



# NAVIGATORS

## HOMESCHOOL COOPERATIVE

# HANDBOOK

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## **General Information**

### **About Navigators**

#### **Purpose**

Navigators Homeschool Cooperative is a Christ-centered co-op which exists to disciple our children, encourage parents, serve our community and reach out to other homeschooling families.

#### **Introduction**

Our families come from diverse backgrounds, beliefs, church school coverings, and homeschool styles. However, as a Christian ministry, we base our guidelines on precepts from the Bible and all classes are taught from a Christian worldview. (See Statement of Faith)

#### **Vision**

Navigators Homeschool Cooperative was established to provide opportunities for families to come together to enrich their students' learning experiences with elective classes, field trips, play dates and holiday celebrations.

Navigators Homeschool Cooperative desires to encourage homeschooling parents by connecting parents with like-minded sojourners as they “navigate” their ways through this educational and discipleship journey.

Navigators Homeschool Cooperative will work together as one (of many) representations of the Body of Christ as we serve our surrounding community through projects that emphasize selflessness and provide opportunities for parents and children to use their gifts and talents to serve others.

Navigators Homeschool Cooperative will reach out to other homeschool families by welcoming them into an encouraging environment where Christ is center and they are loved and encouraged for who they are and the gifts they have been given.

*“So that their hearts may be encouraged, having been knit together in love, and attaining to all the wealth that comes from the full assurance of understanding, resulting in a true knowledge of God’s mystery, that is, Christ Himself, in whom are hidden all the treasures of wisdom and knowledge.”*

*Colossians 2:2-3*

#### **Statement of Faith**

Navigators Statement of Faith is as follows...

God is the Creator and Ruler of the universe. He has eternally existed as the Father, the Son, and the Holy Spirit. These three are one God. Jesus Christ is the Son of God. Jesus offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days and

ascended to heaven as King of Kings and Lord of Lords, and he will return to take us to heaven with Him. Salvation is found in no one else.

The Holy Spirit is one with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He lives in every Christian from the moment of salvation and provides the Christian with power for living, understanding spiritual truths, and guidance in doing what is right.

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any form of error. The Bible is our sole authority.

References: Genesis 1:1, 26,27; 3:22; Psalm 12:6; Psalm 119:105,160; Proverbs 30:5; Isaiah 9:6; Matthew 1:22-23; Matthew 28:19, John 1:1-5, 14:10—30; John 16:7-13, 14:16-17; Acts 1:8-11, 4:8-12' Romans 1:3—4; I Corinthians 2:12, 3:16,12:4-6, 12-13, 15:3-4; 2 Corinthians 3:17, 13:14; Galatians 5:25; Ephesians 1:13, 5:18; I Timothy 6:14-15; 2 Timothy 1:13, 16; 3:16; Titus 2:13; Hebrews 4:14-15; I Peter 1:2; 2 Peter 1:20-21

## History

Navigators began in 2012 when a small group of homeschool moms, most with preschoolers and early elementary children, felt called to build a community to do life with. With little homeschool experience but a shared conviction that community mattered, they stepped forward in faith. They hosted an interest brunch, extended simple invitations, and soon 14 moms gathered to explore what a Christ-centered homeschool community could become.

Through prayer and thoughtful conversation, the vision for Navigators emerged:

- Disciple our children
- Encourage one another
- Serve our community
- Outreach to new families

That fall, Navigators launched its first official semester with 17 families and approximately 35 children in third grade and below. What began as a handful of moms seeking support quickly grew into a vibrant, Christ-centered community built on faith, friendship, and a shared desire to raise children who love God and love others.

By the end of the first year, the group had outgrown the Rec Center and moved to Celebration Church in Fairhope who graciously housed us for 3 years, until we outgrew that space, too. In 2017, Navigators moved to Jubilee Baptist Church in Daphne. In the 3 years that followed, Navigators continued to grow- doubling, then tripling in size- until it became clear that one facility would no longer hold all of the members God had given us. This led to the creation of a second location in 2021, at First Baptist Bay Minette, fulfilling the early vision of multiple campuses united under one Navigators umbrella.

As God continued to guide and provide, Navigators multiplied again. In 2023, our Daphne campus split into two campuses to better accommodate our growth- one at Fairhope First Baptist and one at Faith Family in Spanish Fort. Then, in August 2024, Navigators started a theater club, North Baldwin Youth Theater. Now,

3 years later, we are still growing! Our Spanish Fort campus will be moving to East Point Church, which allows us more space and we have also launched a small campus at Calvary Chapel in Foley. Today, the organization includes four campuses, a theater club, and a life skills club. We serve 130 member families and roughly 400 children, with plans and room to welcome even more.

Through every season of growth, Navigators has remained committed to its founding vision: to be a blessing to families, to cultivate meaningful community, and to faithfully support parents as they disciple their children and walk out their calling together.

Here is a general timeline of the history of Navigators

2012-2013 Daphne Rec Center

2013-2016 Celebration Church

2017-2023- Jubilee Baptist Church (spring to spring)

2017-2018- Held academic classes at Lifeway

2021- Launched at BM First Baptist (spring)

2023- Left Jubilee and launched campuses at Fairhope First Baptist and Faith Family Fellowship

2023- Held academic classes at Destiny Church

2026- Launched at Calvary Chapel in Foley

2026- Launched a Life Skills Club at Heritage Church in Robertsdale

2026- Moved from Faith Family Fellowship to East Point Baptist Church

## Structure

Navigators is one large cooperative group, composed of both social and academic members. Navigators has multiple campuses to serve the homeschooling community. All campuses operate under the same policies, vision, and mission, while each functioning with slightly varied procedures based on the needs of the location and the families that attend.

Social Members and Academic Members are equally entitled to attend all social events regardless of which campus the member attends, as long as any criteria for the activities (such as age) are met. The only difference in privileges between the two membership types is academic classes.

- Academic Classes
  - Generally speaking, academic classes are once a week for 10 to 12 (varies by campus and semester), typically taking place from 9am-1:30pm.

- The semester schedule will be announced in advance and placed on the website calendar so that families may plan accordingly.
- All classes at Navigators are taught from a Christian worldview and vary each semester based on the availability of teachers and student interest.
- To join as an Academic Member, you must have at least one child that is at least 5 years old and will be in Kindergarten by September 1st of Fall semester.
- Members may choose any of our campuses(as space allows), but may not change campuses during the semester.
- New member enrollment for social and academic tracks open each semester. Enrollment dates vary by semester and will be posted on our public Facebook page as well as our website.
- Social Events

We offer a wide variety of social activities throughout the school year. These include, but are not limited to playdates, field trips, holiday parties, service opportunities, yearly celebrations, dances, field day, and graduations.

