

Agape Christian Fellowship
(A Division of South Hillsborough Christian Homeschoolers)
Welcome!

Thank you for your interest in Agape Christian Fellowship co-op. Our goal is to provide Christian-based supplementary educational opportunities to children from infant through eighth grade. Thanks to all of the homeschooling families who have already committed to share their expertise and time.

By becoming a member of Agape your family will become part of the fellowship of Christian families who routinely support and encourage each other in their conviction to homeschool their children. Additionally, we are committed to teaching curriculum rooted in sound Biblical principles, such as science from a pro-creation perspective.

All families are required and expected to read and completely support the Agape Rules and Guidelines. These rules outline the behavior and attitudes expected of families while attending Agape classes. If any family or family member chooses to disregard these guidelines, which are strictly enforced, the Agape board may decide, at its sole discretion, to revoke the membership of such family. Revoking of membership would occur only after the family has failed all attempts to reconcile the issues as indicated in the Agape Discipline policies and according to Biblical guidelines. It is our strongest desire to support homeschool families in all aspects of their development, but the good of the co-op remains the principle responsibility and the primary concern of the board members.

Our parent-taught co-op meets on Wednesdays at First Baptist Church Riverview from 9:00 AM to 12:00 PM. This time period allows students from K to 8th grade to take 3 classes with a 15 minute assembly time and a snack break. We have two 10-week semesters per school year: Fall Semester – September through November and Winter/Spring – January through March.

For further information about Agape, please read the following:

Admissions Policy (*states the guidelines of accepting admissions to Agape*)

Rules and Guidelines (*these govern the expectations for behavior of all members, parents, and students included*)

Discipline Policy (*this document describes the process that all families are subject to upon failure to comply with the above rules*)

If you need additional information please contact:

Christy Mason, Director

mason.christy@verizon.net

813.657.5897

Application for Agape Christian Fellowship
(A Division of South Hillsborough Christian Homeschoolers)

For Administrative use only! Date Received: _____ Confirmed area of Service _____ Dropped from waiting list? Y/N Registration Number _____ Check Number _____ or Cash \$ _____

Family Last Name _____ Phone _____

Mother's Name _____ Father's Name _____

Address _____ City, Zip _____

Email _____

How frequently do you check your email? _____ We communicate through email almost exclusively and thus checking your email every few days is very important to being current with the activities and news of our co-op.

Student Information (names as you wish them to appear on name tags; please include all children)

Names	Grade	Birthdate

Parents' talents/experience/hobbies/areas of interest (to help the co-op identify future resources for classes):

Classes you would be interested in teaching: _____

Grade levels you feel comfortable teaching (circle all that apply: **Nursery Pre-K K-2 3-5 6+**)

Please list any co-ops you have participated in the past? _____

I/we understand that every family must work and contribute a minimum of two "credits" in some capacity at the co-op.

I/we also understand that I parent must stay at the church during co-op and would like to serve in these areas (circle all that apply):

Teach (1 credit), Co-teach/ Assisting (1 credit), Nursery (1 credit), Preschool (1 credit)

THIS IS ONE OF THREE PAGES. THE APPLICATION, COVENANT-NOT-TO-SUE, AND RULES AND GUIDELINES AGREEMENT PAGE MUST BE SIGNED AND RETURNED WITH YOUR \$30 REGISTRATION FEE. PLEASE MAKE CHECKS PAYABLE TO SHCH.

I acknowledge the above as true and correct _____
(signature and date)

In order for us to minister to you and your family more efficiently, please list a few reasons your family chose to home-school or your home-schooling philosophy in the space below.
(It doesn't have to be very long. We just want to get to know you and your family.)

AGAPE CHRISTIAN FELLOWSHIP CO-OP
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Release and Covenant Not to Sue

(one per child is required)

I/We have read and understand the terms, policies and requirements of Agape Christian Fellowship co-op at First Baptist Church Riverview and in signing this agreement confirm compliance. I/We release and hold blameless the employees, volunteers and other parents of Agape Christian Fellowship coop and First Baptist Church of Riverview from any and all claims of liability past, present and/or future. I/We accept the financial responsibility for any damage to facilities and personal property for which our child is found to be responsible.

