

# **New Beginnings Church Co-Op & Learning Center**

**A MINISTRY OF NEW BEGINNINGS CHURCH**

## **REGISTRATION RULES, POLICIES & HANDBOOK**

### **OUR MISSION STATEMENT**

**We walk with Parents in support and encouragement as Parents oversee and invest in the nurture of their children's education. At New Beginnings Church Children's Ministry; we hold to God's Word, Academic Excellence, Christian Foundations and Moral Integrity.**

## **New Beginnings Co-op Mission Statement and Statement of Faith**

The New Beginnings Co-op Learning Center is part of the Children's Ministry of New Beginnings Church in partnership with Destiny Community Outreach and as such is based on Biblical core values. The Co-op Learning Center holds to a Christian worldview and uses predominantly Christian curriculums for teaching, edifying and the building up of our children. Although the Co-op Learning Center members may be diverse with regards to their individual faith walk, all families must agree to conduct themselves in alignment with the New Beginnings Tenants of Faith while taking part in the Co-op Learning Center. Our Tenants of Faith are what unite us and allows us the freedom to work together for our children in a Godly manner, in the power of prayer and under the leading of the Holy Spirit. With that in mind membership in the Co-op Learning Center is contingent upon one's acceptance of the Tenants of Faith, a signed Personal Commitment Form and the outcome of one's personal prayer life.

### **Tenants of Faith**

*(If you have any questions, we encourage you to contact NBC Administrative Pastor, Joe Cappabianca.)*

### **Our Standard - The Scriptures**

We believe the Bible is the inspired, inerrant, infallible Word of God and the product of God-appointed men who spoke and wrote as they were moved upon by the Holy Spirit. The New Covenant, as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct. (2 Timothy 3:16, 1 Thessalonians 2:13, 2 Peter 1:21)

### **God - The Godhead**

We believe our God is One, but manifested in three persons-the Father, the Son, and the Holy Spirit, being co-equal. God the Father is greater than all. The Son, Jesus, is the Word made flesh, the only begotten son of the Father and He has existed with the Father from eternity. The Holy Spirit proceeds forth from both the Father and the Son and is our Helper, Comforter, Strengthener, Advocate, Intercessor, Counselor, and Standby. (Philippians 2:6, John 14:28, John 16:28, John 1:14, John 1:1, John 1:18, John 15:26)

## **Our Need - Man's Fall and Redemption**

We believe man is a created being; made in the likeness and image of God. Through Adam's transgression and fall, sin came into the world, and death was the result. Therefore, man is spiritually dead and separated from God. Jesus Christ, the Son of God, was sent to give His life and shed His blood to redeem and restore man back to God by providing us with salvation. Salvation is the gift of God to man, separate from works and the law, and it is by grace, through faith in Jesus Christ, that we are saved. Jesus is the way, the truth and the life and no one comes to the Father but by Him. (Romans 5:14, Romans 3:10, Romans 3:23, 1 John 3:8, Ephesians 2:8, John 14:6)

## **Eternal Life - Being Born of the Spirit**

We believe in order to be saved and receive eternal life; Jesus said every person must be born again. The New Birth is necessary to all men, and when experienced, produces eternal life. For God so loved the world, He gave His only begotten Son that whoever believes in Him would not perish but have everlasting life. (2 Corinthians 7:10, 1 John 5:12, John 3:3-5, John 3:16)

## **Divine Power - Being Filled with the Spirit**

We believe every believer should be "born of" the Spirit and subsequently "filled with" the Holy Spirit. This is also known as: the Baptism in the Holy Spirit, receiving the Spirit or being filled with the Spirit. This is a gift from God as promised by the Lord Jesus Christ to all believers and is received by faith, subsequent to the New Birth. Being filled with the Spirit gives a believer power to be a witness for Christ, and is the entry point for the supernatural, victorious life. The Bible teaches that this experience is received by faith and is often evidenced by the accompanying supernatural gifts of the Spirit, including speaking in tongues. (Matt. 3:11, John 14:16,17, Acts 1:8, 2:4,38, 19:1-7, Eph 5:18)

## **Going Public - Water Baptism**

We believe Jesus commanded all believers to go public with their faith through water baptism, by immersion. Water baptism is a public declaration of the internal work of God in the heart and life of a believer. This is a symbol of the Christian's identification with

Christ in His death, burial, and resurrection. (Matthew 28:19, Romans 6:4, Colossians 2:12, Acts 8:36-39)

### **Real Growth - Sanctification**

We believe the true Christian life is evidenced by the godly fruit of the Spirit that is developed and produced in the life of a believer. This process of sanctification leads to a genuine, holy, Christ-like life and is a definite, yet progressive, work of grace. This process begins at the time of the new birth and continues throughout our Christian life. (Hebrews 12:14, 1 Thessalonians 5:23, 2 Peter 3:18, 2 Corinthians 3:18, Philippians 3:12-14, 1 Corinthians 1:30)

### **Blessings - Divine Healing**

We believe that Jesus desires the abundant life for all believers who walk in the light of His Word. This includes many blessings- spirit, soul and body. God promises to forgive all our sins and to heal all our diseases. Therefore, we believe that health and healing for the mental, emotional and physical ills of the human mind and body is available by the power of God. (John 10:10, Psalm 103:3, Mark 16:18, James 5:14-25, 1 Peter 2:24, Matthew 8:17, Isaiah 53:4-5)

