



Voyagers Co-Op Handbook

2023-2024

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The Vision

The Voyagers Co-Op is part of the Eagle's Nest Christian Home Educators' Association (ENCHEA). Voyagers classes enrich the education of school-age children by offering group classes taught from a Biblical worldview in a group setting, allowing families to connect with other like-minded homeschool families.

Voyagers is a Christ-centered organization, and through all aspects of our program, we seek to honor Biblical principles and bring glory to His name.

Family Commitment

We all depend upon one another to make the Voyagers Co-Op work smoothly. Your commitment to Voyagers is for the full year; two 10-week semesters. By joining the Co-Op, you agree to accept the responsibility for your place in the program.

100% parental involvement is REQUIRED with a family member teaching and/or assisting at every meeting. The oldest child must be in at least Kindergarten. Drop offs are not permitted (e.g. – a parent dropping off a child and not participating in co-op activities themselves). A mandatory co-op orientation for parents will take place at the beginning of each school year.

Logistics

How Does It Work?

The Voyagers Co-Op is designed to be a 2 period / 2 class program. To function in an orderly manner, children must participate in the complete program both periods. Every child 8th grade and younger must be in a Voyagers or Eluminatus (ENCHEA's academic program) class each period. If you have a child in 9th grade or older that will be accompanying you to Co-Op, they must be either assisting in a class or in an Eluminatus class themselves. No children are to be left unsupervised during Co-Op time.

Each parent must teach at least one of the two semesters each year. Every parent is also required to be "on call" to help during any time they are not teaching or assisting.

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4:10

Where

Voyagers meets at **Crossroads Church** 2564 GA-154, Newnan, GA 30265. This is the Thomas Crossroads campus.

When

Voyagers meets weekly on Thursday afternoons from 12:00-3:00 p.m. for two 10-week semesters each school year. Fall semester generally begins the second Thursday of September and ends in November before Thanksgiving. Winter semester usually begins the second Thursday of January and runs through the end of March.

Daily Schedule

- 12:00 Arrival
- 12:15 -12:45 Assembly
- 12:50 -1:45 1st Class Period
- 1:50 - 2:45 2nd Class Period
- 2:45-3:15 Dismissal and clean up
- 3:30 Doors closed and locked

Arrival

Please arrive at Noon. Park in the upper parking lot to avoid congestion with preschool parents and teachers. Come in through the ENCHEA entrance ONLY. This is the main entrance to the church. Due to Crossroads' Weekday Preschool program schedule, Voyagers does not have access to the facility before noon.

Assembly

Assembly time includes pledges, prayer, devotions, skits, announcements, etc. Everyone is expected to attend assembly each week. Please set a good example for your children and be on time each week.

Grade Levels

Children are placed in grade levels based on their age as of September 1st.

Parent Break/Lunch Room

A break room for adults at Voyagers is available for teachers and assistants to use during their off-hour. Each family helps provide lunch twice per semester. A sign-up list will be distributed.

After Co-Op Dismissal & Pickup

All students must be picked up no later than 3:00. You may go back to your classrooms after picking up your children to finish cleaning up if necessary. **Please do not congregate in the lobby or hallways.* Families will be asked to serve by helping clean up the worship center each week. A sign-up sheet will be sent out.

Personal Belongings

Label everything that you bring to Co-Op, (e.g., bottles, sippy cups, and diaper bags, etc). Children are asked not to bring anything that is not appropriate for their classes or which could be distracting to the class (i.e., phones, electronics, playing cards, headsets, toys, etc.). We do not have storage space for many lost and found items.

Parent/Family Member Participation

As the family member joining the program, you will teach or assist one class period each week. During the period you are not assigned to teach or assist, you have an off-hour for a light lunch. It is a wonderful place to relax, find help, encouragement and laughs with our fellow moms and dads! You will on occasion be asked to sub for a missing teacher during your off-hour.

If the thought of teaching a class makes you nervous, don't worry! We have Grade Coordinators who will be more than happy to help you develop your class plans, answer any questions you have, and help you with any issues that arise. You are not alone!

