



## *HANDBOOK*

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

Welcome!

This handbook contains valuable information on our policies and procedures, as well as our focus and philosophy.

We aim to serve our families well with optimal class experiences and positive relationships. We all strive to be good stewards of the gift the Lord has given us in Adventurers. You can help us by familiarizing yourself with the policies within. Keep this handbook and your directory handy so you can refer to them throughout the year.

In Him,

Laura Cachia  
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### **Adventurers Homeschool Association**

meets at

The Milan Free Methodist Church  
950 E Arkona Rd  
Milan, MI 48160

Thursdays from 11:15am to 5:15pm

### **Mission Statement**

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

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## Daily Schedule

**11:15am** set up crew arrives  
**11:30am-12:30pm** 1st hour  
**12:30-1:30pm** lunch hour  
**1:30-1:40pm** announcements  
**1:40-2:40pm** 2nd hour  
**2:40-2:50pm** break  
**2:50-3:50pm** 3rd hour  
**3:50-4:00pm** break  
**4:00-5:00pm** 4th hour  
**5:00pm** clean up and go home

## Administration

Our administrative motto is from Micah 6:8: "This is what the Lord requires of you: to act justly, to love mercy, and to walk humbly with your God."

### Administration Team (check the directory for current people in these positions):

#### **Administrator: Laura Cachia**

- overall responsibility for the co-op, keeps us moving forward
- registers and helps place members into roles of service to the group
- communicates relevant information to the group, especially "This Week" newsletter
- serves on the board of the nonprofit

#### **Administrative Assistant: AmiAnn Royer**

- develops and distributes forms needed by the group
- takes and distributes meeting minutes
- works closely with the Administrator, sharing administrative and clerical tasks
- maintains mailbox files
- edits and distributes group communications and Adventurers This Week, our weekly bulletin

#### **Class Coordinators (CC): Roxanne Hillman, Sara Frey**

- collects ideas for classes from membership applications and/or discussions
- plans courses with help from other members
- works with members to find instructors needed for classes
- participates in registration process for classes
- acts as supervisor and advisor for high school classes
- orients and advises supervised instructors
- oversees direction of Nursery and Preschool

#### **Bookkeeper: Lindsay Rain**

- handles family accounts, invoices, payments, receipts
- disburses instructor and materials fees; prepares applicable 1099's at year end
- issues reimbursement for general fund expenses (ex.: name tags or paper products)
- handles communication with families and instructors regarding finances
- responsible for class and family data entry; generates and maintains class lists

- presents finance summary at summer meeting of the Board of Directors
- along with the Board of Directors, confirms new board members

**Facility Coordinator: Katie Malick**

- oversees building set up for the day
- oversees clean up and cleaning at the day's end with help of team captains
- assigns rooms to classes each semester
- relates to church staff regarding building concerns
- is contact person for building, room, and equipment questions and concerns
- is contact person for lost and found
- responsible to maintain classroom totes

**Prayer Coordinator: Melissa Lawrence**

- takes concern for and/or leads prayer at administrative meetings
- takes concern for, coordinates, and/or leads prayer for prayer assemblies at the beginning of each Adventurers day
- takes prayer requests/concerns for the group
- coordinates prayer for Adventurers group activities
- oversees youth prayer initiatives and involvement

**Administrative Perspectives**

1. Much thought and prayer has gone into the formation of an administrative structure for our co-op that promotes efficiency and encourages good communication between co-op families, while allowing for a variety of leadership styles. We hope to balance our trust in the guidance of our leadership with our desire to act on the requests of our registered families.
2. We would like to look more like a family than a business conference in all our dealings. We are counting on our families to hold us to this ideal! Truly we want everyone to feel free to make suggestions and be an active part of the planning and implementation of the co-op.
3. Currently, the Administration Team consists of the Administrator, Administrative Assistant, Bookkeeper, Prayer Coordinator, Facilities Manager, and our Class Coordinators. If you see yourself as being able to contribute in any of the administrative roles, we encourage you to consider them in the future. These are vital to the function of the group.
4. The Administration Team (A-Team) meets monthly to pray and share our thoughts together. These meetings are open to all interested individuals. High school students may attend. We welcome the input of all Adventurers in making our decisions together. This year we will be meeting during the second hour period.
5. Adventurers is administrated by participating families. Each of these leadership positions is chosen by lottery from among interested individuals who are professing Christians and agree to uphold the Mission Statement of Adventurers.
6. When there is interest by more than one individual or family, those Adventurers participants that are interested in serving in an Administrative Team position will have their names put "in a hat" to see who will fulfill the role for the following school year. The Administrative Team reserves the right to choose not to add an individual's name if there is concern that the individual would be inappropriate for the role. This privilege would not be invoked lightly.
7. Administrators, class coordinators, and leaders within various service areas serve a maximum of five years in any position. There is also a term limit of six consecutive years on the Administration Team, regardless of position. These limits are to keep ownership in our co-op among the entire group, to allow for fresh voices, and to give the Lord more opportunity to work in His own way.

8. We recommend that an individual/family only serve in one administrative role per semester.
9. Keep in mind, in all your dealings, that each of our administrators and board members are volunteers. They are servants of Adventurers and its families. They are also servants of their own families. Please don't treat them like "the complaint department." Let us handle one another with kindness, grace, and mercy. Kind tones go a long way in keeping leaders happy and open to input.

### **Board of Directors**

- Adventurers Homeschool Association is a Michigan nonprofit organization with federal 501(c)(3) status. The board of directors for the nonprofit is comprised of the administrator and two "unrelated" community members who have no direct involvement in the program.
- This is a separate board from the administrative team and meets annually--more often if needed-- for the purpose of setting future direction, relating to government agencies, providing accountability, and handling grievances.
- The administrative team keeps close communication with the board of directors, mainly by inclusion in email communication in the co-op.
- If you would like further information, please request a copy of our by-laws.
- In the future, when you no longer participate in the co-op, we may call on you to serve in this way.

