

SEAT OF WISDOM HOMESCHOOL COOPERATIVE, Inc.
a Kentucky non-profit corporation



Family Handbook

2017-2018 Academic Year

*Let them be
born unto
wonder...*

www.seatofwisdom.vpweb.com

Email: info@seatofwisdom.vpweb.com

Welcome to SEAT OF WISDOM HOMESCHOOL COOPERATIVE, Inc.

We are glad that you have chosen to participate in our program for the 2017/2018 academic year. We are excited to come together as a community of Catholic homeschooling families dedicated to the teachings and guidance of the Holy Roman Catholic Church. We will do our very best to make this year beneficial for your children and for you. This handbook contains a summary of our policies and guidelines. We hope it will be a useful resource for you. If you have further questions, feel free to contact any of our directors:

Carlye Thacker	(859) 619-1690
Oma Lopes	(859) 338-4778
Shelia Hunt	(859) 420-0353

LOCATION AND HOURS OF OPERATION

SEAT OF WISDOM HOMESCHOOL COOPERATIVE, INC., meets at 4001 Victoria Way, Lexington, Kentucky, in the basement of Pax Christi Catholic Church. We meet on Wednesdays from 9 am to 2:30 pm during the academic year. The 2017-2018 school year begins Wednesday, Sept. 6, 2017, and ends on Wednesday, April 25, 2018. Note, however, that classes will **NOT** be held on these dates:

- October 11, 2017
- November 22, 2017
- December 27, 2017
- February 14, 2018
- March 28, 2018

Assemblies, mass, and classes will be held according to the following schedule:

9:00 am	9:45 am	Mass (1st & 3rd Wednesdays)	OR*	Morning Prayer / Virtues Program
9:45 am	10:15 am	Snack and PE/Recess. Please encourage your children to go to the restroom, get a drink, etc. before the first class period.		
10:15 am	11:00 am	Session 1 (See Session Schedule for room, teacher, subject, etc.)		
11:00 am	11:05 am	BREAK (Restrooms, Water Fountain, etc).		
11:05 am	11:50 am	Session 2 (See Session Schedule ...)		
11:50 am	1:00 pm	Lunch/Cleanup/Recess		
1:00 pm	2:30 pm	Block Rotations / Enrichment		

**** Dismissal at 2:30 pm.**

OUR MISSION

SEAT OF WISDOM HOMESCHOOL COOPERATIVE offers a community for homeschooling families to gather and encourage one another, while providing faith-based academic enrichment activities for students. Our goal is to introduce educational material that fosters a love and appreciation for the true, the beautiful, and the good in God's creation.

LEADERSHIP

SEAT OF WISDOM HOMESCHOOL COOPERATIVE is a Kentucky non-profit corporation. We are governed by a Board of Directors, together with Officers appointed for service during each school year. Other offices may be established and filled by the Board of Directors to serve a one-year term concurrent with the school year. Directors and Officers for the Co-Op are listed on the "About Us" tab of our website, www.seatofwisdom.vpweb.com.

MEMBERSHIP

To obtain membership in the Co-Op, a family must submit the following forms, which are available online at <http://seatofwisdom.vpweb.com/enrollment-forms>:

1. A signed application (please be sure to read our Profession of Faith (available online).
2. A non-refundable deposit of **\$25.00** (to be applied against the total tuition cost for the year).

These forms may be mailed to:

Oma Lopes, Treasurer
Seat of Wisdom Homeschool Cooperative
4978 Goggins Lane
Richmond, KY 40475

Members are required to follow the policies and guidelines set forth in this handbook. Because we are a collaborative, group endeavor, all members (or their designated representatives) must be present during the school day to lend their time and talents to ensure the success of the program.

Any adult member who is unable to attend with a child may, with the approval of the Board of Directors, designate in writing an approved Responsible Adult for the child. All children must attend with either a parent or a designated Responsible Adult.

GENERAL POLICIES AND GUIDELINES

1. **Christ-Centered Environment.** Fostering a strong relationship with Jesus Christ, and with one another in a community of Christian charity, is the heart of our mission. To that end, all of our words and actions should respect others and bring glory to Christ.
2. **Parent Participation/Commitment.** Our success depends on the prayers, commitment and participation of each member. At least one legal parent, guardian or designated Responsible Adult must attend and participate during the school day.

