



2019-2020 Handbook

ACTS Homeschool Group exists to glorify God by providing support, encouragement and opportunities to homeschooling families.

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ABOUT ACTS

ACTS is a non-profit 501(c)(3) corporation run solely by volunteers. As a cooperative, Christian homeschooling group, we rely on God's guidance for all our decisions. ACTS offers families **with children birth through high school** the opportunity to supplement their homeschooling with academic and enrichment classes and events. Joining this group also means becoming a member of a Christian community where families work together and are willing to serve with a spirit of unity, mutual respect, and cooperation. Here we share blessing, support, fellowship, accountability and responsibility. When each member uses their time, talents and energy to help, the group runs smoothly, and we all enjoy the blessing!

Please take some prayerful time to read through this handbook. If you feel ACTS would be a good fit for your family, we would love for you to join us.

Website: ACTShomeschool.com

GENERAL INFORMATION

- Two 12-week semesters: **Fall semester begins in September, and Spring semester begins in January**
- **Upon class registration attendance for the 12-week semester is expected**
- Oldest student must be at least 5 years old by the **first day of the semester**
- Nursery through high school classes offered
- Classes meet on Fridays
- Classes are taught by members or those approved by the ED (Executive Director).
- Attending adult member must remain on site and serve in assigned jobs each week-We are not a drop-off program
- **Attending adult members and non-member teachers** must agree with and sign the Statement of Faith **and have a cleared background check**

MISSION STATEMENT

<p>ACTS Homeschool Group exists to glorify God by providing support, encouragement and opportunities to homeschooling families.</p>
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ACTS VISION

A-Acquire the character of our Lord Jesus Christ as we love and encourage each other

C- Community that nurtures, inspires & supports Christian homeschool families

T-Teacher support provided in weekly academic and enrichment classes

S-Servant's heart in all we do as leaders, teachers, parents and students

ACTS VALUES

- 1- Safety- Physical and emotional for all members**
- 2- Love- Deep caring & investment in the well-being of others**
- 3- Communication - Excellent, timely, and respectful in all interactions**

STATEMENT OF FAITH

WE BELIEVE:

1. The Bible is the only complete, inspired and infallible Word of God. 2 Timothy 3:16
2. There is one living and true God who exists for all eternity in three persons – God the Father, God the Son and God the Holy Spirit. Matthew 28:19
3. All people are sinners and in need of salvation. Romans 3:23
4. We are saved by grace through faith, which is a gift of God, not of our own works. Ephesians 2:8-9
5. The Lord Jesus Christ was born of a virgin, died on the cross, rose bodily from the dead and ascended into heaven. Luke 1:31-35
6. For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him should not perish but have everlasting life. John 3:16
7. Those who confess Jesus is Lord and believe in their hearts He rose from the dead will be saved. Romans 10:9-10
8. Marriage was designed and ordained of God to be the union of one man and one woman. Genesis 2:22-24, Matthew 19:5-6

BOARD OF DIRECTORS

The Board of Directors has the overall decision-making authority. Working alongside the Executive Director, the Board approves policies that direct operational management and delegates the necessary authority to the Executive Directors, so they can fulfill their job responsibilities. (Excerpt from Board of Directors Standards, Duties and Responsibilities-July 29, 2014)

ACTS reserves the right to change policies and procedures as needed.