### **Christianity**

- Adventurers is a Christian co-operative. In all our behavior and speech, we strive to glorify our Lord Jesus Christ! We aim to respect and be open about each other's beliefs and their expression, recognizing that we each may belong to different denominations and believe slightly differently than others.
- Let's not allow this to be a source of conflict but a sharing in the richness of the body of Christ. Even in our uniqueness, we are all one in Him. Let's try to be sensitive and merciful as we share together.
- We start each day at Adventurers with announcements and prayer.
- Instructors are encouraged to begin their classes with prayer.
- \_\_\_Pray for Adventurers, our families, our instructors, our leaders, and the gracious host church!

### **Drop In**

- Adventurers drop-in program is only available to students age 13 and up and limited to 25% of our total high school student population. Drop-in fees are per student/per semester in addition to the application fee: \$75 for one class, \$100 for 2 classes, \$125 for 3 classes, and \$150 for 4 classes. This includes study halls.
- \_\_\_The Administration team looks at drop-in feasibility on an annual basis and reserves the right to close the option as our needs change. Any current drop-in students will be "grandfathered" for future semesters.

### **Service Roles**

- Because we are a co-op, each family fulfills two responsibilities. Any adult family member may fulfill these, including dads, moms, grandparents, aunts, etc. (Mom, here is your answer to Dad's question, "How can I help?")
- At least one of these roles should be in the classroom working with students, or in administration or leadership. We try to tailor these jobs to what each family feels they can handle, while recognizing that taking on unfamiliar roles and new challenges can be a tremendous opportunity for growth and discovering gifts. The Master can say "well done" as we each do what He has called us to. (See Matthew 25: 14-23.) We want each family's service to be a joy to them as they share their unique gifts to God's glory.
- If circumstances change such that a family needs to reconsider its service roles, please consult the administrator to see how adjustments can be made.
- Some semesters may require both roles to be in the classroom depending on the growth of the co-op and what the co-op needs.
- We also require each family to sign up for and be responsible for 3 weeks of set up crew duty and 3 weeks of clean up crew duty.

## Behavior/Safety/Background Check Policies

### **Behavioral Expectations**

At Adventurers, we want to honor and glorify the Lord in our speech and actions, and by treating each other with respect and charity.

The following behavioral standards apply to *all* of us – students, parents, instructors.

### **Responsibility and Commitment:**

- Students agree to attend their classes, be on time, complete assignments, respect instructors and maintain a good attitude.
- Instructors will prepare appropriately for their classes and begin classes on time.
- We serve and take full responsibility for our commitments and service roles and do not take advantage of others.
- We all try to be familiar with Adventurers policies and strive to keep informed throughout the year.

### **Courtesy:**

- We are helpful and treat each other with kindness.
- We are respectful about each other's beliefs and their expression, and we work to be sensitive and merciful regarding our differences.
- We look to our grievance and behavioral policies for conflict resolution.
- Students are respectful to adults, especially to their instructors and leaders.
- We all look to uphold the dignity of each person as a child of God.
- Though we may have close friendships, we will not behave in a manner that brings dishonor to the name of Christ or excludes or repels others.

### **Modesty and Speech:**

- We all dress in a modest and appropriate fashion for a Christian co-op, for a Christian church setting, and for our own personal dignity.
- Language usage should be appropriate for our setting.

### **Facility:**

- We treat our facility, The Milan Free Methodist Church, with respect.
- We clean up after ourselves and try to leave the facility in the same or better condition as we found it.

### **Inappropriate Behavior**

- Any Adventurers participant should feel free to 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 to the next level of authority, if appropriate.
- Dress and language concerns, due to their sensitive nature, may be brought to the attention of an A-team member for their counsel and handling of the situation.

### **Consequences for Violations:**

Appropriate consequences may be chosen from among these possibilities.

- A warning
- A discussion
- Being removed from a class and into a parent's care or study hall
- An assigned service project/job
- Having the parent attend or "shadow" classes with the student for a period of time.
- Suspension, or in extreme cases, expulsion.

- Other consequences may be created to fit the particular offense.

This list of consequences is not inclusive and may be amended as the need arises.

These consequences apply to adults as well as students.

Every situation is different; therefore, there is not a strict course of action for consequences. The Administrator, A Team, and/or Board of Directors reserve the right to choose the necessary action based on the determined weight of the offense, even if the first offense.

### **Grievances**

1. Occasionally, in addition to behavioral and policy issues, personality conflicts and misunderstandings can happen.
2. Please prayerfully consider Jesus' words in Matthew 18:15: "If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one." Before you deal with difficult situations within the group, please speak directly with the individual(s) involved with the situation. As noted above, appeal to the next level of authority if appropriate and if satisfaction has not been achieved.
3. Parents and instructors should try and resolve classroom/student issues on their own. If either is not satisfied, then they should speak with the Class Coordinator for assistance. If there is no satisfaction/resolution, the conflict should be taken to the A-Team or Administrator, and they will decide the appropriate course of action.
4. While in this conflict resolution process, please keep the conflict where it belongs: between the people directly involved. Please do not originate, encourage or tolerate gossip or misdirected emails about the conflict.
5. If the above resolution process has not proven effective, a grievance may be brought, in writing (not email), to our Board of Directors. There are three directors on the Board, including the Adventurers Administrator. Contact information is found in the directory.

### **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.

### **Background Checks**

In our efforts to obtain and maintain safety within our co-op, we require a background check for adult participants. It is mandatory that every primary family member and all paid instructors obtain a background check every 5 years before he/she may participate/teach in Adventurers. A "primary family member" is one who will be on campus fulfilling a primary and/or secondary role within Adventurers. This also includes any family member who may want to volunteer as a substitute now or in the future. A "paid instructor" is one who will be coming on campus with the sole purpose of teaching a class offered by Adventurers.

We have made this process as simple as possible. When you are ready, type the link below into any web browser (Chrome is preferable) to submit your information and proceed with the Background Check.

<https://www.ministryopportunities.org/AdventurersHSA>

Once you click the link, you will be directed to the following pages in this order:

1. **A Consent Form** – Click "Yes" if you are aware that you are submitting information for a background check.
2. **"Personal Information Page"** – Here you will input needed information to perform your background check. None of this information (including your Social Security number) will be seen by anyone in Adventurers. It will only be seen and be used by Protect My Ministry to run your background check.