## Leadership Structure

Navigators leadership is structured uniquely as a non-profit and homeschool co-op with multiple locations.

- Executive Leadership:
  - Executive Director - Administrative leader who oversees and manages the ministry as a whole; oversees and supports all other leadership
  - Financial Director - Administrative leader who oversees and manages all financial and business aspects of the ministry; oversees and supports all campus bookkeepers
  - Other Executive Leaders - campus directors who work with ED and FD to coordinate and manage the needs of the cooperative and be the spokesperson for their campus location and attending families
- Campus Leadership:
  - Campus Directors - Executive leaders who run an academic location
  - Campus Leaders - Leaders who help the Campus Director manage a specific campus
  - Campus Leaders in Training - LIT's are members who assist leadership to potentially move into a campus leadership position
- Administrative Leadership
  - Executive Director
  - Financial Director
  - Admin Leaders - help manage aspects of the cooperative as a whole
  - Admin Leaders in Training - LIT's are members who assist leadership to potentially move into an admin leadership position

Navigators also has a number of other members who are not part of leadership but play an important role in the ministry.

- Board of Directors
- Event and Activity Coordinators
- Church Liaisons
- Committee Leaders

## Costs

We aim to keep co-op affordable. Navigators is a non-profit organization and as such, all money received by Navigators is used for the ministry of Navigators. Navigators has no paid employees. Navigators Leadership does not receive compensation.

- Types of Costs
  - Membership fees
    - Membership - this covers business expenses such as general liability insurance, the background check service subscription, administration expenses, holiday party supplies, outreach materials, discipleship materials, and other general expenses. All members, both social and academic, pay the membership fee each semester.
    - Facility Fee - this is paid directly to the facility who hosts each campus. This is to cover our tithes and the increased costs (power, water, maintenance, ect) the church incurs because of our presence. We strive to be good stewards of the facilities that are loaned to us, and that means ensuring that we are a blessing instead of a liability. Only academic members pay this fee. If members attend multiple campuses (this varies each semester based on space and other variables), this fee will be paid for each campus the members attends.
    - Supply Fees - this covers the supplies needed for the campus to function such as supplies for the lounge, cleaning, and morale expenses. Only academic members pay this fee. If members attend multiple campuses (this varies each semester based on space and other variables), this fee will be paid for each campus the members attends.
  - Academic class fees
    - pay for class supplies only and go directly to each teacher. Class fees are determined by each teacher, per semester, to pay for specific supplies for his/her class. This may include specialty items, paints, tools, kits, and equipment.
    - Member Teachers should only charge fees that cover the actual costs of material and supplies.
    - Member Teachers should not be making a profit on any class. We understand that your cost may be an estimate but please be as fair as possible.
    - Member Teachers may be asked to validate their fees and may be asked to explain why they are charging a specific fee.
  - Social event fees vary for each event and are determined by the hostess and the field trip location. Each event will have its own specific guidelines and deadlines.
- Refunds

- Refunds will ONLY be given if the event is canceled, unless otherwise approved by the Executive or Financial Director. If you pay for an event and cannot attend, please contact the host(ess). If there is another member who can take your place (with the event or activity coordinator's permission), they will need to pay you directly for any costs.
- We do not refund field trips or other events, especially those that require a minimum number of attendees, unless canceled by Navigators or the venue. There are no refunds on fees paid to Navigators with the following exception.
  - Membership Fees will only be refunded in extreme situations and will be reviewed by Executive Leadership on a case by case basis.
  - Class fees will only be refunded if there is an unforeseen relocation or medical emergency that prevents your family from participating before class fees have been dispersed to teachers.
  - Field Trips, Events, and Activities will not be refunded unless the event is canceled. If you pay for an event and cannot attend, please contact the event host. There may be a waiting list for the event or the event host may choose to allow you to offer your spot to another member and have the member pay you directly for any costs. Tickets for dances are not transferable to others.
  - Effective Sept 1st, 2023, any fees paid will be refunded less than the 3% fee. For example, if you paid \$10.00 for an event, you will only be refunded the \$9.70.

## **Liability**

Navigators Homeschool Cooperative, their members, their administrators, and any host facility utilized for classes or other activities assume no liability and make no assumptions of risk for anyone attending Navigators function. Parents are directly responsible for their children's education and actions. Any damage or injuries incurred by a student or family member is the responsibility of the parent whether it is an accident or not. Immediately notify a member of the Leadership Team if something belonging to the church or other facility is broken. Compensation for injury or damage, deliberate or accidental, shall be borne entirely by the responsible family.

If you register for any sport classes or activities, you will not hold Navigators Homeschool Cooperative, nor the facility, nor the teacher or other leader(s) liable for any injuries incurred while participating in a class or activity. The same liability waiver includes, but is not limited to, classes or activities that involve tools, cooking, electricity, or hands-on involvement, such as car repair, science experiments, etc.

Neither Navigators, nor any facility Navigators uses will be held responsible for lost, stolen, damaged, or forgotten belongings.

The Executive Leadership Team reserves the right to change policies and procedures without notice.

## **Communication**

Navigators Homeschool Co-op operates independently from our host churches, so members should not contact any host church regarding co-op matters; all questions and concerns must be directed to our Leadership Team.

Our website ([thenavigators.info](http://thenavigators.info)) serves as the primary hub for academic and social schedules, and families are expected to check it regularly. To ensure smooth and reliable communication, members must keep their website profile information current and check the email listed on their profile frequently, as both Leadership and teachers rely on email to share important information about classes, co-op days, and events.

We also maintain a private Facebook group for reminders, support, prayer requests, and general updates. Information, activities, and announcements are also posted here.

Each campus may use additional communication tools at their discretion including campus specific Facebook pages and GroupMe.

# NAVIGATORS POLICIES

## Policies for All Members

### Statement of Faith

Your participation in Navigators requires that you and your family read, understand, and abide by the Navigators Statement of Faith and neither you nor your family will contradict, hinder, or oppose these teachings in any way during any activity or via social media affiliated with this group.

### Standards of Conduct

All members of Navigators, whether students or adults, should conduct themselves to reflect the virtues of Christ while at ANY Navigators function. Good behavior, respect for others, respect for authority, and respect for any building or location we utilize is expected. Parents are responsible for their children at all times, so it is your responsibility to handle any misbehavior.

