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Welcome to



*General Information and Policies*

<u>Page</u>	<u>Contents</u>
1	General Information
3	Administrators & Responsibilities (aka, “who to call?”)
5	Classroom Assistant Responsibilities
6	Statement of Faith & Values
7	Child Protection Plan
12	What about the Little Kids
13	Field Trip Policy



# New Life Homeschool Co-Op

## General Information

### **What is New Life Homeschool Co-Op?**

New Life Homeschool Co-Op is a group of homeschooling families who work together to provide group educational activities for our children. All parents involved are required to serve in the group in some capacity (e.g., by teaching or assisting in a class or by volunteering at a special event). We are a Christian group, and therefore seek to uphold Christian faith and values. New Life Homeschool Co-Op is open to *all* home educators interested in this distinct Christian emphasis.

### **What types of activities does New Life Homeschool Co-Op offer?**

**Weekly Classes:** Weekly classes held for children from PK-12<sup>th</sup> grades. Classes are Thursdays from 12:30-2:30 pm at New Life Family Worship Center. Children will be divided by grade level for 40 minute to 1 hour classes. Parent volunteers teach the classes.

**Special Events:** We will hold special events at New Life FWC throughout the year. These events will include a back to school celebration and a Christmas Party, among other great events. We look to expand our events with growth.

**Field Trips:** We offer field trip opportunities throughout the year. Some are close by, others are further from home. We aim to offer a variety of opportunities for various age groups.

**Testing Service:** We provide a testing service to assist families in complying with state-mandated annual assessments. The testing service is conducted in affiliation with CHEWV (Christian Home Educators of West Virginia);

families must have membership in CHEWV, but not necessarily New Life Homeschool Co-Op, to participate in testing.

**What are the costs?** The annual family membership fee is \$30. In addition, materials fees may be charged for the specific classes each child will attend. For example, art class material fees may be \$15 per child.

**Who do I contact with questions?** The Co-Op is administered by the following volunteers. For more detail, please see the document entitled “New Life Homeschool Co-Op: Administrators and Responsibilities”.

New Life Liaison\ Ministry Head: Renee Howdershelt  
([atdewdrop@aol.com](mailto:atdewdrop@aol.com))

Membership & Treasury Secretary: Amber Murray  
([basketballbum32@yahoo.com](mailto:basketballbum32@yahoo.com))

Communication Secretary: Desiree Howdershelt  
([info@newlifefwc.org](mailto:info@newlifefwc.org))

Class Coordinator: Renee Howdershelt ([atdewdrop@aol.com](mailto:atdewdrop@aol.com))

Field Trip Coordinator:

Special Events Coordinator:

CHEWV Test Center Coordinator:



# New Life Homeschool Co-Op

## Administrators and Responsibilities

New Life Liaison/Ministry Head: Renee Howdershelt ([atdewdrop@aol.com](mailto:atdewdrop@aol.com))

- Overseeing the use of New Life FWC building
- Coordinating the New Life Homeschool Co-Op Calendar with that of New Life FWC
- Ensuring compliance with the New Life Homeschool Co-Op Child Protection Plan
- Protecting the Faith and Values statement of New Life Homeschool Co-Op
- Contact Renee if:
  - o *you have concerns about the safety of children or would like to report a concern about child well-being*
  - o *you have questions about your Reduce the Risk training or applications*
  - o *you have questions pertaining to faith or morality of our group*
  - o *you have general questions about the vision or purpose of New Life Homeschool Co-Op.*

Membership & Treasury Secretary: Amber Murray ([basketballbum32@yahoo.com](mailto:basketballbum32@yahoo.com))

- Managing registration, membership records, and class rosters
- Collecting fees and distributing reimbursements
- Creating the group directory
- Creating name tags for children
- Contact Amber if:
  - o *You are interested in registering for New Life Homeschool Co-Op*
  - o *You know someone who would like to arrange a visit to New Life Homeschool Co-Op*
  - o *You have a question concerning finances*
  - o *You notice a correction that needs to be made to a child's nametag*

