



WAYMAKERS

PARENT & STUDENT
HANDBOOK

PUBLIC EDITION

TABLE OF CONTENTS

WHO WE ARE.....	3
CLASS LOCATION.....	3
CO-OP CLASS SESSIONS.....	3
CO-OP CLASS SCHEDULE.....	5
FINANCIAL COMMITMENT.....	5
Full Membership:.....	5
Refund Policy (Membership Fees Only).....	6
COOPERATIVE MODEL & VOLUNTEER EXPECTATIONS.....	6
Full Members are required to:.....	6
REGISTRATION PROCESS.....	7
Waitlist Policy.....	7
TEACHING GUIDELINES.....	7
Teachers are expected to:.....	7
Bathroom Expectations During Class.....	8
NURSERY GUIDELINES.....	8
SAFETY GUIDELINES.....	9
Two-Adult Rule (Classrooms).....	9
Supervision (Before/After Co-op & Lunch).....	9
Behavior.....	9
Reporting.....	9
EMERGENCY PLAN.....	10
PARENT EXPECTATIONS.....	10
MINOR EXPECTATIONS.....	10
BEHAVIOR EXPECTATIONS.....	11
ATTENDANCE EXPECTATIONS.....	11
ILLNESS POLICY.....	11
CONCERN RESOLUTION PROCESS.....	12
COMMUNICATION.....	12
VISITORS POLICY.....	13
TEMPORARY TRANSFER OF CARE.....	14
PHOTO POLICY.....	15
FACILITY USE RESPONSIBILITIES.....	15
Additional Expectations.....	15
WEATHER & CLOSURES.....	15
BOARD CONTACT INFORMATION.....	15

WAYMAKERS

PARENT & STUDENT HANDBOOK

(Public Edition)

2026–2027

*This is the **public version** of the handbook. Once your family joins and receives the password, please access the private version at www.waymakershcc.com/membertools for complete details, including location information, the concern resolution process, additional information on attendance, and other member-specific information.*

WHO WE ARE

WayMakers is a homeschool cooperative that meets weekly to offer enrichment classes, social connection, and collaborative learning opportunities for families in our local community. We welcome a wide range of homeschooling philosophies and aim to provide a respectful and supportive environment for all.

We offer weekly classes for Full Members, as well as field trips and events throughout the year for both Full and Associate Members, creating opportunities for connection and community beyond the classroom.

CLASS LOCATION

We meet weekly at a local church in Idaho Falls.

CO-OP CLASS SESSIONS

WayMakers operates on 3 sessions per year

- Each session is 9 weeks total

- 8 weeks of classes
 - 1 holiday party
 - One board meeting will be held each session and is open for all members to attend
-

CO-OP CLASS SCHEDULE

Wednesdays | 12:00 PM – 3:00 PM

12:00–12:05 PM – Optional Prayer and Pledge
12:05–12:15 PM – Announcements & Dismissal
12:15–1:05 PM – First Class Block
1:05–1:45 PM – Lunch
1:45–1:55 PM – Lunch Cleanup & Dismissal
1:55–2:45 PM – Second Class Block
2:45–3:00 PM – Cleaning

Please arrive on time and stay until cleanup is complete (on your designated week). Our co-op is a team effort! **All adults must be present for announcements before classes begin. This is MANDATORY.**

We cannot safely dismiss students to class until we have confirmed all adults are present. If you need time to set up a classroom, please arrive early.

Announcements begin promptly and attendance is required for safety and coordination.

Prayer and Pledge

The opportunity to participate in the Pledge of Allegiance and a prayer will be offered at the beginning of announcements each week prior to class. Participation is voluntary.

FINANCIAL COMMITMENT

Full Membership:

- \$60 per family per year
- Includes participation in weekly classes and priority annual registration

Associate Membership:

- \$30 per family per year
- Access to field trips, events, and community support (no weekly classes)

All fees must be paid at registration (via cash or Zeffy) to secure your spot. No holds for unpaid registrations.

