

South Carroll Covenant Keepers
(SCCK)
Information Packet

SOUTH CARROLL COVENANT KEEPERS, INC.

South Carroll Covenant Keepers, Inc. (SCCK) is a Christ-centered group available to home schooling families of all Christian denominations.

The purpose of this group is:

- ◆ to provide unique, student-centered, activity-based learning opportunities which require group interaction,
- ◆ to foster positive Godly relationships among members and provide a support network for moms,
- ◆ to provide a convenient, efficient forum for sharing parent/student skills, expertise and resources, and
- ◆ to offer programs of excellent quality, using instructors with expertise and experience in specialized fields.

We offer:

Field Trips
Special Events
Support Meetings for Moms
Specials Day Enrichment Classes

Course Offerings Vary from Semester to Semester, but Have Included:

<u>Younger Children</u>	<u>Mixed Ages</u>	<u>Older Children</u>	<u>High School</u>
Spanish	Art	Dance	Yearbook
Ballet	Hapkido	Fencing	Drama
Crafts	Soccer	Chess	Volleyball
Science	Math 24 Club	Health	Debate
Literature	Drama	History	Science
Preschool	Sign Language	Life Skills	SAT Tips

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For membership information about South Carroll Covenant Keepers (SCCK), visit our website at www.sccovenantkeepers.com or email sck@comcast.net.

SCCK PROGRAM DESCRIPTION

Group Leadership: The governing body of South Carroll Covenant Keepers is the Board of Representatives, with each representative heading up a committee staffed by group members. Board representatives meet regularly throughout the year to plan and make decisions on behalf of the group. Members at large are welcome to attend the new business portion of board meetings or give input to board members for consideration. The Chairman of the Board of Representatives is Phyllis Bird sundrop@quixnet.net

Field Trips are usually scheduled twice a month throughout the school year. Generally, one trip each month is for younger children and one is for older children. The Field Trips and Special Events Board Representative is Lauri Kaufman lckaufman@verizon.net.

Special Events and Activities are held throughout the year. Every year we offer several exciting opportunities to enrich your educational program. These may include:

Talent Show
Curriculum Fair
Field Day and Year-End Picnic
Scholastic Book Orders
Hearing and Vision Screening
Theaterworks and BSO Tickets
Keys for Reading Programs
Thank-You Luncheon for Church Staff
Box-Tops for Education
Standardized Testing
Group Tee Shirts
School Pictures

Meetings for Moms: Regular meetings are held throughout the school year to provide support and encouragement for moms and to discuss pertinent business. Most meetings are offered in the evening and do not include children. The Communications Board Representative handling Mom's Meetings is Sharon Borcharding bradsharonb@comcast.net

Specials Day: Enrichment classes meet on Fridays at St. Joseph's Catholic Community, located at 915 Liberty Road in Eldersburg, Maryland, to provide special and unique educational opportunities. This learning cooperative is open to home schooling families who are members of the South Carroll Covenant Keepers. The Specials Day Board Representative is Danielle Cumberland dfcumberland@yahoo.com.

SCCK Website: www.sccovenantkeepers.com

SCCK E-mail: scck@comcast.net

SCCK MEMBERSHIP REQUIREMENTS

Membership in SCCK requires the following:

- 1) **SCCK Family Application:** All families complete a family application yearly. Re-enrollment for current members is generally held in the spring. New member applications* will be accepted while spaces still remain in the group.
- 2) **Additional Paperwork:** Because many of our activities are held in St. Joseph Catholic Community facilities, the Church requires that all members and teachers complete (including social security number) the Archdiocese of Baltimore Volunteer Criminal History Screening Form. This is for the protection of our children. Likewise, SCCK also requires Medical Emergency Forms to be completed for each child.
- 3) **SCCK Membership Fee:** The membership fee to join SCCK is \$45 per year when enrollment is completed by June 10. From June 11 until August 1, the enrollment fee will be \$50. *Please note that there are additional fees for Specials Day.* The Board Representative serving as Financial Manager is Terry Delph terrytrio2@aol.com
- 4) **Service to the group:** All SCCK members are required to serve the group in at least one of the positions listed below. *Specials Day parents have additional duties related to their involvement in that cooperative.* The Board Representative for Member Jobs and Duties is Suni Grosko ms.beehaven@yahoo.com.

