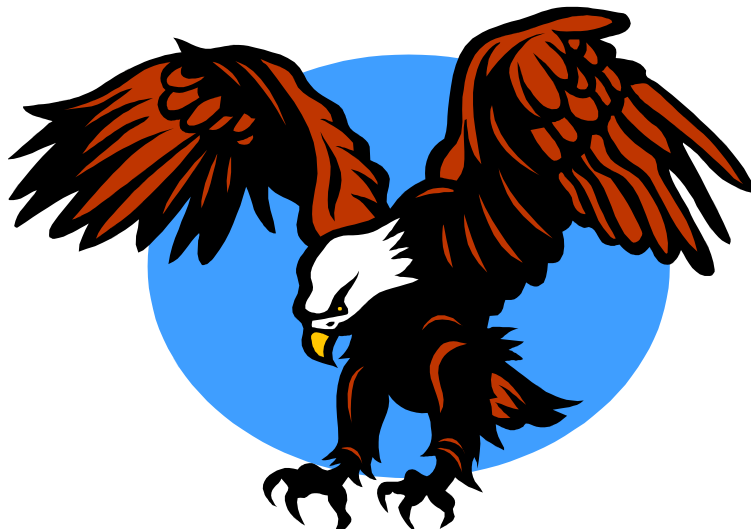


# HERITAGE CHRISTIAN ACADEMY

## CO-OP HANDBOOK 2011-2012



"Those who hope in the Lord will renew their strength.  
They will soar on wings like eagles;  
they will run and not grow weary,  
they will walk and not be faint."

Isaiah 40:31

## Table of Contents

|  |          |
|--|----------|
| <b>WELCOME.....</b>  | <b>1</b> |
| <b>INFORMATION FOR PARENTS.....</b>                          | <b>1</b> |
| Heritage Christian Academy Website.....                      | 1        |
| Attendance and Progress Reports .....                        | 1        |
| Importance of E-Mail.....                                    | 1        |
| E-Mail to the Co-op .....                                    | 2        |
| HCA SwapShoppe .....   | 2        |
| Withdrawal from Co-op.....                                   | 2        |
| Expectations of Students.....                                | 3        |
| Expectations of Parents.....                                 | 3        |
| Suggestions .....  | 3        |
| Dress Policy .....   | 4        |
| Getting Students to Class/Picking up Students.....           | 4        |
| Co-op Student Area.....                                      | 5        |
| Choir Students.....  | 5        |
| Volunteering .....   | 5        |
| Achievement Night Reception/Christmas Program Reception..... | 6        |
| What Co-op Offers Moms .....                                 | 6        |
| <i>Mom's In Touch</i> .....                                  | 6        |
| <i>Mentor Program</i> .....                                  | 6        |
| <b>TEACHER INFORMATION.....</b>                              | <b>6</b> |
| Teaching Is A Priority.....                                  | 7        |
| Substitutes .....  | 7        |
| Dividing Teacher Responsibilities.....                       | 7        |
| Class Kits .....   | 8        |
| Instructional Content.....                                   | 8        |
| Nursery/Eagle's Nest .....                                   | 9        |
| Discipline in the Classroom.....                             | 9        |
| Teacher and Student Dress Policy .....                       | 10       |
| Class Supplies .....   | 10       |
| Class Supply Reimbursement .....                             | 10       |
| Teacher Arrival .....  | 11       |
| Class Dismissal.....   | 11       |
| Prayer Before Class.....                                     | 11       |
| Clean Up After Class .....                                   | 11       |

|                                       |           |
|---------------------------------------|-----------|
| Attendance Folders .....              | 12        |
| Procedure for Field Trips .....       | 12        |
| <b>ADMINISTRATIVE COUNTER.....</b>    | <b>13</b> |
| Check at the Counter.....             | 13        |
| Sign-up Sheets .....                  | 13        |
| Mail Box System.....                  | 13        |
| Administrative Desk Caddy Box .....   | 14        |
| TV/VCR.....                           | 14        |
| Camera .....                          | 14        |
| Lost and Found .....                  | 14        |
| First Aid Kit .....                   | 14        |
| <b>MISCELLANEOUS INFORMATION.....</b> | <b>14</b> |
| Food/Drinks .....                     | 15        |
| Who to Contact .....                  | 15        |
| Snow Days .....                       | 16        |
| Emergency Plan .....                  | 16        |
| Class Pictures .....                  | 16        |
| Yearbook.....                         | 17        |
| Fundraising .....                     | 17        |
| Nashville Children’s Theatre .....    | 18        |
| Nashville Symphony.....               | 18        |
| Reading Programs.....                 | 18        |
| Business Directory .....              | 18        |
| Achievement Tests.....                | 18        |

## **WELCOME**

We would like to welcome you to the Heritage Christian Academy Elementary program. We intend for this program to assist you with your home-schooling efforts. This cooperative program will highlight specific academic areas that your child should be exposed to for his/her particular grade level.