Some basic guidelines for behavior include:

- Be punctual.
- Honor your commitments– this applies to both classes and social events. If you register, attend.
- Be respectful of all facilities or locations we utilize.
- Be respectful of all teachers, tour guides, or other persons in charge.
- Be respectful to all members and all Navigators leadership.
- Treat others with honor, respect, and courtesy.
- No bullying type of behavior will be tolerated from any member- students or adults. This includes...
  - physical violence of any kind (kicking, biting, hitting, pushing, etc.)
  - verbal harassment (derogatory comments, gossip, jokes, or slurs)
  - written harassment (derogatory or offensive words, gossip, drawings, or gestures)
  - intentional exclusion of a student, group of people, family, etc.
- Swearing and the use of other inappropriate language is prohibited. If you wouldn't say it in front of Jesus, you shouldn't say it at Navigators.
- All clothing choices should be according to the guidelines set forth in DRESS CODE.
- Boy-girl relationships among students are to be kept platonic in nature while attending Navigators activities.

Parents are responsible for their own children at all Navigator sponsored events - classes, field trips, etc. If a behavior offense occurs during a Navigators function, the host(ess) or other adult member should notify the student's parent so they may work it out according to their family's rules. In the event of any physical or sexual misconduct or any damage to property, leadership must be notified within 24 hours.

## Conflict Resolution

*“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector” (Matthew 18:15-17).*

Please help us deal with inevitable personality conflicts and misunderstandings in a proactive, Christian way. If a conflict arises between any combination of parents and children, parents should pray first and then try to resolve the issue together following Matthew 18:15-17 (see above).

1. Try to resolve the issue between the students and/or parents with one another. Seek a resolution to the issue that is Christ-like.
2. If a one-on-one approach is unsuccessful, please involve another adult - one who may have witnessed the incident, or an adult whom you both trust.
3. If a parent or child will not cooperate to resolve the situation, or if a resolution cannot be met, the parties may then need to seek the Leadership Team's assistance for mediation.

**PLEASE NOTE:** Leadership must be notified immediately if the conflict involves physical violence, the threat of physical violence, sexual harassment, destruction of property, or other major violation of Navigators policy.

## Discipline and Suspension Policy

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it” (Hebrews 12:11).*

Students and parents should conduct themselves to reflect the virtues of Christ while at any Navigators class or function. Good behavior, respect for authority, and respect for any building or location we utilize is expected. Parents are responsible for their children at all times, so it is ultimately the parents’ responsibility to handle any misbehavior. As students are not always under the direct supervision of their parents, the following procedures will be followed by each teacher and/or helper.

In cases of inappropriate behavior by a student of any age, these steps will be taken:

### **1. First Offense — Verbal Warning**

For the first offense, the teacher, volunteer, or adult in charge will issue the student a verbal warning.

### **2. Second Offense — Parent/Guardian Involvement With Return Allowed**

For the second offense, the student will be escorted to their parent or guardian and given the opportunity to address the matter privately according to their family’s rules.

The teacher, volunteer, or adult in charge will inform a member of the Leadership Team by that afternoon regarding the circumstances involved.

The student may return to the class, event, or activity after offering an appropriate apology and demonstrating a resolution to reform.

### **3. Third Offense — Parent/Guardian Involvement With No Return**

If the inappropriate behavior continues for a third time, the teacher, volunteer, or adult in charge will repeat the second step; however, the student will remain with their parent or guardian and will not be permitted to return to the class, event, or activity for the remainder of the day.

The teacher, chaperone, or adult in charge must notify the Leadership Team before the end of the event.

### **4. Next Step- Leadership Communicates with the parent and student**

Leadership will communicate with the parent and student in an effort to address the issue. If behavior problems persist, the student may face disciplinary action.

**PLEASE NOTE:** Leadership must be notified immediately if the conflict involves physical violence, the threat of physical violence, sexual harassment, destruction of property, or other major violation of Navigators policy.

The Leadership Team reserves the right to refuse future enrollment in classes or co-op entirely to a student who has been suspended or expelled, created disruptions, or exhibited inappropriate behavior.

Navigators reserves the right to deny or terminate membership for any cause deemed to disagree with the purpose of the association or for irresolvable breaches in the Standards of Conduct.

## **Attendance Policy**

*“Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others” (Romans 12:4–5).*

All events, activities, and field trips that require registration (signups) are subject to the Navigators Attendance Policy.

### **Punctuality**

Please be punctual to each event and activity. When one family is tardy or absent, the entire group can be affected. Families are expected to arrive in time to gather at the designated location by the noted arrival or start time.

### **Payments**

Payments are due when signups close. Registrations not paid by the deadline will be cancelled.

### **Cancellations**

Cancellations must be made at least 72 hours prior to the event to allow time to fill your spot. If you must miss an event or activity you signed up for, please contact the event teacher as soon as possible.

### **Transfers**

Registrations/signups are **not transferable** to other members unless approved by the Activity Coordinator.

### **Facility Reservations**

If a reservation for a set number of people has been made with a facility, payment will be made for the full reservation even if members cancel. Members who cancel last-minute or do not show up forfeit their fees as a donation to the establishment.

### **Attendance Records**

Navigators administration maintains a master attendance record. All late cancellations, no-shows, and tardies will be recorded. Members who incur **three infractions in a semester** may be prohibited from signing up for future events, at the discretion of the Executive Director.

## **Background Checks**

Navigators requires background checks for all members who will be in charge of children in any capacity.

All academic members must have a completed up to date background check on file.

All social members are not required, but are encouraged to have a completed up to date background check on file.

Backgrounds checks are mandatory for all members, both academic and social, in order to do any of the following:

- teach, aide, or sub
- chaperone dances
- participate in field day
- chaperone field trips
- lead groups on field trips(if students are split into groups)
- participate in the theater club

The background checks cost \$20 each and will be valid for 3 years. We realize that many of our members are already background checked through other ministries. However, for liability and tracking purposes we won't be able to use those results.

We do NOT need, nor will we ever see, your social security number. Background checks are completed through Protect My Ministry, a long standing, safe company that is used by many churches and other groups. Only that company will be able to access members' personal information like social security numbers, and that information is redacted on the report that is provided to Navigators. We are also committed to your privacy and limit background check results to a select few leadership members.

## Blended Families

We acknowledge that families come in all shapes, sizes, and compositions. While we support co-parenting situations, our focus is on ministering to the registered custodial member and their children. The registered custodial parent is free to choose the level of involvement of the child's blended family. Navigators will not give information or access to any person other than those listed on the family's website profile.

