

# Elite Homeschool Co-Op Handbook

## **Our Mission:**

Elite Homeschool Co-op is a home education resource program with a mission to provide high-quality enrichment classes in a Christ-centered environment. We aim to foster academic growth, meaningful connections, and a lifelong love of learning in every student.

## **What we offer:**

Join us every Thursday for à la carte-style classes designed to fit your child's interests and your family's needs. Through hands-on learning and creative enrichment, our goal is to help children grow in knowledge and confidence—together. Offering individual classes allows you to build a schedule that fits your child's learning style and interests.

We are thrilled to offer this unique, individualized learning opportunity in the Milledgeville-Baldwin area and surrounding counties. You can trust that your children will be cared for and feel loved by being a part of our warm and welcoming learning environment.

## **Leadership:**

Our campus is owned and operated by Coni Adams Barnes. With over 40 years of experience with children of all ages, Miss Coni is excited to offer this Co-Op program in our community! Her heart for children and passion for what she does has driven this program to be anything but ordinary!

Our campus director is Cason Schulze. With a degree in Early Childhood and Special Education, Cason taught in a traditional classroom for over 3 years before deciding to homeschool her three daughters. They are starting their 5th year of homeschooling this year. She is excited to partner with Miss Coni to provide this wonderful opportunity for the local homeschool community!

## **Drop Off/Pick Up Procedures:**

This program will operate as a drop off/pick up program to ensure efficiency and safety for all students on campus.

### **Drop Off:**

Parents may walk their children to their first class if they wish. We then ask that you exit the building so that all doors can remain locked.

We will utilize the right side of the building as a drive through line. If you wish to remain in your car for drop offs, a staff member will walk your child inside.

Please be on time to all classes to prevent disruptions and to maximize instructional time.

### **Pick Up:**

We will utilize the right side of the building as a drive through line for dismissal and bring children out at the back door of the building. You will be given a car tag to display in your dash. Please make sure it is visible for staff at pick up. We ask that you remain in your car so that we can bring students out in an orderly fashion. Once your child is loaded up, he/she may not re-enter the building.

Students are NOT permitted to leave campus with anyone other than approved contacts. Punctuality is expected.

### **Food on Campus:**

Please alert administration of any food allergies as well as notating on all applicable forms. Parents will be informed if an instructor will be using food in classrooms for educational purposes. Otherwise, food is not allowed. No processed or refined sugar is allowed on campus for any reason.

Please send a sealable water bottle labeled with your child's name. We ask that you send only water in these bottles. No drinks with dyes are allowed on campus.

## **Safety:**

To maintain safety for all students, parents, and teachers, the following rules apply:

- No students may be on campus unless actively enrolled.
- Students should never be left unattended for any reason.
- No visitors are allowed on campus for any reason without permission. Driver's licenses may be checked at will by administrative supervisors and/or instructors for the protection of students.

## **Illness:**

Please keep your child home if, within 24 hours of class, they have a fever\*, contagious infection, disease, rash, diarrhea, vomiting or other unknown condition. If any of these symptoms occur during classes, you will be notified by administration and will be expected to pick your child up as soon as possible.

*\*a fever consists of a temp of 100.4 or higher with symptoms, or 101.0 or higher without symptoms*

## **Restrooms:**

Teachers are not allowed inside restrooms with students, so please make sure your child is able to wipe, button, and otherwise use the restroom independently.

## **Pre-K & Kindergarten:**

If your student will be 4 years old by 8/1 and is potty trained, they may register for any Pre-K class.

### **Toilet Training for Pre-K:**

All students attending classes must be potty trained. If an accident occurs, a parent will be contacted by administration to bring a change of clothes. If accidents happen on a regular basis, leadership and parents will meet to discuss a solution.

Instructors are not allowed to help children wipe, so please make sure this is something your child can do independently before registering them for classes.

## **Kindergarten Age Cutoff & Prerequisites:**

If your student will be 5 years old by 8/1 and is able to do all of the following, they may be placed in our K-2 classes

- Sit and participate in a group setting for short periods (10-15 minutes)
- Follow simple multi-step directions
- Recognize their name in print
- Use scissors safely
- Speak in complete sentences and communicate needs clearly with adults
- Interact kindly and respectfully with peers

## **Tuition & Fees:**

### **Cost:**

Classes are offered individually so that you can build a morning schedule that works for you and your child. Individual classes are \$15/week per class with a discounted rate of \$49/week when enrolling in all 5 classes.

There is a \$10 sibling discount when enrolled in all 5 classes. For example:

1st child \$49/week

2nd child \$39/week, etc.

### **Payments:**

Tuition fees will be drafted using the card on file on Monday of each week. All fees are non-refundable. Payments must be current in order to attend classes on Thursdays. Cash payments will be accepted in advance if you prefer this method of payment.

***There are no refunds due to absenteeism. This means tuition is due weekly for the duration of your child's enrollment.***

### **Family Registration Fee:**

There is a \$35 annual registration fee for returning families. \$50 registration for new families.

