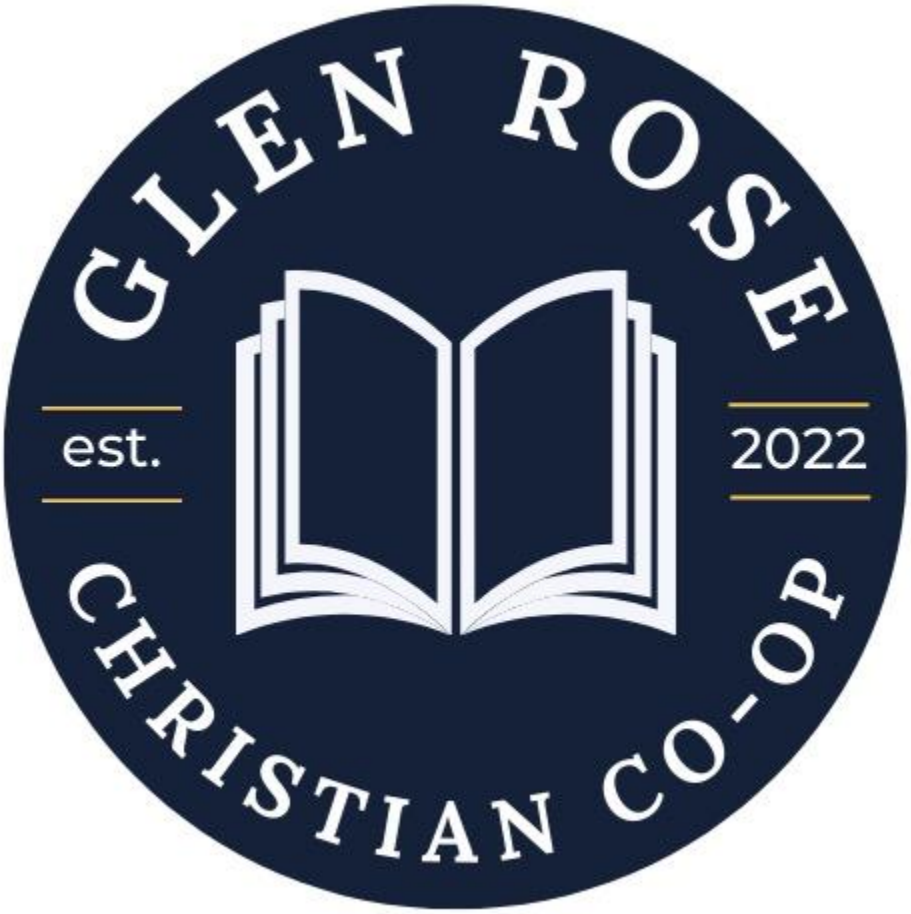
Glen Rose Christian Co-op Handbook



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Glen Rose Christian Co-op Handbook
2026–2027

Welcome

Glen Rose Christian Co-op exists to support homeschooling families by providing weekly Christ-centered enrichment classes in a caring community. We believe parents are the primary educators of their children, and our purpose is to complement—not replace—the education taking place at home.

Through engaging classes, friendships, and positive Christian role models, we strive to encourage students academically, socially, and spiritually while pointing them toward Christ.

Our Purpose

Provide Christ-centered enrichment classes that support homeschooling families, reflect a Christan worldview, and foster Christian character, excellence, and community – motivating students to strive for excellence so that whatever they do, whether in word or in deed, it will all be done to the glory of God. (1 Cor. 10:31)