### **Things To Come - The Return Of Our Lord**

We believe in the physical, bodily return of the Lord Jesus Christ. When He comes, the dead in Christ will rise first, then we who are alive will be caught up together with them in the clouds (what we refer to as the Rapture), to meet the Lord in the air. After this rapture event, we believe the Tribulation, a period of 7 years, will take place on earth. Following the Tribulation, Jesus shall return to the Earth as King of kings, the Lord of lords. Believers will return with Him and will reign with Christ on earth for a thousand years during what is known as the Millennial Reign of Christ. (Acts 1:11, 1 Thessalonians 4:16,17, Revelation 20:6)

### **Final Destination - Hell and Eternal Retribution**

We believe that a person who physically dies without accepting and confessing Jesus Christ as Lord is hopelessly and eternally lost. This person will spend eternity in hell and the Lake of Fire, and therefore, has no further opportunity of hearing the Gospel and repenting. (Hebrews 9:27, Revelation 19:20)

## **Christian Marriage**

We believe that the bible describes marriage as involving one man and one woman and has been instituted by God. We believe God intends sexual intimacy to occur between a man and a woman who are married to each other. God loves every person, no matter what their sexual gender, views, experience or orientation may be. His desire is that every person on the planet comes into a personal relationship with him, continues to grow and be conformed to his image. (Titus 1:6, 1 Corinthians 6:9-10, Leviticus 18:22, Leviticus 20:13)(Man and Woman as determined by God at birth at the chromosome level)

## **The New Beginnings Co-op Learning Center Qualities – What Defines Us**

### **The Co-op Learning Center is...**

- ☐ We are Believers in Jesus Christ, coming together for the benefit of our children's education, spiritual development and social skills.
- ☐ Our groups are parent led or taught, but professionally taught in the absence of a qualified parent, by a Board approved instructor.
- ☐ Our children are grouped by grade, and sometimes grades will be combined.

### **The Co-op Learning Center is for...**

- ☐ Initially, we offer subjects from K through 8<sup>th</sup> grade...Extracurricular Activities and Christian Curriculum and is based on availability as well as need.
- ☐ Students who are respectful, obedient, kind and eager to learn.
- ☐ Parents who love the Lord and are willing to serve Him and the children of our Co-op Learning Center wholeheartedly. Our members are committed, diligent and giving. We strive to help each other with our burdens but we also aim to share the workload equally. We have rules and order, but we serve in an atmosphere of love, joy and relaxed peace

As much as New Beginnings Co-op Learning Center would like to, we cannot accommodate children with learning disabilities, attention difficulties or behavior

challenges. These precious children have special needs, and the co-op learning center does not have the staff or the facilities to care for them properly.

### **When Does the Co-op Meet?**

- The New Beginnings Co-op Learning Center meets on Thursdays from October through May at the New Beginnings Church located in Bayville, NJ

### **What Are The Requirements To Be Part of The Co-op Learning Center?**

As a member of the Co-op Learning Center, there is a volunteering requirement in order to join and maintain membership. The co-op learning center will cover a span of subjects, so suggestions from prospective parents on what they feel qualified to instruct are encouraged. Note: The New Beginnings Co-op Learning Center will staff our core subjects before adding on electives. Parents are expected to either lead one group, help in another group or aid in setting up and cleaning up duties.

- Parent(s) must commit to the Co-op Learning Center for a full school year term.
- At least one school age child must be enrolled (Kindergarten or above).
- Members of the Co-op Learning Center must be willing to instruct a non-compensated group or serve in helping positions such as group aide, lunch or recess monitor, set-up or clean-up and other positions. After prayerful consideration, we try to distribute the workload equally and to place parents in their areas of interest and talent.
- Families must agree to abide by our Tenants of Faith and a Biblical worldview and to signify this by signing the enclosed form. All teachers must agree to teach from a Creation-Science viewpoint (which means a Creator God who created in six literal days) and in accordance with Biblical values.

### **Some Co-op Policies**

- Group Space: Group spaces will go to current co-op member instructors first, then non-leader current co-op members. If any spaces are available, the rest of the group spaces will be assigned on a first-come, first-served basis. (Please note: a new family's official registration date will be when the co-op receives the registration fee and a completed registration form). Once a Co-op group is full, the remaining acceptable applicants will be put on a waiting list.

- Ability Levels and Placement:
  - We are looking to add upper grades in the future. Upper grade children will be placed based on their scholastic ability
  - Returning children will be placed according to group instructor's recommendations
  - For all other placements, parents should put their students in classes based on the grade their children would be in if they were in a public-school environment – the age of the child as of October 1<sup>st</sup> will serve as a recommendation.
  
- Your Commitment: Because The New Beginnings Co-op Learning Center is primarily a parent-taught and staffed learning center, it is a requirement that there be a consistent attendance and commitment of both parents and students. Absences weigh heavily on other members. If your child is enrolled in an academic group, please expect your child to be assigned homework, with an increase in the amount of homework as the child advances in grade level. We request that you consider this as you make your decisions as to the amount of extra activities (including membership in another co-op) and vacation trips you and your children will be involved in during the school year. If you plan to miss more than 4 weeks of the year, we recommend that you seriously consider another co-op. If a parent or child is absent more than 4 times with or without a valid reason, the family may be asked to withdraw.
  
