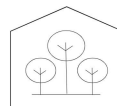




PEACE COMMUNITY
HOMESCHOOL CO-OP

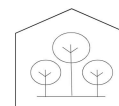
Family Handbook



Welcome

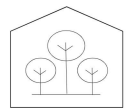
Welcome to Peace Community Homeschool Cooperative! We are thrilled to have you join us as we work together, building up our children on the foundation of God's Word. We recognize the call to homeschool comes with many blessings as well as many challenges. Let us thank the Lord for his provision in building this cooperative – where we get to encourage one another, learn from one another, support one another, and pray for one another. We are on this journey together, and what a joy it is to share!

This handbook contains detailed information regarding the structure and expectations of participating in this cooperative. Please review all included information and feel free to reach out with any questions you may have. Email: Homeschool@peaceinfrankfort.org



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Peace Community Church

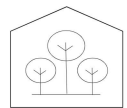
“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always to the end of the age.” Matthew 28:19-20

Peace Community Church is a Presbyterian church and a member of the Presbyterian Church of America (PCA), Chicago Metro Presbytery. Like all PCA churches, we have adopted the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms as our confessional standards.

Statement of Faith

Peace Community Church maintains a firm commitment to the historical doctrines found in the Bible. Here is summary of them:

- The Bible, having been inspired by God, is entirely trustworthy and without error. Therefore, we are to believe and obey its teachings. The Bible is the only source of special revelation for the church today.
- The one true God is personal, yet beyond our comprehension. He is an invisible spirit, completely self-sufficient and unbounded by space or time, perfectly holy and just, and loving and merciful. In the unity of the Godhead there are three “persons”: the Father, the Son, and the Holy Spirit.
- God created the heavens and the earth, and all they contain. He upholds and governs them in accordance with his eternal will. God is sovereign (in complete control) yet this does not diminish human responsibility.
- Because of the sin of the first man, Adam, all mankind is corrupt by nature, dead in sin, and subject to the wrath of God. But God determined, by a covenant of grace, that sinners may receive forgiveness and eternal life through faith in Jesus Christ. Faith in Christ has always been the only way of salvation, in both Old Testament and New Testament times.
- The Son of God took upon himself a human nature in the womb of the virgin Mary, so that in her son Jesus, the divine and human natures were united in one person. Jesus Christ lived in sinless life and died on a cross, bearing the sins of, and receiving God’s wrath for, all those who trust in him for salvation (his chosen ones, the elect). He rose from the dead and ascended into heaven, where he sits as Lord and rules over his kingdom. He will return to judge the living and the dead, bringing his people (with glorious, resurrected bodies) into eternal life, and consigning all others to eternal punishment.
- Those whom God has predestined unto life are effectually drawn to Christ by a special operation of the Spirit as they hear the gospel. When they believe in Christ, God declares them righteous (justifies them), pardoning their sins and accepting them as righteous, not because of any righteousness of their own, but by imputing Christ’s perfect righteousness to them. They are adopted as the children of God and indwelt by the Holy Spirit, who sanctifies them, enabling them increasingly, yet not completely or



perfectly to stop sinning and act righteously. They repent of their sins (both at their conversion and thereafter), produce good works as the fruit of their faith, and persevere to the end in communion with Christ, with assurance of their salvation.

- Believers strive to keep God's moral law, which is summarized in the Ten Commandments, not to earn salvation, but because they love their Savior and want to obey him.
- Christ has established his church, and particular churches, to gather and progressively sanctify his people, by means of the ministry of the Word, the sacraments of baptism (which is to be administered to the children of believers, as well as believers) and the Lord's Supper (in which the body and blood of Christ are spiritually present to the faith of believers), and the disciplining of members found delinquent in doctrine or life.
- Christians assemble on the Lord's Day to worship God by praying, hearing the Word of God read and authoritatively preached, singing, and receiving sacraments.

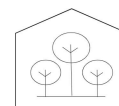
Mission of Peace Community Homeschool Cooperative

Peace Community Homeschool Cooperative (PCHC) contributes to the Church's mission by supporting homeschool families as they raise up the next generation of believers through home-education. PCHC aids in the discipleship of students and families through Biblical teaching and fellowship that equips students to stand firm on the Word of God and encourages parents in their calling to be the primary educators of their children.

