

Valley Homeschool Co-op Membership Handbook

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ORGANIZATIONAL OPERATION

MISSION STATEMENT

Valley Homeschool Co-op (VHC) is a secular, inclusive group of homeschooling families who gather together to create a community of strong relationships and support the pursuit of home education in the form of fun, engaging and relaxed enrichment classes.

NON-DISCRIMINATION

Valley Homeschool Co-op does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status or any other basis of discrimination.

ORGANIZATION STRUCTURE

Valley Homeschool Co-op is incorporated as a nonprofit corporation in the state of Arizona. Our application for 501 (c)(3) exemption from federal income tax is pending. As a not-for-profit, we work hard to keep membership costs low while offering quality classes. We greatly appreciate donations in kind and charitable contributions.

CALENDAR

A calendar of all session dates, breaks, special events and membership payment due dates is available under the Members section of the Valley Homeschool Co-op website.

ATTENDANCE

Valley Homeschool Co-op is a membership cooperative of homeschooling parents and students. Parent volunteers are an integral part of the co-op day and, as such, are required to stay on campus with their registered students at all times.

GUESTS

Due to insurance requirements, only registered members, students and their attending parent/s, are allowed at Co-op. Spouses may attend, but the following may *not* attend: visiting relatives, friends and non-registered children including former/graduated children, unless special permission is granted by the Leadership Team prior to the co-op day. Please do not jeopardize VHC's insurance by bringing unauthorized guests.

ABOUT OUR HOST: UNIVERSITY PRESBYTERIAN CHURCH (UPC)

Valley Homeschool Co-op currently rents space from University Presbyterian Church in Tempe. UPC is very active in providing services to all members of the community at large and has a strong interest in social justice. As part of their mission, UPC works with several organizations in the community, and this work may occur at times when Valley Homeschool Co-op is in session.

In particular, UPC participates in I-Help, a Tempe-wide effort to house homeless individuals for a night in Tempe churches. The Salvation Army and Tempe Community Action Agency (TCAA) coordinate the overall project, while the host church provides space and meals. One night per month, UPC provides an evening meal, a night's lodging in Fellowship Hall, and a takeaway breakfast for up to 35 homeless men and women. TCAA provides

paid monitors to spend the night. UPC also provides support and sanctuary to undocumented immigrants and marginalized communities.

As a courtesy, UPC will notify VHC in advance should individuals associated with I-Help or any other group be on campus during our meeting time. In such event, VHC may implement procedural changes or precautions, as needed.

Additionally, we understand that a secular group sharing a space with a religious organization will at times require an open mind and consideration. UPC is aware and supportive of Valley Homeschool Co-op's goals and philosophies. We would like members of VHC to keep in mind that we are guests here and renting spaces that are actively used by UPC members at other times. Consequently, there may be religious materials in the classrooms and other areas of campus. These materials will not be used or removed by VHC. Valley Homeschool Co-op is confident that our members will view this as an opportunity for open mindedness, respect, and discussion with our children.

If you have any questions or concerns regarding the church, while on or off campus, please speak directly with a member of the Valley Homeschool Co-op board. The board will be able to work with our UPC contact person if necessary.

REGISTRATION

All families and individual children attending Co-op must register each semester.

Current member families may preregister and reserve a space for the following semester, no later than two weeks prior to the end of the current semester.

Registration for new member families opens, if space permits, following the preregistration period.

A \$50 nonrefundable deposit, to be applied towards your fall membership payment, is required to reserve a space for the fall semester.

The number of registered children in each family determines the membership fee.

Siblings of children enrolled in our Enrichment Classes have priority placement for our Preschool Program. As space permits, we may enroll children into our Preschool Program whose families have committed to exploring homeschooling as an educational alternative.

Our Nursery is open to siblings of our current member families.

MEMBERSHIP FEES

All fees are per semester.

Per Family (insurance & materials) \$50

Full membership (ages 3+ at the start of the semester): 1st child \$135, 2nd child \$125, 3rd and additional \$115

Nursery-only membership (6-35 months): \$35

Example (Family includes two children at full membership level)

Per Family fee:	\$ 50
+ 1st Child:	\$135
+ <u>2nd Child:</u>	<u>\$125</u>
<u>Sub Total:</u>	<u>\$310</u>
- Less Deposit	
<u>(if applicable):</u>	<u>\$ 0</u>
Total Due	\$310

Membership fees cover operating expenses including facility rental, general liability insurance and classroom materials and supplies.

