

Firm Foundation Christian Cooperative Handbook



The Board of Members of Firm Foundations Christian Cooperative has developed this Handbook in order to help our Cooperative to be God-honoring, to run smoothly, and to serve all members - students and adults alike - for mutual joy and edification as we stand together on our Firm Foundation Who is Christ. Each family at Firm Foundation Christian Cooperative will have the opportunity to offer suggestions and vote on any changes to the Handbook as adjustments to these policies, procedures, and guidelines become necessary.

MISSION STATEMENT:

We are a community of Christ-following families who have a desire to glorify God and be intentional and authentic as we cooperate to raise the next generation.

STATEMENT OF FAITH:

The Scriptures:

We believe the sixty-six books of the Old and New Testament to be the full record of God's self-disclosure to mankind which was written by men who were divinely inspired by the Holy Spirit and is inerrant in the original writings. Scripture is fully trustworthy as our final and sufficient authority for all of life. (2 Timothy 3:16-17; 2 Peter 1:20-21)

The Triune God:

We believe that there is one, and only one, living and true God, eternally existing in perfect unity as three equally and fully divine Persons: The Father, the Son, and Holy Spirit. (Matthew 28:19-20)

God the Father:

We believe that God the Father created all things in six literal days for His glory, according to his own will, through His Son Jesus Christ. (Genesis 1; Revelation 4:11)

God the Son:

We believe that Jesus Christ, the Eternal Son, present in the beginning with God the Father, moved by love and the will of the Father was born of the virgin Mary through the miraculous work of the Holy Spirit. He took on human flesh, being fully God and fully man, lived a sinless life on this earth while enduring persecution and pain, died as a sacrifice by shedding His blood as He died on a cross in our place for the redemption of all who place their faith in Him. He arose from the dead three days later in bodily form and ascended into heaven where he is seated at the Father's right hand. (*John 1:1,14, 18*)

God the Spirit:

We believe that the Holy Spirit glorifies the Lord Jesus Christ during this age. He convicts the world of sin, righteousness, and judgment, and calls the unsaved to repentance and faith, and dwells within those who confess faith in Jesus Christ. The Holy Spirit bestows spiritual gifts to the believer for Christ-like living and service to Him. (*John 16:8; 13:15; Romans 8: 9-17; Ephesians 1:22; Titus 3:5*)

Mankind:

We believe that God created mankind (male and female) in His own image and likeness to be free of sin, to enjoy His fellowship, and to give Him glory.

Man was tempted by Satan and, in the sovereign plan of God, man freely disobeyed God and brought sin, death, and condemnation to all mankind. This sin separated man from God which has caused all of mankind to be in desperate need of a Savior. (*Genesis 3:1-6; Romans 1:18, 32; Romans 3:10-19; Romans 5:12*)

Salvation:

We believe that the Lord Jesus Christ died as a sacrifice for our sins according to the Scriptures as a substitutionary atonement in our place, and that salvation is found only in Jesus Christ. Jesus Christ's death on the cross was the sole and complete payment for sins, fully satisfying God's righteous wrath for each person who turns from sin in repentance and places their faith in Christ alone by grace alone. Genuine faith continues in obedience and love for Jesus Christ with a life that is focused on glorifying God until the end of this life. (*Romans 8:37-39; 2 Corinthians 5:21*)

The Church:

We believe that once a person places faith in Jesus Christ as Savior, the believer becomes part of the Body of Christ, the one universal Church, of which Jesus Christ is the Head.

The Scriptures command believers to gather locally in order to devote themselves to worship, prayer, the teaching of the Word, fellowship, the ordinances of baptism and communion, and service to the local body through the development and use of talents and spiritual gifts. (*Ephesians 1:22-23; Acts 2:42-46; 1 Corinthians 14:26*)

Marriage, Sexuality, and Gender:

We believe that marriage is created by God to be shared between one biological man and one biological woman. This marriage is a lifelong, holy covenant that is for the purpose of companionship, sexual intimacy, and procreation. Our created gender, sexuality, and sexual fulfillment are gifts from our Creator.

