

# WVHC

West Village Homeschool Cooperative

Thursdays, September-May

## MEMBER HANDBOOK

**Our Mission:** To support homeschool families in their desire to engage the mind, delight the soul and ignite a love of learning by fostering meaningful connections through interdisciplinary classes in a fun, friendly and uplifting community.

**How we do it:** Guides/mentors who are passionate about their subject connect with and invest in the children weekly. They have a deep understanding/expertise and know the stories to share and questions to ask to bring learning to life for the children. Learning happens naturally. Field trips with friends and family further strengthen the community and provide additional opportunities for intellectual and social development.

WVHC Overview

WVHC Membership Details

Tentative Field Trips

Calendar

Student and Parent Expectations & Agreements, Signatures Needed

Liability Release, Sick Policy, and Photo Opt-Out Form

FAQs

### **CURRENT LEADERSHIP & VOLUNTEERS**

Director	Anna Sherman	westvillagehc@gmail.com
Treasurer	Katie Kanaskie	katiekanaskie@gmail.com
Secretary	Jess Rhodes	jessborgert@yahoo.com
Teacher Liaison	Natalie Campbell	nataliebrown0@gmail.com
Feildtrip Coordinator	Leah Lundquist	lundquist.leah@gmail.com
Website Support	Jacqueline Kasper	jacquelinek08@gmail.com
Morning Meeting	Jamie Hill	jamiehill721@gmail.com
Yearbook and Graphics	Genna Hesselberg	genevieveh645@gmail.com

Many opportunities to support and serve in this community exist!

Please contact Anna with inquiries.

## WEST VILLAGE OVERVIEW

Welcome to West Village Homeschool Cooperative! This co-op is born out of a desire to unite with an uplifting community who values hands-on learning experiences led by passionate teachers. We seek to be an apolitical space where organic questions and sincere dialogues are welcome, and where differences don't take the stage, but kindness, fun, learning and growth!

**Classes will be divided** by age groups partially determined by enrollment numbers. These groups will be ages: 7/,8/9, 9/10/11 and 11/12-14. These divisions allow teachers more flexibility in how they cater their content. Students are expected to be kind, respectful and active class participants, or they will be removed.

### 2024-2025 Classes/Schedule:

WVHC Class Rotation by Time Frame				
<b>9:30-10:15</b>				
<b>Z</b>	<b>8/9</b>	<b>9/10/11</b>	<b>11-14</b>	
Shipwrecked!- Jacob	Living Stem- Billie	Living History- Miles	Forged & Tempered- Joe/Reed	
<b>10:15-11:00</b>				
<b>Z</b>	<b>8/9</b>	<b>9/10/11</b>	<b>11-14</b>	
Forged & Tempered- Joe	Living History- Miles	Shipwrecked!- Jacob	Living Stem- Billie	
Snack Break 11-11:10				
<b>11:10-11:55</b>				
<b>Z</b>	<b>8/9</b>	<b>9/10/11</b>	<b>11-14</b>	
Living History- Miles	Forged & Tempered- Joe/Reed	Living Stem- Billie	Shipwrecked!- Jacob	
<b>11:55-12:40</b>				
<b>Z</b>	<b>8/9</b>	<b>9/10/11</b>	<b>11-14</b>	
Living Stem- Billie	Shipwrecked!- Jacob	Forged & Tempered- Joe/Reed	Living History- Miles	

**Lunch**  
Parent due back  
at 1pm.  
Pick up or stay  
and play

**Morning Meeting.** The FIRST Thursday of each month we will hold a morning meeting as families. The youth will conduct the meeting and give announcements, including weather reports and upcoming activities, etc. If anyone would like to showcase a completed project they've worked hard on, a song/skill/talent they've mastered/are mastering, science project etc., we make time for that during the morning meetings. Each student will be a secret spotlight sometime during the year and will be highlighted during this time.

**Parent Meeting** will follow the morning meeting and last around 30 minutes. Discussion, additional announcements, questions/concerns/polling etc. will be covered as needed.

**Village Trips** will be planned monthly for the West Village Thursday group. Community class students (Wednesday participants) who are not enrolled in Thursday co-op will be invited when space allows. Homeschool rates have been negotiated where possible. Payment MUST BE received when RSVP is submitted on the website, unless otherwise notated. You must RSVP by the deadline to participate. Some field trips have age requirements and younger siblings may not be able to participate.

