

Voyagers Co-Op Handbook

2018-2019

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The Vision

The Voyagers Co-Op is part of the Eagle's Nest Christian Home Educators' Association (ENCHEA). All members of the Co-Op must first be members of the Association. Voyagers classes enrich the education of school-age children by offering classes better taught in a group setting or areas requiring more expertise than each parent might possess. We think that by pooling our resources, our children's educations will be greatly enhanced.

Christ-Centered Organization

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. When people fail to fulfill their commitment and are absent, gaps are left in the program. Since families are turned away when classes are full, you agree to accept the responsibility for your place in the program. Therefore, any person missing three or more classes will be dropped from the program. Exceptions will be made for extended illness and family emergencies only. Most importantly, your commitment to Voyagers is for the full year; two 10-week semesters.

Requirements

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. There will be absolutely NO drop offs (e.g. – a parent dropping off a child and not participating in Co-Op activities themselves). Approval from the Director is needed to send your child with another Voyager's family and only on a temporary/exception basis (if approved). There will be a MANDATORY Co-Op orientation at the beginning of each school year for all members.

Our Commitment

We are committed to upholding the following standards:

- **Respect** – to each other and to our host, Heatherwood Baptist. Leave each other and Heatherwood better than when we arrived.
- **Safety** – always two teachers per classroom. Seek outside help when needed.
- **Courtesy** – arrive and dismiss on time, no cell phones in class
- **Listen** – listen to teachers and peers; take turns speaking so that everyone gets a chance to contribute.
- **Godliness** – speak and act in a way that pleases Jesus; speak life to each other; no bullying, no gossiping

Logistics

How Does It Work?

Because we are all gifted in unique and various ways, we each have something that we can offer our children to enhance their education. Parents are encouraged to teach a class that will supplement and enrich the homeschool education of the children in their class. Each parent is expected to 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. Thus, the term "Co-Op". The Voyagers Co-Op can be as great as we make it!

The children are divided into different age groups and registered for classes by their parents. Classes/subjects are set up on the semester system, and students will take 2 classes each semester.

Everyone taking part at Voyagers is a volunteer. We are all homeschooling families working together to provide this co-op opportunity for our families. If you see a need, please help fill it. If you see a problem, talk to the staff

about a solution. We are always interested in hearing how we can make this co-op even better! But it takes everyone working together and contributing. Everyone provides something valuable!

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 **Heatherwood Baptist Church** 721 Shenandoah Blvd, Newnan GA 30265 (Corner of Lower Fayetteville Road and Shenandoah Blvd).

When

Voyagers meets weekly on Thursday afternoons from 12:45-3:30 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 begins the second Thursday of January and runs through the end of March.

Daily Schedule

- 12:20-12:49 Arrival and sack lunch time for children
- 12:50-1:15 Assembly
- 1:20-2:15 1st Class Period
- 2:20-3:15 2nd Class Period
- 3:15-3:30 Dismissal and clean up
- 3:45 Doors closed and locked

