

# SPARK Homeschool Co-op 2018/2019 Membership Agreement

## **Our Approach**

SPARK has a unique approach to learning. The structure of our co-op requires both children and parents to take an active role in learning and building our community. We believe that people learn best when they are invested and engaged in topics that are meaningful to them. We meet this philosophy through our learning experiences called “offerings”.

Offerings are classes, workshops, or projects suggested by our families and often led and/or assisted by parent mentors. Offerings can cover a wide and diverse range of subjects and interests. Typical offerings are about an hour long and run weekly, lasting 5-7 weeks, with either an ongoing area of study (eg. Minecraft; Plant Biology) or a sampler type of course (eg. 3D art mediums; Science Experiments). Some offerings may be targeted at certain age-groups, while others can embrace a range of ages learning together.

SPARK is cooperatively run and supported by the parents of the children we serve and supplemented by bringing in outside mentors or instructors as appropriate. Parents participate by leading and assisting offerings, signing up for team jobs, and helping maintain our space both inside and out. Families pay modest fee and tuition which covers operational costs such as renting space, resources, and supplies.

## **Member Expectations**

We are member-governed which means we have an elected Board of Directors responsible for directing the overall policy and direction of SPARK and ensuring day-to-day operations run smoothly. In addition, the Board works cooperatively with families to coordinate and delegate specific duties to members and teams. Member parents are expected to participate by helping in various roles. You may be asked to jump in and help facilitate activities or offerings, organize, clean, plan, support, discuss, collaborate and care for our space, our daily tasks and each other.

Below is a list of specific member expectations that we ask of each family to go over with each person (including children) who will be attending SPARK. This will help keep everyone engaged, accountable, respected and included in our co-op:

### **1. Join and be an active member of one of our main teams:**

- Facilities Team
- Offerings & Activities Team
- Outreach & Community Team
- Fundraising Team

### **2. Lead/facilitate at least one offering or event a semester.**

This can be a full session offering, a rotate lead offering or a special event (i.e. Dance Party). Each offering and event will be provided with a budget prior to the start of the

session. Members are required to turn in receipts with a reimbursement form NO LATER than the last day of the session. For fastest reimbursement, please request the PayPal/Venmo feature on reimbursement form.

**3. Participate in at least one of our three work days during the school year.**

The dates of the 2018/19 work days are: 8/26/18, 1/3/19, 4/13/19.

**4. Parent attendance is required at two family meetings during the school year.**

The dates of the 2018/19 family meetings are:

9/5/18 Orientation/Family Meeting & 3/24/19 End of Year Family Meeting

**5. Join and be an active member on our SPARK Member Families Facebook Group.**

Most co-op communications are currently through our Facebook Member Group. Parents are expected to check the group regularly for planning, announcements, and signups.

**6. Community of Faith, who we rent our space from, is a no alcohol and no smoking facility so we need to honor that rule.**

**7. Inform the Board President if anyone attending SPARK in your family has ever been convicted of any abuse of a child.** Our parents work directly with children and for this reason we need to know this information ahead of time.

**8. Be considerate, inclusive and respectful of everyone around you.**

Respect the personal space and belongings of others and practice asking before we touch anyone's body or personal things. We also ask that members work together to help everyone feel included and safe.

**9. Respect our space, supplies and toys.**

Be proactive in keeping our space and equipment in good, safe condition by using only what you need, and putting things away when finished. We also ask that only toys designated for outdoor use be taken outside.

**10. Do not disrupt offerings/activities.**

Be respectful of the learning of others by not disrupting offerings or activities while in progress. Show appreciation for the material prepared by listening, participating and waiting for your turn.

**11. Children are not permitted upstairs or on the side or front of the building unless an adult is with them.** This is to help keep everyone safe and accounted for while also respecting the church's property.

- 12. Report dangerous or uncomfortable behavior to a trusted adult.** If you see or experience something that makes you feel uncomfortable or unsafe please tell a trusted adult or board member right away.

## Conflict Resolution Process

At SPARK, we strive to maintain a positive environment where children and parents enjoy their time together and treat each other with mutual respect and graciousness. We are a diverse group of people working together to provide a safe, respectful, and rich learning environment, but as with any diverse community conflicts will arise. Should anyone experience a disagreement or conflict within the co-op, please follow these steps toward resolution and uphold confidentiality whenever possible.

**1. Have a One-on-one Discussion:** Go to the person with whom you have a conflict at a time when you can have a private conversation. Express your concerns and discuss possible solutions. Both parties can listen to each other, say how they feel and what they want to happen next to help resolve the conflict and hopefully agree upon a resolution.

