



## Fall 2009 Policies and Procedures

**Mission Statement:** The mission of S.m.i.l.e. is to provide learning experiences in a Christian setting for homeschool children. The experiences will enhance the learning that is already taking place at home. In addition, it is the desire of S.m.i.l.e. that through fellowship with other homeschooling mothers, the mothers will be engaged in learning experiences as well.

### Fall 2009 Semester Schedule

The semester begins Friday, September 4, 2009 and ends Friday, November 20, 2009.

### Friday Morning Schedule

9:00 Arrive and Check In

9:10 – 9:30 Opening – Worship, Prayer, Pledges, Announcements, etc. (REQUIRED)

9:30 – 10:30 First Class

10:30 – 10:45 Snack

10:45 – 11:45 Second Class

11:45 – 12:45 Kids Playtime and Lunch\*

\*You are welcome to bring a bagged lunch for your family if you so desire. Lunch will be held in the picnic area at Mt. Herman Church.

### Parent's Roles

Every family will assist with the coop each week. Jobs will be assigned based on the needs of the coop and the spiritual gifts of the families. Jobs will be things such as teaching, assisting, cleaning, nursery, preschool, etc.

Parent's will "work" part of the coop day and have the other part as free time. However, the parent must remain on campus during free time. A bible study will be offered during free time if parents are interested.

### Parent/Teacher Meeting

One parent from each family is required to attend a parent meeting on Thursday, August 6, 2009 from 7:00 – 9:00 pm at Mt. Herman Christian Church. Important information about the semester will be communicated at this meeting. The Liability Waiver Form, Policy and Procedures, and other forms will be collected at this meeting. Lead and Assistant Teachers will be expected to stay for an additional 1 hour meeting following the Parent Meeting. No children (except nursing babies) will be allowed at the meeting.

## **Attendance Policy**

S.m.i.l.e. operates as a Cooperative (Co-op), which by its very name **REQUIRES** the participation of each family member enrolled. Attendance is crucial in providing efficiency and effectiveness. Refunds will not be given under any circumstance.

Excused absences are given for sickness or death of an immediate family member. Routine doctor's appointments are not considered an excused absence – please schedule on a day other than Friday.

Should a parent be unable to attend due to an excused absence, the school aged children will still be allowed to come to coop. However, another parent in the coop or adult must accept responsibility for the student. A student will only be allowed to be supervised by someone other than a parent twice per semester. Preschool and nursery children are never allowed to attend without a parent.

Each family will be allowed 2 unexcused absences per semester. After 2 unexcused absences, the family and the director will have a conference. It will be determined at that time if the family should continue to be a part of the coop. No refund will be given.

## **Tardy Policy**

S.m.i.l.e. begins at 9:00am on Friday mornings. Opening is a **REQUIREMENT** as important announcements will be communicated during this time. A family will be considered tardy if they are not in the Opening Area when opening **begins**. Two tardys will be considered an unexcused absence. Tardiness is disruptive to others in the coop and is not acceptable.

No family will be allowed in the coop after opening is over. Should you arrive after opening, please take the day off from coop and return the following week (this would be considered an unexcused absence).

## **Behavioral Policy**

It is expected that all children will act in a kind and respectful manner to the parents and children in the coop. It is the parent's responsibility to explain to the children the importance of not being disruptive during class. It is expected that should a child be disruptive, the parent will handle the situation appropriately. Should a child continue to be disruptive or unkind, the coop Director will have a talk with the parent. The family may be dismissed from the coop at the decision of the director for unresolved behavior issues. A detailed behavior policy will be distributed at the Parent's Meeting. This document will be read and signed by each family.

It is also expected that all mothers/fathers will get along in a manner that would be pleasing to their Lord Jesus Christ. Unity among coop members is the key to the success of the coop.

## **Inclement Weather Policy**

S.m.i.l.e. will follow the Johnston County and Wake County Public School policy in closings due to weather conditions. Check your local radio/TV station. Should Johnston or Wake County Schools be cancelled, S.m.i.l.e. will be cancelled. In the event of a one hour delay of either county, S.m.i.l.e. will NOT be delayed and will run on its normal schedule. A two hour delay of either county will change our Opening to 10:00 (please drop off childcare kids prior to 10:00).

## **Tuition**

The tuition for S.m.i.l.e. is \$50 per semester for PreK and school aged children. Tuition for 3-4 preschool students is \$25 per student. The nursery is provided free of charge. The tuition is due in full upon registration. Classes will not be reserved until payment is received. Refunds are not given under any circumstances.

Tuition for the Spring Semester which begins on Friday, January 8, 2010 is due upon registration. Spring semester registration begins on 10/15/09 and ends on 11/15/09. Registration will end prior to that date if all spaces are filled.

## **Have Fun**

Top Rule: Smile, Have Fun, Smile, Have Fun, Smile, Have Fun.....

## Statement of Faith

S.m.i.l.e. is a Christian based coop. Therefore, all mothers/fathers that assume a teaching role must sign the Statement of Faith below stating that they are born again Christians. Should a mother/father not be able to sign the statement, he/she will be allowed to assist in other roles but will not be allowed to teach.

By signing below, I am stating that I have asked Jesus Christ into my heart and I have a personal relationship with Him. I will not teach anything that is contrary to the Bible. I believe that Jesus is the son of God, that He died on the cross for my sins, and that He rose from the grave.

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Name

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Date

## Signatures

We have read all of the information above and are in agreement with the policies of the S.m.i.l.e. coop. We will not hold anyone associated with S.m.i.l.e. or Mt. Herman Christian Church responsible for accidents that may occur. We understand that we MUST remain at the coop with our children and we must help with the responsibilities of the coop. If we cannot remain at the coop, another adult must take responsibility for our children and this exception is only allowed twice per semester. We understand that preschool and nursery aged children are never allowed on campus without a parent.

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Parent

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Date



Student's Names \_\_\_\_\_

Parent's Names \_\_\_\_\_

Address \_\_\_\_\_

### **WAIVER OF LIABILITY, DISCLAIMER, AND PERMISSION**

I, the parent or legal guardian of \_\_\_\_\_, acknowledge that participation in certain activities during SMILE may involve risk of physical injury. I further acknowledge that the programs of Mt. Herman Christian Church and SMILE are primarily administered by parents, who volunteer their time, rather than paid professionals. In consideration for accepting the registration of the named individual and permitting the voluntary participation of said individual in its programs, I hereby release, discharge, and hold harmless Mt. Herman Christian Church and SMILE, its employees, volunteers and other representatives from any claims arising out of or relating to any physical injury that may result while participating in a Mt. Herman Christian Church or SMILE sponsored event, including any physical injury by the negligence of any peer or group leader or assistant while performing his/her duties during SMILE.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\*\*\*I understand that information may be added to/deleted from these documents prior to the Parent's Meeting, at which time the documents must be signed.