As parent or legal guardian of _____, my signature below indicates that I have read and agree with the foregoing.

Subscribed and sworn before me this ____ day of _____, 20__ by whom is known by me.

Parent/Guardian Printed Name _____

Signature _____

Date _____

Please return this form notarized with your registration form.

Agape Christian Fellowship Co-op
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Admissions Policy

Once you have committed to join Agape for a given semester, then you are considered registered for our co-op, and any withdrawal from the group before the final day of classes of that upcoming semester will result in the following consequences:

- Future applications for your family will be subject to board approval
- You will forfeit all fees.

If it happens that you withdraw from co-op membership before we have registered for upcoming classes, then the co-op fees will not be due. Once you have registered your children for specific classes in the next semester of classes, then those fees are due and payable – regardless of whether your children attend classes or not.

You may withdraw from Agape without penalty after completing any full semester. You can do this by not re-applying for the next semester of classes when re-application is held during each semester. You are welcome to return to Agape at any time by mailing your application to the address listed below.

Why do we have such strict admission rules?

The longevity of Agape and the positive impact it has on families' lives is due to the grace of God and the hard and selfless work of all of our volunteer parents. Having families drop out after registration causes holes in our organization and causes a strain on the rest of the group. Our goal is to enrich the lives of homeschoolers, not to cause stress.

If you withdraw from co-op before or during the semester, then your jobs (either as teacher, helper or nursery/ preschool worker) will remain open for the next semester unless they are covered by another volunteer member of Agape. If you are scheduled to teach a class, that class will have to be cancelled or taken over by another mom who should not have to take on additional responsibilities over and above her other co-op responsibilities.

Please strongly consider your ability to fulfill your commitment to our group BEFORE joining our group.

Regarding the fees:

Immediately following class registration for the upcoming semester, we pay the church the facility fee for the use of the buildings. It would not be fair to pull money out of our supply fund and not be able to cover the cost of supplies of copies made by the volunteer teachers.

In Summary:

God has abundantly blessed Agape as it strives to enrich the lives of its member families. We do our part by being good stewards of our monies and making sure teachers and parents are all holding up their end of the bargain.

No one in our co-op receives any compensation for their services. Fees are used strictly for the facility fee, copy expense, class supplies and cleaning supplies. Any extra money received from class fees or possible fund-raising events will go into the organization to buy needed equipment or to scholarship member families who may be in a time of financial need.

We have strict admission procedures for that reason. We must prevent as many careless acts as possible. We know that unexpected crises or changes may be beyond anyone's control. However, because of those uncontrollable events, we must minimize the controllable interruptions as much as possible. Agape must operate with a conservative management style in both time management and financial management to assure that Agape will be available for the next generation of homeschoolers in the Riverview area.

Christy L. Mason
Co-op Director
10515 Salisbury St.
Riverview, FL 33569

Agape Christian Fellowship Co-op
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Discipline Policy

Co-op students and parents should read and heed all rules and guidelines as presented on the complete Rules and Guidelines form. These will apply at all times while on the church premises.

The following is our detailed procedure for handling discipline problems at co-op:

- **First Disciplinary Offense:** Written Discipline Notice submitted to and parent.
- **Second Disciplinary Offense:** Written Discipline Notice submitted to parent, director and leadership team. The parent will be contacted by the director.
- **Third Disciplinary Offense:** Written Discipline Notice submitted to parent and conference with leadership team, parent and director.
- **Fourth Disciplinary Offense:** Child is expelled from co-op for the remainder of the current semester. Reinstatement for following semesters will be determined after a conference with parent, leadership board and director.

In fairness to the teachers and students in the classroom, and our gracious host church, we will adhere rigidly to this policy.

