to uphold the Enrich mission statement and statement of faith. All classes will be taught from a Biblical Worldview.

## Mission Statement

Enrich is homeschool families gathering together for encouragement and support. We do this through weekly enrichment classes in a structured and cooperative atmosphere, as well as field trips and other gatherings.

## Who We Are

**Enrich** is an opportunity for homeschool children to participate in academic enrichment, as well as experience healthy friendships in a structured environment. Classes convene at South Shores Christian Church on Fridays from 9:00 a.m. until 11:15a.m. with children rotating between one hour of class and one hour open gym each week. The co-op will meet for two, 10-week semesters from August through April.

**Enrich is not** a childcare service or preschool and we cannot accommodate daycare children. A parent/guardian is required to remain at the facility and volunteer their time while their child is present. Enrich nursery is for children birth to two years old.

**Enrich** classes are supplemental to what is being taught in the home and are meant for enrichment purposes only. These classes will not complete any curriculum, only enhance them.

## Statement of Faith

- I. **The Scriptures** We believe that the Bible, both Old and New Testaments, were given by the inspiration of God and are inerrant and infallible in the original manuscripts. They are sufficient, authoritative, necessary, and clear for all saving knowledge, faith, and obedience. (*2 Timothy 3:15-17; 2 Peter 1:21; Titus 1:2; Proverbs 35; Matthew 4:4; Romans 10:13-17; Psalms 19:7*)
- II. **God** We believe in one living and true God. He is the Creator, Sustainer, and Ruler of all things, and worthy of all our love, reverence, and obedience. We believe this same God is revealed through Scripture as eternally Father, Son, and Holy Spirit – one in three Persons, each fully God, without difference of deity, attributes, or essential nature and yet one God. (*Genesis 1:1; Deuteronomy 6:4; Matthew 28:19; John 1:1-4; Acts 5:3-4; Rev 4:1*)
- III. **Spirit** We believe the work of the Holy Spirit is to reveal and bring glory to Jesus Christ in this age. He convicts the world of sin and draws the sinner to repentance and faith. We believe that the Holy Spirit, at salvation, permanently dwells in a believer, sanctifying, guiding, instructing, comforting and empowering a believer for Christ-like living and service. (*John 16:8-14; Titus 3:5; Romans 8:9-11; 1 Corinthians 12:4-11; John 14:26; Acts 2:38; Acts 9:31*)
- IV. **Creation and the Established Order** We believe God directly created the universe and all living things for His glory and it was all very good. In six literal days God created all things, including mankind, male and female in His image.  
  
We believe that God instituted marriage and the family at creation. God established sexual union to take place only within the marriage relationship, which is defined as a covenant between one man and one woman for life. The family formed from such a union is the God-ordained context for the birth and nurture of children. (*Genesis 1:1, 27; Exodus 31:7; Mark 10:6-9; John 1:3; Col 1:16*)
- V. **The Fall of Man** We believe that Adam and Eve, though created perfectly, were deceived by Satan and freely chose to disobey God bringing physical death, spiritual death, and eternal separation from God to all mankind. Consequently, all human beings are born with a sinful nature, and are sinners in thought, word, and deed. (*Genesis 3:13; Romans 3:10; Romans 5:12*)
- VI. **The Person and Work of Jesus Christ** We believe that Jesus Christ is the one and only Son. He is fully God and fully man. He took upon Himself human nature, yet is without sin. He died on the cross for our sins, on the third day rose bodily from the dead and now sits at the right hand of God the Father as our only High Priest and Mediator. (*John 1:14; John 14:8-11; Philippians 2:5-11; Hebrews 4:14; 1 Corinthians 15:3-4; 2 Corinthians 5:21; 1 Timothy 2:5*)
- VII. **Salvation** We believe that salvation from sin cannot be earned and only comes through Jesus Christ's shed blood as payment for our sins, his death on the cross, and resurrection from the grave. We receive God's salvation only when we repent of our sins and put our faith in Jesus Christ. It is by faith through God's grace that we are saved. (*John 3:16-19; Ephesians 2:8-9; 1 Peter 2:24-25; Romans 3:23-25; 1 Corinthians 15:17*)
- VIII. **The Second Coming** We believe that Jesus Christ will return bodily and visibly to the earth. At that time, all persons will be resurrected. Believers into everlasting life and unbelievers into everlasting punishment. (*1 Thessalonians 4:16-18; Revelation 20:11-15*)

# Opportunities to Serve

This is truly a cooperative effort in that every family will play an important role in the success of this learning venture. Our desire is that no one be overburdened by the role(s) they perform in the co-op but that this experience would be a blessing to everyone. For that reason, each member will be required to teach and serve on either the Set-up or Clean-up Crew.