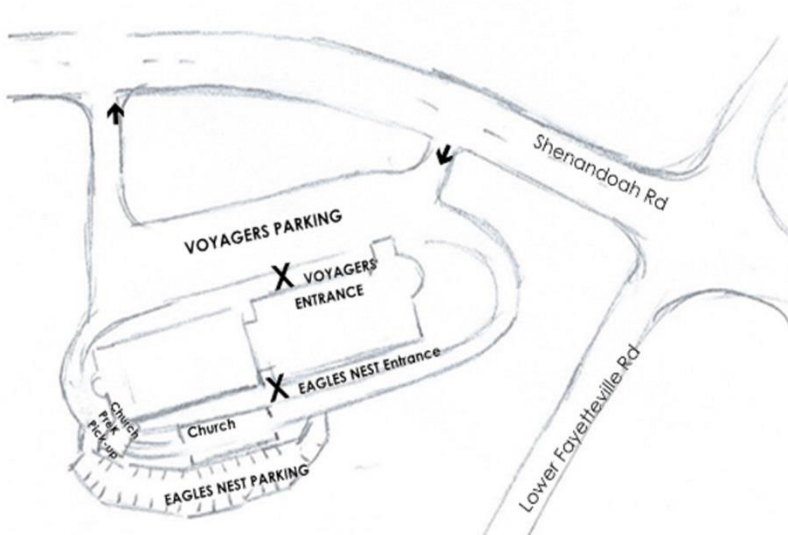
Arrival

Please arrive between 12:20 and 12:45. Park in the front parking lot (adjacent to Shenandoah Blvd) to avoid congestion with preschool parents and teachers. Come in through the Voyagers entrance ONLY. Look for the Voyagers signs. Do not follow the signs for Eagle's Nest entrance.

Voyagers is not allowed at Heatherwood before 12:20 due to Heatherwood's preschool schedule and policies. We are fortunate to be able to use the Heatherwood facility. Please be considerate of their preschool parents, teachers, and students as we arrive and they are leaving.

Children are welcome to bring a sack lunch and eat in the Fellowship Hall between 12:20 and 12:45.

Assembly begins promptly at 12:50.



Assembly

Assembly is held in the fellowship hall and is mandatory (every week) for the parent(s) and children participating in Voyagers. Assembly time includes pledges, prayer, devotions, skits, announcements, etc.

At 1:20 students will be dismissed from assembly by grade levels to their classrooms. Dismissal will be done in an orderly fashion from the fellowship hall to the classrooms. Eluminatus classes as well as Heatherwood staff will be in the building. We show respect by moving quietly and respectfully through the hallways.

Pre-K4 and younger students will be dismissed at the end of assembly to be taken to class by their parent. Grade Coordinators will escort Kindergarten through Middle School students to their classes.

Dismissal from assembly occurs in this order:

- First hour teachers
- Moms with preschoolers - all preschool rooms are downstairs. Please exit fellowship hall and take children to their classrooms. All preschoolers should enter their rooms on the 100 hallway. Babies should be taken to the 100 hallway.
- Middle School, 4th/5th grade, 2nd/3rd grade, and Kindergarten/1st grade

Classes

The following age groups are general and may be adjusted as needed. Ages are based on school year starting September 1st. Also noted are the locations their classes are generally held.

- Infants: birth to crawling – Baby room on 100 hallway (downstairs)
- Toddlers: walking to 2 years old – Toddler room on 100 hallway (downstairs)
- PK3 / PK4: Ages 3 & 4 – classrooms on 100 hallway (downstairs)
- K/1st Grade: Ages 5 & 6 – classrooms on 100 hallway (downstairs)
- 2nd/3rd Grade: Ages 7 & 8 – classrooms on 100 hallway (downstairs) and 300 hallway (upstairs)
- 4th/5th Grade: Ages 9 & 10 – classrooms on 300 and 400 hallways (upstairs)
- 6th-8th Grade: Ages 11-13 – classrooms on 300 and 400 hallways (upstairs)

Children will be placed according to their age. For example, even if your 8 year old is studying in the 5th grade at home, he/she will still be placed in the class according to his/her age – 2nd/3rd grade. Classes will vary according to the demand and choice by the teachers.

Nursery through Pre-K children will remain in their classroom both hours and all teachers will transition to them. All other children will remain in their classroom until the end of the first class period and will then transition to their next class. After the second class, children will be brought to the Fellowship Hall by the teachers/assistants for pickup.

Adult Lunch Room

An adult lunch room is available for teachers and assistants to use during their off-hour. During each 10-week semester, each family will be assigned to bring lunch items for two lunch slots. Assigned Middle School students will be available to help unload and bring in lunch and drink items for you.

Please label all food items with: your name, item description, and your lunch hour (1st or 2nd). This will help simplify organization of food in the kitchen. No items should be brought that need to be prepared. All food items should already be prepared and ready to eat. We can place items in the warmer if they need to stay warm for second hour lunch. You do not need to bring serving utensils.

