



# Co-op Parent Handbook

## 2023-2024

Uniting Families  
Building Community  
Encouraging Academic Excellence

[www.arrowschc.com](http://www.arrowschc.com)



# Table of Contents

Mission, Purpose & Statement of Faith  
3

General Policies & Information  
4

Parent & Student Expectations  
7

Discipline Policy  
11

Co-op Policies  
12

Attendance Policy  
15

Co-op Financial Info  
16

Leadership Team & Contact Info  
17

**CHILDREN ARE A HERITAGE FROM THE LORD, OFFSPRING A REWARD FROM HIM.  
LIKE ARROWS IN THE HANDS OF A WARRIOR ARE CHILDREN BORN IN ONE'S YOUTH.**

**Ps. 127:3-4**



# Mission

***“Under His direction, the whole body is fitted together perfectly. As each part does its own special work, it helps the other parts grow, so that the whole body is healthy and growing and full of love.” ~Ephesians 4:16***

Our mission is to unite families, to build community, and to encourage academic excellence among the Christian homeschool families of Southern Oregon.

# Purpose

Our main objectives are: to provide academic support, social enrichment and spiritual encouragement for the Christian homeschooling families of Southern Oregon. Our classes provide supplemental educational experiences on a weekly basis to enrich and expand the learning opportunities for our home-educating families. We do not desire to supplant the home school vision or to create a complete school environment but to complement and supplement home education. We aim to:

- Support one another in the pursuit and continuance of homeschooling
- Share experiences and pool resources
- Provide opportunities for ourselves and our children to build relationships with others

We believe that parents are responsible for the education and character development of their children. Our goal is to form and maintain a community that enables parents, students and leadership to support and minister to one another in Christ, striving for both personal and educational growth as we acknowledge Him in all things. **Parental participation is a key component to the community aspect of all Arrows programs.**

# Statement of Faith

Arrows CHC is a Christ-centered organization. We seek to honor biblical principles and bring glory to God in all that we do. We believe:

- i. The Bible (both Old and New Testaments) is the inspired and only infallible authoritative Word of God (2 Timothy 3:16-17).
- ii. There is one God and He exists from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit (John 10:30).
- iii. All men have sinned, both by nature and by act, and it is only Jesus Christ who is able, and has paid the penalty for man's sin through His substitutionary death on the cross. He then triumphed over death by His visible, bodily resurrection (Romans 5:8).
- iv. Salvation is offered as a free gift to the sinner. This gift must be accepted by faith, not trusting in any personal work but in the sacrificial death of Jesus Christ alone (*John 3:14-17*).
- v. A Christian lifestyle should reflect biblically appropriate personal and family relations, business and legal conduct, and moral behavior in accordance with the truths above.

While not a requirement for membership, we encourage all members to fellowship regularly in a church body (Heb. 10:25).

# General Policies & Information

## **BACKGROUND CHECKS**

It is our policy for any person 18 and older who will be on campus and working with the children during co-op days complete a background check. This is a routine procedure and involves filling out a form at registration. You will not be allowed to participate in Arrows without a background check. Arrows maintains a position of “full disclosure” — allowing individuals to approach the director privately to discuss matters of importance regarding background checks. In the event that something questionable comes to light, the board will consider each person and each situation individually.

## **BACK TO SCHOOL NIGHT**

Parent attendance at our Back to School night is mandatory. At this meeting, parents will locate classrooms, review important policies, and learn other important information.

## **WELLNESS POLICY**

Please respect other families at Arrows by NOT bringing a child to Arrows who is exhibiting signs of possible illness. Some of these symptoms are:

1. Fever (100 or higher)
2. Productive cough
3. Sore throat
3. Heavy Sneezing
4. Green or discolored discharge from nose or eyes
5. Rash
6. Vomiting and/or diarrhea
7. Head lice

Please make sure your child is WELL (minimum of 24 hours) before they return to co-op. If a child develops what appears to be illness during class, you will be contacted to pick your child up from class immediately.

