



26/27- Handbook

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General Information

Mission Statement

The corporation's mission is to complement a home-based education and foster a diverse and supportive homeschool community.

Welcome to North Kitsap Homeschool Community, located in Bremerton, WA!

We are an all-inclusive, diverse, secular, LGBTQ+ friendly group of homeschooling families working together to create enriching, hands-on learning experiences for kids of all ages for over 10 years. Our co-op meets weekly for engaging classes led by passionate parents who bring creativity and care to every session. Whether your child loves science experiments, storytelling, building, or exploring the arts, there is a place for them here!

Collaborative Learning Rooted in Connection

At the heart of our co-op is a commitment to shared learning and relationship-building. We believe education is most meaningful when it is active, personal, and supported by a caring group. Our structure encourages parents to get involved—whether by teaching, co-teaching, or assisting. This creates a rich, multi-age environment where kids feel known, safe, and inspired to grow.

Flexible, Creative, and Community-Focused

We are not a school—we are a collective of families building something unique together. Our class offerings change each term based on member interests and talents, so there is always something new to discover. With a focus on flexibility, respect, and joy in learning, we aim to support each family's homeschool journey while fostering real friendships and lasting memories.

General Guidelines

- We are a non-profit (501c3) organization.
- All classes are parent-taught. We do not hire teachers or contractors to teach your children.
- Our primary focus is school-aged students ages 5-17 and their families.
- We break our year into two semesters. Classes begin in September and February, respectively.
- Participation is vital to our success. Every family is required to volunteer and help fundraise for NKHC.

Weekly Schedule

Social Day: Monday 12pm-2pm

This is an optional day for students to participate in parent or student-led clubs, sit and chat with friends, play games or just come and hang out!

To ensure a fun and safe experience for all students, we ask that parents/guardians remain responsible for the supervision of their children throughout the entire day. Your active presence helps us maintain a secure environment.

Every Monday, from 12-2 pm, you will find us in the fellowship hall at the church (or at park when the weather is nice). Any changes to this schedule, including field trips, will be posted on our yearly calendar.

Primary Co-op Day: Tuesdays

Attendance is required for all registered students and their parent/guardian on our primary co-op day. All adults have jobs for the co-op during this day and will be required to remain for the entire duration.

9:45-10:00	Families arrive and get settled, teachers set up classes,
10:00-10:15 Morning Gathering	Community connection time, Need to Knows
10:20-11:10	Block 1: Classes
11:15-12:05	Block 2: Classes
12:05-12:45	Block 3: Family Lunch/Recess
12:45-1:05	Magic Clean-up
1:05-1:50	Block 4: Rotating Class
1:50-2:00	End of the day final clean-up, rearrange furniture, families take belongings and head home

Weekly Cancellation Policy: (Applies to both Monday & Tuesday)

In case of inclement weather or regional emergencies, the NKHC will follow the Bremerton School District:

- If BSD is closed due to weather, NKHC will be closed
- If BSD has a two-hour delay, NKHC will be closed

- The Board can decide to cancel class days on a case-by-case basis, usually due to high levels of absenteeism.

Expectations: Behavior

C.A.R.E. Policy

At NKHC, our "C.A.R.E." policy is not just a set of rules; it is the heartbeat of our homeschooling community. It guides every interaction and sets the tone for a supportive, thriving environment where everyone feels welcome and valued.

What C.A.R.E. Means to Us:

<u>C is for Cooperation:</u> Building Our Community Together	Cooperation is the bedrock of our group. It means we actively work together, share resources, lend a helping hand, and truly make each other's homeschooling journey better. When we cooperate, we strengthen our community and ensure everyone's success.
<u>A is for Acceptance:</u> Celebrating Our Unique Selves	We embrace and celebrate the incredible diversity within our group. Acceptance means recognizing and appreciating each member's unique qualities, backgrounds, and beliefs. We ensure that every individual feels included, valued, and has a strong sense of belonging.
<u>R is for Respect:</u> The Foundation of Every Interaction	Respect is paramount in all our interactions. It translates to politeness, kindness, and genuine consideration for one another. We practice active listening, speak thoughtfully, and are always mindful of others' feelings and choices. Teasing, hurting others, or any form of disrespect has no place here.
<u>E is for Empathy:</u> Connecting with Compassion	Empathy is about truly understanding and connecting with each other on an emotional level. We encourage members to consider how others might feel and to demonstrate genuine care. We share in each other's joys and offer comfort and support during challenging times.

Our Commitment to a Safe and Inclusive Environment:

In alignment with our C.A.R.E. policy, we are **deeply committed to fostering a non-aggressive and non-violent atmosphere**. We value **safety and respect for everyone** and work to **repair disconnections and ruptures** when they arise. Our intention is to **respect individual and family choices and boundaries**, strictly **adhere to all safety rules**, and show utmost **respect for all facility and co-op property**.