We will offer water, tea, and lemonade each week to reduce the need to store and transport soda cans each week.

Lunch room food may not be taken into the classrooms. Subs please take no more than 10 minutes to eat. You may step to the front of the line to get your food quickly.

After Co-Op Dismissal & Pickup

In an effort to make the end of our Co-Op day smoother, ensure we comply with our contract with Heatherwood, and allow our families to get to other activities on time, we have an After Co-Op Dismissal & Pickup Process.

At the end of 2nd hour classes, students in grades 2nd through 5th grade will be taken to the Fellowship Hall for pick up. Infants through 1st grade will remain in their classrooms and parents should pick them up from the 100 hallway before picking up the older children in the Fellowship Hall. MS students will have assigned cleanup jobs during this time.

3:15 – 3:30: – dismissal and cleanup

Preschool students and Kindergarten/1st graders will stay on the 100 hallway until picked up by mom.. *Assistants will monitor students until picked up. Parents, please do not go in 100 hallway unless you are picking up an infant. This causes unnecessary congestion in the hallway. A Hall Monitor will call students for pickup.*

2nd/3rd and 4th/5th grade students will be brought to Fellowship Hall by their assistants. Students will sit at tables with their grade level until a parent picks them up. *Assistants and assigned parents will monitor students until picked up by their parent.*

MS students will be performing after-co-op jobs.

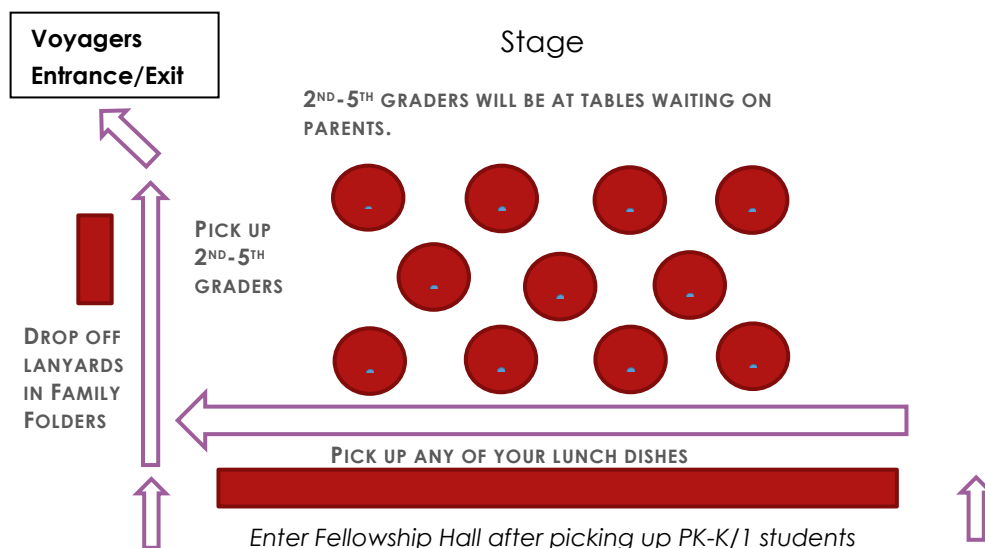
All students must be picked up no later than 3:30. You may go back to your classrooms after picking up your children to finish cleaning up if necessary.

**Note that archery will be in the gym and the gym will be closed during our dismissal/pickup process.*

**Please do not congregate in the Fellowship Hall. Please enjoy fellowship with other Voyagers at the local park or other meeting spot.*

3:30 – doors to fellowship hall closed, all families should be out by this time, other than staff and final cleanup crew.

3:45 – doors to fellowship hall locked. Final walk through of classrooms.



Once your classroom is cleaned and you have picked up your children, please exit the building. This helps our staff and Middle School students (who are assigned clean-up duty) to clean up and go home on time also. We will also be in breach of contract if we are not out of the building on time which could result in Voyagers having to pay additional fees.

There is no gathering spot at Heatherwood for our families after co-op. However, informal gatherings at other locations following Voyagers may occur throughout the semester.