Men and women are created in the image of God and stand equal in dignity and worth. God designed our gender that is recognized by our biological sex, as an unchanging reality essential to our identity as male and female. The fall distorted God's design for gender, but Jesus makes both men and women, who differ in complementary and mutually beneficial roles, fellow heirs of God's eternal grace. (*Genesis 1:27-28; Genesis 2:24; Genesis 3:16-19; Matthew 19:4-6; Galatians 3:28; James 3:9; 1 Peter 3:7*)

DAILY SCHEDULE:

8:30-8:55 – Chapel

9:00-9:55 – Class 1

10:00-10:55 – Class 2

11:00-11:55 – Class 3

12:00-12:45 – Lunch

1:00-1:55 Class 4

2:00-2:55 Class 5

3:00-3:30 Recess/Clean-up

RESPONSIBILITIES BY ROLE:

MEMBER RESPONSIBILITIES

1. Act in a Christlike manner at all times toward children and other adults.
2. Speak to others with kindness, respect, love, and grace. Speech should be free of swearing, bullying, belittling, gossiping, or anything else that could hurt another.
3. Be on time to classes you are helping in, and make sure your children are on time to their classes.
4. Ensure that your children are treating others with kindness and love in word and action.
5. Ensure that your children are treating the building with respect. Help, and make sure that your children are helping, to clean up at the end of the day in the room to which your family is assigned.
6. Resolve any conflict by following the model in Matthew 18:15-17. First, prayerfully seek to resolve the conflict directly with the other person. If you are not able to come to a satisfactory resolution, take one or two others with you as you calmly discuss the issue again with the other person. Leadership or Board members are available to come with you, if needed. If the situation is not resolved in this small meeting, approach the Board of Members to mediate the situation. Throughout the entire process, avoid gossip.
7. Follow the correct policy regarding absences. See the Absence Policy below.
8. Make sure that your children are completing the work required for their classes and coming prepared to class. Students being prepared for class is essential to a productive learning environment.

9. Make sure that your children are dressed appropriately, and ensure that you dress appropriately as well. See Dress Code Guidelines below.
10. Remain at co-op during all times that at least one of your children is in class. See the Absence Policy for possible exceptions.
11. Join one of our Leadership Teams and actively participate. We must all work together in order to lighten each other's loads and so that everyone is able to use their gifts and talents in helping one another in a cooperative way.
12. Consider teaching a class if there is one that you have a skill or talent in and are willing to share in that way.
13. Check your mail folder at the end of the day.
14. Communicate with your child's teachers regarding any questions you have about their classes using the method each teacher indicates is their preference.
15. Communicate any allergies or special accommodations with all teachers. Work with your child's teachers to let them know how best to assist your child.
16. Use good judgment regarding which classes to choose for your child.
17. Communicate any problems with the appropriate Coordinator or Board member.

STUDENT RESPONSIBILITIES

1. Act in a Christlike manner at all times toward adults and other children.
2. Help everyone feel welcome and included and help other students who may need extra assistance.
3. Speak to others with kindness, respect, love, and grace. Speech should be free of swearing, bullying, belittling, gossiping, or anything else that could hurt another.
4. Behave toward others in a respectful manner. No pushing, kicking, punching, rough-housing, or bullying of any kind.
5. Act appropriately with members of the opposite sex. No public displays of affection such as handholding, kissing, etc.
6. Do not be in an area of the building or outside with only one other student. Remain in the common areas in groups - unless you are in a classroom during class time. The common areas are the gym, main hallway in the south wing, the main hallway where we enter for co-op, and the library. Students grades 7-12 will be allowed in the game room with adult supervision from 3:00-3:30 once they have helped to clean the room(s) for which their family is responsible.
7. Come prepared to learn by completing all homework, bringing all necessary supplies, and being well rested, ready to pay attention in class.