Specials Day

Clerical Team
Teacher Thank-Yous

Field Trips and Special Events

Field Trip Planner
Special Event Coordinator
Special Event Team Member
Winter Event Planner

Member Jobs and Duties

Lunch Coordinator

Group Communications

Support Meetings
Business Meeting Team Member
New Member Orientation Assistant

Group Finances

Fundraising Team
Registration Assistant
Clerical

***Note:** New members are asked to email scck@comcast.net for new member registration information.

SPECIALS DAY GENERAL INFORMATION

The Specials Day program is an extension of the South Carroll Covenant Keepers home school group. The program is designed as a learning cooperative for home schooling families with children of all ages. Some teachers are hired from the community, while others are SCCK parents.

SPECIALS DAY COORDINATOR is SCCK Board Representative Danielle Cumberland dfcumberland@yahoo.com.

LOCATION: St. Joseph Catholic Community, located at 915 Liberty Road in Eldersburg, Maryland, graciously provides the facility for these weekly Friday classes.

THE CALENDAR consists of two 10-week semesters in which a variety of classes will be offered on Fridays for children in pre-K through grade 12. The calendar is organized into a Fall and a Spring Semester. Please view the current calendar on our website at www.sccovenantkeepers.com.

A CATALOG OF COURSE OFFERINGS with descriptions of classes, costs, and teacher biographies are posted on our website at www.sccovenantkeepers.com usually two to three weeks before classes begin.

REGISTRATIONS will be accepted on-line at www.sccovenantkeepers.com according to the schedule posted on the website.

PARENT PARTICIPATION is required for our cooperative to be a successful learning experience. Families who desire to participate in Specials Day are expected to be available when their children are enrolled. If a family cannot meet their responsibilities, they will not be accepted for enrollment. Specials Day duties are in addition to your SCCK membership duty. Volunteer hours are calculated as follows:

Total # of hours your children are in classes per week	Amount You Will Volunteer
1 hour	Aide in 1 class for 5 weeks
2 - 4 hours	Aide in 1 class for 10 weeks
5 - 8 hours	Aide in 2 classes for 10 weeks
9 or more hours	Aide in 3 classes for 10 weeks

FEES FOR CLASSES are listed in the [Catalog of Course Offerings](#)

REGISTRATION FEES of \$20 for each semester of Specials Day classes are collected from participating families to cover program expenses and facility expenses. Registration fees are non-refundable.

PAYMENTS are due at the time of registration. Checks are to be made payable to SCCK and mailed to Terry Delph at the address below. If you are unable to pay in full at the time of registration, you may choose the following payment option:

- 1) Divide your total amount due by 3 (don't forget to include \$20 registration fee).
- 2) You will write three separate checks, each for 1/3 your total amount due.
You will receive an e-mail with the dates that your three checks should be dated.
- 3) Your checks will not be cashed until those dates.
- 4) Mail all three checks to:

Terry Delph
2357 Gillis Rd.
Mt. Airy, MD 21771

CANCELLATIONS OF CLASSES due to unusual circumstances (bad weather, large funerals at the church, etc.) will be avoided whenever possible, but may occasionally happen. In such instances, there will generally be no make-up classes and no refunds for missed classes.

POLICIES AND PROCEDURES

For Specials Day Classes

Parent Obligations

One of the fundamental principles of home education is the primary role of parental authority for the education and welfare of their children. Parents are responsible to comply with the Maryland home school law, to oversee the student's work and behavior, to ensure the safety of their children, to make payments on time, to be informed, to volunteer their time for the benefit of the group, and to model Godly behavior. SCCK events and classes are designed as cooperative efforts, to provide low-cost, efficient, quality programs for families who educate their children at home. The benefits of this program are derived from mutual cooperation; parents who do not fulfill their obligation for service will not be permitted to participate in SCCK activities.

Student Behavior Expectations and Responsibilities

- ◆ Act in a well-behaved and respectful manner toward all adults, instructors and peers.
- ◆ Come to class prepared.

- ◆ Complete assignments on time.
- ◆ Take care of church property and equipment.
- ◆ Dress neatly and modestly.
- ◆ Limit cell phone use to between classes or lunch.

Consequences for inappropriate behavior are intended to maintain a positive and safe environment for everyone and to provide a training period for children who are willing to learn appropriate social skills. Disrespectful, demeaning, or hostile behavior will not be tolerated. Our class time is too precious for any instructor to deal continually with repeated class disruptions. Our attempt here is to follow a Biblical example of correction, training, and development. When a situation occurs we will talk to the student about it. If the problem continues we will contact the parent. The following general guidelines will be implemented at the discretion of the program coordinators when a situation arises.