All membership fees must be paid in full at registration or in two (2) installments. The first payment is due in advance of each of the two annual sessions. See the Calendar under the Member section of our website for payment due dates.

Please make checks payable to Valley Homeschool Co-op.

Each member's prompt payment is vital as we run our co-op on a lean budget.

CLASS PLACEMENT

Valley Homeschool Co-op offers classes for children ages 3-17, as of September 1 of the current Co-op year, as well as a Nursery for younger children.

Classes are divided into multi-age groups designed to create community and continuity amongst our students.

Preschool Program: ages 3-4(5)

Elementary Room: ages (5)6-8

Middle High Room: ages 9-12

Senior High Room: ages (12)13 and up

At certain ages, if space permits, a parent may request to place their child in a class ONE group up or down from their age appropriate group. Please keep in mind that any request needs to be approved by the Leadership Team prior to registration and the student must demonstrate the appropriate maturity level to handle the classroom work

and environment. Additionally, in order to make room for incoming families, the Leadership Team may ask current member families to place their child/children in an older group.

PRESCHOOL PROGRAM

Our preschool program values the methods and principles used in the Montessori Method of Education and has implemented those that best serve our group. Our mixed-age preschool classroom explores different themes monthly in a thoughtfully prepared environment where students work in uninterrupted blocks of time.

ENRICHMENT CLASSES

Valley Homeschool Co-op offers collaborative, project-based and hands-on enrichment style classes for our student members from primary through high-school age. Students are broken into multi-age groups and attend four parent-led classes under the scope of the following categories: Arts, STEM, Gameschooling & Unit Studies. Actual class offerings vary from semester to semester but all classes fall under these categories and adhere to Valley Homeschool Co-op's vision for enrichment-style learning.

PARENT-TEACHERS (LEADS)

Valley Homeschool Co-op does not employ teachers or instructors outside of our membership group. As such, VHC requests **all** parents teach (or lead) a class unless an exception has been made with approval by the Leadership Team. Parents lead classes based on their own skills, interests and backgrounds and are responsible for planning the content of each class. The Leadership Team determines teacher placements based on volunteers, membership size and class needs.

Two parents may elect to team-lead a class and will rotate teaching every two weeks, unless another rotational schedule is agreed upon by the co-leads.

Each class is assigned at least one assistant to ensure not only two adults per class, but also to act as a substitute, if necessary, in the case of a teacher absence.

Class leads turn in lesson plans via email two weeks prior to the start of the semester.

SICK POLICY

Your family's health and the health of our members is very important to us. VHC understands that childhood is a time of strengthening immune systems and common cold symptoms are present quite frequently. As parents, we ask you to use your best judgement to determine whether to stay home, but here are a few guidelines.

- Fever of 101 or higher (Or has had one within the previous 24 hours)
- Vomiting
- Diarrhea
- Unusual rash
- Heavy nasal discharge (severe cold)
- Cold symptoms with sore throat or persistent coughing or sneezing
- Symptoms associated with a contagious disease (reddened eyes, sore throat, headache, abdominal pain, fever)
- Acting lethargic, listless, or irritable

- Other contagious symptoms, including but not limited to head lice, ringworm, etc.

In the case where you are sick or you must stay home with a sick child, you may make a private arrangement with another member who will be staying on campus throughout the day to bring your other child(ren), Preschool age or older. Any child who attends without a parent under these special circumstances must be fully potty trained and able to toilet independently.

ALLERGY POLICY

Notify the Leadership Team if your child has any medical conditions or allergies. If your child has a serious allergy, carry an EpiPen with you at all times in the event your child is exposed.

When the Leadership Team is alerted to an allergy situation, we may implement guidelines for our members; however, parents and children are responsible for monitoring their own allergies and sensitivities. We recommend children and parents be alert and wash their hands carefully with soap and water throughout the day. For group meals and potlucks the Leadership Team will remind Co-op members of our allergy guidelines and ask that shared dishes be labeled.

EMERGENCY PROCEDURES

Emergency fire evacuation procedures and location of fire extinguishers are posted in each classroom. The Leadership Team will conduct fire drills once per semester.

ARRIVAL AND DISMISSAL PROCEDURES

Upon arrival, parents must proceed to the Parent Lounge to sign in their child(ren) and pick up lanyards or nametags for each member of the family. Additionally, parents should check the daily schedule for any changes and to see if they have been assigned as a substitute at any time during the meeting day.