MEMBERSHIP

	Full Membership	Partial Membership	Inactive Membership
Eligibility	Oldest child must be at least 5 years old by the first day of the semester in order for family to attend classes.	No age limit	No age limit
	Attending adult members must agree with and sign the Statement of Faith (SoF). Non-attending adults who have not signed the SoF are not eligible to substitute for Attending adult member.	Attending adult members must agree with and sign the Statement of Faith.	Adult members must agree with and sign the Statement of Faith.
	Background check required ²	Background check required ²	Background check required ²
Class Attendance	ACTS limits student involvement in any educational classroom setting outside the home to a maximum of 15 hours per week in order to be eligible for enrollment in ACTS including Kindergarten . Membership is available to students who are enrolled in Running Start as homeschool students. ¹	N/A	N/A
	Attending children are limited to those whose legal guardians or licensed foster parents are attending members of ACTS		
	If it is discovered during the semester that a student has violated any of the above policies, the student will be immediately removed from classes and no refunds will be given for fees paid.		
Benefits	Two 12-week semesters of classes per year ³	No classes	No classes
	Field Trips, Lunchtime, Mission Projects, Moms' Night Out, Parties, Special Events, Email Group, Yearbook	Same as Full membership	Email group
	Youth group for students 12 years old or older	Youth group for home-schooled students 12 years old or older (additional fee)	No youth group
Enrollment & Fees	Available on enrollment days (2-3 per year) (Partial and inactive members may upgrade to full membership on enrollment day based on availability)	Available anytime	Available anytime
	Valid through June 30	Valid through June 30	Valid through June 30
	Membership-\$60 per year Insurance \$8 per person per year ages 3+ Facility Fee \$60 per semester Fundraising fee \$10 per year One time Background check fee: Minimum \$17.92 paid to Intellicorp Class & Material fees: \$15 per class paid to teacher Material fees vary by class and are paid to teacher for projects/supplies student keeps	Membership-\$30 per year Insurance \$8 per person per year ages 3+ One time Background check fee: Minimum \$17.92 paid to Intellicorp Youth membership fee \$25 if applicable	Membership-\$30 per year One time Background check fee: Minimum \$17.92 paid to Intellicorp

¹ ACTS teachers and staff are not allowed to sign any documents for reimbursement of public funding.

² ACTS Homeschool Group requires a national criminal background check conducted through Intellicorp on all adult members **listed on the member contract (and non-member teachers)**, paid for by applicant. ACTS is not allowed to accept background checks conducted for any other organization. ACTS Membership can NOT extend to any volunteer who do not meet the recommended standards of participation as stated in Washington State WAC 388-06-0170.

³Contact the Executive Director if accommodations are required for children with special needs. **No guarantee is implied that all accommodations will be available.**

YOUTH GROUP

1. Youth group meets at least once a month outside of class time.
2. In order to join the youth group, a student must:
 - a. Be at least 12 years old and currently homeschooled.
 - b. Be a Partial or Full Member.
 - c. Submit Youth Group Contract by the first youth group meeting of each year.
3. Partial members with youth who want to participate will incur an additional fee per family upon enrollment.
4. All youth group activities are optional, though some require an RSVP.
5. Some youth group events have additional fees.
6. Details of events are communicated through the email group.

Previous students no longer attending ACTS youth group may request to continue attending youth activities. Contact the Executive Director to request permission.