We will do our best to accommodate your requests for teaching assignments; however, teaching assignments will be filled on a first come, first served basis and according to our class needs. Please understand that the teaching assignments for Babies, Toddlers, and Pre-K classes will be filled with expecting, nursing, and moms with children in those classes first.

Teacher Responsibilities

- Plan and prepare to teach for 10 weeks – submit high level outline of plans to grade coordinator
- Provide a "sub-packet" to keep on hand at Voyagers in case of an unexpected absence. Turn in sub-packet no later than the second week of the semester.
- Buy supplies for class and submit receipts for reimbursement
- Update the class attendance sheet each week
- We ask that only the second period teachers provide a snack (if they choose to do so – this is not mandatory).
- Lead your class during an emergency drill or event taking the attendance packet with you
- If you are going to be absent, you must:
 - get the lesson plan and supplies to your assistant
 - let the sub coordinator and your assistant know
- If you have a planned absence (vacation, not sickness), you may be asked to sub during another week
- Additional duties will be assigned to parents who are teachers, as needed. We must all pitch in to make our Co-Op successful!

Teacher Perks

- You may have your child in your class (if is their grade level)
- You will not be required to sub during the other hour (unless you are covering for a pre-arranged absence as noted above)
- Predictability about what you are doing each week

Assistant Responsibilities

- Assist in your assigned class for 10 weeks
- You will be put on the sub list to sub during the other hour of class. You are not guaranteed a break time.
- **Be the crowd control for your class**
- You must stay with the class for the entire class period.
- Ask the teacher what you can do to help. **Take initiative.**
- Assist the teacher in escorting students during an emergency drill or event
- If you are going to be absent, you must let the sub coordinator and your teacher know

- If your teacher is absent, be prepared to teach the class
- Other duties, as needed

Assistant Perks

- You do not have to plan, prepare, or buy materials

Supplies

Basic supplies are provided in each room:

- Babies - wipes, gloves, dirty-diaper baggies, paper tape for marking bags and bottles, cleaning supplies
- Toddlers – coloring books, fat crayons, extra sippy cups, wipes, gloves, dirty-diaper bags, masking tape (for marking bags and cups), cleaning supplies
- Pre-K3 and Pre-K4 - crayons, scissors, glue sticks, washable markers, cleaning supplies, and simple snacks
- K-8th grade – scissors, pencils, glue sticks, crayons, markers, transparent tape

Teachers are responsible for obtaining specific supplies needed for their classes and are reimbursed for their purchases out of their class budget.

Voyagers supply cabinets are in the storage room on the second floor. A list of supplies, available on a first come, first served basis, will be shared before classes begin. Please contact _____ for assistance in reserving and obtaining these items.

Absences

It is your responsibility to make sure our Sub Coordinator, Lauren Lundberg, knows that you will be absent. She will schedule a substitute to take your place. If you are teaching, it is your responsibility to arrange to get your materials, *with instructions*, to your assistant. Remember, this is a co-op, and everyone contributes every week. When you are out, someone will need to fill in for you. The sooner we know you are going to be out, the better. When you need to be absent, follow the steps outlined in your **'What Do I Do When I Need to Be Absent?'** handout. Also see our Illness Policy under the **Safety** section of this document.

Anyone missing three or more classes will be dropped from the program. Anyone missing a class without notification to Lauren **prior to the absence** may be dropped from the program. Exceptions will be made for extended illness and family emergencies.

Communication & Connection

Groups.io Email

Voyagers uses Groups.io to communicate with members. PLEASE check it often. You are responsible for getting connected to the Groups.io group so you can stay informed about Voyagers.

Family Folders

Please check your family folder weekly for information, handouts, notes from others, reimbursement checks, etc.

Facebook

We have a Facebook group for Voyagers that is used for connecting with each other. This is not a primary means of communication about Voyagers information, so if you are not on Facebook, don't worry. If you are on Facebook, go to <https://www.facebook.com/groups/658918047556135/> and request to be added to our group.