Expectations for Students

At NKHC, we have clear and simple expectations for our students, all rooted in our C.A.R.E. policy. We believe that by following these guidelines, you'll contribute to a positive and enriching experience for everyone!

Embrace the C.A.R.E. Policy: This is your foundation! **Cooperate** with your peers, **Accept** everyone for who they are, show **Respect** in all your interactions, and practice **Empathy** towards others.

Respect Everyone: Treat your fellow students and all parent volunteers with kindness and consideration. This means listening when others are speaking and using polite language.

Engage in Learning: Be an active participant in your classes! **Listen attentively** to instructors and contribute to discussions. Your engagement makes learning better for everyone.

Clean Up Your Space: Always remember to **clean up after yourself**. This ensures our learning environment remains neat and pleasant for all.

Be a Helping Hand: Our facility is a shared space, and we all play a part in keeping it welcoming. Look for ways to be helpful, whether it is assisting a friend or tidying up.

When we say, "We C.A.R.E.," it is a powerful reminder to live these values daily: **Cooperation, Acceptance, Respect, and Empathy**. Together, we are not just a homeschooling group; we are a safe, loving, and inclusive community where every member can truly flourish.

A Special Note for Our Teens: Respecting Personal Space and Focus

We know being a teenager is a time of exciting new feelings and connections! Our co-op is a wonderful place to learn and grow, and we want everyone to feel comfortable and focused on their classes.

To ensure our learning environment remains respectful and inclusive for all, we ask that you **be mindful of personal boundaries and physical space** while at co-op. This means:

Respectful Physical Boundaries: Please refrain from intimate romantic physical behavior like kissing or prolonged cuddling. Be mindful of the co-op environment. These actions can sometimes make others feel uncomfortable or distract from the important learning happening in our classes.

Be Mindful of Personal Space: Be aware of how close you are to others when standing, sitting, or moving around. Avoid crowding, leaning on, or bumping into others unnecessarily. Always ask permission before touching or rummaging through someone's personal belongings, like their bag or phone.

Avoid Unwanted Contact: This includes things like poking, pushing, tickling, or any "horseplay" that might make someone uncomfortable. These can quickly escalate, distract from learning, and make others feel vulnerable or annoyed.

Be Aware of Shared Spaces: Please avoid sitting on laps. Be mindful of sprawling out so you do not take up too much space or infringe on someone else's comfort.

Mind Your Body Language: Be mindful of your body language, ensuring it is respectful and does not make others feel uncomfortable, such as prolonged staring or blocking someone's path.

Expectations for Parents

Our NKHC community thrives because of you! As parents, you are the heart of our group, shaping the positive atmosphere and creating the rich experiences our children cherish. Your dedication is what makes everything possible, and we deeply appreciate your commitment.

Here is how we can all work together to make NKHC a wonderful place for everyone:

Lead by Example with C.A.R.E.: Please adhere to and model our C.A.R.E., conflict, and discipline policies. Your actions set the tone, and by demonstrating **Cooperation, Acceptance, Respect, and Empathy**, you teach our children the values that strengthen our community.

Be Responsible for Your Children: You are always responsible for the conduct of your children. Please ensure they are following the C.A.R.E. policy and contributing positively to our group.

Collaborate with Teachers: If a teacher approaches you about your child, please try to listen with an open mind rather than becoming defensive. Remember, every teacher is also a parent, and they are here to support our children. Let's work together to guide kind and respectful behavior in class

Support One Another: If you observe a student struggling with respectful behavior, please gently guide them towards kinder interactions. We are all in this together, and a little support can make a big difference.

Stay Informed: Please make an effort to read all materials provided to you. This helps ensure you are up-to-date on important information, policies, and schedules.

Come Ready to Help: Our co-op runs on parent power! Please come prepared to help where needed for your assigned roles.

Remain On-Site: For the safety of all children, no parent should leave the facility while their children are attending co-op. In the event of an emergency that requires you to be off-site,

please inform the administration and arrange for another designated parent to be responsible for your children.

Arrive On Time: We ask that families arrive no later than 9:45 AM to ensure a smooth start to our co-op day.

Respect Our Shared Space: Please help us respect the facility, its property, all co-op property and materials, and ensure your child does the same. If an item belonging to our meeting location or NKHC is broken or damaged by your family, we expect parents to replace it.

Timely Departure: We appreciate your cooperation in moving your family and belongings outside immediately after co-op classes end. This helps us respect the facility's schedule and prepare for their next activities.

Respect Photo Privacy: To honor individual family choices and comply with photo release restrictions, please do not post pictures taken at co-op on social media.

Thank you for being such a vital part of the NKHC family! Together, we create a supportive, engaging, and loving homeschooling environment for all our children.

Disconnection (Rupture) and Repair Policy

Our goal is to foster a respectful and productive learning environment. This policy outlines our approach to addressing conflicts.

Minor Disconnection: An adult checks in with a student about an issue and the student is able to make a change, no further strategy is typically needed.