3. **“Disclosure and Authorization”** Page – Here you will submit your electronic signature which will release your application giving Protect My Ministry permission to run your background check.
4. **Payment Page** – Here you will submit a \$22.00 payment to cover the cost of your background check. Please be aware that Adventurers does not collect any information about you from this process– including credit information. We are blind to the investigation done by “ProtectMyMinistry” unless there is a criminal problem that we need to be made aware of. The company merely sends us a warning if someone criminally fails and gives the reason why so that we can make an informed decision.  
If you have any problems/concerns with submitting your background check, please contact Laura Cachia at [adventurershomeschool@gmail.com](mailto:adventurershomeschool@gmail.com).

### **Student Attendance**

Students are expected to attend all scheduled classes and groups for which they have registered.

- 1) Students are also expected 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 the following semester.
- 2) When a family knows in advance that classes will be missed, appropriate steps should be taken to
  - a) alert instructors and obtain information about lesson plans and homework missed
  - b) find substitutes for all service roles filled by that family
  - c) inform somebody, generally the individual closest to your service role (a co-teacher or class coordinator, for example), to alert Adventurers of the family’s absence through use of the “white board.”

### **Parental Supervision**

- Elementary & Younger: To maintain peace for our kids, parents must be on campus while their elementary age and younger children attend class. If a parent must leave, an on-site adult must be designated as in charge of the children and noted on the white board in the great room.
- Elementary and Younger need to be supervised and with their parents when not in their appropriate classes. Their classes and programs are scheduled during the afternoon.
- High School & Middle School: High school and middle school students may attend class without a parent on campus
- For All Students: If parents are out of town or unavailable, please notify an Administrative Team member of your arrangements and the name(s) and contact information of any caregivers that will be accompanying the students to Adventurers.

### **Study Hall**

- Study hall is offered each hour for students in high school and middle school. Students on campus “full-time” may take two study halls and “part-time” students may take one. This can be a great chance for kids to connect and build relationships.
- If you have an open class period and are ineligible for an additional study hall, a class coordinator will help you find a service opportunity at Adventurers for that time slot.
- Study hall students may go outside during afternoon study halls. They need to sign out on the white board and be sure to stay on the church’s grounds and in plain sight (not in cars or up trees). For safety, we need to know where our students are.
- Please take the time to sign up for the Study Hall when registering for classes, so we know where students are each hour.
- Elementary students and younger will need to be with a parent if not in class. Study hall is not an option.

### **Visitor Policy**

- Visitors are welcome at Adventurers! It is great to see visitors, especially our alumni, on campus.
- If a visitor remains on campus during class periods we must insist that their presence does not interfere with Adventurers students and instructors getting to their classes on time or cause any other type of disruption. If a visitor’s behavior or presence is found to be disruptive they may be asked to leave and may



have visiting privileges revoked.

- Students who occasionally wish to have a friend or family member accompany them to their classes are welcome to do so as long as they have obtained instructor permission and have a supervising adult and/or emergency contact information.
- If visiting youth become regular guests, options of joining the co-op and/or serving the co-op will be given.
- Visiting children younger than 13 are required to have a responsible adult on campus.
- All visitors, adult and youth, are held to the same behavior standards as co-op participants. The above are guidelines and each situation is looked at on a case by case basis at the discretion of the administration.

## Community Service

1. Occasionally there may be Adventurers service opportunities, including community outreach as well as blessing Milan Free Methodist Church and its members.
2. We wish to be a blessing to those around us. Please plan to participate in our community service opportunities.

## Classes

We meet for two 12-week semesters, though some classes or groups may meet at additional times and/or locations, including small classes in homes.

### Classroom Perspectives

1. Adventurers is not a school but a supplement to home learning. Families are expected to cooperate with course instructors regarding homework expectations to best benefit all. Please recognize the limitations of an instruction program that meets only once a week.
2. Read course descriptions carefully before signing your child up for a class so you will be informed as to how the workload will affect your own home. Especially check for age appropriateness.
3. Keep open communication between parents and instructors
4. Some classes are designated as AAA in an effort to ensure excellent communication between the family and the instructor. Please see Addendum B for more details.

### Instructor Communication to Families

1. Homeschoolers are intensely involved in the education of their children. They like to know what is going on when they cannot be in the classroom environment.
2. Once an instructor has received the final class list (generally the third week of class after the drop/add period) please make an email list for each of the classes you are teaching. An occasional email thereafter can apprise parents and students of anything they need to know for the class.
3. If a student is not performing well in the class, a note or call to the parents can be very helpful in getting everyone back on the same page. Most parents would rather know early than find out when a final evaluation comes home at the end of the year or semester.
4. Communicate challenges with students with parents involved. If you need more assistance, contact your class coordinator.
5. Students may be catching on to the material at different paces which makes the classroom dynamic difficult. We don't want to let talkative students get us off track, nor to ignore quiet ones. Some students may need a little extra help. Sometimes, we as instructors might need a little extra help! Your class coordinator can be a good sounding board, a source of help and ideas.
6. **Accidents in the classroom:** If an accident or major incident, that produced any kind of physical harm, happened while the student was in your care/classroom, you will need to fill out an **"Accident/Incident Report."** (See TW or Addendum G) The form can be found in the folder located in the cleaning basket of your classroom or in a file folder in the mailboxes. Please fill out the form to the best of your ability. At the end of class, please locate the parent of the student (if they are on campus) and go through the form with them. **DO NOT** just simply hand them the form. Let them know what occurred and answer any questions that they may have. If a parent cannot be located, please find and speak with the Administrator.

### Families Communication to Instructors

There may be students in a classroom that have special medical considerations (whether it be physical, mental, and/or emotional). Parents have the option to fill out a “**Instructor Medical Awareness Form**” (see TW or Addendum F) to give to the teacher to aid him/her in teaching the child. If a parent gives a teacher one of these forms, it will be vitally important for the teacher to review it. Parents may share information about their child so that the instructor may teach them in a way that they learn best. Instructors, keep these forms handy throughout the semester so that you can refer to them.

### **Classes Going Off Campus**

If class normally meets on Thursdays at our usual facility but has an occasion to leave campus or meet elsewhere, the following actions should be taken:

1. The instructor should get written permission beforehand from the parents of each student in the class to meet elsewhere. There is a template found in the mailboxes that can be tweaked for instructors' use.
2. The instructor should send out an email to the class to remind all of the unusual arrangement.
3. The instructor should be sure that the class is signed out on the white board before leaving, providing a phone number where the class may be reached.

