

Solon Early Childhood PTA (SECPTA) Homeschool Co-Op

2025-2026 Handbook

Our Community: SECPTA Homeschool Cooperative (“co-op”) is a group of homeschooling families that work together to offer structured academic and enrichment classes along with family-oriented activities, interest clubs, and community-building opportunities. We are a secular and inclusive community that welcomes families of all backgrounds, faiths, and belief systems. Our members represent a wide variety of homeschooling styles and learning environments. We believe in creating a community built on kindness, patience, and understanding. We welcome every child with open hearts and open minds, embracing all abilities, learning styles and developmental milestones. Intellectual differences are not only accepted but valued. Every child is included, supported, and encouraged to grow at their own pace in a caring environment.

Members of the homeschool co-op are also members of SECPTA.

Enrichment Co-op Location: Twinsburg, Ohio

Field Trip & Activities Location: Northeast Ohio

Contact Information: HomeschoolCoOp@secpta.net

Leadership Structure: Our co-op operates as an official committee under SECPTA, a registered 501(c)(3) nonprofit and Ohio PTA. The Co-op Chair, appointed by the SECPTA Executive Board, oversees operational, budgeting, and policy decisions in collaboration with the Leadership Team, aligned with SECPTA guidelines and PTA bylaws. While we highly value community feedback and use member surveys to help shape our program, operational decisions rest with the Leadership Team to support safety, consistency, and effective co-op operations.

We welcome parent involvement in supporting the volunteer efforts of the Leadership Team. If you are interested in contributing in any capacity, please reach out as we are always happy to discuss ways to get involved. Members are encouraged to attend the SECPTA general meetings and participate in SECPTA elections.

SECPTA Homeschool Co-op Leadership Team

Chair & Curriculum Coordinator: Elizabeth Butkovic (liz.butkovic@secpta.net)

Administrative Coordinator: Morgan Mullins (morgan.mullins@secpta.net)

Supplies Coordinator: Jessica Krentz

Public Image Coordinator: Megan Moran

Field Trips & Activities Coordinators: Megan Morgan & Nicole Brown

There are two options available for homeschooled children. All options require a parent to be with their child unless it is noted in the description.

Option #1 – SECPTA Homeschool Co-op Activities

Do you prefer activities that are once a month, interest-based, or field trips? Join our homeschool co-op activities group, where parents participate by hosting and/or planning monthly clubs, playgroups, field trips, outings, and activities for families to participate in. We are always interested in new ideas! We also would love to hear from any adults who are willing to volunteer to organize the activities. Please email HomeschoolCoOp@secpta.net with what you'd be willing to organize. There may be additional fees for field trips, special events, and certain classes and activities.

Holiday Celebrations: We will participate in a few holiday celebrations as a group. Dates and times depend on the homeschool parent wishing to host the celebration. Some of the holidays we have celebrated include:

- Grandparents Day (Sept 10th): We had a photo frame craft and ice cream social.
- World Card Making Day (Oct 1st): We will have card-making supplies and the opportunity to make a card(s) for friends and family. We also tie this to a service project, encouraging children to create cards for others.
- World Kindness Day (Nov. 12th): We will paint kindness rocks and leave them around the community to spread a little joy.

Open Play: multi-age, learning-through-play opportunities that include all SECPTA families. Participation is optional and encouraged to help grow friendships and community. We sometimes have theme days such as:

- Tie Dye Day (Oct 8th): Bring something white to tie dye! Please register for the open play date on the SECPTA website to ensure we have the correct number of supplies.

Field Trips: Families will meet at a specific date, time, and location to participate in a planned activity. If there is an opportunity to divide up according to age once at the field trip location, we will do so. A homeschooling parent hosts the activities marked in red on the SECPTA calendar. You are welcome to attend any event on the SECPTA calendar, not just the red ones.

Interest-Based Activities/Clubs: A schedule of clubs and interest-based activities will be sent out once each month. Parents are encouraged to help host, plan, and/or organize interest-based activities and clubs. Current clubs are (as of 9/2025):

- Lego Building Club
- Explorer's Hiking Club
- Co-Op Book Club

Option #2 - SECPTA Homeschool Co-op Enrichment Classes

Do you love the idea of meeting weekly with other homeschooling families during the school year? Join the SECPTA Homeschool Enrichment Co-op, led by parents.