## **MEDICINE or MEDICATION**

Arrows parent teachers/helpers will not assume the responsibility of dispensing medicine to any student. For those children who may need emergency medications such as Epi-Pen injections, inhalers etc., please discuss this with the Director so we can make special arrangement in these cases. Please indicate any medical concerns/allergies on your enrollment form.

## **RESTROOM POLICY**

Parents are NEVER to go alone with a child (other than their own) into the restroom. If you must enter the restroom to briefly assist a child, you must prop the door open. Restroom supervision is limited to female parent helpers only—no men please.

## **TWO ADULTS TO A CLASSROOM POLICY**

All co-op classes must have a minimum of two adults in the class at all times. Call the hall monitor if you need a second person to fill in while one of you must step out.

## **SAFETY**

All lead teachers are provided a student roster with all student's names, allergies, mom cell numbers, etc. Lead Teachers, please store the roster in your family file folder, bring with you to class each day, and return it to your family file folder at the end of the day. Please be confrontational if you notice anything/anyone concerning. If you have a bad feeling or concern about a situation, please don't look the other way or think someone else will notice/handle it. Don't hesitate to involve the Co-op director with any issue that might pose a safety issue to anyone on campus.

## **CLOTHING GUIDELINES**

After much discussion and prayer, and understanding that one person's definition of modesty may differ from another's, we ask that our parents and students mutually respect our fellow brothers and sisters in Christ as you attend Co-op each week.

**“Be devoted to one another in brother love. Honor one another above yourself.” Romans 12:10**

Please remember that modesty is not what YOU feel comfortable wearing, it is about what makes those around you feel comfortable. Please consider that we have many different families with different views on this topic. We have an opportunity to extend grace to others by dressing more modestly than we might normally be comfortable with.

Specifically, we request that girls (including moms) avoid short shorts/skirts, spaghetti straps, shirts that are low cut, and tight fitting clothing. We ask that boys wear pants that fit properly around their waist. We do not allow student piercings other than ears for our young ladies. We ask that all students refrain from extreme hair coloring.

If a shirt is deemed inappropriate on a co-op day, action will be taken (i.e. will ask them to turn inside out, or give an extra arrows t-shirt to wear over the top for the day).

## **LOST AND FOUND**

We have a specially designated Lost and Found box. Please check for all of your things before leaving. We do donate items left behind from time to time and are not responsible if your items are donated!

## **SNACK/LUNCH**

Please send a healthy, high protein snack with your child to eat during break. Co-op families can bring lunch to stay from noon-1pm and eat together. Please do not bring anything that needs to be microwaved. Also, all students need to come with a filled, labeled water bottle

each day. To avoid permanent damage to carpeting, there are NO red drinks/juice allowed. Arrows is a PEANUT FREE facility—please do not send anything containing peanuts or peanut butter.

## **BUILDING STEWARDSHIP**

We are blessed to have a facility for our programs. It is important that we respect the building and church staff as much as possible. Please pick up after yourself and others if needed. Respect the staff and property by WALKING QUIETLY in the halls and by not going in church staff office areas.

## **SNOW / ICE DAYS**

In the event of snow/ice, classes MAY be canceled for the day. Please listen to local news via radio, television or websites. If the Central Point School District is closed or delayed, Arrows classes may be cancelled. Cancellations will be emailed to all members by 7:30 a.m. Classes that prefer a makeup day may schedule one with the help of the leadership and after consulting class participants' parents for availability.

## **MOM'S CONDUCT**

We want to be uplifting and encouraging to each other. Please be aware of how easy it can be to gossip or have a negative spirit. Don't be afraid to leave a negative conversation. We want to honor the Lord by talking about "things that are true, noble, right, pure, lovely, admirable, excellent and praiseworthy" (Phil. 4:8). Especially be aware of conversations that are happening around children—even nursery (and preschoolers). Hot button or graphic topics (physical intimacy, LGBTQ issues, murder, rape, etc.) should never be discussed while in a classroom.

