

WVHC

West Village Homeschool Cooperative

PARTICIPANT HANDBOOK

Wednesdays, September-April
Maple Plain

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Updated February 2025

Mission Vision & Values

Mission:

To connect homeschool families with passionate teachers and exceptional classes in a supportive community where learning happens joyfully and lasting friendships develop.

Vision:

We envision a vibrant tight-knit community, where homeschooled children and families gather to learn within real-world contexts that foster curiosity and support the quest of life-long learning.

Values:

- **Community:** We build a strong, supportive network of families and educators.
- **Quality Mentorship:** We value enthusiastic teachers who prioritize hands-on learning, asking questions, and contextual storytelling- all of which make learning memorable and relevant.
- **Kindness:** We create a welcoming environment where respect and compassion are emphasized.
- **Support:** We support parents, students, and educators: Parents, by offering a quality drop off opportunity and organizing family field trips. Students, by fostering a friendly educational environment. Educators, by providing a meeting place and community to offer their classes to.

WEST VILLAGE OVERVIEW

Classes will be divided by age groups partially determined by enrollment trends. These divisions allow teachers more flexibility in how they cater their content. Occasionally there will be mixed aged classes offered.

Classes/Schedule: Please view current class offerings and schedules on the website.

Field Trips and Activities will be planned monthly for the West Village Wednesday families and the broader homeschool community. Sign up on the website to reserve your spot!

The cost per student varies based on how many classes you enroll your child in. Wednesday class offerings vary in price and require a semester commitment.. Most classes cost **\$12/hour the class is offered**, and may require a supplies fee as well. A **\$50 registration fee/ year/family** will be collected during online registration. A class change fee of \$25 will be charged for any changes made after August 1st for fall classes or December 1st for winter classes.

WEST VILLAGE MEMBERSHIP DETAILS

ENROLLMENT

- Enrollment for community classes are a semester commitment.
- Annual family dues (\$50/family) and class dues are paid online.
- Returning families who sign up for 3 or more classes are provided advanced notice when registration for future semesters open
- Signature forms must be submitted **prior to participation**. See “Documents” tab and click “Wednesday/Thursday required forms” on our website, westvillageMN.com.
- Note* If a teacher is unable to attend one of their classes, there will be a substitute that may or may not cover the same topic you have enrolled in. We will do our best to find a comparable substitute, but may need to default to a general class like art, PE, board games, etc. if a comparable substitute is unavailable or if we don't receive adequate notice from the contracted teachers.

ENROLLMENT DUES and DATES (subject to change for the 25-26 school year)

- May 15- Priority registration open to current families who are signing up for 3,4 or 5 classes
- May 22 Registration opens to all families on a first come first served basis.
 - Payments may be paid in full or in 2 increments, as noted through the payment platform.
- Oct. 15- Winter/Spring class priority registration open to families signing up for 3,4, or 5 classes
- Oct. 22- Winter/Spring class registration open to all homeschool families.
 - Payments may be paid all at once or in 2 increments, as noted through payment platform.

WITHDRAWAL

- Registration fees are non-refundable.
- Withdrawal after July 1st/November 1st will result in loss of annual admin fee and an additional \$50.
- Withdrawal after Sept 1st/January 1st will result in loss of half tuition paid
- Withdrawal after the start of classes will result in loss of all paid tuition as teacher contracts have been finalized and supplies have been purchased.
- West Village relies on responsible, active family membership 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, tuition payments are forfeited.

PRIVILEGES OF CO-OP PARTICIPATION

- Weekly immersive learning experiences lead by dedicated and unique mentors
- A community of home-educating families who value hands-on learning
- Access to monthly, pre-organized field trips
- Additional social and academic activities throughout the year, both formal and informal.

NOTABLE CONTACT INFO

- Katie Kanaskie (for **all questions related to invoices**) treasurer@westvillageMN.com
- Leah Lundquist (for **activity/field trip** inquiries) activities@westvillageMN.com

- Anna Sherman (**other** inquiries) homeschool@westvillageMN.com

STUDENT EXPECTATIONS AND AGREEMENTS

STUDENTS:

West Village expects Students to be respectful to the building, themeelves,and others. We show respect by agreeing to:

- BE SAFE
 - Walk in the halls. Leave weapons at home. Use assigned doors and Stay with my class
- BE RESPONSIBLE
 - Take care of building, halls, bathrooms
 - Clean up my messes
 - Listen and engage during class. I will not disrupt others efforts to learn.
- BE KIND
 - Participate cheerfully and speak positively about and towards others.
 - Bullying, aggression, talking disrespectfully and excessive negativity will not be tolerated.
 - Be inclusive and make efforts to grow in friendship with all students.