Values of Peace Community Homeschool Cooperative

At PCHC we value:

- Teaching that stands on the Biblical truths of the Gospel, and follows a young-earth, creation-based worldview.
- The authority of Scripture; that it is the inspired Word of God, fully trustworthy and without error.
- Building Christ-honoring relationships for students and families.
- Discipleship and the importance of equipping the next generation for lives faithful to the Lord.
- Home education and parents taking the primary role of teaching their children.
- Shared leadership for the Co-Op so that parents can speak into the planning of the Co-Op and contribute their gifts and talents.
- Development of independent learning skills and students growing into life-long learners who seek truth and wisdom.



Structure

PCHC meets on Wednesdays from 12-3:30pm at Peace Community Church in Frankfort. Peace Community Church is located at 21300 S. LaGrange Rd. Frankfort IL.

Age of Participants

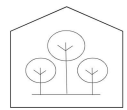
Currently, PCHC serves grades Kindergarten (5 years old by September 1) through 8th grade. Nursery and a preschool class are also available for younger siblings. All students will be together, at various times throughout the day; however, when age-specific teaching is to occur, students will be broken into appropriate groups. In general, students will be divided into 6 age groups: nursery (0-2yrs), preschool (3-4yrs), Kind-1st (Kindergarten = 5 years old by Sept. 1), 2nd-3rd, 4th-5th, and 6-8th grade; however, the groupings of students may vary based on enrollment numbers.

Daily Schedule

Students and parents will begin the day in the church sanctuary for a large group chapel time which will include things such as announcements, opening prayer, worship, and introduction to the day's Bible lesson. Students will then move between large group and small group extensions that engage them in deeper learning. Examples of such extensions include science, history, reading, art and/or physical education. The following is an example schedule, which is subject to change, and may vary week to week.

Daily Schedule

11:30 Doors open - park in front of church and utilize the front doors to enter/exit the building						
	Nursery	Preschool	K-1st	2nd - 3rd	4th-5th	6th-8th
12:00-12:25	Chapel Sanctuary	Chapel Sanctuary	Chapel sanctuary	Chapel sanctuary	Chapel sanctuary	Chapel sanctuary
12:25-12:30	transition	transition	transition	transition	transition	transition
12:30-1:00	Nursery 141/142	classroom 116	classroom 115	classroom 202	classroom 201	classroom 203
1:00-1:20	Gym/Outside					
1:20-1:25	transition				transition	transition
1:25-1:30					Art/PE alternate every other week Basement/Gym	Art/PE alternate every other week Basement/Gym
1:30-1:35					transition	transition
1:35-1:40	Nursery 141/142	Snack/Buddy Gym/Fellowship Outside	Snack/Buddy Gym/Fellowship Outside	Snack/Buddy Gym/Fellowship Outside		
1:40-2:30						
2:30-3:00	Playground	Gym/Playground	Art Basement	Art Basement	classroom 201	classroom 203
3:00-3:05	Nursery 141/142	classroom 116	PE gym/outside	PE gym/outside		
3:05-3:25						
3:25-3:30	gym	gym	gym	gym	gym	gym



Arrival/Dismissal

Doors will open at 11:30am. Please allow yourself time to get in the building and get things situated. There will be coat racks available for the cooler months. Student will keep their bags/school supplies with them during the chapel time. Chapel will begin promptly at 12pm in the sanctuary. Please be sure children are sitting and ready to begin by this time.

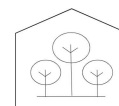
Our day will end at 3:30pm with students being dismissed from the gym.

Curriculum

We use the Answers Bible Curriculum (ABC) from Answers in Genesis as our framework. We follow a unit study approach, which is based on the Bible lesson for the week. For example, if the Bible lesson is focused on Noah's ark, we may do an engineering extension that looks at what makes ships float or a science study on animal groupings. Or if our Bible lesson is on creation, during the art class, the students may learn about impressionism and then go outside to do an impressionist painting of the landscape they see. Our goal is to have all learning activities tie back to God's Word, so students see how God is in all things, created all things, and works all things together for His purposes (Romans 1:19-20; Psalm 19).

More information about the ABC curriculum can be found at their website:

<https://answersingenesis.org/sunday-school/abc/> In summary, the ABC curriculum takes students on a chronological journey through the Bible, looking at the 7 C's of history: Creation, Corruption, Catastrophe, Confusion, Christ, Cross, and Consummation. There is a strong apologetics aspect to the teaching so that students are equipped with facts from culture, history, and science to defend the Bible against common skeptical questions. Students participating in PCHC will hear the Word of God, be encouraged in their belief of Biblical truths, be equipped to defend the accuracy of scripture, and encouraged to proclaim the good news of the Gospel.