The enrichment co-op meets on Wednesdays in Twinsburg from 10am to 12:30pm during 5-week sessions held 4 to 5 times throughout the year. Families also have the option to bring their own lunch and stay for playtime following enrichment classes until 2pm.

There is a \$70 fee per child ages 3+, per five-week session, to participate in the enrichment co-op. This fee helps cover the cost of facility use, insurance, classroom materials, organizational expenses, and other operational needs that support a safe and enriching co-op experience for participating families. We welcome parent feedback and suggestions for items, activities, classes, or resources families would like to see included in the co-op. As a reminder, a parent or guardian must remain on-site at all times and help with daily co-op operations during co-op hours.

Please note that the enrichment co-op is primarily designed for children ages 5 and up. Nursery and preschool classes are available for families with younger siblings of children in the 5+ program. If space remains available in the 3- and 4-year-old classroom, enrollment may be opened to families without children in the 5+ age group.

Enrichment Co-op: SECPTA Homeschool Co-Op meets on Wednesdays. Students participate in structured enrichment classes based on age, followed by **optional** time to socialize with all ages and learn as a family during open play.

Schedule:

9:30am	Setup Begins
9:45am	Arrival
10:00am	First Class
10:50am	Second Class
11:40am	Third Class
12:30pm	Lunch & Take Down Begins
1:00pm	Open Play
2:00pm	Clean Up

2025-2026 Calendar

Session 1: Sept 10, 17, 24 & Oct 1, 8

Break Oct 15th

Session 2: Oct 22, 29, Nov 5, 12, 19

Break until January

Session 3: Jan 7, 14, 21, 28, Feb 4

Break Feb 11, 18

Session 4: Feb 25, Mar 4, 11, 18, 25

Break Apr 1, 8

Session 5: Apr 15, 22, 29, May 6, 13

Done for this SECPTA year

Class Groupings for Enrichment Classes: Students in these structured classes participate in hands-on learning activities, experiments, projects, and discussions. Students are divided into the following age groups based on their age at the start of the session. (Note: Age groups may change depending on enrollment numbers.) **SECPTA homeschool co-op reserves the right to limit the number of spaces available in each age range.*

****Please pack a snack for your child(ren) if they are enrolled in Nursery or Preschool****

- ❖ **0 – 2: Nursery** (available for the siblings of older students as a priority. If spots remain/become available for additional children, we will open registration for all families.)
- ❖ **3 – 4: Preschool**
- ❖ **5 – 7: Early Elementary**
- ❖ **8 – 10: Middle Elementary**

Member Expectations

- New enrollment opens 3–4 weeks before the start of the new session.
- Families are strongly encouraged to participate in all sessions to best foster friendships and build relationships within the community.
- Each student commits to attending all three class periods for the length of a session.

- Each family is expected to attend all dates of a given session. We rely on everyone's participation to be successful, and attendance each week shapes the consistency that our learners depend on. In instances of illness, planned travel, emergencies, or other situations, we request that the parent please contact a member of the board to inform us as soon as possible.
- SECPTA has no paid staff. All members contribute to creating educational activities for the co-op.
- **Each family commits to support our co-op by offering to teach one class each session as well as offering to fill one of the following roles:**
 - **Helper:** The person in this role will help the Guide during the class by assisting all students. This may include passing materials out, guiding a student to the bathroom, minimizing disruptions, helping students one-on-one with an activity, etc.
 - **Setup (9:30am-10am):** Arrival is at 9:30am. This role entails setting up the building, ensuring the bathrooms are ready for use, and preparing any items needed for the first class. This may include setting up tables and chairs.
 - **Floater:** This role is usually not assigned to a specific area but can be shifted to a classroom to help with an activity as needed. They can help with setting up and taking down classrooms. Or if a class goes outside, they can be assigned to that class for the specific time to help ensure the safety of all children.
 - **Co-op Take Down (12:30pm-1pm):** Any rooms not being used for open play can be packed up, and items should be stored away in our storage closet. (Note: This overlaps with lunch, but it is about 12:30pm-1pm.)
 - **Closer (1:45pm-2pm):** The person in this role is responsible for the closing of the studio. It requires vacuuming the floors, ensuring all our items are put away properly, and placing toys back in their original place. You will turn off studio lights and lock up the studio upon departure.
 - **Activity Organizer:** The person in this role assists with organizing enjoyable activities for children to participate in before class begins (9:30-10) *or* after lunch during open play (12:30-2). This could include birthday celebrations, “fun holidays” such as World Kindness Day, a structured activity such as Tie-Dye Day, or free play using our collection of toys, puzzles, and games.