### **Class Planning**

1. Our Class Coordinators and their assistants volunteer to coordinate the process of planning, scheduling, and procuring instructors for the desired classes. If you are really invested in what courses we offer and in which hours, please consider helping out in these service roles.
2. Our registered families have opportunities to give input regarding courses they'd like to see offered, generally during the months of March and October. The lists generated during these times are the most important determiners of what we will offer in a given semester. Please look ahead to anticipate course needs and desires for the following semester. Think about what classes you'd like to see us share together. Do you have a special interest? How can we help each other help the Father raise these kids to be who He has called them to be?
3. Our Class Coordinators survey families in their age levels to determine which courses to offer. We work together to try to find instructors for most classes that are requested, especially at the high school level.
4. Adventurers offer “**co-op**” classes instructed by co-op participants who are serving the co-op in this manner, with fees going only toward materials and supplies for the class. Some other classes have a “paid instructor,” individuals who come in from outside our co-op and charge an additional fee for their time and services. We cannot guarantee space in co-op classes each period for each student.
5. Some courses target a large age range, allowing siblings to learn together. Other courses target more specific age levels. Individual instructors and class coordinators will work together to determine a class' targeted age range.
6. Our high school coordinator also looks at high school students' two favorite options and tries to not double schedule and to make sure that even very small classes have a chance to fly if they are favorites. (no guarantees made!)
7. When the schedule is presented, families may find that some periods do not meet their students' needs. Offers to help with additional course planning to accommodate your individual students' tastes may be useful—finding instructors, offering to teach a class, suggesting a new idea. As the one with the big picture in mind, the class coordinator has final say as to the schedule for his/her age level. Requesting to have classes switch periods is generally not helpful, as the Class Coordinator has made every effort to include many requests and parameters in the determining of the schedule. [Think Sudoku!] Unless there is a special reason (an instructor double scheduled for the same period), we cannot accommodate individual class period change requests.
8. We see the obtaining of instructors for desired classes as a shared responsibility within the whole group. If you know of individuals that are gifted to teach courses we are planning, please bring this information forward. This is especially true if the individual is you!

## **Showcase**

At the end of each semester, Adventurers hosts an evening program, our Showcase. All instructors are encouraged to present something that relates to their class taught that semester. These presentations take place as displays or performances. Please direct questions to this year's Showcase Coordinator or Administrator.

## **Communication**

### **Group Information**

1. In order for our program to operate smoothly, please communicate your concerns, questions, ideas, and inspirations to appropriate people at the level "nearest" the situation. Parents, give input and feedback to course instructors. Positive feedback is always welcome!
2. Email: **Adventurers communicates primarily via email.** Please make a **priority of checking your email** at the very **least on Wednesday** each week to find Adventurers **"This Week"** (TW) sent out by our Administrative Assistant with most of the material originating from the Administrator. Please add her email address to your **contact list** to ensure announcements do not go to your spam folder. Occasionally other emails from either the group or individuals in Adventurers may be sent, so it may be prudent to check more often. If you do not have email, please ask another family to be your email buddy and to apprise you of the latest information. You will otherwise miss too much important information which may impair your full involvement with Adventurers.
3. We also have announcement time at our assemblies each week, so let's try to **arrive before 1:30 p.m.** so that we may start promptly. This also helps to ensure that our 2nd hour classes do not get short-changed by late starts. There will be an opportunity for you to give any appropriate announcements then.
4. Parents, if you are open to the arrangement, we welcome the addition of high school students' email addresses on our directory and in our email group.

### **Mail Boxes**

Another way we communicate to one another is through the mail files. Each family and instructor has a file in the file box on the intake desk as you come in. Please get in the habit of checking this each week, especially when you arrive and before you leave for the day. Feel free to use these files for any personal communication to other families or instructors.

### **Facebook**

Adventurers has 2 Facebook pages:

**Public:** For attracting new families and advertising: [www.facebook.com/adventurershomeschool](http://www.facebook.com/adventurershomeschool)

"Like" our page and share our status on your page to promote Adventurers to potential new families. This year we are offering a \$5 credit to your account for families that join from your referral.

**Private:** Our group page is for sharing information and events within our Adventurers members, instructors, and alum. Anyone may post appropriate information they'd like to share with our group including photos from events or classes. [www.facebook.com/groups/adventurershs](http://www.facebook.com/groups/adventurershs)

If you're on Facebook, you can click "join" and you'll be added to our group page.

## **Emergencies & Illness**

### **Contacting Adventurers**

If you need to reach someone while they are at Adventurers, please call Laura Cachia, (734) 752-0807. We do not answer the church phone and would appreciate you not disturbing the office staff.

### **Inclement Weather**

When it is unclear as to whether or not Adventurers will meet due to the weather, please consider the following:

1. If Public Schools are closed due to snow, we will probably be too. If you hear of this cancellation, please inform the administrator by phone.
2. Check your email to see if there has been a cancellation notice.
3. If you live in outlying areas and find the roads too bad to travel, please inform the administrator, even if there has been no cancellation notice.
4. We will attempt a phone tree operation to communicate cancellations in addition to an email.

### **Medical Emergencies**

1. If a student is injured or ill while at Adventurers, we will first attempt to contact the parents. If unsuccessful, we will go to the other listed emergency contacts, filed in the white binder.
2. It is very important that we have accurate phone numbers and that we know where you are, in case of emergency. *Ex. If you are going out of town and are putting a grandparent in charge of your students, please give us the grandparent's phone number(s).*

### **Sickness & Absences**

1. Nobody likes being sick, so please don't hesitate to miss Adventurers if you or your students have a fever, are vomiting, or have a lot of discharge. In fact, Adventurers reserve the right to ask a student, parent, or instructor to leave the premises if it is believed they have a communicable condition that may endanger others (such as active chicken pox around a pregnant mom).
2. If you and/or your children are unable to come to Adventurers please contact the individual/family that is most affected by your absence, for example, your co-teacher, your children's teachers, etc. Fill them in on anything they need to know to fill your shoes. Ask a friend to post your family name on the white board in the Fellowship Hall to indicate you are out for the day
3. **Try your best** to make arrangements to find somebody to take on your Adventurers responsibilities. Be prepared with a back-up plan (maybe to keep in your file?) so that we can continue to serve our other families in your absence.
4. We know that emergencies happen and sometimes there is no time to find a substitute. Please *call* your Class Coordinator or service role supervisor so that provisions can be made for your service. Emails or texts may not be answered. A **phone call** can allow for quicker back and forth communication.