We all have to work together to make our co-op happen. Therefore a parent from each co-op family is required to teach two six-week classes. And teaching classes is an awesome experience for everyone. Parents can network and make new friends teaching with other parents, and you can learn different teaching styles and tips from each other to use in your own home school. Plus our children make lifelong friends in the process.

This year our co-op classes will meet on Fridays at New Hope Baptist Church. The day will begin with a short devotion and prayer at 9:30 a.m. Co-op classes meet from 10:00 a.m. until 12:00 noon. We will have a lunch break from 12:00 to 12:30. Enrichment classes will meet from 12:30 p.m. to 3:00 p.m.

## **INFORMATION FOR PARENTS**

### **Heritage Christian Academy Website**

The school website is: [www.heritage-christian-academy.com](http://www.heritage-christian-academy.com)

### **Attendance and Progress Reports**

These can be found at our web site (see above) in the Co-op Forms Section and are to be completed on each child you are homeschooling. One needs to be printed out and completed for semester 1 and turned in by January 15<sup>th</sup> and the other needs to be printed out and completed for semester 2 and turned in by July 15<sup>th</sup>.

### **Importance of E-Mail**

It is vitally important that you have and maintain an e-mail address. Most of our communication is done through our Yahoo Group. You are expected to read your e-mails and keep up with what is happening. We suggest you check for HCA e-mails periodically throughout the week but most importantly on the day before or the day of co-op, or before a big event in

case anything changes. You will be able to save and print out important documents that we use such as the enrollment directory, class roster, and even this handbook from your home computer.

If you do not have e-mail, perhaps you can use a friend's or relative's e-mail address and they can call you with pertinent information. Or perhaps you can find another HCA co-op mom who would be willing to call you and let you know what is going on. But please be aware that you will be missing out on a lot without this vital connection.

### **E-Mail to the Co-op**

To send an e-mail to the HCA Co-op group, send it to the following address: [HCAelementary@yahoogroups.com](mailto:HCAelementary@yahoogroups.com). All e-mails are screened for appropriateness. Only e-mails whose content is deemed necessary by the administrators and that pertains to the co-op or some other topic related to home school will be sent on.

### **HCA SwapShoppe**

If you have something you want to sell, you can post that on our other Yahoo group, the HCA SwapShoppe. This group is for buying, selling, renting, swapping or giving away any kind of item and is to be advertised exclusively by HCA families. There is no fee for joining and there is no fee charged for buying or selling. Everything you make, you keep. If you would like to join, contact Sharon Pustejovsky at [sjra@tds.net](mailto:sjra@tds.net).

### **Withdrawal from Co-op**

If at some point after you register for the next school year, you decide you want to withdraw from co-op, you will lose your co-op fee and will not be able to participate in enrichment classes. If enrichment classes have not started, we will refund your money for those enrichment classes that require fees. You can, however, participate in the activities that are open to the umbrella students such as the International Fair, Science Fair, and yearbook pictures. You would not be able to participate in co-op graduation, LBL, Harvest Party, Father-Daughter Banquet or those activities put on by our co-op parents. If we opened up those activities to the umbrella students we would put an enormous amount of work on our co-op parents because of the number of umbrella students that we have. We hope that no one will change their mind after they have registered. We are a great support to one another and if you find that you must withdraw for a year, we hope and pray circumstances will change for you to come back the following year.

## **Expectations of Students**

We expect students to:

1. Be well-disciplined.
2. Be respectful to their elders.
3. Be respectful of the property of others.
4. Be kind to others.
5. Complete assignments given to them.