Our Beliefs

Statement of Faith

- We believe the Bible to be the inspired Word of God. (2 Tim. 3:16-17)
- We believe there is only one God, eternally existent in three persons: Father, Son, and the Holy Spirit. (1 Cor.8:6, Isa. 44:6)
- We believe that Jesus Christ was man and born of a virgin, but also God. He is our Savior. Through his death on the cross he took our punishment for sin. He rose from the dead, conquering death and is now in heaven with God the Father preparing a place for those that trust and believe in Him. (Matt. 1:21, Matt. 1:23, John 1:1, 1 John 2:2, 1 Pet. 1:3, Rom. 8:34, John 14:2-3)
- We believe that the Holy Spirit is our helper, sent from God, and enables us to live a godly life. (1 Cor. 2:9-12, John 14:26)
- We believe that Christ will return and everyone, both the living and the dead will be judged and sent to eternal life with God in heaven or eternal death in hell separated from God. (2 Tim. 4:1, Phil. 3:20-21)
- We believe that salvation is a gift of God's grace through faith in the finished work of Jesus Christ on the cross (Ephesians 2:8-9).
- Statement on Marriage, Gender, Sexuality, and Abortion

- We believe that God creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

- We believe that in order to preserve the function and integrity of GRCC as the local Body of Christ, and to provide a biblical role model to the GRCC members and the community, it is imperative that all persons employed by GRCC in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of GRCC.

- We believe that life begins at conception and all life is valuable. (Psalms 139:13-14)

What Makes GRCC Different

- Christian teachers active in local churches
- Safe, encouraging environment
- Classes taught from a Biblical worldview
- Low tolerance for distracting or inappropriate behaviors
- Parents are partners in the educational process.
- Our decision making endeavors are aimed to reflect our calling by Christ and the principles of his Word.

Program Information

Contact Information

Location

Rainbow Baptist Church – 1571 N FM 200, Glen Rose, TX 76043

Questions?

We're here to serve your family! If you have any questions or concerns, please don't hesitate to contact us.

Board Member	Email	Phone
Cari Dague, Director	christianeducation@outlook.com	254-436-8005

Board Member	Email	Phone
Erica Fischer	ericamfischer@protonmail.com	214-923-2904
Sarah Flores	sarahanneflores@gmail.com	—
Desiree Clark	desilu0918@gmail.com	817-805-1891
Laura Thompson	willla16@yahoo.com	254-396-0386

Program Overview

GRCC offers à la carte enrichment classes for homeschool students in Pre-K (4yo) through 12th grade.

- Classes meet once each week on Tuesday afternoons**.**
- Course offerings may vary by semester.
- Most classes require a minimum enrollment to be offered.
- Students may register for one class or multiple classes based on their interests and schedule.

Arrival & Dismissal

- Students may be dropped off **no earlier than 10 minutes before** their first class begins.
- Building doors remain locked until the designated drop-off time.
- Students should be picked up **within 15 minutes** after their final class ends.

Daily Schedule

Time	Activity
11:50–12:00	Arrival
12:00–12:55	Class 1
12:55–1:00	Transition
1:00–1:55	Class 2
1:55–2:00	Transition
2:00–2:55	Class 3
2:55–3:00	Transition
3:00–3:55	Class 4
4:00–4:15	Pick-up

Individual class schedules will vary depending on the classes selected.

School Calendar

Each year's official calendar is available on our website and includes important dates, holidays, and special events.

Typical calendar events include:

- First day of Fall classes
- Thanksgiving Break
- Last day of Fall semester
- First day of Spring classes
- Spring Break
- Last day of Spring semester

Holiday & Classroom Celebrations

Teachers will communicate any classroom celebrations or parties throughout the year.

- Christmas and Easter are celebrated from a Biblical perspective.

- Halloween is not observed; however, some classes may enjoy seasonal fall-themed activities.
- Parents wishing to provide a birthday treat should coordinate with the classroom teacher in advance and consider any food allergies or dietary restrictions.

Enrollment & Tuition

Registration

To enroll in Glen Rose Christian Co-op:

1. Complete the online registration/application.
2. Pay the non-refundable registration fee to reserve your student's place in class. Payment may be made by check, Venmo, or through the online registration portal (preferred).
3. Class-specific tuition, supply fees, and payment instructions can be found on the website under class description. Tuition and supply fees are paid directly to the teacher.

Family Interviews

To help ensure the best experience for every family, some new students may be invited to attend a brief family interview with the teacher(s) and administration before enrollment is finalized.
In some cases, a delayed start date may be recommended to better meet the student's needs or allow time for classroom preparation and materials. Our goal is always to set each student up for success.

