

Impact Christian Co-op

2025-2026 GUIDELINES

Mission

The Impact Christian Co-operative (Co-op) was organized to provide additional educational and fellowship opportunities for homeschooled students through participation in a variety of group-oriented activities such as classroom teaching, field trips, and experiments in order to serve the entire family on their homeschooling journey. Participation in the Co-op is open to homeschool families whose goals and intentions for their child(ren)'s involvement are consistent with the objectives of the Co-op. Although educational materials may not be specifically Christian in content, Co-op teachers will reflect a Christian worldview in the presentation of their subjects. The Christian worldview believes the Bible to be the revealed Word of God and is, therefore, infallible and without error. It is expressed as stated in our *Co-op Statement of Faith*. Expectations for our conduct with one another will reflect the qualities described in Colossians 3:12-14,17

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. ...And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.

Guidelines

Recognizing that the homeschool community represents a diverse group of families, the following Guidelines were adopted to ensure that the mission, objectives, and expectations of the Co-op are clearly communicated. Families who apply for participation in the Co-op agree to abide by and support these Guidelines.

I. Enrollment

A. Application Period

Application Type	Application Period	Application Fee
Returning Family	January 1, 2024-February 4, 2025	\$104.00 paid online
New Family	January 1, 2025 – February 27, 2025	\$104.00 paid online
High School Individual Course Students	January 1, 2025 – February 27, 2025	\$104.00 paid online

For full consideration, applications must be submitted online by the respective deadline and include the application fee. Upon acceptance, \$49 of the application fee will be applied to the administrative costs for the Co-op and the balance of \$55 will be applied to the family's first semester participation and class fees. If a family is not admitted to the Co-op, the entire application fee will be refunded.

B. Withdrawal

Families who are accepted to the Co-op and subsequently withdraw will forfeit their application fee. Because materials are purchased for each semester during the planning period beginning in May, any family that withdraws

will be required to pay for any costs incurred prior to their withdrawal to be released from their agreement with Impact Co-op. Participation, building, and supply fees paid to date will not be refunded. Materials purchased and paid for by parents will belong to them and may be collected at time of release from agreement.

Following a short review period after the application window has ended, the Leadership Team/Board of Directors will finalize curriculum plans based on the number of students admitted to the Co-op. In the event that a change must be made to a curriculum choice, families affected by the change will have a two week grace period following the announcement of the curriculum change where they may withdraw from Co-op. This decision must be stated in writing and turned into Leadership Team/Board of Directors to receive a full refund.

C. Mid-year Applications

When space is available, Impact will accept applications during the school year and outside the normal application period. These applicants will be required to turn in the application fee and application for consideration. The timeline for acceptance of these families will be determined by the Leadership Team/Board of Directors. Upon admittance participation fees, supply fees, and building fees will be due.

II. Expectations

A. Classroom

The Co-op exists to provide hands-on, lab-type, group experiences that are difficult to duplicate in a homeschool situation with only a few children. This objective has determined the curriculum choices and is the guiding principle for teachers when developing their lesson plans and work assigned for home. The Leadership Team/Board of Directors recognizes that the content of middle and high school classes may require some lectures, however, elementary students will have minimal class lecture time, focusing instead on the above group experiences. Elementary classes will also minimize the amount of in class writing and textbook reading in favor of more hands-on experiences; elementary reading and writing should primarily be done at home. Class requirements will reflect grade appropriate material and assignments. Where a range of ages exists in a class, teachers may tailor assignments or expectations to accommodate these variations.

B. Social

The Co-op also exists to provide additional fellowship opportunities for students and to encourage friendships with their peers. Field trips and social gatherings are offered throughout the year for students and parents to get to know one another better. The scheduling of social activities for parents is largely dependent upon the interests of the families involved each year and the availability of parents to plan these events.

C. Students

1. Classroom

In class, students are expected to be able to function at their age-appropriate grade level, to contribute positively to their classes, to behave properly, and to be respectful to teachers and fellow students. Students are expected to come to classes prepared so that teachers can proceed on the basis of an assumed body of knowledge. They are expected to read and study their assigned material, to complete their in-class and at-home assignments on time, and to bring all their supplies to class each week.