Families should plan to arrive at Co-op by 9:20 a.m. in order to have enough time to sign in and take their child(ren) to the appropriate classrooms. Also, if a parent is assigned to a classroom during the first period as a teacher or assistant they should proceed to their assigned classroom as soon as possible in order to supervise arriving students.

If no adult is present in the classroom at dropoff, parents must either remain with their child(ren) and wait for a supervising adult or take their child(ren) with them to their assigned classroom. An exception is made for child(ren) enrolled in the Senior High class. Senior High members are also permitted to drop off their younger siblings to their appropriate classrooms but must also remain with them until a supervising adult is present.

Upon dismissal, children will either remain in their classrooms until picked up by a parent (or Senior High sibling) or be escorted to the courtyard where a supervising adult will monitor them until their parent arrives.

Families do not need to sign out unless they are leaving co-op early for the day or briefly stepping out with their own children.

BATHROOM POLICY

To protect both parents and children, no adult should be alone with a child not his or her own at any time. Two adults need to be present in Preschool and Elementary classrooms to maintain discipline, provide an extra pair of helping hands, and escort children to the bathroom as needed.

Students in Middle High and Senior High should be responsible enough to use facilities before Co-op starts, between classes, and during lunch rather than disrupt class. Parents should make every attempt to take their younger children to the bathroom between classes. In other instances, we will follow these policies:

1. Teachers may allow Senior High students to go to the restroom in pairs but never alone since outside groups are present on campus at times
2. In the event the Preschool or Elementary bathrooms are nonoperational or occupied, Teachers must escort Preschool and Elementary children to the bathroom.
3. Teachers must escort Middle High children to the bathroom.
4. The adult must leave the bathroom door propped open when taking a child or children to the bathroom.
5. The adult should wait by the open bathroom door.
6. The child should toilet him/herself, including entering the cubicle alone, wiping him/herself and pulling up his/her own underwear. If a child comes to you by the open door, you may help with outer clothing and hand-washing.

CONFLICT RESOLUTION POLICY

Please help us deal with inevitable personality conflicts and misunderstandings in a proactive way. If a conflict arises between any combination of parents and children, parents should first try to resolve the issue together. Hopefully, most issues can be resolved this way as both parties listen to each other. It may be helpful to remember that we are all on a team, working together to make Co-op the best experience possible for all involved. If a parent or child will not cooperate to resolve the situation, or if a resolution cannot be met, the parties then need to seek the Leadership Team's assistance.

GENTLE DISCIPLINE POLICY

Purpose

We believe the best way for all to enjoy their time at Valley Homeschool Co-op is for children to be engaged in inviting activities. So the best “discipline” is a well-run class. However, in the event that a child needs assistance with his or her behavior, we have set these guidelines.

Guidelines

Leaders have a menu of options to try. They may try other similar ideas, as well, as long as they are in the same spirit of treating children with respect and guiding them gently towards their best behavior.

1. Leaders are asked to plan their classes well so children are busy (even when self-directed).
2. Leaders are asked to have predictable expectations for behavior and recognizable routines so children know things like when it's time to listen to someone else talk or when it's time to clean up and how to help.
3. If after expectations are explained, a child needs help following them, the child may be:
 - 1st, redirected to the appropriate activity.
 - 2nd, asked directly to stop the inappropriate behavior.
 - 3rd, given a logical consequence.

We believe that in most cases, this is all that will be necessary.

4. However, if a child escalates the behavior to highly disruptive misbehavior after repeated attempts by the leader or assistants to correct the behavior, the child's parent will be called to the room to address the behavior.
5. The purpose of the parent intervention is to obtain the parent's assistance in reinforcing that the leader is in charge and that the child must follow the rules. The goal is to convey to the child that the adults, including the parent, are working as a team in supporting the child's ability to use self-control. We ask that the parent convey this if/when they are called to address their child. The parent may need to consider the option of removing the child for a brief time until he or she is ready to participate in class appropriately.
6. If parental intervention is repeatedly necessary, the parent may be asked to attend the class with the child (and participate as an engaged assistant for all the children).
7. If the child is not able to bring the behavior under control with a parent regularly in the room, the child may be asked to no longer attend the class.
8. If the child is having severe trouble bringing his or her behavior under control in several classes, he or she may be asked not to attend Co-op.
9. If a child engages in bullying or any form of verbal abuse, physical fighting, brings a weapon to co-op, engages in theft, or willfully destroys property, the child will be subject to disciplinary action.

Unacceptable Corrective Methods

Yelling, humiliating, and physical punishment by any adult are unacceptable at Valley Homeschool Co-op.