Thank you, Parents, in advance for talking with your children about this important subject, and Teachers for enforcing this policy.

In Christ,

The Agape Christian Fellowship Co-op Board

Train up a child in the way he should go, and when he is old, he will not depart from it.
Proverbs 22:6

Agape Christian Fellowship
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Rules and Guidelines

A. Dress Code

1. Parents and students need to be careful to dress modestly and be clean and well groomed.
2. Shorts must be no shorter than 4 inches above the top of the knee.
3. Skirts and dresses must not be shorter than just above the knee.
4. **NO** skin-tight clothing, see-through clothing, tank-tops, halters, spaghetti-straps, bare midriffs, fish-net tops, plunging necklines, split-side skirts, mini-skirts or clothing that advertises illegal or immoral acts shall be permitted. Undergarments may not be visible. **If this policy is violated and suggestive or otherwise inappropriate clothing is worn, you will be asked to go home and change.**
5. Earrings can be worn by girls only and only in the earlobes.
6. Baseball caps and other hats must be removed during assembly and class time.
7. Students must be dressed appropriately for the classes they are attending (i.e. tennis shoes for any physical fitness class).
8. Nametags must be worn by every participant in the Co-op and must be displayed on the upper left side of the chest. At the end of the day, please return the nametags to the appropriate basket. Replacement cost of a nametag is \$1.00.

B. Back Pack and Supplies

1. All students need to bring a backpack or tote bag to carry supplies.
2. Clearly label all items with at least the family last name, especially those things that belong to a nursery or preschool child.
3. Make sure that your child's backpack is stocked every week with the correct supplies needed for his/her classes.
4. If your child does not have the required supplies for each class, you will receive a notice from his/her Teacher (Parent/Teacher Communication Form). Continued lack of supplies after a note is give will result in a written discipline notice.

C. General Behavior

In order to maximize the benefit of classes for all students, we ask that you instruct your child in the following classroom behavior.

Students:

1. Participate.
2. Do whatever your teacher requests of you.
3. Listen carefully to directions.
4. Raise your hand if you want to say something.
5. Do not talk when anyone else is talking, especially the teacher.
6. Stay seated in your chair unless your teacher request you to do otherwise.
7. Be respectful of all adults.
8. All adults are to be referred to as Mr. or Mrs. _____.
9. Use your best manners at all times, (i.e. "yes Ma'am", "no thank you", "please", etc.)
10. We expect older children to be exemplary in their attitude of cooperation.
11. Students are expected to complete all homework assignments. Notices will be placed in envelopes to inform parents about incomplete work.
12. Students need to be in their assigned classes at all times and should arrive on time or earlier.
13. No chewing gum is allowed on the facility.
14. We realize that young children will need to be reminded of these rules often, however, by the third grade we expect the children to follow these rules carefully.
15. No name calling, profanity or other abusive language is allowed.

Parents:

1. In accordance with Proverbs 6:16-19, 'sowing discord' among the co-op will not be tolerated. Doing so is grounds for immediate expulsion from the co-op.
2. Parents must stay on-site with their children. If an emergency occurs and you have to leave the church grounds, you must fill out a form with an emergency contact number for yourself and whom you are placing in charge of your children while you are gone.
3. Each family must earn a **minimum** of two credits per week to participate in the co-op. Sometimes we will be required to do more than this. In order for Agape to be the most excellent it can be, we must have an attitude of cooperation, helpfulness and servant hood. Look for ways you can serve Agape.
4. Any parent in the co-op can give any child in the co-op a discipline notice at any time. Children are expected to behave outside of the classroom as well as in the classroom.
5. Timeliness is very important. Please be on time to all of your classes.

D. Discipline Policy

Co-op students and parents should "read and heed" all co-op rules and guidelines. The following is our detailed procedure for handling discipline problems.

