

Learn Explore Aspire Prosper

Policies & Procedures

Effective Fall, 2011

Mission Statement: LEAP strives to provide home schooled families with enhanced educational opportunities within a nurturing Christian environment.

General Information for Parents

- Email is our primary means of communication; please respond promptly as indicated.
- LEAP tuition is \$25 per family, per semester, plus \$5 per child, per semester, for supplies.
- Tuition is due at semester Meet and Greet Events. Checks should be made out to LEAP Co-op.
- Parents are asked to be diligent about keeping sick children at home. Well children may attend under the care of another parent or LEAP member. (NOTE: Please notify our “Day-Of” Coordinator, Melissa Widenhofer, upon arrival.)
- Parents are responsible for notifying either Sonja Conley at 301-661-2283, or Kim Baile at 301-502-9465, as soon as you know you will be absent – even if you are assisting.
- LEAP members are expected to return all LEAP-owned materials to Melissa Widenhofer on the last day of each semester for inventory purposes.
- New LEAP applicants will be interviewed by the Director and Co-Director to evaluate organization compatibility and will be accepted as space permits. Remaining applicants will be placed on a regularly monitored wait list.

Facility

- We encourage everyone to keep in mind that we have been entrusted with the use of this house of worship and will expect proper respect and care of the facility.
- Parents must be on site at all times during LEAP and are responsible for the safety and well-being of their own children. NOTE: This is an open facility.
- Parents and children will be expected to complete facility clean-up tasks on a rotating basis.
- Parents are responsible for the supervision of their children during all pre-LEAP and lunch activities. Lunch will be eaten ONLY in church foyer or outside.

Classes

- Parents are required to attend and be prepared to share class ideas at the annual LEAP planning meeting each May.
- Web site class registration will begin on or approximately 8/15, for the fall semester and on or approximately 1/15, for the spring semester. An email from the Director will alert members of registration availability.
- Classes will be assigned on a first-come, first-served basis.
- Final schedules will be emailed to LEAP members prior to the Meet and Greet Event each semester.
- LEAP will NOT meet if Montgomery County Schools are closed DUE TO INCLEMENT WEATHER. LEAP will cancel all pre-LEAP activities and will start at 9:45A.M. for the morning gathering if Montgomery County Schools are delayed.

Teaching

- Parents must be prepared to teach a class by the second semester of membership.
- Parents must be prepared to be the primary teacher in at least one class per semester. Parents who are NOT primary teachers will be expected to serve as classroom helpers all three periods.
- Primary teachers are responsible for classroom set-up prior to student arrival.
- If you are a primary class teacher, and will be absent, you will need to make arrangements for your assistants to have what they need to teach your class, as much as is possible.

Supplies/ Reimbursement Policy

The following supplies are always available to primary teachers, using the checkout system on the table in the main hallway:

colored pencils	tacky glue (few)	construction paper
markers	scissors	crayons
glue sticks	paint brushes	tape

- Teachers should determine needed class supplies and communicate supplies requests to Melissa Widenhofer with syllabus.
- Each class is allotted a \$30 supplies fee as needed. Requests for supplies in excess of \$30 must be pre-approved by the Director. Please submit receipts to Melissa Widenhofer for reimbursement.
- If requested supplies are determined to be outside budget allowances, a fee may be added to your class. All class fees must be specified in the blurb/ class description.
- Supplies and curriculum purchased from the LEAP budget MUST be turned in to Melissa Widenhofer at the end of each LEAP semester and will be the property of the LEAP cooperative.

General Information for Students

- **Children are expected to show respect to teachers/ assistants and other children at all times.**
- **Children are expected to extend kindness and grace and include new and/ or shy children in LEAP activities.**
- **If experiencing a problem with another child, children are expected to attempt to work it out between each other. If the conflict continues, children are expected to inform an adult and ask for assistance.**
- **Children are expected to bring designated class materials each week.**
- **Children are expected to complete specific class assignments in a timely manner.**
- **Children are expected to dress appropriately for LEAP and LEAP-related events.**
- **Children are expected to leave all toys, gadgets and pocket knives at home or with a parent during all LEAP-related activities.**

Discipline Policy

- **Primary teachers should plan to begin each semester by outlining specific behavioral expectations appropriate for your classroom setting.**
- **Teachers are expected to make a concerted effort to address discipline problems individually with children by pulling them aside and discussing the issue in private.**
- **If children are unresponsive to teacher correction, teachers or assistants are expected to notify the Director or Co-Director as well as the parent. In such cases, a meeting will be planned to generate a disciplinary action plan to be monitored by the classroom teacher and overseen by the Director and Co-Director.**
- **If the disciplinary action plan fails, LEAP leadership is a private association and therefore, reserves the right to expel a family whose child is determined to be a hindrance to classroom learning or group dynamics.**

PLEASE KEEP THE FIRST THREE PAGES FOR YOUR RECORDS AND RETURN THIS PAGE, SIGNED, WITH YOUR REGISTRATION.

I have reviewed these policies with my children and we agree to abide by these guidelines for conduct when participating in co-op activities.

I also acknowledge that the LEAP program is organized and staffed on a volunteer basis and I agree that each parent is responsible for the safety of his/her own child(ren). The LEAP leadership team and the Shady Grove Presbyterian Church (“SGPC”) are hereby released and discharged from any and all liability for myself and my child(ren). Further, all claims and liability are expressly waived, and I agree to indemnify and hold harmless the LEAP program and SGPC and any and all persons acting on behalf of either.

This form along with your application, review of the mission statement and core values, and tuition check are necessary prior to participating in LEAP.

Signature

Date

Name (Print)