



*An interdenominational Christian learning and sharing cooperative,
Serving homeschooling families and students,
From high school through infants,
Meeting on Thursdays.*

New Family Application/Information Packet

Mission

Adventurers is an interdenominational, Christian, learning cooperative located in Southeastern Michigan designed to help meet the needs of homeschooling families by providing enrichment and social opportunities for their children, *from high schoolers to babies*. Registered families shape each year's offerings through open communication and participation. We aim to unleash the God-given energy and unique genius of each participant through our class experiences, activities, and community as we share and grow together.

Adventurers Application – Practicalities

Application Deadlines: Please try to have your application in ASAP to aid in our planning and yours.

We are currently taking applications for the next semester. The earlier you apply, the higher priority you will have for class sign-up and a greater selection of opportunities to serve within the co-op.

To reserve your spot for the upcoming semester, please submit your **Application Fee** and your **completed application form** to:

Adventurers Homeschool Association
c/o Laura Cachia
26540 Carly Dr.
Brownstown, MI 48174

The application fee is \$100 per family.

****Fees are not refundable after applications have been processed.***

The bi-annual application fee covers our facility rental, insurance, administrative costs, and offsets the cost of the background checks. If we are unable to accommodate your family at this time, we will not cash your check.

Make checks payable to ***Adventurers Homeschool Association***. Application may be copied in a file and sent as an emailed attachment. However, applications will not be processed until receipt of your mailed-in check or Paypal payment..

Family Information
Complete for all participating family members including parents and infants.

Paid

Parents _____

Phone (#1) _____ (text? Y/N) (#2) _____ (text? Y/N)

Address _____
(Street address) (City/town) (Zip code)

E-mail (list all emails where you would like weekly updates, including students): _____

IMPORTANT NOTE: Email is our primary way of communicating at Adventurers.
Please commit to checking for the "Adventurers This Week" email at least once weekly on Tues. or Wed.

Were you referred by a family that is in Adventurers currently? If so, by whom? _____

Name	Age Level	Birth Date
	High School (9 th – 12 th grade) Middle School (6 th – 8 th grade) Upper Elementary (8 – 11 years old) Lower Elementary (4 – 7 years old) Preschool (2 – 3 years old) Nursery (2 and under)	

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In an emergency, we will make reasonable attempts to **contact parents** first. In case we are unable to get a hold of you, please list names of those to whom you give permission to make medical decisions on your/your child's behalf. Please provide appropriate medical information to these individuals and make sure they understand you are giving this permission:

Emergency Contacts (other than on-site parent):

- | | |
|----------------|----------------------------------|
| On-site | Off-site, including phone |
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

I give permission to the above-mentioned people as well as the administrator or supervisor on duty to secure necessary medical treatment for my child(ren) if I am absent, unavailable or incapacitated in the event of an emergency.

Parent/guardian
X _____
Signature Date

Media Release:

I hereby grant to Adventurers Homeschool Association the right and authority to photograph, film and/or record vocally myself and my children. These records may be used for the purposes of Adventurers' student, administrative or promotional publications, or other media and become the property of Adventurers.

Parents/guardian
X _____

X _____
Signature Date

I decline the release of these.
Parents/guardian
X _____

X _____
Signature Date

Allergy Waiver

Parents of students with severe allergies, please copy and distribute this information to your child's instructors

I understand that there are snacks served in many of the Adventurers classes and that church staff or others in the building may bring outside food into the building at any time. Adventurers cannot guarantee an allergy-free environment. As the on-site parent, I understand that my child's allergies and special needs are my responsibility. It is up to me to **contact each of my student's instructors and discuss any allergies or special needs with them and to** carry any medication or epi-pen that may be needed.

I have listed all allergy information below, including the child's name, known allergens for which there is a significant reaction (medications, foods, beverages, cleaners, outdoor allergens, fabrics, etc.), typical reaction, and immediate treatment to be administered.

Who may make decisions regarding what this student eats?