It is our goal at Arrows that moms and students leave each week feeling emotionally and spiritually lifted up and discussing/debating hot button topics tend to create dissention and disunity. Again, feel free to change the subject if this kind of discussion is taking place at Arrows.

## **DAD'S PARTICIPATION**

Fathers play a significant role in their children's lives and can be a wonderful contributor to Arrows! Dads may desire to teach classes that many moms may not attempt and offer a unique perspective that children love. While Arrows greatly benefits from the participation of dads, we also want to be sensitive to the potential co-mingling of moms and dads apart from their spouses. Arrows does not desire to facilitate friendships between married men and women and we request that all members be keenly aware of the enemy that seeks to steal, kill and destroy our families (John 10:10). For this reason, the "Mom's Room" as well as the Bible Studies offered during the year are intended for moms exclusively. Depending on the level of involvement by dads each year, Arrows may offer Bible Studies for dads as well. Thank you for understanding the heart of Arrows' Leadership in this matter.

## **CLASS VISITATION**

Due to space constraints and to minimize distractions, we ask that parents not attend classes with their children on a regular basis, as well as siblings who are not enrolled in the class. Please don't interrupt a class unless absolutely necessary.

## **GUESTS / VISITORS**

Unregistered children may NOT attend Arrows' classes without prior permission. Occasional visitors are allowed with prior approval. Please contact Arrows' Leadership prior to the visit. For security reasons your guests must wear a Guest nametag and please stay with the registered family as much as is reasonable.

## **T-SHIRTS**

Most years, Arrows' has t-shirts printed for all co-op members as a fun way to promote our business sponsors. These t-shirts generally cost \$12 per shirt. We ask that—if at all possible—all members purchase a shirt to show support for our sponsors as well as wear them to field trips.

## **BUSINESS/SELF-PROMOTION AT ARROWS**

We allow physical posting of business opportunities on our Community Board. If someone is interested, they will contact the individual directly on their own time. Aside from the Community Board, we ask that all members refrain from outright discussion of, marketing, selling, or any other form of business promotion to fellow members of Arrows.

## **BUSINESS SPONSORS**

We are so blessed to have local businesses and individuals that are willing to sponsor Arrows with cash donations each year to help offset the cost of the facility as well as give us extra funds to purchase supplies and provide occasional tuition scholarships. Each business is recognized in various ways such as: on t-shirts, banners, our website, social media sites and more.

# Parent & Student Expectations

We represent home education. We should demonstrate exemplary behavior to our peers, our faculty, and to the church where we operate. Please instruct your children that: at all times at Arrows, our actions and attitudes should honor our Lord Jesus Christ.

**“Whatever you do in word or deed do all in the name of the Lord Jesus...” Col. 3:17**

The following rules of conduct are required for all members and students as we strive to be an exemplary organization. Members are to read these carefully, then sign to that effect on the enrollment contract. Parents are ultimately responsible for their own children's behavior and must ensure that they act in accordance with these rules. These rules apply not only during Co-op days, but also at those times and places that Arrows members are participating in or supporting Arrows' sponsored activities.

**In order to function cooperatively and effectively Arrows expects Parents to:**

- Treat with respect all parents, church staff and leadership. We are a body comprised of parents who come from many different backgrounds and denominations.
- **Read all materials**: written material, electronic and printed. Those are important methods of communication for our co-op.
- Check Family Files weekly. This is an important means of communication, not only from the leaders, but also from your children's teachers, and other members. Other information can be found on the website, Facebook group and by email.
- Adhere to the plans of action and policies that are in place, so that our days together may flow smoothly, with harmony between its members and our host church.
- Come prepared to help where needed. "Many hands make light work."
- Review with your children the Member Expectations and Discipline Policy found in this handbook.