Recurring or Serious Disconnections/Ruptures: For repeated or serious disconnections, the following practice will be followed:

1. **Verbal Check-in & Parent Notification:** The instructor will check in with the student about their behavior and verbally notify the parent. Parents are requested to address the issue with the student, and return to acting in accordance with our C.A.R.E Agreement is present by the next class time class meets.

2. **Immediate Intervention:** If a behavior requires an immediate response during class to ensure safety and protection, the student will be taken to their parent for the remainder of the class.
3. **Discernment Around Goodness of Fit for the Co-op Community:** After persistent behavior outside of our C.A.R.E. Agreement the Board may meet to discern whether needs for safety and protection of the all can still be met while the student/family are members of co-op. If it is determined that resources are not available to ensure safety and protection the student and family will have to leave the community.

Steps Taken When Policies Are Not Followed: Our commitment to a safe, inclusive, and respectful environment, guided by our C.A.R.E. values of Cooperation, Acceptance, Respect, and Empathy, is paramount. We aim to immediately address any issues that arise counter to these values. Upholding safety rules, respecting property, and honoring individual and family boundaries are fundamental to our community. Our priority is to ensure a safe and flourishing environment for all members. When harm occurs, our intention is to work with everyone to repair harm. If repeated harm occurs, especially if there is an imbalance of power between the persons, the board will act to find a strategy that ensures safety and protection. This may include requesting a family to take space from the co-op temporarily while the harm is repaired or permanently if it is determined that safety and protection cannot be restored.

Conflict Resolution Policy

In alignment with our **C.A.R.E.** policy, we encourage direct communication and swift resolution of conflicts to maintain a positive and diverse community.

- **Addressing Conflicts Directly:** We encourage members to address concerns directly with each other (parent-to-parent or teacher-to-parent for child-related issues).
- **Involving a Board Member:** If direct discussions do not resolve the conflict, or if you are uncomfortable addressing it directly, please involve a board member promptly. Delaying intervention can worsen the situation. The board prioritizes community well-being and will respond swiftly to conflict resolution needs.

Conflict Mediation Process: When mediation is necessary, the administration will designate two or more board members and, if needed, other impartial individuals to facilitate resolution. Mediation is supportive, not punitive, and aims to foster open dialogue and collaborative problem-solving. All parties are expected to cooperate respectfully and promptly.

The mediation team will follow these steps:

1. **Clarify the Issue:** Understand the core of the conflict.
2. **Gather Information and Provide Empathy:** Hear from the people involved and offer empathy for their experience.

3. **Individual Meetings:** Meet with each individual/family to understand their perspective, experience, and desired resolution.
4. **Joint Discussion:** If willing and there is capacity, bring involved parties together in a supported environment to discuss differences, encourage active listening, and understand diverse viewpoints.
5. **Identify Solutions:** Help parties understand the problem, their roles, and potential solutions.
6. **Negotiate Resolution:** If open discussion does not resolve the issue, the team will help negotiate a reasonable solution, requesting parties to find common ground based on our C.A.R.E. policy philosophy and shared goals.
7. **Action Plan:** If further resolution is needed, the team will work with families to develop a concrete list of steps to reach a solution.
8. **Signed Agreement:** The mediation team will draft a letter outlining the discussion and agreed-upon actions, to be signed by all parties.
9. **Monitor & Follow Up:** The team will follow up to ensure the plan is followed and the solution is effective, facilitating further discussion if needed.

Expectations: Participation

Teaching Expectations for Co-op Families

To ensure the success and vibrancy of our co-op, all families are expected to contribute to our teaching efforts by leading or co-leading at least two classes per year.

We understand that new families may be acclimating to the co-op structure. Therefore, first-year families are not required to serve as lead teachers. Instead, they will have the valuable opportunity to gain experience and support our community by assisting as a co-teacher. This allows new families to learn the ropes and contribute meaningfully right from the start.

Fundraising Participation

Our co-op relies on fundraising efforts to provide essential resources and enriching experiences for our children. To support these vital initiatives, we ask each family to participate in all fundraising activities. Your involvement makes a significant difference in helping us achieve our goals.

Guidelines and Policies

Wellness Policy

At NKHC, we thrive on being together, and your family's health and the health of our community are incredibly important to us. We may have members who are more vulnerable to illness due to

preexisting chronic conditions, compromised immune systems, or pregnancy, and we want to ensure everyone's well-being.

Before heading to any co-op function, please thoughtfully assess any symptoms within your family. If any household member is feeling unwell, we ask that the **entire family take time to rest and recover at home**.

If anyone in your family shows signs of illness upon arrival or during a class day, we will gently ask you to head home so you can rest and recover. We look forward to welcoming you back once everyone is feeling better! It is all about looking out for each other and caring for our wonderful community.

Please remember to notify any member of leadership if your family will not be able to attend. Thank you for helping us keep our co-op a healthy and inclusive space!