- Choosing Your Child's Curriculum: You may enroll your child in as many groups as you desire, but you will be responsible for your child, if under the age of 12, for the times your child is not physically in a group.
  
- Fees: In addition to the registration fee, each group has an individual fee. Parents and volunteers do not receive any income from the groups they lead. The fees are to cover the cost of the materials only. Professional instructors do receive income from the groups they instruct, so these group fees are significantly higher than the fees of groups led by co-op parents. Upper level groups will have higher fees even if taught by a co-op parent because of the extra time and knowledge required to prepare and lead these groups. New Beginnings Co-op Learning Center offers a payment plan for those families whose fees exceed \$100. This does not include the registration fee.

- Acceptance: The office will notify new applicants as to their acceptance status before each registration session is open. If a family is not accepted, the entire registration fee will be returned.
- Reduce The Risk: At New Beginnings Co-op Learning Center, we utilize the “Reduced the Risk” program. Reduce the Risk exists to safeguard both our children and our volunteers from child sexual abuse and allegations associated with any of the above. Reduce the Risk explores: creating a safe environment for children and volunteers, recognizing child sexual abuse, supervision guidelines, screening of team members, and responses to allegations. Reduce the Risk must be completed prior to volunteering at the Co-op as well as a Background Check to be monitored by NBC Administration.

## **Registration Procedures**

1. Obtain a copy of this packet
2. Read this packet including the following forms:
  - a. The New Beginnings Tenants of Faith
  - b. Parental Commitment Form
  - c. The Hold Harmless Agreement Form for New Beginnings Church
  - d. The Hold Harmless Agreement Form for New Beginnings Co-op Learning Center
3. Submit the Registration Fee: The non-refundable registration fee of \$75 per family must be paid prior to registration. This fee covers the cost of insurance and other expenses. The fee can be paid by check, credit or debit card. Families will not be able to register for classes until the fee is paid.
4. Submit the Family Registration Form
5. Register for Groups: Once you have registered you will be sent a copy of the latest schedule. After you carefully review the schedule to determine what groups you wish to enroll your students in, go to the list of groups and enter your



student's name. After you have reviewed your student's schedules, submit the schedule to the office. You will receive an approved schedule confirming your choices.

6. Pay Fees; If you would like to pay in full you can submit a check to the office. If you wish to pay by credit card or debit card, please call the office. Should your total be over \$100 (not including the registration fee), a payment plan option is available. This plan is only payable by check. You will receive an invoice when each payment is due. Payments will be due in October, January and April so please plan in advance.

## **Co-op Learning Center Payment Information**

Registration Fee: Please see 3. from the Registration Procedures.

Mid-year Assessments: instructors will estimate in advance what their classes will cost, but it is difficult to forecast exactly what the cost will be for the entire year. All teachers are authorized to do a mid-year assessment of the course finances to determine if more funds are needed to complete their class. This generally is not the case in courses that are given year after year. Should an adjustment be necessary, parents will be notified of any before their January, or third, payment is due.

Payment Plan: A payment plan is available ONLY for those families whose class fees total MORE THAN \$100 (this amount does NOT include the mandatory family registration fee).

Payment Guidelines:

- Payments are to be made by CHECK, MONEY ORDER or CREDIT CARD only. Checks or Money Orders should be made out to New Beginnings Church with "Co-op Learning Center" written on the memo line (Unless otherwise directed in your quarterly statement. Please note: you may be directed to make your check out to a specific teacher for the class), All payments must be received by the office on each of the dates specified for that year.

- A payment not in the office's possession on the due date will be considered late and assessed a \$25.00 late fee per week beginning THE DAY AFTER THE DUE DATE.
- As part of your commitment to the Co-op Learning Center you agree that the penalty for nonpayment of tuition or fees can be expulsion from all activities. If there are any extenuating circumstances prohibiting you from paying, please speak to the Administrator BEFORE a payment is due, not after. Every effort will be made to make arrangements for the payment on an as needed basis.
- When you register for groups, you must commit to pay for those groups for the entire year. IF you withdraw a student after the groups have started, payment is still due.

## **CO-OP CLASSES, COURSEWORK AND MATERIALS**

- Starting with the 4<sup>th</sup> grade and on up all academic classes are comprehensive, and the teachers may assign a full week's worth of work. If you enroll in a particular subject at the Co-op Learning Center, it is recommended that you do not attempt an additional program at home or at another co-op.
- All 4<sup>th</sup> grade and up academic classes will have homework, but younger grades may or may not have homework. It is the teacher's discretion.
- Writing courses cover composition and are designed to SUPPLEMENT your language arts programs at home. Even though some grammar and book reading may be included in these courses, you should do separate grammar, vocabulary and spelling programs at home.
- This Co-op Learning Center will only benefit those who do the work required. If there is a consistent problem with a student being unprepared without a valid reason, the teacher will inform the parent via email and will copy the message to the Administrator. If not resolved, the Administrator will address the parent. If the problem persists, expulsion will occur. Please see the Disciplinary Rules.
- *THE NEW BEGINNINGS CO-OP LEARNING CENTER VIEWS THE PARENTS AS THE PRIMARY TEACHERS/INSTRUCTORS OF THEIR CHILDREN.* Stated another way, we recognize and affirm that it is the parent's responsibility before God to

educate their children. Co-op Learning Center instructors will direct the groups, but they cannot provide all of the instruction necessary for the course in one or two sessions per week. Parents should be prepared to provide additional instruction at home, and older students should expect to do some self-study. It is the Parent's responsibility, not the instructors to ensure that their child's homework is completed properly and promptly.