We ask that you be sure and go over these expectations with your children. *Also, it is the expectation that when students are not in class, they must be under your supervision at all times and not an older sibling. We cannot allow children to be running unsupervised in the building.*

## **Expectations of Parents**

We expect parents to:

1. Be in their classes to teach at the appointed time.
2. Love children.
3. Be able to control a class of students.
4. Be well-prepared for their classes.
5. Make their classes age-appropriate and interesting.
6. Not be prone to gossip or inappropriate behavior.
7. Love the Lord.
8. Be positive and not complain to others.

## **Suggestions**

If a parent has a suggestion on how things at HCA can be improved or a concern about a co-op situation, please see one of the co-op Administrators. Any suggestions can also be e-mailed or put in the co-op mailbox suggestion file folder.

## **Label Your Children's Possessions**

Before you bring your children to co-op, be sure your child's name is on everything he/she will be using – backpacks, lunch boxes, folders, books, coats, etc. Many times there is someone who will leave something behind in a classroom and it is much easier to get it back to the owner if his/her name is on it. We also have a lost and found, but we will only keep items in the lost and found for two weeks and then the item will be disposed of.

## **Dress Policy**

As a Christ-centered organization, our conduct and attire should reflect our beliefs and be a witness to the world. We expect everyone to be clean, neat, and modest. Listed are some guidelines to help you. These apply to grades K-12.

1. No inappropriate slogans, pictures, advertisements, celebrities
2. Nothing too tight, too low, too sheer
3. No tube tops, spaghetti straps, crop tops (no exposed bra straps)
4. No exposed bellies or backs
5. Shoes must be worn. No skate shoes allowed.
6. No hats (caps) for guys or girls. We want to see your eyes.
7. No short shorts/skirts. These should not be any shorter than 1 inch above the knee. If you have something shorter that you would like to wear you must have leggings visible underneath. No cut-offs allowed.
8. Jeans with small holes are permitted. However, to eliminate holes in revealing places, no holes higher than mid-thigh are allowed.
9. No facial or tongue piercing. Some find this offensive/distracting.
10. Please bathe, use deodorant and wear clean clothes. Body odor is offensive. If you are wondering if we can smell you, we probably can.

When a co-op student is not within our dress policy, the parents will be notified, asked to sign a note acknowledging their understanding of the dress code, and asked to make sure their child complies with the dress code in the future. Parents, we ask that you take the responsibility of making sure that your student is appropriately dressed each time they attend co-op or any HCA function. As adults, it is our responsibility to teach our children that life does consist of rules, sometimes even rules that we may not necessarily like, but we must abide by them. Please know that we love each and every one of the students that comes through our doors. We do not in any way enjoy the task of enforcing these rules; however, we must do so, in order to maintain the standards of our school as a Christ-centered organization.

## **Getting Students to Class/Picking up Students**

It is the parent's responsibility to make sure they get their children to their classes in a timely fashion. The parents need to be sure their children get to

the right room and are picked up on time after class. We ask that parents get their children to regular co-op classes five minutes before class starts and that they be picked up promptly at the end of class. There will be a \$5.00 charge for every 15 minutes that your child is left at co-op after class has been dismissed and you are not there.

### **Co-op Student Area**

Co-op students and parents may congregate in and around the administrative area in the Welcome Center. This is the area in the front of the Life Connection Center by the glass doors where you will find the sign-up sheets and mailboxes. We also ask that parents closely watch their children in the Co-op Student Area. Please do not allow your children to run, climb on the banisters, play in the play center, nor to make too much noise. High School Tutorial classes meet just upstairs, and the church offices are a short way down the hall. We want New Hope Baptist Church to continue to allow us to use their facility so we need to be respectful of their property and work environment.

### **Choir Students**

Choir will be held in the choir room downstairs in the main Worship Center. The choir students need to be in the foyer of the Life Connection Center 5 minutes before their particular choir session (12:30 or 1:00) begins. They will then line up in the hallway and choir escorts will escort them to the choir room. Students must be absolutely quiet while walking past the church offices and through the church to the choir room. If you arrive late with your child and see that the group has already left and been escorted to the choir room, it will be the parent's responsibility to accompany the student(s) there.

### **Volunteering**

As a co-op we depend on our parents to volunteer to make this co-op program a reality. The more parents we have who are willing to volunteer, the more we will be able to offer to our children.

We have many activities that need leaders and volunteers. We ask that you volunteer for at least two volunteer positions. You are always welcome to volunteer for additional positions. We have evaluation forms from previous years for the activities we have had that you can review, which will tell you what we have done previously and how we did it. If you have not yet signed

up for a volunteer position, please see administration for a list of the activities.

