



Tree of Life Co-op

Tree of Life Co-op Handbook Wednesday

After decades of research about how children learn best, here's what we've discovered:

Children learn through play. It's the work of childhood.

Children learn through hands-on experiences. Seeing, touching, tasting, Smelling are the strongest modes for early learning.

Children master communication by having conversations.

Children learn by trying to solve real problems.

Children find exploration and investigation intrinsically rewarding. The driving force is "What if . . .?" and "I wonder. . . . — Laurel Schmidt



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TREE OF LIFE CO-OP INFORMATION

Who We Are:

We are a non-denominational group and welcome families of all faiths. Please be mindful, sensitive, and respectful of the different beliefs in our group. We do not discriminate. We desire to have a family-friendly learning environment. Any negative behavior to another person's beliefs is grounds to be asked to leave the co-op.

General Co-op Information:

1. Parents must sign in at the sign-in desk when they arrive at the coop.
2. If you are more than 20 minutes late, unfortunately you will not be allowed to join the class, due to it being disruptive.
3. If your child is not in the classroom, they must be in the nursery, only when accompanied by a parent.
4. No children are allowed in the Parlor or the Tree House rooms, in the main building, at any time.
5. No children are allowed in the Kitchen, in the auditorium, at any time.
6. There is a Lost and Found in the upstairs hallway. Once every three months, items will be donated to the church thrift store. There will be a warning before that happens.
7. Please clean up after yourselves in the cafeteria area.



Refunds:

Due to limited space all payments are non-refundable. Students that are asked to leave because they are unable to comply with the Co-Op policies such as students' expectations, discipline, will not be refunded. In addition, families that decide to voluntarily leave Tree of Life Co-Op for any reason will also forfeit paid fees.



STUDENTS POLICY/ PROCEDURES

Student Expectations:

1. Students are expected to act in a respectful and polite manner to adults and fellow students. Speak to others (children and adults included) like you would want to be spoken to.
2. Food and beverages will be allowed in designated space for in-person classes. No gum is allowed during class.
3. Our teachers work hard to prepare fun, interactive, and exciting lessons to enhance classroom learning opportunities. Please do not allow your children to bring anything that would be disruptive for them or the other students.
4. Students are expected to be compliant and respond appropriately to the teacher's directives.
5. Students are expected to encourage and support one another in a gracious and loving environment.
6. ***No electronics will be permitted in class. Any exceptions will be made on a case-by-case basis and must be cleared with the administrators.

Student Disagreements:

Students who feel they were treated unfairly or feel disrespected by another student during class or at any time during the day should notify teachers or parents. We will work together to come to a peaceful resolution.

Discipline:

Students who behave in a disruptive or disrespectful manner will be subject to disciplinary action. Students who don't comply with classroom rules are to be dealt with immediately. Teachers will be addressing the situation by reminding students of expectations, redirecting behavior, involving administrators, parents and/or asking aide to remove students for a brief moment to reset. When involving parents, teachers will work on an action plan with parents and administrators to address issues. If despite the administrators,



teacher's, and parent's best efforts, the undesired behavior continues, students will be removed from class.

In the case of violent or threatening behavior the student may be expelled without prior notification.

Tree of life Co-op is a bully free community and intends to remain that way. There will be absolutely tolerance for the following:

Verbal Bullying, Physical Bullying, Social Bullying, Cyberbullying and intimidation.

In case bullying occurs, the protocol below will be followed:

1. Verbal Warning at first incidence
2. Written Warning on second incidence
3. Expulsion

Sick Days:

We trust parents to use their discretion but ask that if any family member has experienced fever (100.4 or higher), vomiting, or any other symptoms that might be contagious to stay home. Family members need to be fever free for 24 hours without assistance from fever reducers in order to attend co-op.

We follow Covid-19 state laws but we are a mask optional group.



ACCOMODATIONS

Children with Special Needs:

Tree of life Co-op is inclusive and tries to accommodate to the best of our ability. We are not equipped with professionals and ask each parent to evaluate if their child is able to adapt to classroom structure and abide by our co-ops rules after accommodations are put in place. Unfortunately after accommodations if the child is consistently disruptive we may not have the tools to assist them.

Food Allergies:

Families who have allergies please let the administrators know so they can find ways to best accommodate your family.

Confidentiality Policy:

All personal information regarding students, parents, teachers, or family will be kept confidential by Tree of Life administration and will not be shared with others without prior consent.