8. Treat the building with respect. Be careful with church property. Do not write on furniture, walls, floor, etc. Help clean up all messes made during class. Help clean up in the area to which your family is assigned.

9. Older students: when possible, use the restroom before or after class instead of disrupting class to use the restroom.

TEACHER RESPONSIBILITIES

1. Fulfill all member responsibilities.

2. We suggest praying at the beginning of class for attentiveness, guidance, and for the Holy Spirit's presence to be felt in how everyone behaves and in how they treat one another.

3. Inform the students of your specific class rules on the first day of class, and enforce them appropriately.

4. Enforce co-op wide policies, procedures, and guidelines in your class. See Behavior Policy for more details.

5. Help your students to learn how to make everyone feel included and cared for in your class.

6. Start and end class on time, leaving time to clean up the classroom in preparation for the next class and ensuring students have time to reach their next class on time.

7. Share with your students' parents, as well as older students, your preferred method of communication. Let them know if they should email, text, or call you with questions, and give them the necessary information for them to do so.

8. Make sure that you know any allergies your students may have, and take appropriate precautions. The Member Care Team will provide each teacher with a list of student allergies and interventions should accidental exposure occur. There will also be a list attached to the roster in your classroom. Children with allergies will be highlighted on the roster to ensure extra care is taken to avoid contact with allergens.

9. Seek the help of your student's parents if there are special needs, and accommodate any needs to the best of your ability.

10. Teach only things that are in accordance with FFC's Statement of Faith.

11. Communicate with the Facilities Coordinator for any help that you need with basic supplies for your class or any special equipment that may be available. Please make sure that the equipment is available before planning its use as part of your class.

12. Create a syllabus for your class and inform parents and older students if there will be a change from what is on the syllabus.

13. Complete a class proposal at the assigned time for the following trimester via the form on the website.

14. Maintain good attendance. If you need to miss due to a pre-arranged absence, be sure to find someone to teach your class(es). There is a form to fill out and turn in at least 2 weeks prior to your absence. See the Absence Policy for more information. Seek out a member of the Leadership Team if you need assistance finding a substitute teacher for your class(es).

CLASSROOM HELPER RESPONSIBILITIES

1. Fulfill all member responsibilities.
2. Stay attentive during the class, helping the teacher in any way he or she needs.
3. Help students with any activities in which they seem to need assistance.
4. Avoid being on your phone, as much as possible.
5. Help the lead teacher by enforcing class rules as laid out by the teacher, as well as co-op-wide policies, procedures, and guidelines. See Behavior Policy for more details.

COORDINATOR RESPONSIBILITIES

1. Fulfill all member responsibilities.
2. Fulfill the requirements of your position faithfully.
3. Seek out others to be members of your team, and delegate responsibilities to all team members. In order for our co-op to work well, we must all truly cooperate.
4. Listen to input from other members of co-op as you make decisions for your team.
5. Help ensure the adherence to co-op guidelines, policies, and procedures.
6. Be available to help with conflict resolution should the need arise.

BOARD MEMBER RESPONSIBILITIES

1. Fulfill all member responsibilities.
2. Fulfill the requirements of your position faithfully.
3. Seek to work together as a Board to guide the co-op in fulfilling our mission of being “a community of Christ-following families who have a desire to glorify God and be intentional and authentic as we cooperate to raise the next generation.”
4. Listen to input from other members of co-op as you make decisions as a Board.
5. Adjust any policies, guidelines, and procedures, as needed, to help the Cooperative to function more successfully.
6. Help ensure the adherence to co-op guidelines, policies, and procedures.
7. Be available to help with conflict resolution should the need arise.

COOPERATIVE POLICIES:

ABSENCE POLICY

1. In all cases of absence, email absences@ffccoop.org as soon as possible.
2. If you have a planned absence, let the Attendance Lead know as far in advance as possible - at least two weeks. There is a paper form available in the file box in the library along with an Inbox in which to place completed forms. The form is also available online.

