

NWACHEA OF ROGERS MANUAL

Revised 08/2013

Goal: To provide educational experiences for our home educated children in a Christian environment with **as much parental involvement as possible**. This requires a parent to participate by volunteering to teach or be a helper in two of three classes. Our program changes each fall and spring semester according to the needs and desires of the group, and the Lord's leading and provision. Our goal, however, remains the same. Our desire is that God will be glorified through this program.

Commitment: NWACHEA is a co-op of commitment, not convenience. Please make your best effort to attend ALL scheduled class dates so that we can effectively work together. If the need to miss does arise, use your Mom's Schedule provided at the beginning of each semester to secure a replacement teacher/helper for your classes & cleaning responsibilities. Please do **not** contact a steering committee member to find a replacement for you, but **do** inform the other class helper/teacher of the substitution.

Yearly Schedule: Our year is broken down into two semesters. August - December (Fall) and January - May (Spring). We meet from 1:00 p.m. to 3:45 p.m. on the first and third Thursdays of each month unless otherwise notified.

Weather Policy: If Rogers Public Schools are closed the day of NWACHEA classes or events, NWACHEA will be cancelled too.

Emergency Plan: (1) In case of a tornado during NWACHEA class times, please walk your class to the kitchen in the main/sanctuary building. Please stay together as a class until we know that everyone is present. (2) If the fire alarm goes off during class times, teachers, please take your classes to the nearest exit. If you are in the gym building, please exit the south emergency exit and walk the children around the building, meeting at the far end of the parking lot. If you are in the main/sanctuary building, please line your class up and go out the front doors to the far end of the parking lot. If this route is where the fire/smoke is, please use the nearest exit (playground or side door) and walk to the far end of the parking lot.

Teachers: Please take your class roster with you so you can be sure all children are out of the buildings and accounted for.

If we are in the process of changing classes when an emergency occurs, please keep any child that is within your reach CALM and get them to the proper place before beginning to locate their mom/dad.

Class Schedule:

12:30 p.m. Doors Open	2:10 - 2:55 p.m. Second Hour
1:00 - 1:15 p.m. Opening Assembly	3:00 - 3:45 p.m. Third Hour
1:20 - 2:05 p.m. First Hour	3:45 - 3:55 p.m. Clean-up Facilities

Facility Information: The church office is **not** to be contacted regarding NWACHEA business for ANY reason, even if you are a church member. Children are not allowed outside the building or in the playground area without adult supervision. Please be especially careful to keep children from misusing the church grounds in any way (i.e. playing on guard rails, hanging on trees, etc.).

INDIVIDUAL REQUIREMENTS:

Parents:

1. Be faithful in fulfilling assigned duties.
2. Secure a replacement if unable to fulfill your assigned duties.
3. Remain IN the building during the entire program, unless an exception has been previously approved.
4. If you cannot attend due to an illness of yourself or your child, you may send your child under the care of another NWACHEA parent.
5. Please do NOT bring sick children to classes, and especially not the nursery.
6. **Babies/Toddlers are not allowed in any classes.** Teachers prepare very hard for their classes and babies can be distracting. Children must be able to stay with their proper age group. If they need extra encouragement, we suggest the parent sign up as a helper in that class. Nursing moms should sign up in the nursery.
7. To uphold the integrity of NWACHEA and our statement of faith, advanced approval by a steering committee member is necessary to bring in any outside teachers, visitors, or speakers. This also applies to anytime that you might need to be absent. Non-members cannot be sent to substitute for your class. Everyone receives a list of NWACHEA members to contact for your replacements.
8. Please make sure children enrolled in PE type programs are dressed accordingly for physical activity and the weather (athletic shoes, jackets, etc.).
9. Read to each child the requirements in the "students" section of the NWACHEA manual.
10. Please make NWACHEA a part of your regular prayer list.
11. High school students enrolled in an outside creditable source (i.e. NWACC) may be exempt from some of the NWACHEA schedule. Exemptions will only be permitted when outside sources are in direct conflict with the NWACHEA schedule. The parents of these students will still be expected to volunteer in two positions within the NWACHEA organization. Each high school student taking advantage of this opportunity **MUST** have a parent contact the steering committee **before** registration.