Conclusion

As children engage in activities that interest them, leaders set up well-organized classes, and leaders and assistants use our gentle discipline guidelines if/when necessary, we believe Valley Homeschool Co-op is a pleasant place to learn, explore, and grow together.

ANTI-BULLYING POLICY

VHC is committed to a safe educational environment for all students and parents, free from harassment, intimidation, peer victimization or aggression, bullying, or retaliation against a student who reports acts of bullying. "Harassment, intimidation, peer victimization or aggression, bullying or retaliation" means any written, verbal, or physical act against a named or unnamed student or parent, when any such act does or may:

- Physically harm a student or damage the student's property; or
- Have the effect of substantially interfering with a student's education; or
- Create an intimidating or threatening environment due to severity, persistence or pervasiveness; or
- Have the effect of substantially disrupting the orderly operation of the Co-op.

Harassment, intimidation or bullying can take many forms, including, but not limited to: slurs, name-calling, teasing when asked to stop, rumors, jokes, innuendos, demeaning comments, cartoons, pranks, gestures, physical attacks and/or threats, peer group exclusion, or other written, oral or physical actions.

As parents, we need to make sure our children understand they should not put up with bullying of themselves or anyone else, and we must hold our children accountable, even if a child feels he was provoked. However, we also need to be cautious of being overly sensitive to perceived slights, so please make certain, when bringing a charge of bullying, that the offense has risen to that level.

In line with the Conflict Resolution Policy, all acts of harassment, intimidation, or bullying will be dealt with in the following steps:

1. Any act during Co-op witnessed by a third party should be stopped immediately and the parents of the involved children informed of the details so the parents may resolve the situation together with their children. The event should also be reported to the Leadership Team and the parents will keep the Leadership Team informed as they address the problem.
2. A student who feels he or she has been harassed or bullied at Co-op should report it immediately to his or her parent, who will write down the facts. The parent will inform the parent of the other child so both parents may resolve the situation together with their children, keeping the Leadership Team apprised of the ongoing situation.
3. Parents who are told their child has bullied another student at Co-op need to understand that they must get involved. If they choose not to cooperate, intervene and resolve the issue, then they choose to withdraw from Co-op.
4. If the parents and students cannot resolve the issue together, or if the harassment or bullying at Co-op continues, or if the act was against unnamed individuals or groups at Co-op, the Leadership Team will intervene. The parents and students involved will meet separately and together, as necessary, with the Leadership Team to investigate the allegations and resolve the conflict as the Leadership Team sees fit.
5. Students who are found to have harassed, bullied or retaliated against a student who reported acts of bullying must apologize, make restitution, and resolve to reform and may be subject to disciplinary action.
6. Depending on the nature and severity of the harassment, bullying or retaliation, discipline can range from a verbal warning to expulsion. The Leadership Team will decide if expulsion is temporary or permanent. Additionally, the Leadership Team will decide if the parent is part of the problem, resulting in the entire family being asked to leave Co-op.

Here is what you can do if your child is being bullied:

- Be supportive.
- Listen, get the facts, and assess your child's feelings.
- Let your child know that it's not his or her fault.
- Praise your child for discussing the bullying with you.
- Find out what your child feels he or she needs to feel safe.
- Communicate with the other child's parents and the Leadership Team by following the steps outlined above.
- After the situation has been resolved, talk regularly with your child and the Leadership Team to assess whether the bullying has stopped.
- Encourage and support your child in making friends.

If you are told that your child has been bullying, here is what you can do:

- Take a deep breath and be receptive to what you may hear.
- Be grateful you have been alerted. Thank the parent or teacher for informing you and acknowledge how difficult it was for him or her.
- Take a moment. Accept that you may need time to process what you heard.
- Make a pledge. Assure the parent and/or Leadership Team that you will talk with your child, and then talk with him or her.
- Follow up if you need to get further understanding, or to discuss what you are doing to address the problem, and fully cooperate with the other parent and Leadership Team to resolve the issue.

- Be supportive if the Leadership Team must take disciplinary action.