Personal Belongings

Label everything that you bring to Co-Op in order to ensure that any misplaced items can be returned to the owner. 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. Any that are kept will only be held until the end of the semester. After that time, items will be donated to a local charity.

Bottles, sippy cups, and diaper bags should also be labeled to make it easier for teachers to care for your infant or toddler while in class.

Waiting List

To provide the best possible environment for our children, we have limited the total number of families in the Co-Op. Once the limit has been reached, we will be unable to accept any more families at that time. Families desiring to be involved in the Voyagers Co-Op may have their name put on the waiting list. As spaces become available, families on the waiting list will be contacted.

Expectations

Child Participation

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 Bridge (ENCHEA's middle school 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 (ENCHEA's high school program) class themselves. No children are to be left unsupervised during Co-Op time.

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, Heatherwood Baptist Church, and all representatives and staff of these organizations will not accept any liability for any injuries sustained while attending a Voyagers function.

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. So the sooner we know you are going to be out, the better. When you need to be absent, follow the steps outlined in your handout – **How to Reserve Your Sub**.

NOTE: Keep the 'What Do I Do When I Need to Be Absent?' handout handy. Put Lauren Lundberg's contact information in your phone under Sub Coordinator.

Rules & Regulations

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 expected to be on their best behavior at all times.
- For everyone's protection, please ensure two unrelated adults are present in classrooms when classes are in session.
- Please walk and use quiet voices while inside. No running!
- 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.
- Stop signs will help you steer clear of unauthorized areas. Please do not go past the stop signs.
- Please be on time (or early) for classes.
- Please 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. We will call the authorities if necessary.

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 at all times. 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!*
- Wear name tags at all times during class.
- Keep all electronic devices in their bag, pocket, or with a parent during Voyagers.
- 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.

Dress Code

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

- No underwear showing.
- No tight, form fitting, or "see through" clothing (tops or bottoms)

- No short shorts or skirts-make it below your finger tips or 2 inches above the knee
- No spaghetti strap tops
- No low cut tops or tops showing midriff

We encourage modest Christian appearance at all times. Thank you!

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:

- Please do not take pictures of the children without the permission of parents.
 - Do not post pictures of children on social media (i.e., Facebook, Instagram).
- 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."
- Do not let children sit in your lap.
- 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.

Discipline Procedures

If there is a problem:

1. WARNING - The child will be spoken to, with respect, by the teacher or a Voyagers staff member.
 - a. TEACHERS – you must notify a staff member should an issue arise as soon as possible.
2. STRIKE ONE - If the problem continues beyond the warning, the parent will be notified.
 - a. This will be a verbal discussion followed by an email summarizing the events and any next steps. All discipline issues are documented by the Director. Verbal discussions will include the parent and child when appropriate as well a second Voyagers staff member.
 - b. The parent will need to sit with the child during her off hour.
3. STRIKE TWO - If the problem still 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. STRIKE THREE- If a parent is contacted twice to remove a child; the child will not be allowed to participate in the remaining semester and potentially the next semester.

Strikes 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.

Playground Rules

The playground can only be used by preschool classes. The preschool classes are scheduled with a limited time for play. Children are not allowed to be on the playground before or after Co-Op for any reason, with the exception of the middle school student who is assigned to clean it.

Church Policies

We have been blessed to be able to use the facilities of Heatherwood Baptist Church for EAGLES NEST, Eluminatus, Bridge, Voyagers, as well as for many other home school functions. 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 all of the following policies:

