

Hello HOME Co-op Families,

Co-op starts tomorrow! I am hoping we are all ready to return after a long Christmas break, and that the weather will cooperate so that we are able to hold classes. Please take the time to really look through all the details below – whether you are new to HOME Group or a veteran. We all need reminders. **I have also attached this as a PDF in case it is difficult to read on your device.**

#### **PRINT YOUR FAMILY'S SCHEDULES:**

1. Log on to FRED
2. Select the semester (**Winter 2018**)
3. Click on 'Enrollment' and then 'Family Schedule'
4. You will see your family's schedule
5. If you want to print, look at the blue box at the top of the page - there is a link that says "Click here for your family's printable schedule"
6. This opens a page free of any graphics, and allows you to print a clean schedule that you can cut and give to each member of your family

#### **ASSISTANT SCHEDULES:**

1. **Some** Assistant Schedules have **BEEN CHANGED** to make sure that we have proper safety ratios in the classrooms!
2. Please carefully look over your schedule after printing it.

#### **CO-OP SCHEDULE:**

##### ***Class Times –***

09:25 – Worship & Announcements

09:45 – 1<sup>st</sup> Hour

11:00 – 2<sup>nd</sup> Hour

12:10 – Optional Lunch Period (Room20), Open Gym (Gym) & Outdoor Playground

##### ***7 Winter 2018 Class Dates (Typically the 2<sup>nd</sup> & 4<sup>th</sup> Fridays) –***

January 12 & 26

February 9 & 23

March 9 & 23

April 13

#### **WORSHIP & ANNOUNCEMENTS:**

1. Co-op Families Worship together at 9:25 in Room 20.
2. If you are on campus, we hope that you join us – a great way to begin the day.
3. Please note that all Preschool thru 5<sup>th</sup> Grade Students will be escorted by Teachers from Worship to their 1<sup>st</sup> Hour Classes.
4. MS Students that are in Co-op or HS Classes are welcome to attend the MS/HS Worship & Devotion at 9:20 in the North Student Center before going to their next class.

#### **PRESCHOOL THRU GRADE 5 TRAVEL NOTES:**

1. All students Preschool-Grade 5 **MUST** be accompanied by an adult **AT ALL TIMES** while on campus at FLC.
2. All students Preschool-Grade 5 will be escorted throughout the hallways by Teachers/Assistants.

#### **EVERY CO-OP CLASS ... EVERY WEEK:**

1. As soon as all students are in the classroom, shut and lock the classroom door.
2. Take attendance on the Attendance Clip Board.
3. Keep your Attendance Sheet, Emergency Bag and Classroom Key in the same location.

4. 1<sup>st</sup> Hour Teachers - leave the Attendance Sheet Clip Board, Emergency Bag and Classroom Key in the same place for the 2<sup>nd</sup> Hour class.
5. 1<sup>st</sup> Hour Teachers – leave your classroom door open for the 2<sup>nd</sup> Hour Teachers.
6. 2<sup>nd</sup> Hour Teachers – Jocelyn Jarvis will pick up all Attendance Sheet Clip Boards, Emergency Bags & Classroom Keys after 2<sup>nd</sup> Hour.

#### TEACHER's of PRESCHOOL THRU GRADE 5 TRAVEL NOTES:

1. All 1<sup>st</sup> Hour Teachers must be in Room 20 no later than 9:35 to get their Class Name Sign from the counter by the Tech Booth. This sign has your class roster on it. Spread out throughout Room 20 so that you are not too close to another Teacher w/their sign. Hold your sign up after Worship/Announcements and gather your students. Escort them from Room 20 to your classroom.
2. All 1<sup>st</sup> Hour Teachers & Assistants – Class Name Signs w/Student Rosters will be on your Attendance Clip Board. At 10:50, group students together by sign. Each Teacher and Assistant takes one Sign and Group of Students to their 2<sup>nd</sup> Hour Classroom.
3. All 2<sup>nd</sup> Hour Teachers & Assistants – escort ALL STUDENTS TO ROOM 20 ... regardless if they are staying for lunch.

#### PARENT PICK UP:

1. ALL PICK UPS MUST BE PROMPT so that Teachers can attend to their own families.
2. DO NOT stop to talk in the hallways – please talk AFTER picking up your children.
3. Students who are in both 1<sup>st</sup> & 2<sup>nd</sup> Hour Class are to be picked up from Room 20 (Lunch Room) regardless if you are staying for lunch.
4. If you have a Student only in a 1<sup>st</sup> Hour Class, pick them up from their classroom.
5. If you have a Student only in a 2<sup>nd</sup> Hour Class, pick them up from Room 20.