- Parent only
- Parent or Student

Acceptance of Responsibility for Property Damage:

Adventurers Homeschool Association could be held responsible to replace or restore church property if our participants are found to be responsible for property damage to our host church. Any Adventurers member or their dependant who causes any property damage will agree to be responsible to pay Adventurers' insurance deductible or for any minor repairs whichever is lesser.

Parents/guardian
Parents/guardian

Signature Date

Indemnity and Release Form

In an effort to create safeguards for our co-op, Adventurers requires the completion of this form that must be signed by both parents. The purpose of this agreement is to reduce the incentive lawsuits against Adventurers, its teachers and volunteers (unless there is intentional misconduct), and/or the administration team (A-Team). It also waives claims related to inherent risks of recreational activities and classes.

Agreement to indemnify and hold harmless:

THE UNDERSIGNED, by his or her signature(s) appearing below, agree(s) to indemnify and hold harmless, to the fullest extent permitted by Michigan law, Adventurers Homeschool Association, and any of its teachers, officers, directors, or volunteers, from any liability, claims, demands, losses, damages, judgments, settlement payments, fines, and other reasonable costs and expenses (including attorney fees) incurred by Adventurers Homeschool Association or any of its teachers, officers, directors, or volunteers in connection with the defense of any action, suit, or proceeding that is brought or threatened on behalf of any of the undersigned, or the undersigned’s minor children participating in the Adventurers Homeschool Association program, except for actions caused or alleged to be caused by the willful and intentional misconduct of Adventurers Homeschool Association or any of its teachers, officers, directors, or volunteers.

Release of claims regarding recreational activities:

THE UNDERSIGNED, by his or her signature(s) appearing below, agree to release, to the fullest extent permitted by Michigan law, Adventurers Homeschool Association, and any of its teachers, officers, directors, or volunteers, from liability for economic or noneconomic damages for personal injury or death sustained by the minor child or children of the undersigned during any recreational activity or activities sponsored or organized by Adventurers Homeschool Association, provided the injury or death results from the inherent risks of the recreational activity. If subsequent legislation or court action increases or diminishes the liability protection afforded by the signature of the undersigned, he or she agrees that the liability protection afforded by it, after modification by the legislation or court action, shall be the maximum protection allowed by law.

Security fee: In order to make sure everyone is safe on campus—especially our children, our co-op will be doing background checks on participating adults. By signing below, you agree to submit to a background check.

Severability: Each of the provisions hereof shall be deemed and considered separate and severable so that if any provision is deemed or declared to be invalid or unenforceable, this shall have no effect on the validity or enforceability of any of the other provisions.

Father/Guardian Signature

Mother/Guardian Signature

Date: _____

Date: _____

Behavioral Contract

Behavioral Standards

All of us—students, parents, instructors—should be holding one another to the following standards.

Adventurers are responsible, courteous and thoughtful, appreciative of those serving us, committed to our experience at Adventurers, welcoming and inclusive in our relationships.

Please kindly address inappropriate behaviors with the individuals involved. If satisfaction is not achieved, bring the situation to the person in charge closest to the situation: a parent, instructor, class coordinator, facility manager, or administrator, moving “up the chain of command”, if needed. Consequences for violations of these standards could include: a discussion, a warning, having the individual be more heavily involved in some sort of service, having a parent attend classes with an offending student for a period of time, suspension, or, in extreme cases, expulsion. Other consequences may be created to fit the particular offense.

Attendance and Participation

Students, you are expected to attend all scheduled classes and groups for which you have registered, to arrive on time, and to complete any homework assignments given.

Parents are expected to encourage and support their students in doing so. If this is too much of a burden, please speak with the instructor involved, and consider taking classes with lighter homework loads next semester.

Adventurers Safety Policy

Safety is a priority at Adventurers. Many classes are offered here that may require students to bring *personal items/tools* from home. It is the *parent's responsibility* to assess whether it is safe for their child to take a class that requires the use of specific items/tools AND if their child is responsible enough to handle such items/tools. It is the *student's responsibility* to adhere to all safety guidelines as it relates to any items/tools that they use. All items/tools are to be in compliance with Michigan state laws and standards and nothing considered illegal should ever be on the premises. All items/tools must be used as intended. Under no circumstances is a student allowed to use an item/tool to intimidate or harm another *person* or *property*. All items/tools are to be used in class only and put away immediately after class. Any item/tool not being used safely, respectfully, or at an appropriate time will be taken and returned only after meeting with the Administrator.