□ Co-op Instructors will:

- o Choose the texts
- o Direct the group and coursework
- o Assign homework
- o Assign grades or proficiency rating

□ Parents should:

- o Purchase the books and supplies listed in the course description before the first day of class. It is suggested that you wait to purchase your books until the registration process has been completed, to ensure that the class you have requested is in fact being offered and your student has been accepted.
- o Schedule Co-op Learning Center work regularly as part of your child's day.
- o Oversee and help your child in all work assigned.
- o Make sure your child completes and comprehends all written and reading assignments.
- o See that the work is completed to the BEST of his or her abilities.

□ Students should

- o Be familiar with the "Student Rules" and abide by them.
- o Do their work neatly, completely and in the manner prescribed by their instructor.
- o Come prepared with all books, supplies, and homework. Turn homework in on time.
- o Retrieve work from the instructor if a co-op day is missed.

## CO-OP LEARNING CENTER COMMUNICATION

One of the more important aspects of a well-functioning Ministry is excellent communication. That can only be achieved through the efforts of the Co-op Learning Center in developing an excellent communication platform. Part of the initial launch will be addressing this need with the talents of the members.

- E-mail and Website: The New Beginnings Co-op Learning Center is part of the New Beginnings Church website. When that is complete the website which is a primary way to communicate with our families. E-mail will be the secondary way to communicate with parents. Please make sure you have supplied a valid email address and then check your e-mail at least once a day. If our leadership or instructors have made an effort to contact members via email, it is the members' responsibility to obtain access to that information and to stay informed. We are also in the process of setting up a Facebook page. You are encouraged to join when that is made available.
- Posting on the website: All members of the New Beginnings Co-op Learning Center will be able to post messages on the website when that becomes available. This is to enhance communication for the Co-op Learning Center or for a particular group. Forums for each group will be set up. When fully activated, leaders and instructors will be encouraged to post group assignments using their forums in order to avoid co-op members receiving unnecessary emails. Please limit all postings, when it is enabled, to items that are specific to the co-op, homeschool and field trips. You may also post prayer requests.
- Posting Computer files: The word processing program used at the New Beginnings Co-op Learning Center is Microsoft Word. All written files are sent and posted in the Microsoft Word format (except those files which by nature need to be secure in which case we will use Adobe – as with group schedules.) All members must submit any and all documents in Microsoft Word format only. This is a .doc file format. No other word processing format will be accepted.
- Co-op Mailbox: We will have a file box with a file folder for each family who is a member of the Co-op. Each parent should check the mailbox in the morning upon arrival and again before leaving at the end of the day. Tests, quizzes, papers,

essays, assignments, announcements, and other important items will be placed in your mailbox throughout the day.

- The New Beginnings Co-op Learning Center has a Handbook: It is strongly suggested that you print a copy so that you can read it, refer to it, and be familiar with everything in this Handbook. This Handbook will address and answer most if not all of your issues and/or questions. Please refer to this Handbook before asking the leadership any questions.
- Co-op Meetings: We will hold co-op meetings throughout the school year as necessary.
- Snow Days: The co-op will meet or not on snow days by mirroring whether the local schools are open or delayed. Please check the website and/or listen to a local radio station. In the event of a snow day cancellation, the teacher will decide whether to continue to follow the schedule on the syllabus or bump up the classes by one week. In the event of a delayed opening, the Co-op Learning Center will cancel morning classes and begin with the first group that starts after lunch.

## **CO-OP LEARNING CENTER CONSIDERATIONS**

- **ARRIVE ON TIME:** You should arrive 5 minutes before your class begins so that the teachers can start their class promptly at the designated time.
- **Leaving the building:** You only need to remain in the building if you have a child under 12 who is not in a class at that time. If you leave, you must sign out and include a number where you or a guardian can always be reached.
- **Sick Days:** If your child is ill (has a fever or is vomiting within 24 hours of arrival or has any contagious symptoms on a given day), please keep your child at home, rather than exposing others. If there is a chance that you may have exposed others, please notify the leadership so that the membership may be made aware of the risks.

- Dealing With Offenses: If conflict or an offence occurs, they should be dealt with quickly and privately, while seeking Biblical resolutions, (Matthew 18:15). The Co-op Learning Center leadership will mediate only if it is in the best interest of the Co-op Learning Center. Whether a student conflict or an adult conflict, both parties are responsible to seek a Biblical route in peacemaking. Here are some helpful steps:
- Step One: Overlook Small Offenses – “A man’s wisdom gives him patience; it is to his glory to overlook an offence.” Prov 19:11
    - Resolution may easily be achieved by overlooking an offense and forgiving the person who has wronged or offended. Pray about the issue to decide if “it’s worth it.” Give it the five-year test...In five years how important will this incident be. If it fails the five-year test then move on to Step Two. If after prayer you have a sense of God’s peace then walk in that peace and move on.
  - Step Two: Seek Discussion “If your brother sins against you, go and show him his fault, just between the two of you” Matt 18:15
    - Personal offenses that are too serious to overlook should be resolved through confession or loving confrontation, opening the way to reconciliation. Reconciliation is always the goal. If the personal offenses occur between an adult and a student then the student’s parents must be present.
  - Step Three: Begin Negotiations “Each of you should look not only to your own interests, but also to the interests of others” Philip. 2:4
    - Substantive issues should be resolved through a cooperative process in which you work together to find solutions that meet the interests of all those involved. If a dispute cannot be resolved at this level, then move to the next step.
  - Step Four: Mediation “If he will not listen to you, take one or two others along” Matt 18:16
    - The Director will meet with the parties involved to assist in communicating more effectively and to explore possible solutions. If

the issue cannot be resolved at this level, the issue will be referred to the entire Co-op Board whose decision will bring the conflict to a close.

