

Aletheia Homeschool Co-op Inc.

Parent Handbook, NJ Chapter

Mission Statement

This Co-op's mission is to provide children with a community in which the principles of God's Word is supreme, to educate students academically, to nurture and strengthen faith in each child, and to teach students to use their time and talents to glorify God.

NJ Chapter President: Daphne Gimlin

NJ Chapter Vice President: RJ Gimlin

Secretary: Natasha Sonnenmoser

Early Childhood Coordinator: Theresa Renzi

Aletheia Homeschool Co-op Inc. Board Members:

Daniel Sonnenmoser

Natasha Sonnenmoser

Nick Morgan

Statement of Faith: We believe the Bible to be the only fully inspired, infallible, inerrant and authoritative written Word of God. We do not condone teaching that conflicts with God's Holy Word. For a complete statement of faith, please visit our website or speak to a board member.

Meetings: There is one mandatory meeting before the school year begins in August or September. We will discuss upcoming events, expectations for the new year, and future activities. These meetings will be held at the North Chapel unless otherwise stated beforehand.

Costs

Membership Fees: Membership payments are \$25 per year per family and paid via invoicing through the website. These fees cover website fees and access to our community activities including holiday parties and field trips.

Registration Fees: Registration is \$110 per family per semester and is paid through the website during class registration. This fee covers additional costs to run the co-op, such as insurance, tax filings, some basic supplies, and other costs to operate the co-op.

Extra Fees: This is a one-time, small fee that a teacher may request to help cover supplies for the class or coop.

Background Checks: \$10 per adult

*No refunds are issued for membership, registration, background checks, or extra fees.

Leadership Class Fee Exemption

The Chapter President, Vice President, Secretary, and Treasurer carry primary responsibility for the administration and daily functioning of the chapter. These positions require significant time, communication, and oversight throughout the semester. In recognition of this service, the individuals serving in these four roles are exempt from paying class registration fees for their own children during the semesters in which they actively serve.

This exemption:

1. Applies only to **class registration fees**.
2. Does **not** cover supply or materials fees, membership fees, field trip costs, special event fees, or optional program fees.
3. Is considered a **service-based benefit**, not monetary compensation.
4. Applies only while the individual is actively serving in the leadership role.

If a leader transitions out of their role before the end of a semester, the exemption ends at the time of transition, and any future registrations will follow the standard fee structure.

Guidelines

Facility Guidelines:

- We will clean and put the rooms back the way we found them each week, no exceptions.
- Students will be supervised at all times.
- Students will not be at the chapel without a parent on the premises.
- Students will be checked in by a parent.
- Students may not be dropped off.
 - *Students in 8th grade or above may be dropped off and may sign themselves in
- Students may not go outside by themselves.
- We will be respectful of the building and the things in the building. No running through the chapel, climbing on things, sitting on furniture, and **NO PLAYING WITH THE SOUND EQUIPMENT**.
- Students are not permitted in the storage rooms, the cry room (without their parent), the offices, or the supply room near the sanctuary.
- No food, including gum, will be allowed in the classrooms, except for water.
- Absolutely no tobacco, drug, or alcohol use on the premises.

Parent Guidelines:

- Parents should arrive a few minutes early to allow for time to get their children to the appropriate classrooms. Be respectful of other people's time.
- Notify teachers or facilitators of a child's absence.
- Check emails regularly as that is our primary means of communication.
- Supervise your children when they are not in class.
- Teach your children to be respectful towards their teachers and their classmates and you do the same.
- All parents will have a volunteer position, which will be assigned to them before classes start.

Teacher Guidelines:

- All courses will be provided through a Biblical worldview, in which the Bible is taught as true and authoritative in all aspects.
- Communicate with parents about class cancelations, grades, progress, etc.
- Provide feedback in a timely manner on any assignments.
- In case of absence, have a lesson plan ready for the substitute.
- Provide lessons plans at the beginning of the semester.

Student Guidelines:

- Be respectful of your classmates.
- Be respectful of your teachers.
- Complete assignments and tasks on time.
- Come to class prepared with all necessary materials and on time.

Sick Policy

If you or your child exhibit any of the following, please keep your entire family at home as you may be contagious before showing symptoms.