Students:

1. Please show respect for teachers, helpers, and guest speakers by being quiet, listening, and raising your hand to participate at appropriate times during assembly and classes.
2. Please do not run or use loud voices inside the facilities.
3. Please do not climb on handrails or any fixtures inside or outside the facilities.
4. Always follow the golden rule! "Do unto others as you would have them do unto you."

Teachers:

1. **Classes CANNOT be cancelled!!** If you are unable to attend a day of class, you are responsible for finding your own substitute and transferring the material so class can continue as scheduled. If the teacher asks the class helper to teach in her absence, then the teacher and helper need to work together to find someone else to help in the class that day. There **must always** be at least two adults in each class every time we meet. Students are never to be left alone with only one teacher. This policy is a protective measure for both students and teachers.
2. **How to find a substitute:** You may send out an email to our group or call individually (use the Mom's Schedule that was handed out on the first day of classes to see who is available each hour). If you have tried, but haven't been able to secure a replacement, please notify a member of the Steering Committee *before class day*.
3. All classes conducted by NWACHEA members must have a teacher who has signed the Statement of Faith. This only needs to be done one time.
4. Rooms must be kept **clean**. Be sure to ask the class helper to assist with set up, clean up, or anything else that needs to be done.

5. Please **do not** allow children to leave the class unsupervised. Helpers should escort them to the restroom and back to class.
6. At the beginning of each class, remind the students of the basic rules of class which should include but are not limited to: **A.** No talking while the teacher is talking. **B.** Raise your hand if you have a question, comment, or an answer to a question. **C.** Follow the golden rule, "Do unto others as you would have them do unto you."
7. Remind students of consequences of disruptive behavior.
8. Students should be kept in class until the long whistle blows. A warning whistle of 5 short blows will sound 5 minutes prior to class dismissal.
9. Please bring all supplies needed for your class. Do not use any of the supplies belonging to the church.

Class Helpers:

1. Please make every effort to attend classes. Secure a substitute from the roster if you are unable to attend class due to illness of yourself or your child. If the teacher asks the class helper to teach in her absence, then the teacher and the helper need to work together to find someone else to help in the class that day. There **must always** be two adults in each class every time we meet. Students are never to be left alone with only one teacher. This policy is a protective measure for both students and teachers.
2. Ask the teacher what you can do to help. Expect the teacher to assign some jobs that may require some time before, during or after classes or at home.
3. Go directly to your classroom so that the teacher does not have to explain things more than once.
4. Try to handle disruptive behavior quietly and discretely so the teacher can focus on teaching and other students can focus their attention on the teacher.
5. Please monitor and help remind children to use self control when moving between classes.
6. Children must be escorted to restrooms. They are **NOT** free to roam about the building at **any** time.

Nursery/Toddlers/Preschool Workers:

1. Please go directly to the Nursery, Toddler or Preschool class immediately following assembly.
2. Read allergy chart provided.
3. If child is unhappy and cannot be consoled, notify the preschool director (or a steering committee member) to notify the mother.
4. Please encourage toddlers to participate but **NEVER** force them to do so.
5. Expect some preparation and clean up duties.

Guidelines for Handling Disruptive/Disrespectful Children:

1. **1st Offense – Warning** – Remind the child of the appropriate behavior. Teacher will need to make parental contact, fill out an Incident Report and follow up with the Steering Committee.
2. **2nd Offense** - Child must sit at the back of the class with an adult. Teacher will need to update the Incident Report.
3. **3rd Offense** - If the problem continues, a steering committee member will ask the parent to remove the child from that class period. If the child's behavior warrants being dismissed from class twice during a semester, his/her parent will be asked not to bring this child back to class. If this ever happens, a review of future participation would be needed.