REQUIREMENTS OF PARENTS

1. All members are required to abide by all policies in the ACTS Handbook. Failure to comply with policies will result in a membership review by the Board of Directors. This may result in the loss of membership.
2. **Attending adult** members will agree with and sign the ACTS Statement of Faith.
3. ACTS is not an accredited organization. Parents retain full responsibility for the education of their children.
4. Parents are ultimately responsible for their children's actions and behavior.
 - a. Young children will be with an adult or older sibling outside of class time, including set-up, tear-down, and lunch.
5. Dropping off students is not allowed.
6. Parents must check in with Attendance Coordinator upon arrival.
7. Check the family files twice each day, once upon arrival and once before departing.
8. All participants must wear nametags during class days. There is a replacement fee for lost nametags.
9. By registering students in classes, member agrees to work assigned periods, assist with set-up and/or tear-down, and contribute to additional programs.
 - i. Assignments may require early arrival and/or late departure on class days or at an ACTS event.
 - ii. Class assignments, facility job assignments, and any additional program assignments will be published prior to the beginning of each semester.
10. Parents assigned as Teacher Assistants (TAs) must take an active role in the classroom, assisting the teacher in any way needed.
11. Parents may not bring their own child to their assigned class, unless the child is registered for the class. This also applies to other assigned positions, such as hall monitor. Exceptions may be granted at Executive Director's discretion.
12. Parents assigned as a "float" must check the attendance sheet at the beginning of that period and remain in the Parent Zone if unassigned.
13. Parent Zone
 - a. This area is for adults only, with the exception of infants.
 - b. Coffee cart refreshments are for adults only.
14. Parent Free Period
 - a. A free period will be assigned to members who attend all periods.
 - b. ACTS reserves the right to assign jobs during free periods.
 - c. Members must indicate their location on the Attendance Sheet if not remaining in the Parent Zone.
 - d. The attending parent must not leave the campus.
15. In case of emergency where the attending parent must leave the campus:
 - a. Get approval from the Executive Director.
 - b. Ask an adult member to be responsible for any children left on campus.
 - c. Tell children to whom they are accountable.
 - d. Notify the Attendance Coordinator.
 - e. Scheduling conflicts or miscellaneous errands are not considered emergencies.
16. Contact the Executive Director for permission to conduct fundraising activities for other organizations at any ACTS event.

REQUIREMENTS OF STUDENTS

Parents – Read this information with all students/children and make sure they understand and abide by the following:

1. Show respect for all adults. Address adults with titles of respect (Mr.,Mrs.,Miss).
2. Demonstrate a mutual respect for other students as brothers and sisters in Christ.
3. Inappropriate conversation/gestures, explicit/foul language, aggressive physical contact, bullying or threatening verbal/physical behavior will not be permitted. Such actions may cause a student to be removed from ACTS.
4. Electronic devices permitted outside of class and when appropriate for use in class.
5. Do not bring any drugs to any ACTS function.
6. Do not bring weapons (real or play) to any ACTS function, unless required for class and held by teacher.
7. Show respect for all property regardless of where an ACTS-sponsored activity is located.
8. Families will be held financially responsible for any damages.
9. Be an active participant in class.
10. Bring all assignments and required materials to class each week.
11. Do not leave the room without the teacher's permission.
12. Do not leave campus without parental permission.
13. Walk and use quiet voices while changing classes.
14. Food and drink (except water) are not allowed in the classroom unless provided by the teacher.
15. Wear nametags during class days. There may be a replacement fee for lost nametags.
16. Excessive interpersonal contact or inappropriate display of affection is not allowed.
17. Students must review the discipline policy and dress code.

OPERATIONS

CLASS INFORMATION

1. Each class will have a teacher and at least one **adult TA** (see details regarding student TA under requirements of teachers).
 - a. ACTS requires two adults to remain in each classroom with children.
2. No member of ACTS Homeschool Group or its meeting facility will be held responsible for content taught.
3. ACTS reserves the right to substitute a teacher or cancel/substitute a class.
4. Study hall is offered each period for ages 8 and up.
5. ACTS has three levels of homework expectations. These options will be indicated on the Class List.
 - a. None
 - b. Optional: Supplemental work will be offered.
 - c. Required: Completion of homework is vital to the class. Parents will be contacted if homework is not complete. If this is an ongoing problem, the student may be moved to study hall for the remainder of the semester, upon agreement between teacher, parent, and Executive Director.
6. Students must bring paper and pencil for classes, with the exception of preschool. Additional supplies are noted on the class list.