- Children will remain supervised at all times.
- 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, fellowship hall, gym, designated preschool rooms, and the 2nd floor classrooms during our allotted time period only.
- Voyagers may use only the designated entrance/exit for Voyagers. Do NOT use the entrances or exit for the church PRE-K program. Do NOT use the front entrance to the church. These areas are off-limits.
- Do not enter areas designated for the Church Pre-K, the fellowship hall, kitchen, or gym 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.
- Park only in the front lot.
- Do not use the drive through pick-up area. 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 Heatherwood to bring animals. This rule will be strictly enforced!
- Help keep the facility secure by closing doors and windows behind you.
- Please do not use the elevator. If you need access to the elevator for health reasons, please notify Director.
- The A/C system is set on an automatic system. If you make any adjustments to it, please set it back to the original setting before leaving.
- Pick up after yourself. 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.
- We are responsible for daily cleanup:
 - Pick up all trash: All classrooms should be cleaned at the end of each class and the trash removed after the last class.
 - Wipe up any spills/clean up as appropriate.
 - When using the gym, put goals back to position they were in when you arrive.
 - Any sports equipment should be put back to original place when using the gym.
 - Check bathrooms and flush toilets/pick up paper towels/unlock any locked bathroom doors.
 - Turn out lights in bathrooms and rooms.
 - Set alarm
 - In the event cleaning is necessary after use, we will be charged for any and all janitorial fees incurred by Heatherwood.

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. Please keep this in mind while attending Co-Op.

Safety

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 Heatherwood Baptist Church are not responsible for lost or stolen items.

It is our policy that at least two adults are present in the classroom at all times, 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 are asking Middle School students to not 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 fire drills and tornado 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. 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.

Check your child's lanyard information on the 1st day. If you see any missing or incorrect information, email or speak with Kelly Myers prior to the next week.

How can I help children with allergies?

Get to know the kids in your class and who may be affected by allergies. Double check your roster information for the list of allergies. As a sub, you should also discretely familiarize yourself with this information before beginning class.

Lunch and food safety rules

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.

When you bring lunch items, a notecard indicating the ingredients would be helpful for those with dietary restrictions or allergies.

To support Heatherwood's policy, we are a peanut and tree-nut free program.

Academics

How Does Teaching at a Co-Op Work? What is Expected?

As the family member joining the program, you will teach or assist one class period each week. We ask that all parents teach at least one semester per year. You will be scheduled to teach or assist either the first period or second period of classes. During the period you are not assigned to teach or assist, you have an off-hour for lunch. It's a wonderful place to relax, find help, encouragement, laughs, and yummy food prepared by our fellow moms! 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 Staff 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.

Teachers

Teachers are responsible to plan and prepare for their class. It is strongly recommended that every teacher prepare a "sub packet" to keep at Voyagers in case of an unexpected absence.

In the event you are unable to attend a Co-Op meeting, it is your responsibility to get the materials to your assistant and contact Lauren Lundberg, our Sub Coordinator. Teachers will be required to keep students in their classroom/designated area the entire class period. We ask that only the second period teachers provide a snack (if they choose to do so – this is not mandatory).

Teacher Responsibilities

- Plan and prepare to teach for 10 weeks
- Buy supplies for class and submit receipts for reimbursement
- Update the class attendance sheet each week and leave it in your folder
- Take weekly attendance (you may ask your assistant to help with this)
- Lead your class during an emergency drill or event taking the packet from the door with you (this will have the attendance sheet in it)
- 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 (as long as it's their grade level)
- Break time! 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

Assistants

If you are not teaching, you will be assigned an assistant position. Other duties may also be assigned to assistants. If you are only scheduled to assist in one class, you will be listed as a substitute for the hour that you are not working. You are not guaranteed a break time. In the event the teacher you are assisting is unable to be at a meeting, you will sub for your teacher and a sub will be called to take your place. If you must be absent, it is your responsibility to contact your teacher and Lauren Lundberg, our Sub Coordinator.

Assistant Responsibilities

- Assist in your assigned class for 10 weeks
- You may be required to sub during the other hour of class
- **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

Assistant Perks

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

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.

Finances

Costs

The Voyagers Annual Family Fee is \$45. Before each semester we will also collect class fees per child. They are typically ~\$5-\$15 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 at the check-in table.

Reimbursement checks will be written the same day (if at all feasible) for receipts turned in by 1:20. If there are any questions about your reimbursement request, it may cause a delay in getting your reimbursement check written.