### **Achievement Night Reception/Christmas Program Reception**

If you are a parent of a fifth or sixth grader, this pertains to you. The Christmas Program Reception is put on by the sixth-grade parents who will host and coordinate it. This is the reception that directly follows the Christmas Program where the choir and drama classes perform. One sixth-grade parent needs to volunteer to be the leader to head this up. The sixth-grade parents will be in charge of setting up, decorating, serving, and cleaning up this reception. All co-op parents will be asked to bring a dish.

The Achievement Night Reception is put on by the fifth-grade parents who will host and coordinate it for the outgoing sixth graders. This is the reception that directly follows Achievement Night graduations of kindergarten and sixth grade. One-fifth grade parent needs to volunteer to be the leader to head this up. The fifth-grade parents will be in charge of setting up, decorating, serving, and cleaning up this reception. All co-op parents will be asked to bring a dish.

### **What Co-op Offers Moms**

#### ***Mom's In Touch***

In order to help moms network, we offer Moms In Touch, coordinated by Julie Lopez. The goals are to have goodies each week at a Mom's Meet and Greet at 10:00 in the lunch room, monthly outings, and annual activities. Watch for notifications by email!

#### ***Mentor Program***

We also have a mentor program for our new homeschool moms. This is for all parents who are new to the co-op. You may have questions or concerns come up throughout the year and need some friendly support. The mentors are moms who have already homeschooled and been with the co-op for at least a year and are willing to be a friend and mentor to a mom just starting out with HCA. The mentor will be available to answer questions, provide advice, and offer encouragement to these new moms. Mentors are assigned through administration.

## **TEACHER INFORMATION**

## **Teaching Is A Priority**

As teachers of the co-op and in ministry to our children, it is of utmost importance that you are here on the days you are scheduled. If you are scheduled to teach, for example, the first six weeks, please do not schedule an appointment on Fridays during co-op time for those six weeks. It is not fair to the other teacher(s) if you do not show up. We, of course, understand when you cannot make it because there is a sickness or some other unforeseen emergency develops. This is why we have substitute teachers; however, we hope we do not have to call on the substitutes often. Also, be sure to check your calendar at the beginning of each six-week period to see where you are supposed to be. We have had parents forget to show up to teach on the first day of a new six-week period. Our co-op works beautifully and is a blessing to our children when everyone shows up to do their part.

## **Substitutes**

Every co-op parent will be put on a sub list for one six-week period and if called will be expected to sub for that day. So that means that everyone will teach two six-week periods, sub for one six-week period, and be off the fourth six-week period. This includes enrichment class teachers and nursery workers as well as co-op teachers.

**If you have to miss a co-op class you would call the sub coordinator** and let her know and she will find a sub for you. Simone Howard is the co-op sub coordinator. You will be able to find her phone number in your enrollment directory. If you miss more than two classes in a six-week period, your name will go at the top of the next sub list to be called first the next six week period you are not teaching.

Also, if you find you have to call in for a sub we ask that you call as soon as you know you will be missing a class, preferably no later than Thursday evening, as it will make it easier to get the subs lined up. Of course, we understand that circumstances arise with sick children that do not reveal themselves until right before class, but as a general rule, please call us as early as possible. Also, if you call in and happen to be the teacher with the class kit, you will need to make arrangements to get it to your co-teacher(s) to bring to class.

## **Dividing Teacher Responsibilities**

You and your co-teacher(s) are equally responsible for teaching your class. One teacher is not subordinate to the other teacher(s). Therefore, just

because you have been in the co-op for several years, you should not “delegate” what to do in the class to the other “less experienced” co-teacher; and on the other hand, just because you are new to the co-op, you should not defer to the other “more experienced” co-teacher. You all need to agree on your plan of teaching, respecting each other’s unique gifts. For example, one person could do the teaching of the class and the other person could do crafts. Discuss with each other the best way to teach your class together and make sure you are aware of your responsibilities before the class begins.

### **Class Kits**

Every class subject has a class kit that has in it resources and previously developed syllabuses to teach the class. You may use whatever materials you find useful in the kits. Teachers are expected to keep them neat. Please do not turn in a messy class kit at the end of your six weeks.

Tina McMahel is coordinator for all the class kits her email address is [tinamcmahel@hotmail.com](mailto:tinamcmahel@hotmail.com). Please contact her if you have any questions concerning class kits.

