

Co-op Name

The name of the co-op is UPLIFT which stands for Uniting Parents Learning in Fellowship Together.

Membership Policy

1. There is a one time \$35 fee per family to become a life-time member of UPLIFT. A membership application and form for background checks must be submitted with the fee to the Registration Coordinator. For two-parent families, we encourage both parents to become members. Non-members will not be allowed to be at the co-op facility during UPLIFT. There is not an extra fee to have both background checks performed when you apply for membership. However if a spouse would like to apply for membership in the future there may be an additional fee.
2. UPLIFT members must also be HEY members. If you are not current with HEY membership fees you will not be able to register for UPLIFT classes.
3. Membership is open to home school families in the St. Cloud and surrounding areas. Families must have at least one child that is 6 years old by September 1st in order to participate in UPLIFT. (See exception for Members-At-Large.)
4. UPLIFT is a Christ-Centered co-op and Jesus Christ is at the core of everything we do. It is not a requirement to be a Christian to participate in UPLIFT, however to be a member you must agree to honor our Statement of Faith.
5. Parents are required to help or teach in at least 2 class periods each week of UPLIFT.

6. All families will be assigned specific tasks such as set up, check in, clean up, or other tasks as needed throughout the semester. Each family needs to be aware of the schedule posted on the UPLIFT website. As a member, you are responsible to find someone to trade with you as needed. Please notify the Front Desk Attendant of changes made to the schedule.
7. Parents must remain on-site when their children are involved in classes. If an exception is going to be made, the Leadership Team must grant approval, and a corresponding permission slip must be completed and turned into the Front Desk Attendant.

Members-at-Large

If you would like to participate in UPLIFT and do not have any children registered to attend classes you may join as a Member-at-Large. You will be expected to either teach or help in one class or in the Parent's Room. If needed you may also be placed on the task schedule as well. Membership application, a background check, and \$35 lifetime membership fee will still be required.

General Guidelines

Members of UPLIFT agree to the following items:

1. UPLIFT is a parent-run home school organization. Every family is expected to contribute to its operation. Schedules for teaching, helping in classes, set up, and clean up will be available online at the HEY website. You will be expected to trade with another UPLIFT member if you are not able to fulfill your obligations for any teacher, helper, or task responsibilities. Please notify the Class Coordinator and Front Desk Attendant of any schedule Changes.

2. Families are to arrive at co-op at 8:40 a.m. Please have your children in their classes at 9:00 a.m. Teachers please be in your classrooms by 8:50 a.m. Children should arrive prepared with the required supplies and a teachable attitude. Arriving on time and being prepared shows respect for the teacher and other students.
3. To show respect and appreciation to the members assigned to clean up each week, families are asked not to stay at the church and visit after co-op. Please exit the church by 12:15 p.m. so clean up can begin right away.
4. As a cooperative organization, we accept the responsibility of providing gentle, verbal correction to any child in our sight who is displaying unacceptable behavior.
5. Each morning of co-op please sign your family in at the Front Desk and check your mail folder for notes and reminders pertaining to UPLIFT.
6. Parents must check their children age birth-5 years old into their classrooms. Please pick up your nursery/preschool children from their classrooms before picking up students from other classes.
7. Name tags for each family member will be provided for you free of charge when you become an UPLIFT member. You will be expected to pick up your name tags in your family mail folder each morning and return them to your mail folder at the end of 3rd period. Please do not leave them on the table if the mail folders have already been put away. Either find the mail folder crates in room 411 or bring them home with you. A \$2.00 fee will be assessed to replace lost name tags.

8. Please use door # 2 for entering and exiting the church.
9. It is our expectations that all members of UPLIFT adhere to all policies and procedures outlined. If you would like to participate in UPLIFT and would like an exception to a policy or procedure approved, you may make a written request to a board member. The board will review the request and make a case-by-case determination. If the exception is approved, it is valid for the semester it was requested.

Payments

Please make your check out to UPLIFT. No cash please. Any returned checks will be assessed a \$10 non-sufficient fund fee. This fee is charged to UPLIFT from TCF bank.

Scholarship Policy

The purpose of a scholarship fund is to provide an opportunity for families to participate in UPLIFT who for financial reasons may not be able to afford UPLIFT fees. If your family is in need of scholarship funds in order to participate in UPLIFT please see a Board Member for a Scholarship Application. Please make a note on your class registration form if you would like to contribute to the scholarship fund. UPLIFT does not automatically contribute to the scholarship fund from the general fund.

Refund Policy

A request for refund must be in writing to the Registration Coordinator. It must be received at least one week prior to the start of class. A refund of 50% of the class registration fee may be refunded. There will be no refund of material fees or membership fees.

Teacher Reimbursement Policy

Teachers for age groups 6-18 years of age may purchase supplies for their classes if needed and request reimbursement for up to \$40 per semester. Please submit original receipts with a reimbursement form to the Treasurer. If your costs exceed \$40 please discuss options with the Class Coordinator for the possibility of additional reimbursement.

First-Come-First-Serve Registration Policy

Classes will be filled on a first come-first-serve basis. Board Members, Leadership Team, and Teachers however, will be given preference in placing their children in classes. If a class you are registering for is full, your child will be placed in their second choice. For students 12 and older, study hall is an option for a class choice each hour.

