

HERITAGE CHRISTIAN ACADEMY ELEMENTARY

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 are inviting families to participate in our program with children who:

1. are well-disciplined,
2. are respectful to their elders,
3. will respect the property of others,
4. are kind to others, and
5. will complete assignments given to them;

and have parents who:

1. love the Lord (we require that you sign a Statement of Faith),
2. love children,
3. can be in their classes to teach at the appropriate time (parents are required to perform two six-week teaching/service positions during the year),
4. can control a class of students,
5. will be well-prepared for their classes (with their co-teachers),
6. can make their classes age-appropriate and interesting,
7. are not prone to gossip or inappropriate behavior, and
8. are willing to be on a sub list for one six-week period.

There are many parents that are volunteering to make this program a reality. The more parents we have that are willing to volunteer, the more we will be able to offer our children.

Co-op classes begin at 10:00 a.m. and end at 12:00 p.m. Please do not just drop your children off at the door. 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, such as a class being canceled. We have a mailbox for each family which you will need to check each week for important information. We also utilize e-mail heavily, so you need to check your e-mail often.

Teachers should be in their classrooms a half hour before class starts to set up and prepare for their class. After classes the teachers must put the room back the way it was, clean up any mess from the class and wipe down tables and be sure carpet and floor are free of paper, etc.

We ask that parents have students here between 9:55 and 10:00 for co-op classes (please do not be late), and they should be picked up promptly after class, at 12:00 noon. There will be a \$5 charge for every 15 minutes that your child is here after 12:00 unsupervised (unless he/she is attending an enrichment class). If your children are not in a class, they must be under your supervision at all times.

Parents must sign a consent letter (in the form of the Participant Form) at registration for your child(ren) to attend field trips. You will also need to let one of the administrators or your child's teachers know if someone other than yourself will be picking up your children after co-op classes.

We congratulate you on the effort you are making to educate your child(ren). Let us all commit ourselves to praying for one another this year. May our families be strengthened and our children grow in wisdom and in stature.

Blessings to you as you homeschool,
Heritage Christian Academy
Co-op Administration