☐ Lunch:

- o Lunch parents are present to watch children under 12 who have classes immediately preceding and or following the lunch periods and or for children of parents helping or teaching in a class during lunch. If this does not apply to you, you are responsible for your own children. If you and your children are in the lunchroom, you must abide by the lunchroom rules.
- o Bring lunch for your family and place coolers or lunch bags in the designated lunchroom area unless it is a day when pizza is for sale.
- o Families and children are responsible for cleaning up after themselves after lunchtime.
- o The game tables in the room may be used if students use them responsibly.

- ☐ Set-up and Clean-up: All Members of the Co-op Learning Center are responsible for setting up and for cleaning up. Instructors of the first group of the day need to arrive at least ten minutes before the start of the group to make sure that the room is properly set-up. The instructor of the last group of the day needs to empty the garbage can, tidy the rooms, and put tables back to the original arrangement if they have been moved. Exit the building by 30 minutes after the end of the last group so that those responsible for clean-up can make a final inspection of the building. Be sure to dispose of all trash and collect all your belongings.
- Substitutes: If unable to attend a given day, you must notify your pre-assigned substitute. You must also find replacements for your volunteer duties. You are responsible for making sure that the substitute instructor is prepared for your group with all curriculum and material for that day. Due to safety issues and for insurance purposes, no teenagers are allowed to be in charge of a group as the head, only as a helper.

- ☐ Payment: All payments due shall be paid on time.

- ☐ Exceptions or Changes: If you desire to make any exceptions to the rules or policies of the Co-op Learning Center, you should contact the Director Martin

Fernandez first. Please do not contact an instructor directly and ask if your child can be an exception to a rule. The instructor does not have all of the necessary information to make that determination. The Director needs to be notified to see if the exception is possible. If you wish to withdraw a child, please alert the Director so that they can make the necessary administrative adjustments. If you choose to withdraw, you are still responsible to pay the class fees for the year and continue to serve in the role you were assigned.

- Absences: If your family will be absent, please post a message via email all the instructors concerned and the Director so that they know not to expect your children or your family. Excessive absences even for valid reasons could result in a family being asked to leave the Co-op Learning Center. If a parent cannot fulfill their duties or a child is frequently absent, the Co-op Learning Center cannot continue to allow the family to participate. These situations will be evaluated on a case – by – case basis. In certain extreme circumstances, a parent may not be able to fulfill their duties, but her children will be permitted to continue attending.

## **CO-OP CONSIDERATIONS**

- No Cost to Use the Facilities. New Beginnings Church does not charge New Beginnings Co-op Learning Center for use of the facilities as the Co-op Learning Center is part of the Children’s Ministry of the Church. Part of the Registration Fee will be used for insurance and as either a love offering at the end of the year or will be used to replenish or upgrade the facilities. This may come in the form of a monetary donation or to replace tile or re-paint the classrooms, etc.
- Please Note: It is the stated goal of New Beginnings Co-op Learning Center to leave the facilities better than we found them.
- Respect for God’s House: We realize that the New Beginnings facilities are not specifically God’s House, however, we must remember that at all times we have been blessed by our Father with these facilities and are further blessed to be able to use them.
  - o No running and playing ball (any ball) inside the church unless directed by an adult in charge and the presence of an adult.



- o There is to be no running in the Sanctuary and under no exceptions are children allowed on the stage or in the sound booth.
- Please notify the Director if an item is in need of replacement or has been broken by any member.
- We agree to put back things the way we find them.
  - o Tables, chairs, boards, markers, board erasers, and all other items that belong to the church must be left the same way they were found.
  - o Please treat the lunch area with respect and put back any equipment. Video game systems handheld or otherwise are not allowed while at the Co-op Learning Center. Just leave them home.
  - o The church's kitchen is off limits except to those individuals who have been pre-approved to enter the kitchen by NBC.
  - o Any TVs, movies, DVD players, or copy machines can only be used by our instructors and aides and must be put back in their original position.
- Lunchbox and coat storage and other belongings;
  - o Lunches may be placed in the lunchroom's designated area until lunch time. Please be sure to dispose of your lunch items or take them home with you. The kitchen, including refrigerators and ranges are off limits.
  - o Please place all items that you will not need all day (such as: coats, musical instruments, clothing, etc.) in the designated area for these items. Please do not leave any belongings in the lobbies.
- Co-op Learning Center Supplies: There is an Information Table located in the lobby. It contains: Mailbox, Member Contact List, Schedules, Office Supplies, First Aid Kit, Sign-Up Sheets and The Parent's Sign IN/OUT Sheet. Please promptly return any items after use.
- Lost and Found: Any item left after 30 minutes on Co-op Learning Center day will be placed in a Lost and Found bin by the Information Table.
- Nursery:
  - o Co-op Learning Center moms and their children are the only people to enter the Nursery Area.