3. Communicate all absences with all of your children's teachers.
4. If you are a teacher, communicate all absences with your students' parents.
5. If you are a lead teacher and have a planned absence, find someone to teach your class(es) on that day. Provide them with all materials and a detailed plan as soon as possible so that they can be well prepared to teach. Fill out the Absences Form as described in #2 above. If you are having trouble finding someone to cover your class(es) during a planned absence, please ask one of the Leadership Team members for assistance.
6. If you have an unexpected absence due to a family emergency or illness, call or text the Attendance Lead before 8 AM on Wednesday. Their phone number can be found on the "Important Phone Numbers" page on the website.
7. If you are a lead teacher and have an unexpected absence, a designated substitute teacher will teach your class. If possible, provide the materials and a plan for the class or suggest an activity or video that the substitute teacher can use in class.
8. Absences will be written on the white board by the entrance door. If you are a teacher, check the board each morning before class so that you know if any of your students will be absent. Helpers should also look to see if they have been placed in a different class for the day.
9. If you, the adult, are unable to attend co-op due to illness or emergency, another family member (the other parent, a grandparent, an aunt, an uncle, an older sibling over 18) may bring your students to co-op. Email the Attendance Lead regarding who will be responsible for your child.
10. If you have a planned absence of more than one week during the trimester (consecutive or multiple individual absences collectively during the trimester), any adult who will be bringing your student will need to fill out an application and complete an interview with the Board of Members. Email the Attendance Lead regarding who will be responsible for your child and when.
11. If at least one of your students is 12 years of age or older, you may find another adult member of co-op who will be attending that day to be responsible for your children. Email the Attendance Lead regarding who will be responsible for your child.
12. Plan to be present for every class period, if possible. With only one meeting per week for 27 weeks, it is very important that students (especially high school students) be present during all class times, if at all possible. Emergencies and occasional vacations are understandable, but please make an effort to attend as much as possible.

CHILD SAFETY POLICY

1. Students fourth grade and older may be sent on short errands but should not be left on their own in the building before, during, or after classes.
2. Every class will have a minimum of two adults. If there are not enough adults present to have two adults per class, two or more classes will be combined into one space in order to ensure this precaution is in place.
3. No adult will be alone with one child (other than their own). If the second adult in a room must leave to take another child to the restroom, etc., the door to the room must be left open.

4. When an adult takes a child to the restroom, he or she will stand in the doorway with the door open. If the child needs help, he or she will prop the restroom door open and assist as needed. Never close a restroom stall door while in the stall with a child who is not your own.
5. Students in nursery through grade three will be accompanied to the restroom.
6. Students in nursery through grade six will not be allowed to leave the building without an adult or older sibling.
7. Discipline will not include corporal punishment or unkind or harsh words.
8. If you serve food in your class, be aware of any allergies your students may have and plan accordingly.
9. Children's photographs should not be posted to any social media without their parent's consent.

RESTROOM POLICY FOR NURSERY THROUGH 3RD GRADE

To ensure safety and comfort and in keeping with our policy of no adult being alone with a child (other than their own), the following procedure applies when a child in nursery through 3rd grade needs to use the restroom:

Accompaniment Rule:

- Two female adults must accompany the child to the restroom, unless the child's parent is escorting them.
- A female classroom helper will be the first adult, and a second female adult will be selected as outlined below.

Preschool and Kindergarten:

- Whenever possible, schedule a group "potty break" for the entire class so that two female adults can share the responsibility.
- If a group break is not feasible, follow the steps below for individual restroom visits.

Individual Restroom Visits (Preschool through 3rd Grade):

- A female classroom helper will use a walkie-talkie to contact a nursery helper to serve as the second female adult to accompany the child.
- If a nursery helper is unavailable, the classroom helper will:
 1. Contact the person on door duty, if it is a female during this hour.
 2. Contact the kitchen for an available female adult.
 3. If neither is available, proceed to the nearest classroom to find an available female adult to assist.