Each student may only be registered on one Navigators at a time.

## Foster Family Participation Policy

Navigators is honored to support the ministry of foster families. If you would like to include your foster child in any Navigators activities, please complete and submit a Foster Child Notification Form. This will allow us to provide appropriate support and uphold required confidentiality. A separate form will be required for each foster child.

## Dress Code

*“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your bodies” (1 Corinthians 6:19-20).*

We believe that appearance and conduct should reflect Biblical standards. As in every area of our lives, we desire the way we dress to honor the Lord, so please choose clothing from a spiritual point of view. Parents and students should wear appropriate, modest clothing in accordance with their biological sex from birth. If in doubt, choose something else.

To standardize what is considered appropriate, both parents and students need to adhere to the following dress code:

- Clothing must not have graphics, profanity, sexual innuendo, or words or images that are contrary to the Bible.
- Underwear and bras should not be exposed (no sagging or see-through clothing).
- Skirts, dresses, and shorts must extend beyond the fingertips when the student extends arms downward along the sides or reach the mid-thigh, whichever is longer.
- Tops should not show any cleavage or midriff.
- Cosmetics, if worn, must be event and gender appropriate.
- For water events, men and boys should wear swim trunks (no Speedos). Women and girls should wear conservative bathing suits which cover their cleavage and torso (no bikinis).

## Gender Identification

Navigators is a Christ-centered cooperative that seeks to operate with convictions that reflect Biblical truth regardless of cultural circumstances. We believe that every person must be shown compassion, love,

kindness, respect, and dignity. Any hateful or harassing behaviors or attitudes directed towards any person are not in line with Scripture nor our Statement of Faith and, as such, will not be tolerated.

We believe that all human beings were created in and continue to bear God's image (Gen 1:27). God created and defined only two genders- male and female, each with distinctly different biological and physical traits. These traits complement each other and work together to reflect the nature of God. Because all people are fearfully and wonderfully made (Ps 139:14) in our Creator's image, we feel that these differences should be celebrated. To this end, the following policies will be adhered to in Navigators without exception.

- All members and guests of Navigators will be identified by their God given biological gender.
- All members and guests of Navigators will be referred to only by their legal name, middle name, or appropriate nickname. Examples of appropriate nicknames may be shortened versions of legal names, middle names, or initials. (Example- A boy named Andrew James may choose to go by Andrew, Andy, Drew, James, or AJ.)
- The use of traditional he/she pronouns and courtesy titles (Mr, Mrs, Miss, Ms, Sir, Ma'am, etc) will be used according to biological gender. Alternative pronouns are not permitted.
- All members and guests attending classes and social activities will be required to dress according to their gender. At no time will cross-dressing be permitted in attire or cosmetics. Please see DRESS CODE for specific requirements.
- Men's restrooms and changing rooms will be available only to biological males. Women's restrooms and changing rooms will be available only to biological females. (Boys aged 5 or younger may be in the women's restroom only when accompanied by their mother or female teacher.)

## **Solicitation Policy**

Usage of any member information from our private directory or our private social media groups for the purpose of solicitation is a violation of privacy and is strictly prohibited. Navigators does have a private Buy/Sell/Giveaway Facebook page for member use. Please refer to guidelines on that page prior to making posts.

## **Special Considerations**

Please ensure that the Special Considerations section for each student is completed and kept up to date on the website. In addition, please notify the Campus Director and your child's teachers of any special considerations, including allergies, dietary restrictions, learning disabilities, medical conditions, or other special needs.

Each semester, we provide teachers with a general notification of all reported allergies. However, parents and students remain responsible for monitoring and managing individual allergies, sensitivities, and other special considerations.

If your child needs accommodations, medication administration, emergency medical support, or any additional assistance while on campus, please contact the Campus Director prior to the start of classes so appropriate arrangements can be made.

## Sick Policy

*“Do to others as you would have them do to you” (Luke 6:31).*

If you or your children are sick or recovering from an illness, or other issues that are contagious, please do not attend Navigators classes or events until completely cured. We do not want to be a source of illness for any family, so please use good judgment. If in doubt, err on the side of caution, stay home and inform the Substitute Coordinator or Event Hostess.

If you or your children exhibit any the following, then do not attend Navigators classes or events:

- Fever of 100.4 degrees or greater within 24 hours of co-op class or event.
- Fever of 99 degrees or greater, when accompanied by any other symptoms or known recent exposure to illness, within 24 hours of co-op class or event.
- Vomiting, nausea, or diarrhea within 48 hours of co-op or event.\*
- Nasal congestion, yellow or green nasal discharge, or excessive clear nasal discharge that is heavy enough to require frequent wiping.
- Cold symptoms with sore throat or persistent coughing or sneezing.
- Streptococcal infection, until 48 hours after medication has been initiated.
- Infected skin or eyes or undiagnosed rash, including but not limited to conjunctivitis, poison ivy, Fifth Disease, chickenpox, etc., until the prescribed drops, cream or treatment are completed, or incubation period recommended by doctor has passed.
- Cold sores (fever blisters) on children ages 0 through 7, until lesions are scabbed.
- Acting lethargic, listless, or irritable.
- Other contagious symptoms, including but not limited to lice, ringworm, etc.
- If one member of your family is sick, ALL members of your family must stay home. You should not participate, nor will you be permitted to send your well children with another adult. This will help reduce the spread of ALL illnesses (Covid-19, stomach bugs, flu, lice, etc).

\*In the event of an outbreak a campus may choose to extend the typical 48 hour time frame to 72 hours. This is at the discretion of Executive Leadership.

## Whistleblower Policy

Navigators Homeschool Cooperative is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, leadership, or volunteers. This policy outlines a procedure for volunteers to report actions that a volunteer reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This

policy applies to any matter which is related to Navigators Homeschool Cooperative's business and does not relate to private acts of an individual not connected to the business of Navigators Homeschool Cooperative.

If a volunteer has a reasonable belief that a volunteer of Navigators Homeschool Cooperative has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the volunteer is expected to immediately report such information to the Executive Director. If the volunteer does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to a member of Executive Leadership.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, Navigators Homeschool Cooperative will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

Navigators Homeschool Cooperative will not retaliate against a volunteer in the terms and conditions of membership because that volunteer: (a) reports to a supervisor, to the executive director, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the volunteer's rights.