### **Instructional Content**

Most of our classes focus on history, social studies, or science. We do have syllabuses from previous years that you may use as a guide and these will be found in the class kits. Feel free to use whatever resources are in the class kits, or you and your co-teacher may decide to do something different. You can be as creative with your class as you like and be sure to plan lots of hands-on and fun activities. This is a time for the children to get to know one another and make friends and learn something at the same time. We also offer a Class Planning Day in April where you can meet with your co-teacher and other veteran HCA teachers to plan your class. Child care is available that day.

We ask you to avoid teaching issues that may be deemed controversial, i.e., human reproduction in a health class or Halloween. There are certain subjects that parents want to teach their own children at the right time in their own homes, so please be sensitive to this. If you have a question about a certain topic you want to bring up in a class, check with one of the administrators.

We are a Christian co-op and as such, we encourage you to use the Bible and Christian-based instructional materials in your class; however, we do also

ask you to avoid teaching denominational beliefs. We are all Christians who believe in the basic Christian principles as outlined in our statement of faith. We, however, are of many denominations and our individual beliefs may differ slightly on how we live out our Christian life. If you keep Christian teachings basic in your class, you should do fine. If you have a question about something in this area, feel free to ask one of the administrators.

### **Nursery/Eagle's Nest**

If you are teaching and have nursery age and/or preschool children, they may stay in the Eagle's Nest while you are teaching. We have a regular nursery for bed babies and toddlers. For the 3 and 4-year-olds, we have a pre-K class that is held during co-op hours. The children will have planned activities and will be learning some helpful things as well. Please be aware that the nursery is not a drop-in daycare center. It is a service we offer only to those parents who are teaching co-op, enrichment, and/or tutorial classes and only during those hours that the parents are teaching. If you drop your child off and leave and are not teaching, you will be charged \$20.00 an hour. Parents need to sign their child in and then sign their child out when he/she is picked up.

### **Discipline in the Classroom**

We expect all students to be well-disciplined (see page 1). HCA wants our co-op classes to be pleasant for everyone, students and teachers. It is the teachers' responsibility to keep their students under control. Please do not let a student continue on over the 6 weeks you are teaching with bad behavior. Please do not have the mindset that you only have to teach for 6 weeks and if you just put up with the bad behavior until the 6 weeks is over, the next teachers can handle it. This mindset is not fair to the students or the other teachers and will just prolong the problem. Bad behavior must be dealt with when it happens. Bad behavior includes but is not limited to: continually disrupting the class by not staying seated or talking; not listening when asked to do something; bullying other children in class; or name calling or being disrespectful and rude. At the first sign of misbehavior, you will want to report to the parent the problem you are having with the student. The parent may be able to deal with the problem at home or give you an idea of how to handle the problem.

If you are teaching in grades K through 6 and you have an unruly student, try to correct the student in the classroom. We do not condone spanking or physical punishment of any child while at co-op. If after a couple of

attempts at disciplining the student in the classroom have failed, one of the teachers may bring the student to the administrative area where that student will sit out the remainder of the class and his/her parents will be called to come and pick the student up. If behavior problems persist after this, the student will not be allowed back for that six-week period. We have rarely if ever had to utilize this procedure.

If you are a teacher in the pre-K area and encounter a discipline problem, you may use time-out and we suggest that you explain the situation to the parent when they pick the child up and ask the parent to recommend how to handle it in the future. The parent knows the child better than anyone. It may be that the parent just needs to talk to the child when they get home and explain the consequences of the behavior should it happen again.

### **Teacher and Student Dress Policy**

We ask that our teachers adhere to the dress policy and also make sure the students adhere to the dress policy. (Please see Dress Policy in the Information for Parents Section.) If a student is wearing a cap, spaghetti straps, or some other non-dress code item, it is up to the co-op teachers to take the child to one of the co-op administrators.

### **Class Supplies**

Most supplies are available in the class kits such as crayons, glue sticks, scissors, colored pencils, pencils, and markers. The co-op has some supplies on hand such as paints, paintbrushes, some craft items, etc. If you are doing a craft and need supplies, check with one of the administrators at least a week or two in advance before the supplies are needed to make sure you have all of your supplies together before you come to class.