The Board of Directors will prepare a volunteer schedule to be handed out on Orientation Day. You will have a chance to note your preferences on your registration form.

**The following is a list of the roles and responsibilities we will share as members of Enrich:**

## **Board of Directors**

The Board of Directors is a team made up of at least four persons. They will oversee the overall operation of the co-op, and will be the "last word" in any decision affecting the group. The leadership team consists of at least the chair, vice-chair, secretary, and treasurer.

## **Teachers and Teacher Assistants**

Volunteers who are responsible for providing excellent instruction for the students and working under the approval of the Board. Teacher assistants should be aware of the needs of both the teacher and students and contribute as needed.

## **Set Up Crew**

The set-up crew is made up of volunteers who arrive by 8:30 a.m. and work together to prepare the space for Enrich.

## **Clean Up Crew**

The clean-up crew is made up of volunteers who stay after classes each week to return the space to the condition it was in upon arrival.

## **Hallway Monitor**

The hallway monitor is a Board Member whose responsibility is walking the halls, checking in on classes in progress, being available for emergency assistance, and changing class signs.

## **Nursery Worker**

A nursery worker cares for the needs of Enrich member children who are too young to attend classes.

# Registration Procedures

Please thoroughly read the Enrich Member Handbook before registering. Members must all sign the Parent Agreement to verify that they have read and will abide by all the policies. If forms, checks, or signatures are not complete, you will have to wait to register until they are. Registration fees are due when the registration forms are submitted.

Each home schooled child, that child's siblings, and all that child's parents and guardians who have met the eligibility requirements are members of Enrich and may participate in Enrich activities for that semester.

## Teacher Employment

Enrich does not employ instructors. The role of the teacher is filled by **volunteers** and is one way member families support this cooperative venture. Teachers will submit an application to the Board of Directors with their proposed classes.

## Safety

For the safety of our children and members, it is necessary to have two adults in each class.

## Enrich Co-op Morning Schedule

9:00 – 9:10 - Opening/Devotional

9:15 – 10:15 a.m. – Class 1

10:15 – 11:15 a.m. – Class 2

## Check-in/Check-Out

Each co-op day, members must sign their child(ren) in at the Check-in counter. If a member must leave their child(ren) in the care of another parent due to an emergency, that member **must** fill out the Emergency Authorization Form before leaving the premises. At the end of co-op classes, all members should sign their child(ren) out.

## Attendance

Attendance should be taken at the beginning of each class. (Teachers can choose to assign this task to their Assistant.) In the event of an emergency, this attendance sheet should be taken with the Teacher or Assistant.

## Nursery

Nursery will be offered to children of volunteers, birth to two years of age (or with permission from the Enrich Board of Directors).

Nursery Guidelines:

1. Diapers should be checked hourly.
2. If a child has been uncontrollably crying and is unable to be soothed, the parent should be contacted after 5 minutes.
3. Personal items should be labeled (sippy cups, diaper bags, bottles, etc.)
4. Every nursery volunteer should contribute to the care of every child in the room.

## Pre-Kindergarten

Pre-Kindergarten classes are reserved for members with older students enrolled in Enrich.

## **Youth**

The Youth program is designed for 6<sup>th</sup> & Up grade students (ages 11 & up). Special circumstances will be considered on a case by case basis.

## **Absence/Late Arrival**

Member attendance each week is mandatory. Classes start at 9 AM. Please plan to be present by 8:55 a.m. so that you may get your family settled and we can make the best use of our time. If you are unable to attend a class due to illness, personal emergency, or scheduling conflict (such as vacation, jury duty, etc.), please notify the Vice Chair phone **(217-520-2067)** no later than 7:00 a.m. If absence is an ongoing problem, you will be approached by a board member to review your membership.