Absence Policy

At NKHC, we thrive when we are all together, and our schedule includes dedicated break weeks to help minimize time away from co-op. We understand that sometimes absences are unavoidable, and we truly appreciate your cooperation in keeping everyone informed.

Notifying Us of an Absence: For both planned and last-minute absences, please alert us as early as possible by posting on Band, a direct message to leadership or posting to our website.

Your Role Responsibilities During Absences: We truly appreciate everyone who steps up to fill a role at NKHC! If you have assigned responsibilities, we kindly ask for your help in ensuring tasks are covered during your absence. Please delegate any responsibilities you are able to. This helps ensure that replacements are found for all your tasks. Your proactive communication and efforts in coordinating coverage are invaluable. They truly help us keep everything running smoothly for our students and volunteers, ensuring our co-op continues to thrive without missing a beat!

Adult/Child Ratio

For safety and support, we have a policy that 2 (unrelated) adults will serve each class. We ask that whenever and wherever possible a "Rule of 3" is maintained, meaning the presence of 2 adults with 1 child or 1 adult with 2 children at any given time. Please seek help from a child's parent or guardian if help is needed in the bathroom, a child is upset and needs extra support, a child is sick, etc.

Background Check

All adults who will be attending co-op with their children or attending as community volunteers will have their records checked through the Washington State Patrol criminal identification system. Upon membership in NKHC, please fill out the application provided to you and return it to a board member.

Guardianship Policy

We understand that sometimes parents might need another trusted adult to supervise their children or step in during co-op functions. While we encourage direct parental involvement, we are committed to supporting our families in special circumstances.

When Another Adult Steps In: On rare occasions, with advance approval from the Board, you may arrange for another adult to bring and supervise your child(ren) at co-op. This is not meant to be a regular arrangement, but rather a flexible option for unique situations.

The designated adult must be at least 21 years old. Whenever possible, we encourage this to be a family member or an adult from another NKHC co-op family whom your child already knows and trusts.

To make this happen smoothly and safely, you will need to **complete and submit a Guardianship Form**. This form grants the designated individual permission to bring your child to co-op and ensures they have all the necessary information and authority to make decisions in case of an emergency. This form can be found through a board member.

Volunteer Commitments During Your Absence: Even when another guardian is present, you remain responsible for fulfilling any volunteer commitments you have, including teaching. If your designated replacement is not able to fulfill your teaching responsibilities, please coordinate directly with your co-teacher.

We truly appreciate your proactive communication and cooperation in ensuring the well-being of our students and the smooth operation of our co-op!

Lunch and Recess Guidelines

Lunch and recess are wonderful opportunities for our families to connect and recharge during co-op days. At NKHC, we believe these moments are best enjoyed as focused family time.

During the lunch and recess period, **you are fully responsible for the supervision and well-being of your own children**. While we are a supportive co-op community and always look out for one another, please understand that **NKHC does not coordinate or supervise lunch and recess activities for families at this time**. The ultimate responsibility for your children's safety and behavior during this break lies with you, the parent. To ensure everyone's comfort and safety, we kindly ask that **parents remain with their families during the entire lunch and recess period**. This allows you to best supervise your children and ensures a smooth and enjoyable break for all.

Financial Responsibilities

Family Fees: The once a year Family Membership Fee of **\$300** is **NON-REFUNDABLE**. It is due before the first day of Tuesday classes. Families joining later in the year will pay a prorated fee determined by the Treasurer.

This fee helps cover administrative costs of the co-op, including but not limited to rent, insurance, PO Box, supplies, and any board-approved expenses.

Our membership year runs from July of the current year through June of the following year.

Other Fees:

Non-co-op families have the option to participate in social gatherings on Mondays, called “Social Mondays.” There is a separate fee for this event, which is collected at the start of the term.

Field trips are optional events scheduled throughout the co-op academic year. Field trip fees are due at the time of registration for any field trips. Field trip fees are non-refundable.

Balances/Payments: All account balances must be paid before the first day of the session. Families with outstanding balances cannot attend co-op activities, including classes, field trips, or other functions.

Current paid members may be involved with but are not required to participate in any NKHC co-op extracurricular activities.

If a family is experiencing hardship, **please** reach out to the treasurer. We can arrange a payment plan for fees on a schedule that works for both the family and the co-op.

Per our by-laws, only families in good standing (no past due balances) can vote in membership matters.

Teacher Reimbursement Policy

Teachers must upload receipts in the NKHC website to be reimbursed for materials purchased in support of their teaching. The deadline to submit for reimbursements with receipts is the last class day of the semester. Please reach out to the treasurer if you require more time to submit. Reimbursements will be processed via PayPal unless check payment is requested by the teacher.

Teacher reimbursement is capped at \$20 per student for each class taught and does not require a proposed budget before the terms begins. However, if the need for additional funds is anticipated, the teacher should submit to the treasurer a proposed budget consisting of needed items and cost above the standard \$20 per student. The proposed budget should be submitted by the Friday of week 4 of the term. These additional reimbursement proposals will be approved at the Board’s discretion depending upon overall budget needs. The teacher should not make these additional purchases before receiving approval from the Board as approval is not guaranteed.