Communications Secretary: Desiree Howdershelt ([info@newlifefwc.org](mailto:info@newlifefwc.org))

- Disseminating information to New Life Homeschool Co-Op members
- Managing social media, email updates, and Thursday group announcements
- Contact Desiree if:
  - o *You have a general question about the New Life Homeschool Co-Op schedule*
  - o *You know of a last minute need for a classroom assistant substitute. (\*Please note: IF you must miss Thursday classes, it is YOUR RESPONSIBILITY to discuss your absence with your classroom teacher and to find a substitute if necessary. Please only contact Desiree for a substitute if you have been unsuccessful in finding a substitute or if there is a last minute or desperate need.)*

- *You have an announcement that you would like to share with the group. (\*Please note: to minimize the load of information to our inboxes, Desiree will limit email and Thursday group announcements to information specific to homeschooling or general interests to our group. A place will be designated to post announcements about other special events, home businesses, etc.)*

Class Coordinator: Renee Howdershelt ([atdewdrop@aol.com](mailto:atdewdrop@aol.com))

- Creating the Thursday Class Schedule
- Recruiting teachers and assistants
- Contact Renee if:
  - *You have questions about the course offerings*
  - *You'd like to volunteer to teach a class*
  - *You'd like to sign up to assist in a class*
  - *You are concerned about a need for additional assistance in a classroom*

Field Trip Coordinator:

- Planning and scheduling New Life Homeschool Co-Op field trips
- Collecting field trip fees and deposits
- Assigning field trip leaders
- Contact if
  - *You have a question about an upcoming field trip*
  - *You have an idea for a future field trip or would like to volunteer to plan a field trip*

Special Events Coordinator:

- Scheduling special events, such as a talent show, field day, science fair, etc...
- Recruiting and coaching volunteers to plan and work special events
- Contact if:
  - *You have a question about an upcoming special event*
  - *You'd like to volunteer to plan or assist with a special event*

CHEWV TEST Center Coordinator:

- Managing the CHEWV Test Center held at New Life FWC in the spring.
- Recruiting proctors and assistants and responding to the needs of parents and students.
- Contact if:
  - *You have a question about test registration or procedures*
  - *You'd like to volunteer to assist with testing services*
  - *You are concerned about a potential special need during testing*



# New Life Homeschool Co-Op

## Classroom Assistant Responsibilities

As a classroom assistant, you are expected to do the following:

- Attend class each week. On the first day of class, please exchange contact information with the classroom teacher(s) and assistant(s). **If you are unable to attend a class, it is your responsibility to contact the teacher and other assistants to make arrangements for your absence.** In some cases, if all other adults will be present, it may not be necessary for you to find a replacement. However, if a substitute is needed, it is your responsibility to find a replacement. If you have tried but are unsuccessful, you may contact Desiree Howdershelt, New Life Homeschool Co-Op Communications Secretary, to announce the last-minute need for a replacement. (For nursery volunteers, the same procedure applies: please contact the lead nursery worker and other assistant for your shift to determine if a replacement is needed. If so, it is your responsibility to find a replacement. Please keep in mind that there must be at least two adults in the nursery at all times, as stated in our Child Protection Plan.)
- Help your classroom teacher as needed. This may include retrieving supplies, making copies, managing student behavior, assisting students with their work (cutting, pasting, etc.), or escorting children to/from the classroom. You may also be asked to be a substitute teacher for the class.
- Work with the classroom teacher to restore the room to the condition you found it. Put furniture back, wipe down tables, return materials, etc. If you assist during the last class of the day, please be sure trash bags are placed in the hallway at the end of class.

Our classroom teacher make a great sacrifice of their personal time to plan and teach our children. Let's do all we can to make their jobs easier!