Academic Calendar

The tentative 2023/24 school year calendar is as follows:

Fall Semester	Wednesday
Week 1	Sept 6 Welcome
Week 2	Sept 13
Week 3	Sept 20
Week 4	Sept 27
Week 5	Oct 4
Week 6	Oct 11
Week 7	Oct 18 Fall Break No PCHC
Week 8	Oct 25
Week 9	Nov 1
Week 10	Nov 8
Week 11	Nov 15
Week 12	Nov 22 Thanksgiving No PCHC
Week 13	Nov 29
Week 14	Dec 6

Spring Semester	Wednesday
Week 1	Feb. 7
Week 2	Feb. 14
Week 3	Feb. 21
Week 4	Feb. 28
Week 5	Mar 6
Week 6	Mar 13
Week 7	Mar 20
Week 8	Mar 27
Week 9	Apr. 3 Spring Break No PCHC
Week 10	Apr 10
Week 11	Apr 17
Week 12	Apr 24
Week 13	May 1

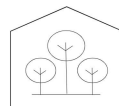
Participation

Attendance is necessary for PCHC to run smoothly and for community to be built. Please take into consideration your commitment to the co-op when scheduling non-emergency appointments or vacations. We do realize that illness and unforeseen emergencies may arise.

For unscheduled absences: Contact the attendance coordinator (homeschool@peaceinfrankfort.org) to make them aware of the absence and inform the coordinator of the volunteer roll the parent has for that day.

For scheduled absences: Contact the attendance coordinator (homeschool@peaceinfrankfort.org) prior to the day(s) you will be absent. The parent must coordinate someone to fill in for their volunteer role and notify the attendance coordinator of their substitute.

Promptness is essential. Doors will open at 11:30am. Please arrive in time to organize all your belongings and be seated by 12:00pm. If you are running late, please notify the attendance coordinator so that someone can let you in the building and so that arrangements can be made to cover your volunteer position (if applicable) until arrival.



In the event that 50% or more of the participants will not be in attendance on any given day, the decision may be made to cancel co-op for the week. Communication will be sent out through email, Facebook group, and/or phone regarding such a cancellation.

Volunteer roles

This is truly a cooperative effort in that every family shares some level of responsibility to ensure the success of PCHC. A high level of parent participation is expected. Volunteer hours and roles will be reviewed as part of registration with the Volunteer Coordinator.

For families with extenuating circumstances (such as pregnancy, illness, etc.), we will, as much as possible, honor your preferences and schedule.

NOTE: Only 1 adult per family needs to serve regardless of how many students you have enrolled.

Substitutions

In the event that a volunteer will be absent, he or she must coordinate with a substitute to take their place and cover the volunteer's role(s). Any changes with substitutions, planned or last minute (due to sickness), must be communicated with the Attendance and Volunteer Coordinators.

Clean Up

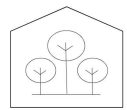
It is important we respect the building God has provided us for this Co-Op. All participants are expected to contribute to the care of the facilities by cleaning up after self and helping with broader clean-up duties as the needs arise. Clean-up responsibilities include, but are not limited to: taking out garbage, wiping down counters/desks/tables, putting away supplies, and ensuring rooms are returned to the order they were originally.

Communication

Our main methods of broad communication will be through our private Facebook group page and email (homeschool@peaceinfrankfort.org). Only registered participants will have access to the Facebook page. Please be sure to check the page regularly.

Snacks

Students are encouraged to bring a water bottle to Co-Op. They may keep the water bottle with them throughout the day. There will be time provided for snacks, so students may pack a non-messy, easy to eat snack if they wish. There may also be special days when we have a shared, large group snack. Communication will be given in advance of such days.



Behavior Expectations/Discipline Policy

All participants in PCHC are expected to treat each other with brotherly love and kindness. Two guiding scriptures that help direct our behaviors:

1. Strive for peace with everyone, and for the holiness without which no one will see the Lord. Romans 12:14
2. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you. Ephesians 4:32

Community

To build a God-honoring community, it is important for students to be respectful and studious in the learning environments. All participants should be quick to listen and kind to others. Verbal arguing, physical fighting, nor bullying will be tolerated.

