

GLORY ALLIANCE

Updated 2024/2025

Glory Alliance Christian Home Educators (GACHE)

Enrichment Class Semesters

Parent Responsibilities:

1. Show up, be on time and be prepared to assume your assigned responsibilities.
2. Families should arrive at the church on time for the Morning Assembly. This is to ensure that members are kept informed about policies and other important GACHE activities and events. (See more information under "Morning Assembly".)
3. All absences must be reported to the Director (Cyndi Solis, (210) 748-8628) as soon as the absence is realized. Attendance is expected unless illness or extenuating circumstances prevail. Persistent attendance problems will be addressed on a one-on-one basis and your membership evaluated accordingly.
(See Co-op Attendance Policy on Policies 2024-2025)
4. Let the Family Director (Kathy Taylor) know if you or someone you know is sick, having a baby, etc. so that we can help care for our members.
5. Be alert and aware of all classroom activities, as we are all hall monitors and traffic controllers.
6. Read, understand and enforce all building policies and adhere to proper codes of conduct and behavior while at the class semester location.
7. All parents are volunteers who serve all three hours in a teaching or assisting position of service within the class day.
8. Be willing to serve as a substitute when needed.
9. Parents are expected to remain on the premises while children are participating in the class semester.
10. All visitors to the co-op must be approved by the Director prior to Friday. If the visitor is a student, the teachers of each of the classes the visitor will be attending must be notified so appropriate arrangements can be made. If the teacher does not feel comfortable accepting a visiting student, then those wishes will be honored.
11. Parents are to monitor their children at **ALL TIMES**. Children are not permitted outside the building **AT ANYTIME** without adult supervision. The parking lot can be a very dangerous place. Please be aware of **ALL** children, not just your own.

12. If changes are needed in a ***student's class schedule***, the request must be made during the first two weeks of the semester. Please notify the Family Ministries Director (Kathy Taylor) at the check-in/information table.
13. Each week we will assign "Trash Engineer" duties to our teen members. You will be notified by email on Monday or Tuesday of the week of your duties. Please contact our Educational Enrichment Director (Cyndi Solis or Autumn Leonard: gloryallianceche@gmail.com) if your teen is unable to help on their assigned day.

Teacher Responsibilities

1. Be punctual, be prepared for each class, and do a job of excellence.
2. Communicate with parents about class supply needs if separate from supply fee.
3. Take attendance at the beginning of each class.
4. Prepare a sub folder and give it to the Educational Enrichment Director no later than the first day of co-op.
5. Incident reports need to be filled out for incidents that happen during class time. Forms can be found at the check-in table.
6. Turn receipts for reimbursement on GACHE Reimbursement Form before co-op begins every Friday morning.
7. Make all copies needed for class before class time. Copies can be made with the church black and white copier.

Student Responsibilities

1. Be on time.
2. Be prepared, and bring needed supplies (i.e. notebook paper, sharpened pencils, etc.).
3. **Walk** in the halls between classes. Absolutely no yelling or running.
4. Be respectful of others and their property. Keep hands and feet to yourself.
5. **Be respectful of the church property.** Failure to respect the host facility can result in discipline from the GACHE Board and possible dismissal.
6. Students are expected to have self-control and respond appropriately to the teacher's directives.
7. Students are expected to encourage and support one another in a gracious and loving environment. No name-calling or destructive comments toward one another will be tolerated.
8. Students who disregard any classroom expectation are to be dealt with immediately. Teachers are to quickly remind students of proper classroom behavior, no matter what the offense.
9. No gum is allowed.

10. No cell phones, other electronic games/equipment, or personal items such as trading cards, headsets, etc. should be used during class unless approved by the teacher. Each teacher reserves the right to confiscate any such items until the end of classes should this policy be violated.