2. Work done at home

Although concepts are taught in the classroom, students are expected to interact with their parents at home on the assigned materials. It is important to remember that these assignments are not just “homework” as classes only meet once a week. The assignments done at home are a part of the course and are provided and evaluated by the teacher, but facilitated at home by the parent. As every homeschool family and child is different, accommodations can be made to the work done at home for the benefit of the child. This is done with the full communication and agreement between the teacher, student, and parent (and Leadership Team/Board of Directors if necessary). All resources to complete work done at home must be provided for the student to be successful.

Students will be expected to use the Internet to look up facts, do activities, and/or work on projects. They should not be expected to look up course content or definitions on the Internet, those should be provided. Parents are expected to provide age appropriate Internet supervision at home.

Time spent on the work done at home will vary from family to family and child to child, but the general expectations and grading expectations are as follows:

Age/Grade Level	Expected Time Spent on Work Done at Home for All Co-op Subjects	Evaluation of work done at home
Nursery-K4	None	None
K5-1 st grade	Approximately 1 hour a week of teacher/mom assisted work done at home	Work done at home is checked by the teacher and is one component considered in the child’s progress reports but is not officially graded.
2 nd -3 rd grade	Approximately 1.5-2 hours of teacher/mom assisted and 1.5-2 hours of independent work done at home per week	Work done at home is checked by the teacher and is one component considered in the child’s progress reports but is not officially graded.

4 th -5 th grade	Approximately 3-5 hours total a week of work done at home-teacher/mom assisted as necessary	<p>Work done at home is corrected by the teacher and graded for completion. That grade is included in their grade point average as determined by the scale in the class syllabus.</p> <p>Within the work done at home, there can be quizzes, tests, projects, etc. graded for accuracy or based on a rubric. It must be clear that these assignments are graded for accuracy, what resources students are allowed to use, and a rubric should be provided if necessary.</p>
Middle School	Approximately 7-10 hours total a week of work done at home-teacher/mom assisted as necessary	<p>Work done at home is graded based on what will best support the course and learning. This will be outlined clearly in the syllabus and included in the student's average as stated in the syllabus. If graded for completion, there must be a way for students to correct their own work for accuracy.</p> <p>Within work done at home there will be graded quizzes, tests, projects, etc. It must be clear how these assignments are graded, what resources students are allowed to use, and a rubric should be provided if necessary.</p>
High School	<p>At least 6 hours a week per course*</p> <p>*Varies based on course. Make sure to check individual courses to see if they are a fit for your student and family.</p>	<p>Work done at home is graded based on what will best support the course and learning. This will be outlined clearly in the syllabus and included in the student's average as stated in the syllabus. If graded for completion, there must be a way for students to correct their own work for accuracy.</p> <p>Within work done at home there will be graded quizzes, tests, projects, etc. It must be clear how these assignments are graded, what resources students are allowed to use, and a rubric should be provided if necessary.</p>

3. Failure to Meet Expectations

The Leadership Team/Board of Director recognizes that many homeschooled children have never been in a classroom situation, and therefore, will need to learn to comply with the **academic and behavioral** expectations of that setting. Our goal is to provide reasonable space to learn this, while also keeping students accountable for their actions.

Behavioral- Students who consistently exhibit inappropriate behavior or behavior that disrupts the flow of the classroom may be asked to withdraw. Inappropriate behavior includes but is not limited to disrupting the class, biting, hitting, spitting, kicking, physical injury to participants, and property damage.

Academic- Students who consistently fail to meet class expectations (incomplete work done at home, failing grades, etc.) may be asked to withdraw.

When working through student expectation issues, we will communicate in the following way:

Teacher/Helper-> Parent -> Subject Coordinator -> Director -> Leadership Team/Board of Directors

When behavioral or academic issues arise, teachers will address the issue directly with the student and contact parents. If an issue continues, the issue will be addressed with the subject coordinator. At that point, any issues which cannot be resolved will be directed to the director and then the Leadership Team/Board of Directors for further action. Following this sequence should give the student time and resources to meet the expectations in a way that benefits the student. If an issue arises that needs immediate attention, it may go directly to the director. A record will be kept of these communications to inform the decision of the leadership team. Impact Leadership reserves the right to dismiss a child due to behavioral or academic issues.