3 Step Process for behavior modification

In general, parents are responsible for the behavior of their children. If a student's behavior is disruptive and/or not in accordance with scripture, at a time when the parent is not present, the teacher can follow a three-step process of incremental response:

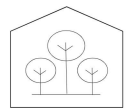
1. Verbal correction/redirection to the student (if problem continues, utilize step #2)
2. Separate the student from the issue (if problem continues, utilize step #3)
3. Parent intervention/involvement sought

Safety Rules

- No running allowed in the church building (except for PE class, when directed).
- No personal electronic devices should be used by students during Co-Op.
- Students must stay with their assigned group throughout the duration of the day; there should be no wandering off or leaving of assigned area without the permission of the teacher.
- If misbehavior jeopardizes the welfare/safety of a child, the teacher will forego the above 3 Step process and intervene immediately. Parents will be notified of the issue and expected to work with the teacher and/or leadership team member to remediate the issue.

On-Going Issues

Any continued, on-going issues that disrupt the learning environment for others and/or jeopardize the safety of any participant will be addressed. A resolution will be determined through collaboration of the parent, teacher, and/or leadership team member(s) based on what is best for the child involved and the broader needs of the co-op.



Health & Safety

The health and safety of all PCHC participants is a priority.

Security

Doors will be locked 15 minutes after the start of each day (12:15pm). They will be unlocked 15 minutes prior to the end of each class day (3:15pm). Children will always be accompanied by an adult when in and upon leaving the classroom.

Allergies

Please be sure to identify any known allergies of your child in the registration form. If there are specific medical plans/precautions that the Co-Op needs to be aware of, please communicate such needs through email at homeschool@peaceinfrankfort.org

First Aid

A first aid kit will be available during co-op for minor incidences. If a minor accident occurs, a teacher or helper will locate the parent to tend to their child. If a parent is unavailable, a teacher or helper will cleanse the wound with soap and water and apply a bandage or icepack if needed.

Insurance

Being a ministry of Peace Community Church, PCHC is covered by insurance under the church's policy.

Inclement Weather

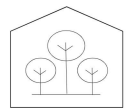
PCHS will follow the Frankfort 157C closings due to severe snow and ice conditions. If PCHC is closed because of severe weather or due to a technical problem at the facility, we will post the information on our Facebook page and on our website <https://peaceinfrankfort.org/homeschool-co-op-ministry> and send an email notification.

Sick Policy

Please allow 24-hours of being symptom free from fever, vomiting, or diarrhea before attending PCHC. If your child has a cloudy, runny nose or a consistent cough, please refrain from bringing your child to PCHC.

Enrollment & Costs

Ensuring PCHC is accessible for any interested family is of importance. For this reason, keeping costs to a minimum is a priority. There are costs though, such as curriculum and supplies, which the registration and tuition fees are meant to cover. If these fees, however, are cost prohibitive for an interested family, there may be supports available. If you are in need of financial support to participate in PCHC, please notify us as soon as possible through email so that we can begin looking into possible options.



Registration

To register for the Peace Community Homeschool Cooperative please visit <https://peaceinfrankfort.org/> and select the Homeschool Co-op Ministry from the drop down menu titled “More” (top right corner). From the PCHC page, you will find a link to register at the bottom of the page.

There is a \$50 registration fee. Registration is not complete, and your spot in the Co-Op is not secured until the registration fee is received. The registration fee can be paid online, or by cash or check. Please see “payments” section below for further information on options.

Tuition

A \$150 tuition fee is due prior to August 1st of the academic school year. It is used to cover the cost of curriculum and materials. Tuition can be paid online, or by cash or check. Please see “payments” section below for further information on options.

Payments

There are several options for making payments.

- ❖ Credit Card/Bank Card Payments can be made online by visiting the Peace Community Church Website:
 - <https://peaceinfrankfort.org/>
 - From the main menu select “Give”
 - Next, select “Make a Donation/Payment”
 - From the dropdown menu titled “Fund” select “Homeschool registration” or “Homeschool tuition”
- ❖ Check payments should be made out to Peace Community Church (please also include “Homeschool” on your check). Checks can be mailed to the homeschool office:

Peace Community Church - Homeschool
21300 S. LaGrange Rd.
Frankfort IL 60423

- ❖ Cash payments can be dropped off at the church office. Please be sure to place money in an envelope labeled “Homeschool Registration/Tuition”

Supply/Material Donations

Fees and tuition are used to cover the cost of curriculum and materials. To keep costs low, families may be asked for supply donations at the beginning of the semester and throughout the year as needs arise, such as for special projects or activities.