Facility Responsibilities

Enrichment classes officially end at 12:30pm each Friday, with clean-up responsibilities to be completed immediately following. Please keep in mind that during this time (and all other times during the day) children are under the authority of their own parents who need to ensure that all conduct complies with proper respectful behavior. As security and safety are our top priorities, we will take attendance each hour and ask that teachers and assistants help students get to their next classes safely. At the end of the third hour students and parents are asked to quickly find each other in the Family Life Center. Each week we will assign "Teen Trash Engineers" and parent "Door Monitors".

Morning Assembly

To keep members up to date on important Class Semester issues and GACHE activities, we meet every Friday morning prior to the start of classes for a time of sharing, encouragement, and fellowship. We will open our day by reciting the "Pledge of Allegiance" and opening prayer. We will then celebrate any "Spirit Days" and have announcements. We ask that each family arrive on time each week. On time meaning for the Morning Assembly. Please be respectful of the facility, students should remain seated, not standing or walking on chairs, in the assigned area.

Illness Policy

Upon recommendation of the Center for Disease Control, a child/adult must be free of all symptoms listed below for at least a period of 24 hours before they can be admitted to class.

Any illness that renders your child unable to participate comfortably in daily activities.

1. Fever—AND sore throat, rash, diarrhea, earache, irritability or confusion. Fever is defined as having a temperature over 100 F or higher taken under the arm, 101 F taken orally, or 102 F taken rectally. For children 4 months or younger, the lower rectal temperature of 101 F is considered a fever threshold.
2. Diarrhea—loose watery stools that require frequent change of diapers, or that a child not in diapers cannot control and necessitates increased care and/or change of clothes.

3. Vomiting—2 or more times in the past 24 hours unless it is determined to be due to a non-communicable condition and there is no danger of dehydration.
4. Body rash with fever—unless it has been determined non-communicable. Sore throat with fever and swollen glands.
5. Severe coughing—child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
6. Eye discharge—thick mucus or pus draining from the eye, or pink eye
7. with eyelid redness, pain and/or fever.
8. Yellowish skin or eyes.
9. Any other communicable illnesses (skin infections, childhood diseases— chicken pox, measles, etc.). Child or adult must be on antibiotics for at least 48 hrs. and/or started or completed treatment per doctor's orders.
10. Child is irritable, continuously crying, or requires more attention than staff can provide without interfering with the health and safety of other children in our care.
11. COVID: it is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

For children and young people aged 18 and under who are recommended to take a COVID-19 test by a health professional and test positive, the advice is to try to stay at home and avoid contact with other people for three days. This is because children and young people tend to be infectious to other people for less time than adults.

Adults are no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. Adults with a positive COVID-19 test result are advised to try to stay at home and avoid contact with other people for five days, which is when they are most infectious. (GOV-UK)

12. When in doubt, please apply the Golden Rule, remembering that what was brought in last week will return fourfold next week! If you or your children arrive with any of these symptoms, we will ask you to go home. If your child develops any of these symptoms while in class, the child will be isolated, and the parent notified immediately.

This policy is for the protection and comfort of you, your child and the other members of the group. Thank you for your cooperation.

Dress Code Policy

- No obscene, graphic, scary, explicit, or offensive images on any form of clothing.
- No camisole or tank tops worn alone. They must be covered by an appropriate shirt.
- No strapless shirts, leotards, unitards, bathing suits, or see-through clothing are allowed
- You may wear shorts or skirts as long as they are one inch above the knee or longer.
- Leggings may be worn as a substitute for pants.
- You may wear leggings under shorts or skirts.
- Any rips in distressed jeans or shorts should also fall an inch or below the knee or be lined.
- Dresses and skirts need to be an inch above the knee or longer. If they are shorter than the appropriate length they should be worn with leggings or shorts that are at least knee length.
- No bare midriffs. Tank tops and camisoles should be worn under fashionably short blouses.
- No under clothing showing... underwear/boxers/bras.
- Shirts may not be low cut, nor have "spaghetti straps."
- No clothing may sag or expose undergarments.

Name: _____ Date: _____

Signature: _____