3. **Responsibility.** All children must have a parent or Responsible Adult present, at the church, at all times. If a parent leaves the building, the Principal should be notified.
4. **Dress Code.** All students and adults are expected to dress modestly, and students are expected to dress in accordance with the Co-Op's dress code:
 - ***Tops:*** Light blue polo or collared shirt.
 - ***Bottoms:*** Navy jumpers, pants, skirts, skorts, or shorts with white, navy, black or grey socks.
 - ***Shoes:*** Clean and comfortable fitting dress shoes or athletic shoes. Bear in mind, recess will be held outdoors when weather permits. For safety purposes, no open-toed shoes should be worn.
 - ***Other:*** Black, white or grey sweaters, or grey vests, may be worn with the light blue tops and navy bottoms.
5. **Behavior Guidelines.** As Catholics, our behavior and conversation must reflect, not detract from, the Body of Christ. Our goal is to strive daily in pursuit of virtue, together and individually. To that end, we ask all adults and students to adhere to the following guidelines:
 - Be kind and respectful at all times, to all people.
 - Listen. Follow instructions. Do not interrupt your teachers or classmates.
 - Guard your speech. Avoid gossip, teasing, criticism of others, cursing, or using the Lord's name in vain.
 - When you speak, use your indoor voice.
 - Treat one another's property, and especially the Church's property, with care and respect.
 - **Walk, don't run, when inside the church building.**
 - Be prepared. Bring paper and pencil, and any materials required for your classes.
 - No alcohol or weapons or illegal substances will be permitted on the premises.
6. **Discipline.** If a child is disruptive or disobedient, please respond calmly, with respect for the student and other classmates. These guidelines will help ensure consistency in our approach.
 - Correct the child by explaining the desired action or change in behavior you seek. Do not embarrass or shame the child.
 - If the child does not comply, persists in disobedience, or is willfully disrespectful, pull the child aside and explain clearly what is expected and what consequences may result if they do not obey.
 - If the problem continues, take the child to his or her parent (or Responsible Adult) and explain the behavior so that the parent may manage the situation.
 - If, after notifying a parent, the behavior continues or is repeated, the parent (or Responsible Adult) and one or all of the Directors should meet to determine appropriate future actions.

7. **Promptness.** The parents and/or Responsible Adults should make every effort to arrive on time for the day's activities, and for each educational session. Emergencies or unforeseeable situations may arise that prevent this. In such instances, please notify any of the Directors identified on page 1 of this handbook.
8. **Absences/Illnesses.** For the sake of everyone's health and wellbeing, anyone with the following symptoms should not attend classes:
 - Fever (within the last 24 hours)
 - Diarrhea, vomiting or nausea (with the last 24 hours)
 - Virus or infection (known to be contagious).

If your child has contracted a communicable disease, such as chicken pox, or if problems such as head lice, bedbugs, etc., are found, contact a Director immediately so that families may be apprised of appropriate, precautionary steps to prevent the situation from spreading. We will do everything we can to protect your family's privacy in such instances.

9. **Schedules.** Parents' schedules will be provided prior to the start of the academic year. Please keep a copy on hand so that you may be at your assigned location for each hour on time. If you know in advance that you will be absent or have to leave before the end of the day, notify a Director right away, so that arrangements may be made for a substitute.
10. **Class Attendance.** All students will be assigned to a class or study hall (older students) for each of the four class sessions. No child may opt out of classes while in the building. ***No child may be in the hallway, outside, or in the church during class time without permission from a teacher, or the accompaniment of a parent.***
11. **Nursery.** An on-site nursery is available for our Co-Op families. Parents or Responsible Adults must bring children into and out of the nursery at the beginning and end of each day. Older siblings may not retrieve infants or toddlers from the nursery without prior authorization by the Parent or Responsible Adult to the nursery attendant(s).
12. **Finances.** Each family must be formally registered with the Co-Op. ***A non-refundable deposit of \$25.00 must be paid with the application,*** and the remainder of the registration fee must be paid by the first day of classes, unless other acceptable arrangements have been made with the Board of Directors. ***The total cost of tuition for the 2017/18 school year is \$300.00.*** This fee helps cover the cost of rent, insurance, mass stipends for priests, and general supplies. The Treasurer will keep a record of all expenses, by category, and provide a written accounting of activity for each quarter. To ensure accountability in the use of Co-Op funds, updates of financial activity will be available to members at the end of each semester.
13. **Closings.** Closings due to inclement weather will be posted on the Blog page of our website, **www.seatofwisdom.vpweb.com/blog**. Whenever we are unable to meet as a result of other unforeseen circumstances (such as multiple families with the flu or other illnesses), a

Director will notify each family by telephone. Please make sure we have your most up-to-date information. Emails also will be sent, especially in instances where we are unable to reach a family by phone. Decisions regarding closings will be made by the Board of Directors.