- Excessive nasal discharge other than clear
- Fever
- Pink eye symptoms
- Any other contagious situations such as lice, chicken pox, etc.

Behavior and Discipline

We believe that all of our parents and children should strive to live in a way that glorifies God first and foremost. We ask that we are all good representatives of, not only Christ, but also of our Co-op. Parents will be responsible for the discipline and behavior of their own children. Please be respectful, kind, and obedient.

In the event that there are problematic behaviors, the order of discipline is as follows:

- A warning given to the child by the teacher in charge.
- If the behavior persists, the teacher may speak with the child's parent and ask for help remedying the situation.
- Finally, the teacher may ask that the child be removed from the classroom for the semester.

*No refunds will be given for a child that is asked to be removed from a classroom for the semester.

Family Conduct, Discipline, and Website Access Policy

Conduct Expectations

Aletheia Homeschool Co-op is committed to maintaining a respectful, safe, and positive environment for all families and volunteers. All members are expected to:

- Treat leaders, instructors, volunteers, and other families with respect and courtesy.
- Communicate concerns calmly and privately with leadership.
- Follow all co-op policies, classroom rules, and facility guidelines.

- Support the cooperative nature of our program and promote a peaceful, cooperative environment.

Grounds for Discipline or Removal

To protect the integrity and wellbeing of the co-op community, disciplinary action may be taken when necessary. A family may receive a warning, probation, suspension, or removal for any of the following:

Disruptive or Hostile Behavior

- Aggressive, rude, or disrespectful communication toward leaders, volunteers, teachers, or other families.
- Hostility, gossip, slander, or behavior that creates conflict or division.

Undermining Leadership or Operations

- Refusal to follow leadership direction or co-op procedures.
- Behavior that disrupts class environments or interferes with co-op operations.

Safety or Compliance Violations

- Breaking safety protocols, check-in/out procedures, or facility rules.
- Repeated disregard for attendance or classroom expectations.

Pattern of Problems

- Multiple issues over time that show a lack of cooperation or alignment with co-op expectations.
- Continued problems after prior discussions, warnings, or attempts at resolution.

A single serious incident may result in immediate removal.

Website Access & Account Parking

Website access is a *privilege of active membership*, not a purchased service.

Families do **not** pay individually for website access.

The co-op pays a single annual website fee based on total family count, and membership dues contribute to overall operating costs, not website subscriptions.

Account Parking

If a family is suspended or removed, their online account may be “parked” at any time. This may include:

- Disabled login
- Blocked class/event registration
- Loss of access to member-only communication
- Inability to view internal information or schedules

Parking an account is an administrative action used to maintain safety, communication boundaries, and organizational clarity.

No Refunds Related to Website Access

Because families do not purchase website access separately, account parking:

- Does **not** entitle a family to any fee reduction
- Does **not** entitle a family to continued website use
- Does **not** warrant a refund of any kind

Membership fees are not adjusted due to disciplinary action.

Authority

The Co-op President and Vice President (or Headquarters leadership, where applicable) retain the authority to make final decisions regarding discipline, account access, suspension, or removal to ensure the safety and harmony of the co-op community.

Background Checks

Every adult will receive a background check through the company of our choosing, no exceptions. The cost is \$10 per person.

Visitors

We understand that, as military families, many students will have grandparents, aunts, uncles, etc. visit from out of town throughout the school year. Adult family members are welcome to visit but must receive a background check ahead of time and we ask that they do not disrupt class time.

Co-op Volunteer Opportunities

Aletheia Homeschool Co-op is a cooperative learning environment in which teaching is shared and education is a collective effort. We have several positions that you may be asked to help in.

Teacher: In charge of presenting material and lessons, grades, and activities.

Classroom Helper: Will assist the teacher and substitute in case of the teacher's absence.

Hallway Monitors: Will remain in selected areas to ensure students are not running or playing in the halls.

Cleanup: Gather trash, put away supplies, and take down tables and chairs.

Bathroom cleanup/monitoring: Making sure toilets are flushed, gathering trash, and ensuring only one student is in the bathroom at a time unless children are instructed to wash hands, in which case, the door will be propped open to allow students to be visible during handwashing.

*This list may be added to depending on the needs of the co-op.