### **Class Supply Reimbursement**

There is a \$15.00 supply reimbursement per class. If you have checked to see if we have the supplies you need and we do not, you may purchase supplies and be reimbursed up to a \$15.00 value per class. ***You must have a receipt to receive your reimbursement.*** Turn your receipt in at the administration counter or to Katrina Hagerty.

### ***Items that will not be reimbursed with \$15:***

Copies (We will make your copies for you if you have turned them in by the summer deadline – to be announced)

Field trip admission fees

Food for snacks or parties

Books (If you want a book, see administration about purchasing or perhaps someone will donate it)

If you have a project that will cost more than \$15, such as painting a T-shirt, you can always have parents bring a T-shirt from home or ask the parents to chip in a couple of dollars to buy them at Hobby Lobby when they are on sale. Or if you are planning a field trip with an admission fee, let the parents know how much it is beforehand. Most parents can probably come up with a few dollars for a field trip if it is not too expensive.

***Examples of items that will be reimbursed with the \$15:*** Items for craft projects such as: Modeling clay, Plaster of Paris, ribbon, doilies, chalk, sponges, etc., etc. Items for science projects such as: Iodine, tongue depressors, rubbing alcohol, battery, wire, plant seeds, potting soil, etc., etc. If you have a question, please check with administration. Any supplies purchased with the \$15.00 reimbursement that are left over and not used in class should be left in the class kits, as they are property of HCA.

### **Teacher Arrival**

Teachers need to arrive at their co-op class, preferably a half hour before class starts, in order to get organized, get supplies ready, and be prepared to start co-op on time.

### **Class Dismissal**

Teachers may release their individual classes at the end of co-op according to their watch. For the younger children in grades kindergarten, first, and second, the parents need to pick up their child from class unless you get permission from the parent to release the child from class.

### **Prayer Before Class**

We ask that all teachers start out their classes with a prayer. This is honoring to God and begins the day on the right track.

### **Clean Up After Class**

All teachers are responsible for making sure their classrooms are clean after class. New Hope Baptist Church is blessing us by allowing us to use their facilities and we want to bless them by taking care of their building after we have used it. Co-op teachers are to do the following:

1. Tables, counters, and sinks are to be sprayed and wiped down (we will supply you spray cleaner).
2. If you are the last class in the room, stack the chairs neatly. Otherwise, put chairs back where they belong at tables.
3. Pick up anything on floor. Vacuum if necessary.
4. If your room has a bathroom, make sure toilet is flushed and paper is picked up off the floor.
5. Place pencils, crayons, etc. neatly back into the class kit.
6. Take class kit home with you unless it is the last day of the six weeks in which case you would return it to the administrative area.

The **nursery workers** are to do the following after each co-op session:

1. Pick up any toys that are used.
2. Sweep up any dry spills.
3. Mop (or use paper towels) with Clorox (in cabinet) only if you have any wet or sticky spills on hard surfaces. Mop/broom is in cleaning closet. Return them when finished.
4. Take trash (include diaper pail trash) to dumpster. Put a new liner in trash can in room. Do not leave any soiled diapers in the trash.
5. Make sure nursery toilet is flushed.

### **Attendance Folders**

The teachers are responsible for taking attendance each week by marking the attendance sheet in the attendance folder. The attendance folder is kept in the class kit. At the back of the attendance folders are the Participant Forms with medical, allergy, and insurance information. There should be one for every student in your class. You will take the attendance folder with you on field trips so you have the health information on each child in case of an emergency. ***Please review the medical and allergy sections to see if any child in your class has a special need.*** There will also be Field Trip Forms in the attendance folders.

### **Procedure for Field Trips**

If your class is planning on taking a field trip, you must make sure you have a Participant Form for each student in the attendance folder. The signed Participant Form shows the parents have given permission for the field trip and also shows any insurance and family doctor information. You must take the attendance folder with you on the field trip so that in case of an emergency, you have a record of each child's health information. Please try to notify parents of the field trip at least two weeks in advance.

Remember when planning field trips for the younger grades to have enough car seats and booster chairs for every child. If two hours is not enough time for the field trip, you may contact parents about meeting early to leave for the field trip. Please be sure that students have enough time when they return from the field trip to eat their lunch and get to any enrichment classes they participate in.

As a parent, you are usually welcome to attend a field trip your child's class is taking and many times parents are needed to help drive; just ask your child's teacher. However, if you are teaching another co-op class, we would prefer that you keep your obligation to teach the class and not attend the field trip. If you are uncomfortable with this arrangement, you may get another family member to attend the field trip with your child in your place.