4. High School Drop-off students

If space is available in paid high school classes provided by hired teachers, the co-op may opt to allow outside students to participate. These students must meet the requirements in this section for co-op students. They may participate in high school related activities and family oriented activities. Their siblings, moms, and families may not participate in activities not related to that high schooler's involvement.

D. Parents

Parents are expected to serve as volunteer teachers, helpers, coordinators, and substitutes as requested by the Leadership Team/Board of Directors. Parents may identify areas in which they would like to serve at the time of application. Although we cannot guarantee that all requests will be met, the Leadership Team/Board of Directors will honor as many requests as possible.

It should be noted that the Leadership Team/Board of Directors' vision for this Co-op requires a high commitment on the part of the volunteer teaching mom. Expectations for our children's classroom experiences include planning and providing hands-on and team-oriented activities and experiments. Some parents will be asked to serve in helping instead of teaching roles although ***all parents must be willing to teach.***

If an issue arises with a child's teacher, parents will communicate in the following way:

Parent -> Teacher/Helper -> Subject Coordinator -> Director -> Leadership Team/Board of Directors

Parents are to reach directly out to the teacher as a primary strategy of resolution. If the issue continues, reach out to the subject coordinator. At that point, any issues that cannot be resolved will be directed to the Leadership Team/Board of Directors for further action. Following this sequence should give the teacher time and resources to meet the expectations in a way that benefits the student.

If an issue arises surrounding a co-op function that is not related to class, communicate directly with the party involved. If necessary or if unsure who to talk to, communicate directly with the director.

E. Attendance

Parents are expected to commit themselves and their children to the full Co-op day for the entire nine-month program. Although occasional absences by a parent are understandable and can be accommodated with advance notice, recurrent absences cause hardships for those who carry the additional load. Therefore, absences are discouraged. The Leadership Team/Board of Directors reserves the right to dismiss a family due to repeated absences.

Students and parents are expected to protect the Co-op time as a regular part of the school day. Tardiness disrupts the flow of the program. Families are required to be on campus at 1:00pm and stay until 4:00pm. All other appointments and extracurricular activities should be scheduled before or after Co-op hours.

F. Non-Co-op Children

Children who are not enrolled in Co-op may not accompany siblings or parents to Co-op. Parents need to make childcare arrangements outside of Co-op for their other children when they have school breaks or holidays, and Co-op classes are in session.

Children who are not enrolled in co-op upon acceptance, cannot be guaranteed a spot in the co-op after that acceptance. Though it will be the goal of the co-op to enroll that student when possible.

III. Participation Levels of Parent Volunteers

A. Volunteer Teachers

Teachers are the backbone of the Co-op! Their enthusiastic participation makes the Leadership's mission for the Co-op a reality. We cannot overemphasize the value we place on our volunteers, which is also why it is so important that we clearly communicate our expectations for our teachers. Teachers will be assigned to serve in a particular class based on ability to provide the type of classroom experience described herein.

Teachers agree to present their material from a Christian worldview. Teachers agree to attend the scheduled workshops and to prepare a syllabus, which will outline lesson plans, homework, and classroom activities that meet the Co-op's objectives of hands-on, lab-type, and group experiences. The teacher-prepared syllabus and list of required class supplies and associated costs will be submitted to a designated member of the Leadership Team/Board of Directors for review and approval.

Lessons, homework, and activities should be grade appropriate and approved by the subject coordinator. Where a range of students' ages and abilities are present in a class, teachers may tailor assignments to accommodate these variations.

Teachers will outline academic and behavioral expectations for their students. Teachers will firmly and lovingly warn students of disruptive or disrespectful behavior, advising parents if the behavior does not improve. Incident report forms, provided by the Co-op, must be completed for any situation that results in injury. Incident reports need to be filled out with any infraction or concern in which the Leadership Team/Board of Directors may need to intervene.