General Supplies: Each class will have a bin of general supplies that each teacher is welcome to use. This will include scissors, markers and colored pencils, glue, construction paper, and other general use materials.

Student Class Placement Policy

Our main goal is to create a positive and effective learning environment for everyone at the co-op. This policy is designed to help us place students in the right classes, ensuring they are

grouped with peers of a similar age and developmental level. While we stick to these guidelines, we also know that every child is unique, so we have built in some flexibility for special cases.

General Guidelines:

Group	Age
Nursery (for children with siblings enrolled as full time members)	0-2 or 3
Orcas	4-6 or 7
Woodpeckers	7 - 10
Bears	11-12
Eagles	13-17

Roster-Based Grouping: We look at our current roster to place students. This helps us create balanced classes where kids can interact and learn well together.

Age-Appropriate Placement: We aim to place students in classes with other kids who are around the same age. This helps with social cohesion and ensures that the classes are a good fit for their developmental stage.

When We Review Placements: Sometimes, a student's placement might need a closer look. This could be due to their specific learning needs, abilities, or social dynamics. If a review is needed, co-op leadership will discuss it with the student's parents or guardians to figure out the best fit.

Exceptions for New Families: We get it—sometimes a new family might have a child who needs a different class placement than what our age guidelines suggest. If you're a new family requesting an exception, we will ask you to meet with at least one member of the co-op's Board of Directors. This meeting is a chance for us to chat and thoroughly assess whether the requested placement is the right choice for your child, the class, and the co-op community as a whole. The Board will make the final decision with everyone's best interests in mind and will let you know in a timely manner.

We will continue to review this policy periodically to make sure it is working for our co-op community!

Registration

Registration will be in August for the fall semester, and January for the spring semester. All registration will be done through the website.

Directions: Start by selecting a student. From there, choose one class per block for each child you are registering. Once you have made all your selections, you can check out. Payment for our annual family fee will occur during fall registration (or in December if your family is joining mid-year). After payment, you will get access to the class groups and forums where teachers post important updates.

Waitlist: If a class you want is full, simply submit the waitlist form with your student's name and the specific class. The registrar will contact you if a spot opens up. You will not be charged any extra fees for joining from a waitlist; you will just pay the standard class fees once your student is enrolled.

Add/Drop Policy: You may add or drop a class at any time, provided the new class has an open spot and the teacher approves the change if the change is occurring after the semester starts. A teacher may decline a new student after the start of the semester if they have already purchased supplies or finalized their plans for the semester. Please submit requests to the registrar or member of leadership.

4th Block Mini-Workshop Period

How Mini-Workshops Work:

4th block will now operate on an alternating 2-3 week mini-workshop, 1 week student-led free time schedule, , with students broken into four groups:

1. The Orcas
2. Woodpeckers
3. The Bears
4. The Eagles

Parents will be responsible for leading a 2-3 week mini-workshop during the semester. Each mini-workshop will have an assistant teacher assigned.

. What you do for your mini-workshop is completely up to you! This is your chance to share a passion with the kids—whether it's coding, crocheting, rock hunting, or history! This variety of topics and teachers will give our students an opportunity to learn different things from all of us, and who knows what will spark their interest!

The final schedule will be distributed prior to the beginning of each semester.

As a reminder, our co-op is a community effort. If this new format is not working for you or if you have suggestions, please let the board know. We can always adjust for next semester. We want this to be fun for everyone, parents included!

Facility Policies and Guidelines

General Usage Policy

To ensure a positive and respectful experience for everyone, our co-op operates under a facility agreement. This agreement outlines our responsibilities and guidelines for using the space we gather in. Families are expected to adhere to these terms, which include:

- The User agrees that there shall be NO:
 - Alcohol or drugs anywhere on the church premises
 - Smoking within 50 feet of any entrance
 - Firearms on the church premises
- NKHC agrees to be responsible for cleaning the following for each week of building usage:
 - All bathrooms
 - Vacuum all spaces used
 - Mop all spaces used on a bi-occurrence basis
 - Cleaning windows in corresponding spaces on a bi-occurrence basis
 - Wiping kitchen counters and cleaning out the microwave
- At the end of each occasion of building usage, the User agrees to leave the premises in good order by these practices:
 - Replace tables, chairs, classroom supplies, etc. as you found them (or to diagram provided)
 - Turn off lights
 - DO NOT adjust the furnace thermostats—leave them at their automatic settings
 - Pick up trash/recycle around spaces and place in proper bins
 - Shut and secure doors and windows as you leave
- The User (NKHC) agrees that the program and mission of its organization will not in any way compromise the integrity or moral standards of our meeting location. As a faith gathering place, our gathering location expects that the content of programs and the conduct of those involved/attending the event will be in accordance with these standards.
- The sanctuary and room behind the divider downstairs are not included in our rental agreement. Please **do not** enter any of these spaces.
- If there are any concerns, problems or suggestions, contact the Facility liaison.
- A copy of this contract is available in the NKHC Co-op Binder.