Common Courtesy

Please be considerate of your fellow Voyagers and do not "spam" them with information about direct sales parties, business opportunities, etc. To ensure we follow federal regulations of a tax-exempt organization, we ask that you not share political advertisements or emails.

Contact & Family Information

Teachers, you may use the information from the rosters to contact the parents of the students in your class with any class-specific information. Please be considerate and do not email the entire Voyagers group with something only the parents of your students need to know. It is your responsibility to ensure we have your correct family contact information.

Expectations

Conduct Guidelines

Participants are expected to abide by all of the rules.

- Parents are responsible for their children's conduct at all times.
- Everyone is always expected to be on their best behavior.
- For everyone's protection and to comply with our agreement with Crossroads Church, please ensure two unrelated adults are present in classrooms when classes are in session.
- Please walk and use quiet voices while inside. **No running!**
- Adults, please do not have phones out during class, unless needed for class purposes.
- Everyone should stay off the stage except when they are participating in assembly.
- Please clean up after yourselves.
- Please leave any physical discipline to the parents. Instead use time out or redirection. Contact your grade coordinator for assistance.
- Please be on time.
- Do not bring the following items to any Voyagers function:
 - Firearms, knives, BB or pellet guns, real or toy weapons (exceptions made for certain classes – Duct Tape Warfare, Archery, Wilderness Survival, etc. In these cases, specific guidelines will be outlined for use of "weapons." Parents enroll students in these type classes at their own risk and liability.)
 - Alcoholic beverages, tobacco products, or flammable materials.
 - Clothing that states or implies rude, disrespectful, or obscene languages or images.
- No violence, theft, or defacing of church property will be tolerated.

In addition to the above, students will be expected to:

- Use listening ears.
- Use correct and polite language.
- Follow the teacher's rules and directions the first time and without argument.
- Be in the appropriate area always. No roaming or running is allowed!
- Remain with their class unless they obtain permission from their teacher to leave.
- Eat only during appropriate times and in appropriate places.
- Treat others with Christ-like kindness. - - *Remember no bullying, no gossiping!*
 - Bullying or hazing is not allowed. If a student feels that they are being bullied, contact the director immediately. Some things that one may see as joking, others may see as bullying. Ask yourself if what you are about to say could offend someone or hurt their feelings. If so, do not say it!
- Wear name tags always during class.
- Cell phones are not to be used in any way (no texting) by STUDENTS during Voyagers. If a student uses a cell phone, he/she will be asked to leave it with a staff member until the end of the day.
- Inappropriate use of cameras, imaging or digital devices is prohibited.
- Keep all electronic devices in their bag, pocket, or with a parent during Voyagers.

Dress Code

Please remember we are in a church and school environment. The following dress guidelines apply to adults and students attending Voyagers.

- No tight, form fitting, or "see through" clothing (tops or bottoms)
- No short shorts or skirts-make it below your fingertips or 2 inches above the knee
- No spaghetti strap tops or tank tops (male or female). Sleeveless shirts may be worn if no bra strap is showing. No backless shirts may be worn.
- No low-cut tops or tops showing midriff
- No holes above where your fingertips touch when arms hanging down
- No underwear, midriff, or backside showing

We always encourage modest Christian appearance.

Middle School Student Jobs

All middle school students are assigned a job at the beginning of the semester. They will perform their assigned job on a weekly basis for the entire semester. They are assigned various jobs before and after Co-Op. These students are a huge help in making our Co-Op run smoothly. We expect the students to perform their jobs diligently and with positive attitudes.

