

# WVHC

West Village Homeschool Cooperative

Wednesdays, September-May

## PARTICIPANT HANDBOOK

Updated May 2024

**Our Mission:** To support home educating 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:** We have partnered with unique teachers who are passionate about their subject and would like to offer their services to your children. Having several teachers available in the same location allows families to participate in multiple classes- providing meaningful engagement for the students, and optional respite for busy homeschooling parents. Pre-planned optional field trips with friends further strengthen the homeschool 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 differences don't take the stage, but kindness, fun, learning and growth!

**Classes will be divided** by age groups for most classes, with a small amount of flexibility on a case by case basis. 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.

**Classes held WEDNESDAYS in Maple Plain (specific address provided to enrolled families)**

**2024-2025 Projected A La Carte Classes/Schedule (Dependent on enrollment):**

9:00	10:00	11:00	12:00	12:30	1:30
Homeschool Choir (Mixed Age)	Improv (6-9)	Jiu Jitsu (6-9) Forged & Tempered	LUNCH	Integrative Art (6-9)	PE (6-9) Forged & Tempered
Study Hall (Mixed Age)	Jiu Jitsu (10-14) Forged & Tempered	Improv (10-14)	LUNCH	PE (10-14) Forged & Tempered	Integrative Art (10-14)
	Study Hall (Mixed Age)	Study Hall (Mixed Age)	LUNCH	Study Hall (Mixed Age)	Study Hall (Mixed Age)

**\*10:30-11:30 Crafty Kid Art Lab (4-6 years old) will take place in Maple Plain at the Jessica Bortoni Art Studio, 5215 Main Street E. Enrollment for her semester class can be found [HERE](#). Semester dates and rates apply.**

**Field Trips/Activities** will be planned monthly, and are optional, often with an additional cost. Homeschool rates are negotiated when possible. Payment **MUST BE** received when RSVP is submitted on the website or BAND app. 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 (ropes course, tubing, cooking school, etc).

**The Cost** Wednesday classes are a flat \$10/ class (plus \$15/semester supply fee for students who sign up for Art or MIX). First semester dues are \$130/Class (\$145 for Art or MIX) and second semester dues are \$150/Class (\$165 for Art or MIX). A once annual registration fee applies at \$30/family.

**Drop Off/Pick Up.** For children under the age of 10, parents are required to drop children off at their first class and pick them up from our common meeting area. Children 10 and older are allowed to be dropped off at the doors, but must be picked up by parents from our common meeting area when their classes are done. **The day ends at 2:30pm.** Children enrolling in only one class must have a parent onsite.

**Volunteering:** 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. Prior notice is necessary for planning purposes.

# WEST VILLAGE COMMUNITY CLASSES

## ENROLLMENT

- Enrollment for community classes are a semester commitment.
- Annual family dues (\$30/family) and class dues can be paid to West Village via ZELLE at **westvillageHC@gmail.com** OR through check. Be sure to write a thorough memo
- A detailed invoice and instructions will be emailed after enrollment forms are completed. Payment must be received within 1 week following your emailed invoice to secure your spot. Pending registration spots beyond 1 week will be given to waitlisted families, when applicable.
- Signature forms must be submitted **prior to participation**. See “Documents” tab and click “Wednesday/Thursday required forms” on our website, westvillageMN.com.

## PAYMENTS-

- Classes are first come first served. Received payment (not registration) secures your spot for the semester. Enrolled Families receive priority enrollment for the second semester.
- **Please note:** First semester classes are \$130 total (\$145 for Art) and second semester classes are \$150 total (\$165 for Art). There are 13 classes this Fall and 15 classes in the Spring.
- If your family needs special accommodations for payment please contact Anna or Katie directly.

## WITHDRAWAL

- Annual family fee is non-refundable.
- Withdrawal after July 1st will result in loss of half tuition paid.
- Withdrawal after the start of classes will result in loss of all paid tuition. (Please speak with Katie Kanaskie when extenuating circumstances apply. Partial refund may be available.)
- These classes and teachers depend on responsible, active family participation 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 PARTICIPATION

- A semester of immersive learning experiences lead by dedicated and unique teacher/mentors
- A community of home-educating families who value hands-on learning and fostering relationships
- Access to monthly, pre-organized field trips/ activities, often at a discount
- Additional resources and perks when available.

# CLASS CALENDAR

## WEDNESDAY Sept 18, 2024- April 30, 2025

September

18 *First Day of Classes*

25-

October

2-

9-

16-(MEA, we WILL hold class)

23

30

November

6

13

20

27- NO CLASS- Holiday Break

December

4

11

18

25- NO CLASS- Holiday Break

(Fall semester **13** Classes,  
Spring semester **15** classes)

**2ND SEMESTER STARTS**

January

1/8- NO CLASS-Holiday Break

15-

22-

29-

February

5-

12-

19-

26-

March

5

12

19

26- NO CLASS- Spring Break

April

2

9

16

23

30

### **You Are Invited!**

**\*These are tentative optional activities/field trips that we have pre-organized for this community. They range from free to higher priced experiences. Activity details and RSVPs will be organized through the BAND app, emails, or the website when confirmed**

<b>September 8-10</b>	Baker Park Youth Overnight (10+)- Before classes start
<b>SEPTEMBER</b>	Zip Zap Circus, Children's Theater Company
<b>OCTOBER</b>	Wargo Nature Center, Heritage Lab
<b>NOVEMBER</b>	Schubert Club
<b>NOVEMBER</b>	Second Hand Harvest (8+) Service Project
<b>DECEMBER</b>	Holiday Maker's Market
<b>JANUARY</b>	Safari Island Swim Day
<b>FEBRUARY</b>	iFly- 2 flights, including high fly (EDU 2 program. 2024 we did EDU 1 program)
<b>MARCH</b>	Schubert Club OR iFly- 2 flights, including high fly (EDU 2 program. 2024 we did EDU 1 program)
<b>APRIL</b>	Way Cool Cooking School, (different menu than last year)
<b>MAY</b>	Kerfoot Canopy Zip Line (10+) Ropes Course (7+)

**Additional formal and informal activities may be posted via the BAND app throughout the school year.**

# 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 disrespectful 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 on site 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 classes and activities. We appreciate your consideration and help with keeping everyone feeling their best!

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!

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.