Assistance in the Restroom:

- If the child needs any assistance while in the restroom, the accompanying adult will use the walkie-talkie to contact the child's parent to provide the necessary help.

DISCIPLINE POLICY

1. If problematic behavior occurs in a class in which you are the lead teacher, address the behavior discreetly with the student first. If the behavior persists, discuss it with the student's parent. If the behavior continues to be problematic, seek help from a member of the Leadership Team or a Board member.
2. If you observe problematic behavior of a child who is not in your class at the time, you may address the student first if it is something that needs to be addressed immediately (e.g. hurting another student, dangerous behavior, unkind behavior, mistreatment of the facility). Otherwise, discuss the problematic behavior with the student's parent. If the behavior continues to be problematic, seek help from a member of the Leadership Team or a Board member.

CLASS POLICY

1. Children may not bring food or drink except water into the classroom.
2. Children should bring water in a spill-proof cup or bottle.
3. Teachers do not give grades for classes. Parents may ask a teacher for their recommendation regarding a class grade, but the teacher may not have an answer and will not be required to give one.
4. Parents are responsible for administering tests and quizzes and grading writing assignments, etc.

CLASS FEES & SUPPLIES POLICY

Lead teachers undoubtedly will incur expenses for supplies needed for the classes that they teach.

1. Each lead teacher can assign a class fee to each student enrolled in the class. The total of all the class fees for a specific class should reflect the approximate collective cost the teacher spends on the supplies for this class. Class fees, if assigned by the lead teacher, will be on a per-trimester basis.
2. If any lead teacher acquires a surplus of funds and the class is not continued for another trimester during that fiscal year, then the surplus is expected to be returned to the general fund. If surplus class fees at the end of the school year (or at the end of the class if the class is not for the full year) exceed \$5 per student in the class, the teacher will divide the amount evenly among the students and return the excess funds to the parents. If there is a surplus of funds and the class is continued the following trimester in the same fiscal year, then the class fees for the upcoming trimester are to be adjusted accordingly.
3. Non-consumable supplies paid for using class fees remain the property of the Cooperative.
4. FFC Cooperative cannot be responsible for personal property brought in by teachers for use in their classes. However, teachers are encouraged to include a depreciation amount in their class fees if they will be using personal equipment.

NURSERY POLICY

1. Clearly label all of your child's belongings.
2. Write any instructions for the nursery helpers on the whiteboard in the nursery.
3. Parents provide diapers and wipes.

NURSING MOTHERS POLICY

1. Nursing mothers should cover completely while nursing.

2. Mothers may nurse their children in whichever part of the building they feel most comfortable.

HEALTH POLICY

1. Do not bring a child who is sick or who has symptoms of an illness to co-op.
2. Children must be fever-free for 24 hours before coming to co-op.
3. If a child has vomited in the last 24 hours, they must not come to co-op.
4. If a child has lice, make sure that it is treated, and all lice and nits are removed before returning to co op.
5. If a child becomes ill during class, the classroom helper will find the child's parent to attend to them.
6. If a child carries an inhaler or other medication, the parent should inform all of the student's teachers as well as the Member Care Coordinator who will ensure there are directions regarding how to help your child in the medical forms folder in the file box in the library.
7. There are first-aid kits and ice packs in the library and nursery in case of minor injury. 8. In the case of a more serious injury, the parent should be informed immediately. 9. In case of an emergency, call 911.

SNOW DAY POLICY

1. Leadership will inform families if co-op will be canceled due to snow or ice no later than 6 AM on Wednesday.
2. If you do not receive an email by 6 AM on Wednesday, co-op classes will be held. 3. If co-op classes are being held but you cannot safely make it to co-op, do not come. Your safety is our first concern.

