

# LEAP CO-OP

LEARN • EXPLORE • ASPIRE • PROSPER

2023-2024

## MISSION STATEMENT

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

## STATEMENT OF FAITH

We seek to train our children in God's ways, we believe a common foundation is essential.

*Can two walk together except they be agreed? Amos 3:3*

**WE BELIEVE** in God the Father, the Almighty, the Creator of heaven and earth.

**WE BELIEVE** that God has existed from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit.

**WE BELIEVE** that Jesus is and always was God, was born of a virgin, lived a life without sin, died on Calvary for our sins, rose from the grave, ascended into heaven, and is coming again.

**WE BELIEVE** the Bible, the 66 books of the Old and New Testaments, to be the inspired and infallible Word of God to all mankind, the rule of all our faith and moral conduct.

**WE BELIEVE** that "all have sinned and fall short of the glory of God." (Romans 3:23)

**WE BELIEVE** that salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone.

## CORE VALUES

### **Christian/nurturing environment**

*Proverbs 22:6:* Train a child in the way he should go, and when he is old he will not turn from it.

**Variety of educational choices**

*Proverbs 3:13:* Blessed is the man who finds wisdom, the man who gains understanding.

**Family-based fellowship**

*Hebrews 10:24-25:* And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another and all the more as you see the Day approaching.

**Supportive/ prayerful community**

*Romans 12:12:* Be joyful in hope, patient in affliction, faithful in prayer

**Gift-based service**

*Romans 11:29:* For God's gifts and his call are irrevocable.

**Excellence matters**

*Colossians 3:23-24:* Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

**Positive/ respectful attitude**

*Ephesians 4:29:* Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.

**Creativity/ innovation/ willingness to try new things**

*2 Timothy 1:7:* For God did not give us a spirit of timidity, but a spirit of power, of love and of self-discipline.

**Consistent organizational communication**

*1 Chronicles 28:8b:* Be careful to follow all the commands of the Lord your God, that you may possess this good land and pass it on as an inheritance to your descendants forever.

## **POLICIES & PROCEDURES**

**General Responsibilities for LEAP Parents:**

- All LEAP parents are required to teach and are responsible to provide a nurturing Christian environment as stated in our mission statement and core values.
- LEAP parents agree to the Statement of Faith and teach from a Biblical worldview perspective.

- Email is our primary means of communication from the Leadership Team; please respond promptly as indicated.
- LEAP parents are encouraged to join our LEAP Co-op Facebook Group for the purpose of sharing information and encouraging one another. This is optional.
- LEAP semester fees are collected at the time of registration for both Fall and Spring semesters. Semester fees can be paid through the LEAP website via PayPal.
- LEAP parents are asked to be diligent about keeping sick children at home. (See Illness Policy)
- LEAP parents are expected to fill in as substitutes when needed (either as primary teacher or classroom helper) during their assigned 'Chat & Chill' period.
- LEAP parents are responsible for notifying the Director as soon as they know they will be absent.
- LEAP parents are expected to return all LEAP-owned materials to the Day-of Coordinator on the last day of each semester for inventory purposes.
- LEAP parents are responsible for the safety of his/her own child(ren).
- New LEAP applicants will be interviewed by the Director and/or Assistant Director to evaluate organization compatibility and will be accepted as space permits. Remaining applicants will be placed on a regularly monitored wait list.

**General Responsibilities for LEAP Students:**

- Children are expected to show respect to teachers/classroom helpers 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 electronics, toys, gadgets and pocket knives at home or with a parent during all LEAP-related activities.

### **Facility/Safety/Clean Up:**

We encourage everyone to keep in mind that we have been entrusted with the use of Shady Grove Presbyterian Church. This is a house of worship, and proper respect and care of the facility is expected.

A parent 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.** *We do lock the doors while class is in session.*

LEAP parents will be expected to complete facility clean-up tasks on a rotating basis, except for those parents who have children in nursery and/or Pre-K.

Parents are responsible to supervise their children during all pre-LEAP and lunch activities. Lunch will be eaten outside only, weather permitting.

### **Registration & Semester Fees:**

- Current classes for each semester will be listed on the LEAP website.
- LEAP parents can register their child(ren) online via Google Form (provided by the Director) for classes on a first-come, first-served basis. Registration dates and form will be communicated by the Director.
- Approximate registration dates: 8/15, fall semester; 1/15, spring semester
- Once all LEAP students are registered, final schedules will be emailed to LEAP parents prior to the Meet and Greet Event each semester.
- LEAP parents are required to attend a mandatory September meeting that will be held prior to the first day of LEAP.