**The cost per student** for the Thursday school year is **\$900**. All co-op funds will come back to its members through: provided teachers, location fees, field trips, co-op overhead/fees to run, supplies and administration of the program. Excess funds may be used to enhance the co-op experience or for scholarships on a case-by-case basis. Community classes (Wednesday) offerings are paid separately and per class.

## WEST VILLAGE MEMBERSHIP DETAILS

### ENROLLMENT

- Enrollment in West Village's Thursday Co-op is a 1-year commitment.
- Payment secures your families spot for the year, and can be made in 2 installments (not including early enrollment deposits - which are applied towards your total dues).
- Emergency contact forms and waivers must be submitted prior to participation.
- Review/signatures of policies/forms must be turned in prior to participation in classes or activities.

### ENROLLMENT DUES and DATES-

- March 15- April 30th - (Optional to hold your spot and let us know you're returning.) The early enrollment fee of \$50/student can be paid through Zelle or check made out to West Village. This non-refundable \$50 deposit is applied toward total dues.
- May 1- Enrollment will open for those invited from the "waiting pool" as space allows.
- May 15- **First installment due** \$475 (less early enrollment fee, if paid) or pay in full \$900 (less early enrollment fee). Zelle or check made out to West Village.
- July 1 - **Full payment due**. Final installment due \$425. Zelle or check made out to West Village.

### WITHDRAWAL

- Early enrollment fee is non-refundable.
- Withdrawal after July 1st will result in loss of enrollment fee and half of tuition paid
- Withdrawal after the start of classes will result in loss of all paid tuition. (Please speak with Anna or Katie Kanaskie when extenuating circumstances apply. Partial refund may be available.)
- The co-op depends on responsible, active family membership to function properly. The board reserves the right to discuss withdrawal with families as it deems appropriate. If families are unable to fulfill their responsibilities, or behavior issues necessitate removal from the program, payments are forfeited.

### PRIVILEGES OF CO-OP MEMBERSHIP

- A school year of weekly immersive learning experiences lead by dedicated and unique mentors
- A community of home-educating families who value hands-on learning and fostering friendships
- Access to 9 monthly, pre-organized field trips, paid for by co-op
- Additional social and academic activities throughout the year, both formal and informal. Free, low cost, and higher cost experiences will be planned, and you're invited!
- Morning meetings where children practice leadership, presentation skills and build community
- Monthly parent meetings for ease of communication, contribution, and fellowship
- Opportunities to fundraise through our 501-C3 non-profit, and benefit from funds raised
- Additional resources and perks when available.

## FIELD TRIPS & ACTIVITIES

Details and changes will be listed during the RSVP period on the website..

<b>A Variety of Activities to Add Sparkle to Your Homeschool Year!</b>	
<b>*These activities are exclusively for our WV co-op families.</b>	
<b>SEPTEMBER</b>	Zweber Farm, 11 am - 12:30 pm
<b>OCTOBER</b>	Learning Jet, St. Paul, 12-3pm
<b>NOVEMBER</b>	Astronomy & Telescopes w/ Mike Lynch. (Night Sky activity) 6:30pm
<b>DECEMBER</b>	Rudolph, Stages Theater, 10am
<b>JANUARY</b>	Vertical Endeavors, Indoor Rock Climbing
<b>FEBRUARY</b>	DRUMLine Live, Ordway, 10:30. Followed by State Capitol Tour
<b>MARCH</b>	Schubert Club Music Experience
<b>APRIL</b>	Mill City Museum
<b>MAY</b>	Frozen. Children's Theater Company, 10:30am
<b>*These activities are also offered to the Wednesday community classes families, or other friends/families of co-op members when space allows</b>	
<b>SEPTEMBER</b>	Baker Park Youth Overnight (10+) -Before school starts
<b>SEPTEMBER</b>	Zip Zap Circus. Children's Theater Company, 10:30
<b>OCTOBER</b>	Wargo Nature Center
<b>NOVEMBER</b>	Helping Hands Harvest, Service Project
<b>DECEMBER</b>	Maker's Market
<b>JANUARY</b>	Schubert Club Music Experience
<b>FEBRUARY</b>	Sledding Day or Safari Island Homeschool Swim
<b>MARCH</b>	iFly- 2 flights, including high fly (EDU 2 program for 2025. In 2024 we did EDU 1 program)
<b>APRIL</b>	Way Cool Cooking School
<b>MAY</b>	Zip line (10+) ropes course (7+)
<b>Additional formal and informal activities will likely be posted via the BAND app throughout the school year.</b>	