Fees and Enrollment Information

A non-refundable annual SECPTA membership (\$35 or \$41, not alumni membership) is required two weeks prior to the start of a family's first session. This fee follows the SECPTA year, which is July 1st–June 30th. This fee is per family, not per person. The fee is not dependent on the number of sessions the family participates in. This fee supports SECPTA as a whole and helps

subsidize SECPTA programs. With a SECPTA membership, you can participate in all SECPTA activities.

- Participation in SECPTA Homeschool Co-op Enrichment Classes' dues for each session are \$70 per child for 3 years old and up.
- **Payment:** Payment must be made two weeks prior to the start of a session and can be made online through the [SECPTA Homeschool Co-Op](#) website.

Community Expectations (Behavior Code)

Food Allergy Policy:

- Do not bring food containing peanuts or tree nuts into the facility.
- Do not share food or leave out open containers of food.
- Eat only in the designated eating areas.
- Clean up all surfaces, hands, and faces when finished eating.
- Notify the board members if your child has an allergy and include that information on their paperwork.

Illness Policy:

- Children and/or parents should not attend co-op if they exhibit any of the following symptoms: diarrhea more than once within 72 hours of co-op day; severe coughing; difficult or rapid breathing; yellowish skin or eyes; redness of the eye or eyelid including discharge, eye pain, matted eyelashes, burning or itching; temperature of 100 degrees Fahrenheit or higher; infected skin patches; unusual spots or rashes; unusually dark urine and/or gray or white stools; stiff neck with an elevated temperature; sore throat or difficulty swallowing; vomiting within 72 hours of co-op day; evidence of untreated lice; scabies, or other parasitic infestations.
- Please do not attend co-op if you or your family members have any other symptoms related to COVID-19 or have any exposure to COVID-19.

Snow Days & Inclement Weather Policy:

- We will follow Solon and Twinsburg school closures. If one of the school districts is closed, we will be closed. Please contact a board member to notify them of your absence at your earliest convenience.

General Guidelines

- Communicate with others respectfully. Leave the building and grounds in the condition you found them in (or better).
- Seek permission prior to using materials and ensure they are returned to their designated place in the same condition you found them.
- Weapons of any kind are prohibited (including knives and multi-tools *unless* used under the direction of an instructor for a class activity).
- All students are to remain under the supervision of a responsible adult.
- No outside toys, games, or electronic devices should be brought to class unless they are part of the class.

Adult Responsibilities (*general*)

- Offer support and encouragement to all community members. All communication (verbal and written) should demonstrate respect, tolerance, and consideration of the diversity of our members.
- Political and faith-based messages should be saved for private communication outside of SECPTA Homeschool Co-op.
- Ensure that your children and the children under your care follow the behavior code.
- By providing the necessary supplies and encouraging them to complete outside work when asked by their guides, I will ensure my children are ready for their classes.
- Use gentle discipline, such as verbal correction and redirection, to guide students. Summon a child's parent if further support is required. No child should ever be touched as a form of discipline. This is a means for immediate dismissal from co-op, without warning.
- Avoid touching any child unless the child is in imminent danger. Use discretion when initiating touch and refrain from touch that may make a child uncomfortable.
- Report any accidents or severe behavioral incidents to the Chair immediately.
- Notify a member of the co-op board as soon as possible when I will not be attending classes. ***SECPTA Homeschool Co-Op reserves the right to evaluate the participation and attendance patterns for each family and may dismiss or deny their current or future enrollment in the co-op.**

Adult Responsibilities (*when teaching or assisting a class*)

- Be on time.
- Be prepared for the roles for which I have volunteered or been assigned.
- Remain with the class to which I am assigned unless another adult is available to monitor the students.
- Limit the use of electronic devices.
- Limit side conversations with other adults.
- Arrange care for younger children during class time if they are not participating in the co-op.
- If you are unable to attend, please make sure that materials and lesson plans are accessible to/provided for the substitute teacher.