Teachers are expected to provide a progress report to the parents of their students twice a semester. Teachers of 4th-12th grade students will provide a letter grade with that progress report for each student. If there are consistent academic or behavioral issues parents should be contacted before they receive a progress report.

Teachers will arrive at the church early enough to have their rooms set-up and be ready to begin teaching on time. Teachers will ensure their classrooms are clean and returned to their original arrangements before departing. Teachers agree to substitute during their free hour when helpers assigned to a class are not available and substitutes are needed.

B. Volunteer Helpers

Helpers, as available, are assigned to each teacher and are expected to attend regularly, to arrive on time, and to provide assistance to the teacher. Teachers may have specific requests, but we ask that all helpers be self-initiated in looking for ways to assist in the classroom. Such assistance may include, but is not limited to, grading homework and tests, supervising children for recess and restroom breaks, and substituting for the teacher when necessary. Helpers may also be assigned to serve as coordinators to organize other activities for the Co-op such as orientation day, beginning and end of year parties, and social gatherings.

C. Volunteer Coordinators

Other coordinator positions at co-op include but are not limited to director, financial, field trips, events, website, and yearbook. When these positions are necessary the role and responsibility will be laid out by the Leadership Team/Board of Directors and agreed upon by the mom filling that position.

D. Required Dates for Participating Families

1. Required Meetings

The following meetings are required by respective participants:

Event	Who Attends	Date and Time
New Mom Meeting New Mom Dinner and Orientation-	Participating moms of families new to co-op or returning after not attending the previous year	Monday, May 12, 2025 6-7:30pm
Impact 25-26 Planning Meeting	Participating moms	Monday, May 12, 2025 7:30pm-9pm
Subject Team Meetings	All related subject area teachers <ul style="list-style-type: none"> ● Nursery/Preschool ● Elementary Art ● Elementary Science ● Elementary Geography ● Middle/High School 	Subject coordinators will communicate with the team and decide upon a date that works for all individuals. This is a requirement for all teachers and recommended for some helpers.
Drop-off High School Student Meeting	All moms and high school drop-off students	TBD- will be shared in April

Middle and High School Parent, Student, Teacher Meeting	All moms of middle and high schools (both participating moms and drop-off moms) All middle and high school students All middle and high school teachers	Sunday, August 3, 2025 5:30-6:30pm
Middle and High School Student Orientation	All middle and high school students	Sunday, August 3, 2025 6:30-8:30 pm
25-26 Fall Semester Orientation	All participating moms	Sunday, August 3, 2025 6:30-8:30 pm
Spring Semester Orientation	All participating moms	Tuesday, January 6, 2026 6:30-8:30 pm

2. Class Dates

Fall Semester Dates

Impact 1- Tuesday, August 12, 2025

Impact 2- Tuesday, August 19, 2025

Impact 3- Tuesday, August 26, 2025

Impact 4- Tuesday, September 2, 2025 (Tuesday after Labor Day)

Impact 5- Tuesday, September 9, 2025

Impact 6- Tuesday, September 16, 2025

Impact 7- Tuesday, September 23, 2025

Break- Tuesday, September 30, 2025 (make up day if not a co-op trip)

Impact 8- Tuesday, October 7, 2025

Impact 9- Tuesday, October 14, 2025

Impact 10- Tuesday, October 21, 2025

Impact 11- Tuesday, October 28, 2025

Impact 12- Tuesday, November 4, 2025

Impact 13- Tuesday, November 11, 2025 (Veterans Day- Columbia County and Richmond County do not have school)

Impact 14- Tuesday, November 18, 2025

Makeup day and optional additional high school class day - Tuesday December 2, 2025

Spring Semester

Impact 1- Tuesday January 13, 2026

Impact 2- Tuesday January 20, 2026

Impact 3- Tuesday January 27, 2026

Impact 4 Tuesday, February 3, 2026

Impact 5- Tuesday, February 10, 2026

Impact 6- Tuesday, February 17, 2026

Break- Tuesday, February 24, 2025 (make up day if not a co-op trip)