Navigators Homeschool Cooperative may take action (up to and including revoking membership) against a volunteer who in leadership's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, Navigators Homeschool Cooperative will not, with the intent to retaliate, take any action harmful to any volunteer who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by Navigators Homeschool Cooperative or any of its volunteers of a violation of any applicable law or regulation.

Leadership will be trained on this policy and Navigators Homeschool Cooperative's prohibition against retaliation in accordance with this policy.

# Policies for Academic Members Only

## Attendance and Tardy Policy

*“Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others” (Romans 12:4-5).*

- By enrolling in the academic track, you are committing to co-op for the entire day, for the entire co-op semester. Our academic schedule is made available well in advance (usually months in advance) so that families may plan accordingly. Please refrain from scheduling appointments and vacations during times that will conflict with co-op.
- Leaving early will only be allowed for legitimate causes (see below) and must be approved by leadership.
- Please be punctual each week for your designated arrival time.
- Your attendance and punctuality are crucial for the success of this co-op. When even one parent is late, absent, leaves early without approval, or drops out then another member loses their break period to cover the void.
- If you must miss class for any reason, please inform your aide and the Substitute Coordinator immediately.
- If a family member, such as a dad or grandparent, brings your children to co-op they are required to take your place in all classes and duties (set-up/clean-up). If you are a teacher, your stand-in will act as the aide to the class, and your normal aide may serve as the teacher - unless your stand-in is comfortable teaching your class. It is your responsibility to get all teaching materials and supplies to your aide.

Any member who is absent, tardy, or leaves early 3 or more times in a semester WITH OR WITHOUT LEGITIMATE CAUSE may be restricted from registration in future semesters. (Examples of legitimate causes are sickness, surgery, or a death in the family. Examples of illegitimate causes are vacations, other social plans, or being tired/ busy.) The Leadership Team reserves the right to refuse enrollment to a family with a record of excessive absences or tardies in the previous semester(s).

## Substitute Policy

As soon as you know that you will be absent, immediately contact the Substitute Coordinator for your campus directly via text (phone number will be provided by campus leadership at orientation). A Facebook post or message is not an acceptable form of notification.

All parents on break will be available to substitute and will be assigned substitute assignments as needed by the Substitute Coordinator. Floaters and non-teachers will be utilized first and then teachers as necessary.

Teachers should inform their aides if they will be absent and provide them with necessary material so they can teach the class in their absence.

If you are ever the only adult in a class, please notify a member of leadership immediately so that an aide may be assigned. You can do this by notifying a member of leadership. An aide will be sent to you promptly.

If you must leave co-op in an emergency, you may ask another parent to be responsible for your children. If so, please tell a member of Leadership before you leave and let them know who will be responsible for your children.

## **Guest Teachers**

A teacher is considered a Guest Teacher if they meet the following criteria:

- They have no child(ren) that are members of the academic track.
- They may have no child(ren) on campus during classes.
- They may charge fees that provide a profit.
- Requests to utilize a Guest Teacher must first be approved by the Campus Director then by the Executive Director before being scheduled.

As with other classes, if the enrollment minimum is not met the class is subject to cancellation and any fees paid will be refunded in full. All guest teachers must complete a background check prior to being put on the schedule.

As with other classes, if the enrollment minimum is not met the class is subject to cancellation and any fees paid will be refunded in full (minus the 3% fee).

## **Classes**

All classes at Navigators are taught from a Christian worldview and vary each semester based on the availability of teachers and student interest. Each child will need to bring basic supplies based on their specific classes.

Classes have a minimum student requirement of 5 students. Schedules are subject to change, and classes without a minimum number of students may be canceled. Students in any canceled class will be moved at the discretion of the Leadership Team to another class for the same period, however, the team will consult parents.

Students are not allowed to change classes after registration with rare exceptions. If you find that your child has a major, irreconcilable issue with a class after final registration, speak with someone from Leadership. Class changes will only be permitted in the case of a major conflict and at the availability of the receiving class. A refund will not be given for the first class, and fees for the new class will be due and payable before attending.

The Leadership Team has the right to monitor, cancel or censor any class, but neither the Leadership Team nor the Church will be held responsible for content taught. Members of the Leadership Team may sit in on

classes at any time without notice. Parents may also sit in on their children's class if they are on break that block, if space permits and they do not disrupt the class. If you have any questions or concerns about a class, please talk with the teacher. As a courtesy, please keep the Leadership Team informed.

## Visitors

Campus leadership must pre-approve all guests (adults and/or children) who intend to visit for a specific co-op day. If you know you'd like to bring a visitor during the semester, please contact your campus leadership team with your request as soon as possible. A one-time approval may be given at their discretion. Approval is needed for liability purposes as well as making sure there is enough material for any extra students to use in the classes they visit. You may be required to provide or pay for these materials.

## Animals and/or Pets

Since all of our campuses are located on the property of different churches, we ask that you please do NOT bring any animals and/or pets to co-op without prior approval of your campus leadership. At no time are animals allowed INSIDE the church buildings without the expressed permission from the churches who host us.

## Academic Student Responsibilities

*"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity" (1 Timothy 4:12).*

- Arrive early and be seated in the assigned room by the appropriate time.
- Name tags should be worn during co-op hours unless otherwise directed by a teacher.
- Participate willingly and bring all required materials to each class.
- Complete all homework assignments and submit them at the time specified by the teacher.
- Attend all classes for which you are registered. Skipping class or attending a class you are not registered for is prohibited.
- Your teacher is the authority in your classroom. Always honor and treat your teacher with respect, courtesy, attentiveness, and obedience. Stay with your class during class time. Do not leave the classroom without the teacher's permission.
- No distracting objects (cell phones, electronics, toys, etc.) are allowed in classrooms unless permission has been given by the teacher.
- Treat classmates with honor, respect, and courtesy. No bullying type of behavior will be tolerated. This includes...
  - a. physical violence of any kind (kicking, biting, hitting, pushing, etc.)
  - b. verbal harassment (derogatory comments, gossip, jokes, or slurs)
  - c. written harassment (derogatory or offensive posters, gossip, cartoons, graffiti, drawing, or gestures)

d. intentional exclusion of a student.

- Swearing, and the use of other inappropriate language is prohibited. If you wouldn't say it in front of Jesus, you shouldn't say it at Navigators.
- All clothing choices should be according to the guidelines set forth in DRESS CODE.
- Help keep the campus clean and free of trash.
- Use an "inside" voice inside the building. Running and horseplay are not allowed inside the building unless it is directed by a teacher as part of a class.
- Immediately notify your parent or teacher if something is damaged in the facility.
- No eating or drinking during class unless it is a part of the class. To prevent spills and pest infestation, food is confined to the kitchen or outside. Please clean up after yourself.
- Boy-girl relationships among students are to be kept platonic in nature while attending co-op classes or other Navigators activities.