Cleaning Responsibilities

At NKHC, we believe in sharing the responsibility of keeping our co-op space clean, organized, and welcoming for everyone. To ensure our environment remains pleasant and safe, **all families will participate in our “Magic Clean-up” time each week.**

Magic Clean-up will consist of a variety of tasks such as cleaning, vacuuming, and other light janitorial duties. At the end of the day, all families will also assist with the setting up and tearing down of tables and chairs.

For Magic Clean-up, parents will be assigned to an area, and will be responsible for supervising and delegating tasks to their Magic Clean-up crew. These crews will consist of both parents and children working together.

We understand that not everyone is able to perform physically demanding tasks. **If you have any physical restrictions or limitations that would prevent you from completing certain duties**, please speak directly with a member of our leadership team as early as possible. We are here to support you and will gladly work with you to find a suitable role or make alternative arrangements to ensure all tasks are covered.

Your participation in our weekly Magic Clean-up is vital to the success and cleanliness of our co-op, and we deeply appreciate your commitment to helping us maintain our shared space!

Kitchen Access and Use Policy

Our co-op kitchen is a wonderful resource, and we want to ensure it is used safely and respectfully by everyone. Your cooperation helps us maintain a clean, safe, and efficient kitchen space for our entire NKHC community!

Student Access: For their safety, **students are not permitted in the kitchen area without a designated adult supervisor.**

Food Handler Requirements: To ensure the highest standards of health and safety, all teachers who will be handling food **must possess a valid food worker card**. Our Leadership team is happy to help any teacher obtain their food worker card from the state. Additionally, if a teacher wishes to use the kitchen, the facility requests they **have an instruction session with a member of the staff beforehand**. This helps ensure proper and safe use of all kitchen features.

Using Kitchen Items: You are welcome to use **non-consumable items** such as dishes, flatware, the coffee maker, or the dishwasher. However, we kindly ask that **all items be thoroughly washed, dried, and put away immediately after use**. This includes making sure the **microwave is cleaned after each use**. Please do not use the industrial dishwasher **unless you have been instructed by the facility's staff**.

Refrigerator Use: Please use only the **refrigerator on your immediate left when you enter the kitchen from the hallway**. The fridge and freezer across the kitchen are intended for facility use only.

Evacuation Policy

In the unlikely event of an emergency, our top priority is to ensure the safety and well-being of every child and adult. We have a clear plan to follow to make sure everyone is accounted for and safe.

Evacuation Meeting Point: Should an evacuation be necessary, please proceed immediately to the lower parking lot, on the opposite side of the trash cans. This designated safe area provides enough space for all our families to gather.

Staying Together: When evacuating, your child's teacher or a designated parent will quickly assign buddies and instruct them to link arms or hold hands. This simple step helps ensure that our groups stay together and no one gets separated in the commotion.

Accounting for All Students: Once outside, classes should stand near other classes of the same age group. This arrangement allows us to quickly and efficiently check and verify that all students have safely made it out of the building.

We appreciate your cooperation in familiarizing yourself with this policy, as your quick and calm response is crucial in an emergency.

Governance

Board of Directors

NKHC is governed by a dedicated **Board of Directors**, a team of volunteers committed to upholding our mission and ensuring a thriving co-op experience for all families.

Essential Board Roles: Our core Board members each play a vital part in the smooth operation of NKHC:

- **President-** This individual ensures the co-op operates effectively and efficiently, always in line with our mission and bylaws. They deeply understand the co-op's legal, ethical, and financial responsibilities, and serve as the primary point of contact and official spokesperson for the Board when needed.
- **Vice President-** If the President is not able to perform their duties the Vice-President will take over all their responsibilities. Additionally, the Vice-President will also handle any other powers and duties that the Board of Directors or the President may assign them.
- **Secretary:** The Secretary is responsible for maintaining all official records, taking minutes during meetings, handling correspondence, and managing our important documents.
- **Treasurer:** Our Treasurer meticulously manages NKHC's finances, including budgeting, bank accounts, and all financial reporting.
- **Volunteer Coordinator:** This role oversees the progress of our various committees and volunteers, offers general support, and represents the interests of our members within Board discussions.

Responsibilities of the Board: The Board of Directors holds several key responsibilities that guide NKHC:

- **Fiduciary Oversight:** We ensure the financial health and stability of the co-op.
- **Strategic Planning and Vision:** We set the long-term direction and goals for NKHC.
- **Policy Setting and Enforcement:** We create and uphold the policies that govern our co-op's operations.