## **Teaching:**

Every class will have one Primary Teacher and one Classroom Helper. Classroom sizes can range from 3-12 students. LEAP parents must be prepared to be a Primary Teacher in at least one class per semester. Parents who are NOT primary teachers will be expected to serve as classroom helpers for 2 periods.

### **A. Primary Teacher Responsibility:**

- classroom set-up prior to students' arrival
- provide classroom instruction on chosen subject/topic
- If absent, the Primary Teacher must communicate with his/her Classroom Helper to provide the instructions and materials needed to teach the class.

### **B. Classroom Helper Responsibility:**

- assist in any way that serves the Primary Teacher and students, such as retrieving any LEAP supplies needed for students from the LEAP supply table
  - classroom management
  - be ready to substitute and teach in the event the Primary Teacher is absent.
- A backup classroom helper will be present to help aid the class.

## **Supplies/Reimbursement Policy:**

- The following supplies are always available to primary teachers, using the checkout system on the table in the main hallway: pencils, colored pencils, construction paper, markers, scissors, crayons, glue sticks, tape, etc.
- Each class is allotted a \$40 supplies fee as needed. Requests for supplies in excess of \$40 must be pre-approved by the Director. Please submit receipts to the Treasurer for reimbursement.
- If requested supplies are determined to be outside budget allowances, an additional supply fee may be added to your class. All additional class fees must be specified in the class description prior to registration day.
- Supplies and curriculum purchased from the LEAP budget MUST be turned into Day-of Coordinator at the end of each LEAP semester and will be the property of LEAP Co-op.

## **Discipline Policy:**

- Primary teachers should plan to begin each semester by outlining specific behavioral expectations appropriate for your classroom setting.
- If you have behavioral issues with a child in your class, please speak to the child privately and speak to the parent privately about the issue.

- If the child is unresponsive after the conversation with the child and the parent, teachers or assistants are expected to notify the Director or Assistant Director. In such cases, a meeting will be planned between the Director and/or Assistant Director, parent, and student, to generate a disciplinary action plan to be monitored by the classroom teacher and overseen by the Director and Assistant Director.
- If the disciplinary action requires immediate action or the disciplinary plan fails, LEAP leadership is a private association and reserves the right to expel a family whose child is determined to be a hindrance to classroom learning or group dynamics.

**Illness Policy:**

Please do not attend LEAP if anyone in your household has:

- A fever in the last 48 hours
- Vomiting in the last 48 hours
- Persistent cough
- Unusual congestion not attributed to allergies
- Diarrhea

Thank you for being vigilant to monitor your family’s health and do your best to not spread germs. If we have a large portion of families absent on any given week we will postpone meeting and utilize our make-up day. In that same spirit please be ready to pitch in where needed when/if families are absent. We can work together to cover absences when needed.

**Inclement Weather Policy:**

LEAP will NOT meet if Montgomery County Schools are closed due to inclement weather. If Montgomery County Schools are delayed, we will meet for LEAP as scheduled.

**Leadership Team Members:**

Director	Amanda Duffy
Co-Director	Lisa Hugenin
Co-Director and Treasurer	Destiny Leahy
Yearbook Coordinator	Molli Bishop
Sub Coordinator	Jackie Davidson

**LEAP Parents Agreement & Responsibilities  
2023-2024**

Please **initial** each statement below to indicate your understanding and agreement:

- \_\_\_\_\_ I have read and agree to the Mission Statement & Core Values.
- \_\_\_\_\_ I have read and agree to the Statement of Faith.
- \_\_\_\_\_ I have read and agree to the Policies & Procedures.
- \_\_\_\_\_ I have read and agree to the Illness Policy

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. If any dispute arises between LEAP and the parents or students, the parties agree that the dispute will be mediated before any legal claim is filed.

**Picture Permission**

When participating in activities sponsored by LEAP, I understand that photographs may be taken. I agree that any photo of my child(ren) or myself may be used by LEAP of Derwood, MD, without payment or consideration to me or my family. On behalf of my child(ren), my family and myself, I, the undersigned, release this LEAP, volunteers, and representatives from any and all claims or charges arising in connection with the use of any photo.

Please circle 'yes' or 'no' and initial for each statement below:

Yes/No \_\_\_\_\_ I agree to allow photos of my family to be shared on the LEAP Facebook page.

Yes/No \_\_\_\_\_ I agree to allow photos of my family on the LEAP website.

Yes/No \_\_\_\_\_ I agree to allow photos of my family on the LEAP Google Drive.

Yes/No \_\_\_\_\_ I agree to allow photos of my family in the LEAP Yearbook.

**I have reviewed the LEAP Co-op Mission Statement, Core Values, and Policies & Procedures with my children. We agree to abide by these guidelines for conduct when participating in all LEAP Co-op activities.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)