## **Member Responsibilities**

- Name tags should be worn during co-op hours.
- Most campuses have assembly before classes. All parents and students are required to participate in assembly, if applicable. Assembly is a wonderful time to come together as an entire group, take a few minutes to study God's Word, make announcements, and encourage parents and students. Please attend assembly and encourage children to be attentive and respectful to the speaker(s).
- By registering, you are agreeing to attend for the entire semester. Parents agree to serve at co-op for the entire semester.
- You must stay on campus for the ENTIRETY of the co-op day. Arriving late or leaving early are counted on attendance.
- Respect church property as a house of worship and use only items and areas sanctioned for our use.
- Label personal possessions. Neither the host church nor Navigators will be held responsible for lost, stolen, damaged, or forgotten belongings.
- We do not believe in banning cell phones, however be courteous and by muting sound, activating voice mail, and returning calls or texts between classes or during your off block.
- To prevent spills and pest infestation, food is confined to the lunch areas and parents' lounge, unless part of a class function.
- All parents are responsible to enforce co-op rules, monitor hallways, and correct any child in a loving manner.
- Attend all classes for which you are registered.
- Help keep the campus clean and free of trash.
- Immediately notify campus leadership if something is damaged in the facility.
- Keep the restroom neat.
- We are a cooperative, therefore everyone is encouraged to plan and/host field trips and activities. It is not strictly leadership's job. Please remember, while we are separated by campuses, we are one group. Plan with the entire group in mind.

## Teacher Responsibilities

- Teachers should be prepared and ready to teach.
- Please clearly communicate your expectations and adhere to your course description. If you must change your course significantly from your course description, you must notify Leadership and students' parents.
- If you experience any discipline issues in your class, please communicate any issues directly with the parent no later than after the second incident. By informing the parent directly, you are giving them the opportunity to parent/discipline their child. Leadership will not get involved until you have fulfilled the [Discipline and Suspension Policy](#) except in cases of physical violence, the threat of physical violence, sexual harassment, destruction of property, or other major violation of Navigators policy.
- If you know in advance that you will be absent, after notifying the Substitute Coordinator, please provide your aide with the necessary information/material to teach in your absence.
- If you know in advance that you will be absent, your spouse or immediate family member may act as your stand-in. Please notify the Substitute Coordinator.
- Remove all your co-op teaching materials from the classrooms so they will not be in the way of church members on Sunday morning. All rooms should be returned to their original order at the conclusion of the co-op day. (Sunday School Ready)

## Teacher's Aide Responsibilities

Aides are as important to the success of a class as the teacher. As such, aides are expected to:

- Take attendance within the first 5 minutes of class. (See "Attendance Taking Procedure")
- Help the teacher gather supplies, implement lessons, and handle discipline.
- Participate actively in class; avoid side conversations, cell phones, etc.
- Assist students who need extra help.
- Help the teacher keep track of time so students will not be late to their next class.
- Escort young children to the bathroom. (See [Bathroom Policy](#))
- Assist children who are 8 years of age or younger transition to their next class.
- Serve as the teacher of the class in the event that the teacher is absent.

## Student Leaders in Training

In keeping with the purpose of "discipling our children," some Navigators campuses offer students aged 13 and up the opportunity to serve as a Leader in Training, or LIT. The participation in allowing and utilizing student LIT's is at the discretion of the Campus Director based on the needs of the campus. LIT's may serve as classroom aides, on the setup/cleanup team, or in any other capacity deemed appropriate by the Leadership Team. Any student serving in an LIT capacity must commit to serve for the entire semester and

is required to follow the same rules required of all aides (see Teacher's Aide Responsibilities below) with the exception to teach in case of Teacher's absence.

This is a great opportunity for teens to earn service hours as well as gain valuable experience serving others. The Leadership Team will publish a list of LIT service opportunities prior to each semester which will include deadlines for application. Any student who wishes to fill an LIT position must make their request, undergo a brief interview, and be approved by Leadership. Further training may be required as the position necessitates. A service hour letter will be presented at the end of each semester at the student's request.

## **Dads**

We are a family oriented co-op and welcome both parents to attend Navigators classes and events. Students benefit the most when we have a wide variety of talents and gifts utilized in our class offerings. Dads may teach their own classes, assist their wives, or substitute for their wives. If Dad will be on campus during the day, he should register for aide spots. Like all members, dads must also wear a name tag while on campus. ALL adults who serve in any capacity at co-op must be background checked. If Dad intends to attend/ serve at co-op please let our Campus Director know in advance so that a background check may be completed before the semester begins.

## **Unaccompanied Students**

For students aged 15 and younger, a parent or guardian must be on campus at all times. In rare situations, exceptions may be made to allow another registered member to be the "on-site guardian." Both the family of the student and the guardian must be registered members. A \$50 fee per semester applies to non-attending parents in place of their campus duties.

Students who are 16 years of age or older may be permitted to attend co-op without a parent in certain circumstances and with prior approval by the Campus Director. Families desiring this option must receive permission from leadership prior to enrollment. In addition to the behavior policies listed for all students, teens should understand that they are their family ambassador while on campus and are also subject to the following behavior requirements.

- \*\* Teens and their parents will both be required to sign separate Policy and Procedure agreements and attend Orientation.\*\*
- A \$50 fee, per semester applies to non-attending parents in place of their campus duties.
- Students driving themselves must drive responsibly on and near church grounds and should be respectful of their surroundings: no loud music, no vulgar music, obey slow speeds, and park only in member designated parking, etc. They should arrive on time and be prepared for their classes.
- Behavior should reflect the virtues of Christ. While the student is on campus unaccompanied, they should act in a way that is honorable.
- Boy-girl relationships among students are to be kept platonic in nature while attending co-op classes or other Navigators activities.

- Students may only be on campus for classes and official co-op functions. There is to be no loitering in vehicles, the parking lot or other areas of the property either before, during, or after co-op.
- Unaccompanied students may not serve as the guardian for another student. Ie- A 16 year old student may not bring his/her younger siblings to co-op.

Unaccompanied students who fail to comply with Navigators policies may be subjected to disciplinary action and required to be accompanied by a parent on campus for the remainder of the semester.

## **Bathroom Policy**

For the protection of both parents and children, no adult should be alone with a child not his or her own.