Student Guidelines (6th-12th grade)

Because our Middle School and High School students may serve as assistants to our younger students, and because of their additional job responsibilities at Voyagers, there are a few guidelines specific for this age group:

- Do not take pictures of the children without the permission of parents. Do not post pictures of children on social media.
- Use appropriate touch – high fives, fist bumps, side hugs. Don't give front hugs to children. Respect space. Some children may not be comfortable with "touch."
- Young students should sit next middle schoolers, not in their laps.
- When performing your assigned job, stick to the job you are assigned until it's complete.
- When assigned to assist in a classroom, remain with that class the entire hour. Permission is needed from the adult in that room before leaving the room for any reason.
- Do not change diapers or take children to the restroom. Only adults may help children in restrooms. The only exception is an older sibling helping a younger child in his/her family.
- When serving in preschool, interaction with the children is top priority. Get down on the floor and play, invite kids to join your fun. Some children may not want to interact. In this case, you may just need to sit quietly next to them and be available to them.
- Do not roughhouse with the kids. Do not swing them around or pick them up. Use the activities provided in the class to engage with them.
- Follow the room clean-up plan. Before leaving, check with the teacher to see what needs to be done.

Playgrounds & Ballfields

The playground can only be used by preschool classes during Voyagers. The preschool classes are scheduled with a limited time for play. Children are not allowed to be on the playground before co-op for any reason. After co-op playground time for all students may be announced throughout the year.

The ballfields can be requested for use by our classes at a cost of \$25/hour. Otherwise, classes should refrain from using the ballfields.

Church Policies

We have been blessed to be able to use the facilities of Crossroads. It is vital to our continued use of the facility that the church's activities NOT be disrupted. A condition of our use is that we follow these policies:

- All regularly attending adults at Voyagers must pass a background check and complete Child Protection Training.
- Children must always be supervised.
- All members of the co-op, including adults, will remain away from the church offices.
- Voyagers may use designated areas in the Eagle's Nest lobby entrance, worship center, gym, designated preschool rooms, and the 2nd floor classrooms during our allotted time period only.
- Use only the designated entrance/exit for ENCHEA.
- Do not enter areas designated for the Church Pre-K while in use by the Church Pre-K from 8:00 am to 12:30pm.
- Speed limit on campus is 15mph. No reckless driving in the parking lot by students or parents. Please use extreme care.
- Please park in the upper lot.
- Do not use the drive through pick-up area in the first/lower lot. This is for church PreK.
- No animals are to be brought into the church facility except for class purposes only. The Director must be notified at least two weeks prior to the date of needing to bring the animal. We must obtain approval from the ENCHEA Board of Directors and Crossroads to bring animals.
- Help keep the facility secure by closing doors and windows behind you.
- We are responsible for daily clean-up. Please leave the area in better condition than when you arrived.
 - Should you find a mess when you arrive, please take a picture and inform a staff member. Please proceed in cleaning up.
 - Messes made at Voyagers should be cleaned up by Voyagers.
 - If you find anything that needs follow up attention (damage to anything, spills, etc.) please inform a staff member.
 - All classrooms should be cleaned at the end of each class and the trash removed after the last class.
 - Any sports equipment should be put back to original place when using the gym.
 - In the event cleaning is necessary after use, we will be charged for any and all janitorial fees incurred by Crossroads.

Failure to abide by these rules could not only result in the loss of the privilege of using the facilities but damage the credibility of Eagle's Nest. Therefore, any member of the Co-Op that continues to disrespect these policies will be asked to leave the Co-Op, rather than risking the program for all involved. As a rule of thumb, it is the policy of any ENCHEA function to always leave an area that we have been blessed to use, in better condition than when we found it.

Discipline Procedures

Teachers, assistants, and grade coordinators should work together, **with the parent**, to address any issues that arise in class with a student. This could be things such as not following directions, constant interruption of class, or any other classroom management concerns. **We believe parents know their children best and want to be notified and involved if any issue arises with their child in class.** Teachers should notify the grade coordinator and parent sooner rather than later with any concerns.

The following steps will be followed if there is a serious or recurring problem with a student in class. These steps are in place because we believe parental involvement is essential to addressing discipline concerns, and it is not the job of our teachers to handle serious discipline matters.