Student Responsibilities

- Treat all people with kindness and respect.
- Use appropriate language and refrain from foul language, bullying, harassment, and violence.
- Use communication skills to solve problems. Ask an adult for assistance if necessary (physical & verbal altercations will not be permitted).
- Treat the building respectfully—walk inside, don't climb on furniture, don't write on walls, bang on glass or cause any damage, etc.
- Use soft voices indoors—also known as inside voices.
- Keep all food in the designated areas (including gum, candy, and drinks other than water).
- Stay within the safe boundaries of our space – both inside and outside.
- Remain in class unless you leave with a responsible adult. Do not leave the building with anyone other than your adult.
- Please ensure you bring the necessary supplies to class and complete any outside work requested by your guides.
- Participate in class by listening attentively, waiting your turn to speak, asking questions, and engaging in discussion and activities.

- Only be in rooms where a responsible adult is present.
- Refrain from using electronic devices during class time unless under the direct supervision of a guide

What makes SECPTA Homeschool Co-Op so special?

Here are some features of our co-op that we particularly enjoy:

The Take-It-Table

- During each week of our co-op session, we will have a designated table/space for our Take-It-Table. Here, you will find a variety of donated items including:
 - Books (from baby board books all the way to books for teens; even cookbooks, books about hobbies, parenting, continuing education, and more for the adults!)
 - Toys, puzzles and games
 - Clothing (for children and adults)
 - Arts & crafts supplies
 - Home items (candles, decor, mugs, etc.)
 - Sealed/unopened food items
 - Homeschool materials
 - And more!
- The items found here are free for our families to take. The idea is to give items that we no longer need or use at home another life! In this way, we help the environment and also can give even the slightest little boost of help to someone in our group. We implore members to take what they can use, and to donate items that have all pieces included (games, puzzles, etc.), are free from damage that inhibit their function and are in generally good shape.
- Any leftover items will be donated responsibly.

SECPTA Homeschool Co-op Membership Agreement

I have read, understand, and agree to follow all policies included in the SECPTA Homeschool Co-op Handbook. I have reviewed the information and responsibilities regarding building use and maintenance, instructor expectations, and behavior guidelines with my children. I agree to be responsible for the behavior and safety of the children in my charge. I understand that if anyone in my family does not follow the SECPTA Homeschool Co-op policies, it may jeopardize our family's continued participation in the program. I understand that SECPTA Homeschool Co-op instructors, board members, or Chair reserve the right to deny participation to any student or family. I agree that by signing this agreement and submitting my non-refundable SECPTA

Homeschool Co-op membership fees, I will establish my family's registration in the SECPTA Homeschool Co-op. I agree to fulfill my responsibilities to the best of my abilities.

By signing this document, I am stating that I have read, understood, and agree to follow all of the SECPTA Homeschool Co-op Policies and Procedures and agree to the conditions of the SECPTA Homeschool Co-op Waiver of Liability for myself and my family, as well as any other legal guardians of my child(ren).

Print Parent's Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Print Parent's Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Children(s) Names: _____

Family's Home Address: _____

In order of preference, which co-op roles are you willing to perform?: (*See "Member Expectations" for options*)

Do you want your contact information to be included in our Member Directory? **Yes No**

Photo Release

Please be advised that your child(ren) may be photographed or videotaped at activities sponsored by SECPTA Homeschool Co-op. Please indicate your preference and sign below.

___ Yes, I hereby grant permission for SECPTA Homeschool Co-op to post photographs and videos of my child(ren) on the SECPTA website, social media page, and other media outlets.