As a teacher, you must sign out at the administrative table before you leave on your field trip and leave information regarding where you are going, phone numbers on how you can be reached, and a list of everyone who is attending the field trip, including parents and siblings. Again, you must take the class attendance folder in case of an emergency. You may have your class meet in the classroom or in the co-op administration area, whichever is best for your group. Please do NOT plan to meet in the lunchroom or outside. This makes that area too congested for families coming and going.

## **ADMINISTRATIVE COUNTER**

### **Check at the Counter**

Parents need to come in when they bring their children and check the administrative counter to see if there is any information that they need or to see if they need to sign up for co-op events.

### **Sign-up Sheets**

There are signup sheets at the administrative table to check out on field trips, sign up for activities, etc.

### **Mail Box System**

Every family has a mailbox (hanging file folder) in the large plastic file box on the administrative counter. All families are filed alphabetically. Be sure

to check your mailbox **AFTER** co-op on Friday for important information that we may be putting in during co-op. Please do not allow your children to pick up your mail for you. We have learned from past experience that your mail will not always get to you if your children pick it up.

### **Administrative Desk Caddy Box**

We have a supply box at the administrative counter for extra supplies you may need on occasion such as teacher-size scissors, sharpies, a stapler, 3-hole punch, Post-it-notes, staple puller, masking tape, scotch tape, etc. Just ask someone at the administrative counter if you need to use one of these items.

### **TV/VCR**

We have rooms with a TV/VCR and a TV/DVD available if you are going to show a video or DVD during class. Check with administration to schedule. These need to be scheduled from the 11:00 to 12:00 hour.

### **Camera**

We have a camera at the administrative counter for those moments in your class that you want to capture in a picture. Feel free to sign it out anytime – during class or for field trips, special speakers, etc. We also encourage you to bring in your digital camera from home. We need as many pictures as we can get for our yearbook and we can also post them on our web site. If you have pictures from co-op activities that you would like to post on our web site, send them to Ed Hagerty at [EHagerty@comcast.net](mailto:EHagerty@comcast.net).

### **Lost and Found**

We have a Lost and Found box at the administrative table for items that are left after co-op. We encourage you to make sure your child's possessions are labeled with their name. We cannot be responsible for things that are left in classrooms and on campus. We will keep unlabeled and unclaimed items in the lost and found for two weeks before we dispose of them.

### **First Aid Kit**

We have a small first aid kit at the administrative counter for minor injuries. This contains mainly Band-aids and antibiotic cream.

## **MISCELLANEOUS INFORMATION**

## **Food/Drinks**

Snacks and water are available in the Fellowship Hall area: Water is \$0.50/bottle; snacks are \$0.75 an item. **NO SNACKS OR DRINKS ARE ALLOWED IN THE CLASSROOMS. THE ONLY PLACE IN THE BUILDING SNACKS OR DRINKS ARE ALLOWED IS IN FELLOWSHIP HALL.** Younger students will have a scheduled time to eat snacks in Fellowship Hall before 11:00. Teachers are to make sure crumbs, drink boxes, papers, etc. are picked up before returning to class.

We have a scheduled lunch time from 12:00 to 12:30. Parents and children may eat in Fellowship Hall or in the Welcome Area at that time. You may bring a packed lunch or you may order pizza and/or chicken sandwiches. ***Orders for pizza and chicken sandwiches must be placed and paid for by 10:15 a.m. Parents must go to the tutorial room to place orders.*** Pizza is \$1.00 a slice and a chicken sandwich is \$3.00 (Prices subject to change). Orders will arrive at 11:30 and will be set back until lunch time and you will need to go to the lunch area to pick them up. There is a microwave in Fellowship Hall for reheating food. Please make sure you clean up after yourselves when you are finished.

## **Who to Contact**

Contact Katrina Hagerty

- when you have a question about tutorial or an activity involving tutorial

Contact Dena White

- when you have a general question about HCA.
- when you have a question about the Yahoo group or change your e-mail address.

Contact Tina McMahel

- when you have a question about the class kits or supplies.
- when you have a question about a volunteer position.
- when you have a question about Nursery or Eagles Nest.

Contact Sharon Pustejovsky

- when you have a change in your personal information, i.e., address or phone number.
- when you have a question about enrichment classes.
- when you have a question about Kroger Cares.