Tuition & Fees

Annual Registration Fee

The annual registration fee is due when your online registration is submitted and is **non-refundable**.

This fee helps cover:

- Administrative expenses
- Building use fees
- Insurance
- Registration and website costs
- Other operating expenses

Payment may be made through the online registration portal (preferred), by Venmo, or by check.

Class Supply Fees

Some classes require a one-time supply fee to cover materials and supplies used throughout the semester.

- Supply fees are non-refundable.
- Fees are paid directly to the teacher.
- Payment is due by the first day of class, although payment one week before classes begin is appreciated.

Supply fees vary by class and are listed in each course description.

Monthly Tuition

Tuition is paid directly to the individual teacher, not to GRCC.

- The first tuition payment is due on or before the first day of class.
- Remaining payments are due on the first Tuesday of each month.
- Families may choose to pay the entire semester's tuition at the beginning of the semester if preferred.

Late Payments

A $5 late fee may be assessed by the teacher for tuition payments received after the second Tuesday of the month.

Replacement Fees

A $3 replacement fee will be charged for lost or damaged student lanyards.

Scholarships

A limited number of need-based scholarships are available each semester.
Scholarships are awarded on a first-come, first-served basis while funds are available.
To apply, families should complete a scholarship application and submit a brief letter explaining their financial need. Detailed financial records are not required.

Student Withdrawal

Families may withdraw from classes at any time.

- If a student withdraws before the third class meeting, a partial tuition refund will be issued. Supply fees are non-refundable.
- After the third class meeting, families remain responsible for the remainder of the semester's tuition unless the withdrawal is due to the family relocating to another city outside of the co-op's service area.

Parent Information

Campus Safety & Security

The safety and well-being of our students is one of our highest priorities. We are committed to providing a secure, welcoming, and Christ-centered environment where students can learn, grow, and thrive. The following procedures are in place to help ensure the safety of everyone on campus.

Secure Campus

To help maintain a safe environment:

- Exterior doors remain locked until 10 minutes before the first class begins.
- Students are supervised by GRCC staff during the designated drop-off period.
- All visitors must sign in and wear a visitor badge while on campus.
- Teachers and approved volunteers are required to complete a background check before serving with students.
- Emergency procedures are established and reviewed regularly to help ensure the safety of students and staff.

Arrival & Dismissal Procedures

Student Drop-Off

Students may be dropped off no earlier than 10 minutes before their first scheduled class. GRCC staff will supervise students during the designated drop-off period.

Student Pick-Up

For the safety of our students, each family will receive a pick-up tag.

- Please notify GRCC in advance if someone other than a parent or authorized GRCC family member will be picking up your student.

- If the person picking up your child is unfamiliar to our staff, we will require parental permission (verbal or written) and a valid photo ID before releasing your student.
- For the safety of our students and the efficiency of our dismissal process, we ask that all families use the designated pick-up line. Staff will escort students only to vehicles waiting in the pick-up line. To help us maintain a smooth and secure dismissal, please remain in your vehicle and do not come inside to pick up your child unless you have received prior approval from the administration.
- Students will be dismissed from inside the building by a staff member.

Student Drivers

Students who drive themselves to GRCC must remain on campus until they have been checked out and approved for dismissal by a member of the administration. Student drivers may not leave campus independently or before dismissal has been announced.

To help ensure a safe and orderly dismissal, student drivers will be dismissed before the vehicle pick-up line begins.

Parent Presence on Campus

We value parent involvement and encourage families to be active participants in our co-op community. Parents are welcome to observe classes with advance approval from both the classroom teacher and the administration.

To minimize distractions and provide the best possible learning environment, parents who are not teaching or serving in an approved volunteer role are generally asked to leave the building during class time. Throughout the year, there will be a variety of volunteer opportunities for parents who would like to become more involved.

Parents wishing to remain on campus during classes must receive prior approval from the administration. Depending on the circumstances, a background check may be required.

Visitors

Visitors are welcome with prior approval from both the administration and the classroom teacher.