### **Instructor Absences & Substitutes**

1. Instructors, if you know that you cannot be at class on a particular day, please find a substitute. This can be an Adventurers parent or instructor or an advanced student (in which case you would still need to find an adult to be in the class). If you would like to have someone you know outside of Adventurers who has the skills or knowledge that you use in instructing the class, then please also find an Adventurers parent who has had a background check to sit in the class with them. You will get a copy of the directory that has the hours each parent is teaching to help you find someone who is available.
2. Get to know your fellow Adventurers and find two people as back-up instructors **before** you have a need. Provide their names to your class coordinator, in case of an emergency absence. It is best to find a teaching "buddy" that can act as your planned, designated substitute for each class you teach in case of an emergency. This could be one of your student's parents or any parent you share class information with.
3. Try to provide appropriate lesson plans to your substitute to maintain the quality of instruction. All instructors should have a syllabus kept in their mailbox folder, as well as a lesson plan and/or material for unexpected absences.
4. Let your class coordinator know who is substituting for you so that we can look out for him/her and make sure that his/her needs are met.
5. We know that emergencies happen and sometimes there is no time to find a substitute. Please call your Class Coordinator so that provisions can be made for your class.

6. If you are a paid instructor, consider reimbursing the individual who subs for you from your instructor fees. Two or more consecutive absences without adequate substitute coverage may result in a decrease in financial compensation (instructor fees) for missed classes.

## Facility

### Facility Guidelines

1. We are guests at Milan Free Methodist Church. Please treat the property respectfully. This is a church, and we need to treat it as such.
2. Worship and Office Space: Please do not enter the offices or any off limit area.
3. Instructors, please be careful to leave your room clean for the next class. Please leave it in the same or better condition than you found it. Your students can assist you with this before they leave the classroom.
4. Parents, keep an eye on your children. Any messes should be cleaned up as quickly as possible. This includes eating in the gym. Older students, please set an excellent example in this area.
5. Please limit food and drink to the kitchen, dining room, or outside. (Please do not litter by making sure that all trash is brought in from outside and put in a trash can. Yes, even tiny little candy wrappers. Return all pop cans to the snack shop.)
6. Please do not use any church supplies without consulting our Facility Coordinator.
7. Please direct your questions and concerns to the current Facility Coordinator.

### Fire Plan

1. We ask all adults and high school students to be aware of building exits and which is nearest to your location. There are fire escape maps posted.
2. In the event of a fire, please assist the children in your charge or those within the room where you are by lining them up and exiting in an orderly fashion out the nearest exit. When all have left the room, turn out the lights, close the door and place a chair in the hallway in front of your door to signal an empty room. Do not lock the door. Proceed to the pavilion.
3. Adults and older students in the gym that are not leading a class there, please assist the Preschool and Early Learners classrooms in leaving the building.
4. Administrative Team, please check all rooms that are not marked with a chair to be sure they are evacuated, including bathrooms and off-limit rooms. Turn out lights, close doors, and place a chair in front of each door.
5. All remain under the pavilion until we receive an "all clear."

### Internet and Electronic Devices

**Cell phones, personal internet, and the latest gadgets:** We request that these devices be used only for quick reference, emergencies, or arranging rides. We want to maximize our opportunities for interaction and relationship-building with other Adventurers as much as possible during our time together. Adventurers cannot be responsible for these items, whether they are lost or damaged, etc.

**Internet usage for classrooms:** We greatly appreciate the interaction with live human beings in our classrooms. We do however know that sometimes the internet can provide valuable experiences. We do have access to Wi-Fi. Please see the Facility Coordinator or your Class Coordinator for the password.

### Lost and Found

- If you have forgotten to bring something home from Adventurers (left it at the building), please do not contact the church or the pastor. Instead contact the Administrator.
- It may be wise to call the Facility Manager or the Evening Clean-up Team Leader to see if she/he knows of the whereabouts of the article before you go searching for it yourself.
- Lost and Found items are stored at the church. Please check Lost and Found periodically for items you may have left. We will hold the items for the semester after which they will be donated, sold at the Showcase, or discarded.

## Financial Information for Families and Instructors

### **Adventurers IRS Status**

We are a 501(c)(3) nonprofit organization with federal tax-exemption status. Contributions are tax-deductible. Class fees are not.

### **Family Fees**

1. Application fee
  - a. \$100 per family
  - b. non-refundable
  - c. biannual, due with application
  
2. Materials fees
  - a. Per student and per semester
  - b. 50% due from families at class sign-up; balance due at third week of class.
  - c. Unspent portion is refundable if class is dropped by 5pm, the night before classes begin provided family has not requested multiple drop/adds during the same *class period for the same student*.
  - d. Non-refundable after 5pm the night before classes begin.
  
2. Instructor fees (for instructors outside of Adventurers Parent)
  - a. Per student and per semester
  - b. 50% due from families at class sign-up, balance due third week of class
  - c. Refunded if the class is dropped by 5 pm, the night before classes begin.
  - d. Instructor fees will be prorated for all classes taught by the instructor.
  - e. No refund if class is dropped after drop/add period.
  
3. Drop-in fees
  - a. Payable in full at class sign-up
  - b. Available for students age 13 and up only
  - c. Per student and per semester
  - d. \$75 for one class, \$100 for 2 consecutive classes, \$125 for 3 classes, and \$150 for 4 classes. This includes study halls.
  - e. Refundable in full if class is dropped by the drop/add deadline.
  - f. Non-refundable after the drop/add deadline.

NOTE: Drop-in option is available on a limited basis and only for students age 13 and up.