1. WARNING - The child will be spoken to, with respect, by the teacher or a Voyagers staff member. TEACHERS – you must notify a staff member should an issue arise as soon as possible. Parents will be notified of any issues that are serious in nature or do not resolve with a warning.
2. STEP ONE - If the problem continues beyond the warning, the parent will be notified. This will be a verbal discussion, often followed by an email summarizing the events and any next steps. Verbal discussions will include the parent and child, when appropriate, as well a second Voyagers staff member. The parent will need to sit with the child during his/her off hour.
3. STEP TWO - If the problem continues, the parent will be asked to take the child to class with them OR out of the Co-Op program and off-campus for the day.
4. STEP THREE- If a parent is contacted twice to remove a child; the child may not be allowed to participate in the remaining semester and potentially the next semester.

Steps are cumulative. At the Director's discretion, violations of the rules or any other offense may be taken to the Eagle's Nest Board for consideration. A family or child may, at the discretion of Eagle's Nest leadership, be asked to leave the program at any point.

Safety

Illness, Injury, & Liability

Help us to make our Co-op a healthy environment by not bringing your family if you or your children have had any of the following symptoms within the last 48 hours: fever, diarrhea, vomiting, severe runny nose, persistent cough, or any symptom of an illness which could be communicable. THANK YOU for your care and concern. You must contact the Sub-Coordinator and follow instructions for obtaining a sub for your position at Voyagers if you need to be out.

A first aid kit will be available for minor injuries. In the event of serious injury, parents will be contacted immediately.

Parents are responsible for the safety of their children while at all Eagles Nest functions, including the Co-Op and all field trips. ENCHEA, Crossroads Church, and all representatives and staff of these organizations will not accept any liability for any injuries or illnesses sustained while attending a Voyagers function.

Security

Be vigilant to lock car doors and do not allow children to be outside unsupervised. **If you see something, say something.** Please do not bring valuables or leave them in your vehicle. ENCHEA and Crossroads Church are not responsible for lost or stolen items.

It is our policy, and the policy of Crossroads Church, that at least two *unrelated* adults are always present in the classroom, and only adults may take children to the restrooms. If you need assistance in your classroom, notify the grade coordinator who is in the hallway. Try not to leave your classroom.

For the protection of all children/students, we ask Middle School students not to use the restroom at the same time as the younger children. Siblings may help their younger family members, but students should not be asked, expected, or take the initiative to help children in the restrooms.

For everyone's protection, adults should stand at the restroom door with the door open when taking children to the restroom. If a child needs assistance in the restroom, a second adult should be standing at the door.

Evacuation Procedures

Voyagers will perform safety drills. Specific instructions will be provided and will be available in each classroom.

Inclement Weather

In the event of inclement weather, ENCHEA follows the Coweta County School System (CCSS). If CCSS is closed, we will not be in session. If they delay, we are still closed. Please check your email for updates.

Lanyards and Nametags

All Voyagers members and visitors will wear a nametag/lanyard during co-op. Question anyone who is not wearing a lanyard and report anyone suspicious to a staff member immediately. It is your responsibility to keep up with your family's nametags. A \$3 fee will be charged to replace lost lanyards.

Lunch and Food Safety

Be sensitive to the food allergies of our students and parents. Check the allergies in your classroom before you bring in food items for the class. To support Crossroads preschool policy, we are a peanut and tree-nut free program.

Finances

Fees

The Voyagers Annual Family Fee is \$100. Before each semester we will also collect class fees per child. They are typically ~\$5-\$25 per class per student (10 weeks) to cover the cost of supplies for each class.

Refunds

There will be no refunds of the Voyagers Annual Family Fee. Refunds of the class fees will only be given when a written notice is received prior to the first day of Co-Op. After this time, no refunds will be given.

Budgets & Reimbursements

Teachers are reimbursed for expenses for classroom materials from their class budgets up to the amount in their budget. To be reimbursed, attach your receipts to the completed reimbursement form and put them in your classroom envelope. Put your reimbursement envelope in the **Treasurer** folder in the breakroom. Reimbursement checks will be written the same day (if at all feasible) for receipts turned in that day. All receipts must be turned in by the last day of the semester for you to get reimbursed.

***Thank you for doing your part to make this an excellent Co-Op!!
But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be the glory
both now and forever! Amen. 2 Peter 3:18***