I agree to NOT use a cell phone (or other electronic device) during co-op or co-op events as this detracts from the educational and social climate this community is seeking to foster

I Understand the Behavior/Intervention Policy (each bullet represents an offense):

- 1- Teacher and/or leadership will respectfully address the child directly
- 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 Name _____ Student Signature

_____ Student Name _____ Student Signature

_____ Student Name _____ Student Signature

PARENT EXPECTATIONS AND AGREEMENTS

PARENTS:

I understand the above expectations of my student, as well as the following expectations of membership in WVHC (WV)

- My child(ren) want(s) to be here and is/are expected to participate respectfully.
- I will support 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
- CULTURAL AWARENESS:** I understand that WV aims to be a wholesome space where families feel at ease dropping their kids off for the day. As such, WV requires parents to:
 1. Ensure that their kids understand that co-op is *not* the space to discuss topics that are best introduced and discussed in a family setting. This includes sexual content and highly charged political or religious topics.
 2. Understand that children will be asked to choose their words carefully if leadership hears harsh words that may hurt feelings or make others uncomfortable. Name calling, putdowns, negativity etc. are in conflict with the uplifting vibe and joyful community we’re seeking to create
- VOLUNTEERING:** WV values the homey feeling of having parents volunteer, usually twice/semester/family. Volunteering also helps our co-op keep costs down. 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. You are eligible for the 10% off volunteer discount. This will be reflected in the 3-5 class enrollment form.
- FAMILIES WITH 1 or 2 CLASSES ONLY** are not required to volunteer, and do not have to stay on campus (new this year), but are welcome to stay, if desired..
 - WV knows it doesn’t always work for families to volunteer, and that some would prefer not to. Families who “opt out” or do not show up for their assigned days will receive a \$100/day fee, applied to their account. No hard feelings, just please let us know in advance so other arrangements can be made.

_____ 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

2. _____ Print Minor Participant's Name/ Age

3. _____ Print Minor Participant's Name/ Age

4. _____ Print Minor Participant's Name/ Age

FOR ALL CHILDREN LISTED ABOVE _____

Signature of Parent or Guardian/ Date

WEST VILLAGE SICK POLICY

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 feeling well before attending the West Village Homeschool Co-op classes and activities. We appreciate your consideration and help with keeping everyone feeling their best within our West Village Homeschool Community!

Please note: Co-op leaders and teachers appreciate knowing if you plan to be absent for an extended period of time. Please email homeschool@westvillagemn.com and the message will be relayed to the teachers so they can adjust their plans/ supplies accordingly. THANK YOU!

PHOTO POLICY

1. Children may have their photo taken during co-op classes and events. These photos are NOT to be displayed publicly without express permission.
2. If you (the parent) *take a photo* during co-op classes and events that include identifiable features of a non-relative child, you are NOT to post or display these photos publicly without the express permission of that child's parent.
3. Photos may be posted privately on the BAND app for our group.

I agree

Signature of Parent or Guardian

Date

FAO

What are your values?

Community, Quality Mentorship, Kindness, Support

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? It depends. If a child needs accommodations due to physical limitations (wheel-chair use, hearing/seeing difficulties, etc.), we do our best to work with families to help each child participate and feel successful. Children who contribute positively to the learning environment are welcome, regardless of needs. Name calling, aggression, chronic interruption or similar behaviors aren't acceptable and will be promptly addressed. Please email with specific questions and be transparent during registration.

Do you prioritize medical freedom?

Yes.

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 you accommodate food allergies/preferences?

Teachers have been asked to avoid gluten, dairy, 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. Many of our families are particularly intentional about healthy foods/lifestyle choices and we seek to be a space that feels inclusive for these families. *We request that participating families consider these allergies/preferences during co-op sponsored events where food is shared.*

Do I need to volunteer?

Yes and No. Families who participate in 1 or 2 classes are not expected to volunteer. Families who participate for 3-5 classes are expected to volunteer periodically throughout the semester in a classroom/ set up/clean up setting, *usually twice during a semester.* These families 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. Let us know if you're available to help!