PARENT RESPONSIBILITIES

1. Families must arrive at Co-op by 9:20 a.m. in order to allow enough time to check-in and drop off their children at the appropriate classrooms.
2. By registering your children, you agree to volunteer at Co-op, with at least one break, for the entire semester. During your free period, after ensuring that no class needs a substitute, you may socialize in the parents' lounge or observe in your child's class. The Leadership Team reserves the right to use you on your free period if additional help is needed.
3. Please respect church property as a house of worship and use only items and areas sanctioned for our use (Preschool, Elementary, Middle, and Senior High classrooms, Nursery, Preschool playground, Kitchen and Fellowship hall for lunch only, parking lot for vehicles only, but *not* the church offices, front sidewalks or Sanctuary). Church personnel are working while we are there, so no roaming around and no running indoors.
4. Parents are responsible for their children's behavior and any damages or injuries incurred by their actions.
5. Children must be directly supervised at all times, whether outside or in a building. As a result, please watch your children during playtime or specifically ask another adult to supervise your child. Do not assume other adults in the area will watch your child.
6. Label your personal possessions and do not bring anything of value to Co-op. Neither the church nor Co-op will be held responsible for lost, stolen, damaged, or forgotten belongings. We are unable to open the building after closing for forgotten items.
7. We do not believe in banning cell phones as relatives may need to reach you in an emergency. Instead, set a good example and be considerate by muting sound, activating voice mail, and returning calls or texts between classes. However, we recommend leaving your child's cell phone in your locked car.
8. To prevent spills and pest infestation, food is confined to the Kitchen, Fellowship Hall, and Parents' Lounge, unless part of a class function. After lunch be sure to clean up and visually verify that your children have cleaned up from their lunch.
9. After the last class of the day, please help your children return tables and clean up. We strive to leave the church in better condition than when Co-op started.
10. All parents are responsible to enforce Co-op rules, monitor hallways and correct any child in a loving manner. Please understand that anyone in your family violating the rules will jeopardize your family's membership in Co-op. The Leadership Team reserves the right to deny or revoke participation to any student or family.

STUDENT RESPONSIBILITIES

Students enrolled in a middle high or senior high class must sign an agreement to abide by these standards. Parents should review these responsibilities regularly with their children.

1. Be on time, participate willingly, and bring all required materials to each class.
2. Do not engage in disruptive behavior or loud talking during class.
3. Respect church property as a house of worship and use only items and areas sanctioned for our use (Preschool, Elementary, Middle, and Senior High classrooms, Nursery, Preschool playground, Kitchen and Fellowship hall for lunch only, parking lot for vehicles only, but *not* the church offices, front sidewalks or Sanctuary). Church personnel are often working while we are there, so no roaming around and no running indoors. You will be held accountable for any damages caused by your actions.

4. Label all supplies with your name and do not bring valuables or anything that does not pertain to class, such as toys, electronics, bikes, skateboards, scooters, laser pointers, pocketknives, drugs and weapons (real or play).
5. Leave your cell phone in your parent's locked car. If you bring your cell to class, it must not be used in class, unless receiving a call or text from family members. Please set cells on mute and return calls or texts between classes. Cell phones used during class may be confiscated by an adult and returned after class or at the end of the day.
6. Be in class at all times while at Co-op, with the exception of lunch, and do not leave the classroom without the teacher's or assistant's permission.
7. Help clean up at the end of each class and return any tables and chairs at the end of the fourth period. Do not leave the room until both are completed. We strive to leave the church in better condition than when Co-op started.
8. To prevent spills and pest infestation, food is confined to the Kitchen, Fellowship Hall, and Parents' Lounge, unless part of a class function. Please clean up after your lunch.
9. Students are expected to encourage and support one another in a gracious and loving environment. Rough-housing or bullying, even in jest, will not be tolerated. Bullying includes, but is not limited to: slurs, name-calling, teasing when asked to stop, rumors, jokes, innuendos, demeaning comments, cartoons, pranks, gestures, physical attacks and/or threats, peer group exclusion, or other written, oral or physical actions. Depending on the nature and severity of the bullying or retaliating for reporting acts of bullying, discipline can range from a verbal warning to expulsion.