14. **Electronic Resources.** The Co-Op will use a number of online tools to communicate and share information. Each member should become familiar with these tools in order to respond appropriately when requests for presentations, events, and other items requiring families to sign up occur.

A) Google Group. Primary email correspondence will be through the co-op's Google group account. If you are not currently a member of this group, please send an email request to info@seatofwisdom.vpweb.com in order to be added to the group's mailing list. We encourage everyone to set up an account with Google in order to use this tool, and Google Drive.

B) Google Drive. We may occasionally use Google Drive to share planning documents, sign-up sheets, etc. When a document is shared, you will receive an email notification.

C) Shutterfly Photo Sharing Group & Calendar. **The Co-Op does not post identifiable images of our students (e.g., faces) on our public website or facebook pages without parental consent**, although we do post images of the work the children create during class. However, we do have a PRIVATE webpage available on Shutterfly for teachers and families to share class and activity photos with each other. On enrollment, families will receive an email invitation to join this group. The sign-in page is:

<https://sowersphotosharesite.shutterfly.com/pictures/9>

D) Seat of Wisdom Facebook Page. Members are encouraged to "like" our page on facebook, in order to see updates, invitations, and events related to the co-op. You are welcome to invite family and friends to like our page as well. This is a PUBLIC page designed to help make Catholic homeschooling families aware of our presence, so please note that we do not post facial images of our children to this site without parental permission (activities and class work may be posted). The privacy and safety of our children is essential.

15. **VIRTUS/CMG Connect Training.** All teachers/volunteers working with children in Catholic parishes within the Diocese of Lexington must complete VIRTUS and/or CMG Connect training. Teachers/volunteers of the Co-Op must complete this training before the first day of the academic year. For information about CMG Connect, go to:

<http://www.cdlex.org/index.cfm?load=page&page=180>

16. **Miscellaneous.**

A) ***Lunches.*** Students and adults must bring their own lunches, unless notified otherwise of a special community meal or event. ***The kitchen may be used only by adults or children 10 and over who are assisting parents with feeding younger siblings.***

B) ***Allergies.*** If any child is at risk for adverse reactions from food allergies such as peanuts, the Parent or Responsible Adult should notify a Director so that all adults may be made aware of the need to proceed with caution while packing lunches. Avoidance of specified items such as peanuts and other tree nuts is highly recommended. Anyone bringing an identified allergen should consult the parent of the affected child to ensure a safe distance and protocol are employed. **Please do not bring tree nuts or nut-based products such as peanut butter, Nutella, etc.**

C) ***Cleanup.*** As the close of lunchtime draws near, each Parent or Responsible Adult should ensure their child(ren) throw(s) away all trash, replace all containers in their lunch bags, and assist in cleanup. Each teacher is responsible for directing the children to clean and restore the classroom to order. After lunch and at the end of the day, specific duties for cleanup will be communicated. A spirit of camaraderie and teamwork should prevail, so that all may finish sooner.

D) ***Nursery Supplies.*** Please make sure your child has a change of clothes, diapers, wipes, and any other necessary items. All items should be labeled, especially personal items such as sippy cups.

E) ***Labeling.*** Please label all of your child's school items such as lunchboxes, backpacks, water bottles, binders, books, supplies, jackets, sweaters, etc. so that they may be returned to your family easily.

F) ***Parking.*** Except while loading and unloading, **ALL MEMBERS MUST PARK IN THE UPPER LOT OF THE CHURCH FACILITY**, to better accommodate the needs of the parish. Further, unless your vehicle is properly marked with a handicapped permit, these spaces should not be used. Anyone with a valid handicap parking permit may park in the lower level. As a courtesy, please notify a Director of this circumstance, so that we may notify the parish to avoid confusion.

G) ***Visitors.*** Family members may visit Members during mass, assembly, lunch and recess. However, to ensure a safe environment for everyone during class time, please be sure our Directors are aware if visitors are present. This will help us know whether to be concerned when "unknown" persons are in the areas where children are present.

We look forward to a wonderful school year and the chance to grow together as a Catholic homeschooling community.

Sincerely,

Carlye Thacker, Director

Oma Lopes, Director

Shelia Hunt, Director

This handbook has been approved by the Board of Directors for the 2017-2018 school year.

It was last updated on:

August 28, 2017