Facility

Our host church has graciously allowed us access to most of the building. Please take care of it as good stewards of God's gifts. Please do not use any church supplies without consulting our Facility Manager. Please keep hands off any instruments and any electronic/digital equipment, except with permission from the Facility Manager.

Illness and Substitutions

Stay home as a family if **ANYONE** in your household has exhibited symptoms of illness within the last 24 hours. Please be respectful and use thoughtful judgment when considering if this would apply. You and your children should be fever free and/or vomit free for 24 hours before attending. Find a sub when applicable. Please report illness to the administrator as timely as possible for decisions to be made on holding classes the following week.

Subs: If you are unable to attend Adventurers for any reason, please find a substitute for your assigned roles, especially teaching. There is a link to the sub cheat sheet in the TW. This should help you find available people. When you have found your sub, let Laura Cachia know the game plan. You are responsible for finding your own subs.

Nursery/Preschool

Children: please be sure to sign your children in and out of nursery/preschool each time the child is in or out.

Staff: Make sure to sign in and out each hour you assist in nursery or preschool. There are no 15 minute breaks for these rooms, so you must wait until the next hour's teachers arrive. Please try to arrive as early as possible.

Family Members' signatures, including at least one parent:

We have read and agree to uphold these behavioral standards. (Please have all able family members sign and return with application.)

Family Name _____

Matt. 11:29 “Take my yoke upon you and learn from me, for I am gentle and humble of heart, and you will find rest for your souls.” There is a rest that comes from doing the job He is asking of you—one that you are learning from too.

Service Roles (prioritize first three choices: 1, 2, 3)

Brief descriptions for each of these roles can be found on pages 9 and 10.

Administrative Team *(involves monthly meetings, early sign-up perk)*

- | | |
|--|---|
| <input type="checkbox"/> Class Coordinator | <input type="checkbox"/> Class Coordinator |
| <input type="checkbox"/> Facility Manager | <input type="checkbox"/> Prayer Coordinator |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Administrative Team Assistant | |

Leadership:

- | | |
|---|--|
| <input type="checkbox"/> Teacher: class name _____ | student age range _____ |
| <input type="checkbox"/> Preschool/Nursery Team Leader | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Early Learners Team Leader | <input type="checkbox"/> Early Learners Assistant Leader |
| <input type="checkbox"/> Clean-up Team Leader | <input type="checkbox"/> Setup Team Leader |
| <input type="checkbox"/> Showcase Coordinator | <input type="checkbox"/> Put me where you need me |
| <input type="checkbox"/> Adult Facilitator <i>(for a student-led class)</i> | <input type="checkbox"/> Snack Shop Helper |
| <input type="checkbox"/> Classroom Assistant <i>Specific Class/Teacher?</i> _____ | |
| <input type="checkbox"/> Preschool/ Nursery Team <i>(one hour)</i> | <input type="checkbox"/> Early Learners Team <i>(one hour)</i> |
| <input type="checkbox"/> Set-Up Team Member | <input type="checkbox"/> Clean-up Team Member |
| <input type="checkbox"/> Website/Facebook Manager | <input type="checkbox"/> Fundraising Coordinator |
| <input type="checkbox"/> Put me where you need me | <input type="checkbox"/> Other (please detail) |

Service Role Descriptions

Administrative Team (A Team)

(involves monthly meetings, early sign-up perk) Time Commitment: High both on and off campus, throughout year in bursts