Bathroom procedures are as follows:

- A. Preschool and kinders teachers should schedule a regular bathroom break during class, or send a small group at a time with a helper.
- B. The adult must leave the bathroom door propped if they must be in the bathroom with children (such as to help wash hands or clean up) or wait by the open bathroom door.
- C. The child should toilet him/herself, including entering the cubicle alone, wiping him/herself and pulling up his/her own underwear.
- D. Teachers may allow lower elementary students to go to the restroom with a buddy. Upper Elementary students and older may go to the restroom alone.
- E. Diapers should be changed in view of the second adult present. Do not take an infant or toddler to the bathroom to change the diaper, unless they are your own child.

## **Weather & Fire Policy**

If Baldwin County schools are closed due to inclement weather, classes will be canceled. If co-op must be canceled for any other last-minute emergency, we will make announcements on our Facebook page and through email. Canceled classes MAY be rescheduled at the discretion of the leadership team.

In the event of a fire alarm, the teachers and helpers will take their class directly and calmly out of the building through the nearest exit. All classes and parents will meet at the preplanned area as noted in each campus's fire policy. Teachers will take attendance, and if someone is missing, notify a Leadership Team member or another person of authority.

# NAVIGATORS PROCEDURES

## Academic Procedures

### Orientation

Orientation is held once a semester. It is a mandatory, parents-only meeting for new academic families although all families may be required to attend at the discretion of the Campus Director. This Orientation is necessary to help new families understand how the day works and their responsibilities to the group. If you are unable to attend Orientation, you must make contact with a member of Leadership to set up a meeting.

### Teaching Classes

We ask all academic members to consider teaching a class. You can teach any age group, and you can propose any topic. We take into consideration the needs of the groups when making the classes. You may also be asked by a member of leadership to teach a class.

When submitting a Course Proposal, please consider the time within the class (50 or 60 minutes) and semester length (10 or 12 weeks). Please clearly communicate your expectations and adhere to your description. If you must make major changes to the class, you must notify Leadership and students' parents.

### Class Registration

Class Registration is done online at [thenavigators.info](http://thenavigators.info). You must be a registered academic member and be logged-in to your account to sign-up for classes. Please only register your children for classes that reflect their grade (age), effective the beginning of the Fall semester. For example, if your child will be in 4th grade starting in fall, then they should register for 4th grade level classes. They will remain at their level for the entire year - Aug to April. The schedule has been created to accommodate students by this standard. By registering your child for classes outside of their age bracket, you will be potentially taking that course spot from another student. All members are required to attend a full co-op day (3 or 4 classes). If you have special circumstances, please speak with a member of the leadership team to discuss your options.

**Classes are registered on a first come, first served system.** If a class you wish to register for is full, select a different class for that block (period). Some classes are capped at a specific number (we generally aim for no more than 12-15 students depending on age and subject, and teacher's discretion).

**Please read each course description in its entirety before registering** your students for that class. Students are expected to fulfill the expectations set forth in the course descriptions including necessary materials, class participation, and homework (if applicable). By registering for the class, you agree that your student will abide by those expectations. Failure to fully participate in their registered classes may restrict your student's ability to register for future classes.

If you find that your child has a major, irreconcilable issue with a class and needs to make a change after final registration, speak with your Campus Director to discuss the issue and any possible solutions. Class changes will only be permitted in the case of a major conflict and at the availability of the receiving class. A refund will not be given for the first class, and fees for the new class will be due and payable before attending.

## **Attendance Taking Procedure**

The class roster will be posted outside each classroom. The aide should take attendance within the first five minutes of class. Use the absentee list to verify that any students not in class are absent for the day. If a student is not in class and not on the absentee list, please immediately report to leadership. Mark each absent student on the roster. If all students are present, please put a check mark or smiley face on the roster to indicate that attendance has been completed.

## **Lunch Procedures**

We have a campus-wide lunch break.

Parents will be solely responsible for their own children, including supervision, providing the meal and cleaning up any mess. Lunch will be eaten outside, weather permitting. In the case of bad weather, lunch will be eaten inside in an area designated by the Campus Director. Please make every effort to clean up after eating in the building. Making sure to sweep or vacuum up any major messes. Many families bring blankets to eat on, which helps contain bread crumbs and spills.

In order to be good stewards of the facility and to avoid broken and misplaced items, we cannot have children playing inside, especially unsupervised. Therefore, the inside of the building is off limits to students during lunch time unless it's raining, they're using the bathroom, or they are with their parent (diaper changes, naps, quiet time, etc). Any students found inside the building during lunch will be ushered back outside. Please advise your children of this policy prior to the start of co-op, it will be strictly enforced.

We understand this is an opportune time for your children to interact with their friends. Remembering that the parent is still responsible for all children, we would love for them to eat together, and time and space allowing play.

There will be a designated clean up time included in the lunch break to allow for any clearing of trash and/or messes and gathering belongings to move on to the last class.

## **Parents' Lounge**

Our Parents' Lounge is strictly for parents, with rare exceptions. This area is the one room in the building intended to be a place of refreshment (literally and figuratively) for our hard working moms and dads during the co-op day. Please do not give your child permission to be in the room. If you need them to retrieve something for you from the room, they can ask one of the adults present to hand it to them. It's the all-mysterious "teacher's lounge", let's keep it a mystery.

## **Security**

The safety and security of our Navigators' families is of utmost importance. It is mandatory for all children and parents to wear nametags while on campus. This helps us easily identify anyone who is not supposed to be on campus as well as more easily keep track of all of our students.

Attendance is taken in the first five minutes of class. It is imperative that this is done in a timely manner so that all students can be accounted for. Please immediately report any students that aren't in class to campus leadership.

If anyone is seen on campus that is not a Navigators member or from the church, please immediately report them to campus leadership.

All Navigators visitors must be preapproved by the Campus Director. They must wear a visitor name tag that is picked up at sign in and returned at the end of the day.

## **End of Day All Hands Cleanup**

These items are to be completed by the Teacher, Aide, LIT, and students if age appropriate.

1. Wipe down tables.
2. Return chairs to their original configuration.
3. Clean up any messes, including vacuuming or sweeping as necessary.
4. Collect trash and place the bag in the hallway for collection.
5. Replace the trash bag.
6. Supplies should be returned to the designated supply area, if applicable.
7. Dismissal and nametag procedure may vary by campus.