To help maintain a safe learning environment, all visitors must:

- Sign in upon arrival.
- Wear a visitor badge while on campus.
- Be accompanied by a teacher or administrator while in the building.
- Follow GRCC's dress code and campus policies.

Children and students visiting campus must remain with their parent unless prior arrangements have been approved by the administration.

Safety Measures

GRCC is committed to providing a safe and secure environment for every student, volunteer, teacher, and family.

To support this commitment:

- Classrooms and common areas are equipped with video surveillance cameras that record both video and audio.
- Recordings are used to help maintain campus safety, assist in resolving behavioral or safety concerns, and protect students, teachers, volunteers, and visitors.

- Recordings are reviewed only when necessary and are used solely for safety, security, and administrative purposes.

Emergency Procedures

GRCC maintains emergency response procedures for situations including fire, severe weather, medical emergencies, and campus security concerns.

In the event of an emergency:

- Staff will supervise and account for all students.
- Students will be relocated to a designated safe area or evacuation site if necessary.
- Emergency responders will be contacted as appropriate.
- Parents or guardians will be notified as soon as it is practical and safe to do so.
- Students will only be released to a parent, guardian, or other authorized individual following emergency procedures.

Our staff regularly reviews emergency procedures to help ensure they are prepared to respond quickly and effectively should the need arise.

Health & Safety

The health, safety, and well-being of our students are important to us. We appreciate your partnership in helping us provide a healthy learning environment for everyone.

Illness Policy

Please keep your child home if he or she:

- Has a fever of 100.0°F or higher.
- Has vomited or had diarrhea within the previous 24 hours.
- Has a contagious illness and has not been on prescribed antibiotics for at least 24 hours, when applicable.
- Is otherwise too ill to comfortably participate in classroom activities.

Keeping sick children at home helps protect the health of our students, teachers, and volunteers.

Medications

Whenever possible, medications should be administered at home.

The only medications students should bring to GRCC are those needed for emergency medical conditions, such as:

- Prescribed inhalers
- EpiPens
- Other emergency medications approved by the administration

Please do not send students with over-the-counter medications such as Tylenol, ibuprofen, antacids, cough drops, creams, ointments, or similar medications unless prior arrangements have been made with the administration.

Weather-Related Closures

GRCC follows Glen Rose ISD for weather-related closures unless otherwise communicated.

If classes are canceled due to weather:

- Makeup days will not be scheduled.
- Teachers will adjust monthly tuition as appropriate.
- Families will be notified through GRCC's normal communication channels.

Please ensure your child is dressed appropriately for outdoor activities. Students who do not have appropriate clothing for the weather may be required to remain indoors during outdoor play.

Confidentiality

GRCC respects the privacy of our students and families.
Personal information shared with GRCC will be kept confidential and will not be released without permission, except when disclosure is required by law.
All staff, volunteers, and church personnel are expected to maintain confidentiality regarding students and families.

Child Protection & Mandatory Reporting

The safety of every child entrusted to our care is a responsibility we take seriously.
In accordance with Texas law, GRCC staff and volunteers are required to report suspected child abuse or neglect to the appropriate authorities. Reports may be made whenever there is reasonable cause to believe a child:

- Has been abused or neglected.
- Is living in an unsafe environment.
- Makes statements that give reasonable cause for concern.

State law may prohibit notifying parents before or after a report is made.
GRCC also promptly investigates any allegations of inappropriate verbal, physical, or sexual conduct that may occur on campus involving students, staff, or volunteers. Anyone who witnesses or becomes aware of concerning behavior is expected to report it to the administration immediately.

Student Expectations

Our goal is to provide a safe, respectful, and Christ-centered learning environment where every student can thrive. Students are expected to demonstrate kindness, respect, responsibility, and self-control while attending Glen Rose Christian Co-op.