**To show thoughtfulness and respect to our host church:**

- Any trash created in the classrooms, lunchroom, outside areas, etc. must be thrown away properly.
- Gum is not allowed at Arrows at anytime.
- Bathrooms must be kept clean. Toilet malfunction or other water issues should be reported promptly.
- Any spills or messes must be cleaned up promptly and not left for others to handle.
- No running or aggressive playing is allowed in the hallways or classrooms.
- No dangerous or damaging items are allowed in the building (i.e. baseballs, knives, lighters, matches, water guns, or other weapons [even toy weapons]).  
***If you have a child that carries a pocketknife on a regular basis or who might be tempted to bring one to show to friends, please be proactive in sharing our no-knife policy with them before the semester starts.***
- No hee-lies or other shoes with wheels are allowed.
- No skateboards or other similar toys with wheels are allowed.



### **To show thoughtfulness and respect to our parent teachers:**

Parents should:

- Respect the teachers' requests and work to ensure their requests are honored.

Students should:

- Raise your hand rather than interrupting.
- Listen attentively in class. Do not visit with classmates while the teacher is speaking.
- Willingly participate in class activities with a positive attitude (no bad attitudes!)
- Inappropriate attitudes, language or jokes are not acceptable and are subject to discipline.
- Keep quiet in the hallways while classes are in session.
- Have no electronic games, music devices, or cell phones in the classroom. We encourage all students to leave electronics at home. Student cell phones may be confiscated by the Director without warning if there are any concerns or issues. Confiscated phones may be reclaimed by parents.

***A note about bad attitudes and body language:*** At Arrows, we strive to provide engaging classes that have a balance of fun and academics. Still, an occasional student may decide that they do not "like" a particular class or even attending Arrows at all. This negative outlook will affect the other students and teachers and can negatively change the dynamics of an entire class. Students who regularly display bad attitudes through their words, actions and body language will be held to the same standard of discipline (three offenses=student being dismissed from class, etc.) that are outlined in the next page as any other discipline issue.

***Examples of this include:***

- Complaining to classmates and/or teacher about the class, activities, etc.
- Ignoring directions
- Refusing to reasonably participate in class (including games, activities, etc.)
- Putting one's head down on class tables during class instruction/activity times
- Wearing hats/hoods to intentionally cover one's face
- Not completing reasonable class assignments on a regular basis without good reason

### **To show thoughtfulness and respect to all participating families:**

- Conduct yourself in a way that your words and actions promote unity and encouragement.
- Avoid disrespectful, offensive, rude, or immoral behavior.
- Avoid gossiping about one another. Handle conflict privately and biblically.
- Fulfill your required service hours faithfully, as others rely upon you to do your part.
- Our goal is to have exemplary behavior. Members are expected to exercise good judgment when interacting with each other, this includes not participating in boyfriend/girlfriend behavior in Arrows classes or activities.

### **To show thoughtfulness and respect to Arrows leadership:**

- Bring input and opinions to the Leadership Team and coordinators in a responsible and respectful manner.
- Handle personal conflicts privately and biblically; avoid unnecessary gossip to leadership.

- Recognize the leadership as voluntary and afford them a good measure of grace and gratitude.

## Drug, Alcohol, and Smoking Policy

At Arrows, it is our goal that our lives would reflect Jesus in our conduct. For this reason, and to help ensure the safety of our program participants, we ask all Arrows members to read and agree with the following:

1. Arrows members are required to refrain from the use of recreational drugs at any time, whether during or outside of program activities. This includes recreational marijuana.
2. Arrows members are requested to limit their alcohol use (as defined in Ephesians 5:18) and to not attend any Arrows event while under the influence of alcohol. Also, please do not bring alcohol (including wine) to an Arrows program or event.
3. Arrows members are requested to refrain from smoking (including e-cigarettes) while on the property—including the parking lot. We also ask that members refrain from entering the building directly after smoking as we have several members that are sensitive to smells.

# Discipline Policy

We are a Christian organization and believe it honors God when our students are respectful to adults and their fellow students.