## Social Procedures

### Activities

- We are a cooperative, therefore everyone is encouraged to plan and/host any activities. It is not strictly leadership's job. It can be a field trip, get together for teens, moms, preteens, playdates, park get-togethers, etc. Please remember, while we are separated by campuses, we are one group. Plan with the entire group in mind.
- You can post info on the Facebook page, but events with signup and payment requirements must be on the website. You can do that yourself, or there's a form to fill out if you're not so tech savvy. Under MEMBERSHIP FORMS - Event Form.
- If you would like help with planning or any part of the process, please feel free to reach out to any member of leadership at any campus.

### Field Trips, Activities

1. Since we are a cooperative, **everyone is encouraged to plan** and/host any activities. It is not strictly leadership's job. It can be a field trip, get together for teens, moms, preteens, playdates, park get-togethers, etc. Please remember, while we are separated by campuses, we are one group. *Plan with the entire group in mind.*
2. Any member that plans a field trip or event is **responsible** for keeping track of those who signed up, those who paid, making arrangements with leadership to make payments to the vendor, making notes on any changes and/or discrepancies in the number of attendees, fees, etc. on the day of the event, and turning the roster, with notes and receipt from the venue in to the bookkeeper, Janna Collier.
3. Navigators does not refund absences or family cancellations (especially if a minimum number is required). If a family fails to show up, their fee is still paid to the vendor as a donation.
4. Field trip and event information should be posted on the main Navigators facebook page, but events with signup and payment requirements must be on the website also.

## APPENDICES

### Appendix A - Planning Field Trips and Activities

Since we are a cooperative, **everyone is encouraged to plan** and/host any activities. It is not strictly leadership's job. It can be a field trip, get together for teens, moms, preteens, playdates, park get-togethers, etc. Please remember, while we are separated by campuses, we are one group. ***Plan with the entire group in mind.***

#### Steps to plan a field trip or an activity

1. Contact the field trip or event location to get the necessary information
  - a. Date(s) and time(s) available
  - b. Cost (Students, adults, kids under 3, ect.)
    - i. Taxes - ask about the tax rate and add this cost into your per person or per family fee when you submit the event on the website.
    - ii. The cost you enter on the website will be changed by leadership when the event is approved to include the fees charged by our payment processing company, Newtek.
  - c. Payment
    - i. Can the vendor be paid with credit card or check, prepaid or paid at time of event?
    - ii. We are a 501(c)3. Does this impact the cost?
  - d. Minimum and maximum attendance requirements
  - e. Description of activities available
  - f. Age restrictions
  - g. Any other relevant information
2. Submit the field trip or event on the Navigators website. **Please ensure that you do not schedule an event to conflict or overlap another event already on the calendar.**
  - a. To Create an Event: Sign-in. Go to Calendar, Click on DATE of the event, fill out the information. Once you SAVE the first time you'll be able to add sign up information (restrictions, payment, etc). Admin is notified when an event is posted to be approved. If we have any questions, we'll make contact.
3. For campus specific events, please make arrangements with your Campus Director to make payments to the vendor. For group-wide events please coordinate this with the Executive Director (Jen Ziolkowski) or Financial Director (Janna Collier). You must contact one of these leaders prior to the event and get verification of which member of leadership will be present to pay the vendor. Please do so well ahead of the event date.
4. **You are responsible** for keeping track of those who signed up, those who paid. You can view this information by clicking on the event on the calendar and then selecting "View a list of All Signed Up" at the bottom of the screen.
  - a. Please be certain to print out a roster and take attendance at the venue as the coordinator. Make notes on any changes and/or discrepancies in the number of attendees, fees, etc.
  - b. The receipt from the venue will need to be turned in to the bookkeeper within 72 hours of the event. Please email it to [navigatorsbookkeeping@gmail.com](mailto:navigatorsbookkeeping@gmail.com).
  - c. Complete the event recap form available on the website under the "forms" tab. This must be completed within 72 hours of the event.

## Appendix B - Student and Parent Registration Instructions

1. Log-in to the site with your UserName and Password
2. Click on CLASS SCHEDULE
3. You'll see the class options for all blocks. Please choose 1 class per block, per child. So each child should have 2 or 3 classes, depending on the campus or club.
4. Click on the Class Name to drop down the information. Simply click on the student's name you wish to register for this specific class, click REGISTER. A confirmation box will let you know you were successful. Click OK and move on to the next class. If the child is not the correct age for the selected class, their name will appear gray.
5. If you, the parent, are not teaching, you must sign up for at least 2 aide positions and a spot on either the Setup OR Clean-Up Team. If you are teaching just one (1) class, you must sign up to aide in one (1) class. Just as you registered your student for classes, you will register yourself. Click on your name and hit Register. If your husband will be on campus, he too should register for aide spots. \*If we are in need of more aides, you may be assigned an additional aide position. If too many aides are registered for a class (the class size does not warrant the number of aides registered) you may be reassigned. You WILL have at least one block off, however, you may be asked to substitute if necessary. Adults are noted with the asterisk (\*). If you are NOT teaching, you must sign up for a position on either the Set-Up or Clean Up Team. Open the position, click your name, hit register.
6. Once you've registered yourself and your child(ren), click MANAGE CLASS REGISTRATION at the top right. You will see the list of classes for yourself and each child.
7. Select "VIEW STATEMENT OF ACCOUNT TO PAY". This will take you to accounting where you'll see the total owed. Select "PAY ALL". The PAYPAL button will turn red. Click that and pay via PayPal. Fees are paid to Navigators, we then distribute the fees to the teachers. If you have any issues or problems, there will be someone available during the time of registration to assist. Note: Leadership has the right to switch parents as needed, you will be notified if we need to make changes.

## Appendix C - Tips to a Great Co-Op Day

- Plan ahead! Pack meals and backpacks the night before. One less thing to worry about in the morning.
- Label EVERYTHING. Totes, backpack, jackets, books and even shoes.
- Please leave all toys and gadgets at home.
- Be on time - before 9am so you don't miss any announcements.
- Pick your kids up as soon as possible.
- Take full advantage of resources available - get a cup of coffee, spend time with other moms during your break.
- See a need - meet the need.
- Be committed to the group. If you believe in and invest in the ministry of Navigators, you'll teach your kids to do the same and inspire other parents as well!
- Be involved! Join in other activities like play dates, field trips, holiday celebrations and the like. You and your kids will build great friendships and make many fun memories.
- Engage your children as part of the team. When you help set up or clean up or prepare for a class, let them be a part of the process and talk with them about why serving others is an important part of our co-op family.
- Attitudes are contagious! Is yours worth catching?