❖ **For the first offense, a child will be placed on probation.**

To continue in class, the parent must attend class with the child. The parent shall model appropriate behavior and provide training for the child until the teacher is satisfied with behavior improvements. Parents are responsible for finding a substitute for their assigned volunteer duties if necessary.

❖ **For a second offense, a child will be given a 1-week suspension.**

Further training requires removal from class. To return to the classroom, a student must demonstrate a willing attitude to improve their behavior.

❖ **For a third offense, a child will be removed from the class.**

Refunds will not be given for behavior problems. A child may return to classes in another semester when behavior has improved.

Schedule Changes will only be accepted until one week before classes begin. In special cases, you may contact the Specials Day coordinator. Children are encouraged to remain in their classes for the entire semester. Please note the Refund Policy below.

To add or drop a class, contact Danielle Cumberland Specials Day Coordinator by e-mail at dfcumberland@yahoo.com.

Refunds Refunds will be granted in full one week after the last day of registration (see dates on the website). If a class is canceled, you will be notified by the Specials Day coordinator and have the opportunity to sign up for another class. Class fees will be adjusted. After that, no refunds will be given.

Safety precautions are ultimately a parent's responsibility. The following procedures are intended to assist parents in the monitoring of their children and to provide a pleasant working environment for everyone.

- ◆ Children who are not scheduled to participate in a class may not be left unattended. Children not attending class or a scheduled lunch break must have parent supervision. High school students with a free period may sign up for a supervised study hall if it is

available. They are also encouraged to help during their free period as a teacher's aide or nursery aide. If your high school student would like to help as an aide, please e-mail Suni Grosko at ms.beehaven@yahoo.com for an aide assignment.

- ◆ Running and rough playing are not permitted in the classrooms, hallways, or Fellowship Hall. Only quiet activities are allowed.

Use of the Church Facility is a privilege. Specials Day is not a church-sponsored activity. St. Joseph's is an active and vibrant Christian worship center, and the staff is very busy at work. Do not contact the office for any reason; all program business shall be communicated only through SCCK board members. Remember that we are guests and should conduct ourselves accordingly. Disrespectful and destructive behavior will not be tolerated. Please try to refrain from talking in the hallways.

Food and Drinks are ONLY permitted in the lunch area. A 25-minute lunch break is scheduled every week. Those who bring a bag lunch are encouraged to pack lunches friendly to the environment. Styrofoam plates or cups are not permitted in St. Joseph's facilities.

Visitor Policy – Please contact Danielle Cumberland at dfcumberland@yahoo.com if you will be bringing a visitor to Specials.

Non-SCCK children must be accompanied at all times by the SCCK parent who is assuming responsibility for them for the day.

Adults visiting for the purpose of learning about the group will be escorted by an SCCK member at all times.

Teacher Policy – Members who would like to be considered as Specials Day teachers must be an SCCK member for one semester before applying. A member who has a skill that would be valuable as a class may submit a proposal to Danielle Cumberland at dfcumberland@yahoo.com.

Arrival and Dismissal Procedures for Friday Specials Day classes

- 1) Report directly to Room 11. Sign-in and pick-up name tags.
- 2) After signing in, parents should escort children to their first class.
- 3) Children in consecutive classes will be escorted to their next class by the teacher's aide.
- 4) Parents should pick up their children at the classroom at the end of their final class. Please be prompt.
- 5) Parents will sign children out at the end of their final class.
- 6) Parents should check their "MAILBOXES" and information tables each week.

Personal Belongings, including coats, lunches, and backpacks, should be kept with the student. Only bring books/materials needed for class. Do not bring valuables. Items left behind at the end of the day will be placed in the church Lost & Found Basket.

Cancellations Due to Bad Weather For All Classes and Events Held at St. Joseph's

- 1) Please do not call the church office or teachers.
- 2) Do be sure to check your email.
- 3) If Carroll County Public Schools are closed due to weather, classes are canceled.
- 4) If Carroll County Public Schools have a delayed opening, an e-mail notice will be sent to verify the status of classes. If at all possible, we will try to open on time.
- 5) If Carroll County Public Schools dismiss early due to inclement weather, then afternoon classes will be canceled. Please check your e-mail.