- o Nursery children should be entered in the same way they are entered at any other time. They are to be given a label
  - Please label all diaper bags, cups, and bottles.
- o Please check the file for each Nursery child for needed information
- o Mom's; Please fill out a form for each nursery child you have in the nursery and keep this information up to date.

## **CO-OP STUDENT RULES AND POLICIES**

### □ General Rules and Policies:

- o Speak quietly and respectfully to others.
- o Be mindful of your comments so that other people's feelings will not be hurt.
- o Keep your hands and any objects to yourself. No physical abuse will be tolerated.
- o Walk quietly, and do not run while in the building
- o When parents or instructors address you and give you instructions or warning, acknowledge and obey them.
- o Address adults by their title not their first name (Miss, Mrs., Mr., as an example)
- o Clean up after yourself
- o Please dress appropriately for any Physical/Sports Classes. Sneakers are required to participate. No exceptions.
- o If a child cannot participate in a given gym class, the parent is responsible for the child during the gym period.
- o Do not wear clothes that would or could be ruined in a gym or art class.
- o Respect property
  - Church's Property
  - Other People's Property
  - Other's Class Work
- o Children under the age of 12 **MUST** be supervised by an adult at all times inside and outside of the building.

### □ Instructional Areas' Rules and Policies:

- o All the General Rules and Policies stated above are fully in force in all classrooms.
- o Store your backpack against a wall, under your seat so as not to create a trip hazard.
- o Do not touch other toys or supplies in the room unless specifically instructed by your teacher.
- o Do not stand on furniture or hide under tables, in closets or behind curtains.
- o Do not write or mark any tables or furniture. Do not write on whiteboards without permission.
- o You must obey those whom the Lord has placed in authority over you and their helpers. They are in charge and you need to do as they say without back talking.
- o If the instructor is talking, you should NOT be taking, but listening. Give back to them by showing RESPECT!
- o Raise your hand to ask a question or to give an answer.
- o Do not blurt out your answers or respond to a question without considering your answer.
- o Respect others when it is their turn to speak. Keep quiet and listen.
- o Do your own work. Do not copy from someone else's paper or answer sheet.
- o Keep your feet on the floor and do not lean back in a chair.
- o Ask permission to leave your seat. Do not ask to go to the bathroom unless it is an emergency.
- o No food, drinks, gum, toys, or electronics allowed in class.
- o Come to class on time, prepared and ready to learn. All assignments, reading and homework should be done before your arrival.
- o Do your best work! For you do it not unto man but unto God. Neatly write or type all homework as directed by your instructor.
- o All children must participate willingly and respectfully in all gym games unless excused by a parent.
- o Stay with your class unless otherwise instructed. Wait patiently for all classmates to leave together.

#### ☐ Lunches

- o The set-up crew will make sure that there is ample space for all to sit.

- o Remain seated while eating and drinking to avoid spills and unnecessary mess.
- o Students are responsible to clean their area BEFORE leaving their area.
- o No climbing on furniture or eating in non-designated areas.
- o No running or yelling.
- o Outside toys, games, and electronics are not permitted.
- o Listen to the lunch moms. They are there to maintain a safe environment for the students.
- o Children may not leave the lunch area unless supervised by an adult
- o No one is allowed in the Kitchen.
- o Students under 5<sup>th</sup> grade will be taken to their next activity by one of the lunchroom moms.

#### □ End of the Day

- o Students 3<sup>rd</sup> Grade and under must be picked up from their classrooms by a parent or older approved sibling. In the event that your child is not picked up, they must remain in the lobby area until a parent or older sibling picks them up.
- o If you have left the building and are late picking your child up your will be billed \$25.00 after the first 15 minutes extending to the first hour and \$25.00 each hour thereafter.
- o Students should not run or play in the halls.
- o Under direct adult supervision, children may play outside on the playing area.
- o Do not climb trees, on top of sheds or on any fences.

#### □ Preparedness, Tardiness, and Absences

- o Students must regularly attend class and be on time and prepared. If there is a valid reason for not being able to fulfill these responsibilities, parents should contact the Co-op leadership.
- o If a student is more than 5 minutes late more than twice, that student will receive a discipline.
- o More than 4 absences that are not due to a valid reason (such as an illness) will result in the child's expulsion from the Co-op.

## **CO-OP LEARNING CENTER ROOM DISCIPLINE GUIDE-LINES**

Parents! We all will need to work equally together to hold all of our children to the same standard of good behavior. Co-op Learning Center children cannot obey the instructor if they do not know the rules, so share the rules and policies with your children regularly and speak well of and support the Co-op group leadership. If an instructor must confront you about an issue with your child, listen respectfully and be humble. It is very difficult for most instructors to have to confront a parent about a child's behavior, so if they do, it's probably for a valid reason.

Instructors! If we all have standard room rules and policies and a consistent warning system, children will understand the expectations, even if the instructor is different from hour to hour. We need to be FIRM, FAIR, and CONSISTENT. You have permission to discipline other members' children in your classroom, and you must exercise this authority to maintain order in your classrooms.

### 1. Use the UNIVERSAL ATTENTION SIGNAL

- a. The instructor raises a hand high into the air. Children then raise their hands and stop talking. Instructors, please do not proceed, or, if lined up, do not proceed to walk, until all children have their hands raised in silence.