TEACHER-LEAD RESPONSIBILITIES

1. By volunteering to lead or team-lead, you are agreeing to participate in Co-op for the full semester.
2. Although Class Leads determine their own approach to instruction, all classes should adhere to VHC's mission for enrichment.
3. If teacher's manuals or other materials are purchased with the class budget, they become the property of VHC and should be turned in on the last day of the semester and kept in Co-op storage for future use.
4. Teachers must turn in lesson plans electronically to the Leadership Team two weeks prior to the start of the semester. One copy of lesson plans, along with everything necessary for a back-up lesson for substitutes, will be kept at VHC. This will aid assistants or another substitute in the event of teacher absence.
5. Classes are not canceled due to a teacher's absence. If you are a Class Lead and have a planned absence, such as a family vacation, it is your responsibility to either swap teaching weeks with your Co-lead or leave lesson plans and materials for your substitute. In the event of an unexpected absence, you must notify the Leadership Team as soon as possible.
6. All teachers have at least one assistant to ensure two adults per class. If there are fewer than two adults in the classroom, go to the Parents' Lounge and request a volunteer to help you.
7. Teachers are to keep students in class until the period ends. Do not let students out early as they may disrupt classes still in session or may be prone to wander the premises. Instead, direct students to work quietly on another project, provide crossword puzzles or coloring pages, or plan a short game for the class to play until the end of the period.
8. Teachers will delegate responsibilities to the assistants.
9. Teachers, assistants and students will tidy the room at the end of each class. Be sure the room is better than when class started and *do not leave or allow students to leave until then*. Help put away craft supplies or lab materials; erase boards; put debris in the trash; push chairs under the tables; ensure everyone collects their own belongings; close windows; wipe tables and sweep/vacuum if necessary.

Additionally, at the end of the fourth period, teachers, assistants and students will return tables and chairs to their original locations if necessary.

10. Additionally, the teacher is expected to:

- Print handouts and prepare copies before Co-op as we do *not* have access to the office copier;
- Arrive a few minutes early to set up and to ensure that someone is present when students arrive;
- Start class on time. Do not wait for latecomers;
- Maintain order and focus in the class;
- End class on time so students will not be late to their next class.

NURSERY GUIDE

Ages: 6 weeks old through 3 years old

We are delighted to have your young one join us in the nursery. In order that you may volunteer in Co-op classes and enjoy a period off in the Parents' Lounge (if you so desire), our nursery volunteers will lovingly care for your young child. Please feel free to ask our parent volunteers any questions.

Naps: You are welcome to try having your child take a nap in the nursery. However we don't have a set nap time and therefore can't guarantee a quiet dark place for napping.

Parent staying in nursery: If you do not plan to separate from your nursery child, you should volunteer in the nursery and help with all the children. If you so desire, you may want to use your scheduled "time off" as a time to try short periods away.

Adjusting to the nursery: If you do plan to leave your child in the nursery, he or she will likely need an adjustment period. Depending on the age of the child and many other factors, it is not unusual for a baby or child to cry when a parent leaves the nursery, especially if this is new. During an adjustment period, if your child is unable to calm down after a reasonable amount of time (about 10 minutes), we'll ask you to come help your child calm down. If you'd like to try to leave again after he or she is calm, you are welcome to do so.

After a number of meeting days, if your child is still crying a lot, we may need to modify our adjustment-to-the-nursery plan with you. You should discuss this with the nursery volunteers so everyone is clear and working together. This can take any number of meeting days, and we want to work with you to make this transition as smooth as possible. See the list of ideas below for other ways to help your child transition to our nursery.

Staying with parent outside of nursery: If your child needs to stay with you, he or she is welcome to join you as you volunteer in another class. If your child becomes disruptive, he or she will need to be in the nursery. If this is likely an issue, it might be best for you to sign up for nursery duty.

Below are some suggestions that might help your child transition more smoothly to the nursery.

- Consider your child's sleep habits when deciding whether the nursery will work.
- Come early enough to allow time for you to play with your child in the nursery before you leave. Show your child that you very much like the nursery volunteer who is greeting you both.
- Bring along a blanket or other comforting item from home.
- If your child is engaged in play and is comfortable, spend a little time across the room.

- When you leave, do say goodbye. Say in a cheery voice that you'll be back soon. Then go. We will come get you if your child cries and doesn't calm down soon.
- While your child is adjusting, leaving for a shorter time is better.

If there is anything we can do to help make you and your child's experience with the nursery better, please let us know.

BACKGROUND CHECKS AND MONITORING

Because each regularly attending parent is a volunteer working directly with children, our insurance requires that each attending parent has a formal background check. Background checks are becoming more routine among all volunteer organizations who work with children. The check will include a fingerprint-based criminal history background check with the Arizona Department of Public Safety.

Written permission will be obtained from each member before a background check is conducted. The information obtained in the background check will be kept in a secure location and held strictly confidential, accessible only to board members assigned to conduct the screening process.

Additionally, the Leadership Team will monitor Co-op activities, members (including other board members), and the UPC campus regularly. Random checks will be made on activities to "see how things are going." These checks should be viewed as safety checks for all adults and children as well as opportunities for general support.