#### EVERY CO-OP FRIDAY UPON ARRIVAL:

1. Arrive at the minimum 15 minutes early before Worship or your first scheduled class (If you are new to HOME, you may consider arriving 20 minutes early).
2. Enter the building via the Carport Entrance.
3. Stop at the Welcome Desk to Sign In & get Name Tags.
4. Jocelyn Jarvis (Class Day Coordinator) and Rachel Anand & Beth Beauchamp (Class Day Assistants) are there to help you during check in (Jocelyn will be absent on Sept 8<sup>th</sup>).
5. Drop off your donations – printer cartridges, prescription bottles, Box Tops for Education, soda can tabs, and shoes (Shoes during designated months.)
6. Display your items and/or shop at the Give & Take Table (table will be closed on September 8<sup>th</sup>).
7. Drop lunches off in the kitchen fridge; if you desire.
8. Meet in Room 20 for Worship/Announcements no later than 9:20 so that we can promptly begin at 9:25.

#### CLASS FEES ARE GIVEN DIRECTLY TO TEACHERS ON JANUARY 12th:

*Cash or Checks Payable to the Teacher's Name or **Organization** Listed Below*

1. American Girl: Rebekah Craft - \$5
2. Home Economics: Cynthia McKinney - \$15
3. Swiss Family Robinson: Robbin Uchida - \$10
4. Genius Game Design: **Genius Education** - \$150
5. Storytime Lapbooks: Sandy Spencer - \$5
6. Community Helpers: Shari Kazmierczak - \$5
7. Pinterest Crafts: Stephanie Caira - \$14
8. Life Hacks: Jenny Rush - \$5
9. Teen Entrepreneurs: Valerie Braekevelt - \$3
10. Shield of Faith Karate: **Shield of Faith Karate** - \$70

#### LEADERS IN TRAINING:

1. All Leaders in Training should sign in at the Welcome Desk and get your name tag.
2. You have all been emailed with your assignments.
3. It will also be designated on your Class Schedule. It will show Leader in Training 1<sup>st</sup> Hour and then you will have a second class listed for 1<sup>st</sup> Hour. That second class is the class you are serving in. Same idea for 2<sup>nd</sup> Hour LITs.

#### **TEACHERS w/LEADERS IN TRAINING:**

1. Give Leaders in Training specific tasks.
2. Encourage them to help where they see help is needed.
3. Give them positive feedback and mentor them to become our next leaders.

#### **CLASSES HELD IN ROOMS 5 and 17:**

1. These two classrooms are used by the FLC Preschool.
2. Any shelves that are turned around or toys that are put away in the kitchen areas are NOT to be used.
3. If you need additional toys, please request them from Laurie Guidry by the Wednesday before class.
4. Toy bins are labeled with pictures that correspond to the labeled cubbie that they belong in.
5. Make sure that all Lego are with Lego, all build blocks are with building blocks, etc.
6. 1<sup>st</sup> Hour Teachers & Assistants please take note of how the classroom is organized and return it to the way that you found it before 2<sup>nd</sup> Hour arrives.
7. 2<sup>nd</sup> Hour Teachers & Assistants please take note of how the classroom is organized and return it to the way that you found it before leaving.

#### **CLASSES HELD IN ROOM 17:**

1. The FLC Preschool and State Licensing prohibit the sharing of the designated Restroom between Rooms 15 & 17.
2. For bathroom privileges, please have an adult escort the student down the hall to use the Restroom on the east end.

#### **OPTIONAL OFFERINGS:**

1. At 12:10, Co-op Structured Classes have officially ended, and at this time your children are again your primary responsibility.
2. All Nursery thru Grade 5 Students must be chaperoned by an Adult while on Campus at FLC.
3. Lunch (Room 20), Open Gym (Gym), and Play Ground (Outside - North End of Property) are not led by Teachers/Assistants.
4. Your child(ren) must be Chaperoned in any one of the rooms listed above, in the hallways and anywhere throughout the FLC Campus.