### 2. When a Rule or Policy is broken in group, try one of the following methods:

- a. Check Mark Method
  - i. 1<sup>st</sup> time – the instructor or instructor's aide should kindly restate the rule or policy to remind the student.
  - ii. 2<sup>nd</sup> time- the instructor should write the child's name on the board with a check mark next to it. Remind the child that if he/she receives 3 check marks in the class period, the parent and the Co-op leadership will be notified and the child will receive a consequence.
- b. Name Method
  - i. Put the children's names on the board. If a child acts out, erase one letter of his/her name. If the name is fully erased the parent will be notified.

c. Popsicle Stick Method

- i. The instructor places two popsicle sticks on each students' desk. First time a child acts out, the instructor removes one stick without even having to say one word, the child knows that they have been warned. If the second stick is removed, the child knows the parent will be notified.

d. Reward System

- i. At the instructor's discretion, a reward system can also be instituted for those children who don't get a check or have all their popsicle sticks at the end of class.

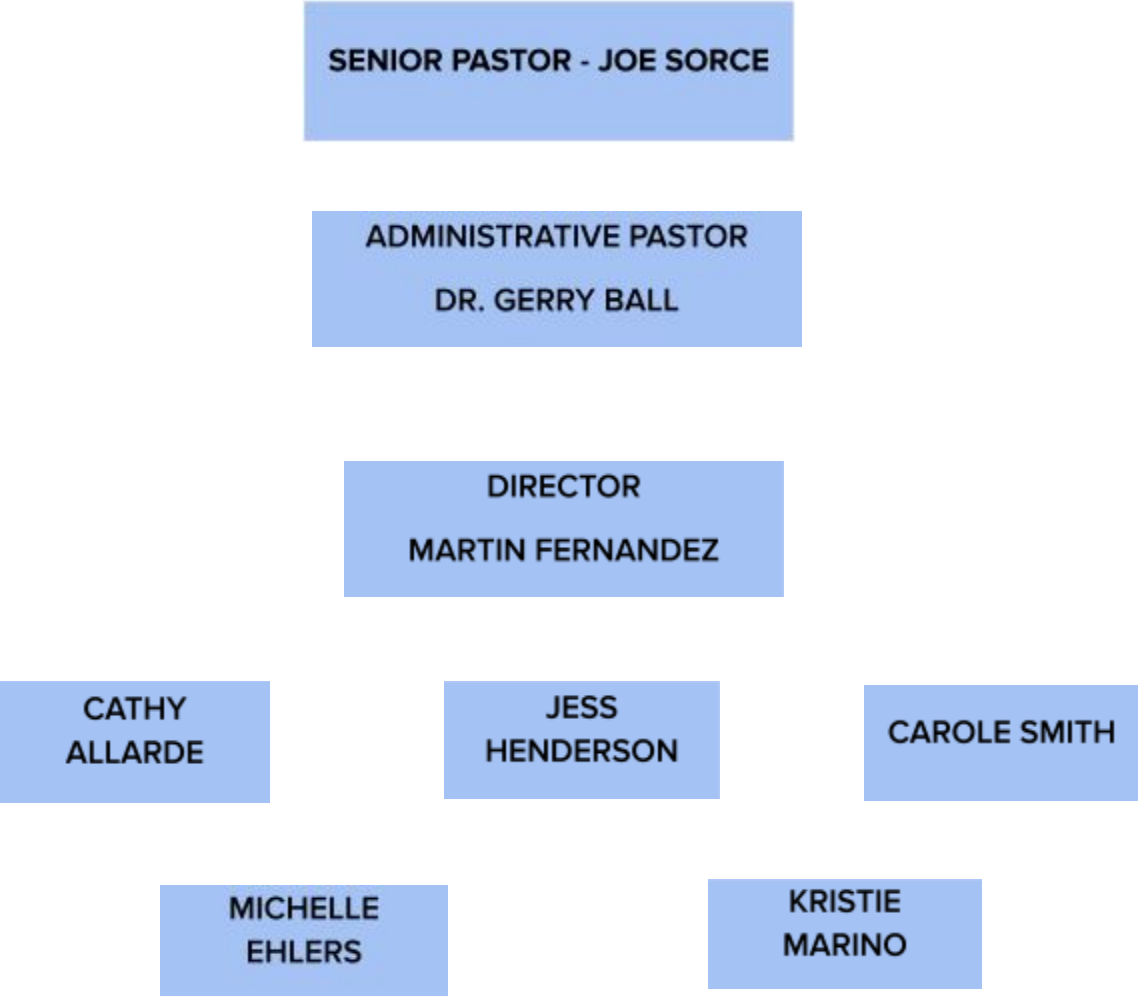
3. Notify parents and the Co-op leadership as soon as you detect a problem.

- a. If a child receives 3 check marks, is tardy, skips class or is unprepared for class, instructors should email the parent and copy a member of the leadership. The child may be going through something. They may be given a consequence such as trash duty or cleaning duty. If contacting the parent does not resolve the issue, and the teacher would like a leadership member to step in, she should contact the leadership directly. If problems persist without any effort on the child's part or the parent's part expulsion from the class may be the only solution. Expulsion from two classes will result in expulsion from the Co-op without a refund of any fees.