NON-MEMBER TEACHER

In order to ensure the safety of our children, if it is determined that an individual outside of our Cooperative families would enhance our program by teaching a class, they must complete the following process:

1. Submit an application.
2. Provide references in their application, which will be thoroughly verified.
3. Participate in an interview with the Board to which Coordinators will also be invited.
4. Successfully pass a background check.
5. Be voted in unanimously by the Board.

Any class led by a non-member teacher will include a Coordinator or Board member serving as a co-teacher, ensuring alignment with our values and maintaining the safety of our students.

VISITOR POLICY

1. Grandparents and other visitors are welcome at co-op. Before bringing a visitor, inform the Attendance Lead.
2. If the visitor would like to attend classes, ask permission of the lead teacher of each class beforehand to make sure that they are comfortable with having visitors in their class.

COOPERATIVE PROCEDURES:

ARRIVAL PROCEDURE

1. Park in the rear of the building and come in through the back glass door. There will be someone at the door from 8:00-8:30 to let you in. The doors will remain locked throughout the day.
2. You may enter the building beginning at 8:00. During this time, students may play in the gym or stay with their parents. Please do not allow your children to be anywhere else in the building without a parent before 8:30.
3. When you arrive, you may place lunchboxes, water bottles, and any other items belonging to your family in your family's basket.
4. There are hangers and a rack close to the back door that can be used for coats and jackets. 5. You are free to fellowship with other parents in the library before chapel. Make sure that your children are either with you or in the gym.
6. Adults will rotate through being the gym supervisor before chapel.
7. Be in the sanctuary promptly at 8:30 for the beginning of chapel.

LUNCH PROCEDURE

1. If you will be at co-op during lunchtime, you may bring a packed lunch for your family. 2. Promptly at 11:55, helpers in all classes except the nursery will go to the gym to begin setting up for lunch. As older students begin arriving, these adults will direct them in how to help set up for lunch. All older students and adults who do not have small children should help set up tables and chairs to prepare for lunch as soon as they are able to get to the gym for lunch.
3. Students must stay in the gym during lunch time unless accompanied by their parent or to use the restroom.
4. Clean up time is from 12:45-12:55. At 12:45, an announcement will be made by the Facilities Coordinator that it is time to begin cleaning up. At that time, make sure that your area and any area where your children ate are clean.
5. Older students and adults who do not have small children will help put away tables and chairs to prepare the gym for classes.

FIFTH HOUR CLASS PROCEDURE

1. At the end of fifth hour classes, families will clean the rooms to which they are assigned. Each family will be assigned a classroom or other area for which they will be responsible for the entire trimester.
2. Each area will have a checklist posted showing what steps should be taken in cleaning up and arranging the room, including a picture of the way the tables, chairs, etc. should be arranged.
3. Once clean-up is complete, students may go to the gym for any remaining time to play until 3:30.
4. Adults will rotate through being the gym supervisor after fifth hour until 3:30. These assignments will be announced during chapel and will be posted on the library.
5. At 3:30, gather your family and your belongings, and exit the building no later than 4:00.

BUILDING CARE & SUPPLIES PROCEDURE

1. Report any damage to the Facilities Coordinator by the end of the day.
2. There will be a tote of cleaning supplies in each classroom with spray cleaner, paper towels, and trash bags. Brooms and dust pans are available in the FFC storage room.
3. Supplies from the supply room are for teacher use unless marked otherwise.
4. Supplies in individual classrooms belong to other teachers and may not be borrowed without their consent.
5. Return any items taken from the supply room or from another classroom by the end of the day.

PROCEDURE FOR SHARING SUGGESTIONS

1. There is a form on the website for you to share any and all suggestions for ways that the co-op can improve. While you are free to make suggestions to any of the Coordinators or members of the Board in person, co-op days are chaotic and busy for everyone, so having something written will ensure that your suggestion is heard and considered.
2. All Board of Members meetings are open so that all members can be aware of all discussions regarding policies, procedures, guidelines, and bylaws.