**2. Ask for Board Mediation:** If the conflict is not resolved via one-on-one discussion, parties involved should reach out to a board member to ask for mediation. The board member will then schedule a meeting to mediate discussion between the two parties so that both feel heard and then find a resolution that all can agree to.

**3. Involve Entire Board:** If the conflict still has not been resolved after a board member mediates, then that board member or people involved in conflict will present the issue to the entire board for discussion amongst the board. The board will then reach out to the parties involved with suggestions from the entire board to help reach a resolution that all can agree to.

## Attendance

SPARK is a co-op and we do not have paid staff to take responsibility for any family's children. Each child in attendance must have an adult there taking responsibility for his/her safety and behavior. Individual families sometimes make arrangements between themselves to take responsibility for each other's kids on certain days to provide some flexibility for parents. This is accepted as long as each family continues to contribute fairly to the co-op and meets their Member Expectations.

Attendance is not compulsory, but we do encourage all to attend regularly. Being prompt in your arrival and ready to participate in opening circle, offerings and activities will help the day run smoothly. Offerings are scheduled based on current enrollment interest and your family's regular attendance shows appreciation for what has been prepared.

## Food Allergy Policy

Several of our members have food allergies and intolerances. To ensure the safety of all members, we ask that everyone honor the following guidelines:

- Check with an adult before sharing food
- Eat only at designated areas

- Do not leave open containers of food unattended
- Clean all surfaces, including chairs, after eating
- Wash hands and face thoroughly

## Schedule

Our regular hours are Mondays and Wednesdays from 9:30 am until 2:30 pm. We open our doors by 9:30 am each morning and start our Opening Circle at 9:45am, where we will discuss plans and activities for the day. The daily flow can be a mix of scheduled offerings (classes) and unscheduled free time where families can collaborate on projects or individuals can work independently. Lunch hour is from 11am to 12pm. We will have a Closing Circle at 2pm only as needed. We all work together in the afternoon to clean up before leaving.

### Example of Daily Schedule

9:30am: Arrival & Setup  
9:45 – 10:00am: Opening Circle  
10:00 – 10:50am: First Offering  
11:00am – 12:00pm: Lunch & Free Time  
12:00 – 12:50pm: Second Offering  
1:00 – 1:50pm: Third Offering  
2:00 – 2:30pm: Clean Up & Departure

## Weather Closures

In case of dangerous weather, the decision to close may be made the preceding day, or in the early morning. Please check the SPARK Member Facebook Group to monitor closure status.

## 2018/2019 Calendar

### Fall Semester: 13 weeks

Mon, Sept. 10 & Wed, Sept. 12 – First Days of Fall Semester  
Mon, Nov. 19 & Wed, Nov 21 – CLOSED for Fall Break  
Mon, Dec. 10 & Wed, Dec. 12 – Last Days of Fall Semester

### Spring Semester: 16 weeks

Mon, Jan. 7 & Wed, Jan. 9 – First Days of Spring Semester  
Mon, April 15 & Wed, April 17 – CLOSED for Spring Break  
Mon, April 29 & Wed, May 1 – Last Days of Spring Semester

## Enrollment, Tuition & Fees

**We have a \$50 Family Membership Fee per school year due once your Enrollment Form is accepted.** This non-refundable fee is per family and holds your spot for the current school year. You will receive an email with Total Due and payment options. Tuition is charged for children age 3+ by September 1st, 2018. Younger siblings are always welcome at no additional charge. SPARK has a daily enrollment cap each day. Accepted enrollment is first come, until we are full.

The **Early Bird Discount of 10% OFF (20% OFF for returning families)** total tuition is offered if tuition is paid in full by July 1st, 2018. All tuition payments are due August 10, 2018. SPARK also offers multi-child, multi-day, 4th child in same family free discounts. Below are the tuition options with stacking discounts:

<b>FALL SEMESTER: 13 WEEKS</b>			
First Child	1 Day/Week	<b>\$100.00</b>	Fall Only
First Child	Mon & Wed	<b>\$180.00</b>	Fall Only
Additional Child	1 Day/Week	<b>\$90.00</b>	Fall Only
Additional Child	Mon & Wed	<b>\$160.00</b>	Fall Only
<b>SPRING SEMESTER: 16 WEEKS</b>			
First Child	1 Day/Week	<b>\$120.00</b>	Spring Only
First Child	Mon & Wed	<b>\$215.00</b>	Spring Only
Additional Child	1 Day/Week	<b>\$105.00</b>	Spring Only
Additional Child	Mon & Wed	<b>\$195.00</b>	Spring Only
<b>BOTH SEMESTERS: 29 TOTAL WEEKS</b>			
First Child	1 Day/Week	<b>\$200.00</b>	BOTH Fall & Spring
First Child	Mon & Wed	<b>\$360.00</b>	BOTH Fall & Spring
Additional Child	1 Day/Week	<b>\$175.00</b>	BOTH Fall & Spring
Additional Child	Mon & Wed	<b>\$320.00</b>	BOTH Fall & Spring

**Refunds:** Although our family membership fee is non-refundable, there is a two week trial period after the semester begins for you to decide whether or not to continue.