If you are turning in receipts the last day of the semester, you will need to bring the receipts in with a Self-Addressed Stamped Envelope (SASE) so your check can be mailed to you. All receipts must be turned in by the last day of the semester in order for you to get reimbursed.

Fundraisers

Voyagers has various fundraisers to help keep our Co-Op costs low. Participation is key for keeping our fees low!

Supplies

Storage Room

There is a Voyagers supply area in the storage room on the second floor. These supplies are available to all Voyagers teachers to use in their classes unless clearly marked as set aside for a specific class.

Please check the cabinets or contact Angie Spradlin or Tyra Ingle if you are looking for something specific. Make sure you return the supplies to the same location you got them from in good condition. If you find things that need to be discarded (used up paint bottles, dried out markers, broken pencils, dried up glue sticks, etc), please throw them out!

At the end of the semester, leave all non-consumable supplies that Voyagers reimburses you for in the storage room. At the end of the semester, teachers may and should send home with the students any appropriate items that have been purchased for the students to use during the semester (e.g. a set of colored pencils, a set of water colors, etc.)

Classroom Supplies

Teachers are responsible for obtaining the specific supplies needed for their classes. Teachers are reimbursed for their purchases out of their class budget. General supplies provided by Voyagers include scissors, pencils, glue, crayons, and markers. Any unused or leftover supplies from previous classes are also available on a first-come, first-serve basis. Please be frugal and use the supplies we already have on hand when possible.

Classroom Supplies – Kindergarten through Middle School

Small supply boxes are provided for each classroom to be shared by the first and second hour teachers. Supply boxes will be pre-loaded with general supplies (scissors, pencils, glue sticks, etc.) for teachers at the beginning of the semester. We will have the supply boxes distributed each week prior to beginning of first hour classes. Second period teachers should place supply boxes outside of their door at the end of each day. Supply boxes are labeled and stored in the storage room for each classroom.

Classroom Supplies – Preschool

Basic supplies are included for the preschool rooms:

- 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

All other supplies for Pre-K3 and Pre-K4 are to be purchased by the teachers from their Voyagers class budgets.

** Parents of babies and toddlers should supply diapers, bottles, sippy cups, etc., clearly marked with the child's name.*

Communication & Connection

Yahoo Group / Email

Voyagers uses email via our Yahoo Group to communicate with members. PLEASE check it often. You are responsible for getting connected to the Yahoo Group so you can stay informed about Voyagers. If you are unable to receive Yahoo Group email or check it on a regular basis, please make arrangements with a friend to stay updated on Voyagers news.

Assembly

Announcements are shared during assembly at Voyagers and/or during adult lunch hours.

Family Folders

Each family will have a folder at the check-in table at Voyagers. Please check it 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. Share prayer requests, encouragement, homeschool ideas, advice, etc. 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 are in compliance with federal regulations of a tax exempt organization, we ask that you not share political advertisements or emails.

Contact & Family Information

The following information will be distributed via the Yahoo group:

- Class rosters that contain:
 - student names assigned to each class
 - students with allergies, by grade level
- Family contact information

Teachers, you may use the information from the above lists 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. Please let us know of any changes. Please let us know, in a timely manner, if you change your email address so we can update our distribution lists and keep you informed of the latest Voyagers information.

Student Recognition

We like to recognize students in assembly for making good choices in or outside the classroom (e.g., helping a teacher without being asked, helping a friend who gets hurt, showing Godly character, being a good leader, etc.) Please contact Amy Matkovich with information on students you would like to have recognized during assembly. *Rewarding good choices goes a long way towards promoting good choices all around!*

Family Connections

We believe one the most valuable benefits of Voyagers is the opportunity to connect with other like-minded families. Our intent is to provide an environment that fosters those connections and plenty of occasions to do so. In addition to everything you have read so far, we also offer Mom's Night Out events throughout the year and we plan park days throughout the year. We also have a prayer circle that prays over Voyagers families and any specific prayer requests that our members may have.

***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***