Arrows employs a color card behavior system to help motivate students towards good behavior. It also serves as a communication tool between our various teachers and parents. All children Kinder and up will have three squares in the back of their nametag: green, yellow and red. The color cards are kept in back of the Co-op students name tags.

## **For discipline issues, the following process will take place:**

- **First offense** –The student will receive a clear warning from the teacher or other adult.
- **Second offense** –The student will be asked to turn their card to the YELLOW card. The teacher will sign the yellow card and hopefully write a word or two about the offense (i.e. “disrespect”, “not following directions”). The parent will be contacted by the teacher for in-class offenses or by a Leadership Team member for an out-of-class offense.
- **Third offense** –The student will be asked to turn their card to RED. The student’s parent will be located and asked to supervise their student until the next class. The parent may be asked to sit with their student in class the following Co-op day.

If a student has their card turned to red on a regular basis (every week or almost every week), the student and parent will meet with the director or another member of the leadership team to see if the student desires to remain a part of Arrows.

For persistent discipline issues, the parent may be asked to remove the student until the student agrees to respect Arrows rules and policies. Extreme offenses may result in immediate dismissal from Arrows entirely. Dismissal from the Co-op will not result in a tuition refund as previously agreed.

## **PHYSICAL AGGRESSION**

Arrows has zero tolerance for physical aggression. This includes hitting, kicking, biting, shoving, bullying, etc. If a child exhibits aggressive behavior, they will be removed *immediately* from all classes for the day. If this happens a second time, they will be removed from class for a 4 week period and re-admittance will be at the discretion of the Board.

## **Adult Handling the Discipline**

When a child is struggling to obey, it is important that the adult responds calmly to the child while implementing the discipline policy. Pause and pray if necessary. Adults should not handle the child in a rough manner.

# Co-op Policies

## ELIGIBLE STUDENTS AND CLASS OFFERINGS

Arrows Co-op accepts homeschooling students in Kindergarten (age 5) through High School. High school classes are made available when there is enough interest.

Arrows does not admit students mid-year except at the discretion of the Leadership Team. Preschool and toddler students are only accepted into co-op if their family meets the following criteria:

1. They have an older sibling in our K-HS program OR
2. Their parent is willing to teach in at least one K-8 class in the 1<sup>st</sup> or 2<sup>nd</sup> semester if needed.

Arrows CHC classes are mostly, if not all, parent-taught classes. Arrows does not guarantee that any particular class will be taught in a semester. We strive to offer classes that will supplement and enrich a student's character and education. Arrows' class capacity is generally 15 students. An occasional exception may be made for elementary level classes at the discretion of the Leadership Team.

## MEMBER COMMITMENT REQUIREMENTS

On average, Co-op is an approximate 4 hour weekly commitment for everyone. Some members will complete all service hours during co-op. Others will do some time at co-op and additional time planning at home. This volunteer commitment can be fulfilled in various ways, some of which are listed below.

## TEACHING A CLASS

- Class time plus preparation time
- Lead teachers usually fulfill their volunteer commitment with time spent at home, by planning a course and preparing a syllabus, which will be completed in the summer.

***All parents are required to serve in 2 out of the 3 classes every co-op day, either as a teacher or an assistant.*** In addition to assisting in class, co-op members will need to choose an "Admin Duty" in order to help in various other co-op needs, including:

- Chapel Coordination
- Check in
- Events & Field Trips Team
- Facility Set Up/Tear Down
- Fundraising
- Jr. High & High School Activities
- Homeschool Information/Resources and Mentor Moms Coordination
- Lunch/Hall Monitor
- Nursery/Preschool Overseer
- Office Administration
- Photography & Yearbook
- S.H.E.E.P Team (Spiritual Care, Hospitality, Encouragement, Exhortation and Prayer)

- Website/Technology

## **PARTICIPATION**

If not teaching a class, every participating parent will be asked to help where needed. These assignments are made by Leadership, taking into consideration the parent preferences. Leadership will do their best to honor the choice of a certain job, however, ultimately the decision will take into consideration the whole Co-op's needs and place parents accordingly.