# CALENDAR

## THURSDAYS Sept 19, 2024- May 15th 2025

### September

12 NO CLASS- Family Gathering/ Beach Day

19 *First Day of Classes*

26

### October

3-

10-

17-(MEA, we WILL hold class)

24

31

### November

7

14

21

28- NO CLASS- Holiday Break

### December

5

12

19

26- NO CLASS- Holiday Break

### January

2- NO CLASS-Holiday Break

9

16

23

30

### February

6

13- Valentine Exchange

20

27

### March

6

13

20

27- NO CLASS- Spring Break

### April

3

10

17

24

### May

1

8

15- NO CLASS- Family Gathering

# STUDENT AND PARENT EXPECTATIONS AND AGREEMENTS

(your copy)

## **STUDENTS:**

**I understand the rules of respect that I am expected to follow.**

- I will participate respectfully in classes each week
- I will not use a cell phone (or other electronic device) during classes or co-op events as this detracts from the educational and social climate this community is seeking to foster
- I will develop my character by doing my best to:
  - Treat others with kindness, patience and forgiveness.
  - Respect the people I interact with at co-op and co-op events
  - Respect the building and property.

**During my time at West Village Co-op, I agree that I will:**

- Walk (Running, wrestling, jumping only when appropriate)
- Stay inside the building with my assigned class (unless my teacher or parent is with me) and enter/exit through assigned doors. I will not enter any room that is not assigned to our group
- Listen without interrupting and take turns when appropriate
- Respect the furniture, walls, doors, floors, bathroom etc. of our hosting location
- Clean up my messes and follow classroom etiquette
- Participate cheerfully and speak positively about and towards others. Bullying, aggression, talking disrespectfully and excessive negativity will not be tolerated.
- Be inclusive and make intentional efforts to grow in friendship with all students.
- Positively represent the homeschool community while at off-site field trips and during interactions with location staff/patrons.

**I Understand the Behavior/Intervention Policy:**

- 1- Teacher and/or leadership will respectfully address the child directly, by name
- 2- Alert the parent of the issue
- 3- Parent must attend class with child, or child must skip a week of classes
- 4- Discussion of withdrawal or action plan takes place.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Student Signature

\_\_\_\_\_ Student Signature \_\_\_\_\_ Student Signature

**STUDENT AND PARENT EXPECTATIONS AND AGREEMENTS CONT.**  
(your copy)

**PARENTS:**

**I understand the above expectations of my student, as well as the following expectations of membership in WVHC**

- My child(ren) want(s) to be here and is/are expected to participate respectfully.
  - I am committed to fulfilling all of my volunteer responsibilities (details below)
  - I will participate in parent and morning meetings (Thursday families only)
  - I am interested in supporting the community when/where I can.
  - I support the value of "no cell phones" for my child(ren) during co-op classes or sponsored activities and my child will comply. (Parents are expected to enforce this)
  - I will review this handbook with my child(ren) and hold them accountable
- 
- VOLUNTEERING:** I understand that participation in WVHC requires several hours of my time throughout the school year. On my assigned days, I will help with student check in/ check out, clean up, classroom assistance, basic first aid and any other reasonable parent volunteer responsibilities as needed. If I cannot attend my assigned volunteer day, I can swap with another parent, or pay \$100/day to WVHC to assume my responsibilities in my absence or find a replacement. During volunteer hours, parents are free to do their own thing when not needed for co-op responsibilities.

\_\_\_\_\_ Parent (sign, date)

\_\_\_\_\_ Parent (sign, date)

## WEST VILLAGE LIABILITY RELEASE WAIVER

I, \_\_\_\_\_, (printed name of parent/guardian) assume all the risks of membership and participation in West Village Homeschool Co-op (“WVHC”). I understand that the possibility of an unforeseen hazard does exist and that there are inherent risks with taking part in a homeschool cooperative. I agree NOT to hold First Presbyterian Church of Maple Plain and/or WVHC, including without limitation their respective administrators, agents, board members, contracted instructors, congregants, contractors, Deacons, directors, employees, invitees, ministers, officers, Session members, workers, and volunteers, liable for any personal harm or injury or any property damage or loss incurred by me or any other individual for whom I am responsible, unless caused by the gross negligence of First Presbyterian Church of Maple Plain and/or WVHC. I have read this document, and I fully understand its content. I am aware that this is a contract, and that it is a release and waiver of liability for WVHC, First Presbyterian Church of Maple Plain and the people referred to above, to the extent permitted by law, and I sign it of my own free will.