TEACHERS AND TEACHING ASSISTANTS

1. **Teachers agree to not teach anything contrary to the signed Statement of Faith.**
2. Refer all class change requests to the Registration Coordinator.
3. ACTS does not employ teachers.
 - a. Members who choose to teach receive a small honorarium known as the class fee.
 - b. Material fees, which are in addition to class fees, are determined by the teacher and are included in the Class List.
 - c. Material fees cover the actual cost of items given to or consumed by the students and are not for the purchase of class curriculum.
 - d. Materials provided by the students must be disclosed on the Class Application.
4. Submitting a class application is a commitment to teach the class if it is included on the class list. Should an emergency arise that prevents the teacher from teaching the class, all class and material fees will be forwarded to the replacement teacher.
5. **Men** serving as the attending adult will not be assigned to nursery to protect nursing mothers' privacy.
6. Parents are expected to change their own child's diapers or help if their children need assistance in the restroom. Teachers and TAs are not to aid children in the restroom.
7. Teachers may request an extra TA or one student TA.
8. Youth who are 14 years old or older may apply to serve as a student teacher.
 - a. Two adult TAs will be assigned to the class.
 - b. Student teacher must be between 2-4 years above the class age range, at coordinator discretion.
 - c. The student teacher's parent will be one of the assigned TAs for at least one semester.
9. Student TA requirements:
 - a. Must fulfill the duties of a TA.
 - b. Must be at least 12 years of age and between 2-4 years above the class age range, at coordinator discretion.
10. If a teacher is absent, the TA will serve as the substitute.
 - a. The teacher must notify the Attendance Coordinator of the absence.
 - b. Make arrangements with the Attendance Coordinator for alternative substitutions.
 - c. The teacher must provide a lesson plan to the substitute teacher.
 - d. Teacher must compensate the substitute if the teacher misses more than two classes per semester at a rate of \$1.00 per student per class beginning with the third absence.
11. Teachers must leave one lesson plan on campus in case of an emergency. **Failure to do so can affect your eligibility to teach in subsequent semesters**
12. Teachers should send any class-related emails directly to the individual student/family email address. Email addresses are provided on each class roster.
13. If a teacher does not complete teaching the semester, the teacher will be held responsible to forward pro-rated class fees and material fees to the new teacher.
14. Teachers are not allowed to sign any documents for reimbursement of public funding.

TEAM TEACHING GUIDELINES

1. One person will be listed as the primary teacher and receive priority class placement the period they teach. Payments are made to the primary teacher. **Both teacher and co-teacher's children receive priority for the class they are teaching.**
2. Co-teachers must agree on a plan for the class (i.e., who teaches each week, what subjects will be included, how fees will be divided, etc.) before submitting the Class Application.
3. Both teachers will be required to submit a Teacher Application.

CLASSROOM PROCEDURES

1. Teachers should communicate classroom needs to TAs.
2. TAs are expected to be engaged and actively involved in class. Limit use of electronics, unless needed for class.
3. If the teacher or TA needs to leave the classroom for any reason, they must make sure there are two adults present as per ACTS guidelines. If not, the Hall Monitor will be asked to step in until the teacher or TA returns.
4. Attendance notebooks will be provided in each classroom.
 - a. Attendance must be taken **each week**.
 - b. Students not on the class roster should be escorted to the correct class or the Information Center.
5. Class must end promptly so the next class can begin on time.
6. Do not rely on the classroom clocks as they may not be accurate. Use a cell phone or see the Information Center for the accurate time.
7. If an accident or injury takes place, see Hall Monitor for basic supplies.
 - a. A complete first aid kit and additional supplies are available in the Information Center.
 - b. Please notify the Executive Director as soon as possible so the proper documentation can be completed.
 - c. Call 9-1-1 if necessary.
8. Emergency Procedures are located in each attendance notebook.
9. Leave classrooms clean at the end of each period.
10. Instructions for set-up and tear-down are in the attendance book for each classroom.
11. **Review and implement discipline policy as necessary (pg.9)**

CLASSROOM TIPS

Pray for the students. We serve a great God who is interested in the lives of His children. Bring requests before Him. Always direct and correct students in love, using Christ as the model. Begin each class with prayer for your hour together.

All teachers and TAs should set high standards from the first day of class and expect them to be followed. Introduce and involve your TA. Be consistent in enforcing classroom standards. In order to allow parents the opportunity to correct their child's behavior and ensure all children have a positive classroom experience, it is important for teachers to employ the discipline policy before situations become unmanageable. Parents, not teachers, have the ultimate authority in their child's behavior at ACTS.