General Expectations

- Wear your Co-op ID badge on the provided lanyard at all times while on campus.
- Walk inside the building to help maintain a safe environment.
- Treat fellow students, parents, teachers, volunteers, and administrators with kindness and respect.
- Listen attentively when an adult is speaking.
- Arrive prepared for class with any required supplies.
- Obtain permission from the teacher before leaving the classroom.
- Follow all classroom rules and teacher instructions.
- Refrain from running, yelling, horseplay, or other disruptive, dangerous, disrespectful, or inappropriate behavior.
- Social events or activities that take place outside of Co-op should not be discussed during class time, as this can unintentionally exclude or hurt other students and distract from learning.
- Romantic relationships and public displays of affection are not appropriate during Co-op activities. These matters should remain under the guidance of parents outside of Co-op.
- Students may not bring visitors to class unless prior approval has been obtained from the administration.
- Glen Rose Christian Co-op is a nut-free facility. Please do not bring food items containing peanuts or tree nuts.

Personal Items

To help maintain a safe and focused learning environment:

- Leave all weapons, including toy weapons, knives, or any item that could present a safety risk, at home.
- Toys and other unnecessary personal items should remain at home unless specifically requested for a class activity.
- Cell phones and other electronic devices should not be used during class unless authorized by the teacher for educational purposes.
- Any item that becomes a distraction or disrupts the learning environment may be held by a teacher or administrator and returned to a parent at the end of the Co-op day.

Substance-Free Campus

For the safety and well-being of our community, smoking, vaping, alcohol, and the use of illegal drugs are prohibited on campus and at all Glen Rose Christian Co-op events. This policy applies to students, parents, teachers, volunteers, and visitors.

Dress Code

Because we represent Christ and desire to maintain a respectful learning environment, all students, parents, teachers, volunteers, and administrators are expected to dress modestly and appropriately while attending Co-op or any Co-op-sponsored event.

The following guidelines apply:

- Co-op ID badges must be worn on the provided lanyard at all times.
- Shirts and blouses should have sleeves or standard arm openings, modest necklines, and fully cover the midriff.
- Clothing may not display vulgar, offensive, violent, or inappropriate words or images.
- Clothing should not be excessively tight, sheer, or otherwise distracting.
- Pants, shorts, skirts, and dresses should fit appropriately and be worn at the waist.
- Shoes must be worn at all times and should be appropriate for the day's activities.
- Shorts must extend at least to the tips of the student's thumbs when standing with arms relaxed at their sides.
- Skirts and dresses must be no shorter than two inches above the knee.
- Leggings may be worn only when paired with a shirt or dress that extends to no shorter than two inches above the knee.
- Rips or tears in pants or jeans may not expose skin above fingertip length when arms are relaxed at the sides.

The administration reserves the right to address clothing or grooming concerns that may not be specifically covered in these guidelines. When possible, students with dress code concerns may be provided with alternative clothing to allow them to remain at Co-op for the day. Repeated or unresolved dress code violations may result in additional disciplinary action, including dismissal from the Co-op.

Student Discipline & Dismissal

At Glen Rose Christian Co-op, our goal is to provide a safe, respectful, and Christ-centered learning environment where every student can learn and thrive. We believe discipline is most effective when it is administered with grace, consistency, and in partnership with parents. Our desire is to help students learn from their mistakes, develop self-control, and grow in Christlike character.

Classroom Discipline

Teachers and staff will make every reasonable effort to redirect inappropriate behavior and encourage positive choices before more serious disciplinary action becomes necessary. Our goal is to teach, restore, and encourage positive growth rather than simply punish undesirable behavior.

Depending on the age of the student and the nature of the behavior, classroom discipline may include:

- Verbal reminders and redirection.
- A discussion about appropriate choices and expectations.
- A brief time of reflection or time-out for younger students to regain self-control.
- Temporary loss of classroom privileges when appropriate.
  In most situations, students will be given two warnings to correct their behavior or attitude. During these conversations, teachers or staff will discuss appropriate choices and encourage the student to make better decisions.

If a third incident occurs during the same Co-op day or class period, the student will be removed from the classroom, and the parent will be notified with a written note, email, text message, or phone call describing the inappropriate behavior, language, or attitude that was exhibited.

We ask parents to partner with us by discussing these concerns with their child at home and reinforcing appropriate attitudes and behavior. Working together helps create a positive learning environment for all students.

Parent Notification

Some behaviors require immediate attention and cannot be adequately addressed within the classroom setting. Depending on the severity of the incident, parents may be contacted and asked to pick up their child before the end of the Co-op day. Following the incident, the parent, teacher, and administration will work together to determine appropriate next steps and whether the student may return to class.

Serious incidents involving safety concerns, violent or threatening behavior, severe bullying, destruction of property, or other significant misconduct may result in immediate removal from the classroom, suspension, or dismissal without following the standard warning process.

Parent Communication & Reporting Concerns

Open and timely communication between families, teachers, and the administration is essential to maintaining a positive learning environment. While our staff and volunteers work diligently to supervise students throughout the Co-op day, it is not possible to see or hear every interaction that takes place.

If your child experiences ongoing conflict, inappropriate behavior, bullying, harassment, physical contact, damage to personal belongings, inappropriate language, or any other concern involving another student, we ask that you notify the administration as soon as possible. Early communication allows us to observe the situation, gather information from those involved, and address concerns before they become more serious.

Please do not assume that the administration is already aware of a problem. If concerns are not reported, we may not have the opportunity to investigate or intervene appropriately.

At the same time, we recognize that not every disagreement or personality difference between students requires disciplinary action. Learning to interact respectfully with others—even those with different

personalities, interests, or communication styles—is an important part of growing in maturity and developing healthy relationships.

The administration will carefully evaluate each situation based on its individual circumstances. Factors such as repeated disruption of learning, bullying, harassment, physical aggression, inappropriate language or behavior, threats, or damage to property will be taken seriously and addressed in accordance with the policies outlined in this handbook.

Our goal is to make fair, informed decisions that promote the safety, well-being, and spiritual growth of every student while preserving a positive and Christ-centered learning environment.

Probation

Students who demonstrate ongoing behavioral concerns may be placed on probation.
The purpose of probation is to provide clear communication, establish expectations for improvement, and give the student an opportunity to demonstrate positive change before further disciplinary action becomes necessary.
During the probationary period:

- Parents will be informed of the specific concerns and expectations.
- Certain privileges, such as Study Hall participation, student helper positions, or other special activities, may be suspended.
- Teachers and administrators will continue working with the family to encourage improvement. Families should understand that probation is intended to provide grace and an opportunity for improvement. However, additional behavioral or attitude concerns during the probationary period may result in immediate dismissal from Glen Rose Christian Co-op.

Grounds for Dismissal

While every effort will be made to resolve concerns through communication and partnership with families, Glen Rose Christian Co-op reserves the right to suspend or dismiss a student or family when necessary.
Reasons for dismissal may include, but are not limited to:

- Violent, threatening, destructive, or uncontrollable behavior.
- Behavior that endangers the safety of students, teachers, volunteers, or others.
- Bullying, harassment, intimidation, or ongoing disrespect toward others.
- Repeated use of inappropriate or offensive language.
- Destruction of Co-op property or the property of others.
- Repeated failure to follow classroom or Co-op expectations.
- Habitual late pick-up or early drop-off of students.
- Excessive absences or tardiness.
- Failure to pay tuition, fees, or other financial obligations.
- Repeated violations of the policies outlined in this handbook.
- Parent actions that significantly interfere with the mission, policies, or operation of Glen Rose Christian Co-op, including a continued unwillingness to support the behavioral expectations established for their student.

Although dismissal is always considered a last resort, Glen Rose Christian Co-op reserves the right to immediately suspend or dismiss a student or family when circumstances warrant such action.

Financial Responsibility Following Dismissal

Enrollment in a class reserves a space that cannot typically be filled once the semester has begun. Therefore, families whose student withdraws or is dismissed after the third class meeting remain responsible for all remaining tuition and applicable class fees for the semester, as outlined in the Tuition Commitment Acknowledgment included with this handbook.

Our sincere desire is for every family to enjoy a successful and rewarding experience at Glen Rose Christian Co-op. We are committed to working together with families whenever possible to resolve concerns in a manner that honors Christ and benefits the entire Co-op community.