- **Oversight of Committees:** We provide guidance and support to our volunteer committees.
- **Conflict Resolution:** We work to resolve conflicts fairly and constructively within the co-op.
- **Legal Compliance:** We ensure NKHC adheres to all relevant legal requirements.
- **Fundraising:** We lead efforts to secure the financial resources needed to support our programs and community.

Voting: Electing Our Directors: Your Voice Matters! Your vote is incredibly important at NKHC! It directly helps shape the direction of our co-op and ensures your family's voice is heard.

Every member who is currently in good standing, has fully paid all dues or other outstanding obligations to the co-op has the right to cast one vote for each director position they are entitled to vote on. You can cast your vote in person at the member's meeting typically held in February.

Current Board:

- President: Jessica Demick
- Vice President: Chas Dubuc
- Secretary: Katie Haagenson
- Treasurer: Zac Rutledge
- Volunteer Coordinator: Megan Kennedy

Committees

At NKHC, our strength comes from our members! To help distribute the workload, leverage diverse skills, and empower everyone to contribute, we form committees as needed.

Purpose of Committees:

Committees are essential for:

- Distributing workload:
 - Spreading tasks among more members prevents burnout and ensures all areas of our co-op receive attention.
- Leveraging specific skills/expertise:
 - Committees allow members to apply their unique talents and knowledge to specific projects and ongoing operations.
- Empowering members to contribute:
 - They provide a direct way for you to get involved, shape our co-op, and make a tangible difference.

Committees may handle many of our day-to-day operations and specific projects, ensuring our co-op runs smoothly and successfully throughout the year.

Thank you for taking the time to read through our co-op handbook!

Your effort to familiarize yourself with these guidelines is truly appreciated and will play a huge part in making this a smooth and successful year for everyone. We believe that an understanding of our policies helps us all thrive as a community.

Checklist of Documents

To ensure we are all on the same page, please make sure you have **signed and submitted** a copy of the following documents to co-op leadership:

- ☐ **C.A.R.E. Policy Acknowledgment Agreement/Handbook Acknowledgment**
- ☐ **Student Agreement**
- ☐ **Teen Agreement** (if applicable)
- ☐ **Liability Waiver**
- ☐ **Photo Release Waiver and Email Communication Waiver**

Thank you again for your commitment to NKHC. Here's to a fantastic year ahead!

C.A.R.E Agreement for 2026-27 Co-op Year

At NKHC, our community is a space of respect and belonging for everyone. We embrace all people, regardless of their background, beliefs, or identity. By communicating with empathy and understanding, we ensure our community remains a healthy and welcoming place for all.

C.A.R.E Policy

<u>C is for Cooperation:</u> Building Our Community Together	Cooperation is the bedrock of our group. It means we actively work together , share resources, lend a helping hand, and truly make each other's homeschooling journey better. When we cooperate, we strengthen our community and ensure everyone's success.
<u>A is for Acceptance:</u> Celebrating Our Unique Selves	We embrace and celebrate the incredible diversity within our group. Acceptance means recognizing and appreciating each member's unique qualities, backgrounds, and beliefs. We ensure that every individual feels included, valued, and has a strong sense of belonging.

<u>R is for Respect:</u> The Foundation of Every Interaction	Respect is paramount in all our interactions. It translates to politeness, kindness, and genuine consideration for one another. We practice active listening, speak thoughtfully, and are always mindful of others' feelings and choices. Teasing, hurting others, or any form of disrespect has no place here.
<u>E is for Empathy:</u> Connecting with Compassion	Empathy is about truly understanding and connecting with each other on an emotional level. We encourage members to consider how others might feel and to demonstrate genuine care. We share in each other's joys and offer comfort and support during challenging times.

In alignment with our C.A.R.E. policy, we are deeply committed to fostering a **non-aggressive and non-violent atmosphere**. We have **zero tolerance for bullying**, including cyberbullying, and **discrimination of any kind**. We always **respect individual and family choices and boundaries**, strictly **adhere to all safety rules**, and show utmost **respect for all facility and co-op property**.

Parent signature: _____ Parent printed name: _____

Date: _____

I have also read and agree to the Handbook and its policies. Signature: _____

Student Agreement:

At NKHC, we have clear and simple expectations for our students, all rooted in our C.A.R.E. policy. We believe that by following these guidelines, you will contribute to a positive and enriching experience for everyone!

Embrace the C.A.R.E. Policy: This is your foundation! **Cooperate** with your peers, **Accept** everyone for who they are, show **Respect** in all your interactions, and practice **Empathy** towards others.

Respect Everyone: Treat your fellow students and all parent volunteers with kindness and consideration. This means listening when others are speaking and using polite language.

Engage in Learning: Be an active participant in your classes! **Listen attentively** to instructors and contribute to discussions. Your engagement makes learning better for everyone.

Clean Up Your Space: Always remember to **clean up after yourself**. This ensures our learning environment remains neat and pleasant for all.

Be a Helping Hand: Our facility is a shared space, and we all play a part in keeping it welcoming. Look for ways to be helpful, whether it is assisting a friend or tidying up.