Below are some tips for managing a classroom and ensuring the students have a positive classroom experience:

Younger students

1. Factor in the age of the child. Younger children may require more time to behave appropriately.
2. Use positive directions for desired results, rather than negative. For example, 'Keep your feet on the floor', rather than, 'Do not climb on the table.'
3. As necessary, separate disruptive children within the classroom.
4. Get down at eye-level with students when communicating expected behavior.
5. Use "finger play" movement songs to gain attention of distracted students.
6. Utilize a disruptive child as a "helper", causing behavior to improve due to added responsibility.

Older students

1. Expect older children to comply right away.
2. Have a clear and concise list of rules for the classroom, such as: 1) Be kind, 2) Be respectful, 3) Have fun, 4) If I'm talking, you aren't. Refer back to the rules if they are misbehaving. Look at the offending student and restate the rule.
3. Separate disruptive students, create a seating chart, or stand/sit next to or between them.
4. Redirect distracting behavior with a question. Intentionally draw all students into group discussions.

OFF-SITE CLASS INFORMATION

For a class field trip or off-site meeting during or outside class hours, use the following procedure:

1. At least two weeks prior to the planned event, request approval from the Executive Director.
2. Once approval is granted, secure a completed, signed Field Trip Permission Slip for each student.
3. Keep the permission slips on hand during the field trip and submit to the Administrative Coordinator following the field trip.
4. Take a copy of each student's Liability Release Form on the field trip. Obtain these from the Administrative Coordinator and return them following the field trip.
5. At least two adult ACTS members must serve as chaperones, unless the children are in the care of their own parents.

CLASS REGISTRATION

1. Class registration is subject to availability and takes place **on published registration days, (2-3 per year)**.
 - a. Class registration is open to any family with Full Membership.
 - b. Partial and Inactive Members may upgrade to Full Membership in order to register for classes **based on seniority start date on the Partial/Inactive member roster.**
2. Each family must be registered for a minimum of two consecutive periods per semester. One of the periods must be either the first or the last period of the day.
3. Upon registration, members are responsible for all class and material fees regardless of class placement or if attendance plans change. All fees are non-refundable.
4. Do not approach teachers regarding class payments. Direct all payment issues to Executive Director.
5. Any NSF bank fees must be reimbursed by the member.
6. Some classes are year-long. A year-long class is defined as a class that is not able to accept new students for the second semester. If a student does not continue in a year-long class, the parent will be billed for the second semester. If a student chooses not to continue for the second semester, the class choice will be study hall or lowest priority for other classes.
7. To register for a class outside of a student's age range, apply for an age exception if student is within one year of the age range of the class. Students within the class age range will be placed prior to processing any exceptions.
8. Class changes can be made within the first three weeks of a semester.
 - a. Consult Registration Coordinator to determine class availability.
 - b. Upon approval by Registration Coordinator, **published class change procedures will be followed.**
 - c. Class and material fees for the new class **are due at coop before attending the new class.**
 - d. No refunds will be given for dropped classes.
9. Class fee waivers may be available upon request. For information, see the Executive Director. Reimbursement of fees will be required if student does not attend after receiving waivers.
10. Parents may register to take a class during their free period. Contact the teacher to arrange details.
11. **Registration priority is based on seniority (start date) within each tier:**
 - a. Members in good standing*
 - Board Members/Executive Directors
 - Coordinators** who teach, during the period they teach
 - Coordinators**
 - Teachers, during the period they teach
 - Current attendees
 - b. Members not in good standing* (following tier above)
 - c. Partial and inactive Members (based on start date seniority)
 - d. New families

*To remain in good standing each semester, parents must meet the following requirements:

- Owe no money to teachers or to ACTS
- Have notified Attendance Coordinator prior to all absences
- Have no more than three absences
 - Students who miss more than 5 class days in a semester will register for the following semester with members not in good standing.
- Have not been tardy on a regular basis
- Have fulfilled assigned jobs

**Some positions may receive higher priority.

POLICIES

ABSENCES

Parental attendance is essential to the operation of ACTS. If there are not enough adults to function in all positions, classes will be canceled. Keep this in mind when considering non-emergent absences.