Impact 7- Tuesday, March 3, 2026

Impact 8- Tuesday, March 10, 2026
Impact 9- Tuesday, March 17, 2026
Impact 10- Tuesday, March 24, 2026
Impact 11- Tuesday, March 31, 2026
Break-Tuesday, April 7, 2026
Impact 12-Tuesday, April 14, 2026
Impact 13-Tuesday, April 21, 2026
Impact 14-Tuesday, April 28, 2026
Impact 15- Tuesday, May 5, 2026
Makeup day and optional additional high school class day- Tuesday, May 12, 2026

*Calendar and class dates are subject to change based on availability of the facilities at Warren Church.

As high school requires a greater amount of work and accountability, classes may meet additional dates outside our normal co-op hours. These will be given to parents in advance and are a requirement for the class.

3. Interruption to Calendar

If Impact Co-op is unable to meet in person, we will utilize makeup days when possible. If the duration of the interruption is longer than our makeup days can accommodate, parents will be responsible for executing and facilitating the class for their child. Impact Co-op will not transition to virtual learning should an interruption to our calendar occur. A virtual classroom setting does not fulfill the vision and purpose of our co-op and thus our teachers will not be required to continue their teaching or lessons in a virtual setting.

E. Leadership Team/Board of Directors

The Leadership Team/Board of Directors for the Co-op is provided by a group of moms who will serve as outlined in the by-laws. The Leadership Team/Board of Directors will:

1. Determine subjects and curriculum to be offered each year
2. Establish the Co-op calendar
3. Provide descriptions of and objectives for each class
4. Determine class structure, organization, and location
5. Assign parent responsibilities
6. Make enrollment decisions
7. Assist in conflict resolution
8. Make final decisions if conflicts are not resolved between students, parents and teachers
9. Provide overall direction and vision for the Co-op.

The Leadership Team/Board of Directors will provide arbitration in the event a teacher and a parent disagree on a course of action concerning a Co-op student. The Leadership Team/Board of Directors will hear the arguments on both sides of the issue and make a decision, which will be final. Parents agree to comply with the Leadership Team/Board of Directors' decision.

IV. Class Size

Class size is limited to 15 students. Exceptions to this policy may be made by the Leadership Team/Board of Directors' discretion and after consultation with the teacher. Classes may be organized with more than 15 students provided there

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are sufficient teachers and helpers and the objectives of the class can be met with more students. At minimum, all classes will be assigned one teacher and one helper.

V. Class Organization

Generally, co-op classes will contain one grade level but may be combined based on enrollment. Students should register for their age-appropriate classes provided they are able to participate in a manner that contributes to the objectives of the class. The Leadership Team/Board of Directors must approve requests for students to be admitted to above grade-level classes.

VI. Financial Accountability

The Co-op desires to maintain the highest level of integrity in its dealings. This is especially important in the area of finances. All financial transactions between parents and the Co-op will be through checks which will also serve as receipts for monies received and disbursed. Records of fees paid will be maintained for each student along with check numbers.

Teachers must receive Leadership Team/Board of Director approval for supplies and curriculum purchases to ensure that sufficient fees have been or will be collected. An invoice or an itemized list of purchases along with proof of payment, such as a canceled check or credit card receipt, must accompany all requests for reimbursements. Reimbursement Forms will be provided at Orientation.

VII. Fees

A. Application Fee

An application fee of \$104.00 per family must accompany the application. Forty-nine dollars of the application fee is applied to the general operating costs of the Co-op and the balance of fifty-five dollars is applied to the family's first semester fees.

B. Parent Utilization, Participation, Supply, and Additional Fees

Students' costs for participation are based on the level of involvement of the parents as described in Section III. Parents will be invited to volunteer to teach or help based on the Co-op's needs. Children will not be admitted to classes if these fees are not paid.