Student(s) signatures: _____

Teen Agreement:

Our co-op is a community dedicated to learning and growth, and we want everyone to feel comfortable and respected. We ask for your help in creating a positive and focused environment by being mindful of personal boundaries and physical space while at co-op.

By signing below, I agree to follow these guidelines:

- **Respectful Physical Boundaries:** Please refrain from any intimate physical behaviors: Like touching, kissing, or hand-holding. These actions can sometimes make others feel uncomfortable or distract from the important learning happening in our classes.

● <u>Be Mindful of Personal Space:</u> Be aware of how close you are to others when standing, sitting, or moving around. Avoid crowding, leaning on, or bumping into others unnecessarily. Always ask permission before touching or rummaging through someone's personal belongings, like their bag or phone.
● <u>Avoid Unwanted Contact:</u> This includes things like poking, pushing, tickling, or any "horseplay" that might make someone uncomfortable. These can quickly escalate, distract from learning, and make others feel vulnerable or annoyed.
● <u>Be Aware of Shared Spaces:</u> Please avoid sitting on laps. Be mindful of sprawling out so you do not take up too much space or infringe on someone else's comfort.
● <u>Mind Your Body Language:</u> Be mindful of your body language, ensuring it is respectful and does not make others feel uncomfortable, such as prolonged staring or blocking someone's path.

Thank you for helping to make our co-op a safe and respectful place for everyone to learn and connect.

I have read and understand the policy above. I agree to contribute to a respectful environment by being mindful of personal space and boundaries.

Teen's Printed Name: _____ Teen's Signature: _____

Date: _____

North Kitsap Homeschool Community 2026-27 Waiver of Liability

In consideration for being permitted by North Kitsap Homeschool Community to participate in classes and activities, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me as a result of participation in said activities. This release is intended to discharge in advance the North Kitsap Homeschool Community, its volunteers, officers, and agents from any and all liability arising out of or connected in any way with my participation in said activities, even though the liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that these activities involve an element of risk and danger of accidents and knowing those risks, I hereby assume those risks. It is further agreed

that this waiver, release and assumption of risks is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons free and harmless from any loss, liability, damage, cost, or expense they may incur as the result of my death, injury, or property damage that I may sustain while participating in said activities.

I hereby additionally consent that my child(ren)

_____, participate in the North Kitsap Homeschool Community activities and I hereby execute the above AGREEMENT, WAIVER, AND RELEASE on his/her/their behalf. I state that said minor(s) is physically & emotionally able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or any injury or property damage that said minor(s) may sustain while participating in said activities.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND IS A CONTRACT BETWEEN MYSELF AND THE NORTH KITSAP HOMESCHOOL COMMUNITY AND I SIGN IT OF MY OWN FREE WILL. I FURTHER AGREE TO REMAIN ON THE PREMISES DURING NKHC CLASS DAYS AND REMAIN RESPONSIBLE FOR MY CHILD(REN).

Signature Parent/Guardian: _____ Printed Name: _____

Date: _____

Child(ren)'s Name (print)

Phone Number: _____

Emergency Contact: _____ Emergency Phone: _____

NKHC Photo Release Waiver 2026-27

At NKHC, we love capturing moments from our activities to share with our community and the public. Please choose one of the options below.

Photo Release and Consent

Please check one box:

☐ I give NKHC permission to take photos of my family during co-op activities and use them for public purposes, including on our website, social media, and promotional materials. I

understand these photos may be used with or without our names.

☐ I give permission for photos of my family to be shared **only** within our private member app and not for any other public use.

☐ I **do not** give permission for photos of my family to be used for any purpose.

Family Name: _____ Signature: _____

Date: _____

NKHC Email Communication Waiver

We want to make sure we are communicating with you in the best way possible. By default, all members will receive **essential emails** from NKHC. These include important announcements, such as class cancellations, safety alerts, or policy changes.

You can also choose to receive our **general emails**, which include our newsletter and event reminders.

Please indicate your preference below:

☐ Yes, please send me general emails in addition to essential updates.

☐ No, I prefer to only receive essential emails.

Your preferences can be updated at any time by contacting us.

Signature: _____ Date: _____

Full Name (first, middle, last):

Date of Birth:

Previous names (e.g. prior to marriage, etc.):

NKHC Background Check

For the safety and protection of our youth, we require adults who will be attending co-op to have a background check through the Washington State Patrol. Please answer the following questions and then sign and return this form. Your background check results can be made available to you within 10 days of the report being run. Please contact the Board President for this.

Have you ever been convicted of a crime? **Yes** **No**

Have you ever had any findings made against you in any civil adjudicative proceeding?
Yes **No**

Have you ever had both a conviction and findings made against you?

Yes **No**

If you answered yes to any of the above, please explain:

I give permission for the North Kitsap Homeschool Community to request a Washington State Patrol criminal history record.

Signature:

Date: