**LEAP Co-op Policies & Procedures**

**2018-2019**

**Mission Statement:**

*LEAP strives to provide home schooled families with enhanced educational opportunities within a nurturing Christian environment.*

**Core Values:**

* **Christian/ nurturing environment**
* *Proverbs 22:6*: Train a child in the way he should go, and when he is old he will not turn from it.
* **Variety of educational choices**
* *Proverbs 3:13*: Blessed is the man who finds wisdom, the man who gains understanding.
* **Family-based fellowship**
* *Hebrews 10:24-25*: And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another and all the more as you see the Day approaching.
* **Supportive/ prayerful community**
* *Romans 12:12*: Be joyful in hope, patient in affliction, faithful in prayer
* **Gift-based service**
* *Romans 11:29*: For God's gifts and his call are irrevocable.
* **Excellence matters**
* *Colossians 3:23-24*: Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.
* **Positive/ respectful attitude**
* *Ephesians 4:29*: Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.
* **Creativity/ innovation/ willingness to try new things**
* *2 Timothy 1:7*: For God did not give us a spirit of timidity, but a spirit of power, of love and of self-discipline.
* **Consistent organizational communication**
* *1 Chronicles 28:8b*: Be careful to follow all the commands of the Lord your God, that you may possess this good land and pass it on as an inheritance to your descendants forever.

**General Information for Parents:**

* Email is our primary means of communication from the Leadership Team; please respond promptly as indicated.
* Members are encouraged to join our LEAP Co-op Yahoo Group for the purpose of passing and sharing information.
* LEAP tuition is $30 per family, per semester, plus $5 per child, per semester, for supplies.
* Tuition is due at the time of registration. We are currently using Paypal to receive dues.
* Parents are asked to be diligent about keeping sick children at home. Well children may attend under the care of another LEAP parent only if they are 3rd grade or above.
* Parents are responsible for notifying the Director, Kim Baile, at 301-502-9465, as soon as they know they will be absent.
* LEAP members are expected to return all LEAP-owned materials to the Day-of Coordinator on the last day of each semester for inventory purposes.
* New LEAP applicants will be interviewed by the Director and/or Assistant Director to evaluate organization compatibility and will be accepted as space permits. Remaining applicants will be placed on a regularly monitored wait list.

**Facility:**

* We encourage everyone to keep in mind that we have been entrusted with the use of the Shady Grove Presbyterian Church. This is a house of worship, and proper respect and care of the facility is expected.
* Parents must be on site at all times during LEAP and are responsible for the safety and well-being of their own children. ***NOTE: This is an open facility****. We do lock the doors as soon as 1st period begins.*
* Parents and children will be expected to complete facility clean-up tasks on a rotating basis.
* Parents are responsible for the supervision of their children during all pre-LEAP and lunch activities. Lunch will be eaten ONLY in church foyer or outside.

**Classes:**

* Parents are required to attend the Mandatory September meeting on the schedule.
* Web site class registration will begin on or approximately 8/15, for the fall semester and on or approximately 1/15, for the spring semester. An email from the Director will alert members of registration availability.
* Classes will be assigned on a first-come, first-served basis.
* Final schedules will be emailed to LEAP members prior to the Meet and Greet Event each semester.
* LEAP will NOT meet if Montgomery County Schools are closed DUE TO INCLEMENT WEATHER. If Montgomery County Schools are delayed, we will meet for LEAP as scheduled.

**Teaching:**

* Parents must be prepared to teach a class by the second semester of membership.
* Parents must be prepared to be the primary teacher in at least one class per semester. Parents who are NOT primary teachers will be expected to serve as classroom helpers for 2 periods.
* Primary teachers are responsible for classroom set-up prior to student arrival.
* If you are a primary class teacher and will be absent, you will need to make arrangements for your assistants to have what they need to teach your class, as much as is possible.
* Our preferred class size is 3 -12 students. Classes with less than 3 students will be cancelled.