1. All parent or child absences must be reported to the Attendance Coordinator as soon as possible but no later than **one hour prior to the start of classes**.
2. Notify Attendance Coordinator in writing (text or email) of planned absences.
3. Failure to notify the Attendance Coordinator of an Attending Adult absence will result in loss of good standing.
4. To remain in good standing for registration purposes, parents must not incur more than three absences per semester.
5. No absence will be incurred if the other attending adult substitutes for the regularly attending adult.
6. If both attending adults are unavailable due to illness:
 - a. **students may attend co-op with a non-attending member listed on the member contract. (An adult absence may be incurred.)**
 - b. students may attend with another family if approved by the ED. (An adult absence will be incurred)
7. Parental absences **are tracked based on the 12 class days prior to class registration.**
8. Partial absences are incurred according to how many periods enrolled. For example, missing 1 of 4 periods in a day will result in a 1/4 absence
9. Students absent more than 5 class days in a semester will register for the following semester with members not in good standing.

CLASS ATTENDANCE

1. Only registered, paid students are allowed to attend classes (see visitor policy on page 12 for exceptions).
2. All students must remain in their assigned classes unless removed for disciplinary reasons.

DISCIPLINE

High behavioral standards will be expected at ACTS, both inside and outside the classroom. If a student is not following the standards set forth in the ACTS handbook, the procedure will be as follows:

1. During class time, immediate problems that disrupt the class will result in a verbal warning given by the teacher or adult in charge and the parent will be notified in person. **(This is not classroom management, but for serious behavior that initiates the discipline policy process.)**
2. **If the behavior continues the student is then** escorted by the Hall Monitor to the Executive Director, who will then take the student to his/her parent. If the parent is serving as a teacher or TA, they will be replaced for the remainder of the class. The student will remain with their parent and may return to class the following week after a resolution with the teacher has been reached.
3. **If deemed necessary, a student may be taken directly to a parent without verbal warning, following steps above.**
4. If this is an ongoing problem, the Executive Director will make every effort to resolve the issue. However, ACTS reserves the right to deny participation, with the final decision residing with the ACTS Board of Directors.

DRESS CODE

The desire of ACTS is to honor God and one another in our clothing choices. Clothing is expected to be modest and not provocative, defined as follows:

1. Clothing must cover and conceal private areas and undergarments (see accompanying image at right)
2. Leggings or form-fitting yoga pants may be worn with skirts, tunics, or long shirts that cover private areas.
3. Refrain from any clothing with inappropriate pictures or writing.
4. For special events, please refer to separate instructions for each event.



EMERGENCY PROCEDURES

Emergency procedures are located in each attendance and hall monitor book.

GRIEVANCE PROCEDURE

ACTS relies on Biblical solutions to resolve disagreements among our adult members. All grievances should be handled following the pattern of Matthew 18:15-17, which reads as follows:

“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.” (NIV)

ILLNESS

If any family member is exhibiting the following symptoms, the family may not attend ACTS. (This is due to the high likelihood that these types of contagious illnesses may be present in other family members and symptoms may not be exhibited yet):

Feeling sick with high probability of a contagious illness (exposure is verified)

Contagious stage of illness

Communicable disease (head lice, chicken pox, ring worm, hand foot and mouth etc.)

Fever that needs medication to control

Presence of fever within the last 24 hours (Must be fever free without medication for 24 hours for family to attend)

Vomiting within the last 24 hours

If unsure whether symptoms prevent attendance, consult a nursing line or physician’s office, and Executive Director.

If any symptoms of illness are visibly present during co-op, the family may be asked to leave for the day.