COMMUNICATION PROCEDURE

1. Leadership will communicate information relevant to all co-op members through the weekly newsletter and other co-op-wide emails as necessary. Please check your email often for emails from FFC Communications.
2. Leadership will communicate individually through email, phone and/or text unless you request that a particular method not be used.
3. Announcements will be given during chapel time each Wednesday.
4. There is a form on the FFC website where you can request that something (e.g. an event everyone might be interested in) be included in the next FFC newsletter and/or be announced during chapel.
5. Please address

any questions or concerns to the appropriate team Coordinator or a member of the Board of Members. You can email the Coordinators and members of the Board at the following email addresses.

- a. General E-mails: admin@ffccoop.org
- b. Activities Team: activities@ffccoop.org. This team is responsible for all co-op activities, field trips, teen activities, younger kid activities, and fundraisers.
- c. Communications Team: communications@ffccoop.org. This team is responsible for communication, photography, website, IT, and member meetings.
- d. Curriculum Team: curriculum@ffccoop.org. This team is responsible for curriculum planning, enrollment, classroom assignment, attendance, the nursery, and chapel.
- e. Facilities Team: facilities@ffccoop.org. This team is responsible for supplies, cleaning, and security and safety.
- f. Member Care Team: membercare@ffccoop.org. This team is responsible for new member care, prayer, and birthdays.
- g. Chairman of the Board of Members: boardofmembers@ffccoop.org. The Board is responsible for the creation of policies, procedures, guidelines, and bylaws and for ensuring the co-op is fulfilling our mission as stated in the mission statement.
- h. Treasurer: treasurer@ffccoop.org. He or she is responsible for financial management and reporting and ensuring proper budgeting, accounting, and financial planning.
- i. Secretary of the Board of Members: secretary@ffccoop.org. He or she is responsible for maintaining accurate records of the Board meetings and handling Board correspondence and documentation as well as co-op documentation.

6. The FFC Cooperative phone number is (269) 340-7281. You can leave a message for the Communications Coordinator at this number.

7. Communicate with your children's teachers in their preferred manner of communication regarding any questions or concerns.

8. Each family has a mail folder in the green file box which will be in the library each co-op day. You may put any flyers, invitations, paper communications, student work, etc. in a family's folder. Please do not put papers in family baskets.

SAFETY PROCEDURES

- 1. Doors will remain locked throughout the day.
- 2. If you arrive after 8:30, please ring the doorbell, and someone will come to let you in.
- 3. Do not open the door for anyone that you are not certain is a member of FFC.
- 4. Do not allow your children or students for whom you are responsible to run in the building.

5. We will have fire, tornado, and other emergency drills during the school year to ensure that students

and teachers know the appropriate procedures in the event of an emergency. In order to eliminate any anxiety with your children, we will provide advance notice of drills so that you may discuss it with your children ahead of time.

6. In the event of an emergency, stay with your class if it is during class time. Teachers and helpers are responsible for the children in the room to which they are assigned. Do not leave the classroom to find your own children. Trust that the adults with them will ensure they are safe.

7. In case of an emergency before, after, or between classes or at lunch time or special events, help anyone near you to get to safety. Parents are responsible for their children during this time.

WEBSITE PROCEDURES

1. Some of the content on the FFC website is for members only. In order to access this content, you will need to create a login. From the homepage, click the Login button and then choose the Register option. Once you have registered, the Communications Team will review the request and approve your membership on the website.

2. Members-only content will only be accessible while you are logged in to your account. 3. You can add information to your profile on the website to give others more information about your family. Husbands and wives can each create their own account and profile. Adding information to your profile will allow others to find you in the Member Directory so that they can see information such as which children belong to whom, children's ages, phone number, email address, mailing address, etc. You may add as much or as little information to your profile as you would like. Member profiles are only visible to members.