Class Fees (Full Members Only): Paid directly to teachers

- Vary based on materials used in specific classes. These are listed during class registration
- Due the first week of the session via cash or Venmo

Cleaning Deposit (Full Members Only): \$20 per family

- Due the first week of the session via cash or Zeffy
- Refunded at the end of the year once your assigned cleaning weeks have been completed

Refund Policy (Membership Fees Only)

- Full refunds are available through the end of week 2 of the first session.
- A 50% refund will be issued after week 2.
- No refunds will be issued after week 3.
- Associate Memberships are non-refundable.
- Class fees are not refundable through WayMakers.

Pro-rate Policy

- Full Membership fees may be reduced by 20% for each session missed at the time of registration.
- Associate Memberships are not eligible for prorating.

COOPERATIVE MODEL & VOLUNTEER EXPECTATIONS

WayMakers is 100% volunteer-powered. Every family contributes by teaching, assisting, and supporting behind the scenes.

Full Members are required to:

- Stay on-site during co-op hours
- Serve in a class role (teacher or assistant)
- Serve in a separate co-op role (committee position)
- Teach at least one class per school year
- Attend consistently and communicate absences

Assistant roles are assigned based on need and preferences when possible.

Teaching and committee positions are selected during the Registration process.

REGISTRATION PROCESS

Membership is not guaranteed, as applications are subject to Board review based on space and alignment with co-op expectations.

To become a participating member of WayMakers Homeschool Community Co-op, please complete the following steps:

1. Submit registration application

- Complete and submit the official application. *As of the 2026-2027 school year, families must have at least one child who is age 5 or older to qualify for a full membership.*
- The Board will review all submissions and notify families regarding acceptance.

2. Complete background check

- A background check will be conducted on participating adults for safety purposes.

3. Select teaching and committee roles

- Each family must select one teaching position and one committee role from a list that will be provided via email.

4. Pay registration fees

- Full membership is not secured until your registration fee is paid in full.
- Payments are required at the time of registration. We are unable to hold spots.

Waitlist Policy

The Board considers:

- Date of application
 - Associate membership status
 - Ages of minors and class availability
-

TEACHING GUIDELINES

Lead teachers and assistants are responsible for creating a positive, respectful, and productive learning space.

Teachers are expected to:

- Arrive on time to set up and begin class promptly
- Maintain a safe and inclusive classroom environment
- All conversations with children and adults should use respectful language and remain appropriate in topic and tone.
- Keep classroom instruction non-doctrinal and respectful of diverse beliefs

- Any faith-based lesson content needs to be included in the class description, regardless of the quantity or delivery method, including curriculum, videos, activities, discussions, etc.
 - Families of all beliefs should be able to understand what the class will include before choosing to enroll their children.
 - We understand that unplanned references, spontaneous questions, and comments may occur. These should be kept general and handled respectfully to help ensure that everyone, regardless of faith or belief, feels welcome.
 - Our goal is to create a co-op environment where all members feel welcome, comfortable, and respected, regardless of belief!
 - Participation in any faith-related element must remain optional
- Address disruptive behavior calmly and appropriately
- Follow lesson plans while adapting as needed
- Adults and children should use electronics only when needed for class content or co-op responsibilities. Device use should not distract from teaching, supervision, or participation.
- Ensure students are ready for dismissal on time
- Begin cleanup early when needed (especially messy classes)
- Leave classrooms clean, **including tables, chairs, and floors**
- Any materials needing pickup should be moved to the gym
- Escort students to the gym after class **via nursery stairs**
- Dismiss students only at the end of class unless released to a parent

Bathroom Expectations During Class

- Younger children must be escorted
- Children **11+** may go independently but must return promptly

Please see the Facility Use Responsibilities section for building rules.

If support is needed with classroom management, notify leadership for backup or guidance.

NURSERY GUIDELINES

The nursery provides a safe and calm environment for our youngest members while their parents volunteer or participate in co-op activities.

Nursery volunteers are expected to:

- Supervise children at all times - phone and electronic device use should be limited to necessary communication or co-op-related needs.
- **Soothe and comfort** children who are upset or anxious
- Redirect behavior to prevent injury or conflict

- Notify parents if a child cannot be consoled
- Maintain a clean and calm environment
- In the nursery, adult conversations should remain respectful, calm, and appropriate for a child-centered space. Topics and language should be mindful of the children present, even if the conversation is between adults
- Ensure children are ready for pickup immediately after class

Nursery volunteers do not change diapers or assist with bathroom needs.