### **Materials Fees Procedures (all instructors)**

1. Fees are determined by course instructor with possible guidance from class coordinator.
2. Please speak with your class coordinator regarding any unusual fee situations.
3. Instructors should obtain class coordinator approval for single item expenditures greater than \$100.
4. Items purchased are for class use. Unused items are distributed back to the families or ultimately are the property of Adventurers. Instructors, please return any small unused items (such as leftover paper, writing utensils, and other odds and ends purchased with the materials fee) to the collection bin located on the administrative table at the end of semester. These items are stored by Adventurers for future classes and can greatly reduce the cost of future classes. Before purchasing that odd little item, you may want to check with the Facility Coordinator to see if we have something suitable in the supply closet. Please follow end of semester instructions concerning the gathering of any unused class items.
5. If an instructor purchases an item intended for permanent possession by Adventurers, please make sure that item is added to Adventurers Personal Property List maintained by the Facility Coordinator. This includes any item that may be used from year to year including: DVD's, science equipment, tools, robotics parts, electronic devices, props, etc. Please coordinate the return of these items to the Facility Coordinator at the end of the semester so that they may be stored properly.

6. If an instructor would like to purchase an item for the class but intends to keep it, half of the cost of the item may be charged to families via materials fees. *Ex., Astronomy instructor purchases a telescope and intends to keep it, but it is necessary for the class. The instructor may charge only up to half the cost of the telescope to families.* Please get class coordinator approval for these situations.
7. If an instructor purchases an item intended for permanent possession by Adventurers, please make sure to coordinate the return of these items to the Facility Coordinator at the end of the semester so that they may be stored properly.
8. Materials fees are paid to instructors by the **fourth** week of class.
9. An advance payment may be requested from the bookkeeper.
10. Instructors will be provided a large materials fees envelope after drop/add is completed.
  - a. Space is provided on the front of the envelope for documenting spent fees.
  - b. Receipts for items purchased are placed in envelope
  - c. Copies made from home (no receipt) may be reimbursed at \$0.15 per copy.
  - d. At the end of the semester (or year, for year-long classes), instructors return the envelope with any unused fees and with documentation of how fees were spent (front of envelope).
  - e. Unspent portion of fees will be issued as a credit to returning families if the per-student refund in a particular class is greater than \$5. Smaller amounts will be applied toward Adventurers' operating costs. Please remember that these fees belong to Adventurers, not to the instructors. They are not for instructors' personal use. A \$10.00 stipend is available to instructors to allow wiggle room for expenses that exceed the material fees charged for the class. In order to receive this stipend, please list the extra expenses along with the others on your material fees envelope to be turn in to the bookkeeper at the end of the semester. Any overages greater than \$10 must be approved by the families in the class **before** the money is spent if the instructor hopes to be reimbursed. There may be a better solution than spending more money, and the solution needs to be a consensus effort. Families may be willing to donate items they already have at home. If you find you are running into an issue and cannot find a solution, please speak with your CC before it becomes a problem. We want to avoid unexpected charges to our families and unfair personal expenditures by our instructors. To avoid such issues, please consult your CC if you are unsure what material fees to charge before classes start.

### **Paid Instructor Considerations**

1. Paid instructors are considered independent contractors, not employees of Adventurers.
2. Each instructor should complete a W9 with the bookkeeper if anticipating receiving more than \$599 in instructor fees in a calendar year. This number does not include materials fees.
3. Instructors are paid as follows: One half of total instructor fee will be paid on the third week; one half on the 12<sup>th</sup> week after return of materials fee envelope.
4. Paid instructors are responsible for providing a substitute if unable to make it to class. This may be from among Adventurers parents or an "outside" individual. Please make sure the appropriate background check has been completed for the substitute. Consider reimbursing them for this fee out of your instructor fee.
5. The instructor should provide appropriate compensation to a substitute. The appropriate class coordinator should be informed of the substitute arrangements.
6. If a class falls below the stated minimum, the instructor may discontinue the class or may opt to continue teaching at less than the originally stated minimum.
7. Paid instructors will receive instructor fees on a prorated basis for all the classes he/she taught.
8. If the families wish to continue the class for less than the original instructor's minimum, the Class Coordinator will attempt to find a replacement for the instructor. If unable to find a new instructor, remaining students will be reimbursed the instructor fee on a prorated basis.

9. Adventurers reserves the right to discontinue our relationship with an instructor. In this case, the instructor would be compensated for classes taught on a prorated basis.

### **Fundraising**

1. Because Adventurers is a non-profit, we have been able to take advantage of several programs to help keep operating costs down for our families. The more families get involved and the more consistently these programs are used, the more benefit to us all.
2. **Grocery programs:** Adventurers participates in the Kroger Community Rewards Program, currently the only grocery with such a program. Enrollment for the program by individuals begins in April each year. If you have not signed up (or reenrolled), please visit [www.kroger.com](http://www.kroger.com). A portion of your payment will benefit Adventurers each time you shop. Every little bit adds up. **NOTE: Other family members and/or friends can earn rewards for you and Adventurers by following the same procedures as above. Also, if you forget to bring your card, using your phone number will apply both your store discounts and your Adventurers donation when you check out.**
3. **BOXTOPS:** Clip and save your "Boxtops for Education" from various grocery items and paper products- General Mill brands and companies affiliated with them (Ziploc, Kleenex, Scot, Pillsbury etc.) and bonus awards from supermarket specials, turn them in and we receive 10 cents for every Boxtop. All monies go into the general fund. Place them in the fundraising coordinator's file folder. Or sign up on the App and scan your receipts.
4. **CHARITY MOTORS:** Used cars can be donated to this organization with proceeds coming back to Adventurers. Phone 888-908-CARS. Tell them you wish to donate proceeds to Adventurers Homeschool Association. This may take up to a year for funds to come to Adventurers.

Questions regarding any of these programs may be directed to our Bookkeeper or Bookkeeper Assistant.

## Drop /Add

### **General Information**

- Drop/add is a normal part of any organization offering different classes to students. No one can completely plan for the future and, regardless of how complete a class description is, many students cannot tell if a class is suited to them until the first one or two class sessions. However, in an organization the size of Adventurers, moving a student to or from a class can have far reaching effects, and is therefore offered in a limited manner.
- **There is a one drop per student per period limit.**
- We *strongly* encourage you to make changes to classes for your students as early in this process as you can. This increases the possibility that your requests can be granted. It also allows for the most favorable financial implications and the best recovery if your drop or add significantly affects a class.
- There will be a drop/add table and forms available in the "TW" emailed newsletter and in the Fellowship Hall the first week of class.
- Your class coordinator has the relationship with the instructors and the overall vision of the classes to know when and if special allowances can be made. They may also be aware of other drop/add changes that may affect yours. **Please do not try to bypass them and make special arrangements with the instructors themselves.** Transactions and changes need to be made in a way the co-op can track for financial and legal purposes.