**Financial Hardship:** If you would like to join SPARK, but have financial hardship, please contact us about setting up a payment plan. SPARK uses money from fundraisers to provide financial assistance to families in need. Applications for financial assistance are accepted until August 1, 2018 via our enrollment form. Vouchers will be awarded by random number generator by August 5, 2018.

All families are encouraged to help SPARK raise money for our assistance funds. In addition to direct donations, please collect BoxTops, Tyson Labels, and choose SPARK as your organization to donate to with your Amazon Smile and Kroger Community Rewards accounts.

**Prorated Fees:** Membership Fee and Tuition are prorated if you start in the middle of the school year. Please contact us for specific totals.

## SPARK Homeschool Co-op 2018/2019 Membership Agreement

I have read, understand and agree to the SPARK Homeschool Co-op Member ByLaws. I have also read, understand and agree to the 2018/2019 General Information and Policies listed above. I agree to be responsible for the behavior and safety of the children in my charge while attending SPARK Homeschool Co-op. I understand that SPARK Board of Directors reserve the right to deny participation to any child or family. I agree that by signing this agreement and submitting my non-refundable SPARK Homeschool Co-op Membership Fee, I establish my family's membership in the SPARK Homeschool Co-op.

By signing this document I am stating I have read, understood, and agree to the SPARK Homeschool Co-op Agreement for myself and my family, as well as any other legal guardians of my child(ren). I agree to fulfill my responsibilities to the best of my abilities. I understand that if my family does not abide by the items on this Member Agreement, then it is grounds for denial of renewal for the following year or, in extreme cases, removal from the group during the year.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SPARK Homeschool Co-op 2018/2019

### Waiver of Liability, Assumption of Risks and Indemnity Agreement

**WAIVER:** In consideration of my child(ren) or ward(s) or me being permitted to participate in any way in any and all activities of SPARK Homeschool Co-op ("SPARK") at the Community of Faith Church or at any and all locations where such SPARK activities take place (collectively, the "Activities"), I, for myself, my child(ren) and/or ward(s), my heirs, personal representatives or assigns, **do hereby covenant not to sue, and release, waive, and discharge**, SPARK, its directors, officers, staff members, volunteers, advisors, property owners, and/or agents, from liability **and of and from any and all claims including the negligence or default of SPARK, its directors, organizers, officers, staff members, member families, volunteers, advisors, property owners, and/or agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Activities.

**ASSUMPTION OF RISKS:** Participation in the Activities carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from (1) minor injuries such as scratches, bruises, and sprains, (2) major injuries such as eye injury or loss of sight, joint or back injuries, broken bones or teeth, asthma or heart attacks, and concussions, to (3) catastrophic injuries including paralysis and death.

***I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in the Activities, which may include without limitation parties, picnics, hiking, swimming, field trips to museums, plays, or parks, recitals, or practices. I hereby assert that my participation and/or the participation of my child(ren) or ward(s) is voluntary and that I knowingly assume and accept all risks. I also understand that I may participate in activities that are not sponsored or supported by SPARK but are private activities of Members and that I assume all risks associated with such private activities ("Non-SPARK Activities").***

**INDEMNIFICATION AND HOLD HARMLESS:** I also agree to **INDEMNIFY AND HOLD SPARK, its directors, officers, staff members, volunteers, member families, advisors, property owners, Community of Faith Church and/or agents, HARMLESS** from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorneys' fees, brought as a result of my involvement in the Activities or Non-SPARK Activities or both, and/or the involvement of a minor child(ren) or ward(s) of mine in the Activities or Non-SPARK Activities or both, in any location where Activities or Non-SPARK Activities or both are conducted, and of and from all claims which may hereafter develop or accrue to them on account of injury, loss or damage, which may be suffered by said minor or to any property, because of any matter, thing, or condition, negligence or default whatsoever, and to reimburse them for any such expenses incurred.

**SEVERABILITY:** The undersigned further expressly agrees that the foregoing waiver, and assumption of risks, indemnification and hold harmless, agreement is intended to be as broad and inclusive as is permitted by the law of the State of Ohio and Kentucky, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**ACKNOWLEDGMENT OF UNDERSTANDING:** I have read this Waiver of Liability, Assumption of Risks, and Indemnity Agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue**. I acknowledge that I am signing this agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law**.

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Signature of Parent/Guardian of Minor

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Printed Name

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Date