4. Meet with the Director for help and tips

# CO-OP LEARNING CENTER LEADERSHIP STRUCTURE

The Leadership Structure is as follows: As the Shepherd responsible for the flock of New Beginnings Church, our Senior Pastor, Joe Sorce, is the head of the Co-Op.



## **CO-OP LEARNING CENTER REQUIREMENTS FOR BOARD MEMBER ELIGIBILITY**

Potential Board Members need to meet the following requirements in advance of their nomination:

- A potential Board Member must be a born-again Christian and submit a written testimony of their relationship with Jesus Christ.
- They must agree and subscribe to New Beginnings Church Tenants of Faith.
- They must be a member of the New Beginnings Church body for at least two consecutive years.
  - They must tithe on a consistent basis
  - They must volunteer for at least two years and carry the recommendation of the volunteer supervisor.
  - They must have been through Next Move
  - They must have Been through a leadership course
    - Lead Like Jesus
    - Small Group Leadership
- They must have served with New Beginnings Co-op Learning Center for at least two years.
- They must have displayed leadership qualities at the Co-op Learning Center within those years in the areas of peacemaking, work ethic, organizational skills, or decision making.



# CO-OP PARENTAL COMMITMENT FORM

This is Required for Membership

Please read and sign this Form and Return with your Registration

1. I/We agree to faithfully support The New Beginnings Co-op through our prayers, involvement and co-operation. In keeping with Biblical principles, I/we commit to give a good report by sharing complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the Co-op's recommended protocol as contained herein.
2. I/We have sign both HOLD HARMLESS AGREEMENT FORMS and they are attached to this return. We agree that the purpose of these forms is to indemnify and hold harmless New Beginnings Church, New Beginnings Co-op form any responsibility due to personal injury or damage which may occur as a result of our child(ren) or our own participation in any Co-op activities. I/We recognize that it is our personal responsibility to cover any damages to the church and personal property caused by our children or by ourselves.
3. I/We agree to commit to volunteering in the classroom or for Co-op duties for the session dated \_\_\_\_\_ through and including \_\_\_\_\_. All instructors/group leaders will be responsible to submit written syllabuses of homework assignments to the leadership.
4. I/We commit to be on time and make every reasonable effort to be present on Co-op days. We will schedule vacations and appointments around Co-op days whenever possible. If we are absent, we will contact the assigned substitute to fulfill our Co-op duties, contact one of the leadership and our child(ren)'s instructors to let them know and to find out the work that will be missed. We commit to not exposing other Co-op members to a knowingly sick child.

Please initial here: \_\_\_\_\_

5. I/We agree with the Co-ops zero tolerance for profanity, obscenity in word or action, disrespect to the parents of the Co-op and church, or continued disobedience to the established Rules and Policies of the Co-op.
  
6. I/We commit to fulfill our financial responsibilities as outlined herein. I/We commit to abide by the payment schedule for the various fees. I/We agree to pay all class fees, even if we withdraw our child(ren) from a class once we are registered and the class position has been awarded.
  
7. I/We agree and understand that we are to purchase the books and materials that are necessary for our child(ren) to complete the class we have registered for.
  
8. I/We commit and agree to faithfully oversee all of our child(ren)'s Co-op assignments during the week and ensure that they are done neatly, completely, correctly and on time. We will promptly clarify with the instructor any miscommunication related to any homework assignments and retrieve from the instructor any missed work in the event of an absence.
  
9. I/We commit and agree to join the New Beginnings Web Site and to check our emails daily.
  
10. I/We will seek out the Co-op leadership if we wish to discuss any exceptions or wish to explore any changes to the Co-op Rules or Policies and will not attempt to subvert their leadership authority. I/We commit to open as to the changes we may desire are not logistically possible and may significantly disrupt the Co-op at large.

Please initial here: \_\_\_\_\_

11. I/We here state that we have made a thorough study of the Co-op Learning Center's Rules and Policies, Tenants of Faith, course descriptions and requirements. We agree to make this Co-op our commitment for the coming school year. We commit and agree to comply with the conditions, Rules, Policies and Tenants of Faith as stated in this agreement. We understand that failure to comply with established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit my child(ren)'S privilege of attending The New Beginnings Co-op

Signed and Dated: \_\_\_\_\_

Signed and Dated: \_\_\_\_\_

## **New Beginnings Co-Op Learning Center Hold Harmless Agreement Form**

Please read and sign this Form and Return with your Registration.

I agree to indemnify and hold harmless New Beginnings Church or its authorized agent/s from any personal injury or property damage which may occur as a result of my/our child(ren) or our own participation in the New Beginnings Ministry activities which will take place for the 2020 through 2021 school year. I/we agree that it is my/our responsibility to cover personal injury or property damages to the church caused by our child(ren) or our/my negligence during Co-op Learning Center activities.

Signed and Dated: \_\_\_\_\_

Signed and Dated: \_\_\_\_\_

## **New Beginnings Children's Ministry Hold Harmless Agreement Form**

Please read and sign this Form and Return with your Registration.

I/we agree to indemnify and hold harmless New Beginnings Co-op Learning Center, or any of its members, from any personal injury or property damage done to my child(ren) or to me that may occur as a result of my/our child(ren) or our own participation in the Co-op's activities.

Signed and Dated: \_\_\_\_\_

Signed and Dated: \_\_\_\_\_