CHNM Class Day Policies

# Parent Policy

Parents (legal guardians) are expected to remain in the building for the entire Wednesday morning 8:15 AM to 12:30 PM, if their child/ren are there. If parent needs to be absent, each student/child/ren must have a designated adult who is responsible for them, and has signed the statement of faith or is willing to do so, during the time of co-op each week. The designated adult can only be responsible for one family at a time. The designated adult is also responsible for helping in the classes the parent is signed up to help in.

If the child is a high school student they may come 1 week without a parent or designated adult.

Parents are able to drop off their child/ren and don’t have to stay for 5th hour classes; revised on 11-30-22.

If a parent needs to attend to Class Day business off campus during 1st-4th hour, they may leave without taking their child/ren with them. Prior approval is suggested, if not able to, must get permission from the Class Day Chair or Co-Chair. Examples include but not limited to picking up supplies from the store; revised on 4-21-23.

# Attendance Policy

Upon the fourth absence in a semester, that family must notify the Class Day committee. If physical attendance at a class day committee meeting is not an option; then a written document is necessary to explain the absences. That necessary document may be an email classday@chnmonline.org or a letter addressed to the committee. This notification must be completed and received by the committee within seven days of the 4th absence.

We fully realize that legitimately there are times when multiple absences may be unavoidable or necessary - what we ask is that the Class Day committee be apprised as to the specifics of those absences.

If after 4 absences no notice is received (no-show at meeting or lack of written communication to the committee), the child/children/parent are permitted to finish the current semester; however, upon registering for classes for the next semester, that family will be placed in the last group to register

# Class Day Registration

Class day teachers/coordinators will be allowed to register one week before other class day members.

Registration then opens as follows:

1. Current class day families – 1 week
2. Member waiting list – 1 week
3. Non-member waiting list – 2 weeks
4. Open to new families as space permits

Registration will close no later than July 31, with exceptions made for new-to-the-area families if space permits.

# Class Change Policy

1. Families will be able to change their students’ classes in the first two weeks of classes only.
2. If a class is still not a good fit, changing classes may be considered at semester break. 3. The class change request form must be filled out by the family and signed by the teachers of both classes in question.

# Class Day Helper Policy

1. Helpers are expected to be present in their assigned classrooms. This ensures sufficient adult coverage for each class, and ensures we can find you if your child needs you.

1. Responsibilities:
	* Help maintain order in class
	* Assist students as needed
	* Take attendance
	* Teach when regular teacher is absent

# Adult Children at Class Day

Adult children (those over 18 and graduated) are welcome to attend class day with the family. However, they must sign the statement of faith and agree to all policies. They will be assigned as helpers where needed, but generally not in a high school classroom. They must fulfill helper requirements according to CHNM helper policy. If attending in place of a parent who is unable to attend, they will be assigned to help and/or teach in place of that parent.

# Infants and Toddlers in Class

We strongly encourage parents to take advantage of our nursery while helping/teaching in older students’ classes. However, we understand that many infants and toddlers are breastfeeding and/or have difficulty separating from parents, especially for a four-hour class day. Infants and toddlers who are having difficulty separating may attend class with a parent as long as the child is contained in either a baby carrier or stroller, and not being disruptive to the class. If the child cannot remain quiet, he/she should be returned to the nursery.

Exceptions to policies, may be requested by submitting in writing to the class day committee for approval.

Illness Policy:

In the last 24 hours, have you or your children that attend co-op experienced:

* Fever greater than 100.4\*F?
* Severe cough that started or have gotten worse?
* Had congestion or a running nose?
* Had nausea, vomiting, or diarrhea?

If you answered yes to any of the questions please stay home.

\*Revised on 1-21-25