- **Administrator:** Oversees the entire organization, both the co-op and the non-profit. Currently our administrator also serves as the initial contact. Future administrators may structure the organization differently to fit his or her unique gifts.
- **Class Coordinators:** Plan line up of courses for each semester based on feedback from families. Orient instructors and serve as their primary contact and go-to person. Issues with specific classes should be addressed to individuals directly involved first, then to CC's as necessary. Assists families in creating our class schedule serving students' needs.
- **Facility Coordinator:** Oversees care of the building, including set up & clean up, and serves as liaison to Willis Baptist Church
- **Prayer Coordinator:** Helps us keep focused on Jesus through prayer initiatives at all group events including assembly at the beginning of each Adventurers day.
- **Administrative Assistant:** Serves as assistant to the administrative team. Generally, this involves editing and sending out Adventurers e-newsletter, making copies, taking meeting minutes, and curating documents.
- **Bookkeeper:** Tracks finances, writes checks, works with Board of Directors regarding IRS documentation. Attention to detail a must.

Teacher/Instructor: *Time commitment varies from moderate to high*

Creates and executes weekly lesson plan, composes a syllabus for families (from very simple to daily work, depending on the nature of the course and the instructor's style), plans a Showcase display or performance along with the students. See the Instructor Handbook for more details. High school instructors should be prepared to evaluate students' work for family portfolios and transcripts.

Early Learners Team Leader *Time commitment moderate to high during school year*

Leads a team of two to plan and execute a learning program for four- to six-year-olds.

Early Learners Assistant Leader (2 periods = Primary Role) *Time commitment moderate during school year*

Works closely with the EL Team Leader to implement program, being in charge at least one class period.

Preschool/Nursery Team Leader *Time commitment low to moderate during school year*

Leads a team in taking care of our littlest Adventurers. Plans music, stories and activities appropriate to age group, which may be assigned to others on the team. Perk = early sign up for classes

Preschool/Nursery Team Member (2hrs=Primary Role) *Time commitment low to moderate during school year*

Assists team leader in executing plan for youngest Adventurers

Set-up Team Leader: *Time commitment low to moderate during school year*

Prepare classrooms and set up tables in the gym, put out supplies, and get things ready for the day to run smoothly.

Clean-up Team Leader: *Time commitment low to moderate during school year*

Leads a team in vacuuming, sweeping, wiping tables, rearranging rooms, and locking building at day's end.

Yearbook: *Time commitment low to moderate during school year*

Coordinate yearbook staff, facilitate ordering of yearbooks, and distributing them

Showcase Coordinator: *Time commitment moderate in bursts during the school year, especially late fall and late spring*

Leads a team in planning and executing the end of the semester show, including performances and displays. Lots of communication.

Adult Facilitator for Student-led class: *Time commitment low*

Be an adult presence in a student-led class. What this means varies with the nature of the class and who is teaching it, from just being available, to helping plan lessons, to giving needed input to student instructor

Clean-up Team: *Time commitment moderate* Work with others to be sure the building is in order before we leave.

Set-Up Team Member: *Time commitment moderate* Be available weekly to come early and help Facility Coordinator with building prep. Please be generous and open to how to assist the FC in other ways.

Early Learners Team (one period): *Time commitment low to moderate* Spend one period with the Early Learners. The team leader may call upon you to plan and execute part of the lesson.

Preschool/ Nursery Team (one period): *Time commitment low to moderate* Help out the team taking care of our youngest Adventurers for one class period (1st, 2nd, or 3rd). The Team Leader may call upon you to plan and execute part of the week's lesson.

Classroom Assistant: *Time commitment low to moderate during school year* Serve as an extra pair of hands to another instructor. He or she may call upon you to do part of the instruction, planning, or evaluating of student work, but you would not be considered the primary instructor.

Website / Facebook Manager: *time commitment low*

The website and Facebook page will need to be updated at least each semester with current class offerings. More effort can be put in by mutual agreement with the Administrator. Any major changes would need A Team or Administrator approval.

Fundraising Coordinator: *time commitment low*

Pursue new fundraising opportunities. Promote both new and existing fundraising avenues including BoxTops, Kroger, Amazon, Cars for donation, Adventurers' yearly t-shirt, student/teacher photo ID.

Snack Shop Helper: *Time commitment low to moderate during school year*

Man table for at least one hour. Possibly purchase goods.