

Hello HOME Co-op Families,

Hoping you had an incredible summer. We are so excited about the new school year and anxious to see what God has in store for us! HOME is truly blessed by FLC/Staff and all that they offer to our families. HOME is also blessed by the bounty of gifts/talents/passions that God has bestowed up on us and that we share. Praise Him!

All the Co-op Classes begin this Friday, September 16th. There is important information within this email for you to read and act upon before classes begin. Please bear with me and read through ALL the info – it is a ton to soak in, but very important. If you are a Returning Family, please read through carefully as well – we have made some changes and updated some policies. We will have 300+ HOME members in the building on Co-op Fridays. If we are all following the same procedures and arrive on time and prepared, it will lend to a much smoother day at HOME!!

PRINT YOUR FAMILY'S SCHEDULES:

1. Log on to FRED
2. Select the semester (**Fall 2016**)
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 – TODAY!
2. Please carefully look over your schedule after printing it.

CO-OP SCHEDULE:

Class Times –

09:25 – Worship & Announcements

09:45 – 1st Hour

11:00 – 2nd Hour

12:10 – Optional Lunch Period (Room20), Open Gym (Gym) & Service Projects (Room 19/21)

Fall 2016 Class Dates –

September 16 & 30

October 7 & 21

November 4 & 18

December 2

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 5th Grade Students will be escorted by Teachers from Worship to their 1st 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. 1st Hour Teachers - leave the Attendance Sheet Clip Board, Emergency Bag and Classroom Key in the same place for the 2nd Hour class.
5. 1st Hour Teachers – leave your classroom door open for the 2nd Hour Teachers.
6. 2nd Hour Teachers – Jocelyn Jarvis will pick up all Attendance Sheet Clip Boards, Emergency Bags & Classroom Keys after 2nd Hour.

TEACHER's of PRESCHOOL THRU GRADE 5 TRAVEL NOTES:

1. All 1st 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 1st 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 2nd Hour Classroom.
3. All 2nd 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 1st & 2nd 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 1st Hour Class, pick them up from their classroom.
5. If you have a Student only in a 2nd 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, is there to help you.
5. Drop off your donations – printer cartridges, prescription bottles, Campbell's labels, Box Tops for Education, soda can tabs, and shoes (Shoes during designated months; September 16th begins the first collection on shoes.)
6. Display your items and/or shop at the Give & Take Table.
7. Drop lunches off in the kitchen fridge.
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 PAID DIRECTLY TO INSTRUCTORS ON SEPTEMBER 16:

1. Sports Academy - \$63 (checks payable to Faith Lutheran Church)
2. Both - Ballet & Lyrical Classes - \$35 (checks payable to Juliette VanRysseghem)
3. Signing Fun w/ASL - \$2 exact cash (in envelope labeled w/Student Name to Nicole DiMercurio)
4. Both - Making Amazing Art - \$5 exact cash (in envelope labeled w/Student Name to Lisa Jefferies)
5. American Girls - \$5 exact cash (in envelope labeled w/Student Name to Rebekah Craft)
6. Electricity - \$10 exact cash (in envelope labeled w/Student Name to Sandy Spencer)
7. Basic Jewelry Making - \$50 (checks payable to Mariane Odom)
8. FaBOWlous - \$15 exact cash (in envelope labeled w/Student Name to Samantha Kidd)
9. Fitness Science - \$4 exact cash (in envelope labeled w/Student Name to Valerie Braekevelt)

LEADERS IN TRAINING:

1. All Leaders in Training should sign in at the Welcome Desk and get your name tag.
2. Allison Craft – 5 Senses
3. Christopher Barrett – Electricity
4. Grace Channell – Nursery 2nd Hour

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, 15 or 17:

1. These three rooms 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.

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 Service Project (Room 19/21) 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.
5. At Worship/Announcements, you will be told if the Athletic Fields or the Gym will be open during Optional Times.

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

1. To email students' families, go to www.flchomegroup.com and log into FRED.
2. Click on Enrollment and then on All Class Information.
3. Scroll down to your class name.
4. Click on the ENVELOPE directly to the right of your class name.
5. Type the Subject and Message and then click Send Message.
6. Replies will to 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 her office after Co-op.

NURSERY TEACHERS & ASSISTANTS:

1. Please watch for a separate email with Nursery Procedures.

ACADEMY OF MUSIC AT HOME GROUP MUSIC LESSONS:

1. All fees should be paid directly to your music instructor.
2. Pay fees using the invoice that was emailed to you by Sue Davis, Academy of Music Director.
3. If you have any questions about fees, direct them to Sue at sdavis@faithtroy.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@faithtroy.org if you are unsure

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

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

SICK POLICY:

1. If a child is sick, please either get a sitter or stay home as a family.

MS & HS STUDENT ID/ENTRY KEY

1. ID/Entry Keys will be issued Friday, September 16th
2. Go to the double brown doors down the hall from Rooms 2 & 3 in the main building – a sign will be on the door
3. Photos will be taken and entry cards issued during the following times: 8:00-9:15am or 12:30-2:30pm
4. All entry doors to the main building will be locked on Fridays with the exceptions of the Carport Entrance & the Church Office Entrance
5. For MS & HS Students to be able to return to the main building after Worship, Lunch, Community Room or science classes held in the Student Center, you must have an entry pass key
6. The Student ID/Entry Key is used for re-entry to the main building and doubles as a Student Photo ID
7. It is the Student's responsibility to make it to one of the above noted time slots

We are looking forward to seeing you on Friday! Feel free to email Laurie Guidry at lguidry@faithtroy.org if you have any questions.