1. \_\_\_\_\_ Print Minor Participant's Name/ Age

\_\_\_\_\_ Signature of Parent or Guardian Date

2. \_\_\_\_\_ Print Minor Participant's Name/ Age

\_\_\_\_\_ Signature of Parent or Guardian Date

3. \_\_\_\_\_ Print Minor Participant's Name/ Age

\_\_\_\_\_ Signature of Parent or Guardian Date

4. \_\_\_\_\_ Print Minor Participant's Name/ Age

\_\_\_\_\_ Signature of Parent or Guardian Date



## WEST VILLAGE SICK POLICY (your copy)

To prevent the spread of germs, the Minnesota Health Department sets these guidelines as a reason to keep your child at home. Please review if you're unsure.

- Vomiting or Diarrhea
- Contagious rashes
- Persistent and/or croup cough
- Fever (no fever for 24 hours without taking fever reducing medicine within that time frame)
- Obvious contagious conditions, such as head lice or pink eye
- Heavy, greenish or yellow nasal discharge
- Strep Throat
- Flu/Bronchitis/Pneumonia
- Ear Infection
- Covid

Children must be symptom free and feeling well before attending the West Village Homeschool Co-op classes and activities. We appreciate your consideration and help with keeping everyone feeling their best within our West Village Homeschool Community!

Please note: While it's not a requirement, teachers and co-op leaders appreciate knowing in advance if your child(ren) will not be attending on a co-op day. Please email [westvillagehc@gmail.com](mailto:westvillagehc@gmail.com) if you plan to miss a day (or series of days) and the message will be relayed to the teachers so they can adjust their plans/supplies accordingly. THANK YOU!

## PHOTO INFORMATION AND OPTIONAL OPT-OUT FORM

I understand that there may be times when co-op members/families or co-op leaders capture pictures during class or other co-op activities. I DO NOT give my permission for photos that include my child's face to be used in the West Village Homeschool Yearbook. I understand that if a group photo that includes my child is shared via the band app or in another informal setting, it is my responsibility to request it be removed if I am uncomfortable with this. I also understand that West Village will seek out permission prior to sharing any photo of the group publicly. Any family can deny permission at that time.

All parents of the co-op have received the opportunity to opt out of photos being taken of their child for the yearbook. By NOT signing and returning this form, your child will likely be present in a variety of photos throughout the yearbook, or not- public spaces.

To opt out, sign below and return.

\_\_\_\_\_ Parent (sign, date)

## FAQ

### **What are your values?**

Peace, kindness, cooperation, respect, and generosity. We want a welcoming and exciting environment where children thrive intellectually and build meaningful relationships.

### **Are you a religious co-op?**

No. Both religious and non-religious families are welcome and will be present.

**Are you equipped to accommodate my child with special needs?** Any child who enhances (and does not overly detract from) a positive learning environment is welcome, regardless of special needs. Name calling, complaining/negativity, aggression, chronic interruption or similar behaviors aren't acceptable and will not be tolerated. Please email with specific questions and be transparent during enrollment.

### **Do you accommodate food allergies/preferences?**

Teachers have been asked to avoid gluten, food dye and high-sugar treats if they bring food into their classrooms, or to provide a comparable alternative for kids. If other restrictions are important to families (nuts, dairy, meat etc.) we can relay that info to teachers as well. Families must include details on enrollment form if accommodations are needed. In the spirit of inclusion, *we request that participating families consider these allergies/preferences during co-op sponsored events as well.*

### **Do you prioritize medical freedom?**

Yes.

### **Do I have to sign waivers?**

Yes. Both our host location and the co-op require waivers of liability.

### **What safety measures are in place?**

Students are dropped off by parents and checked in by parent volunteers or a member of the leadership team. Volunteer parents will be present to help with basic first aid, additional needs and minimal hall monitoring. Students will be allowed age-appropriate independence in the building. Students who are at risk of wandering must have a parent on site during classes. (Any parent is welcome to stay for any reason, and children who are coming for only 1 class must have a parent on site during class). The main door to the chapel and their offices are unlocked during their office hours. Teachers will be present with kids for classes and activities held outside. Parents/families must decide if they are comfortable with the inherent risks of this drop off program.

### **Do I need to volunteer?**

Yes. Families are expected to volunteer periodically throughout the semester in a classroom/ set up/clean up setting, *usually twice during a semester.* Parents can find a substitute volunteer OR pay \$100 for each volunteer day missed.

Participating families are invited to participate in additional volunteer opportunities as needs arise, Tax deductible donations are welcome and 100% of donations will serve the students through supplemental materials, opportunities or scholarships.