___ No, my child(ren)'s photo or video may NOT be used by the SECPTA Homeschool Co-op.

Print Parent's Name: _____

Signature: _____ Date: _____

Emergency Medical Authorization

Child's Full Name	D.O.B.	Food Allergies, Medicines, Health Issues

Child(ren)'s Food Preferences: _____

Child(ren)'s Primary Care Doctor: _____

Physician's Address: _____

Physician's Phone Number: _____

Physician's Fax Number: _____

Emergency Contact Information

	Name & Relationship to Child(ren)	Phone	Authorized to Pick Child Up?
Parent			
Parent			

Other Adult			
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My child(ren) is attending and participating in SECPTA Homeschool Co-op. In the event of an emergency when we are unable to be reached at the phone numbers above, we hereby authorize SECPTA Homeschool Co-op and its officers, agents, volunteers, instructors, or supervising parents to seek emergency medical care and/or emergency dental care for my child(ren.) This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Print Parent's Name: _____

Signature: _____ Date: _____

Print Parent's Name: _____

Signature: _____ Date: _____

Waiver of Liability, Assumption of Risks, and Indemnity Agreement

WAIVER: In consideration of my child(ren) or ward(s) or me being permitted to participate in any way in any and all activities of SECPTA Homeschool Co-op at One Your Toes Dance Studio in Twinsburg, Ohio or at any and all locations where such SECPTA Homeschool Co-op activities take place (collectively, the "Activities"), I, for myself, my child(ren) and/or ward(s), my heirs, personal representatives or assigns, *do hereby covenant not to sue, and release, waive, and*

discharge, SECPTA Homeschool Co-op, its directors, officers, staff members, volunteers, advisors, property owners, and/or agents, from liability and of and from any and all claims including the negligence or default of SECPTA Homeschool Co-op, its directors, organizers, officers, staff members, member families, volunteers, advisors, property owners, and/or agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Activities.

ASSUMPTION OF RISKS: Participation in the Activities carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from (1) minor injuries such as scratches, bruises, and sprains; (2) major injuries such as eye injury or loss of sight, joint or back injuries, broken bones or teeth, asthma or heart attacks, and concussions; to (3) catastrophic injuries, including paralysis and death.

I have read the previous paragraphs, and I know, understand, and appreciate these and other risks that are inherent in the Activities, which may include, without limitation, parties, picnics, hiking, swimming, field trips, playgroups, parks, recitals, or practices. I hereby assert that my participation and/or the participation of my child(ren) or ward(s) is voluntary and that I knowingly assume and accept all risks. I also understand that I may participate in activities that are not sponsored or supported by SECPTA Homeschool Co-op but are private activities of members and that I assume all risks associated with such private activities (“Non-SECPTA Activities”).

INDEMNIFICATION AND HOLD HARMLESS: I also agree to *INDEMNIFY AND HOLD SECPTA Homeschool Co-op, its directors, officers, staff members, volunteers, member families, advisors, property owners, On Your Toes Dance Studio in Twinsburg, Ohio and/or agents, HARMLESS* from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorneys’ fees, brought as a result of my involvement in the Activities or Non-SECPTA activities or both, and/or the involvement of a minor child(ren) or ward(s) of mine in the Activities or Non-SECPTA Activities or both, in any location where Activities or Non-SECPTA Activities or both are conducted, and of and from all claims which may hereafter develop or accrue to them on account of injury, loss or damage, which may be suffered by said minor or to any property, because of any matter, thing, or condition, negligence or default whatsoever, and to reimburse them for any such expenses incurred.

SEVERABILITY: The undersigned further expressly agrees that the foregoing waiver, assumption of risks, indemnification, and hold harmless agreement is intended to be as broad and inclusive as is permitted by the law of the State of Ohio, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Child(ren)'s/Ward(s) Name: <i>*(list all in attendance regardless of age/member status)</i>	Date of Birth

ACKNOWLEDGMENT OF UNDERSTANDING: I have read this Waiver of Liability, Assumption of Risks, and Indemnity Agreement, fully understand its terms, and *understand that I am giving up substantial rights, including my right to sue.* I acknowledge that I am signing this agreement freely and voluntarily, and *I intend that my signature will be a complete and unconditional release of all liability to the greatest extent allowed by law.*

Print Parent's Name: _____

Signature: _____ Date: _____

Print Parent's Name: _____

Signature: _____ Date: _____