# New Life Homeschool Co-Op

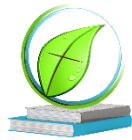
## Statement of Faith

As a Christian homeschool cooperative, New Life Homeschool Co-Op believes:

- the Bible is the inspired and only infallible and authoritative written Word of God. (2 Timothy 3:16)
- there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (Deuteronomy 6:4; Matthew 28:19)
- in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule. (John 1:1; Matthew 1:23; 1 Peter 2:22; Acts 2:22; 1 Corinthians 15:3,4; Hebrews 1:3; Matthew 24:27,30)
- the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (John 14:6; Ephesians 2:8; Titus 3:5-7)

New Life Homeschool Co-Op offers its ministry to all homeschooling families, Christian or non-Christian, who agree to uphold and protect these core beliefs in context of New Life Homeschool Co-Op classes, events and activities.





# New Life Homeschool Co-Op

## Statement of Values

The shared values of New Life Homeschool Co-Op are:

- Respect. New Life Homeschool Co-Op members and children are expected to speak and behave respectfully towards all others in class, on field trips, and at all New Life Homeschool Co-Op events. Please respect the privacy of others, understanding that some families may have greater needs for identity protection. Do not share personal information without consent, and please be sensitive with your postings on social media; if you post pictures with children other than your own, please do not identify those children or “tag” the parents, unless you have permission from those parents to do so.
- Cooperation. New Life Homeschool Co-Op is a “co-op”, and therefore parents are expected to participate in activities by assisting in classes, helping with clean up after events, etc. With reasonable expectations, parents are expected to stay on-site during classes and events. Parents, not teachers, are ultimately responsible for the behavior and discipline of their own children.
- Modesty. Parents and children should strive to dress modestly and appropriately for the occasion.
- Stewardship. Proper respect must be shown toward the facility and grounds where classes meet, keeping in mind that other activities, including meetings and counseling sessions, are held in other areas of the church. There should be no running or yelling inside the church building (except in the gymnasium areas). Children should stay in their assigned classrooms, unless accompanied by an adult. Classrooms will be properly cleaned, with all trash disposed, after use.



# New Life Homeschool Co-Op

## Child Protection Plan

New Life Homeschool Co-Op is a ministry of New Life Family Worship Center and a voluntary cooperative of local homeschool families. It is important to us that we provide a safe, healthy, nurturing environment where families can confidently leave their children and teenagers in classes under the supervision of other parents and teachers and volunteers.

We believe it is our responsibility to protect the children in our care. Children (and parents) need to know that we have taken every reasonable step to ensure children's safety in our ministry.

We believe it is our responsibility to protect volunteer workers in our ministry from being exposed to false accusations of physical or sexual misconduct. To this end, we have screening procedures and safety policies in place to protect our volunteers.

We believe it is our responsibility to protect both this ministry and this church. By requiring child protection training, as well as implementing screening and supervision policies, we are ensuring the good reputation of New Life Homeschool Co-Op and New Life Family Worship Center.

### What we require:

- I. Parental Involvement. New Life Homeschool Co-Op is a Co-Op. Parents are required to volunteer during our Thursday classes as teachers or classroom assistants. Only New Life Homeschool Co-Op parents are to serve in these positions. If a family member, such as a grandparent or older sibling, wishes to volunteer in a classroom, that person must have approval of New Life Homeschool Co-Op administration and must comply with the application process and policies outlined below. With reasonable expectations, which must be approved by New Life Homeschool Co-Op administration, parents are to remain on-site during Thursday classes. We have an "open-door" policy; you are welcome to attend your child's class at any time. Furthermore, we encourage parents to make an effort to get to know one another. The better we know one another, the better we can serve one another.
- II. Completion of a Volunteer Service Application. Applicants must provide sufficient information for a criminal record check AND two character references. New Life FWC and New Life Homeschool Co-Op will cover the cost of background checks, with no additional cost to the applicant. A member of the paid staff of New Life FWC will conduct the background and reference checks and will keep all application materials confidential in a secure location.