There is a \$46 per child Utilization Fee (Maximum \$138 per family) per year collected for the use of Warren Church. This will be listed on the first semester invoice and collected with participation fees on August 3, 2025. *This fee is subject to change.*

Since some high school classes require an additional level of expertise, the teacher will not always be able to be provided within the co-op. In these cases, the leadership team will hire a teacher from outside of the co-op. When a teacher must be hired these classes will incur an additional fee as listed below. These fees will be collected by the financial coordinator, but paid directly to the hired teacher. If a student is enrolled in a class and drops the class, the deposit and fees to that point shall not be returned. In the case of a paid class, the Co-op may allow drop-off students depending on enrollment. This is to attract and retain the best teachers for these subjects. Drop-off students will meet the expectations as outlined by sections II and III of the guidelines.

The following schedule of participation fees, supply fees, and additional fees will be paid each semester, August 3, 2025 and January 6, 2026.

Children of Teachers, Coordinators, and Leadership Team			
	Participation Fee (per child, per semester)	Supply Fee (per child, per semester)*	Additional Class Fee (per child, per semester)
Nursery	\$10	\$10	none
Preschool	\$10	\$30	none
K5-2nd	\$10	\$60	none
3rd-5th	\$10	\$70	none
Middle School	\$10	\$70	none
High School Biology	\$10	\$90 a year	none
High School Literature/History	\$10	\$55 a year	none
High School Chemistry	\$10	\$50 a year	\$325 \$150 nonrefundable deposit due 5/12/25 to be applied to fall fee
High School Environmental Science	\$10	\$50 a year	\$325 \$150 nonrefundable deposit due 5/12/25 to be applied to fall fee
High School Physics	\$10	\$50 a year	\$325 \$150 nonrefundable deposit due 5/12/25 to be applied to fall fee

Children of Helpers			
	Participation Fee (per child, per semester)	Supply Fee (per child, per semester)*	Additional Class Fee
Nursery	\$60	\$10	none
Preschool	\$60	\$30	none
K5-2nd	\$60	\$60	none
3rd-5th	\$60	\$70	none
Middle School	\$60	\$70	none

High School Biology	\$60	\$90 a year	none
High School Literature/History	\$60	\$55 a year	none
High School Chemistry	\$60	\$50 a year	\$325 \$150 nonrefundable deposit due 5/12/25 to be applied to fall fee
High School Environmental Science	\$60	\$50 a year	\$325 \$150 nonrefundable deposit due 5/12/25 to be applied to fall fee
High School Physics	\$60	\$50 a year	\$325 \$150 nonrefundable deposit due 5/12/25 to be applied to fall fee

High School Drop-off Students			
	Participation Fee (per child, per semester)	Supply Fee (per child)	Additional Class Fee
High School Chemistry	\$100	\$50 a year	\$325 \$150 nonrefundable deposit due 5/12/25 to be applied to fall fee
High School Environmental Science	\$100	\$20 a year	\$325 \$150 nonrefundable deposit due 5/12/25 to be applied to fall fee
High School Physics	\$100	\$50 a year	\$325 \$150 nonrefundable deposit due 5/12/25 to be applied to fall fee

*Supply fee is subject to change based on the needs of the individual class. When a change must be made, it will be communicated at least four weeks before the invoice is due. Changes will be kept to a minimum and will only be done if it is necessary for the class.

Each family must bear its proportionate share of the out-of-pocket costs for class supplies. All costs, however, will be validated with receipts and available to parents for inspection upon request.

In the case that a high school class needs to be changed or added based on enrollment or teacher changes, the Leadership Team/Board of Directors will decide upon the fees for that class and communicate to the parents.

Potential security and insurance fees may apply based on need and building requirements.

C. Textbooks

Once curriculum and enrollment decisions are finalized, parents will be notified of the costs of textbooks and workbooks. These costs vary depending on subject and grade. Parents can participate in the co-op textbook/workbook order or obtain the required items on their own. If ordering with the co-op, children will not be admitted to classes if these costs are not paid. If obtaining materials on their own, children must have correct materials to participate in the class.

IX. Disbursement of Participation Fees

Participation fees will be used throughout the year to cover expenses related to co-op programming. Related expenses may include, but are not limited to, facility fees for special events, teacher guides and new curriculum, special classroom equipment, t-shirts, co-op event expenses, gifts of special recognition, and non-consumable co-op supplies.