## **NO 'DROP-OFF' RULE / PARENT PARTICIPATION**

Because co-op is organized as a cooperative effort led by the parents, it is necessary to enforce a no 'drop-off' rule. Arrows co-op is not a drop-off program—meaning that every child enrolled must have a participating parent who is on campus for the entirety of their child's co-op day. Once at co-op, you are not permitted to leave to run errands, etc. If the participating parent does not follow this rule, the Leadership Team will contact the parent by phone or by letter one time. If that parent offends again, their family's participation in Arrows may be jeopardized.

## **NAMETAGS**

Nametags are stored in your family folder. Adults and children should wear their nametags every week where all can see (not bottom of shirt, backpack or other low visible location). Please return nametags to your family folder before leaving, please DO NOT take them home. The fee for a lost or intentionally damaged nametag is \$2.00. Broken tags or clips can be replaced at no cost.

## **ASSEMBLY/CHAPEL**

We intend for our morning assembly to be a fun and uplifting time for all. Children may sit with friends, but parents are responsible for their children (and their behavior) during chapel. Please be sure they are respectful and not disruptive.

## **SET UP AND CLEAN UP**

Set up and clean up duties are shared on a rotation by co-op members who do not have babies.

## **DIAPER CHANGING**

Diaper Changing: Moms who are working in class only (no daddies). Wear gloves. Always use a disposable changing pad whether changing on the floor or the changing table in the nursery.

## **MOM'S ROOM**

This is a place where moms can visit during their free period. Coffee will be provided on co-op days and moms are encouraged to bring snacks to share with other moms (these are not for the students). Join other moms during this wonderful time of fellowship, and encouragement to talk about anything from curriculum choices, to needing prayer, and life in general.

## **FELLOWSHIP LUNCH TIME (OPTIONAL)**

Please bring lunches that are easy to handle. Please be sure to leave your area as clean as you found it, as we do not have lunchroom staff. Dads are welcomed and encouraged to come join their families at lunch! On nice days, children are welcome to play outdoors if properly supervised. Please do not let your child run around unattended! Also, please remind your children on a regular basis to respect the church property and not to run in the halls (tempting as it is!).

## **YOUNGER CHILDREN**

Infants are welcome to remain with their mother during co-op day. The Director will try to work with mothers of infants to provide volunteer work that will allow for this. Arrows requires all children over the age of 1 by the beginning of a semester be enrolled in the toddler class. Please feel free to speak with our leadership team about any special needs for you and your infant/toddler on co-op days.

## **PDA / DATING**

Arrows Co-op recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a co-op related activity. This type of behavior, while innocent on some levels, can quickly devolve into a distraction for the students engaging in the practice, as well as other students who witness these public displays of affection.

PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to: intimate touching, hand holding, cuddling, and kissing.

## **CELL PHONE USE**

Middle school and younger students are not allowed to be in possession of cell phones on campus.

Arrows Co-op recognizes that some of the high school students are dropped off and may have a cell phone as a result. Arrows does not encourage students to bring a cell phone with them on campus. If they absolutely must, the cell phones must be placed on Do Not Disturb in their backpack. It may not be removed or checked during the co-op day.

If students need to place an emergency phone call or to check their phone for any purpose during the day, they must ask teacher permission. Students may be subject to disciplinary action if they break the above rules and/or an issue arises from having or using a cell.

# Attendance Policy

1. **Each member is allowed two “free” absences per semester.** After that, the volunteer coordinator will keep track of absences and members with 3+ absences will be at the top of our substitute list until they have “made up” their absence(s) in excess of the two allowed (*All members are on the sub list, however, members that are never/rarely absent should not need to sub very often, if at all*).
2. **Four absences in a semester are grounds for dismissal from the co-op** at the discretion of the board. Some absences can be “excused”—also at the board’s discretion—and do not require make-up sub time. Obvious allowances are made for members with extenuating circumstances, ie. family emergencies, severe injuries, etc.