Teacher Information

Our teachers are an essential part of Glen Rose Christian Co-op. We value teachers who are passionate about their subject, committed to serving families, and dedicated to creating a safe, engaging, and Christ-centered learning environment.

Teacher Qualifications

All teachers are expected to:

- Complete a teacher application.
- Successfully pass a criminal background check.
- Agree to abide by all policies outlined in this handbook, including the Statement of Faith, Statement of Purpose, and Dress Code.
- Teach and conduct themselves in a manner that reflects a biblical worldview and honors Christian values.

While families from a variety of homeschooling backgrounds are welcome at Glen Rose Christian Co-op, classroom instruction should be presented from a biblical perspective and in a manner consistent with the Co-op's Statement of Faith.

Course Commitment

Once a class has been approved and published:

- Teachers are expected to teach the class for the duration of the semester.
- Course titles, descriptions, tuition, supply fees, and class length may not be changed without prior approval from the administration.
- Teachers should make their classes a priority and faithfully fulfill the commitments made to students and families.

Each teacher will submit a course proposal that includes:

- Course description and objectives
- Student expectations
- Tuition and supply fees
- Required supplies
- First month's lesson topics

Lesson Plans & Communication

To help families stay informed and prepared:

- Monthly lesson topics or lesson plans must be submitted to the administration and made available to enrolled families prior to the first Tuesday of each month.
- Teachers are expected to communicate regularly with families using the Co-op website's communication tools.

- If a class must be canceled due to illness or other unforeseen circumstances, the teacher is responsible for notifying enrolled families as soon as possible.

Tuition, Supply Fees & Teacher Fees

Teachers serve as independent contractors and are not employees of Glen Rose Christian Co-op.
As such:

- Teachers are responsible for maintaining their own financial records and reporting income to the IRS. The Co-op does not issue W-2 forms.
- Teachers are responsible for collecting monthly tuition from families unless other arrangements have been approved by the administration.
- Supply fees should reflect only the reasonable cost of specialized classroom materials and must be explained during the course approval process.
- Teachers may ask students to bring common classroom supplies such as pencils, notebooks, or paper.

Teacher Administrative Fee

Teachers agree to pay the current administrative fee of $3.00 per enrolled student per month.

- This fee does not apply to the teacher's own children or students receiving a waived tuition.
- The fee does apply to students receiving discounted tuition.
- Payments are due no later than the first class day of each month.
- Payments may be made by check, Venmo, or online payment through the Co-op website. Cash is not accepted.

These fees help support the operating expenses of Glen Rose Christian Co-op.

Classroom Responsibilities

Teachers are expected to:

- Follow the student discipline procedures outlined in this handbook. Corporal punishment is strictly prohibited.
- Teach only within the approved minimum and maximum class sizes.
- Limit personal cell phone use to emergencies while teaching.
- Maintain a safe, orderly, and engaging classroom environment.
- Ensure students follow all facility policies, including the Co-op's nut-free policy.
- Return classrooms to their original condition—or better—before leaving. This includes cleaning whiteboards, returning furniture to its proper place, disposing of trash, sweeping or vacuuming when necessary, and closing windows and blinds.
- Help enforce the facility policy that food and beverages (other than water) remain in approved eating areas unless prior authorization has been given.

Teacher Absences & Substitutes

If a teacher is unable to teach:

- The teacher is responsible for securing a substitute.
- All substitutes must receive prior approval from the administration, complete a background check, and meet all applicable Co-op requirements.
- Teachers must provide lesson plans, class rosters, emergency procedures, and any necessary instructional materials to the substitute.

- Teachers are responsible for compensating substitutes according to the Co-op's substitute compensation policy.

If a class is canceled and a substitute is unavailable, teachers should either provide a tuition credit toward the following month or issue an appropriate refund.

Classroom Assistants

Teachers who utilize classroom assistants are responsible for providing compensation of at least $10.00 per class.

Compensation may be provided by:

- Reducing the assistant's course tuition by the appropriate amount, or
- Payment by check or Venmo.