APPLICATION PROCEDURE

1. In order to enroll in FFC, the first step is completing an application.

2. If married, both husband and wife must complete their respective parts of the application. 3. As part of the application, potential members will agree to abide by FFC's Statement of Faith and Expectation of Cooperation. Three references are also required for the application. 4. Though the application has questions pertaining to church membership, membership in a church is not required. We do ask that your family be actively looking for a church home if you do not yet have one. 5. Following the application, an interview time will be set up by the Member Care Coordinator. 6. An interview will be conducted by three members of the Board of Members.

7. Following the interview, the three members will discuss the interview in a separate meeting and decide whether the applicants should be approved for membership. This discussion will not take place during the interview so that anyone who has reservations regarding the applicants will be free to express this privately.

8. The family will be notified via a phone call if they have been approved for membership or not.

ENROLLMENT PROCEDURE

1. Before each trimester, teachers will propose classes they would like to teach using the form on the website.

2. The Curriculum Coordinator will review the class proposals and decide which classes will be most beneficial to the majority of students and will plan the class schedule.
3. Once the schedule is set, registration will be opened and will remain open for a predetermined amount of time as announced via newsletter and on the website.
4. Classes will be filled on a first-come, first-served basis. Once the class is full, no more children will be allowed to register for that class.
5. A teacher's child will be allowed into the class, even if the class is full. The teacher will need to contact the Curriculum Coordinator to make arrangements in these cases.
6. Registration will be done on the website, and families will pay the trimester registration fee, as well as all class fees at the time of registration.
7. Parents will be allowed to choose any class for their student, regardless of age or grade if they believe it will be a good fit for their child. Please consider all information closely from the Class Details page as well as the syllabus to ensure that your children are, in fact, ready to participate in a class that is for older students.
8. Each registration is for one trimester only. Though some classes will continue throughout the year, if you would like to move your student to another class, that is allowed. If you would like to add your student to a class that has been held during previous trimesters, that is allowed as long as the student is able to keep up with the work.
9. Registration for classes should be taken seriously and be considered final unless there is a significant problem with continuing in the class until the end of the trimester. If there is a significant problem, contact the Curriculum Coordinator for help in finding a solution.
10. Families may register for as few or as many classes as they like.
11. The trimester family registration fee covers building rental fees, insurance, supplies, and other needs of the co-op.
12. Class fees will be distributed to lead teachers before the beginning of the trimester so that they can purchase supplies for their classes.

COOPERATIVE GUIDELINES:

DRESS CODE GUIDELINES

1. The Bible is clear that Christians should dress modestly, and this is the expectation at FFC. 2. Each parent has the responsibility of dressing themselves and their children in a manner that is God honoring.
3. Adults should address modesty concerns with another student's parent, not the student. 4. If you have concerns regarding how someone is dressed, follow the above-stated procedure for conflict resolution which follows the steps in Matthew 18.
5. Our guidelines for modesty are as follows:

a. Any graphics and words should be God-honoring and respectful. Nothing offensive, inconsistent with Christian principles, promoting drinking, smoking, or illegal substances, and no profanity. b. Clothing should be loose enough not to see undergarment outlines.

c. Chest, back, and upper thighs should be covered enough that undergarments should not be seen when running or playing.

d. Shorts should be worn under dresses or skirts if children will be in P.E. class or are likely to be doing other activities which may lift the skirt or dress.

e. Closed-toed shoes should be worn for P.E., Chemistry, and cooking classes. They may be worn to co-op or brought separately to be put on before class.

f. Bring appropriate clothing to be worn outside during cold weather in the event a teacher plans outdoor activities.

6. These guidelines pertain to co-op-related activities only and do not attempt to suggest how members should dress outside of co-op.

We, as Firm Foundation Christian Cooperative, seek to honor God in all that we do, say, and think. By following these policies, guidelines, and procedures, we can work together for an enjoyable and educational time of fellowship together in order to help our children be established on our Firm Foundation.