### **Drop/Add Procedure**



Each drop/add needs to be documented with the proper form to ensure thorough communication with all parties. Please *complete* and submit this form to the class coordinator of the requested class **before 5 pm the Monday after the first day of class.**

There are three options for submitting your drop/add request:

1. You can use a **paper copy** of the form. This form will be emailed throughout the drop/add period as an attachment to *Adventurers This Week*. Print a copy of the form with all the information filled in at both the top and duplicate at the bottom. Hand deliver it to the Class Coordinator or put it in her mailbox.
2. You can submit the form **via email**, provided all the information is filled in at both top and bottom, providing a duplicate. The Class Coordinator reserves the right to send incomplete forms back to the sender. The drop/add will not be processed until it is returned completed.
3. The Class Coordinators will process requests. Approval may take additional follow-up with one or both instructors by the CC. The Class Coordinator will inform all parties (family, both instructors of the drop and add, and bookkeeper) as early as possible in the process.
4. If you miss this deadline, you may be able to *drop* a class, but you will be responsible for all of the fees of the dropped class. We highly encourage families to work with instructors and vice versa to make the class work for all parties involved. Sometimes the Lord has special growth in mind for us in these situations.

### **Refunds/Account Credits**

- Materials fees are **ONLY** refundable for UNSPENT portion of fees for classes dropped before 5 pm the night BEFORE classes start. Instructors: Please inform the Bookkeeper of any purchases made before or during the drop/add period so you can be reimbursed.
- Instructor fees are **ONLY** fully refundable for classes dropped before 5 pm the night BEFORE classes start.
- If a student drops after the first day of class, the instructor fee will be prorated and the balance refunded/credited to the family.
- NO refunds are issued by the bookkeeper if drops are requested after the drop/add deadline: 5 pm the Monday after the first day of class.
- These "refunds" are issued as credits to your Adventurers account.

# God Bless Adventurers!

## **Addendum A: Behavior Contract**

*This is a copy for your personal reference. Please be sure you have submitted a signed family copy to the Administrative Assistant with your application.*

### **Behavioral Standards**

All of us—students, parents, and 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,
- and modestly and appropriately dressed.

(Remember, we are not in our own building; we reflect on Bethesda Bible Church as well.)

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.

If you know you will not be in class on a given week, please do everything you can to inform the appropriate Class Coordinator as well as your instructors and to find substitutes for the roles you play at Adventurers. The white board for absences is available in the Great Room area to sign out in case you need to leave and for instructors to check when students do not arrive in time for class.

### **Facility**

The staff of Bethesda Bible 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. We ask that Adventurers respect the Sanctuary and Lobby—no running or loud talking there, please. Please keep hands off any instruments and any electronic/digital equipment, except with permission from the Facility Manager. Other certain spaces are off limits during the evening. Please consult the administrator or facilities manager with questions.

## **Addendum B:AAA Classes**

**What is meant by AAA classes?** No, we aren't selling insurance as a fundraiser. AAA stands for "Accountability All Around." In other words, if a class is designated as AAA, the instructor, student, and parent are all agreeing to a commit to 1) complete homework and 2) use a consistent method to communicate about homework.

**How is it decided which classes are AAA classes?** INSTRUCTORS that would like to have more accountability from their students in terms of homework and a greater measure of support from parents may choose to designate their class as AAA. Families that choose to enroll in AAA classes will agree to a system of checks to be sure homework is being done and done well.

**How does this system work?** The key is an envelope given to each student by the instructor very similar to the materials fee envelopes we've been using for years.

Each week the **instructor** will detail the date, the week's homework, when it is due, and send the envelope home with the student. Examples of assignments:

"See enclosed hand out." (Maybe the assignment is too much for the space on the envelope.)

"Read pages 7-24, and do study questions."

"Check the email that will be sent Saturday."

"No homework this week." (It will be important to state this if we want to have consistency with this system.)

"See syllabus for Week 3." (The instructor may already have this figured out and is just reminding the student and parent where they are in the course.)

The **student** will be responsible to take the envelopes home (from each of their AAA classes), show them to their parents, fulfill the assignments over the week, have their parents sign the envelope when the work is done and reviewed, and bring the envelopes back to class the following week. Don't wait until Thursday morning to pull out your envelopes.

**Parents** will need to supervise the student's time management to be sure they get their homework completed in a timely manner, review the student's work to see if it is done to their satisfaction, make sure the work is

placed back in the envelope to be turned in to the instructor, and sign off on the envelope before class on Thursday.

**What if an instructor has their own system and doesn't want to use this?** No problem. This is just one tool to use. Participation in this program is totally voluntary on the part of the instructor. If you have a system that works for you, feel free to stick with it.

**What if I want my student to take a class that is AAA designated but don't want to do all this "busy work"?** Then these are not the classes for you. If you enroll your student in a AAA class, you will be expected to comply with homework follow up according to this procedure. Choose classes that are not designated as AAA.

**What if, as a parent, I would like to use this system to be sure my student is completing assignments thoroughly, but the course is not designated as AAA?** Just as asking for an evaluation for a high school student is an optional transaction between the parent and instructor, we as parents can request to have a AAA arrangement with the instructor. It is up to the instructor if he/she would be willing to do this.

**How do I get the class I'm teaching to be designated as AAA?** If you wish to take advantage of this tool, let your Class Coordinator know. "AAA" will appear along with your class code on both the schedule table and course description documents for Sign Up.

**I'm teaching an elementary class, but the students will need to bring items each week to class. Can I have a AAA designation?** YES! Any class can be a AAA class, if the instructor feels it would be beneficial.

**Why are we doing all this?** For years we dealt with a homeschool challenge, namely that the majority of school time is NOT spent at Adventurers. Instructors have to rely on the students to do their work at home. But many times there is neither adequate communication of homework expectation, nor of follow up by the students at home. This discourages instructors and the other students in the class that are doing the work. Parents may or may not be aware that their students have homework, are doing it, or may not actually see the work to evaluate if it is done at a substandard level. We want our classes to be consistent learning opportunities for our students and to encourage them in patterns that will help them succeed in future endeavors.