### **Commitment Fee:**

There is a \$100 refundable\* commitment fee per family that will be credited toward tuition twice during the school year. The first credit of \$50 will be issued at the beginning of January if you stay enrolled through November. The second credit will be issued at the end of April. Withdrawing from classes forfeits your credit.

## **Inclement Weather Procedure:**

Elite Homeschool Co-op is located in Baldwin County and will follow decisions made by Baldwin County Schools for inclement weather. We will utilize email and Facebook to communicate any closures or delays.

## **Behavior and Discipline:**

### **1. Consideration/Use of the Gym & Others' Property:**

All students will respect and preserve the campus and its equipment. Parents of students responsible for any damaged property (accidental, intentional or due to misuse) are to pay for repairs and/or replacements.

There will be absolutely NO use of the gym playground or equipment outside of instructors and their classes for any reason due to insurance & liability issues.

### **2. Respect & Obedience as an Elite Homeschool Co-Op Student:**

All students should conduct themselves respectfully among administrators and peers. Students are expected to obey all directions to avoid causing harm to oneself or others or disruptions in the classroom.

### **3. Conversation/Language & Harassment/Bullying**

#### ***We have a zero tolerance policy for:***

- Bullying or any intimidating, threatening, abusive behavior and/or language (written, spoken, or gestured)
- Derogatory slang or swearing

### **4. Physical or Sexual Misconduct:**

Physical abuse, force, intimidation, or fighting will not be tolerated. Anyone involved in the above will receive a formal disciplinary response. Public displays of affection are prohibited.

## **5. Correction/Discipline**

When advised or warned about an infraction of any of the above policies, the student will either change behavior, or be asked to leave class and/or campus for a specified amount of time. The decision will be at the sole discretion of administration.

The following guidelines reflect the spectrum of possible disciplinary action, from least to more severe:

- Advised/corrected and redirected
- Parents notified by email and/or text about infraction and possible probation
- Parent conference with more specific behavioral documentation and probable probation
- Suspension and/or expulsion
- No refunds of any kind will be issued.

## **6. Cell Phones/Electronic Devices (“Devices”)**

There is a zero tolerance policy for cell phones or devices on campus during instructional time. Devices will be confiscated and held at the front desk if this policy is violated. Elite is not responsible for lost, damaged, or stolen property.

## **7. Possession of Prohibited Items**

All individuals on campus, including students, instructors, parents, or any other adult, are not permitted to use, possess, or imply the use of:

- (1) Weapons including firearms and pocket knives, or any other object that could be construed as or intended to be used as a weapon.
- (2) Substances (any illegal or harmful substance or paraphernalia) brought on campus or under the influence upon arrival.

No toys, video games, trading cards, etc. should be brought onto campus.

## **Homeschooling in Georgia**

To participate in classes at Elite Homeschool Co-Op, all students must be registered as a homeschooler with the state of Georgia. This is done by filing a Declaration to Intent (DOI) to homeschool on the Georgia Department of Education’s website each year by September 1st. This form can be found by clicking [here](#).

Or by typing in the following web address:

<https://gadoe.org/parent-family-resources/home-school/>

Georgia law requires 180 instructional days in a school year. Georgia's home study law requires homeschool parents/guardians to provide a basic academic educational program which includes the five content areas below.

- Mathematics
- English Language Arts
- Science
- Social Studies
- Reading

## **Class Descriptions**

### **Math Foundations**

This class is designed to give students exposure to age-appropriate math skills. Each week, students will focus on building understanding through simple instruction, hands-on learning, and real-life examples.

### **Homesteading**

This hands-on class introduces the foundational skills of homesteading and gives students a deeper understanding of how to care for the world around them.

Throughout the year, students will explore:

- raising and caring for animals (poultry, dairy, and more)

- Insects, bees, and bugs
- gardening, soil health, and composting
- food preservation
- basic land and equipment knowledge AND MORE!

## **STEM**

In STEM, students will dive into the exciting worlds of science, technology, engineering, and math through hands-on experiments, creative challenges, and real-world problem solving. Each week brings a new adventure!

## **Ultimate PE**

In Ultimate PE, students will run, climb, jump, and conquer as they move through exciting physical challenges designed to build strength, coordination, and confidence! With access to our indoor ninja obstacle course, rock climbing wall, and specialized equipment unique to our area, every week offers a new adventure in movement.

## **Art**

In this hands-on art class, students will explore foundational skills through engaging projects that nurture creativity and confidence. Starting with the basics and expanding into more advanced techniques for older students, we will cover the seven elements of art and beyond!

## **Calendar:**

### Dates of Fall Classes (15 weeks)

August 6 - **FIRST DAY of classes**

August 13

August 20

August 27

September 3

September 10

September 17

September 24

October 2

October 8 Fall Break

October 15

October 22

October 29

November 5

November 12

November 19

### Dates of Spring Classes (15 weeks)

January 7

January 14

January 21

January 28

February 4

February 11

February 18 Winter Break

February 25

March 4

March 11

March 18

March 25

April 1

April 8 Spring Break

April 15

April 22

April 29 - **LAST DAY of classes**