Information is provided for all families in various ways. It is your responsibility to read the information made available and to keep informed. You can do this in the following ways:

- 1) Internet access: Check your email and visit www.sccovenantkeepers.com regularly.
- 2) Check your "mailbox" in Room 11 when you attend Friday classes.
- 3) Read the other notices found on the information tables in Room 11 at Specials Day.
- 4) Attend the Mom's Meetings scheduled during the year.

SCCK Security Procedures for Keeping Our Children Safe

I. Parent Responsibility

- A. Sign your children in by highlighting their names on the student listing in Room 11. Middle Schoolers and up may sign themselves in.
- B. Put student's name tag on and take them to their first class
- C. Cross their name off student listing when you take them home.

II. Teacher's Aide Responsibility

- A. Take role. You must then check your absentee list against the student listing in Room 11.
 1. If a student is signed in but they aren't in their assigned class, YOU MUST start proceedings to locate that child!
 2. Check the white notebook of student schedules to see what class the child was in last; Go to that class to see if the child is still there (finishing up a project or assignment), if not, ask the teacher if she knows where the student is. Ask who her Aide was that walked students to their classes. Check with that aide to see where the missing student may be.
 3. Notify Moms in room 11 and Nursery that you are trying to locate the child and get them to help you search bathrooms, lunchroom, other classrooms, etc.
 4. If you can't locate child, look up student's family Emergency Form in White 3-Ring Binder and call parent.

- B. Always walk students from one location to another
 1. Take students (below middle school age) to the bathroom. You must walk them to the bathroom; you may wait in the hall for older children, or go in with same sex younger children.
 2. If student needs to wash hands, get a drink, etc., you must walk them to where they need to go, and walk them back. They are not to wander the halls alone.
- C. If a student is sick, look up student's Family Emergency form in White 3-Ring Binder and call parent.
- D. For gym classes that will take place outside – take role in gym, have class walk outside together making sure all students go with you. Help the students cross the church driveway. No stragglers.
- E. Lunch aides will be given a detailed explanation of lunchroom procedures at the beginning of the semester.
- F. Start lining students up according to their next class before the end of class time. You must walk each group of students (under middle school age) to their next class. You may not send a group of students on to class without an adult. If a teacher is not present in the class you are taking them to, do not leave the students alone in the classroom.
- G. Aides for classes immediately after lunch should meet their class in the lunchroom and escort their students from the lunchroom to class.
- H. In the event of an emergency evacuation of the building, aides should take their attendance list and escort students out of the building (see VI).

III. Getting a Substitute – If you are not in an emergency situation, find your own substitute for your shift. Substitutes are to be other SCCK Members and cannot be your neighbor, sister, mom or church member (who are not SCCK members). Please e-mail Suni Grosko with your substitute information or if you need assistance at ms.beehaven@yahoo.com.

IV. Special needs – If your child has a serious condition, such as life threatening allergies, you are to be on the premises and readily available at all times that your child is on the premises, including lunch.

V. Medical Emergencies - First Aid Kit is located in Room 11 on one of the tables and also above the church mailboxes near the downstairs kitchen. Ice is available in the freezer of the downstairs kitchen. Two parish nurses are sometimes in the building (although not with our program). Their offices are located in the parish office complex. We may use parish phones to call 911 (only). A phone is on the wall in Room 11, or go into main office for 911 call.

VI. Emergency Evacuation of the Building Procedures

- A. Teachers and Teacher's Aides will line students up at the door and follow the exit instructions posted by the door in each room.
 1. Aide should be at the front of the line, teacher at the back of the line.

2. Instruct children to exit in a quiet and orderly fashion.
 3. Take your attendance folder with you!
 4. Meet the rest of the SCCK members at the volleyball court.
 5. Take attendance and make sure all children are present.
- B. Any adult in Room 11 or passing by Room 11 should pick up the Specials Day Information Binder and sign-in sheet.
 - C. Parents who do not have other responsibilities are asked to assist with evacuating children in the nursery.
 - D. All students and adults should meet at the volleyball court where aides should again take attendance.

VII. Lunch Room Policies

- A. No running, chasing, playing ball during lunch period.
- B. There is no eating on the bleachers.
- C. Children who are signed up for lunch must go to the lunchroom to check-in. If a parent wishes to take a child somewhere else for lunch, the lunch aides must be notified.
- D. Children need to clean up after themselves and are asked to assist in putting away chairs and tables.
- E. An adult will escort children to their next class. Children in grades six and up may walk to class by themselves but not until they are dismissed from the lunch room and they are expected to be on time for class.
- F. Lunch aides will receive a copy of procedures at registration.