Parents of nursery-aged children should remain available and responsive while on-site in case their child needs care.

SAFETY GUIDELINES

Two-Adult Rule (Classrooms)

At least **two adults must be present in each classroom or space where children are present at all times**. This ensures safety, accountability, and transparency. If one adult needs to step out (e.g., to use the bathroom), **a hall monitor must be called in** to remain with the group until the adult returns.

Supervision (Before/After Co-op & Lunch)

Minors must be supervised by a parent, guardian, or assigned adult at all times on the property, including:

- Classrooms
- Hallways
- Playground
- Parking lot

Please see the Facility Use Responsibilities section for additional requirements.

Behavior

- No roughhousing, bullying, or exclusion
- No weapons, sharp tools, or dangerous items
- Respect personal boundaries

Reporting

Any safety concerns must be brought to the Board.

WayMakers reserves the right to dismiss any member who violates safety guidelines.

EMERGENCY PLAN

The co-op Emergency Plan is provided in a separate document and is available in classrooms and in the Facebook group files, as well as in the Member Tools section of the website. All members are expected to review and follow the Emergency Plan.

In case of injury or illness, parents will be contacted immediately.

PARENT EXPECTATIONS

Parents are expected to:

- Stay on-site during co-op
- **Supervise minors when not in class**
- Pick up minors promptly after class
 - Older children will be in the Gym
 - Nursery children should be collected on the way upstairs to the Gym
- Participate in assigned roles
- Communicate absences, tardiness, schedule conflicts, or support needs
- Speak respectfully to other parents, volunteers, and minors
- Teach at least 1 class per “school year” (Sept 1 - Aug 31)
- Serve in at least 1 role or committee per “school year” (Sept 1 - Aug 31)

Please contact the board if needed.

MINOR EXPECTATIONS

Minors are expected to:

- Be respectful and kind
- Follow instructions and participate in class
- Use appropriate language and keep hands to themselves
- Help clean up
- Stay with assigned group or adult

Please contact the board if your child is in need of additional support.

BEHAVIOR EXPECTATIONS

All minors and adults are expected to:

- Treat others with kindness and respect
 - Use inclusive and appropriate language
 - Avoid disruptive behavior (no yelling, teasing, or rough play)
 - Leave personal toys/electronics at home unless approved for class use
 - Clean up after themselves and care for the facility.
-

ATTENDANCE EXPECTATIONS

Families are expected to attend classes consistently throughout each session. When families are frequently absent or late, it can leave classes, volunteer roles, and supervision needs uncovered, making it harder for the co-op to run smoothly. Families are asked to **communicate early** whenever they cannot attend or will be late.

- Notify the Board by **10:00 AM** if absent
- Notify the Board if tardy

Facebook posts are not sufficient—contact a Board member directly or via our email, waymakershcc@gmail.com.

You may also contact Board Members via Facebook Messenger directly, or directly messaging them through GroupMe.

Repeated absences or tardiness may impact future registration.

Please contact the board if you have any questions.

ILLNESS POLICY

All members must remain home if they have:

- Fever within the last 24 hours (without fever reducing medications)

- Vomiting or diarrhea within the last 24 hours
- New or worsening cough, sore throat, or significant runny nose
- Any contagious condition (strep, pink eye, lice, rash, etc.)

If a contagious illness is known within the co-op, any child showing related symptoms must remain home.

If any member of the household is ill, the entire family must remain home.

Mild lingering coughs or clear runny noses without other symptoms do not automatically require absence.

We are not medical professionals. If you are unsure whether your child should attend, please **consult your physician.**

This policy applies to classes, field trips, and events.

CONCERN RESOLUTION PROCESS

We strive to address concerns through open communication, collaboration, and clear expectations.

COMMUNICATION

We encourage **open, respectful conversation** within our community. If you have a concern, please feel free to contact the Board. For concerns that require documentation or follow-up, members may be asked to submit a suggestions form so the Board can address the issue thoughtfully and consistently.