- **First Disciplinary Offense:** Written Discipline Notice submitted to and parent and director.
- **Second Disciplinary Offense:** Written Discipline Notice submitted to parent, director and leadership team. The parent will be contacted by the director.
- **Third Disciplinary Offense:** Written Discipline Notice submitted to parent and conference with leadership team, parent and director.
- **Fourth Disciplinary Offense:** Child is expelled from co-op for the remainder of the current semester. Reinstatement for following semesters will be determined after conference with parent, leadership board and director.

** Any purposeful acts of vandalism will result in immediate expulsion! We do not anticipate having any problems but in fairness to all (including our gracious host church) we will adhere rigidly to this policy.

E. Communication

1. Each child in the co-op will be given a folder to keep in their backpack. The first folder will be provided and replacement folders will cost \$1.00.
2. Please check your child's folder prior to leaving co-op each day to ensure that you have received all current notices and vital information (please do this near the end of the day).
3. If you have any announcements or information of interest to the majority of the other families, talk with director to decide how to disseminate the information.
4. In case of bad weather (i.e. hurricanes) we will follow the local public school district closure. Also check your email. The director will send out a notice if co-op will be canceled.
5. Leadership team members can be contacted via email or home phone. Cell phones may be used for emergencies on Wednesday mornings.
6. Email should not be used when notifying of absences or for any sensitive communication.

F. Miscellaneous

1. Only radios and tape players brought by teachers for classroom use are allowed. All others will be confiscated and returned at the end of the day.
2. All church phones and copy machines are for church use only.
3. If you leave an item at the church, it will be placed in the co-op lost and found. All unclaimed items will be donated to charity or disposed of after 2 weeks.
4. The bathrooms are to be maintained and kept orderly. Proper bathroom etiquette must be observed.
5. Church instruments and equipment are not to be touched.
6. Pocketknives are not allowed on the premises.
7. The Agape Fellowship co-op phone list is for the sole use of its participants. It is not to be shared with anyone outside of the co-op.

G. Visitors

1. Guest, adults and children are welcome to visit the co-op one time only.
2. Please have you visitors check in with the director so they may receive a visitor nametag.
3. The director and teachers who will be having your guest children in their classes should be called two days before co-op. We realize that sometimes this is not possible but please try to give as much notice as possible.

H. Attendance

1. Co-op begins at 9:00 a.m. Everyone must be in his or her class by 9:15. We have an open assembly that begins at 9:00. If you have small children that come with you please allow time to get them settled so that everyone is where they are supposed to be by 9:00.
2. A family will be dropped from the co-op after three absences. (Barring a family emergency or major illness.)
3. School age children (kindergarten and above) may attend classes when a parent is absent. This is only if another participant parent is willing to take responsibility for your children. Please make every effort to attend with your children to fulfill your co-op duties.
4. If you are going to be absent, you **must** notify the director as soon as possible, **as well as have all your co-op duties covered by another participating parent**. You may leave a message on the day of the co-op until 8:00 a.m. concerning your absence. After that you may call the director at 695-3463.
5. Once commitment (application) is made to the co-op, barring a family illness or similar emergency, we will be counting on you. Should you change your mind about participation you will forfeit your membership dues (no refunds). Your application for future sessions will be subject to review and approval by the leadership team (board).

I. Homework

1. On occasion, a teacher may assign homework. It is very important that students complete the given assignments.
2. If a student fails to complete an assignment the teacher will notify the parent by placing a communication form in the communication folder.

J. Illness

1. Please do not bring any children who have had fever, vomiting, or diarrhea within the prior 24 hours.
2. Similarly, please do not bring any children who have a cloudy, runny nose or a consistent cough.
3. If you child has any of these symptoms, we will ask you to take them home.
4. If your child requires any medication, please keep it with you and administer the treatment yourself.
5. Notify teachers if your child has any allergies, especially in any class in which food may be served.