### Contact Jennifer Leath

- when you have a question about co-op events.
- when you have a question about the mentor program.

### Contact the Sub Coordinator – Simone Howard

- when you are scheduled to teach and need to miss a class.

### Contact Kelley Dew

- when you have a question about Achievement Tests.

We will do our best to help you ASAP; however, keep in mind that we are home schooling moms whose first priority is our children.

### **Umbrella School Registration and High School Tutorial**

Contact Katrina Hagerty at [busytrina@comcast.net](mailto:busytrina@comcast.net) for any questions regarding the umbrella school or high school tutorial program.

### **Snow Days**

Closings are listed on Channels 2, 4 and 5 as: Heritage Christian Academy – Mt. Juliet – and no other variation of the name. An email will also be sent out.

### **Emergency Plan**

If you are a registered nurse, have medical experience, or CPR training, we would like your name to be placed on a roster of those people we can call upon in case of an emergency. Please see Dena White for this.

In the event of a severe weather emergency, all teachers will be notified by administration as to where to take the students.

### **Class Pictures**

We have a professional school photographer who comes to the co-op in the fall to take pictures of our students. You will be notified of the dates he will come. If you like the pictures, you will be able to purchase these. The fall picture will be put in the yearbook. If you do not want that picture in the yearbook, you may put another picture of your own in. See administration for details on how to do this.

## **Yearbook**

We put a yearbook together every year that is printed and distributed the following year. Class pictures are included as well as other pictures taken during the school year of events, parties, field trips, and interesting things going on in the classrooms. The parents are instrumental in helping to take pictures of what they are doing in their classes and on field trips with their digital cameras. If you have pictures from co-op activities that you would like to post on our web site, send them to Ed Hagerty at [EHagerty@comcast.net](mailto:EHagerty@comcast.net). For the first time this year, yearbooks will be ordered online. Additional information will be sent out later on how to order them.

## **Fundraising**

We have a couple of different fundraisers we utilize to help purchase items for our co-op, such as a copy machine and an ice machine. An easy way to earn money for our co-op is to save Box Tops for Education that you can find on many food products. We get 10 cents for each box top you save and turn in. There is a box in the administrative area where you may deposit your box tops.

We also have Kroger Cares cards where a percentage of your grocery bill is donated to our co-op whenever you shop at Kroger and present your card. It is very easy to use and is a great way to help our co-op. Contact Sharon Pustejovsky about getting a Kroger Cares card. The first \$20.00 you earn with your card goes into the HCA fund and then 4% of what you buy after that is yours. Funds you earn by using your Kroger Cares card after this initial \$20.00 may be used to save for your family to attend our camping trip to Land Between the Lakes. This is a fun fall trip for the co-op and tutorial students that we do on a biannual basis. Parents also may attend. We stay in dormitories and learn lots of fun things from the park rangers and participate in lots of exciting activities. It is very educational and is a very memorable time. If you decline using the funds towards your LBL trip, the funds will be used to benefit HCA. Our next LBL trip will be the fall of 2011.

We also have a Little Caesar's fundraiser at the beginning of the school year. The tutorial promotes this, but co-op participates also. Jeana Williams, in tutorial administration, is the administrator for this.

### **Nashville Children's Theatre**

Trully Mason will handle ticket reservations for our group to attend the Nashville Children's Theatre productions. A form will be e-mailed to everyone to be filled out if you are interested. This is a great opportunity to introduce your children to the dramatic arts. NCT has been rated as one of the top five children theaters in the nation.

### **Nashville Symphony**

This is for 5<sup>th</sup> grade and up. For more information, please check with tutorial administration.

### **Reading Programs**

We have several reading programs available throughout the year. One of our parents promotes our Scholastic Book Club. We will have fliers available periodically in the administration area for you to order Scholastic books. You can get some really good deals on some great books for your children's library. Another parent promotes the Book-It reading program, which is sponsored by Pizza Hut. Your child can earn pizza rewards for the number of books read. The Nashville Sounds Reading Program offers different rewards from restaurants, bookstores, and, of course, a free ticket to a Sounds game. We have another parent who will head this up as well.

### **Business Directory**

If you or your husband have a business and would like to advertise it in our business directory, you may contact Joan Ferguson.

### **Achievement Tests**

Achievement tests will be at the end of April or early May at New Hope Baptist Church. See Kelley Dew about these.