#### **CO-OP TEACHERS ... WANT TO EMAIL YOUR STUDENTS' FAMILIES?:**

1. To email students' families, go to [www.flchomegroup.com](http://www.flchomegroup.com) and log into FRED.
2. Click on Enrollment and then on My Class Information.
3. Click on the ENVELOPE directly to the right of your class name.
4. Type the Subject and Message and then click Send Message.
5. Replies will go to you as the sender.

#### **RESOURCES & SUPPLIES:**

1. Room 4 – The Resource Room will be open for photocopying and supplies.
2. If you gather resources or supplies from Room 4, it is your responsibility to return them exactly where you found them – including any containers/trays/carts that you use to transport the supplies to your classroom.
3. If you have requested supplies from Laurie Guidry for your classroom, they must be returned to the HOME Group Closet which is located in the North Hallway between Room 20 and Room 16.
4. If you would like to store projects in progress, please let Laurie Guidry know and she will label a storage space in the HOME Group Closet.

5. 2<sup>ND</sup> HOUR TEACHERS - if you have a bag of Dry Erase Markers in your classroom that are labeled HOME Group, please return them to the labeled bin in the HOME Group Closet.

#### **NURSERY TEACHERS & ASSISTANTS:**

1. Please review the attached booklet for Nursery Procedures.

#### **ACADEMY OF MUSIC AT HOME GROUP MUSIC LESSONS:**

1. Give checks made payable to Faith Lutheran Church to your music instructor.
2. It's best to put check in an envelope and label it with the Student Name & Class Name to make sure that the funds are received and credited to the right student's account.
3. Pay fees using the invoice that was emailed to you by Sue Davis, Academy of Music Director. She has provided specific directions for payment on that invoice.
4. If you have any questions about fees, direct them to Sue at [sdavis@faithtroty.org](mailto:sdavis@faithtroty.org).

#### **ALLERGY INFO:**

1. Absolutely NO PEANUT or TREE NUT products are allowed on campus at FLC.
2. We have several students with airborne allergies.

#### **INCLEMENT WEATHER:**

1. FLC follows the Troy School District for School Closings due to ***poor driving conditions or snow***
2. Laurie Guidry will email the HOME Group by 7am to let you know if the FLC building will be closed
3. Feel free to email Laurie at [lguidry@faithtroty.org](mailto:lguidry@faithtroty.org) if you are unsure

#### **ILLNESS:**

1. We like to share at HOME Group ... but we DO NOT LIKE TO SHARE GERMS!
2. If a child is sick, please arrange for a sitter or stay home as a family.
3. All children must be fever free for 24 hours.
4. Diagnosed contagious illnesses must follow doctor's directions on when to return to public activities.
5. If you are unsure of whether or not you should attend, please email [lguidry@faithtroty.org](mailto:lguidry@faithtroty.org) or call at 248.689.4713 x221

#### **ABSENCES:**

1. Report all absences (Teacher, Assistant or Student) to Jocelyn Jarvis ASAP.
2. Text Jocelyn at 248.904.0473
3. Email Jocelyn at [jocelynjarvis@comcast.net](mailto:jocelynjarvis@comcast.net)

#### **TEACHER ABSENCES:**

1. Contact your classroom Assistants to arrange that at least one of them fill in for you.
2. Give your Assistant guidelines/suggestions on how to run the class in your absence.
3. Contact Jocelyn Jarvis (contact info above) to let her know you will be absent and who is replacing you.
4. Jocelyn will then get a Floating Sub to replace the Assistant who is subbing for the Teacher.

#### **FLOATING SUBS:**

1. Check your Family Schedule for any "Floating Sub" positions and which hour you are assigned as a Floating Sub.
2. Jocelyn Jarvis may call, email or text you the week of Co-op with your assignment.
3. If you DO NOT HEAR FROM JOCELYN BEFORE FRIDAY, it is your responsibility to stop at the Welcome Desk to ask her if you have an assignment.

4. If you are a 2<sup>nd</sup> Hour Floating Sub and you checked in with Jocelyn before 1<sup>st</sup> Hour and were not needed, PLEASE check back in with her at the beginning of 2<sup>nd</sup> Hour to see if someone has called off since 1<sup>st</sup> Hour.

We are looking forward to seeing you tomorrow! Feel free to email Laurie Guidry at [lguidry@faithtroy.org](mailto:lguidry@faithtroy.org) if you have any questions.

Saved by Grace,  
Laurie & the HOME Leadership Team