M. Nursery and Preschool

1. Moms with children in nursery and/or preschool must work a minimum of one hour in those departments.
2. If you ask anyone to pick up your child (i.e. husband, grandparent, etc.), please notify the director and teacher.
3. If you have a special needs child, please notify his/her teacher.
4. Two adults must be present in the nursery/preschool classes.
5. Special procedures (per church guidelines) must be followed when cleaning these areas at the end of co-op. The director will instruct the workers as to these policies.

N. Teacher Guidelines

1. Teachers must be a homeschooling mom with a child enrolled in our co-op.
2. Teachers must communicate homework requirements to parents of each student when homework is given.
3. Teachers must provide a description of the class they are teaching to the parents. This is for parents to place in the students portfolio at home.
4. Teachers must establish what mode of communication they will be using to communicate with parents throughout the semester (i.e. email or student folders).
5. Teachers will receive a folder containing all forms, rosters, etc.
6. No Halloween related material may be taught at co-op. (This includes crafts).
7. Church copy machines are off limits to the co-op. Any copies need to be made before our scheduled meeting day.
8. Science classes are to be taught from a pro-creation perspective.
9. All curriculum must be approved by the board members.

O. Cleaning Procedures

Teachers are responsible for keeping the class rooms picked up and clean. The last class is responsible for emptying the trash cans and wiping down tables with cleaning wipes provided. Any trash on the floor needs to be picked up and properly disposed. Our host church has graciously allowed us to use their facilities. Please help us to keep the areas clean and looking better than we found them.

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Rules and Guidelines

I have read and agree to follow all of Agape's Rules and Guidelines.
I have reviewed the appropriate sections with any children attending
co-op.

Parent Name (please print)

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

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Statement of Faith

Agape Christian Fellowship Co-op board members hold the following statements of Christian belief. Our co-op was founded on these principles:

1. We believe the Bible to be the only authoritative Word of God, inerrant and infallible. (II Timothy 3:16,11 Peter 2:21)
2. We believe there is one true God, manifested in three distinct Persons known as the Trinity, the Father, Son and Holy Spirit (Genesis 1:1, John 10:30)
3. We believe in the deity of Jesus Christ, who is the second person of the Trinity and that He possesses all of the attributes of the Father. He is the only son of God. He was born of a virgin and He is God incarnate (both God and man). He is mediator between God and man and will return in glory. (Matthew 16:27)
4. We believe the Holy Spirit, the third member of the Trinity, possesses all the attributes of the Father and the Son. The Holy Spirit indwells, instructs and empowers all believers for spiritual service. (Matthew 28:19)
5. We believe in the bodily resurrection of the saved and the lost, the saved to eternal life and the lost to eternal punishment, (John 5:28-29)
6. We believe in the present ministry of the Holy Spirit who gives us spiritual gifts for the purpose of equipping us for the building up of the body of Christ. (John 14:26)
7. We believe that all who place their faith in Jesus Christ are placed by the Holy Spirit into the spiritual body of believers known as the church with Christ as the head. Genuine salvation will show itself by righteous attitudes and edifying conduct as a believer submits himself or herself to the control of the Holy Spirit. (Ephesians 2:8-9, Matthew 5:16, Acts 26:20, James 3:13, 1 Peter 27:12)
8. We believe in the creation of man by the direct act of God. (Genesis 1:26, Genesis 5:1-2)
9. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. We believe that eternal life is a free gift of grace for all who believe. (Romans 3:19 and 23, John 3:16-19, Ephesians 2:18-19, Titus 3:5-6)

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Denominational Statement

Our doctrinal statement of faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere. The following areas are left primarily to the teaching of the home and church:

1. Church government, authority and discipline
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events
5. Second work of grace or baptism of the Holy Spirit
6. Sinless perfection
7. Gift of the Spirit, tongues, interpretation of tongues, healing, miracle working and discerning of spirits

There will be no attempt made by parents or students to promote these or any denominational positions. We desire to remain united in the salvation and love of Christ, avoiding dissension, which may be caused by denominational differences.

Signature _____ Date _____