Please contact the board if needed.

Our primary communication platforms are:

- Private Facebook Group – announcements and updates
- Facebook Messenger – direct communication
- Email/Text – urgent or private communication/Monthly Newsletters
- GroupMe – We have a GroupMe Chat for Preschool, 5-8, 9-12, and Teens. We also have the **WayMakers Member Hub**. This is a secondary space where we post announcements, posts and events. This is a great option for those who do not use Facebook.
- Website - Our website is www.waymakershcc.com. We use the website to facilitate registration. We also have a Member Tools section which includes important documents.

VISITORS POLICY

This policy outlines the requirements for non-members attending co-op classes, events, or field trips.

Visiting Adults (No Children)

This applies to non-member adults attending a co-op function without children.

In these circumstances:

- Board approval required
- Background check required
- Must follow all co-op policies

Visiting Children (Accompanied by Member)

This applies when a member brings a child who is not part of their household and whose parent is not present. This includes both short-term and ongoing care situations.

Ongoing Care/ Homeschool Proxy (Most or All of a Session)

A member may bring an additional child on an ongoing basis only when the member is providing care and/or overseeing the homeschooling of that child because the child's parent is unavailable.

In these circumstances:

- The child's parent must submit a registration form.
- A Temporary Care Form must be signed and submitted to the Board.
- If there is more than one additional child, a separate registration fee must be paid by the child's family.
- The child must either be signed up for classes or remain with the member at all times.
- If the child is not related to the member or is not part of the member's extended family, the request must be reviewed and approved by the Board prior to attendance.
- Attendance mid-session may be subject to class availability and teacher approval.

Short-Term (Up to One Week):

This applies to temporary situations such as a child in the member's care due to travel, emergency, or other short-term need.

In these circumstances:

- Board approval is required prior to attendance.
- A Temporary Care Form must be signed and submitted to the Board.

- The child may attend for up to one week unless otherwise approved by the Board.
- The child must remain with the member at all times, or have teacher approval to sit in on classes.

Visiting Families (Out-of-Area)

This applies when a member invites an **out-of-area** adult with minors to attend a co-op event or field trip.

In these circumstances:

- Visiting guests must be from out of the area and attending on a temporary basis.
- Visiting guests may attend a co-op event or field trip on a **one-time** basis only.
- Board approval is required prior to attendance.
- All visiting adults must complete the required background check in accordance with co-op safety policies.
- The visiting adult is responsible for the supervision and care of the minors attending with them at all times.
- The hosting co-op member is responsible for ensuring that their guest(s) are aware of and agree to follow all co-op policies and facility rules.
- If a visiting guest wishes to attend additional events or participate on an ongoing basis, they must register as Associate Members prior to further participation.

TEMPORARY TRANSFER OF CARE

This applies any time a member's child attends a co-op class, event, or field trip and the member is not on-site to monitor their child, and another co-op member is supervising in their place.

In these circumstances:

- A Temporary Care Form must be completed and submitted to the Board prior to attendance.
- This arrangement is required any time a member is not present to monitor their child.
- This arrangement is intended for short-term or one-time situations only (e.g., scheduling conflicts, appointments, or emergencies).
- The supervising member assumes responsibility for the child during the duration of the co-op function.
- Ongoing or repeated arrangements may require Board review and approval.
- The child must follow all co-op policies and remain with the supervising member unless otherwise approved.

PHOTO POLICY

Photos may be taken at co-op classes, events, and field trips for use in the WayMakers **private** Facebook group.

If you do not wish your child to appear in photos, please notify the Board in writing.

FACILITY USE RESPONSIBILITIES

WayMakers operates under the guidelines of our host facility.

Families share responsibility for maintaining a clean and respectful environment at our host facility. Specific expectations will be provided to registered members.

Additional Expectations

- Remain in approved spaces only
- Do not allow minors to roam the building
- Follow all supervision requirements

These are facility requirements, not optional guidelines.

WEATHER & CLOSURES

Closures will be announced in the private Facebook group and on GroupMe.

BOARD CONTACT INFORMATION

For questions or more information, please contact our board at:

Waymakershcc@gmail.com