If you are a teacher and are unable to attend Enrich, please inform the Vice Chair and submit your lesson plans for that given co-op day to the Vice Chair as soon as you know you will be absent. The earlier you contact the Vice Chair, the more time that will allow for finding a substitute to handle your assigned duties during your absence.

## **Guest Policy**

Guests are welcome with permission from the Enrich Board. Guest forms should be filled out by a guardian and given to a Board Member prior to visit. Adult guests are asked to remain with the member family throughout the morning; guest child(ren) should stay with adult member unless permission is granted otherwise.

## **Communication**

As a member of Enrich, we value your input. If a member has a suggestion or concern that they would like to bring to the Board for consideration, they can approach a Board member to schedule a time to address the Board as a whole.

Email will be the primary means of communication. Members are responsible for checking their email on a regular basis to receive important news related to the co-op. If you do not have access to email, please let someone on the Board of Directors know. Pertinent information will also be added to the co-op's Facebook page.

[enrichco.op@gmail.com](mailto:enrichco.op@gmail.com)  
[www.enrichhomeschool.com](http://www.enrichhomeschool.com)  
[www.facebook.com/groups/1225085214583257](https://www.facebook.com/groups/1225085214583257)

## Privacy

Enrich understands that there may be special circumstances that restrict or prohibit certain members from having their picture taken. Enrich members have the right to refuse having their picture taken while at Enrich. Members are not to photograph or to publish pictures of any Enrich member to any social networking websites without the permission of that Enrich member or that member's parent/guardian. Please respect the privacy of Enrich members.

## Discipline Policy

All participants, students and parents alike, are to treat others with courtesy and respect at all times. Inappropriate conversation, gestures, or aggressive physical contact will not be permitted. 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.

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

1. The child will be given a verbal warning by the instructor or adult in charge.
2. If the unacceptable behavior continues, the child will be asked to sit out of the activity for a time and the teacher will inform the parent.
3. If the child still exhibits the unacceptable behavior, the child will be brought to their parent for the remainder of the class period.
4. If this behavior continues in class, the child will be removed from the class until a meeting can take place between the teacher, parent, child and at least two members from the Board of Directors.
5. If after that meeting, the student's behavior still continues, the student may be withdrawn from the co-op and no fees will be refunded.

Enrich reserves the right to expel any student from the co-op if disruptive behavior fails to be curtailed.

## Building Use

- Please remember that South Shores Christian Church is our host. We need to behave as guests while using their facility and equipment. Members are to contact Jenny Myers with requests or issues regarding the use of facilities or equipment. Accidents will happen. This is expected. If, however, church property and/or equipment are damaged intentionally or as a result of reckless behavior, you as a parent may be held financially responsible for any repair or replacement of such damaged property and/or equipment.
- Enrich members should ensure that you have all your family's belongings, including take-home papers, prior to leaving.
- Enrich students are not allowed to hang out in or roam the parking lot or church property **without parent/guardian supervision**. When outside, Enrich members should keep their children within sight.

## Canceling Enrich

The Board of Directors will determine whether or not to cancel classes. Once a decision has been reached to cancel, we will post by 7:00 a.m. on the Facebook page and through email. If you do not have access to email or to Facebook, please let someone on the Board of Directors know.

## Emergency Contact

We are independent of the church's operation and ask that you **not call South Shores Christian Church** regarding Enrich matters. Please address all inquiries to a board member. In case of emergency, call 217-972-0993 (Kristi Rodriguez) or 217-520-2067 (Nicky Alworth).

## Emergency Procedures

In the event of a fire, the building's alarm system will be initiated and the alarm system will contact the fire department. All children should be evacuated to the nearest exit and away from the building. Please stay with your class. Do not try to locate your children in the building. Keep children as calm and quiet as possible. Move quickly but do not run or allow children to run. Babies should be carried – the Hall Monitor will aid nursery workers in helping to evacuate the babies from the building. All exits are clearly marked. Once outside, all children need to remain together with their teacher. All members will meet at the end of the parking lot under the light post facing South Franklin Street. Should we be unable to enter the building again, teachers will remain with their students until parents arrive to pick them up. Each teacher should have their attendance list with them to do a quick headcount to make sure every child is accounted for and so that parents can sign children out if necessary.

In the event of a tornado, the city's alarm system will be initiated. Guide children into the large restrooms. Have them sit with their heads down. Each teacher should have their attendance list with them to do a quick headcount to make sure every child is accounted for.