Above all, please remember that **Arrows operates as a true co-op**. We do not have paid staff and each member is crucial to the success of our co-op day. When multiple members are absent each week, it puts a strain on the rest of the members to cover those that are missing. Arrows has planned numerous “rest weeks” as well as lengthy summer and winter breaks to allow flexibility to our members. **Please do not plan vacations or appointments during co-op days** unless absolutely unavoidable. Having family in town, while understandable, is generally not a reason to miss co-op. In these cases, it is acceptable to come to co-op only for a member’s volunteer commitment—leaving early is fine. Family members are welcome to visit our co-op as well—please let leadership know if you have a visitor coming with you on a co-op day.

**We encourage all members to have a “back up plan” for their co-op responsibilities** if at all possible. Consider preparing your husband, mom, sister, etc. to fill in for you if you are unable to come to co-op, or perhaps to stay home with a child that can’t come to co-op so you can still come. Other co-op moms may be willing to fill in for you (on their “off period”) as well. All members and substitutes must have a background check on file before they will be allowed to attend co-op.

Communication is key in these cases and if you have any concerns about how this policy might affect you and your family’s participation in Arrows, please don’t hesitate to talk with the Director or other Arrows leadership.

**It is our prayer that we all will have a servant attitude and view the co-op as an opportunity to bless one another.**

# Co-op Financial Information

## **MEMBERSHIP FEE - Age 1- 8th grade**

Membership fees allow you access to co-op days, field trips, events, newsletter, & other perks of membership. This also goes toward the general operation of Arrows, including facility, website, copier and supplies.

Returning families' **re-enrollment** information is sent out each year on March 1<sup>st</sup> and re-enrollment paperwork is requested by March 31<sup>st</sup>. Annual fees are due with enrollment contract.

**Open enrollment** for new families will begin each year on April 1<sup>st</sup>.

**TUITION is** \$175 for the first child, \$160 for the second and \$145 for the third and subsequent children. There is no charge for children who are under the age of one on September 1<sup>st</sup>. The full fee will be assessed for children who turn one on or before September 1<sup>st</sup>.

## **MEMBERSHIP FEE - High School**

Membership fees allow you access to co-op days, field trips, events, newsletter, & other perks of membership. This also goes toward payment of the independent contractor teachers and the general operation of Arrows, including facility, website, copier and supplies.

Enrollment/Re-enrollment: same as noted above

**TUITION:** see current year's fee schedule

## **REFUNDS**

Co-op fees are non-refundable. Exceptions may be made at the discretion of the Leadership Team. Please contact the Director for more information.

## **FINANCIAL ASSISTANCE**

Annual membership fees are due with the enrollment paperwork—or by September 1<sup>st</sup> at the latest. If this is a hardship, Arrows also has limited financial assistance available. Please speak to the Director for more information.

## **MATERIALS FEES**

Material fees vary per class and are determined by the teacher and approved by the Board. These fees are calculated and DUE by the first co-op day. Many classes do not have a material fee, however, some classes will require a textbook and/or workbook you will need to purchase separately. We recommend [www.homeschoolclassifieds.com](http://www.homeschoolclassifieds.com) to find affordable, used curriculum.



# Leadership and Contact Info

## Co-op Leadership Team

Casey Lopez	541.821.7453	<a href="mailto:pete.casey@yahoo.com">pete.casey@yahoo.com</a>	Director
Lisa Itzen	971.344.2506	<a href="mailto:lisa.itzen@gmail.com">lisa.itzen@gmail.com</a>	Assistant Director
Ashley Walport	541.973.4787	<a href="mailto:awalport@yahoo.com">awalport@yahoo.com</a>	Treasurer

## Arrows Board

Contact Annie Sporer (Board President) with any board level issues or concerns.  
541.951.1757 [annie.sporer@gmail.com](mailto:annie.sporer@gmail.com)