**Supplies/ Reimbursement Policy:**

The following supplies are always available to primary teachers, using the checkout system on the table in the main hallway:

colored pencils tacky glue construction paper

markers scissors crayons

glue sticks paint brushes tape

* Teachers should determine needed class supplies and communicate supplies requests to the Day-Of Coordinator.
* Each class is allotted a $30 supplies fee as needed. Requests for supplies in excess of $30 must be pre-approved by the Director. Please submit receipts to Treasurer for reimbursement.
* If requested supplies are determined to be outside budget allowances, a fee may be added to your class. All class fees must be specified in the blurb/class description.
* Supplies and curriculum purchased from the LEAP budget MUST be turned in to Day-of Coordinator at the end of each LEAP semester and will be the property of LEAP Co-op.

**General Information for Students:**

* Children are expected to show respect to teachers/ assistants and other children at all times.
* Children are expected to extend kindness and grace and include new and/or shy children in LEAP activities.
* If experiencing a problem with another child, children are expected to attempt to work it out between each other. If the conflict continues, children are expected to inform an adult and ask for assistance.
* Children are expected to bring designated class materials each week.
* Children are expected to complete specific class assignments in a timely manner.
* Children are expected to dress appropriately for LEAP and LEAP-related events.
* Children are expected to leave all electronics, toys, gadgets and pocket knives at home or with a parent during all LEAP-related activities.

**Discipline Policy:**

* Primary teachers should plan to begin each semester by outlining specific behavioral expectations appropriate for your classroom setting.
* If you have behavioral issues with a child in your class, please speak to the child privately and speak to the parent privately about the issue.
* If the child is unresponsive after the conversation with the child and the parent, teachers or assistants are expected to notify the Director or Assistant Director.  In such cases, a meeting will be planned between the Director and/or Assistant Director, parent, and student, to generate a disciplinary action plan to be monitored by the classroom teacher and overseen by the Director and Assistant Director.
* If the disciplinary action requires immediate action or the disciplinary plan fails, LEAP leadership is a private association and reserves the right to expel a family whose child is determined to be a hindrance to classroom learning or group dynamics.

**STATEMENT OF FAITH**

We seek to train our children in God’s ways, we believe a common foundation is essential. *(Can two walk together except they be agreed? Amos 3:3)* Because all members are required to teach and we are responsible to provide a nurturing Christian environment as stated in our mission statement and core values, we ask that our members sign the following statement of faith.

***WE BELIEVE*** *in God the Father, the Almighty, the Creator of heaven and earth.*

***WE BELIEVE*** *that God has existed from all eternity in three persons: God the*

*Father, God the Son, and God the Holy Spirit.*

***WE BELIEVE*** *that Jesus is and always was God, was born of a virgin, lived a life without sin, died on Calvary for our sins, rose from the grave, ascended into heaven, and is coming again.*

***WE BELIEVE*** *the Bible, the 66 books of the Old and New Testaments, to be the inspired and infallible Word of God to all*

*mankind, the rule of all our faith and moral conduct.*

***WE BELIEVE*** *that “all have sinned and fall short of the glory of God (Rom.3:23).”*

***WE BELIEVE*** *that salvation is offered as a gift, free to the sinner. This gift must*

*be responded to in individual faith, not trusting in any personal works whatsoever,*

*but in the sacrificial death of Jesus Christ alone.*

**PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS, SIGN, AND RETURN THIS PAGE WITH YOUR APPLICATION.**

* I have read and agree to the Mission Statement & Core Values. \_\_\_\_\_\_\_

 (initial)

* I have read and agree to the Policies & Procedures. \_\_\_\_\_\_\_

 (initial)

* I have read and agree to the Statement of Faith. \_\_\_\_\_\_\_\_

(initial)

I also acknowledge that the LEAP program is organized and staffed on a volunteer basis, and I agree that each parent is responsible for the safety of his/her own child(ren). The LEAP leadership team and the Shady Grove Presbyterian Church (“SGPC”) are hereby released and discharged from any and all liability for myself and my child(ren). Further, all claims and liability are expressly waived, and I agree to indemnify and hold harmless the LEAP program and SGPC and any and all persons acting on behalf of either. If any dispute arises between LEAP and the parents or students, the parties agree that the dispute will be mediated before any legal claim is filed.

**I have reviewed the LEAP Co-op Mission Statement, Core Values, and Policies & Procedures with my children. We agree to abide by these guidelines for conduct when participating in all LEAP Co-op activities.**

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 Parent Signature Date

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Name (Print)

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Spouse’s Signature Date

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Spouse’s Name (Print)