Exceptions may be made when the assistant is an immediate family member of the teacher.

Parent Acknowledgements & Authorizations

Emergency Medical Authorization

In the event of an illness or injury requiring emergency medical attention, I authorize Glen Rose Christian Co-op (GRCC) staff or designated volunteers to obtain emergency medical treatment for my child if I cannot be reached immediately.

I understand that every reasonable effort will be made to contact a parent or legal guardian before medical treatment is authorized. However, if emergency circumstances require immediate action, I authorize emergency medical personnel to provide treatment they deem necessary for my child's health and safety.

I also authorize GRCC staff or designated representatives to arrange emergency transportation for my child if necessary.

I certify that the information I have provided to GRCC is complete and accurate and that I have the legal authority to make medical decisions on behalf of the child(ren) listed below/child(ren) in my profile.

In addition, in consideration of being allowed to participate in any way in the Glen Rose Christian Co-op, and related events and activities, the undersigned:

- Assumes all the foregoing risk and accepts personal responsibility for damages following any injury, permanent disability, or death.
- Releases, waives, discharges, and covenants not to sue Glen Rose Christian Co-op, its affiliated clubs, their respective administrators, director, teachers, volunteers, board members, and other employees of the organization, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, Rainbow Baptist Church, the owners, and lessor of premises used to conduct the event, all of which are hereinafter referred to as “release” from any and all claims, demands, losses, or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by negligence of the releases or otherwise.

Child's Name: _____
Parent/Guardian Signature: _____
Date: _____

Handbook Acknowledgment

I acknowledge that I have received and read the Glen Rose Christian Co-op Parent & Student Handbook. I understand the policies and procedures contained within and agree to abide by them while participating in Glen Rose Christian Co-op.

Parent/Guardian Signature: _____
Date: _____

Tuition Commitment Acknowledgment

I understand that by enrolling my child in a class at Glen Rose Christian Co-op, I am reserving a space that cannot typically be filled once the semester has begun. Teacher compensation and class planning are based on student enrollment.

I understand and agree that if my child withdraws from a class **after the third class meeting**, I remain financially responsible for **all remaining tuition and applicable class fees** for the remainder of the semester, regardless of the reason for withdrawal, including voluntary withdrawal or dismissal due to disciplinary reasons.

The only exception to this policy is if my family relocates outside of Glen Rose Christian Co-op's service area, making continued participation impractical. Any exception must be approved by the Co-op administration.

By signing below, I acknowledge that I have read, understand, and agree to this tuition commitment.
Parent/Guardian Signature: _____
Date: _____

Photo & Video Release

From time to time, Glen Rose Christian Co-op may photograph or record students participating in classes or Co-op activities. These photos and videos may be used to promote the Co-op through our website, social media pages, printed materials, or other official publications.

Please indicate your preference below:

☐ **YES**, I give permission for Glen Rose Christian Co-op to use photographs and/or videos of my child for promotional purposes.

☐ **NO**, I do not give permission for photographs and/or videos of my child to be used.

Parent/Guardian Signature: _____
Date: _____

Video Surveillance Acknowledgment

I acknowledge that I have read and understand the Glen Rose Christian Co-op (GRCC) Video Surveillance Policy.

I understand that GRCC is committed to providing a safe and secure environment for all students, volunteers, teachers, and families. I acknowledge that classrooms and common areas are equipped with video surveillance cameras that record both video and audio for the purpose of promoting campus safety, assisting in the investigation of behavioral or safety concerns, and helping protect students, teachers, volunteers, and visitors.

I understand that recordings are reviewed only when necessary and are used solely for safety, security, and administrative purposes.

By signing below, I confirm that I have read, understand, and agree to this policy as a condition of participation in Glen Rose Christian Co-op.

Parent/Guardian Signature: _____

Date: _____

Thank you for choosing Glen Rose Christian Co-op. We are honored to partner with your family in your homeschooling journey. Our prayer is that this community will encourage, equip, and support your family as we grow together in knowledge, faith, and fellowship. We look forward to another wonderful year together!