MEDICAL ISSUES

1. Students with medical conditions will be identified with a **yellow** nametag.
2. In some cases, a student may require immediate medical attention from his/her parent. This will be noted in the class attendance book **and on the back on the nametag.**
3. Always call 911 and notify the Executive Director immediately if an emergency occurs.

REFUNDS

All fees for membership, insurance, classes, materials, field trips, etc. are non-refundable.

TARDINESS

ACTS allows five minutes between classes. After classes begin, Hall Monitors will check attendance of children and adults. Adults who are late to class disrupt the students’ class time and compromise our two-adult policy. Frequent tardiness to class or facility jobs may result in the loss of good standing.

BEGINNING OF DAY

1. Check in at the Information Center.
2. Check family files for any correspondence.
3. Distribute name tags to all family members.
4. Complete any setup assignments
5. **Place lunch on table in Fellowship Hall**

COMMUNICATION

1. The ACTS email group is the primary form of communication, which includes a weekly email newsletter. Membership in the email group is required.
 - a. An invitation to join the email group will be sent upon enrollment.
 - b. Check email prior to any ACTS event in case of last-minute changes.
 - c. The email group is used only for ACTS **official** business,
 - d. **The “Extra Helps” group is used by members to share family and homeschool-related topics.**
 - e. For the protection of members, all emails sent to an ACTS email group will be reviewed by a moderator for approval. Because of this, there may be a delay in processing, and some messages may not be approved.
2. Announcements are made during each week’s **announcement period in the Chapel.**
3. Family files are used to communicate **hard copies** of information on class days.
4. A Communication Form is available to relay praises, suggestions, feedback, or complaints. This form may be submitted to the Executive Director or any board member.

END OF DAY

1. Gather nursery through preschool-age children from classrooms promptly after the last period of the day, and prior to completing tear-down responsibilities or other activities.
2. All older students will be dismissed from classrooms.
3. Take all belongings to vehicles prior to completing tear-down responsibilities.
4. All children are expected to remain with attending parent during tear-down, **or designated areas in the Info. Center.**
5. Check family files before leaving. Place name tags back in the family file.
6. Check lost and found for any personal belongings.
7. If not on the tear-down crew, exit the building **by 2:50PM** to allow the tear-down crew to complete tasks.

LOST and FOUND

1. ACTS is not liable for lost or unclaimed items. Items not claimed will be periodically donated.
2. Mark items with family name.

LUNCH

1. Lunches are allowed in **Fellowship hall, and on blankets in the carpeted lobby area.**
2. Parents are responsible to make sure their children clean up after themselves.
3. **Parents are responsible for children during lunch (and anytime not in class).**
4. Take belongings to the car after lunch.

SCHEDULE

The current schedule is published in the weekly newsletter.

SNOW DAYS

For snow days, check e-mail in the morning before leaving for co-op to confirm if ACTS will be delayed, cancelled, **early release**, or remain on schedule.

VISITORS

ACTS is a closed campus, therefore requests for visitors on campus during co-op may be denied. Visitors (guest teachers for example) will be allowed to visit if approved by the Executive Director in advance.

Approved visitors must:

- **check in at the Admin. table**
 - **sign visitor log**
 - **wear a visitor pass**
 - **stay in lobby/information center**
 - **remain with a member when in class or any area outside of lobby/information center**
- 1. Potential new members may visit on tour days (children must remain with parents).**
 - 2. Foster parents who take emergency placements must contact the Executive Director to inquire about accommodations for children.**
 - 3. Former ACTS students or siblings age 8 and over may visit ACTS during lunch, wait in study hall or visit a class if pre-approved by the Executive Director in advance.**

ACTS reserves the right to deny participation at any time.

Disclaimer: The beliefs, doctrines or policies of facilities used by ACTS on a regular or intermittent basis are not necessarily upheld by the ACTS Board of Directors or its members. This includes, but is not limited to, host churches, field trip venues, meeting or event space, etc.