Our registration period for current members may be followed by an enrollment period for new UPLIFT members. Any registrations received from current UPLIFT members after the end of their allotted registration period will no longer be given any of the above preferences.

Families experiencing the birth of a child, adoption, or a family crisis will be able to hold their “current” status for one semester. If the family does not return the following semester they will register with new families during the open enrollment time period.

Absentee Policy

The below absentee policies have been made because it is very likely that we will have families who would like the privilege of participating in UPLIFT. Although there will be times that absences will occur, we expect UPLIFT members to show a level of commitment to be in attendance each week we are scheduled to meet. Please make a point of scheduling appointments and vacations on days and weeks that UPLIFT does not meet.

If you are absent two times without finding a replacement, you and your family may be forfeiting your co-op privileges as well as co-op fees.

Teachers and Assistants

As a teacher you will be required to submit a syllabus to the Class Coordinator by a determined date before the beginning of each semester. Teachers are expected to lead their class each Monday of UPLIFT. If you need to be absent it is your responsibility to coordinate with your assistant and find a replacement to help in your class.

As an assistant in a class at UPLIFT, please be prepared to lead the class in the event that the teacher is unable to attend UPLIFT. It is still the teacher's responsibility to find a replacement to assist in the class that they will be absent from. When the replacement is found the Class Coordinator must be informed.

Tardy Policy

Families are to be at co-op and have their students in their classrooms by 9:00 a.m. Teachers are expected to be in their classrooms by 8:50 a.m. Anyone who does not sign in by 9:00 a.m. will be considered tardy. Excessive tardiness may cause you to forfeit your co-op privileges.

Bad Weather Policy

We will follow district 742's weather cancelations.

www.isd742.org

Health Guidelines

Each child must be in good physical health to attend the co-op. Illness comes in many forms and parents must use good judgment in deciding to attend co-op. If a child displays any of the following symptoms please do not bring the child to co-op and make appropriate arrangements.

Diarrhea or vomiting in the last 24 hours

Persistent Coughing and sneezing (excluding asthma or allergies)

Red or seeping eyes

Any communicable disease manifesting in a rash or breakout

If a child displays any of the above symptoms during co-op the parent will be contacted and asked to remove the child from class. Any child on antibiotics for a contagious disease or illness must have been taking the medicine for a minimum of 24 hours and be fever free without medication before attending co-op.

Snack Policy

UPLIFT will supply a snack for children ages 1-5. Children ages 6-18 will be responsible to bring their own snack. Parents are responsible for their own child's food allergies and food sensitivities. A 10 minute snack break will be taken during the 2nd period.

Dress Policy

Shorts, Skirts, Dresses, and Skorts

When standing, with your arms at your side, the length of the skirt, dress, skort, or dress must be passed the tips of your fingers.

Shirts and Dresses

Must have two straps- No Tarzan Tops

No stomachs or backs showing, even when arms are raised

Boys must always be wearing a shirt

No backless or low-cut tops

No halter tops or tube tops

No spaghetti straps

General Attire

No excessively tight fitting clothing

No midriffs showing

Must be modest

Any person with questionable attire will be asked to change or wear a cover

“The King is enthralled with your beauty...honor him, for He is your Lord.” Psalms 45:11

Parent’s Room

This room is designed to renew and refresh parents. In order to facilitate this, we have classes for children of all age groups and a nursery for older babies. If you have a quiet infant 6 months and younger that you would like to keep with you in the Parent’s room, you may bring him/her. Otherwise please join other moms with older babies in our nursery.

Visitor Policy

Each UPLIFT member fills out an application and has a background check performed. They also receive an UPLIFT handbook with all policies and procedures along with general expectations outlined. In order to protect our children and our reputation, non-members are not allowed to participate in UPLIFT. This includes friends, relatives, etc.

If someone is interested in touring UPLIFT to see if it is something that will work for their family, they may contact a board member for more information.

Incident Reports

If an accident occurs during co-op hours that causes any injury to a person, damage to property, we are required to fill out an incident report. Notify the teacher or the Front Desk Attendant immediately of any incidents that occur on church property while participating in UPLIFT.

Behavior Expectations

As Christians, the goal of UPLIFT is to obey Scripture and, whether in word or deed, do all to the glory of God. The ultimate end of all Bible-centered education is to grow in virtue, therefore, we require all UPLIFT members to exhibit the following minimal personal virtues at any and all UPLIFT events and activities.

- Kindness
- Truthfulness
- Helpfulness
- Courtesy toward others and respect for their property
- Punctuality in attendance and work
- Respect for and obedience to those in authority (i.e. students should address adults as Mr., Mrs., or Miss)
- Diligence in effort and attention
- No horseplay or running in hallways
- No bad language
- No hurting others
- No defacing property
- No inappropriate contact

Discipline Policy

1. First offense: Warning given to child.
2. Second offense: Warning given to child, as well as notification to parent.
3. Third offense: Parent supervises child for remainder of class, activity, or event.
4. Fourth offense: Parent meeting with the Board, with a possible suspension from class, event, or activity.
5. Behavior that demonstrates a blatant disregard for person and/or property will result in immediate suspension from class, event, or activity.

***All disciplinary action beyond number one must be reported to the UPLIFT coordinator. Actions taken are to be documented.