- III. Attendance of a Reduce the Risk Training Session. The purpose of these sessions is to raise our awareness of issues involved in child protection and to clarify our procedures for child protection.
- IV. Compliance with Safety Procedures. Our policies are designed to reduce isolation, increase accountability, and protect child health and safety. We expect all New Life Homeschool Co-Op parents to follow these policies:
1. There should always be at least **two approved adults** in each classroom. An adult should not be alone in a room with a child that is not his or her own.
  2. Children should be taught to stay in the **approved areas** for New Life Homeschool Co-Op activities (fellowship hall, gymnasium, assigned classrooms, etc.) and should not be allowed to wander in other areas of the building.
  3. For infants and toddlers in nursery, **diapering** (if not done by the child's parent) should be done in the diapering station in the nursery area. For toddlers or preschoolers who may need **bathroom assistance**, the child should use the bathroom in the nursery or preschool room and the door should remain slightly open (yet ensuring modesty as much as possible) when an adult is in the restroom assisting the child.
  4. Elementary students should use the **restroom** in their assigned class room. Before or after New Life Homeschool Co-Op, they should use the restrooms adjacent to the fellowship hall. Middle School and High School students should also be directed to those restrooms during their classes, as there are no facilities in their classrooms. Elementary classes should have group restroom stops at the restrooms near the fellowship hall before or after gym class. If a child must have a restroom visit during gym, a classroom assistant should escort that child to the restroom, but wait in the hall.
  5. No one should ever feel uncomfortable in the way that they are being touched. **Appropriate touching** means offering a gentle hug or touch on the shoulders, hands, arms, head, or back. Inappropriate touching would include kissing, demanding kissing or hugs, touching of the chest, waist, stomach, bottom, or private areas, or any physical contact that feels uncomfortable or violating. Toddlers and older children should never be allowed to sit in your lap in a way that covers your private area. Instead encourage a child to sit beside you.

6. No form of **physical discipline** will be used on any child by a teacher or a classroom assistant. A “time-out” lasting approximately the number of minutes the child’s age is an acceptable form of redirection. We also incorporate a “three-strikes” policy; after three warnings for bad behavior the teacher should contact the child’s parent. The parent may choose to remove the child from the class that day, or to stay in the room with the child to ensure appropriate behavior.
7. Volunteers should **report** any inappropriate or suspicious behavior to a New Life Homeschool Co-Op administrator or New Life FWC staff member immediately. This includes reporting any suspected abuse being committed by another worker, as well as any child who presents signs of abuse. No one will ever be in trouble for reporting suspected abuse.
8. After completing Reduce the Risk training and being approved through background and reference checks, a **photo identification badge** will be made for each volunteer. Photo badges are to be worn during New Life Homeschool Co-Op classes and during any events in which the children are not under direct supervision of their own parents.
9. Visitors to New Life Homeschool Co-Op who wish to be classroom observers (such as prospective New Life Homeschool Co-Op families, visiting grandparents, etc.) should obtain a **visitor badge** from a New Life Homeschool Co-Op administrator. Teachers should not allow an adult into the classroom who has not received this approval.
10. Children should not be given **food or snacks** other than that which is provided or approved by the parent. To protect children with allergies we ask that all parents avoid sending snacks containing peanuts. (Exception: we believe that Middle School and High School students are capable of determining what foods they are allowed to eat. Therefore, refreshments may be made available to them at their teacher’s discretion.)
11. To protect the health of our youngest children, nursery volunteers are asked to clean any mouthed toys at the end of New Life Homeschool Co-Op classes.
12. It is the responsibility of the teacher to **inform** parents of any unusual incident that results in injury or that could be innocently misconstrued by a child. For example, if a child has a minor **injury** during class (in example, a collision with another child while playing that results in a bump on the head, a child falls and scrapes a knee, etc.), the teacher should be certain to inform the parent of the incident at the end of class. (in the event a child is

more seriously injured or there is any concern that the child may need treatment, please notify the parent immediately.)

13. Parents and Teachers are expected to follow **secure pick-up** procedures. All elementary or younger children will have marked on the back of their name tags the parent's name, the parent's cell phone number, and the names of any family members who have permission to pick up that child from New Life Homeschool Co-Op. Nursery and Preschool children are to be picked up in their classroom by the parent wearing a name tag. Teachers or assistants should confirm the match of the parent with the child before releasing the child. Elementary age children are to be escorted by their teachers or assistants should confirm the match of the parent with the child before releasing the child. Elementary age children are to be escorted by their teachers or classroom assistants into the fellowship hall at the end of class. Parents are asked to pick up their children in the fellowship hall and leave through the fellowship hall entry. Volunteer door monitors will check name tags of parents and children as they leave the fellowship hall. Teenage siblings may also pick up nursery, preschool, or elementary children, if it is noted on the child's name tag that they may be released with that sibling. Younger children will not have permission to pick up their siblings.