In a situation involving a violent individual who has entered the church, immediately shut off all lights, guide the children away from the door and out of sight. Prepare to defend yourself and the students by any means necessary should the door be breached. Wait for further instructions from a staff member or security officer.

## Illness

An obviously sick child should not come to co-op (for example, green discharge from the nose, a troubling cough, and/or a fever within the past 24 hours). If a child becomes ill during class, the student will be isolated from the other children and the parent will be asked to take their child home. In accordance with current CDC guidelines, we expect anyone who tests positive for Covid to stay home from co-op if they are within their 5-day quarantine period. The quarantine period starts on the first full day after onset of symptoms or positive test. We also expect symptom-free household members to stay home from co-op if they are within their 5-day quarantine period. Their quarantine period starts on the first full day after the positive person's Day 5.

## **Personal Property**

Items you choose to bring to Enrich for class or recreation will not be replaced by Enrich or another member if lost, stolen, or damaged.

## **Incident Reports**

An incident report should always be filled out in the event that a child or adult is injured or requires medical attention. ALWAYS be proactive about informing parents about an incident involving their child. Make sure the parent reads the report and signs it before they leave. When in doubt...fill it out. When the incident involves one child injuring another child, have the parents of *both* children read and sign the report. A Board Member should receive a copy. Incident reports are in the Hall Monitor binder at the check in counter.

## **Conflicts**

Unfortunately, conflicts happen. It is important that we agree on how to deal with these situations, should they arise. Using Matthew 18 as our guide, if a conflict arises, co-op members should seek to resolve the issue on their own. If either party is unsatisfied or a resolution (when all parties reach mutual agreement or understanding) cannot be reached, the parties then need to seek the assistance of the Board Chair. As a last resort, the conflict will be taken to the Board of Directors and they will prayerfully make a final decision.

## **Field Trips**

Field trip participation is optional and may require additional fees. Parents must accompany their children on all field trips, unless arrangements are made before the field trip with the field trip coordinator for an approved, responsible adult to attend in place of a parent.

While we do our best to research all Enrich field trips and programs, please be aware that we cannot guarantee that all information presented will align with our Statement of Faith.

## **Special Circumstances**

We will abide by these policies, however there are always special circumstances or situations that are unforeseen and may not apply directly to the policies above. The Enrich Board of Directors reserve the right to examine each circumstance on a case-by-case basis and determine the best course of action. In these cases, the decisions are in no way "setting a precedent" but are unique to the situation presented to them.

## **Additional Handbook Information**

The Enrich Board of Directors reserves the right to amend, delete, or modify any section of this handbook as needed. If any changes are instituted, the Board will notify all members of the change as soon as possible.

## **Student Responsibilities**

1. Honor those in authority with prompt and cheerful obedience.
2. Be prepared for class.
3. Listen attentively – with your whole body! Eyes and ears should be focused on the leaders; hands should be still unless they are involved in an activity.
4. Please do not interrupt your teachers. Raise your hand if you have something to say and wait to be called upon.
5. Treat others the way you would like to be treated with your actions as well as your words.
6. Treat Enrich materials and facilities with respect and care.
7. When class or any other co-op activity is done, follow the instructions of the leader for cleaning.
8. Please dress appropriately and modestly at all Enrich activities.
9. Please do not bring any personal items irrelevant to co-op participation such as toys, electronic games, trading cards, headsets, and phones, etc.

## **Parent's Responsibilities**

1. Respect and encourage adherence to all policies and procedures outlined in the Member Handbook.
2. Read through the Student Responsibilities with your children and encourage adherence to them.
3. Check email and Handbook on a regular basis as this is the primary method of communication within the group.
4. ALL parents are volunteers who serve in a teaching position or in another position of service within the co-op.
5. Parents of children attending co-op are expected to remain on the premises while children are participating in the co-op. If you must leave for an emergency, you must designate another member who will be responsible for your child(ren) and record that information on the parent Child Care Authorization Form.
6. Arrive on time.
7. All personal items brought from home should be labeled clearly for ALL students. This includes all backpacks, pencil boxes, coats, etc.
8. Please dress appropriately and modestly at all Enrich activities.
9. 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 for the clean-up crew to complete their duties.