**What if the parents or students I teach in my AAA class are not complying with the program?** While students may need a gentle reminder now and again, unless there is an emergency in the home, we should be expecting compliance. If a family (or an instructor—this goes both ways) is not using the tool consistently week after week, it may be necessary to have a consequence, such as no AAA classes for that student/parent/instructor in the future. Communicate ASAP with your Class Coordinator and of course between the parent and instructor if there is a pattern developing. It may be necessary to excuse the student from the class.

**So if I want a real quality academic experience for my student, I should look to have him/her take AAA classes, right?** The AAA designation only reflects a commitment on the part of the instructor to make sure communication is consistent and thorough. He/she will be expecting the same of the parent and student. This is not a designation of the quality of the instruction. Nor is the lack of a AAA designation a reflection of a lack of commitment on the part of the instructor to teach well.

**As an instructor, do I need to make my own envelopes for each student?** No, contact your Class Coordinator to create these envelopes for your use. Make arrangements for them ASAP but no later than sign up. The minimal cost of these will be deducted from your materials fees. We wanted to have a consistent format for all to get used to.

**As a parent, can I have my student's homework returned to me from the instructor after grading?** Yes, instructors that are returning homework can put a note in the "other" section on the envelope where the parent can confirm they have received the final homework product.

**What other uses might the "Other" box have?** The instructor could clarify the due date of an assignment if it is not due the next week. If either the instructor or parent is sending a note to the other, it can be indicated in the other box. I'm sure we'll find "other" ways to use this space.

**Sounds complicated!** Yes, but as beautiful as our program is at Adventurers, being able to count on full participation in classes had been a consistent complaint that comes up. This is an attempt to address this issue. Participation in AAA classes is voluntary on the part of all. So far it is working well.

## **Addendum C: Adventurers Food Allergy Policy**

There are snacks served in many of the Adventurers classes and in the common areas of the building. Church staff or others in the building may be bringing outside food into the building at any time. Adventurers cannot guarantee an allergy-free environment. But we can put into place measures to lessen the likelihood of a severe reaction for those who do have allergies.

On-site parents need to understand that their children's allergies and special needs are the parents' responsibility. It is up to them to initiate the communication necessary to keep the environment safer for their student.

#### **Food from home or purchased at the Snack Table:**

- Everyone should confine consumption to the Fellowship Hall, outdoors, and downstairs lounge.
- **Do not bring food into classrooms--even at dinner time.** Why?
  - o Extra food creates messes for our Cleaning Teams. Let's be servants to them as they are to us by confining food to a few areas.
  - o Eating in front of people without sharing is not polite.
  - o Sharing could be dangerous to those with allergies.
  - o Eating food is not the main event of your classroom experience. Let's keep the focus on what is going on in class. (Exception: When food IS a part of the class!)
  - o **Most importantly**, even trace amounts of food on surfaces can set off an allergic reaction.
- We have plenty of time between classes for you to purchase and consume enough of a snack to tide you over until you can finish it later, all in the approved areas for general food consumption.

#### **Food in the classroom:**

At Adventurers we often have *planned* snacks as part of classroom experiences. In these cases, let's do our best to clean up after ourselves to save the Cleaning Teams the extra work and to protect others using the area afterward. Keeping *unplanned* food items out of the classroom can help to lessen the likelihood of dangerous exposure for those that have food allergies.

#### **Parent responsibilities, for students with known allergic reactions to foods:**

- Fill in the allergy waiver and student-specific information on the application, also found on the next page.
- Create copies of this to hand to each of the student's instructors at the beginning of semester.
- Send child to class with his/her emergency epinephrine or other medication treatment designated. Be sure the instructor understands how to administer this treatment.
- Send student with a safe snack (or project materials, if appropriate) each week.

#### **Instructor responsibilities:**

- Be aware when you have been given notice of a student with allergies, as indicated on the sheet given you by the parent at the beginning of the semester. Keep this accessible with your teaching materials.
- If the student has not been given permission to make his/her own food decisions, inform the parent via phone or email at least one day in advance when food will be part of the class experience.
- Do not allow your other students in the class to eat snacks in the classroom unless they are part of a planned snack organized by the instructor. *Please help us with this policy whether or not you have a student with an allergy in class.* Students may put their food away in a backpack or purse during class time.
- If an allergic student has not been given permission to make food choices without the parents' consent do not give food to the student without such consent. Instead encourage the student to eat the snack provided by his/her parent.

### **Addendum D: Allergy Waiver**

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** have with the student any medication or epi-pen that may be needed. Here is a list of 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.

Allergen: \_\_\_\_\_ Reaction symptoms: \_\_\_\_\_

Treatment: \_\_\_\_\_

Who may make decisions regarding what this student eats?

Parent only

Parent or Student

**Addendum E: Instructor Medical Awareness Form**

This form is to facilitate communication between parents and instructors for children with special medical/behavioral considerations. If your child has special needs, please fill out this form to the best of your ability to help your child's teacher help both your child and run the classroom as smoothly as possible.

Diagnosis: \_\_\_\_\_

Is this condition potentially life threatening? Yes/No

Symptoms to be aware of:

\_\_\_\_\_

Best solutions/treatment:

\_\_\_\_\_

Things that may inflame the symptoms:

\_\_\_\_\_

On occurrence of an incident, how would the parent would like to be informed?

\_\_\_\_\_

If the instructor needs you during an incident, at what # can you receive text/call?

\_\_\_\_\_

**Addendum F: Accident/Incident Report**

Today, \_\_\_\_\_, your child, \_\_\_\_\_  
(date) (name)

was involved in an accident/incident.

Describe briefly:

\_\_\_\_\_  
\_\_\_\_\_

Was there an injury? Yes/No Describe:

\_\_\_\_\_

Treatment (if any):

\_\_\_\_\_

Was it necessary to contact parent at time of incident? Yes/No

Was it necessary to seek professional medical help? Yes/No

Resolution:

\_\_\_\_\_

(Instructor signature)

(Date)

(Parent signature)

(Date)