# New Life Homeschool Co-Op

## What about the Little Kids?

Babies and toddlers are welcome at New Life Homeschool Co-Op. Your little ones who are too young for preschool are welcome anywhere you are during New Life Homeschool Co-Op classes. We offer several options for you during our Thursday classes.

- We provide a safe nursery area where you may leave your children with New Life Homeschool Co-Op volunteers at any time during our Thursday classes, whether you are assisting in a class or taking a break. To maximize the security of our nursery area, we ask that you stay in this room only long enough to acclimate your child to the nursery; we have found that too many adults in the area makes the job of the nursery volunteers a little more difficult. If you would like to stay in the nursery, please consider signing up as a nursery volunteer to fulfill your New Life Homeschool Co-Op volunteer responsibility.
- If you would like to stay with your little one, we have designated a special room as the “Mommy and me” space. This is a place where you can visit with other moms while your children play under your supervision. Toys and activities for babies and toddlers will be available so your little ones can play while you get a much needed chance to chat.
- Finally, please keep in mind that your little ones are welcome wherever you are! If you would like to keep your young children with you while you assist in a classroom, you are welcome to do so. We ask you to please be sensitive that they are minimally disruptive during class time.





# New Life Homeschool Co-Op

## Field Trip Policy

*Please read this policy carefully, and ask questions before making any field trip reservations. All questions and concerns about field trips should be directed to the New Life Homeschool Co-Op Coordinator.*

- All New Life Homeschool Co-Op families are welcome to attend any or all field trips.
- All field trips will have a designated RSVP date.
- Reservations will be confirmed when your deposit is received.
- "FREE" field trips will require a \$10 family deposit at sign up which will be refundable upon participation.
- Payments must be placed in an envelope with the following information:
  1. Your name
  2. Amount enclosed
  3. Name of Field Trip
  4. Number of reservations for said trip
- Any reservation monies not used will be considered a donation to the field trip organization.
- All field trips will begin promptly. Please plan on arriving 10-15 minutes early to sign in.
- Please call or text any last minute attendance changes or questions to the field trip coordinator.

Family Name:



2018-2019 Commitments of Faith, Values, and Child Protection

Part 1: Commitment of Faith

As the representative of my family, I have read and understand the New Life Homeschool Co-Op Statement of Faith. I understand that New Life Homeschool Co-Op offers its ministry to all homeschooling families, Christian or non-Christian, who agree to protect the core beliefs of New Life Homeschool Co-Op in the context of New Life Homeschool Co-Op classes, events, and activities. In all capacities that we participate in New Life, my family will support the core beliefs of New Life Homeschool Co-Op.

\_\_\_\_\_

(signature of family representative)

\_\_\_\_\_

(date)

Part 2: Commitment of Values

As the representative of my family, I have read and understand the New Life Homeschool Co-Op Statement of Values. In all capacities that we participate in New Life Homeschool Co-Op, my family will behave in accordance with the values of respect, cooperation, modesty, and stewardship. We will endeavor to treat others well and to represent Thesis in an honorable way.

\_\_\_\_\_

(signature of family representative)

\_\_\_\_\_

(date)

Part 3: Commitment to the New Life Homeschool Co-Op Child Protection Plan

I have read the New Life Homeschool Co-Op Child Protection Plan. I understand that these policies are put in place by New Life Homeschool Co-Op to protect the safety of our children, the integrity of our adults, and the good reputation of both New Life Homeschool Co-Op and New Life FWC. I agree to comply with these policies, as a parent and as a teacher/assistant at New Life Homeschool Co-Op.

\_\_\_\_\_

(signature of family representative)

\_\_\_\_\_

(date)